

WYOMING STATE HISTORICAL RECORDS ADVISORY BOARD

2301 Central Ave., Cheyenne, WY
Google Meet / Conference Call

Monday, July 13, 2020 2:02 pm

Approved Minutes

Note: These minutes are abridged.

1. Call to order

Kathy Marquis – SHRAB Co-Chair called the meeting to order at 2:02 p.m.

Kathy completed roll call with the following members present:

Roll Call

Members in attendance:

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

Phyllis Winter Baker, Thermopolis, WY

Amanda Benson, Sweetwater Co. Historical Museum

Sara Davis, AHC-UW, Laramie, WY

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

Janie Wait, Former President, Intermountain Records Center, Casper

Pat Newbern, WY SHRAB Secretary

Members not present:

Sylvia Bruner, Jim Gatchell Museum, Buffalo, WY

Jeremy Johnston - Buffalo Bill Center of the West

Kristin Watson – City Clerk/ HR Director, City of Riverton, WY

Guests:

Paul Flesher, Director American Heritage Center, Laramie

Bill Hopkins, Assistant Director, American Heritage Center, Laramie

Travis Pollok – Wyoming State Library, Cheyenne, WY (proposed continuing member)

Michele Pacifico, Pacifico Archival Consultants, Jackson Hole (proposed new member)

Leslie Waggener, Outreach/Simpson Archivist (also writes grants), American Heritage Center, Laramie

Dan Stokes, NHPRC, Washington D.C.

Announcements:

Kathy Marquis welcomed our guests today including Dan Stokes from the National Historical Publications and Records Commission who will also provide an update on NHPRC grant Programs; Paul Flesher, Bill Hopkins, and Leslie Waggener with the American Heritage Center in Laramie; Travis Pollok with the Wyoming State Library; and proposed new SHRAB member Michele Pacifico from Jackson, WY. Kathy explained that Travis has been a member of the SHRAB and Michele is a proposed new member, but with the current COVID issues, she has not received verification from the Governor's office.

2. Review/approval of meeting minutes:

- A.** SHRAB meeting minutes – February 21, 2020. Sara Davis moved to approve the minutes as submitted. Seconded by Phyllis Baker. Motion passed unanimously.

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3. Review 2019-2020 Financial Report:

Kathy reviewed the 2019-2020 Financial Report per the handout. Phyllis Baker moved to approve the report. Seconded by Sara Davis. Motion passed unanimously.

4. Old Business: Kathy Marquis began the discussion about traveling archivist programs, which could be a potential future NHPRC/WY SHRAB grant application from the Board. Guests from the American Heritage Center were included in this discussion: Paul Flesher, Bill Hopkins and Leslie Waggener.

Location of the traveling archivist program at the AHC was discussed. Most such programs are located at State Archives, since most are funded by SHRAB grants which are managed by State Archives. Kathy was concerned that she might be retiring about the time this program went into effect and didn't want to assume the new State Archivist wanted to take this new initiative on. Paul said that he was very much in favor of such an idea and would like to continue discussions as to how it could be funded and structured.

Kathy related that the SHRAB subgroup of Sara Davis, Amanda Benson, and Jeremy Johnston will discuss this and get back with the SHRAB and to Paul and Kathy will follow up with this meeting. Dan Stokes recommended we consider the North Carolina model, which distributes the work to a roster of archivists who are paid consulting wages through the grant. Institutions would be asked to apply for assistance, so a coordinator could evaluate what the institution needed and if we had a consulting archivist to assign to their repository.

Paul, Leslie and Bill were interested that there would be some educational or training aspect to the work. It may be a different stream of internships, or it could be an assistant to the consultant. We discussed which of us would apply for the grant funding.

If the SHRAB Board applied, the AHC could be a subcontractor and administer it. The max for state board grants is \$40,000 per year. This amount would cover a part-time coordinator salary, plus consulting fees/travel. If the AHC applied, it couldn't be for a state board grant, it would need to be another NHPRC grant stream. They are concerned because they are currently applying for another NHPRC grant – could they do both? The AHC has just hired a new reference staffer with a public history background who might be available to supervise (who? the coordinator? One traveling archivist if we went with that model?)

Dan noted that the MA roving archivist has been funded for six years by NHPRC and the state has no current means of funding the position. In Vermont, it began as half state and half NHPRC funding but has since become a state position.

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

Pat Newbern gave a brief report on ARMA Spring Seminar which was to be held March 19th at LCCC in Cheyenne. This year's seminar was 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. However due to COVID 19, the Seminar was cancelled with all registration fees refunded. Two of the speakers did agree to presenting two virtual sessions at no cost in April and May. With no fees charged for the two virtual sessions the WY Chapter of ARMA withdrew their request for SHRAB fund assistance.

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6. New Business:

A. Review and select 2019-2020 Re-Grants (NHPRC performance objective # 4) (attachment D)

1. **Jackson Hole Historical Society and Museum:** The SHRAB passed the funding as requested for \$2500. It was recommend (but not required) that they investigate membership in DPLA to upload their PastPerfect entries for greater access.
2. **Museum of the Bighorns:** The SHRAB rejected the requested funding level of \$613.19. Kathy will contact them to explain our decision and encourage them to resubmit with a Broader and more appropriate project that will follow grant guidelines. The board added the following comments they felt could assist them in resubmitting their request:
 1. Leverage the acquisition of the new computer workstation to initiate an outreach program and Market the enhanced access to their photos and other collections via the PastPerfect database in their upgraded research space. Develop training to encourage local classes to use Museum resources in their classes, and for History Day.
 2. The reach was minimal: 300 people a year. If the resources were online, it could be much greater.
 3. How would they measure the success of their project?
 4. A number of concerns about the new space and the security of the collections if front desk staff were monitoring their use at the same time as greeting and registering people.
 5. Upload to DPLA and promote use in-house and remotely.

B. Discuss 2020/2021 Workshops (NHPRC performance objective # 6)

Kathy reviewed and noted that we have a full slate of workshops that could not be done due to COVID. They will be ready to go whenever we are able to hold them safely, in the future.

C. Additional re-grant application deadline(s) for this year.

Kathy and Michele will develop a proposal for this and send it out to the Board. Dan said that some states do "rolling acceptance" of grant applications for their re-grants. Kathy related that in order to do this, we will need to apply for an extension of our grant. These applications could be for projects, but we could push attendance at virtual conferences, since with COVID restrictions, there are many of these happening now. Michele has some lists, including NEDCC and if was also added we could publicize those virtual educational opportunities to the WY Association of Municipal Clerks and Treasurers and WY Association of County Officers for additional training – as related to records and historical records.

7. **Executive Session** – An executive session was not held.

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

The next SHRAB meeting – will be held probably in October, unless we received another grant application(s) to consider. 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 3:58 pm.

Respectfully submitted,

Pat Newbern