

WYOMING STATE HISTORICAL RECORDS ADVISORY BOARD

Thursday – June 3, 2014

Barrett Building, 3rd Floor Conference Room, 2301 Central Ave., Cheyenne, WY

Draft Minutes

Note: These minutes are abridged.

1. Call to order

Mike Strom, SHRAB Coordinator called the meeting to order at 1:04 p.m.

Mike completed roll call as members called in via conference call.

2. Roll Call

Members in attendance:

Mike Strom-SHRAB Chair & State Historical Records Coordinator, Cheyenne, WY

Tony Adams – C.R.M., Cheyenne, WY

Sherry Daigle – Teton County Clerk, Jackson Hole, WY (via conference call)

Rick Ewig – American Heritage Center, University of Wyoming, Laramie, WY (via conference call)

Lokey Lytjen – Teton County Library, Jackson Hole, WY (via conference call)

Sarah Brown Mathews – Wyoming Public Media, Laramie, WY (via conference call)

Judit Olah – Cheyenne Regional Hospital, Cheyenne

Carol Thompson – Supreme Court Clerk, Wyoming Supreme Court, Cheyenne

Robert Webster, Sheridan, WY (via conference call)

Members absent:

Scarlet Skorcz – Western Wyoming Community College

Matt Tischler – Wyoming State Library

Courtney Bohlender – City of Riverton, WY

Guests: Mark Shelstad, Deputy State Archivist, Wyoming State Archives, SPCR

3. Approval of previous minutes:

Tony Adams moved to accept the minutes as amended for the February 28, 2014 meeting. Carol Thompson seconded the motion. Motion passed unanimously.

4. Greetings and program updates

Mike welcomed everyone to the SHRAB meeting with brief introductions and welcomed guest, Mark Shelstad, Deputy State Archivist, Wyoming State Archives.

Mike gave a brief update on the digital repository project. The Archives and Records Management Unit are in the process of completing the pilot phase of project, which includes two state agencies: Secretary of State and State Parks and Cultural Resources. Mark mentioned that, as part of the same project, the Archives is outsourcing the scanning of approximately 1,500 boxes of previous Governor's records with Docutek of Denver, CO. The Wyoming State Library has worked with Docutek before and highly recommends them.

5. Budget Report

Mike shared the 2013-2014 budget report for this Grant Cycle. This report includes paid expenses of \$8,376.69 (includes: CoSA annual dues of \$2,500.00; Archives month poster of \$734.35; Society of American Archivists - Co-sponsorship for Part II SAA workshop of \$534.00; WLA workshop expenses of \$300.00; And leader-phone costs of \$130.50(+/-); \$697.16 for expenses for Tammi Pusheck to attend the ARMA Conference; \$1,000.00 for WY Chapter of ARMA for fiscal assistance with their 2014 Spring Seminar; Approved regrant paid to the Murie Center, Wilson, WY of \$2,000.00); Encumbered funds for regrants of \$6,000.00 and pending expenses with approximately \$4,463.31 available. Tony Adams moved to accept the budget report. Judit Olah seconded the motion. Motion passed unanimously.

6. Old Business

A. SHRAB brochures & rack cards: Discussion followed regarding the amount of brochures and rack cards to be ordered. It was agreed these items would not be dated and the basic goals would not change and that it would be good to increase the initial amount ordered. Multiple typographical errors were noted and Mike will follow up with corrections. Tony Adams moved to print up to 1,000 brochures and 1,000 rack cards (up to \$300.00 each for a total of up to \$600.00). Seconded by Lokey Lytjen. Motion passed unanimously.

B. Torrington Oral History Workshop: Mike reported there were 13 attendees at this workshop and that Christopher Mather reported the speaker, Barbara Bogart was awesome. Barbara addressed issues of oral histories, questions, and much, much more.

C. Statewide survey of histories: Rick Ewig discussed the statewide survey of oral histories, which will be accomplished through partnership with the Wyoming Historical Society. Barbara Bogart will be the Project Manager. Barbara will be paid \$20.00 /hour plus travel (mileage to be paid per current SPCR mileage reimbursement), phone and project expenses. Rick related Barbara has already began work surveying organizations according to plan. Next Barbara will survey major archives and museums (larger organizations), including high schools and churches. Barbara plans to create the database in November and December of 2014. Rick will forward a copy of Barb's work plan to Mike and to Lokey and that he would try to meet with Barbara soon. Additional discussion followed regarding previous and current media formats and how earlier media formats will be updated. Rick related he was sure Barbara will note the media, dates, etc., and help to address this as well as additional funds if needed to digitize older media. Discussion followed regarding additional funds. Lokey moved to spend additional funds up to \$3,700 with a total of \$5,700.00 for the oral history project, providing these funds may be used in this manner. Seconded by Carol Thompson. Motion passed unanimously. Mike will contact Dan Stokes with the NHPRC to verify if this expense will be appropriate and be allowed or not, and let the SHRAB know the findings as soon as possible. ***please see post meeting note below.*

7. New Business

A. Upcoming 2014-15 SNAP Grant (July 1, 2014 through June 30, 2015)

Mike related the first re-grant applications are due June 16th and that he has already received several applications and multiple phone calls.

B. Disaster preparedness materials purchase and distribution

Tony Adams asked about possible purchase of Disaster Wheels. Tony moved to spend up to \$500.00 for Disaster Recovery Wheels for the State Archives to have available for resource. Lokey Lytjen seconded. Discussion followed. Motion passed unanimously. ***please see post meeting note below.*

C. Other new business

Mark Shelstad related the town of Wright, Wyoming asked if we could assist with their '2014 Wright Days Celebration' and Oral History (date: June 20, 2014). Due to the June date it was determined we would not be able to assist with this year's snap grant funds. Short discussion followed. Lokey Lytjen moved that we allow up to \$500.00 from the next SNAP grant (2014-2015) to assist as requested. Carol Thompson seconded. Motion passed unanimously. Mark will get back the contact from Wright to let them know we can assist with the next year's celebration and oral history project. Tony Adams asked what the dates were for the 2014 Wyoming Library Association meeting. The dates are September 22-24, 2014 at the Parkway Plaza in Casper, WY.

Carol Thompson related a 'time capsule' created in 1987 was opened after the remodel of the State Supreme Court building. This capsule was re-done and sealed again with copies of video/tapes that were placed in the capsule in 1987. The capsule cannot be accessed until 2037. Carol asked if anyone might know if there would even be companies that will be able to read or reproduce the media. Tony Adams related there are companies that can normally reproduce past media formats, and perhaps Mike could check with the State Archives as to possible resources.

Tony asked about the newest SNAP Grant Criteria and if it was much the same as past criteria. Additional questions came up regarding the Annual Archive Month Poster. Mike related the NHPRC is moving in the direction of wanting more results and projects and less administrative use of the SNAP Grant funds. Mike will locate the 2014-2016 SNAP Grant Criteria and email it to the SHRAB.

****Post meeting note:**

On June 4, the day after Board meeting, Mike contacted NHPRC to ask about projects funded by the Board that would take place after the grant period. Dan Stokes said in his reply that grant funds can only be obligated during the grant period, so they cannot be used to cover any expenses that take place after June 30, 2014. Mr. Stokes also said that the Board's activities must support the performance objectives established by the NHPRC and that grant money could not be regranted for projects that do not go through the standard review process. As a result, Mike alerted the board that he would not pursue funding for the history conference sponsored by the State Historical Society, scheduled for the summer of 2015, because it falls outside the grant period; the oral history project because it did not go through the regrant process; and the disaster preparedness material because it is not included in the performance objectives.

E. Date, site/location for next SHRAB meeting

The next meeting will be planned for August/September of 2014. Mike will be in communications and email the date and agenda to the Board in advance.

8. Executive Session – No action required at this time

9. Adjournment

There being no further business, Lokey Lytjen motioned to adjourn the meeting. Seconded by Carol Thompson. Motion passed unanimously. Meeting was adjourned at 1:52 p.m.

Respectfully submitted,

Pat Newbern