

WYOMING STATE HISTORICAL RECORDS ADVISORY BOARD

Wednesday, June 10, 2015

Rouse Room-American Heritage Center-University of Wyoming, Laramie, WY

Approved Minutes

Note: These minutes are abridged.

1. Call to order

Mike Strom, SHRAB Coordinator called the meeting to order at 1:35 p.m..

Mike completed roll call as members called in via conference call.

2. Roll Call and Introductions/Announcements

Members in attendance:

Mike Strom-SHRAB Chair & State Historical Records Coordinator, Cheyenne, WY

Tony Adams – C.R.M., Cheyenne, WY

Courtney Bohlender – City of Riverton, WY

Tyler Cline – American Heritage Center, University of Wyoming, Laramie, WY

Sherry Daigle – Teton County Clerk, Jackson Hole, WY (via conference call)

Rick Ewig – American Heritage Center, University of Wyoming, Laramie, WY

Paul Goodson, Wyoming State Library (via conference call)

Lokey Lytjen – Teton County Library, Jackson Hole, WY (via conference call)

Scarlet Skorcz – Western Wyoming Community College, Rock Springs, WY (via conference call)

Carol Thompson – Supreme Court Clerk, Wyoming Supreme Court, Cheyenne

Janie Wait – Intermountain Records, Casper, WY

Members absent:

Sarah Brown Mathews – Wyoming Climb, Cheyenne, WY

Robert Webster, Sheridan, WY

Introductions/Announcements:

Mike welcomed everyone to the SHRAB meeting and introduced Governor Mead's new appointees to the SHRAB: Tyler Cline with the American Heritage Center, UW-Laramie, WY; And Janie Wait with the Intermountain Records Center, Casper, WY.

Guests:

Fran VanHouten (via conference call)

3. Approval of previous minutes:

Courtney Bohlender moved to approve the minutes as submitted for February 27, 2015. Seconded by Tony Adams. Motion passed unanimously.

4. Financial Report

Mike reviewed the financial report, dated June 10, 2015. Sherry Daigle moved to approve the Budget report. Rick Ewig seconded. A brief discussion followed including comments from Rick, Tony, Janie, Sherry, and Carol regarding possible SHRAB presence/attendance at WACO, WAM, and other statewide organization meetings to promote SHRAB activities and submitting announcements to organization publications such as "WREA" and the "WY Lawyer". No action was taken at this time regarding these discussion items. The motion passed unanimously.

5. Old Business

A. Strategic planning – Fran VanHouten, RainMaker Coaching LLC

Fran VanHouten attended the meeting via conference call to re-cap the Strategic Planning meeting held this past February and review the pages Mike included with the agenda (2015-2019 Strategic Framework and Action Plan pages). Discussion included questions regarding the first Action Plan it - Diverse Funding, and Mike reported he had checked with agency administration regarding the possibility of adding a line item for SHRAB in the State Parks and Cultural Resources budget. Mike said that this will not be possible due to budget restraints. Mike will follow up with 'the action item called "Draft Initial

Communication Plan,” due 7/1/2015 or 9/1/2015. Courtney asked how the SHRAB will measure progress and Mike said increased participation in SHRAB initiatives – more grant applications, better attendance at workshops - would be the best indicator of progress. Mike suggested adding “Increased attendance at trainings and workshops” to the feedback loop portion of the Strategic Framework. Following discussion, Tony asked Mike if the updated/amended Strategic Plan to be submitted to the NHPRC would include the fiscal year process for the current fiscal 2 year SNAP Grant funding and Mike related it would. Courtney moved to accept the amended Strategic Framework and attached ‘Action Plan’. Seconded by Janie. Motion passed unanimously.

B. Workshops in Casper and Lander, Spring 2015

Mike reviewed Mark Shelstad’s narratives for the Spring Electronic Record retention Workshop held in conjunction with the Wyoming Association of Rural Water Systems on April 21st in Casper and the Oral History workshop held May 2nd in Lander. Both were well attended.

C. WY ARMA Spring Seminar

Pat Newbern expressed a sincere thank you for SHRAB’s support and a brief narrative of the WY ARMA Spring Seminar held March 17th in Cheyenne. There were 64 registrants and only 1 no-show. Featured speaker was Mark Diamond with Contoural, Inc, from California who spoke about creation of electronic records and how to keep from hoarding electronic records. Additional speakers, Sheri Nystedt and Lindy Naj from Colorado covered electronic data inventories and data mapping. The three speakers presented a full day of exceptional information about what drives organizations to obtain and maintain legal compliance, defensible disposition, optimized discovery, privacy and security, productivity, collaboration, control for retention, and legal governance.

6. New Business

A. SHRAB Re-Grant committee report and recommendations:

Pat gave a summary of the Re-Grant Committee meeting for the 2015-2016 SNAP Grant Period. Five applications were received with the following committee determinations:

- 1.) Sheridan County Museum. Tony moved to approve this application for \$2,000.00. Seconded by Sherry. Motion was unanimously approved.
- 2.) Western Wyoming Community College. Tony motioned not to approve this application, for Mike to communicate with the applicant to clarify and help to advise them to complete their application in a manner to allow their request to follow SHRAB guidelines, and encourage them to re-apply for the next SNAP Grant in 2016-2017. Seconded by Lokey. Motion was unanimously approved.
- 3.) Cheyenne Frontier Days Carriage Museum. Lokey moved to approve this application at \$2,000.00 level. Seconded by Tyler. Voting was 4 for approval and 1 opposed. This application is approved contingent upon verification with Dan Stokes of the NHPRC, that it follows the Snap Grant guidelines.
- 4.) Newcastle, WY FFA. Courtney moved this application not be approved with communication that they contact Mike to see how he can advise them to complete their application to follow SHRAB guidelines. Seconded by Lokey. Motion was unanimously approved.
- 5.) Cheyenne, WY FFA. Courtney moved this application not be approved with communication that they contact Mike to see how he can advise them to complete their application to follow SHRAB guidelines. Seconded by Sherry. Motion was unanimously approved.

Courtney moved to accept the Re-Grant Committee’s determinations for the 5 Re-Grant applications, contingent upon Mike’s communication with Dan Stokes of the NHPRC and his review of application number 3 (CDF Carriage Museum). Seconded by Tony. Motion was unanimously approved.

NOTE: *Following communications with Mr. Stokes, Mike related this application cannot be funded as it does not propose to preserve and/or provide access to historical records.*

The Board recommended that an additional grant period be opened to give repositories another chance to apply. Mike agreed and said he would research a time frame that would allow State Archives staff enough time to execute the re-grant cycle and recipients enough time to complete their projects.

B. Digitization workshop (Tyler): Mike related new board member, Tyler Cline, has agreed to put together a digitization workshop. Tyler explained he manages the AHC scanning lab including all photos

and all born digital media and records. Rick related Tyler has AHC support for the commitment to plan and put on a digitization workshop. Additional discussion included possible action for a webinar through UW WYCAST. Janie moved to approve up to \$250.00 towards Tyler organizing and accomplishing a digitization webinar/workshop. Seconded by Courtney. Following a brief discussion the motion passed unanimously.

C. Other new business:

i. Tony asked about amending the by-laws and Mike related he had not had an opportunity to check with Ryan Schelhaas (SPCR counsel). In effort to bring the By-Laws up to date, Tony moved Article VII be deleted from the SHRAB By-Laws and Article VIII be renumbered to VII. Courtney seconded. Following a brief discussion the vote was called. The motion passed unanimously.

ii. Mike reminded the SHRAB to be sure to update their cost share reports by recording their SHRAB time spent on their individual In-Kind forms. Mike will be requesting In-Kind forms for the 2014-2015 SNAP Grant report due the end of June, 2015.

iii. Janie asked about travel/reimbursement to attend meetings and SHRAB activities and Mike related that yes, monies are set aside for this and he would get the form emailed to the board to complete and return to Mike the first of next week.

D. Date, time, and site/location for next SHRAB meeting – Mike will email the SHRAB with the next date, time, and location.

7. Executive Session, if necessary:

An executive session was not necessary.

8. Adjournment

There being no further business, Courtney moved to adjourn the meeting. Seconded by Carol. The motion passed unanimously and the business meeting was adjourned at 2:40 p.m.

Respectfully submitted,

Pat Newbern