

LIBRARIANS AND ARCHIVISTS COMMITTEE MEETING
20 July 2011, 9:00 – 10:00 a.m.
Room M18, The D. B. Weldon Library

MINUTES

Present: T. Adam, B. Fyfe, K. McPhee, D. Meert-Willston, L. Olson
Regrets: D. Horoky
Recorder: T. Adam

1. Approval of the Agenda

Approved

2. Approval of Minutes for:

22 June 2011 LAC Meeting
Approved

3. Business Arising:

a. UWOFA Website – Collated feedback sent to UWOFA Communications Committee

M.Grzyb (UWOFA – Communications Committee) received our feedback with thanks and will forward on to UWOFA executive for comments.

ACTION: K.McPhee, as a member of UWOFA Executive will follow up.

b. UWOFA Website – Chart with Dates

A table with dates is available via the UWOFA website (Documents – Collective Agreement – [Dates and Deadlines in Librarians and Archivists Collective Agreement](#))

Since we are currently in contract negotiations updating this table after settlement will reflect the new timetable.

ACTION: Return to the agenda of a subsequent UWOFA-LA Meeting

c. UWOFA-LA Committee Descriptions – Review updates prepared by M. Mills and L. Olson

T. Adam circulated the revised chart with additions agreed at the last meeting and clarifications received via e-mail. Outstanding is final clarification of elected/appointed status of some committee membership.

ACTION: L. Olsen will determine status details from the CA.
T. Adam will make the resulting changes to the chart
K. McPhee will forward to UWOFA Office for posting

4. Steward's Reports

Committee Responsibilities During Negotiations

Question regarding membership obligations for committee participation while we do not have a contract. Members cannot withdraw service during bargaining.

ACTION: All will send a reminder communication out to LA groups.

CLA Institutional Membership

Question regarding how our CLA institutional membership impacts individuals. e.g. reduced fees or conference registration.

Question regarding other institutional memberships that Western has.

Appointments Process

Question regarding clarification of the Appointments process.

ACTION: K. McPhee will follow up.

5. Announcements

No announcements.

6. New Business:

a. Schedule of LAC Meetings – Questions or concerns?

No questions or concerns.

b. LAC Steward Areas of Responsibility – Discussion and clarification

All constituencies included in UWOFA-LA have representation or a communication contact.

c. LAC Priorities

Issues arising in our respective areas of responsibility and enabling two way communication between UWOFA, UWOFA-LA and the membership are our key priorities.

d. LAC Terms of Reference – Proposal that LAC prepares this document

Need to formalize terms of reference for the Librarians and Archivists Committee

ACTION: D. Meert-Willston and K. McPhee will work on a first draft.

e. Tracking Issues for Contract Committee – Proposal that LAC takes this on

Formalization of a process to record and keep track of issues mapped to articles in the CA, with decisions and dates would be especially useful. Posting to a password protected area of the UWOFA-LA web would be preferable.

ACTION: K. McPhee will draft a simple Excel worksheet to begin the process.

7. Adjournment

Meeting adjourned at 10:50

8. Next Meeting:

Date: August 18

Location: M18, Weldon Library

Recorder: B. Fyfe