

WYOMING STATE HISTORICAL RECORDS ADVISORY BOARD

Monday, October 17, 2016

3rd 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 2:06 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 (via conference call)
Paul Goodson – Wyoming State Library, Cheyenne, WY
Sarah Brown Mathews – CLIMB Wyoming, Cheyenne, WY (via conference call)
Karen Rimmer – City Clerk, Douglas, WY (via conference call)
Scarlet Skorocz-Rock Springs, WY (via conference call)
Carol Thompson-Clerk of Wyoming Supreme Court, Cheyenne, WY

Members absent:

Rick Ewig-Past Deputy Director, AHC, Cheyenne, WY; Mark Allen Greene – Past Director, AHC, Laramie, WY,
Lokey Lytjen-Jackson Hole, WY; Janie Wait – Intermountain Records, Casper, WY

Guests:

Darin Westby, Director of State Parks and Cultural Resources (SPCR); Sara Needles SPCR-Cultural Resources Administrator.

3. Review and approval: July 21, 2016 meeting minutes:

Karen Rimmer moved to approve the July 21, 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 welcomed and introduced Darin Westby, SPCR Director. Darin shared that he is trying to learn everything about what SPCR does and is meeting weekly with employees to hear about what each does and their contributions to this diverse agency. Darin related that Mike has shared what the SHRAB is and how they contribute to sharing and preserving historical records of Wyoming through funding and support of the National Historical Publications and Records Commission (NHPRC), which is funded by the National Archives and Records Administration (NARA). Sara Needles added that she was pleased to attend today's meeting, touch base and continue learn more about everyone's involvement with the SHRAB. Mike reported that the State Archives has been active in the annual observation of Archives Month during the month of October by offering additional workshops maintaining and providing information and more access to what the Archives does. Archives staff has offered a workshop about searching genealogy and another to help with searching vital records. These workshops were not recorded. Sara Brown Mathews asked if the workshop information could please be forwarded to her. Additionally Tyler added that AHC did some Archives Month work on Twitter initiatives: 'Ask an Archivist' Day and will continue with the anticipation of adding more next year (10/10 Electronic Records Day).

5. Financial Report:

Mike reviewed the SHRAB Financial Report. The SNAP Grant for July 1, 2016-June 30, 2018 is for \$46,068.00 with the divided amount of \$23,034.00 for the 1st period of 7/1/2016-6/30/2017 and 2nd period of 7/1/2017-6/30/18 with approximately \$10,914.05 in grant funds remaining through June 30, 2017.

The grant includes money for administrative funds (Board travel, Board meeting expenses), workshop expenses, CoSA annual dues, and re-grants. There is \$12,119.95 encumbered -- \$500.00 for Tyler's 'Preservation of Born-Digital Records' webinar, \$2,500.00 for CoSA annual dues, and \$9,119.95 for re-grants. No action was taken at this time.

6. Old Business:

None

7. New Business:

a. SHRAB By Laws:

Mike presented the revised By Laws as suggested by Ryan Schelhaas with the Wyoming Attorney General for further review. Carol Thompson moved that we approved the revised By Laws. Seconded by Paul Goodson. Following a brief discussion the motion passed unanimously.

b. Updates to the regrant application:

Mike presented the updated regrant application for review and comment. Carol Thompson asked about the institution financial. Following a brief discussion there was consensus that it is an important part of the process and the revised application format should work well.

c. Oral History Workshop:

Mike shared an invitation from the Gillette Rockpile Museum Association and Campbell County Historical Society, which is hosting an oral history information program on Nov. 14 at 6:00p.m. This oral history "how-to" program will be presented by Cindy Brown, Reference Archivist with the state Archives and Barbara Bogart, an oral historian since 1991. This event will be held at the Rockpile Museum to share how to collect, record, and preserve stories of the residents of Campbell County. Mike shared that this workshop is an excellent selection for SHRAB support and Sara Brown Matthews moved to approve up to \$500.00 for travel expenses Cindy and Barbara. Seconded by Scarlet Skorcz seconded. Motion passed unanimously.

A second workshop will be Tyler Cline's workshop on 'Born Digital Archiving', which will be a webinar broadcast through the UW Media facilities in Laramie. Tyler's webinar last year had about 75 attendees.

d. Other new business:

Mike asked for the board to share what folks in each of their areas are interested in and would like to know more about. Mike would like to help to facilitate these interests and for the SHRAB to assist to pass the word and enable more workshops and How To programs.

Mike also reviewed the 9/22/2016 brown bag lunch program where Dan Stokes with the NHPRC briefly spoke about new NHPRC plans that state SHRABs will be looking at in upcoming months. Mike will distribute the National plan at the upcoming meeting in February of 2017.

e. Date, site/location for next SHAB meeting:

The next meeting will be in February of 2017. Traditionally this meeting has been held in conjunction with the Governor's Art Award Program. There were questions as to if this meeting may include travel for board members to attend. Mike and Sara Needles expressed their sincere hopes this could be done, and will update the SHRAB when they receive the determination.

8. Executive Session, if necessary:

An executive session was not necessary.

9. Adjournment

There being no further business, Carol Thompson moved to adjourn the meeting. Seconded by Scarlet Skorcz. The motion passed unanimously and the business meeting was adjourned at 2:46 p.m.

Respectfully submitted,

Pat Newbern