Kansas State Historical Records Advisory Board

Meeting Minutes
September 24, 2013

Roll

Members Present

X Anthony Crawford  X Lynn Ledeboer  X Matthew Veatch
X Audrey Coleman  X Marcella Wiget  X Pat Michaelis
X Brenda Younger  X Margaret Hermstein  X Sheryl Williams
X Cliff Hight

Support Staff: Lindsey Warner

Logistics

Call to Order: Pat Michaelis called the meeting to order at 9:02am

Introductions: Present members introduced themselves

Approval of Minutes: Copies of last meeting’s minutes (September 28, 2012) were distributed. Brenda made the motion to approve them and Matt seconded it. All were in favor.

Agenda Topics

Follow-up Workshop
Marcella asked members to consider suggesting people to aid in presenting at the October Workshop on volunteer programs or arrangement and description.

Grant Review
Pat reviewed the basics of the NHPRC grant. She is in the process of getting next year’s grant. We should be notified by November of our approval or disapproval for the grant. There is a $15,000 limit to our request. We match the amount.
Archives Month
Pat, Marcella, and Matt explained the purpose of the Archives month and discussed what other SHRAB’s do and what KSHRAB has done in the past. Pat explained that prep work including the picking of a theme and the drafting of a poster was done to facilitate the events for this October. Matt distributed posters and Lindsey showed a draft of the KSHRAB 2013 poster along with a slideshow of 2012 archives month posters. We discussed having content on the backside of the poster and decided against it because of time constraints. Pat asked the board to contribute ideas for distribution of materials related to archives month.

Conference/Event Tables
KLA: Oct. 9-11th
KMA: Oct. 17-18th
Genealogy Fair (October 19th)
Audrey will distribute the posters using her KMA table, Lindsey offered to staff the table. Audrey asked if there was other table “regalia” we could have available. Matt suggested using literature from other archival institutions. Marcella said she would contact KCAA to see about getting promotional materials from other organizations. Marcella and Pat offered the use of the “Rescuing Family Records” posters. Sheryl suggested having brochures about how to donate to the archives. Audrey Coleman offered to collect materials if mailed to her address: 2350 Peetfish Drive, Lawrence KS 66045.

The suggestion was made to get a banner and have an exhibitor booth. Matt said the exhibitor booths at KLA cost $325. The consensus was that that money would be worth spending if we were investing in a banner anyway. Audrey suggested having information about grants available to organizations through KSHRAB. Pat suggested that information being printed on rack cards. Pat suggested making KSHRAB shirts to use next year for people staffing conference booths.

Sheryl suggested “Meet Your Ancestors in the Archives” buttons to distribute at conferences. Several different wordings for the buttons were suggested. “Your Ancestors Live in Archives” was chosen as the final wording. Pat said she would try to see if Linda could put the tree behind the wording.

Pat suggested using the announcements as one-page handouts. Sheryl offered to rewrite the archives month announcement by Friday so that we could include it in the upcoming newsletter (deadline October 1st). It was decided that Sheryl's rewrite will not be used for radio spots this year. Lindsey agreed to coordinate the staffing of the tables at KLA, KMA, and the genealogy fair.

Mailing Lists
• Margaret Hermstein offered to use the register of deeds listserv.
Brenda offered to use her listserv and annual training meeting.
Pat suggested we check with state library for list of libraries in the state.
Marcella suggested using the regional library systems to distribute.
Brenda suggested sending the posters to schools. Audrey suggested school librarians.
Cliff suggested sending them to genealogical societies.
Brenda and Pat decided to mail to city clerks.

Future Grant Projects
It was decided that the skyways list of repositories was inadequate and that a new one should be created. Pat proposed making a listing of archives in Kansas part of the next grant proposal. Audrey suggested a collection of trading cards to list repositories. Matt suggested having one that allows repositories to update through an online form and having a possible Google mash-up.

SHRAB Town Hall: Thursday, 26, 2013
In addition to COSA – Web Conferences, Matt suggested that KSRAB members attend the SHRAB town hall this Thursday. Lindsey agreed to distribute sign up information.

Electronic Records Day: October 10, 2013
Matt will write press release for the day.

Action Items

Lindsey Warner
- Compile and distribute KSHRAB Roster with addresses.
- Coordinate coverage for KSHRAB tables at KLA, KMA, and the Genealogy Fair.
- Email Archives Month Announcement Draft to board for rewrite.
- Get a rough count of the number of posters needed to cover the desired mailing lists.
- Compile Reimbursement information and send to Pat.
- Send Town Hall Signup Information.

Pat Michaelis
- Ask Linda about ordering buttons with “Your Ancestors Live in Archives“ tagline and tree from poster in background.
- Coordinate ordering of a banner for the conference/events tables.
- Finalize the poster.
- Get postage estimates.
- Find out about poster mailer printing /folding options.

Marcella Wiget
- Contact KCAA about possible archival organization handouts for conference/event tables.
Matt Veatch
  ▪ Write-up Electronic Records day press release.

Audrey Coleman
  ▪ Arrange for KSHRAB Table at KMA.

Sherry Williams
  ▪ Rewrite the Archives Month announcement by Friday, Sept. 27th

Next Meeting
Pat suggested early November with Jennie Chinn facilitating a strategic planning discussion
Friday, November 8, 2013 was decided by consensus. Pat suggested meeting at 9am, there were no objections.

Adjournment
Pat adjourned the meeting at 10:45am.