Kansas State Historical Records Advisory Board

Meeting Minutes
February 20, 2014

Members Present:

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

Support Staff: Meghan Salsbury

Call to Order: Call to order at 9:04 by Pat Michaelis

Approval of Minutes: Matt moved to approve, Audrey seconded. Motion passed unopposed

Agenda Topics:

Strategic Plan Review and Dispersal
Pat reviewed the final version of plan and handed out to board members that were physically present.

Marcella suggested starting a KSHRAB Facebook page as a way to let people know about our various activities. Members liked that idea. Also want to put the PDF version on the website and mail out a link to the plan. Need to find where the PDF file is saved and add it to the website if not there already.

Cliff wanted 10-15 copies of Strategic Plan to pass out. Other members suggested passing it out at the various booths at conferences throughout the year.

2014-15 Board Administrative Grant
Performance Objectives:

1. Continue to maintain an active state historical records advisory board
2. Offer two professional development workshops each year during the grant period
3. Use the new strategic plan to develop activities the meet the needs identified in the plan.
4. Publicize the risks and challenges of preserving historical records through Archives Month activities, particularly to those in leadership positions across Kansas.

This is a 2 year grant and it began on 1-1-2014.
Reviewed travel line items from budget. Amounts will be reduced by however much is given in Travel Grants for MAC.

Matt suggested the board should look at meeting electronically as the State wants to reduce administrative costs. Everyone seemed agreeable to this option.

- Maybe purchase web conferencing software to help to meet online and also training as needed
- Someone has to own the subscription to whatever software
- Duncan suggested Google Hangout since it is free – Google Drive can house documents
- Pat tasked Matt and Duncan to look at the costs for web-based meetings
- Members can also donate time to travel to Topeka for meetings.

**Travel Grants for MAC Meeting**

Duncan asked what normal or historic amounts were given in the past. Pat stated that the amount has changed based on number of board meetings held and the number of booths at conferences has changed, making travel grant budgets fluctuate.

Discussion began on the amount of travel grants to be given and the amount of each individual grant. Pat and Marcella suggested $250. Audrey suggested $500 due to the high cost of lodging for the event. Duncan and Cliff agreed with Audrey that offering a substantial amount would be better.

Then discussed and edited the flyer and application for the travel grants as follows:

- Draft application is geared towards archivists
  - Audrey suggested we add a section asking what sessions or topics applicant is interested in—“What sessions from the agenda would be most helpful/interesting to you and why?”
  - Cliff suggested a financial need section, others agreed with wording “Exclusive of this request, what percentage of the cost of this activity will be paid for by: you?_____ your employer?______ other sources?_____”
  - Matt suggested we take word archives out – change to records
  - Duncan asked about level of training – how do we weigh that? Is no training in favor or against (Duncan)? Will depend how many applications and how they say they will use the training based on last question
  - Pat--What is the primary purpose? To give the money just to people with limited archival training OR do we just want to give money away no matter what?
    - Several member felt the wording should make it as broad as possible
    - “Do you have any archival training and/or experience? If so, what type?”
    - Marcella made needed adjustments to flyer wording under **Grant Eligibility** and **Grant Amount**
  - Flyer and application will be mailed by February 27th

Final decisions on grant:

- Up to 4 $500 grants will be awarded
- Application deadline is March 12th
- Audrey, Cliff, Duncan, and Pat will review applications
- Recipients will be informed by March 17th
- Grant will be a reimbursement, must present receipts (board members can apply)
Work Schedule for MAC meeting

Sign-up sheet was passed around and those on conference call were asked to sign up if they could.

Workshops – 2 per year

Tentative topic – personal digital archiving but adapted for small institutions
- Wordsmith topic
- Length of workshop – at least half a day (Pat)
- Cliff – some measure of hands on time with the tools from workshop so participants can try it with help available
- Physical workshop not remote
- Pat’s idea was to open workshops up to individuals in order to help build understanding of challenges in preserving electronic records (first priority still people from institutions)

Duncan talked about home movie archiving – people can bring in movies and are helped to digitize with the proper software (in NC) and gets a lot of public support
- Audrey said that KU has a department/area that could partner with us for workshop
- Personal management of personal movies, not necessarily collections for KU or Kansas Historical Society
- Margaret suggested having representatives from a number of colleges/institutions
Movie day could be the draw and still hold workshop (2 times in one day if a half-day workshop) for small institutions/individuals to help with other digital archiving
- Audrey said that it doesn’t have to be KU
- Look to see what Ft. Hays is doing through museums or maybe Wichita State
- Partnership would be great to help with promotions and personnel
- Great to do workshops during October to cover Archives Month as well

Pat asked for volunteers for content creation for workshops
- Duncan
- Pat
  Work on framework and then pull others in
Pat suggested Russell or Hays would be good places to hold one workshop (Audrey could justify using staff and time if held there). Patty Nickels at FHSU is a contact from Cliff that could help with workshop.

Action Items:
Meaghan and Marcella: MAC Flyers and Applications
Duncan and Pat: Workshop Content
Matt and Duncan: Look at web conferencing options
**Other Business**
- Matt had to leave so he wants to give board members information on NHPRC grants for the year
  - Literacy
  - State/government records – looking at collaboration within state/between states
- Reviewed, discussed NHPRC hand-out from Matt
- Re-grant program (Cliff referenced Colorado)
- Pat said we do not know a lot of the details on the re-grant as of now
- Get Matt V. some feedback on what grant lines would be helpful to different institutions

**Next Meeting**
Pat suggested next meeting should be in May. Everyone agreed.

**Adjournment**
Pat adjourned the meeting at 10:30am.