

Meeting Summary

Name: LA as Subject Executive Committee Meeting	Date: January 11, 2005
Attendees: Phil Ethington, Robert Marshall, Kenneth W. McGuire, Mario Ontiveros, Matt Roth, Karen Stokes, Claude Zachary	Time: 9:00am – 10:00am Quorum: Yes
Decisions:	
I. The Archives Forum and the Executive Committee will now meet every other month, except in November when both will convene for the Annual Membership Meeting.	
The reasons for switching our meeting schedule: <ul style="list-style-type: none">A. Increase attendance and participation at both meetings.B. Improve the service to Archives Forum members through “Special Presentations,” such as workshops, guest speakers, tours of archival repositories throughout Los Angeles, etc.C. The alternating schedule will allow the Executive Committee and Standing Committees additional time to plan the Archives Forum	
Archives Forum Meeting Schedule for 2005: February, April, June, August, October, November (Annual Meeting). Meetings are on the first Tuesday of the month from 10:00 A.M. – 11:30 A.M.	
Executive Committee Meeting Schedule for 2005: March, May, July, September, November (Annual Meeting), December. Meetings are from 9:00 A.M. – 11: A.M.	
II. Return to having member institutions host Archives Forum meetings. This will introduce our membership to the diversity of archives and collections that are listed in the Database.	
III. Schedule for arranging Special Presentations: February, Phil Ethington April, Mario Ontiveros June, Claude Zachary August, Karen Stokes October, Phil Ethington November, Ken McGuire (Annual Meeting)	
Changes to the Standing Committees: Due to increased responsibilities, Matt Roth resigned as chair of the Advocacy Committee. Robert Marshall will serve as interim chair until another Archives Forum member is nominated.	
Changes to the Database: Due to Barbara Shepard resignation from USC, she will no longer serve as our Database Manager. Mario Ontiveros will assume most of Barbara’s responsibilities, such as managing the listserv, updating/making changes to the LA as Subject Database and Archives Forum webpage, processing member requests to update/add to the Database, and maintaining the mailing list.	

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Action Items	Assigned:	Due:	Completed:
Draft a formal e-mail to the Archives Forum announcing the changes to the meeting schedules	Robert	No Date set	No
Review and rewrite the "Host Institution Appendix."	All	Mid-Jan	Yes
Ask USC to review "Host Institution Appendix."	Mario	1/11/05	Yes
Schedule a meeting between Executive Committee and USC to discuss the "Host Institution Appendix."	Not assigned		No
NEXT MEETING: Tuesday, March 8, 2005 in the Doheny Library at USC at 9:00am.			