ArchivesSpace Board of Trustees

Proposed Agenda for 12/13/13 Meeting at

Capital Hilton, 1001 16th Street NW, Washington DC 20036

Michigan Room 8:30am-3:30pm

Continental breakfast will be available at 8:30. Meeting will begin at 9:00. There will be a working lunch with a short break around noon. The meeting will adjourn at 3:30pm.

1. Introductions
2. Organizational matters:
	1. “Ground rules” for meeting, e.g. confidentiality, mode of decision-making (Carol)
	2. Pre-Bylaws arrangements, e.g. Pro tem chair/officers, finance committee, liaisons for UAC and TAC, frequency of meetings (Carol)
	3. Background on role of Partners and Home Organization (Carol)
	4. Bylaws development (Katherine)
3. Update on operations and membership (Brad)
4. Membership of User and Technical Advisory Councils (Brad)
5. Financial overview and discussion (Robin and Carol)
6. Workshop options and pricing proposal (Brad and Robin)
7. Policy issues (Brad and Robin)
	1. Membership categories
	2. Hosting
	3. Consortial memberships
8. Wrap up and action item review

Please check your luggage at the hotel desk and do not bring it to the Michigan meeting room, as the presence of luggage will make the room smaller than it is already.

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Thursday night’s meet-and-greet dinner will be at 8:00 p.m. at Art and Soul, in the Liaison Hotel at 415 New Jersey Ave. (202-393-7777; <http://www.artandsouldc.com/>)

You can travel from the Capital Hilton to Art and Soul either by foot, taxi, or subway (Farragut to Union Station).