MINUTES
LAUC-I Executive Board Meeting
Thursday, October 18, 2012 * 1:00pm – 2:00pm * ASL 244

Present: Brian Williams, Cathy Palmer, Kristin Andrews, Kathryn Kjaer (recorder), Pauline Manaka, Ying Zhang, Christina Woo, John Sisson

1. Agenda review

2. Approve minutes: LAUC-I ExBd minutes for September 27, 2012 were approved.

3. News/Announcements – (Andrews)
   a. Revised charges -- Kristin has made some changes based on feedback. The updated draft (10-18-12) is available on the Executive Board’s wiki, https://services.adcom.uci.edu/wiki/download/attachments/373325926/LAUC-I_RostersAndCharges2012-2013.docx?version=1&modificationDate=1350577957000

      ACTION: Board members should review the revised charges and send comments to Kristin by October 26.

   b. Using the exchange calendar to note programs and deadlines – Kristin reminded everyone who schedules programs or meetings using the LAUC-I listserv to click the DL (distribution list) option so that we can tell who has accepted the meeting.

   c. LAUC Conference call: role of LAUC in training and skill development – Kristin explained that the LAUC statewide Ex. Board would like to focus on how LAUC can play a leading role in training librarians to face future challenges. Kristin suggested that the Program Committee may want to look at this theme in planning programs.

   d. Listserv updates – Kathryn has submitted worktickets to update all the LAUC-I email listservs.

4. Budget Update – (Williams) – Brian will send current report by email.

5. Revisions of Officer & Standing Committee Charges – (Andrews)
   a. Secretary — A supplemental charge was added:
      “Clean up the wiki so it is well organized and easy to navigate. Consult with appropriate persons and committees regarding the disposition of outdated working documents.”
b. RPDC – A supplemental charge was added:
   “Plan and implement a program/workshop(s) on topics such as LAUC grants and professional writing and presenting.”

6. Committee Updates
   a. LRC update (Zhang)
      Reviews: the committee has one out-of-cycle and 14 regular academic reviews this year.

   b. RPDC update (Woo)
      The committee has confirmed that Woo will be the Chair (no co-chair this year). They have begun planning a program on how to submit proposals for research and mini-grants. They have posted minutes on the wiki.

   c. PC update (Sisson)
      The committee worked with the Special Collections and Archives Dept. to sponsor the Lunch with LAUC-I presentation today of the documentary film, “Birth of a Campus” (1965), and clips from 2 movies that were filmed on the UCI campus: “Conquest of the Planet of the Apes” (1972), and “Silent Movie” (1976). October is American Archives month.

      The committee will invite Kristin to a meeting to discuss ideas for future programs having to do with the LAUC theme.

   d. Nominating Committee update. (Manaka)
      Pauline is hoping to have one person from Law and one person from the UCI Libraries join her on the committee. Not definite yet.

   e. Procedures Ad Hoc Committee update. (Kjaer)
      The committee (Kjaer, Lembke, Murphy) met recently with Kristin. They are developing a plan that may involve creating templates, general guidelines, etc. They will be working with committees and officers to help everyone document useful procedures.

7. Other business? None.

8. Next meeting will be November 6 and the main goal is to plan the agenda for the first General Membership meeting on December 3, 2012. It was decided to cancel the Executive Board meeting on December 20, 2012.

9. The meeting was adjourned at 2:00 pm.

Next Meeting:
Tuesday, November 6, 2012 * 2-3pm * LL110