

***The LA as Subject Archives Forum  
Meeting Overview***

**Date:** October 12, 2004

**Time:** 10am – 11:30am

**Host site:** USC, Doheny Memorial Library

**Attendees:** (listed below)

**I. First Annual Meeting + Producing a Three-Year Plan**

(Open Forum discussion)

According to our *Mission, By-Laws, and Strategic Plan*, the five Standing Committees will present a 1- and 3- year plan for approval at the Annual Meeting on Thursday, November 4, 2004 from 4 pm – 6pm.

The 1- and 3- year plans were created from the suggestions and ideas discussed in open forum sessions at our monthly meetings as well as among members of the Standing Committees.

The 1- and 3- year plans will be uploaded to our web site by Thursday, October 28<sup>th</sup>.

**The evening will include:**

- Presentation of a Three-Year Plan by the Archive Forum's Standing Committees
- Open forum for membership comments and suggestions
- Voting to approve the Three-Year Plan
- Welcoming new *LA as Subject* members
- Information for you and your colleagues on how to update your database record

**Time/Location:**

4pm to 6pm -- The meeting will be held in the beautiful Doheny Memorial Library on the USC campus in Room DML #240. Signs will be posted to direct you to the room.

**E-mail RSVP:**

If you are planning to attend the meeting, please e-mail your rsvp to [montiver@usc.edu](mailto:montiver@usc.edu) by Tuesday, November 2. We will arrange for complimentary parking.

Please contact [montiver@usc.edu](mailto:montiver@usc.edu) for further information.

**Let Archive Forum members know about your archive/collection...**

**1)** At the meeting, Forum members suggested that we invite members to bring ephemera, brochures, calendar of events to promote their archive/collection.

**2)** And/or, if you would like to highlight an example (poster, book, map, etc.) from your archive/collection, Forum members can display it at the First Annual Meeting. Please note we are not responsible for the safety of the examples on display. The easels and display cases will not be secure, nor will security be provided, so please keep this in mind when making your selection.

**If you plan to participate please follow these guidelines:** **1)** Send an “Image rsvp” to [moglum@ucla.edu](mailto:moglum@ucla.edu) by Tuesday, November 2 so that we will know how objects to expect. **2)** Please arrive by 3:15pm to set up your object.

**Thanks to** Tyson Gaskill for designing the flyer for the First Annual Meeting and to Corey Powel for making all the arrangements for the Forum meeting -- We appreciate it!

**II. Database Updates**

(Mario Ontiveros and Barbara Shepard)

Additions to the LAasS website:

1. The LAasS Mission, Strategic Plan, and Bylaws document has been uploaded to our web site.
2. The September meeting minutes are available on the web page. We are in the process of uploading all the meeting minutes to the web site.
3. The LA as Subject “link graphic”—intended to help members add a link to the LAasS website on their home page. Peter Scoggins and Howard Smith are completing a draft of the “link graphic.”
5. The LA as Subject Listserv will launch before the end of October! We will use it to announce the Annual Meeting as well as a resource for all of us.

**\*\*Thanks to Barbara Shepard, Peter Scoggins and Howard Smith for all their work!\*\***

**Attendees:**

**\*\*Require parking\*\***

Andrea Eng (Santa Monica Historical Society Museum)

Phil Ethington (USC)

Marlene Gilbert (Archives Advocate)

Ken McGuire (St. Vincent Medical Center)

Cynni Murphy (Santa Monica Public Library)

Mario Ontiveros (USC)

Wally G. Schidler (Historical Collection of Southern California Ephemera)

Barbara Shepard (USC)

Gail Stein (Beverly Hills Public Library Historical Collection)

Karen Stokes (Getty)

Michael Swift (CSUN)

Kris Tacsik (CSUN)

Dace Taube (USC)

Carol A. Wells (Center for the Study of Political Graphics)

JoEllen Williamson (USC)

Claude Zachary (USC)