

Name: LA as Subject Executive Committee Meeting	Date: June 14, 2005
Present: Phil Ethington, Robert Marshall (Chair), Ken McGuire, Mario Ontiveros, Claude Zachary Absent: Karen Stokes	Time: 8:30am – 10:00am Quorum: Yes
<p>I. Call to Order The Chair called the meeting to order at 8:30 A.M.</p> <p>The minutes of the April 12, 2005 meeting were reviewed and approved.</p> <p>II. LA as Subject Brochure / Website Update – Mario Ontiveros</p> <ul style="list-style-type: none"> • We will begin redesigning the look of the LA as Subject Website with a goal to be completed by the Annual Meeting. • The LAasS Brochure has been put on hold due to budget issues. We will revisit the budget for the brochure in 2006. Or, we can take another approach, such as apply for a grant. <p>Action Item: Approach an outside source to help (or completely) cover the cost of the brochure. For example, the National Historical Preservation and Records Commission (NHPRC) or the Haynes Foundation.</p> <p>See if USC will cover the cost of redesigning the LA as Subject website (all virtual components) and seek matching funds from the Haynes Foundation to cover the cost of the physical brochure.</p> <p>III. Annual Meeting – Mario Ontiveros</p> <ul style="list-style-type: none"> • Suggestions for events: <ol style="list-style-type: none"> 1) We need to focus on attendance and what will attract an audience. 2) Have a Keynote Speaker, such as: Kevin Starr (Historian); Gloria Molina (Los Angeles County Supervisor); or Connie McCormick (Registrar in Los Angeles County). <p>***The Keynote could focus on a broad topic that would serve the needs of Forum members as well as the general public. Possible topic: "The State of the Archives"***</p> <ol style="list-style-type: none"> 3) Member generated exhibition – similar to last year’s meeting. We had a great turn out and we should see if there is any interest in another exhibition. 4) Organize a panel around an issue, or one that responds to the Keynote address. The panel would be comprised of Forum members. <p>Action Item: Phil Ethington will call Kevin Starr to see if he is available.</p>	

IV. Special Presentation Honorarium

- ARC/ISD has agreed to give each Special Presentation speaker a \$150.00 honorarium. The previous speakers for 2005 will receive honorariums retroactively.

Once we decide on our next speaker, I will begin the honorarium process in advance so that we can present the check to the speaker on the day of her/his presentation.

V. Archives Bazaar – Phil Ethington

Bill Deverell, Director Huntington-USC Institute on California and the West, was very enthusiastic about the Archives Bazaar. The goal of the Archives Bazaar: promote member archives/collections to researchers.

Activities:

- 1) Forum members could participate on a series of panels.
- 2) Each member archive/collection could have a booth highlighting materials from their archives/collections. Researchers will be able to go from booth to booth and learn more about archives/collections in the Database.

NEXT MEETING: Tuesday, August 9, 2005 at the Occidental College Library. Meeting begins at 8:30am.