

MEETING MINUTES
LAUC-I Executive Board Meeting
Monday, July 11, 2016 * 10:00 a.m. – 11:00 a.m. * LL 110

1. Becky Imamoto, Colby Riggs, Christina Woo, Scott Stone, Cynthia Johnson, Jharina Pascual, Shu Liu
2. Agenda review - 1 min
3. Approve minutes: LAUC-I ExBd minutes for May 9, 2016 - 1 min (Sent by Jharina on 7/7/2016)
 - a. **ACTION ITEM: Send corrections to Jharina by Friday**
4. Announcements:
 - a. **ACTION ITEM: Research and Professional Development – RPD needs to remind LAUC grant awardees to send in their reports by the end of August in order to be eligible for future statewide LAUC funding.**
 - b. LAUC-I annual committee reports about activities due end of August, except for LRC (See the Bylaws).
5. LAUC-I Executive Board August transition meeting and what should be discussed for new Executive Board members. – 10 min Chair
 - a. **ACTION ITEM: Need official merging of Web Master and Secretary by September 1st according to the bylaws**
 - b. Strategic plan
 - i. What is LAUC-I's role?
 - c. Difference between LAUC and AFT
 - d. New committee appointments begin Sep 1
 - i. **ACTION ITEM: Scott and Christina will revise the documentation for reimbursement for meeting/program refreshments, since the details on the LAUC-I Program Committee wiki do not reflect current practice. They will do this by August 15 for the Exec Bd transition mtg. Scott, as outgoing Program Committee chair, will create a checklist of program planning tasks to assist new members of this committee.**
 - e. **ACTION ITEM: Meeting w/ Colby, Cynthia, and Jharina to update LAUC-I ExBd page/LAUC info page**
6. What do we think about the need to maintain a local membership roster versus relying on a roster on LAUC's website? – 10 min Chair
 - a. Agreed that we will link to the LAUC roster for LAUC-I members, once that process begins
 - b. The LAUC-I email membership list will be used to determine who is eligible to participate in the elections. The listserv will need to be reviewed before each election to make sure that only voting members receive the ballot
7. Posting news on the LAUC website – 15 min Woo (see Woo's email dated 6/16/2016)
 - a. **ACTION ITEM: Member-at-Large will be the main contact for updates to LAUC page, and this task will be noted on the LAUC-I website**
 1. **Member-at-Large will check the UCI Libraries' staff intranet monthly and submit any news items about LAUC-I members to the appropriate LAUC committee or person.**

8. Budget Update – 2 min Vice-Chair
 - a. Colby Riggs approved an additional \$25 fee for a microphone at the Char Booth event
9. Committee Updates
 - a. LRC update – 5 min Committee Chair
 - b. RPDC update – 5 min Committee Chair
 - i. Finished planning the grants workshop
 - ii. **ACTION ITEM: August 15 meeting – Shu Liu will send another reminder**
 - iii. **ACTION ITEM: Committee is responsible for securing funds for food and approval from Colby**
 1. **ACTION ITEM: Christina will assist Shu on any record-keeping and items to submit**
 - c. PC update – 5 min Committee Chair
10. Strategic Planning Update – 5 min C. Johnson
 - a. Leadership Council will spend another hour talking through process and results of Strategic Planning Task Force to discuss how to move forward
 1. Much of the discussion about the process has revolved around deploying resources so that individuals and units are not overstretched.

Next Meeting:

Weekday, Month DD, 20YY * TI:MEam – TI:MEpm * Bldg Rm