

Name: LA as Subject Executive Committee Meeting	Date: January 11, 2006
Present: Phil Ethington, Robert Marshall (Chair), Ken McGuire, Mario Ontiveros, and Claude Zachary	Time: 8:30am – 10:00am
Host: USC Archival Research Center	Quorum: Yes
<p>I. Call to Order The Chair called the meeting to order at 8:45 a.m.</p> <p>Note: Due to time constraints, the minutes of the November 11, 2005 will be reviewed and approved at the February 14, 2006 meeting.</p> <p>II. Planning the “First Annual Los Angeles Archives Bazaar” at the Huntington Library</p> <ul style="list-style-type: none"> <li>• The goal for today’s meeting: set a date and time for the event; chart the event’s activities; discuss logistical issues; prepare a timeline; and, define responsibilities.</li> <li>• The Research Scholarship, and Collection Usage and Development Committee is organizing this event. The committee’s chair, Phil Ethington, began his discussion by resubmitting a draft of the publicity announcement to the Executive Committee and reviewing the estimated cost for Bazaar’s tent rentals. Working with Mario Ontiveros’ “Event Check List,” the Executive Committee clarified the following:</li> </ul> <p>Tentative Date: Saturday, April 8 from 10 a.m. to 4 p.m. (Phil will confirm date with the Huntington)</p> <p>Location: Outside at the Huntington Library</p> <p>Co-sponsors: the LA as Subject Archives Forum; the Huntington-USC Institute on California and the West; and, the Los Angeles History Research Group.</p> <p>Invitations: The USC-Huntington Institute for the Study of California and the West will produce the event flyer and cover the mailing cost.</p> <p>Food and Beverage: Four possibilities – 1) no organized lunch but have vendors selling “faire foods,” such as hotdogs, sodas, etc.; 2) catered lunch; 3) a mini-cookout; 4) Use Huntington café.</p> <p>Action Items: Phil will check with the Huntington about cooking on the grounds, outside catering, etc. Mario will check to see if USC will cover the cost of food and beverage.</p> <p>Note: Due to the success of the “Writing Successful Grant Proposals for Preservation and Digitization Projects” workshop (November 4, 2005), the Forum might be able to use some of the remaining money to cover the cost food and beverages. Claude will report back to the committee.</p>	

Rentals:

We will be renting a series of tents. The exact number is still to be determined, but we plan to use one large tent with a series of smaller tents and/or tables and chairs.  
Depending on the rental cost, USC intends to cover the tent rental.

Action Items:

Based on the plans outlined at this meeting, Mario requested that Phil give USC a budget so we can determine if USC can, indeed, cover this cost.

Other issues: Who will cover the cost of renting the tables and chairs? Will the Huntington provide them, or cover the rental cost?

Audio Visual:

TBD

Action Items:

Phil will check with the Huntington to see if we can have an Internet hookup in the tent(s) for Forum members.

Parking:

TBD

Schedule of events:

Friday, April 7,  
Tent(s) setup

Saturday, April 8

8:30am – 9:30am – Member setup  
10:00am – Event begins  
11:30am – 2:00pm – Lunch  
4:00pm – Event ends

TBD: Speakers, moderators, panels, presentations.

**\*\*Note: All above mentioned action items and outstanding issues will be addressed by the Executive Committee via email.\*\***

III. 2006 Archives Forum Meeting Schedule

Following up on no response from the December and January email requests, Mario asked committee to assist in planning the meeting and Special Presentations (SP) for 2006.

**Archives Forum Meetings for 2006:**

February 14<sup>th</sup>: General Forum + Executive Committee meeting at the Beverly Hills Public Library Historical Collection (No planned SP, but we will have a tour of and discussion about the BHPL historical collection.)

March 14<sup>th</sup>: Executive Committee meeting at USC

April 11<sup>th</sup>: General Forum + Executive Committee meeting (host and SP, TBD)

May 9<sup>th</sup>: Executive Committee meeting at USC

June 13<sup>th</sup>: General Forum + Executive Committee meeting (host and SP, TBD)

July 11<sup>th</sup>: Executive Committee meeting at USC

August 8<sup>th</sup>: General Forum + Executive Committee at CSUN. Robert Marshall will give the SP, which will focus on exhibition design.

September 12<sup>th</sup>: Executive Committee meeting at USC

October 10<sup>th</sup>: General Forum + Executive Committee at USC (Final event planning meeting for the Annual Archives Forum meeting)

November 4<sup>th</sup>: Annual Meeting

December: No Meeting

**\*\*Note: Mario will contact a few of the member organizations to see if they would like to host one of the upcoming meetings: April 11<sup>th</sup> or June 13<sup>th</sup>.\*\***

#### IV. New business

- February Meeting

The Executive Committee will begin at 9:00am, not at 8:30am.

- Listserv

To provide a more efficient service to our members, the Executive Committee has decided to switch to a moderated listserv.

Action Item: Mario will work with Howard Smith at USC to make the switch.

- LA Subject Web site text:

Reviewed the copyright information on the Web site to see if we needed to clarify any information to assist those interested in citing or using elements of the Database.

Action Item: The text does not need to be modified.

**NEXT MEETING:** Tuesday, February 14, 2006, at the Beverly Hills Public Library Historical Collection. Meeting begins at 9:00am.