Kansas State Historical Records Advisory Board

Meeting Minutes
December 18, 2014

Members Present:

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

Support Staff: Meghan Salsbury

Call to Order: Call to order at 9:00am by Marcella Wiget.

Approval of Minutes: Cliff moved to approve the minutes from August 27, 2014, Margaret seconded, passed unanimously.

Agenda Topics:

KMA/KLA Booths
Overall, everyone who worked the booths at KMA and KLA felt they were successful in helping meet new people and network.

1) Board members handed out digital preservation booklets and other handouts
2) Margaret and Lynn both felt KMA was more successful because people seemed more interested in the NHPRC grants
3) Pat suggested we get the number of total registration in order to show “exposure” for NHPRC report for 2014
4) KLA had a lot more commercial vendors, so KSHRAB booth was not as prominent. Lynn felt some impact was made through conversation with individuals
5) MAC – location was not the best (off in the corner); otherwise conversations were good (Matt)
6) For next year (2015)
   a) Mention/promote KSHRAB Facebook page
   b) Matt suggested we try to keep track of contacts at booths using hash marks or M&Ms
   c) Everyone agreed that booths seemed to have good impact
   d) Meghan will send dates of various conferences in 2015 to board members
Conferences for next year
KLA will be combined with MLA (Missouri Library Association) in Kansas City – Sept. 30th to Oct. 2nd

Discussion: Is this worth it for KSHRAB to have a booth at this conference?

1) Matt feels that libraries are a better audience for grants (especially academic libraries)
   a) Academic and public libraries have staff familiar with grant applications.
   b) Many public libraries have some historical documents collections.
2) Focus booth more on grants and application process
3) Pat thinks that it may be better to get on schedule with a session
   a) Matt agreed that trying to pursue a presentation would be better
   b) Saves money and gives a chance to give detailed information about NHPRC grants
4) This type of presentation would be easier for board members to create and present
5) Could also see if Missouri SHRAB wanted to partner on session

Meghan will get proposal deadline dates and send them out to board members.

KMA/MPMA in Wichita – Sept. 27th to Oct. 1st (see next item)

Possible session for KMA/MPMA Conference
Audrey emailed and proposed that KSHRAB present a session on NHPRC grants and other funding opportunities at the conference. The deadline for proposals is January 13, 2015.

Discussion: Should KSHRAB create a session? Covering what topics?

1) General grant writing tips? – possibly look at grants.gov (Bob Knecht from KSHS could help)
2) Matt volunteered to coordinate with Audrey on the proposal
3) Pat will call Dan Stokes and see what other states have an active SHRAB that KSHRAB could partner with for the presentation.
4) Cliff will email link to NHPRC selected project links (http://www.archives.gov/nhprc/projects/states-territories/)
5) Matt suggested the presentation be a walkthrough of various NHPRC grant lines (can be complex) and have some simply grant writing tips but not look at Grants.gov
6) Maybe partner with other MPMA SHRABs
   a) OK – Jan Davis – BEST BET
   b) CO – ?
   c) WY – Mike Strong
7) Pat suggested the session cover what grants are available from NHPRC? What is role of SHRABs?
   a) Still be able to include other SHRABs
   b) Include successful NHPRC grant projects; How did they write the grant in order to get funding?
   c) Helpful tips sheet (handout)
   d) Everyone seemed agreeable to this idea for the conference session
Review of Budget
Spreadsheet showing actuals and budgeted items was emailed to all board members prior to the meeting (contact Meghan if you do not have a copy).

1) $16,000 budgeted and spent not quite $14,000
2) No problem carrying money over to next year
   a) Can use the scholarship money for SAA in 2015
3) Pat feels much better about the handouts vs. the mass mailings (saved money)
   a) No way of to know what happened to the mailings (trashed, displayed)
   b) Got to explain the handouts to people at conference booths
   c) Can send them to board members if they feel they are helpful for a workshop and can be used at booths next year

2014 Accomplishments
See list of accomplishments that was emailed prior to meeting.

1) Add number of conference attendees on vendor booths
2) Matt noted that NHPRC is skeptical of marketing on flyers, handouts, etc. so metrics help
   a) Cliff – help them see the value of the flyers (success stories)
   b) Adding metrics from booths in 2015 to show impact
3) Find ways to promote Facebook page – keep on touch there
   a) Watch CoSA and SAA for items to post
   b) Email to list of contacts telling them to like us on Facebook
   c) Add information on people who contacted Facebook to end of year report

SAA and other workshop scholarships
1) KSHS will be hosting a course May 14-15 (postponed from Dec. 2-3, 2014)
   a) Need at least 15 people to enroll in order to get conference to go
   b) Only 5 signed up by cut-off for cancelled December course
2) Solvig DeSutter (from SAA) suggested not having a full application process for scholarships
   a) Based on KY SHRAB methods
   b) This keeps people from paying up-front and having to be reimbursed
   c) Get rid of application and have SAA coordinate (first-come, first-serve)
   d) Cliff liked that this process makes it easier, but noted that people with money in the budget for these courses will sign up first and not those who need the help.
3) Promote scholarships through Facebook and email – for Kansas residents ONLY
   a) Get information out to students (ESU, KU, UMKC)
   b) Partners in History members could help promote
   c) Hoping spring session will help enrollment
4) Travel funds are sometimes per calendar year so May could be better for some organizations
5) Using just the left over money from 2014 could fund 7 to 8 full registration scholarships
   a) Solvig gave us a flat rate for scholarship recipients -- $310
   b) They would still have to pay travel costs.
6) Put down a $50 deposit that can be refunded after the completing the course/submitting a short
description of how they benefited from workshop (board approved)

7) SAA Scholarships - no application, $50 deposit with refund after course/written summary of
course, check box for needing scholarship on SAA website
   a) Cliff moves to fund up to 8 scholarships with option for applicants to opt out of funding
   b) Pat seconds
   c) Passed unanimously

8) Can board members get scholarship?
   a) Cliff – if they aren’t involved in review of scholarships (if doing a review)
   b) Margaret feels it is a conflict of interest and Matt agreed

9) Matt moves that board members be prohibited from applying for educational scholarships offered
   by KSHRAB (an edict of board)
   a) Margaret seconded
   b) Passed unanimously

Partners in Kansas History
Minutes from the last Partners in Kansas History meeting were sent prior to board meeting.

1) Pat stated that the purpose of the Partners in History is to try and bring any Kansas association
   interested in history together
   a) In the process of working on case statement on value of history
   b) Three goals are joint communication, shared voice for history (issues before legislature),
      facilitation of technical assistance through workshops

2) Margaret thinks it fits very closely with goals of KSHRAB so good to be a part of group
   a) Want to appeal to individuals – they have personal interest in history
   b) Next meeting is on February 20th

3) Matt – interesting initiative (National Coalition of History is similar)
   a) Doing this on a statewide scale
   b) Mobilizing a large group of interested parties

4) Grew out of last legislative session
   a) Tax credits and historical preservation
   b) Mortgage filing fee
   c) Margaret stated it could be effective because the more ears you have out there the better,
      some at KSHS weren’t aware of tax credit and mortgage legislation last year until Margaret
      called and talked to them about it.

Transitioning for Pat’s Retirement
Pat will be retiring at the end of March 2015 (retirement party notices will be sent!). Marcella will be
taking her place as KSHRAB coordinator.

1) Pat is working with Marcella to do end of year reports
2) Matt will also have a role once they talk with Jennie Chinn
3) Today’s meeting officially transitions leadership to Marcella and Matt
4) Next meeting – an in-person meeting in January (half-day)
   a) Review strategic plan
   b) When to offer more workshops
   c) Doodle poll – late January (not Kansas Day)
      i) Afternoon of 21st? start at 1:30pm (3 hours)
      ii) Other dates will be sent out as well

Other Business
None

Adjournment
Cliff moved to adjourned at 10:20am, Matt seconded, motion passed.

Action Items
Meghan:

- Send out dates of conferences in 2015 to board members.
- Find out deadlines for conference session proposals to KLA/MLA Conference.
- Email listserv and invite them to like the KSHRAB Facebook page.
- Send out Doodle poll for January meeting.

Matt/Audrey:

- Coordinate session proposal for KMA/MPMA Conference.