Kansas State Historical Records Advisory Board

Meeting Minutes
May 21, 2014

Members Present:

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

Support Staff: Meghan Salsbury

Call to Order: Call to order at 9:02 am by Pat Michaelis.

Approval of Minutes: Cannot approve minutes from 2/20/14 meeting because there is not a quorum

Agenda Topics

MAC Wrap-Up
- Everyone felt our presence was helpful in getting out information about KSHRAB
- Cliff and Matt felt people learned a lot about what KSHRAB was and how they could help archival organizations
- All grant recipients enjoyed getting the chance to attend the conference
- Meghan will email travel grant paragraphs to board members after meeting
- Jazz museum welcome is memorable (sung to on bus)
- Audrey was pleased with MAC meeting overall

Other Venues to promote KSHRAB
- Pat representing KSHRAB at ROD meeting in early June
- Lynn—Kansas Council of Genealogical Societies conference on June 14 in McPherson
- KMA – in Salina on Nov. 5-7
- KLA – in Wichita on Oct. 29-31
- ARMA?
- Local government conference – Kansas Association of Counties? (Nov. 12-14 in Wichita)
  - Should we print more Digital Preservation handout? If yes, do another 500 to 750 copies
Planning for Personal Digital Archives workshop

Possible locations/dates

- Pat was thinking of a series of 3 workshops offered in different locations across state
  - Workshop 1: Born Digital Material with static content
  - Workshop 2: Born Digital Material with dynamic content
  - Workshop 3: Creating Digital Content
- Couple of videos available from LOC that would be good kick-off for conference
- Matt and Cliff – should do one workshop for organizations and maybe half-day for personal workshop that could be offered in conjunction with longer institutional workshop
  - Capture audience with creating digital content and then put in how to store and archive content
- Audrey – can we hop into other programs or do a pre-conference workshop with one of the groups mentioned above (get a larger audience) as it is hard to get participants for stand-alone workshop
  - Lynn will check on KMA and KCGS for 2015 (genealogical agencies would be more pertinent for personal)
  - Pat will check with KAC (in Nov.)
  - Funding is for two years, so it does not all have to happen in 2014
  - Ancestor Fair (for 2015) – maybe do workshop one day ahead of or after event so people are already in town
- Matt – session length presentation in order to get on someone’s program to generate interest
  - Canned 30 – 45 minute PowerPoints that could be reused
  - NHPRC grant line item is digitization (collaboration to apply for grant)
- Check into getting a vendor table at KLA (Meghan)

Generic Agenda/Potential Presenters

- Matt – get Joanna to work on presentations and content (personal digital archiving and local government electronic records management)
  - How to digitize and get more information out there, how to keep it up-to-date and organized (smaller institutions)
- Michael or Jocelyn could do creation of digital records (could they do half-day workshop)
  - Can he educate us well enough to answer the necessary questions for presentations (not full workshop)?
- Audrey – digital archivist (Aaron Wolfe) from KU could maybe help develop presentation

NHPRC Flyer

- Get marketing to finalize format so that it looks like KSHRAB banner
- Otherwise good information
- Add possible grant amounts
Archives Month
Stay with personal digital archiving (Here Today, Gone Tomorrow)
- Cliff – SAA theme is Power of Collaboration
- Matt – NHPRC wants SHRABs to move beyond posters and bookmarks into programing
  o Pull in archives month as promotion for workshops
- Cliff – 10/10 is Electronic Records Day
- Matt – poster should be made so it can be used any time of the year
- Pat – 8x10 with graphic on front and then schedule/content on back
- Cliff – Oct. 18 is Home Movie Day (Pat, get Matt on TV that day or Electronic Records Day)
- Matt – like magnets more than pins
- KPR – feature story
  o Cliff – Kay McIntyre KPR Presents (Saturday morning radio show)
- Try to get others to do their own programming during Archives Month but no additional workshops on our own since we are doing so many

Theme and Poster/Flyer idea
- “Here Today, Gone Tomorrow” with Gone crossed out and Here written in (Audrey/Pat)
- Pat will play around with that and send it out with subtext
- Matt – websites that were ubiquitous but not forgotten
- Pat – work out rest on archives month via email
- Matt – conference call for next meeting with everyone on phone

Promotion
- Sign up for booths and presentations at later date

Other Business
- Cliff – working on possible NHPRC grant for K-State so it may need to be reviewed (access grant)
  o Deadline is June for draft, August for final
  o SHRAB reviews it in October – nothing too strenuous, vet organization
- Grants are more accessible with new grant lines (not just large institutions)
  o Range of granted amounts? Put that on flyer

Next meeting via conference call in late August or early September

Action Items
- Audrey – talk to Aaron Wolfe about helping with basic content for workshops (then sent to other institutions for review)
- Cliff – be involved and help with content for workshops
- Pat – talk to Michael Church and Jocelyn about content for workshops/presentations
- Lynn – contact KMA and KCGS booth and presentations
- Meghan – make changes to NHPRC flyer, contact KLA about vendor booth

Meeting adjourned at 10:05 am by Pat Michaelis.