

WYOMING STATE HISTORICAL RECORDS ADVISORY BOARD

Conference Call Meeting ~ Friday, August 1, 2014
Barrett Building-3rd Floor Conference Room, Cheyenne, WY

Approved Minutes

Note: These minutes are abridged.

1. Call to order

Mike Strom, SHRAB Coordinator called the meeting to order at 10:01 a.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 (via conference call)
Courtney Bohlender – City of Riverton, WY (via conference call)
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)
Scarlet Skorcz – Western Wyoming Community College, Rock Springs, WY (via conference call)
Carol Thompson – Supreme Court Clerk, Wyoming Supreme Court, Cheyenne
Robert Webster, Sheridan, WY (via conference call)

Members absent:

Sarah Brown Mathews – Wyoming Public Media, Laramie, WY
Judit Olah – Cheyenne Regional Hospital, Cheyenne, WY

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

3. Approval of previous minutes:

Tony moved to approve the minutes as amended for June 3, 2014. Seconded by Sherry Daigle. Motion passed unanimously.

4. Greetings and program updates

A. Mike welcomed everyone to the SHRAB meeting and began with introductions.
Mike gave a brief update with the State Archives and the progress of the Electronic Records Repository initiative which has met with and will be including the Office of the State Engineer and they are deliberating about the next agency at this time
Mike related he and Mark appeared before the State Task Force on Digital Information Privacy, an eight person task force with members appointed by President of the Senate-Tony Ross, Speaker of the House-Tom Lubnau and Governor Matt Mead.

5. Budget Overview

Mike reviewed the 2014-2015 budget overview and how funds are determined for re-grant disbursement, anticipated workshop expenses, CoSA dues and administrative expenses for this and next year (The current SNAP Grant is for 2 years). Lokey motioned to approved the Budget report. Seconded by Carol Thompson. Motion was passed unanimously.

6. Old Business

SHRAB brochure and rack card – Mike related these have been printed and are ready to be disseminated.

7. New Business

A. 2014 SHRAB regrants – Grant review committee recommendations:

Tony gave a Re-Grant Committee report with a summary of the 10 applications received and the 7 approved. The following matrix summarizes the Re-Grant Committee actions.

WY SHRAB 2014-2014 Re-Grant Applications / \$25,500.00 (with \$8,000.00 regrant funds & 17,400.00 administration)

	Application Entity & Brief Project Description	Application Name / Address	Approved / Amount	Notes
1	Sheridan County Historical Society and Museum	John P. Woodward	\$1,500.00	
	Completion of assessmenting, registration, and data entry for all incoming donations for completion of Phase II. Request for \$2,000.00.	P.O. Box 73, Sheridan, WY 82801 (307) 675-1150 Email: Sheridan CountyHistory.org		
2	Bob Richard	Bob Richard	Not approved	
	Digitize appx. 2,000 large format negatives of photograpers Ned Frost (WY & Yellowstone photographer: DVD's for Buffalo Bill Ctr of West, WY State Archives, Mack Frost & Bob Richard & historical book documentation. Request for \$2,000.00.	3513 Sheridan Ave., Sheridan, WY (307) 587-2881 Email: robertnrichard@gmail.com		
3	Cheyenne Frontier Days	Marietta Dinneen/Mary Hartman	Not approved	
	Update and complete database for CFD owned carriages with recognized carriage authority, appraisals and past ownership documentation. Note: This is a separate entity (and separate application) from the Cheyenne Frontier Days Old West Museum. Request for \$2,000.00.	4610 Carey Ave., Cheyenne, WY 82001 (307)778-7213 Email robincfdrodeo.com or mehartman@bresnan.net		
4	National Museum of Wildlife Art	Rachel Merrell	Not approved	
	Purchase archival quality supplies for a comprehensive records management project including: Conducting a records survey; purchase of archival supplies; And aligning the museum's document retention policy with the physical care of the museum's permanent records. Request for \$1,986.00.	P.O. Box 6825, Jackson, WY 83002 (307) 733-5771 Email rmerrell@wildlifeart.org		
5	Cheyenne Frontier Days Old West Museum	Amiee Reese	\$1,000.00	
	Complete the finder's guide, label artifacts with the accession number and series titles (proper documentation of the negatives from very minimal description to individually identifying activity and individuals) in continuation of Randall Wagner Collection. Request for \$2,000.00.	P.O. Box 2720 Cheyenne, WY 82003 (307) 778-1490 Email: Amiee.Reeses@oldwestmuseum.org		
6	The Murie Center	Kate Gersh	\$1,000.00	
	Coordinate and complete: Transcription of George Schaller's Brooks Expedition Journal; Digitization of Mardy & Olaus's Courtship Correspondence; And rehousing of historical maps, developing exhibits to enhance TMD's public interpretation program, and cataloging of archival materials. Request for \$2,000.00.	P.O. Box 399 Moose, WY 83012-0399 (307) 739-0208 Email: kate@muriecenter.org		

7	Wyoming State Historical Society	Linda Fabian	\$2,000.00	
	Locate and develop an inventory of state wide oral histories and create a database of all Wyoming oral histories which can be updated easily and be available to the public online. Request for \$2,000.00.	P.O, Box 247, Wheatland, WY 82201 (307) 322-3014 Email: linda@wyshs.org		
8	Heart Mountain Wyoming Foundation	Nicole Blechynden	\$2,000.00	
	Reformatting/preservation and enhanced access of the HMWF audio/video recordings (including oral histories) through professional quality digitization/reformatting of media materials to include metadata, indexing and respective finding aids. Request for \$2,000.00.	1539 Road 19, Powell, WY 82435 (307) 754-8000 x103 nicoleb@heartmountain.org		
9	Teton Research Institute of Teton Science Schools	Kevin Krasnow	\$1,000.00	
	Preserve, retake, digitize, and make more accessible approx. 100 historical landscape photos of the Bridger-Teton Nat'l Forest from the early 1900's. Photosets examine ecological change as interpretive and educational tools documenting past ecological conditions and demarking ecosystem change over the past century including impacts of fire, bark beetles and human management. Digitized photosets will be available to the public through an interactive website linked to both the Bridger-Teton Nat'l Forest website as well as Teton Science School's website. Request for \$2,000.00.	700 Coyote Canyon Rd., Jackson, WY 83001 (307) 203-7511 Email: kevin.drasnow@tetonscience.org		
10	Jackson Hole Historical Society and Museum	Dr. Sharon Kahin	\$2,000.00	
	Echoes from the Valley Floor: The project will include a real world exhibit in the gallery and an online exhibit each fabricated with historical photographs and ephemera on the history of Jackson Hole's historic cattle and dude ranches; in addition the exhibits will answer specific questions via digital formatting interpreted through excerpts from oral histories, brochures, diaries and other primary resources and will contain elements of interactivity for both the casual and serious researcher. This project will allow us to get a handle on the exceptional primary resources we have, including oral history excerpts and historical photographs, to provide richer and more engaging content for locals and visitors alike. Request for \$2,000.00.	P.O. Box 1005 Jackson, WY 83001 (307) 733-2414 Email: skahin@jacksonholehistory.org		

A. - Action continued from page 2:

Rick Egwig motioned to approve the committee's recommendations. Tony Adams seconded. Motion passed unanimously.

B. Workshop: Introduction to Digital Preservation:

Mark Shelstad had an opportunity to speak with Liz Bishoff (private consultant on Digital Preservation from Denver, CO), who has agreed to assist with a ½ day workshop on Digital Preservation in Casper. Lokey

Lytjen moved to approve up to \$750.00 for the SHRAB to sponsor a ½ day Digital Preservation Workshop in Casper, WY. Scarlet Skorcz seconded. Discussion followed with further information and detail that this workshop would be geared toward statewide county and municipal records with no registration cost or fee. Motion passed unanimously.

C. Other new business:

Mike related Matt Tischer has move to Abu Dhabi, which leaves an opening on the WY SHRAB. Mike will contact the State Library and be in communication with the Governor's office to fill Matt's position. Mike related the 'Annual Archive Poster' is not officially in our current SNAP Grant goals and NHPRC is primarily focusing on more active SHRAB achievements. A brief discussion followed regarding the 'Annual Archive Poster'. Consensus was that the annual poster has been a worthy project although difficult to determine value. Comment included possibly having an annual poster available on-line. No further action was taken at this time. Mike thanked the board for turning in their 'In-Kind forms'.

D. Date, site, location for next SHRAB meeting:

Mike related the next meeting will be a conference call with the anticipated time/date in November. A brief discussion followed regarding timing with the Governor's Art Awards and Combined Meeting Dinner normally scheduled the beginning of February, and that it would again be an opportunity for the SHRAB to meet and include a 'Strategic Planning session' as well. Mike added he will be attending the CoSA annual meeting which is scheduled in the upcoming months.

8. Executive Session, if necessary:

An executive session was not necessary.

9. Adjournment

There being no further business, Lokey motioned to adjourn the meeting. Seconded by Scarlet Skorcz. Motion passed unanimously. Meeting was adjourned at 10:40 p.m. Mike will email the SHRAB with the date, agenda, and time of the next meeting.

Respectfully submitted,

Pat Newbern