Kansas State Historical Records Advisory Board

Meeting Minutes
November 8, 2013

Members Present:

- Audrey Coleman
- Brenda Younger
- Cliff Hight
- Duncan Friend
- Marcella Wiget
- Margaret Hermstein
- Jennie Chinn
- Lynn Ledeboer
- Marc Galbraith
- Matthew Veatch
- Pat Michaelis
- Sheryl Williams

Support Staff: Lindsey Warner

Call to Order: Call to order at 9:07 by Pat Michaelis

Approval of Minutes: Marcella moved to approve, Margaret seconded. The motion passed unopposed.

Agenda Topics

NHPRC Grant

Pat reviewed the general goals for the NHPRC grant that has been submitted.

Archives Month

Lindsey and Pat reviewed activities for archives month including the announcement webpage, mailings, and conference attendance.

Group members shared comments about their conference attendance. People liked the buttons. They got positive comments about the amount of information we had at our booths. Overall the consensus was that the conference tables were a success.

Strategic Planning

Pat introduced Jennie Chinn. Jennie discussed her opinion that we should work by speed planning to get as much done as possible today. Her outline for the planning went as follows:

- mission
- audience
- critical issues: threats and opportunities
• solutions
• prioritization
• evaluation

Jennie asked that the board not do “word-smithing” and that everyone participate.

Duncan asked about the scope of what we are addressing and Jennie said we would address that during the mission and audience segments of the discussion.

Jennie’s first activity was to pass a beach ball around and to have each board member introduce himself or herself and discuss how and when they became passionate about historical records.

**Mission Statement**

Jennie provided a segmented outline of the current statement:

- **What** – To provide education support resources
- **Who** – to organizations that create and preserve records of enduring historical value
- **Where** – Kansas
- **Why** – So future generations will have access to original historic records (at low cost, and unrestrained)

Jennie asked if Kansas was an appropriate scope. Duncan asked if Kansas should be restricting what’s coming in or what’s going out. Jennie pointed out that we have records of people who died in KS but might not have lived or worked in KS.

Cliff said our activities should be to help organizations and people in KS

Matt suggested that we should explicitly state our scope since there seems to be debate over the issue.

Jennie asked the board to brainstorm a list of who the board serves:

- Sherry mentioned individuals were the audience for the website or conferences.
- Audrey mentioned users and professionals in the archives and allied fields.
- Sherry mentioned the focus we have had on smaller institutions and archivists by accident because they have more need for educational resources.
- Jennie asked who the audience of the conferences was.
- Matt said the conference audiences were public, corporate, or other records as well as manuscripts. He said they do not necessarily have to deal with KS.
- Duncan mentioned records creators members.
- Matt mentioned the audience being people who preserve.
- Sherry mentioned the goal of educating the general public about the value of archives, or also educating legislators.
- Sherry and Jennie discussed whether the word “records” was comprehensive enough.
Jennie suggested that most of our discussions seem to center on individuals rather than the organizations mentioned in the current mission statement.

Audrey suggested that we are using the organizations as a way to get to individuals.

Matt said our focus is both individuals and organizations.

Matt suggested that the current mission statement does not reflect the goals related to advocacy and awareness.

Matt suggested that the advocacy and awareness goals would be the easiest to address with limited resources.

Audrey asked if we provided grants.

Matt said that we have not been doing it because we are a small state and it hasn’t been feasible in the past but that it’s not out of the question in the future.

Duncan mentioned that the board can operate as a glue that binds different organizations and groups of people together by making them realize that there are shared interests between say registers of deeds and historical societies.

Pat agreed that awareness and advocacy should be added to the what part of the mission statement because it’s an area where the board can be most affective.

Pat mentioned that genealogists are important stakeholders. She also suggested that under the resources area the board should be encouraging people and organizations to apply for NHPRC grants.

Marcella mentioned that we tend to use networks to tap into individual groups and audiences.

Margaret said we shouldn’t lose the smaller organizations as a focus.

Marcella mentioned organizations and networks at all levels.

Jennie suggested that our mission might need a “how” part to fit in the aspects being discussed.

Sherry mentioned the background of the shrubs being distribution of NHPRC grant money.

Pat mentioned the paraphrasing of the mission statement that is present on one of the banners: Promoting the preservation of records of enduring historical value for use by Kansans.

Jennie added a “How” segment to the mission statement outline and put “education support resources” on it.

Cliff suggested that the exchange of information is two way: us to organizations and us to NHPRC.

Duncan suggested using a line from the NHPRC: to “understand our democracy, history, and culture.”

Pat suggested offering to cover the registration costs of people needing or wanting to attend educational costs of conferences.

Jennie summarized our adjustments of the mission statement outline as follows:

- **What** – ensuring that records are preserved and used
- **Who** – organizations and individuals that create, preserve, and use records of enduring historical value
- Where – Kansas
- How – Education support resources, awareness and advocacy
- Why - understand our democracy, history, and culture for current and future people
  - Jennie asked that the actual drafting of the mission statement be assigned to someone.
  - Pat offered to draft the statement.

**Critical Issues**

Jennie asked the board to brainstorm a list of threats. They then pulled off the list items over which they had no control:

- Silos
- Electronic/Digital
- More applications for federal grants
- Storage
- Limits of Technology
- Information illiteracy
- Changing expectations
- Relevancy
- No coordinated efforts for plans to address Water/light/weather, damage
- Accidental archivists lack training
- Shifting Educational priorities
- Competing priorities/too much work
- Lack of diversity in personnel and collections: not reflecting diverse populations
- Aging staff and volunteers
- Focus on economic development
- Sustainability
- Changes in Higher Ed
- Big Data and Open Government/Data: Challenges to appraisal

Jennie asked the board to pull out what they could help constituents with:

The board had trouble narrowing the field of threats. So, rather than trying to eliminate threats from the list, Jennie decided to try to group the threats into tackle-able categories. The most pertinent threats were organized by:

*Users*: information illiteracy, electronic/digital, expectations of online access to everything, limits of technology

*Organization*: sustainability, big data/open data/open government, institutional silo-ing, lack of diversity in staff and collections

*Professionals*: lack of training, disaster preparedness, storage
Relevancy: stakeholders don’t see themselves as one group, more applications for federal grants, focus on economic development, changes in higher-ed

The board broke for Lunch at 11:45am. The meeting was reconvened at 12:30pm

Solutions

Jennie asked each member to list three practical solutions to address the threats discussed before lunch:

- Workshops on digital archiving for organizations and individuals including the general public
- Do more outreach about the availability of federal grants at KLA, etc. Help write grants.
- Focus Archives Month on relevancy, need for support
- Traveling workshops and training on various subjects
- Build stronger relationships with regional/state organizations to improve awareness
- Improve communication methods and tools to share information about NHPRC and other funding opportunities
- Advertise at tables and events
- Regular web training for accidental archivists
- Broad-based stakeholder forum
- Set of YouTube videos on digital preservation literacy
- Educate about funding opportunities
- Identify allied professions/organizations and create collaborative relationships
- Connect use of archives with K-12 education for the purpose of creating a culture of users
- Having more localized workshops/webinars/roving archivists
- Provide ideas for consolidation of materials, lists of materials/vendors, educate about coops that might help with storage issues
- Packets for organizations to distribute about KSHRAB
- Grant info on website, grant info meeting around state, start blog about successful grant projects
- Pay registration for people to go to conferences
- Electronic records boot-camp or online forum
- Board members serve as ambassadors at other organizational meetings
- Facilitate access to training (not necessarily our training)
- Create tailored collections information for audiences like k-12
- Map types of holdings to potential stakeholders
- promote new tools to crowd-source grant match
- web archiving collaborative
Prioritization

Jennie directed the discussion towards matching the solutions to the threats listed before lunch. The board discussed several different categorizations of the solutions. Jennie suggested three main categories were presenting themselves based on the discussion:

- Education/Training
- Communications
- Partnerships

The solutions were collectively dispersed between the three new categories. Jennie then handed out stickers and asked the members to vote on the solutions they felt should be most prioritized. Jennie removed solutions that got the least votes. The combination and refinement of the solutions resulted in the following list:

**Education/Training:**
- Traveling workshops
- Regular Web-Based Training for Accidental Archivists
- Scholarships for continuing education

**Communications:**
- Marketing
- Provide Information on Funding Resources
- KSHRAB Members Act as Ambassadors to Other Organizations

**Partnerships:**
- Match for Grants
- Serve as Connector Between Various Organizations
- Facilitate Communications Between Archives and K-12

Jennie asked that the board start to wrap things up. Pat offered her and Matt to do it with Lindsey’s help. Jennie asked the board to develop a timetable. Matt said the plan was due at the end of the year. Cliff suggested the board meet again before the end of the year to review a plan put together by Pat and Matt.

Jennie suggested that the board come up with initiatives/action items by the end of November. She asked that the board thing of action items that can be specifically evaluated. Pat suggested that the plan list two year initiatives that would be reevaluated each two years in accordance with the SNAP grants.

Matt suggested that we take a small break and reconvene to come up with a few concrete action items that would allow him and Pat to best fill in the plan.
2:17 Break

2:30 the meeting reconvened

Matt and Jennie filled in actionable items to fit each category of the framework developed before the break. Board members were asked to fill in where they saw fit. The resulting list was as follows:

*Education/Training:*

- Traveling workshops
  - Personal digital archiving traveling workshop
  - Bring in outside experts to/for workshops in KS
- Regular Web-Based Training for Accidental Archivists
  - Gather info for web training in disaster preparedness
- Scholarships for continuing education
  - MAC

*Communications:*

- Marketing
  - Archives month
  - Electronic records day
  - Create information packets
  - Facebook page
- Provide Information on Funding Resources
  - Prominent Place on website for funding info
- KSHRAB Members Act as Ambassadors to Other Organizations
  - Booths at KLA, KCAA, and KMA
  - Create a network to respond to disasters/crisis

*Partnerships:*

- Match for Grants
  - Crowd-source
- Serve as Connector Between Various Organizations
  - Meet with officers of KCAA, KLA, KMA, KHC, KCOA, Ed
  - Work with regional SHRAB: possible meeting at MAC
- Facilitate Communications Between Archives and K-12
  - Survey of archives K-12 involvement
  - Communicate with social studies methods instructors at universities

Audrey announced that she was working as local resources officer of MAC in April. She said booths for non-profits are only $50. She asked if KSHRAB would like to sponsor for some amount ~$500, etc.
Pat asked if we could pay before the end of the year. Audrey said the board could. Pat said she would check to see if the board could contribute money from the grant funds. Audrey suggested that we use the KSRHAB mailing lists to promote MAC. Audrey said she would send the info to Lindsey.

Cliff moved that KSHRAB support at $1000 plus $50 for a table contingent on grant funding. Sherry Seconded.

Pat asked Jennie if we could have Linda make a KSHRAB logo. Audrey said that if we had the logo by December it could be included in the listing for MAC.

Motion was amended that our support would be between $1000-$1500 dollars plus the table fee. The motion passed unopposed.

Pat asked if we would complete the plan via email. All agreed.

**Pat adjourned the meeting at 3:00pm.**