

**LAUC-I Annual Reports
2003-2004**

1. Office/Committee Name:

- ✓ Member-at-large

2. Membership and Terms:

- ✓ 2003/2004

3. Standing Charge:

- ✓ (*See By-laws*)

4. Supplemental Charges/Tasks for 2003/2004 Year:

Attend Fall Assembly and report to Membership

- ✓ Act as Membership Liaison
- ✓ Attend Fall Assembly and report to Membership
- ✓ Secure and setup refreshments for all Membership meetings

5. Key Accomplishments (coordinate with charges above):

- ✓ Attended Fall Assembly and submitted report to membership.
- ✓ Surveyed members who frequently are unable to attend Membership meetings.
- ✓ Sent Membership agendas, minutes, and documents to members unable to attend Membership meetings.
- ✓ Received questions and suggestions from members and passed them on to the Board.
- ✓ Created list of action items from minutes of year's meetings.
- ✓ Secured and setup refreshments at all Membership meetings.
- ✓ Attended all Executive Board meetings and tried to provide a Membership perspective as best as I could.
- ✓ Attended and participated in most LAUC lunches.
- ✓ Attended and participated in many LAUC programs.

6. Recommendations for the Coming Year:

- ✓ Continue to designate a Member-at-large as Membership liaison to attempt to insure that the entire Membership is informed and considered on all matters.

7. Documents Archived on LAUC-I T drive (agendas, minutes, other):

- ✓ Report on Fall Assembly

Submitted by: Manuel Urrizola

Date: July 26, 2004