

# WYOMING STATE HISTORICAL RECORDS ADVISORY BOARD

Friday, February 3, 2017

Wyoming State Library-Conference Room, Cheyenne, WY

## Approved Minutes

**Note:** These minutes are abridged.

### 1. Call to order

Mike Strom, SHRAB Coordinator called the meeting to order at 10:10 a.m.  
Mike completed roll call as members called in via conference call.

### 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)  
Rick Ewig-Past Deputy Director, AHC, Cheyenne, WY  
Paul Goodson – Wyoming State Library, Cheyenne, WY  
Mark Allen Greene – Past Director, AHC, Laramie, WY (via conference call)  
Lokey Lytjen - Jackson Hole, WY (via conference call)  
Sarah Brown Mathews – CLIMB Wyoming, Cheyenne, WY (via conference call)  
Karen Rimmer – City Clerk, Douglas, WY (via conference call)  
Scarlet Skorcz – Western Wyoming Community College, Rock Springs, WY (via conference call)  
Carol Thompson-Clerk of Wyoming Supreme Court, Cheyenne, WY  
Janie Wait – President, Intermountain Records, Casper, WY

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

Darin Westby, Director of State Parks and Cultural Resources (SPCR); Sara Needles SPCR-Cultural Resources Administrator, Carmen Clayton, Supervisor, State Records Management Unit and Imaging Center, SPCR.

### 2. Review and approval: October 17, 2016 meeting minutes:

Karen Rimmer moved to approve the October 17, 2016 minutes as amended. Seconded by Lokey Lytjen. Motion passed unanimously.

### 3. Greetings and program update:

Mike Strom, SHRAB Coordinator and Wyoming State Archivist welcomed and introduced Darin Westby, SPCR Director.

Darin related he continues to learn and appreciate everything about what SPCR does and meets weekly with employees to hear about what each does and their contributions to this diverse agency. Darin expressly thanked the WY SHRAB for their work and their many volunteer hours, travel, and activity. Darin shared that this past month and a half have been busy with budget and legislative priorities, specifically Senate file 27 (state budget). At this time Darin did not anticipate any hurdles for bills pertaining specifically to SPCR. Although the most difficult decisions are still to be defined regarding the budget, as it is hard to reduce an already reduced and smaller budget. Changes also continue to Senate File 95 (early retirement) as well.

Next Mike welcomed and introduced Sarah Needles, SPCR Administrator. Sarah thanked the SHRAB and shared that she would like to plant seeds to see what the SHRAB may do to help bring special activities to their communities in combination with the Governor's Council to celebrate Women's Suffrage and related activities planned in 2019. Many state agencies will be participating and Sarah has asked the State Archives and State Museum to do special exhibits and host a symposium to include all of the 1<sup>st</sup>s for Women in Wyoming.

Mike asked the SHRAB for thoughts, suggestions, or questions for Sarah. Rick Ewig suggested special public records be made available and that December 10, 1869 was significant for Wyoming women to vote and hold office.

Darin added he would like to work with Mike, LSO and the committee to further this discussion and to encourage grants, composing music, and encouraging everyone to plan and start now for the '2019 Women's Suffrage' activities.

Mike added this was a good time to begin planning and depending upon funds available it may be advantageous to offer a grant to help with this process.

Additional comment followed including Wyoming Day and Janie Wait brought up the up-coming total solar eclipse this August. Sarah related Suzi Taylor (With the State Archives) has been addressing the upcoming eclipse in her blog. Darin added that with the eclipse path moving diagonally across Wyoming, SPCR is heavily involved and that we are partnering with telescope companies, Sierra Trading Post and with other organizations and have scheduled speakers to share information. Additionally State Tourism is working with WYDOT to offer an interactive site for the eclipse activities.

#### **4. Financial Report:**

Mike reviewed the SHRAB Financial Report. The SNAP Grant period for July 1, 2016-June 30, 2018 is for \$46,068.00 with the divided amount of \$23,034.00 for the 1<sup>st</sup> period of 7/1/2016-6/30/2017 and 2<sup>nd</sup> period of 7/1/2017-6/30/2018 with approximately \$10,119.95 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. \$12,626.75 encumbered – which includes \$500.00 for Tyler Cline's 'Preservation of Born-Digital Records' webinar, \$1,000.00 oral history workshop, \$2,500.00 for CoSA annual dues, and \$9,119.95 for re-grants. No action was taken at this time.

#### **5. Old Business:**

**a.** Mike related that Cindy Brown and Barbara Bogart put on a successful Oral History workshop in Gillette, Wyoming in October of 2016 and that they have been asked to come back to Gillette to offer a continued Oral History workshop at the Rock Pile Museum (NHPRC performance objective #7). Brief discussion followed. Lokey Lytjen asked if the \$500.00 we budgeted will be sufficient and Mike related yes, that anticipated actual expenses should be less.

**b.** Preserving Born-Digital Records webinar-Tyler Cline (NHPRC performance objective #7), Tyler related the date for the Wyocast/Webinar (through the U.W. Internet Broadcasting System), will be held March 7, 2017 at 3:30 p.m. Tyler explained there will be no fee or charge to attend the webinar and that it will be recorded and available for later viewing. Karen Rimmer, Carol Thompson and Lokey Lytjen asked for additional webinar information to share and Tyler said he would email additional information to the SHRAB. Tyler's last year webinar had 88 attendees, and he's excited to see how well this upcoming webinar will be attended.

**c.** Mike related the current regrant cycle projects-final reports are due June 1<sup>st</sup>.

#### **6. New Business:**

##### **a. Oral History workshop-Gillette, WY – March 11, 2017:**

Mike explained further that the Rock Pile Museum in Gillette, WY has asked Barbara Bogart back for an additional Oral History workshop March 11, 2017 (NHPRC performance objective #7). This will be a full day workshop. Barbara's fee includes \$150.00 plus mileage and per diem. Lokey Lytjen moved to allow up to \$500.00 to pay for Barbara Bogart to put on the Oral History workshop in Gillette on March 11, 2017. Seconded by Paul Goodson. Brief discussion included a question from Lokey Lytjen to Mike: 'Can leftover administrative funds be used for publicity?' Mike said he would check with NHPRC. Additionally Rick Ewig related it would be a good opportunity to include an hour for Re-Grant application training in Gillette and possibly a screen shot with information for Tyler's Webinar. The motion was unanimously approved.

##### **b. Re-grant application workshop:**

Mike referenced Rick's previous comment about re-grant application training/workshop (NHPRC performance objective #6). Mike related a training could address additional information such as copyright requirements. Mark Greene and Mike will work to come up with for review and comment. Following discussion Mike explained in many cases guidelines can be discouraging to applicants, but that it is important the SHRAB follow NHPRC criteria. Additional comment followed with concurrence for

bullet points on the application. Mike and Mark will move forward with this. No further action was taken at this time.

**c. Revised re-grant guidelines:**

Mike explained he had revised the Re-Grant guidelines removing redundancy. He related that our reporting is actually a part of our NHPRC performance objectives - #4 and #5.

Rick Ewig asked if SHRAB has or would have something to help with copyright requirements. A brief discussion followed with comment from Mark Greene and Mike. Mike added he and Mark would get together to see if they could come up with verbiage to assist with copyright details and requirements for SHRAB Grantees to follow.

Additional comment followed pertaining to if, the SHRAB, should define 'historical' VS 'artifacts', which Mike felt would be most helpful. Mike will work on this and have something ready by the next Regrant Cycle.

**d. ARMA Spring Seminar – ‘Surviving in Lean Times’:**

Pat Newbern relayed that the WY Chapter of ARMA annual Spring Seminar will be held March 14<sup>th</sup> at Laramie County Community College. This year's seminar title is "Surviving in Lean Times: Collaboration, Communication & Cooperation", which is something everyone could easily relate to, especially as it pertains to maintaining our current and historical records in today's rapidly changing environment of records and information management. Lokey Lytjen moved that the SHRAB give \$1,000.00 financial support to the WY Chapter of ARMA. Carol Thompson seconded. The motion was unanimously approved. Pat Newbern thanked the SHRAB for their continued support. Karen Rimmer related she would like to attend, and Pat relayed that there has always been 2 free registrations for SHRAB members.

**e. Next regrant cycle timeline: July 1, 2017 – June 30, 2018**

Mike relayed the next regrant cycle applications will be due June 1<sup>st</sup> so the SHRAB may review and determine the successful applicants at the next meeting in June. The regrant cycle will be July 1, 2017 through June 30, 2018. Lokey Lytjen offered to assist with email to help get the word out and disseminate information for the regrants available and the application process.

**f. Other new business:**

Mike asked the SHRAB to share thoughts and ideas how they could help support and sponsor the upcoming Women's Suffrage events in 2019 and that there would be various opportunities and events planned throughout 2019. Brief discussion followed with no action taken at this time. Lokey Lytjen added that those interested should email their state legislators regarding SF 27 and SF 95.

**g. Date, site/location for next SHRAB meeting:**

Mike relayed the next meeting would be held in early to mid June in order for the SHRAB to review and decide upon regrant applications and promote the next regrant cycle. Mike will email the SHRAB with the date and time.

Carol Thompson announced that she would be retiring as Clerk of Court with the Wyoming Supreme Court the end of February and submitted her letter of resignation from the SHRAB. Mike expressed thanks for Carol's time and work with the SHRAB and wished her congratulations and the very best for her retirement.

Carol moved to adjourn the meeting. Seconded by Lokey Lytjen. Motion was passed unanimously and the business meeting was adjourned at 11:23 a.m..

Respectfully submitted,

*Pat Newbern*