

WYOMING STATE HISTORICAL RECORDS ADVISORY BOARD

4th Floor Conference Room, Barrett Building
2301 Central Ave., Cheyenne, WY

Approved Minutes

Monday, February 4, 2021 2:02 pm

Note: These minutes are abridged.

1. Call to order

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

Members in attendance:

- Kathy Marquis – SHRAB Chair, Wyoming State Archives, Cheyenne, WY
- Phyllis Winter Baker, Thermopolis, WY
- Sylvia Bruner, Jim Gatchell Museum, Buffalo, WY
- Sara Davis, American Heritage Center-UW, Laramie, WY
- Jeremy Johnston - Buffalo Bill Center of the West, Cody, WY
- Michelle Pacifico, Pacifico Archival Consultants, Jackson, WY
- Travis Pollok, Wyoming State Library, Cheyenne, WY
- Janie Wait, Former President, Intermountain Records Center, Casper, WY
- Pat Newbern, WY SHRAB Secretary, Wyoming State Archives

Members not present:

Amanda Benson, Sweetwater Co. Historical Museum
Shawna Goetz, Deputy Clerk, Wyoming Supreme Court, Cheyenne, WY
Kristin Watson – City Clerk/ HR Director, City of Riverton, WY

Guests:

Dan Stokes, NHPRC, Washington D.C.

Announcements:

Kathy Marquis welcomed our guest today, Dan Stokes from the National Historical Publications and Records Commission, who will also provide an update on NHPRC grant programs.

2. Review/approval of meeting minutes:

- A. SHRAB meeting minutes – July 13, 2020. Travis Pollok moved to approve the minutes as submitted. Seconded by Sara Davis. Motion passed unanimously.

3. Old Business: None

4. Updates from the Chair:

A. Update on traveling archivist grant:

Kathy Marquis related she and Leslie Waggener have been reviewing information from other states that currently have this program in place. Kathy related that she and Leslie would like to have the draft for our WY SHRAB Traveling Archivist to Dan Stokes as soon as possible.

B. Reaching out to new DPLA members to encourage grant applications

Travis Pollock related the State Library has reached out to new DPLA members to encourage grant applications. Kathy added if you know of anyone that would like to learn more or be a participant, to please contact Travis Pollok: Phone: 307-777-8936 or email: travis.pollok@wyo.gov

WYOMING STATE HISTORICAL RECORDS ADVISORY BOARD

4th Floor Conference Room, Barrett Building
2301 Central Ave., Cheyenne, WY

C. Update on ARMA Seminar this year

Pat Newbern gave a short summary about the upcoming WY Chapter of ARMA Virtual Spring Seminar to be held March 16th. This year's seminar will be a half day via ZOOM and this seminar is free to all who would like to attend. Presenters are Julie Colgan and Andrew Ysasi. The title for this year's seminar is "All Hands on Deck - The rules of good information governance (IG) apply now more than ever!". For more information please contact Donna Crock at (307) 777-5751 or email: donna.crock@wyo.gov,Carolynn Coy at (307) 777-6963, or email: carolynn.coy@wyo.gov. Information can also be obtained by sending an email to wyarma@gmail.com.

5. New Business:

A. Discussion of options for extension of our current NHPRC grant (attachment B)

- Kathy explained that we still have one SHRAB Re-Grant (UW Coe Library) that due to COVID has not been able to complete their Grant Project. Two others said they could complete their projects on time.
- Originally the completion date for the Coe Library 6/30/2020, which was extended to 12/31/2020, however with students not in normal attendance, they have not been able to complete their project and asked for another extension of 12/31/2021. Kathy asked Dan if he could clarify if we would keep the 1-year grant until the extension runs out.
- Dan explained the NHPRC can extend our grant through 7/2021, if we are only extending to complete it. And that we can have two overlapping grants. Additional discussion followed on applying for the grant for the traveling archivist (with a start date of January 2022).
- We could continue spending the money left – with 4 options.
 - 1) Extend RC-100233-18 through July 31, 2021, as planned. Amend the grant period of RC-102963-20 to be August 1, 2021, through July 31, 2022. Don't accept the grant offer for pending grant RC-103129.
 - 2) Extend RC-100233-18 through July 31, 2021, as planned. Cancel RC-102963-20. Accept the offer for RC-103129 and start it on August 1, 2021, or some date after that when you are ready.
 - 3) Leave all options in place as they are.
- At our last meeting we voted to accept rolling applications. Janie Wait asked if this wouldn't be easier.
- Dan related that if we accepted the July '21-June '23 grant, we would have to wait until '23 to apply for a new 2-year Snap Grant. He added that some aspects of this are tricky to work out.
- Kathy added that taking the 1-year grant gives us a year to figure out future plans. This way we wouldn't have to wait until 2023 for our next grant. Additionally, we were proposing to raise the regrant from \$2,500.00 to \$3,000.00
- Dan added the funds from the '21 grant would be 22,000.00; The two year'21-23 grant would be 44,000.00.

WYOMING STATE HISTORICAL RECORDS ADVISORY BOARD

4th Floor Conference Room, Barrett Building
2301 Central Ave., Cheyenne, WY

- Dan confirmed that we could pay for a second COSA membership from our current grant.
- Dan added if we want to overlap – or not- we can extend the grant thru the summer of '22, with the next Snap Grant beginning fall of '22.
- Kathy is concerned about putting off the traveling archivist grant and asked about our current funds. Dan said the money as of June of '20 shows \$25,000.00 left, whatever we spend '18-'20 extends to what is left. Dan suggested we stay with our current grant and work on the traveling archivist grant sooner rather than later.
- Kathy agreed and thanked Dan for his good guidance. She envisions that we'll be meeting again in about a month.

B. Working with State Library (Pollok) on digitization training: Travis Pollok gave a brief summary about digitization training available through the State Library.

C. Other New Business - None

- 6. Executive Session** – An executive session was not held.
- 7. Date, site/location for the next SHRAB meeting.** The next SHRAB meeting – will be held probably in early spring. Kathy will email the SHRAB with up to date information prior to the meeting.
- 8. Adjourn.** There being no further business the meeting was adjourned at 2:58 pm.

Respectfully submitted,

Pat Newbern