

# WYOMING STATE HISTORICAL RECORDS ADVISORY BOARD

Friday, September 25, 2015

3<sup>rd</sup> Floor Conference Room-Barrett Bldg., Cheyenne, WY

## Approved Minutes

**Note:** These minutes are abridged.

### **1. Call to order**

Mike Strom, SHRAB Coordinator called the meeting to order at 9:00 a.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 (via conference call)

Courtney Bohlender – City of Riverton, WY (via conference call)

Tyler Cline – American Heritage Center, University of Wyoming, Laramie, WY (via conference call)

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

Rick Ewig – American Heritage Center, University of Wyoming, Laramie, WY (via conference call)

Paul Goodson, Wyoming State Library

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

Sarah Brown Mathews – CLIMB Wyoming, Cheyenne, 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

#### ***Members absent:***

Janie Wait – Intermountain Records, Casper, WY

Robert Webster, Sheridan, WY

#### ***Guests:***

There were no guests at today's meeting.

### **3. Review and approval: June 10, 2015 meeting minutes:**

Courtney Bohlender moved to approve the minutes as submitted for June 10, 2015. Seconded by Carol Thompson. Motion passed unanimously.

### **4. Greetings and program update:**

Mike reported the State Archives is down 3 positions with Larry Goodman's recent retirement. He related interviews for the Deputy State Archivist will begin the first part of October and that he would like to have the Deputy Archivist on board to interview for the Records Management Unit Supervisor.

Mike shared information from the July 10<sup>th</sup> Wyoming's 125<sup>th</sup> Statehood birthday and celebration which was a fantastic success. In addition to the many activities available during the day, there were 1219 attendees to the State Archives/Archives Reading Room that came in to view the State Constitution.

Mike reported the newest version of HP Trim Records Manager has been installed and is up and running for the Electronic Records Repository/Digital Archives. There are now 5 agencies that are using the software for their electronic records with 6 more in the testing stages and several others with additional interest. Mike added it has been slow but good progress.

### **5. Financial Report**

Mike reviewed the current 2014-2016 budget overview as enclosed with today's meeting agenda. Lokey Lytjen moved to approve the Budget report. Paul Goodson seconded. The motion passed unanimously.

### **6. Old Business**

#### **A. Re-Grant Cycle (closed 9/15/2015)**

Mike related the Hoofprints Museum submitted an application however their application related to artifacts and would not apply to the Re-Grant criteria. Pat Newbern offered an application for the 2016

ARMA Spring Seminar but because she was out during the month of September it was late. Following a brief discussion, this application was tabled.

**B. Digitization Workshop (Tyler Cline)**

Tyler reported the Webinar will be October 23<sup>rd</sup> at the UW College of Business Room 10 (basement) from 12:00 p.m. to 1:00 p.m. This workshop will be available on the Web and Tyler will get the URL to Mike. Tyler related the Webinar will cover digitization and hardware including current best practices and for the future. The Webinar will be broadcast through the WYO Cast which is used for UW Extension classes.

**C. Action Plan update:**

Mike related the Action plan is now on the State Archives-(SHRAB) Web page (2nd page). First item is refining the mailing list by reviewing and updating the current mailing list with Mike. Next is the review and listing of current grant recipients. Lokey Lytjen will work with Mike for this. Final process will be a draft of the communication plan/strategy. Following a brief discussion Carol Thompson and Sherry Daigle offered to work on this with Lokey Lytjen and Sarah Brown Mathews. Tony will forward what he has to Lokey for a survey (maximum 10 questions).

**7. New Business**

**A. Board Book:**

Mike has put together a Board Book for board member resource. The first 8 pages pertain to WY SHRAB with the rest that cover state statutes, rules, etc. This book is currently available on the State Archives / SHRAB Web page.

**B. Other new business:** Mike asked Rick Ewig if the American Heritage Center would have planned activities for Archives month and Rick related not at this time. Tony Adams asked about the SHRAB assisting with the WY ARMA 2016 Spring Seminar and moved that the SHRAB help support the ARMA Spring Seminar up to \$1,000.00. Lokey Lytjen seconded. Motion was passed unanimously.

**C. Date, site/location for next SHRAB meeting:** Mike related the next meeting would be held in February of 2016 in conjunction with the Governor's Art Awards Dinner in Cheyenne.

**8. Executive Session, if necessary:**

An executive session was not necessary.

**9. Adjournment**

There being no further business, Lokey Lytjen moved to adjourn the meeting. Seconded by Carol Thompson. The motion passed unanimously and the business meeting was adjourned at 9:40 a.m.

Respectfully submitted,

*Pat Newbern*