

Name: LA as Subject Executive Committee Meeting	Date: August 9, 2005
Present: Ken McGuire and Mario Ontiveros Absent: Phil Ethington, Robert Marshall (Chair), Karen Stokes, and , Claude Zachary	Time: 8:30am – 10:00am Quorum: No
<p>I. Call to Order Mario Ontiveros, Project Manager / Vice Chairperson called the meeting to order at 9:00 A.M.</p> <p>The minutes of the June 9, 2005 meeting were reviewed and approved via email.</p> <p>II. Plans for the Annual Meeting – Mario Ontiveros</p> <ul style="list-style-type: none"> • Ken and Mario discussed contacting Forum members to encourage a good turnout at the Second Annual Meeting. • Mario will draft the text for the invitation for the Second Annual Archives Forum Meeting and submit it to the Executive Committee for final approval. • Mario will do the following: talk with Tyson Gaskill about designing the invitation for the Annual Meeting; go over the layout of the room with Corey Powell; Current mailing labels from USC. • Mario will post to the listserv a call for members to bring their brochures, flyers, and event calendars to the Second Annual Meeting. Also, he will encourage them to participate in a “members’ exhibition” – for members to highlight examples from their archives and collections. <p>III. Archives Forum Fall 2005 Events: The Executive Committee and the Archives Forum will have a busy November – January. To assist us, Mario will create a timeline outlining our possible needs (due dates, staff support...), responsibilities, as well as asking a series of questions for each of the following events:</p> <ol style="list-style-type: none"> 1. <i>Writing Successful Grant Proposals for Preservation and Digitization Projects</i> Friday, November 4, 2005 2. <i>Annual Meeting</i>, Thursday, November 10, 2005 3. <i>Archives Bazaar</i>, Saturday, January 14, 2006 <p>Mario will email this document to the Executive Committee and ARC/USC staff in order to ensure that we are all working together.</p>	
<p>NEXT MEETING: Tuesday, October 11, 2005, at Doheny Memorial Library, USC. Meeting begins at 8:30am.</p>	