**LAUC-SB EXECUTIVE COMMITTEE MEETING  
Thursday, July 16, 2015, 3:00-4:00 P.M.  
Special Collections Seminar Room**

**MINUTES**

**Present:** Yolanda Blue (CAAR), Gary Colmenar (Secretary), Richard Caldwell (Vice Chair pro-tem), David Gartrell (RPD), Kristen LaBonte (Chair), Elaine McCracken (CAP)

**Absent:** Angela Boyd (Past Chair), Chrissy Rissmeyer (Vice Chair & Program)

Meeting began at 3:05 P.M.

Welcome to David Gartrell new RPD Chair and Richard Caldwell, Vice Chair pro-tem.

1. The Executive Board approved the minutes of May 21st with revisions.
2. No action items *K. LaBonte*
3. Reports
   1. Chair – *K. LaBonte*

A date has been set to introduce Danelle Moon, new Head of Special Research Collections to LAUC over lunch. A meeting will be scheduled with David Gartrell and Yolanda Blue about LAUC-SB archives.

* 1. CAAR and WOM – *Y.Blue*

Special elections for CAAR Vice-Chair/Chair-Elect

The Bylaws revisions were approved by the membership. Awaiting election results.

WOM

The Bylaws revisions to change the requirement for Chair of WOM was approved by the membership.

Appointment Advisory Committee (AAC) **-** Metadata/Cataloging Management position

The committee completed SKYPE interviews. HR and the committee are coordinating the procedures for the in person interviews for 2 candidates.

* 1. CAP – *E. McCracken*

Academic Review Calendar 2015-2016

CAP met with Alan Grosenheider regarding the review schedule and it was approved.

* 1. RPD – *D. Gartrell*

Nothing to report

1. Action Items:

Gary will schedule the next executive board meeting during the week of August 10-14. He will schedule the transition meeting during the week of September 14-18.

Meeting adjourned at 3:58 P.M.