

WYOMING STATE HISTORICAL RECORDS ADVISORY BOARD

Monday, June 10, 2019
3rd Floor Conference Room, Barrett Building
2301 Central Ave., Cheyenne, WY

Draft Minutes

Note: These minutes are abridged.

1. Call to order

Kathy Marquis – SHRAB Co-Chair called the meeting to order at 1:09 p.m.

Kathy completed roll call with members present and those that called in via conference call, and introduced Dan Stokes, with the National Historical Publications and Records Commission (a part of NARA, in Washington, DC). Kathy explained how the NHPRC funds our Wyoming State SHRAB grants and expressed her appreciation of the NHPRC and to Dan for attending today's meeting.

Roll Call and Introductions/Announcements

Members in attendance:

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

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

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

Sara Davis, AHC-UW, Laramie, WY

Shawna Goetz, Deputy Clerk, Wyoming Supreme Court, Cheyenne, WY

Jeremy Johnston, PhD, Buffalo Bill Center of the West, Cody, WY (via conference call)

Travis Pollok – Wyoming State Library, Cheyenne, WY

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

Kristin Watson, City Clerk/HR Mrg., City of Riverton, WY (via conference call)

Pat Newbern, WY SHRAB Secretary

Members not present:

Amanda Benson, Scarlet Skorcz

Guests:

Dan Stokes, Director for state NHPRC programs for 11 years, has been with NHPRC for 40 years. (via conference call)

2. Review and approval: February 8, 2019 meeting minutes:

Sara Davis moved to approve the February 8, 2019 minutes as submitted. Seconded by Sylvia Bruner. Motion passed unanimously.

3. Financial Report:

Kathy Marquis 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 of the two fiscal years: The 1st period of 7/1/2018-6/30/2019; And 2nd period of 7/1/2019-6/30/2020. Kathy anticipates this second year/cycle will be similar to the first year/cycle with the balance of \$21,224.00 SNAP grant funds available through June 30, 2020. Please see the financial report attached with these minutes (Page 5 & 6). Travis Pollok moved to approve the financial report, seconded by Sara Davis. Motion passed unanimously.

4. Workshops (NHPRC performance objective # 6):

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

Kathy Marquis explained that Cindy Brown said this workshop will not be held in Rawlins. It is planned at this time to be held in the fall, and possibly in Gillette.

b. Oral history workshop – Barbara Bogart again conducted the “Doing Oral History in Your Community” workshop in Thermopolis (Hot Springs County Historical Society), March of this last spring. There were 18 participants at this workshop.

c. Oral history workshop – Barbara Bogart also conducted the Gillette oral history workshop (same as the one in Thermopolis) in June. (Campbell County Public Library). There were eight participants at this workshop.

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

Pat Newbern gave a brief summary of the March 19th, WY Chapter of ARMA Spring Seminar (the flyer and brochure was included in a previous email to each of the SHRAB members earlier). This year’s seminar title is “Traditional/Electronic Information Management: Charting a New Digital World”. The full day seminar was again held at Laramie County Community College, and had to be moved to the CCI building due to the increased attendance numbers of 85. 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 File Analysis-Empowering the Business, Managing Information. Pat Newbern expressed sincere appreciation for the SHRAB’s continued support and assistance to share & disseminate timely records and information management.

6. New Business:

a. Kathy Marquis welcomed the SHRAB’s newest member, Kristin Watson, Riverton City Clerk and HR manager, and thanked her for serving on the SHRAB.

b. Kathy began review of the **2019-2020 ReGrant Cycle (NHPRC performance objective #4)**

1. Eastern Shoshone Tribe, Ft. Washakie, WY (Alejandra Silva). Requesting \$2,500.00 for on-site assistance for records management training for the tribe's identification and classifying of tribal historical, permanent, and organizational records.

Dan Stokes related that as long as there is an archival component to a regrant request, the NHPRC can approve it. Dan added that there are some tribal laws that state certain records cannot be shared with the public. There were some questions about dissemination of materials and Phyllis Baker applauded this regrant request. Travis Pollok added that this regrant could be a big benefit to the general tribal public. Kathy Marquis added that Alejandra has asked about preservation workshops to be conducted in Fremont County and that the SHRAB could fund this provisionally if necessary. Kathy added that she appreciated that the tribe would make as much as possible to the general public. Dan Stokes added that based on knowledge of various tribes, what can be shared with the public is dependent upon what laws the tribe has regarding public, non-tribal and other tribal records

2. Hoofprints of the Past Museum, Kaycee, WY (Laurel Foster). Requesting \$1,333.25 for conversion of historical interviews and tours on VHS tape to a digital format that can be shared with the public via DVD, website, or online via libraries and other historical research institutions. Janie Wait related she may need to recuse herself. Sara Davis was confused about why they are digitizing to DVD’s, when CD’s are the best media available. Janie Wait explained the museum doesn’t have other options at this time. Kathy Marquis added the they do not see DVD’s as best means either and Jeremy Johnston agreed with similar concerns. Kathy Marquis added they do have a website and but that the WY State Historic Preservation Office is not involved. Travis Pollok related the SHRAB doesn’t get very many of these types of requests. Sara Davis related after re-reading their application, that they would plan to place their information on YouTube. Janie Wait added that a lot of these items are audio only. Kathy Marquis added that after they receive the funding we can assist them with additional options for disseminating their materials and how their matching funds could be better reflected. Sylvia Bruner added that they have a unique museum with mostly volunteer back up.

3. **Hot Springs County Museum and Cultural Center**, Thermopolis, WY (Racine Morgan). Requesting \$2,500.00 to digitize and organize the Hot Springs County Museum and Cultural Center's collection of photographs, records and artifacts of the coal towns of Gebo, Crosby, and Kirby. Travis Pollok felt this was an interesting project and wondered how large their collection could be. Kathy Marquis related it would be appropriate to ask for an estimate of the numbers and that this could also be a good project for the Digital Public Library of America (DPLA). Jeremy Johnston related there were approximately 275 photographs available for Gebo, so it looks like they have a good start with this. Dan Stokes added that institutions are doing this digitization, then the DPLA is accepting these into a regional hub, and then to the DPLA, although sometimes they cannot harvest them as is.

4. **Johnson County Library Foundation Board**, Buffalo, WY (Kathleen McPhee). Requesting \$2,500.00 to conduct ten oral history interviews with former students of Nellie Cook Patch, a rural school teacher in Johnson County for a "Memories of Aunt Nellie's Rural School Classroom" project. Various concerns were voiced about this project: why are they video histories, when most oral histories available are audio? Kathy Marquis related the SHRAB could conditionally approve this application and Jeremy Johnston added he couldn't approve if he didn't know what the conditions would be. Other members also expressed concerns, particularly about the unsuitability of the paid staff (no training in the work to be done on the grant.)

5. **Professional Land Surveyors of Wyoming**, Cheyenne, WY (Dr. Herbert W. Stoughton). Requesting \$2,500.00 to collect, index, and scan historical survey data/observations (field notes & other documents), which were prepared by surveyors and civil engineers in Wyoming and to purchase a scanner and required equipment/software for completion of this project. Kathy Marquis related the State Archives may not be interested in these records, but if they were made available digitally, it would be better as land researches are among the most used through the archives. Board members also asked if these records would be considered for the Anaconda Room at the AHC. Kathy Marquis added that this project would be donated and make what is in private hands, public. Dan Stokes added that they have to document what they spend and reminded the SHRAB that all re-grantees must have a DUNS number in place before moving forward on their projects.

6. **University of Wyoming - Coe Library & Office of Research & Economic Development**, Laramie, WY (Brian Ricupero). Requesting \$2,400.00 to create an application for an augmented reality (3D) experience for the digitized stereograph Library collection. Kathy explained that this is a second phase/part of the digitization of stereograph photographs. The application will mimic a traditional stereograph viewer by layering the two images of the stereograph so the public will be able to view stereographs the way their historical predecessors did (sans the hand-held viewer). Various comments were shared and Jeremy Johnston added that this is a great way to display the archive records. Kathy Marquis added that U.W. is great about sharing their many collections.

Travis Pollok moved to vote on the following applicants. Seconded by Janie Wait.

<u>Applicant</u>	<u>Approved Amount</u>
1. Eastern Shoshone Tribe	\$2,500.00
a. Must be an archival component	
b. Attendees must use an attendance sheet to sign in and sign out	
c. As much as can be made publicly available	
2. Hot Springs County Museum & Cultural Center	\$2,500.00

Jeremy Johnston will vote yes but would like to know what they are scanning.

- 3. **Hoofprints of the Past Museum** \$1,333.25
 - a. Kathy to speak with them about the value of putting these on YouTube and online vs. placing them on DVD alone.
 - b. Dan Stokes reminded us that they cannot sell them for more than the cost of creating the actual item.
- 4. **Johnson County Library Board** Not approved
- 5. **Professional Land Surveyors of Wyoming** \$1,535.00
 - a. Distribution & available to the public
 - b. Copyright?
- 6. **University of Wyoming - Coe Library** \$2,400.00
\$ 10,268.25

c. 2019 –2020 Workshops / Training (NHPRC performance objective #6)

Dan Stokes related the SHRAB may administer the funds how we like.

Comments included:

- 1. Amanda Benson – is currently working on a Disaster Plan-Preparedness workshop.
- 2. Jeremy Johnston – Crowd-Sourcing / Jeremy related he had some success through the U of NE, Lincoln.
- 3. Kathy Marquis - Archives and Digital Collections 101 from CO SHRAB. The SHRAB would like to know more about this. Kathy shared this could be 1.5 to 2 days that can include archives & how to share your collections with near & far; and include a toolkit for digital and digital conservation. In many cases attendees may not have much experience.
Additional comment from Janie Wait, included that she has gone to 5 different locations where it helped to have the information online as well as in person.
Kathy Marquis would like to view Janie’s resources Kathy will put together information for the SHRAB for the next meeting.
Next meeting would be good to use Google hangouts or something where we can see each other.

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 in February. 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 3:05 p.m.

Respectfully submitted,
Pat Newbern

SHRAB Financial Report

June 10, 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

Category	Amount allocated
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
TOTAL	\$42,448.00

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

Grant amount: up to \$21,224

Category	Amount allocated	Amount spent/encumbered
Administrative funds (Board travel, Board meeting expenses)	\$2,400.00	\$0
Workshop expenses	\$3,824.00	\$719
CoSA annual dues	\$2,500.00	\$2,500.00
Regrants	\$12,500.00	\$6,271.11
TOTAL	\$21,224.00	\$9490.11
Grant funds remaining: \$11,734		

Expenditures (Year 1 of 2):

Expenditure	Paid	Encumbered
CoSA annual dues (2018)	\$2500.00	
<i>Workshop expenses</i>		
Oral History Workshop, March 2019, Thermopolis	\$719.00	
Oral History Workshop, June 2019, Gillette		\$800.00
ARMA Spring Seminar	\$1000.00	
<i>Regrants</i>		
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
TOTAL	\$4219.00	\$7071.11