

# WYOMING STATE HISTORICAL RECORDS ADVISORY BOARD

Friday, February 8, 2019

Wyoming State Library-Conference Room, Cheyenne, WY

## Draft Minutes

**Note:** These minutes are abridged.

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

Mike Strom, SHRAB Chair called the meeting to order at 1:00 p.m.

Mike completed roll call with members present and those that called in via conference call. Mike relayed that due to the busy schedule of the Governor's Art Awards itinerary and our Legislature currently in session, Darin Westby, State Parks and Cultural Resources Director and Sara Needles, State Parks and Cultural Resources Administrator, anticipate they will probably not be able to attend today's meeting. Mike relayed to the SHRAB that he has accepted the position as the Virginia State Archivist, and this meeting would be his last one serving as the WY SHRAB Chairman. Mike expressed his sincere appreciation of the work and efforts the SHRAB and until his replacement is named, Kathy Marquis will serve as the SHRAB Chair.

### **Roll Call and Introductions/Announcements**

#### ***Members in attendance:***

Mike Strom – SHRAB Chair, Wyoming State Archivist, Cheyenne, WY

Kathy Marquis – SHRAB Co-Chair, State Historical Records Board, Cheyenne, WY

Phyllis Winter Baker, Thermopolis, WY (via conference call)

Amanda Benson, Sweetwater County Historical Museum, Green River, WY (via conference call)

Sylvia Bruner, Jim Gatchell Museum, Buffalo, WY (via conference call)

Sara Davis, AHC-UW, Laramie, WY

Jeremy Johnston, PhD, Buffalo Bill Center of the West, Cody, WY

Travis Pollok – Wyoming State Library, Cheyenne, WY

Karen Rimmer, City of Douglas, WY (via conference call)

Janie Wait – President, Intermountain Records, Casper, WY (via conference call)

#### ***Members not present:***

Shawna Goetz, Scarlet Skorcz

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

Jane Gerhardt, Gillette – WY Historical Society (via conference call)

### **2. Review and approval: June 18, 2018 meeting minutes:**

Sara Davis moved to approve the June 16, 2018 minutes as submitted. Seconded by Travis Pollok. Motion passed unanimously.

### **3. Financial Report:**

Mike Strom reviewed the SHRAB Financial Report. The SNAP Grant Award RC-100233-18 is for \$42,448.00 with the divided amount of \$21,244.00 for each: The 1<sup>st</sup> period of 7/1/2018-6/30/2019; And 2<sup>nd</sup> period of 7/1/2019-6/30/2020. Mike anticipates the second year/cycle will mirror the first year/cycle with a balance of \$12,452.89 SNAP grant funds available through June 30, 2020. Please see the financial report attached with these minutes.

### **4. Workshops (NHPRC performance objective # 6):**

#### **a. Personal Digital Records workshop – Cindy Brown (Rawlins-summer of 2019)**

Mike Strom explained that Cindy Brown did this workshop last October for Archives Month, and it was well received. Anticipated expenses include in-kind and travel expenses to be about \$250.00.

#### **b. Oral history workshop – Barbara Bogart (Gillette, Campbell County Public Library (June 8, 2019 9:30-4:00))**

Mike Strom explained that Barbara Bogart does a great job with the oral history workshops and the SHRAB has sponsored several oral history workshops the past couple of years. The Campbell County Library would like to invite/include those from the Sheridan, Sundance and Moorcroft areas. Jane Gerhardt with the State Historical Society and Campbell County Library added that they are hoping for 40 attendees and that the library has a 'Digitization Station' where VHS and cassette tapes can be migrated to digital DVD/CD's. Jane offered workshop promotion can be coordinated with the Historical Society groups; libraries; free public announcements; museums and genealogical societies networking; and museum websites. Travis Pollok added he could include information in his blog and State Library e-newsletter. Additionally Jeremy Johnston related the Colorado-Wyoming Association of Museums is meeting soon and working to get additional information out through their channels. Anticipated travel, lodging and meals plus actual workshop time for Barbara is estimated not to exceed \$800.00.

**c. Oral history workshop – Barbara Bogart (Thermopolis, Hot Springs County Historical Society County Public Library (March - 2019))**

Mike Strom explained that Phyllis Baker had asked about an oral history workshop in the Thermopolis area that could include the library, middle school teachers with middle school projects as well as for the public in the Big Horn and Wind River Basins. They would like to have the workshop on the last Saturday, March 30<sup>th</sup> (or possibly the 23<sup>rd</sup>). Barbara Bogart has been contacted to do this oral history workshop. Anticipated travel, lodging and meals plus actual workshop time for Barbara is estimated not to exceed \$800.00.

**5. ARMA spring seminar (NHPRC performance objective #7):**

Pat Newbern gave a brief overview of the upcoming March 19<sup>th</sup>, WY Chapter of ARMA Spring Seminar. The flyer and brochure was included in the email to each of the SHRAB members earlier. This year's title is "Traditional/Electronic Information Management: Charting a New Digital World". The seminar will again be a full day event held at Laramie County Community College. With this year's Legislature moving forward to include blockchain technology for Wyoming State Government, our speakers include Jessica Harman, David Pope, Carla Hester-Croff, and Cindy Brown with presentations on Traditional Records Program: Is it defensible?; Blockchain 101 and the Future of Blockchain Technology; Wyoming digital Archives-6 years and counting; And a File Analysis-Empowering the Business, Managing Information. Pat expressed sincere thanks for the SHRAB's continued support and assistance to share & disseminate timely records and information management.

Karen Rimmer moved to approve up to \$250.00 for the Rawlins Personal Digital Records Workshop; up to \$800.00 for each of the Oral History workshops (Gillette and Thermopolis); and up to \$1,000.00 for the ARMA spring seminar for a total of \$2,850.00 in sponsorships. Travis Pollok seconded. Motion passed unanimously.

**6. New Business:**

**a. 2019-2020 Re-Grant Cycle (NHPRC performance objective #4):**

In review, Mike related the SHRAB will follow up and plan more workshops in the 2<sup>nd</sup> half of the SNAP grant (or 2<sup>nd</sup> year/cycle), which includes this summer and fall of 2019 and spring of 2020. Jeremy Johnston shared that he is currently working on 2 workshops for 'Crowdsourcing'. Kathy asked if there was a cost for these, and Jeremy related at this time, he was doing these two at no cost. Locations will be: Provo, UT and Ball State, Muncie, IN. Jeremy said the format is open to deliver the information and it will be good to offer and show how crowdsourcing works with examples.

Amanda Benson added she would like to offer her expertise with the SHRAB to offer a 'Disaster Preparedness workshop'. Karen Rimmer added that she will check on interest from

municipalities and Kathy will call Amanda to begin planning for a Disaster Preparedness workshop.

Sara Davis suggested a 'Grant Writing workshop', and Sara offered to check with UW to see if they would be interested in participating and/or helping to underwrite a Grant Writing workshop. Sara added that she has spoken with the American Heritage Center digitization department and they are willing to help out. Sara added she has a list of resources for consultants and conservators (primarily in the Denver area).

Kathy asked for additional ideas, and Travis Pollok said he was available to help with digital records.

Amanda Benson moved that SHRAB sponsor these additional workshops up to \$2,000.00. Travis Pollok seconded. Motion passed unanimously.

Regarding the 2019-2020 Re-Grants, Kathy Marquis asked about resources to help publicize the upcoming available SHRAB re-grants. Kathy has worked with the libraries and our Agency press releases. Also the various state Genealogical Societies, and asked about anyone that could be interested in the SHRAB re-grants. Pat will get a list of SHRAB grantees to Kathy from the past 5 years. Jeremy Johnston added that Linda Fabian with the Wyoming Historical Society is always looking for more news for their newsletter.

The 2019-2020 Re-grant timeline will be:

Re-Grant press releases and information out by April 1, 2019, with Grant applications due by June 1, 2019.

Kathy Marquis asked if the SHRAB would like to do anything different for our next SNAP Grant application. Mike Strom added that it would be best to check with Dan Stokes with NHPRC to verify SNAP Grant criteria and any possible upcoming changes.

Karen Rimmer asked if the SHRAB has a flyer or 1 page resource to share about SHRAB. Mike said we do, and he would get some to her. Jeremy related he would like to take some to Cody and the basin and Mike said he'd get them for him before he left.

## **7. Executive Session, if necessary**

An executive session was not necessary.

## **8. Next meeting:**

Kathy Marquis (or the newly named State Archivist), will notify the board for the next meeting date and time, normally the second week in June. The meeting will be offered via a conference call and/or board members may attend in person. The date and time will also be posted on the SHRAB WIKI and the [State Archives Web site - SHRAB](#) page.

## **10. Adjourn:**

There being no further business, Janie Wait moved to adjourn the meeting. Seconded by Jeremy Johnston. The meeting was adjourned at 1:58 p.m.

Respectfully submitted,

*Pat Newbern*

**SHRAB Financial Report**  
**February 8, 2019**

**Award number: RC-100233-18**

**Federal Award Project Description: Wyoming Board Programming Grant**

**Grant period: July 1, 2018 – June 30, 2020**

**Grant amount: up to \$42,448**

**Grant overview**

<b>Category</b>	<b>Amount allocated</b>
Administrative funds (Board travel, Board meeting expenses)	\$4,800.00
Workshop expenses	\$7,648.00
CoSA annual dues	\$5,000.00
Regrants	\$25,000.00
<b>TOTAL</b>	<b>\$42,448.00</b>

**Grant period: July 1, 2018 – June 30, 2019 (Year 1 of 2)**

**Grant amount: up to \$21,224**

<b>Category</b>	<b>Amount allocated</b>	<b>Amount spent/encumbered</b>
Administrative funds (Board travel, Board meeting expenses)	\$2,400.00	\$0
Workshop expenses	\$3,824.00	\$0
CoSA annual dues	\$2,500.00	\$2,500.00
Regrants	\$12,500.00	\$6,271.11
<b>TOTAL</b>	<b>\$21,224.00</b>	<b>\$8,771.11</b>
<b>Grant funds remaining: \$12,452.89</b>		

**Expenditures (Year 1 of 2):**

<b>Expenditure</b>	<b>Paid</b>	<b>Encumbered</b>
Workshop expenses		
CoSA annual dues (2016)	\$2,500.00	
Regrants		
Jackson Hole Historical Society and Museum		\$2,500.00
Cheyenne Frontier Days Old West Museum		\$2,500.00
University of Wyoming – Coe Library		\$1,271.11
<b>TOTAL</b>	<b>\$2,500.00</b>	<b>\$6,271.11</b>