

# WYOMING STATE HISTORICAL RECORDS ADVISORY BOARD

Friday, July 21, 2016

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 1:03 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  
Sylvia Bruner– Director, Jim Gatchell Museum, Buffalo, WY (via conference call)  
Tyler Cline – American Heritage Center, University of Wyoming, Laramie, WY  
Paul Goodson – Wyoming State Library  
Mark Allen Greene – Laramie, WY (via conference call)  
Sarah Brown Mathews – CLIMB Wyoming, Cheyenne, WY (via conference call)  
Karen Rimmer – City Clerk, Douglas, WY (via conference call)  
Janie Wait – Intermountain Records, Casper, WY (via conference call)

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

Rick Ewig-Cheyenne, WY; Lokey Lytjen-Jackson Hole, WY; Scarlet Skorcz-Rock Springs, WY; Carol Thompson-Cheyenne, WY

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

Kathy Marquis, Wyoming Deputy State Archivist.

### **3. Review and approval: February 26, 2016 meeting minutes:**

Mark Greene moved to approve the February 26, 2016 minutes as submitted. Seconded by Sarah Brown Mathews. Motion passed unanimously.

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

Mike Strom, SHRAB Coordinator and Wyoming State Archivist reported Milward Simpson and Sara Needles would not be able to attend today's meeting and Mike began with the program update. The recent budget cuts have affected the Archives with significant cuts for supplies and travel. The Archives has lost two positions. With Curtis Greubel's recent retirement, the Archives was approved to open the position for supervisor of the State Imaging Center and the Records Management Unit. The legislature and the governor approved funding for the Wyoming Digital Archives and we are now working with 14 agencies. At the end of the fiscal year the Archives moved out of the 'pilot' mode where Archives has been assisting with the cost for agencies permanent records archival and non-permanent records storage. There are currently 300,000 records in the Wyoming Digital Archives. Mike further explained that with the budget cuts, willingness for agencies to move forward to the Wyoming Digital Archives has slowed, but the cost of \$0.11 per gigabyte per month for digital storage in the Wyoming Digital Archives is very reasonable and we hope more agencies will want to join the project soon. Sarah asked about how much a gigabyte is and Mike explained a gigabyte is equal to approximately a 1 cu. ft. box of scanned records. Mike related Kathy Marquis will be coordinating the updating and revision of the SPCR and Archives website and we will review if the SHRAB will need to continue with the WIKI. Recently the Archives updated to the newest version of LUNA (digital image database software), which offers much easier access and viewing. LUNA is accessed through the State Archives webpage.

### **5. Financial Report:**

Mike explained the SHRAB had approximately \$17,000.00 in grant funds remaining on June 30, 2016, the close of the previous two-year SNAP grant. That money reverted back to the NHPRC. He then reviewed the July 21, 2016, Financial Report: the current SNAP Grant for \$46,068.00 (NAR16-RC-10267-16), divided into 2 years. The grant includes money for administrative funds (Board travel, Board

meeting expenses), workshop expenses, CoSA annual dues, and re-grants. \$23,034.00 is allocated for this year's expenses. Of that, \$20,034.00 remains. There is \$3,000.00 encumbered -- \$500.00 for Tyler's 'Preservation of Born-Digital Records' webinar and \$2,500.00 for CoSA annual dues. There have been no expenditures to date and no action was taken at this time.

**6. Old Business:**

Mike related the Thermopolis Oral History Workshop with Barbara Bogart did not happen. Unfortunately there were conflicts and they hope to reschedule. Mike related he will meet with Chris Lacinak, who is with AVPreserve (consulting firm), and active in the archival world and has recently moved to the Bondurant area. Mike is hoping to meet up with him in the near future to share information. Tyler Cline reported he is busy working on the 'Digital Preservation Workshop' webinar. The webinar will again be staged/held on the UW campus in the event anyone would like to attend in person. Mike will update the SHRAB in October for more or future workshops. Mike also related he and Kathy will put together an outline for the SHRAB 'Communication Plan' for the October meeting.

**7. New Business:**

**A. Grant Performance Objectives:**

Mike reviewed the current SNAP Grant Summary and Performance Objectives and pointed out two new objectives: increased reporting requirements for re-grant projects and offering a workshop to help those interested in applying for re-grants.

**B. Discussion and determination for the 2016 re-grant applications:**

Discussion began for the review of the 10 re-grant applications received and Board member, Tyler Cline recused himself from voting. Each application was reviewed and following NHPRC grant criteria, the board approved or disapproved each application. Following is a summary of the 10 applications and re-grant amounts approved:

	<b>Re-Grant Application</b>	<b>Amount Requested</b>	<b>Amount Awarded</b>
1	Sheridan Co. Historical Society & Museum, Sheridan, WY	\$2,500.00	-0-
2	Star Valley Historical Society, Afton, WY	\$2,500.00	-0-
3	Green River Valley Museum, Big Piney, WY	\$2,500.00	-0-
4	Museum of the Mountain Man, Pinedale, WY	\$ 449.95	\$ 449.95
5	Jackson Hole Historical Society & Museum	\$2,170.00	\$2,170.00
6	Lander Valley Cattlewomen, Lander, WY	\$2,500.00	\$2,500.00
7	Albany County Clerk's Office, Laramie, WY	\$2,500.00	-0-
8	Laramie Plains Museum, Laramie, WY	\$1,500.00	\$1,500.00
9	Tyler Cline, AHC, Laramie, WY	\$2,500.00	\$2,500.00
10	CFD Old West Museum, Cheyenne, WY	\$2,500.00	-0-
	<b>Totals</b>	<b>\$21,619.95</b>	<b>\$9,119.95</b>

**C. Other new business:**

There was no additional new business.

**D. Date, site/location for next SHRAB meeting**

Mike told the board he would like to plan the next SHRAB meeting the first part of October and he would be in communications as to the location, date, and time.

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

An executive session was not necessary.

**9. Adjournment**

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

Respectfully submitted,

*Pat Newbern*