

WYOMING STATE HISTORICAL RECORDS ADVISORY BOARD

Monday, February 21, 2020 2:03 pm
4th Floor Conference Room, Barrett Building
2301 Central Ave., Cheyenne, WY

Approved Minutes

Note: These minutes are abridged.

1. Call to order

Kathy Marquis – SHRAB Co-Chair called the meeting to order at 2:03 p.m.
Kathy completed roll call with members present

Roll Call

Members in attendance:

Kathy Marquis – SHRAB Chair, State Historical Records Board, Cheyenne, WY
Phyllis Winter Baker, Thermopolis, WY (via conference call)
Amanda Benson, Sweetwater Co. Historical Museum (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(via conference call)
Jeremy Johnston - Buffalo Bill Center of the West
Travis Pollok – Wyoming State Library, Cheyenne, WY
Kristin Watson – City Clerk/ HR Director, City of Riverton, WY (via conference call)
Pat Newbern, WY SHRAB Secretary

Members not present:

Scarlet Skorocz, Janie Wait

Guests:

Dan Stokes, NHPRC

Announcements:

Kathy Marquis related there is a SHRAB Town Hall meeting Thursday, Feb. 27th @ 3:00 pm Eastern (1:00 pm to us in the Mountain time zone). The Arizona State Historical Records Advisory Board will discuss its innovative programs and services and Dan Stokes from the National Historical Publications and Records Commission will also provide an update on NHPRC grant programs.

2. Review/approval of meeting minutes:

- A.** SHRAB meeting minutes – June 19, 2019. Travis Pollok moved to approve the minutes. Seconded by Sara. Motion passed unanimously.
- SHRAB meeting minutes – July 1, 2019. Sylvia Bruner moved to approve the minutes. Seconded by Kristin Watson. Motion passed unanimously.

3. Review 2019-2020 Financial Report:

Kathy reviewed the 2019-2020 Financial Report per the handout. There being no questions Travis Pollok moved to approve the report. Seconded by Sara Davis. Motion passed unanimously.

4. **Old Business:** None – no workshops held since the last meeting.

5. **ARMA Spring Seminar Report (NHPRC performance objective #7) flyer-attachment C.**

Pat Newbern gave a brief report on the upcoming ARMA Spring Seminar to be held March 19th at LCCC in Cheyenne. This year's seminar will be focused on the importance of leadership and the leadership roles each of us use and need to continually improve for our work and volunteer activities.

6. **New Business:**

A. Kathy Marquis announced that Scarlett Skorz from Rock Springs has served on the SHRAB and following her retirement is now leaving the board. Kathy and the SHRAB wanted to express thank you's and farewell with our appreciation to Scarlett for many terms of service!

B. Review 2019-2020 Re-Grants (NHPRC performance objective # 4) (attachment E)

Kathy mentioned that WY State Parks and Cultural Resources would like us to ask grantees about the impact on local communities. The Board also recommended asking how they are marketing or promoting the results of their projects, and measuring online traffic.

C. 2020 Workshops / Training (NHPRC performance objective # 6) – see attached information on each

a. Disaster Plan-Preparedness Recovery Workshop (Amanda Benson) (attachment F) Amanda and Kathy will work on scheduling this at Central Wyoming Community College in Rock Springs for late May, including PR, supplies, and food expenses

b. Archives and Digital Collections 101 from CO SHRAB (Kathy Marquis) (attachment G)

The SHRAB was supportive of this plan, and of holding it in Laramie. Sara Davis agreed to talk to archivists at the American Heritage Center to see if anyone there could conduct the first part of the workshop (the "Archives 101"); they are welcome to use the slides provided by the CO CHRAB for this. Kathy noted that the CHRAB will pay its own expenses, so the WY SHRAB would only need to cover refreshments and giveaways/supplies.

Kathy will work with Sara to see if we can hold it in early May in Laramie.

c. Barbara Bogart would be happy to hold her oral history workshop again in June. She's been asked to give one in Kemmerer this spring. The group agreed that we should support this presentation, and ask her if she could give one after June in Lander or Riverton, as the Eastern Shoshone Tribe is interested in the workshop, too. Kathy has already confirmed with Barbara that she can do this, as well. Kathy will talk with Alejandra Silva Robinson at the Tribe to see if this is still what they would like.

d. Cindy Brown workshop on personal digital records preservation – we had voted to support this workshop at a previous meeting, but so far the locations which had been requested, aren't ready to host it at their sites.

The Board suggested that we consider an official rotation of parts of the state so that we have good coverage for our workshops. Travis Pollok moved to approve up to \$1,500.00 per activity. Seconded by Phyllis Backer. Motion was approved unanimously to support each of these workshops up to \$1500 each.

D. Discussion about traveling archivist programs – potential future SHRAB grant application from Board (attachment H)

Kathy reviewed the principal models for this type of program:

- One “traveling archivist” who visits sites that request assistance and manages the program – ca 60/yr
- Several archivists – maybe one per quadrant of the state? – who are contracted by the SHRAB Board to work with requesting organizations near the archivist. Fewer consultations per person.
- A graduate student who provides assistance, usually archival processing or a special project

The Board was interested in only the first two options. A sub-group will work on this idea for a future grant submission to NHPRC: Kathy, Sara, Travis, Amanda, and Jeremy. The Board strongly recommended that we do a survey first to find out what (or if) local institutions would want this type of service. We mentioned that the Digital Public Library of America, whose Plains to Peaks hub is now active in Wyoming and Colorado, may have similar plans to train small repositories to digitize their collections and upload their materials to DPLA. Kathy will talk with Travis and Jamie Markus, the State Librarian, to discover how our plans might overlap.

Our next grant for SHRAB funds, from NHPRC, is due in mid-June. This probably isn't sufficient time to come up with a plan for this program, so it would more likely be a grant request we'd submit a year from now. If approved, the grant would cover the 2022-2023 (or 2022-2024) period.

Dan Stokes, our grants officer from NHPRC, added that large rural states like ours haven't really had traveling archivist programs of the type we're interested in, so he wanted to encourage us to proceed with this idea. He also noted that he favored option #2, as our state is so large and it would be harder for one person to cover the entire territory easily.

Amanda mentioned that the Colorado-Wyoming Association of Museums (CWAM) has a peer preservation assessment program which is another model.

- E. **Other New Business** – Travis Pollok moved that the SHRAB fund the \$1000 request from ARMA for their 2020 Spring seminar. Seconded by Sara Davis. Motion passed unanimously.

7. Executive Session – no executive session was held.

8. Date, site/location for the next SHRAB meeting.

The next SHRAB meeting – will be held mid to late June. Kathy hopes to host the meeting elsewhere in the state (Casper??). Kathy will email the SHRAB with up to date information prior to the meeting.

9. Adjourn.

There being no further business the meeting was adjourned at 3:52 pm.