

<b>LAUC-I Annual Reports 2003-2004</b>
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**1. Office/Committee Name:** Secretary

**2. Membership and Terms:** 2003-2004, 1 year term.

**3. Standing Charge:**

- a. Responsible for the preparation and revision of minutes for meetings of the LAUC-I Executive Board and General Membership meetings and distribute copies to the membership.
- b. Serve as a member of the LAUC-I Executive Board.
- c. Serve as LAUC-I liaison to LAUC in the performance of the duties specified in the LAUC Bylaws Article VI Section 3.b.2) a) and b).
- d. Compile and distribute a list of the officers and committee members of LAUC-I.
- e. Responsible for the maintenance of the LAUC-I Web page and LAUC-I records with the assistance of other assigned persons, as necessary.
- f. Perform other duties as assigned by the Chair.

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

- Participated in Ad Hoc T Drive and Website committee to operationalize recommendations made by the 2002-2003 Archives Task Force.
- Worked with LAUC-I Executive Board to purchase a new laptop for use primarily by the LAUC-I Secretary.

**5. Key Accomplishments (coordinate with charges above):**

- Established listservs for both LAUC-I and LAUC-I Executive Board. In contrast to e-mail aliases, listservs are archived on the web. The LAUC-I listserv is open to all, the Executive Board listserv is password-protected. Per the 2003-2004 Executive Board, the current Executive Board will have access to the entire archive.
  - LAUC-I: <http://listserv.lib.uci.edu/pipermail/lauci/>
  - LAUC-I Executive Board: <http://listserv.lib.uci.edu/private/lauci-eb>
- Maintained LAUC-I website after some initial clean-up and reorganization
- Took detailed minutes for each membership and Executive Board meeting
- Active participant in LAUC-I Executive Board

**6. Recommendations for the Coming Year:**

- Secretary will have a new, working laptop to take LAUC-I minutes, rather than rely on borrowing staff machines from the MRC or ILC, which will be an improvement.

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

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Submitted by: Judy Ruttenberg

Date: 8-13-04