Kansas State Historical Records Advisory Board

Meeting Minutes
April 2, 2015

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: Meeting called to order at 2:31pm by Marcella Wiget.

Approval of Minutes: Sheryl moved to approve, Cliff and Margaret seconded, minutes approved by unanimous vote.

Agenda Topics:

KLA/MLA Conference Session Proposal (Sept. 30-Oct. 2) – submission due April 15th

- The KMA/MPMA proposal written by Audrey and Matt has been accepted. The conference is Sept. 27-October 1 in Wichita, KS. Murl from the Kansas Humanities Council will be joining Marcella and Audrey as a presenter, as will Jan Davis from the OK SHRAB.
- The KLA/MLA joint conference will be held at the same time (Sept. 30-Oct. 2) in Kansas City. We need someone to present same type of workshop at this conference. The proposal would be similar to that written for KMA/MPMA with more of a focus on libraries (theme is Libraries Across Borders).
- Cliff feels it is a good idea to propose the same topic regarding grant opportunities at the KLA/MLA conference. Sheryl also agrees and may be available to help.
- Matt and Cliff will present (be chair and presenter). Marcella will contact Murl to see if he or someone else from KHC can help present or offer a suggestion of who to ask from the Missouri Humanities Council. Matt will contact MHRAB about possibly participating as well.
- Matt and Cliff will work on submitting proposal (200 word description of session, 100 word “what will audience get out of session”, and title). Meghan will help review the proposal and submit online form.
Conference Swag Voting

- Everyone agreed on pencils and sticky notes as swag items. Marcella and Meghan will work up some design options, and then board members can vote. Try to purchase this month in order to get sale prices on items.

Workshops for this year

- Matt talked to Murl at KHC about piggy-backing onto their current presentation series, however, it fell through due to logistical issues. They would like to collaborate on a future project though.
- Cal Lee from UNC, Chapel Hill will be coming to Kansas June 15-17. He is funding his own travel, and is open to doing whatever type of sessions we would like.
  - Monday – June 15th: Hold a reception and then a high-level talk (1-1 ½ hours) geared towards a more general audience. Invite people working with archives, libraries, museums, business records managers, and maybe government records managers. Try to let KLA, MLA, and KMA know about the opportunity. Need to find a location for about 100 people
  - Tuesday – June 16th: Hold an all day workshop for professional archivists and students (maybe looking at BitCurator). Meghan is in contact with Lindsey Warner at ESU Overland Park to see if we can use their classroom(s) for the workshop. Will need good WiFi and people will need to bring own laptops for the day.
    - Collaborating with KCAA – nominal fee to cover lunch
    - Should be able to get 20 people to attend
- We need to do at least one more workshop/presentation during course of the year (per 2014-15 grant).
  - Something more lightweight, general audience with digital preservation
  - Not necessarily all professionals
- Ideas on venues/presentation
  - Public Library, Genealogy fair, maybe something in the western part of the state – Hays, Colby, Dodge City
- Margaret – if Ancestry Fair happens in Oct. then that would be a good place to present something
  - Matt will double-check with Sara at KSHS to see if the Ancestry Fair is happening this year or not
- Audrey suggested speaking to a group like Rotary or other weekly meeting to present. These groups meet on a regular basis and have a presentation at every meeting. The group members tend to be older professionals who are concerned with the community and their own group identity (civic minded). The groups could be up to 50-60 people in larger areas like Lawrence, KC, and Wichita.
  - About 20 minute presentation time
  - Sheryl did a presentation recently and audience was curious about historical records (good audience)
- Cliff – maybe each board member could do program in own area with a civic group (have general 20 minute presentation that everyone could present)

- What would the message be for these groups?
  - Broader topic? About KSHRAB and importance of historical records to KS and communities – about board itself and activities (Matt)
  - Cliff and Audrey feel that the board can develop four or five canned outlines to pick from – personal digital archiving being one of them (very high-level) with additional information about who the board is and what we do.
  - Lynn thinks it would be good to get them to thinking about preserving their own group records, minutes, etc.
  - Is everyone comfortable with that type of discussion? Yes – Margaret has a list of websites and contacts for further investigation
  - Presentations should be an orientation to the concept – how to think and what to do to start the preservation process
  - Use the digital preservation flyer as a guide (flow chart of how to manage records) and do not make it more complicated than that
  - Mini-presentation based on the flyer with a little more detail
  - Mail Margaret 50 handouts for presentation in mid-April
  - Cliff – State Fair (Lynn could work with that to do some form of presentation at an already active group) Margaret will talk to State Fair Board
  - Should all commit to doing at least one program – may not be able to do it – what organizational structure is as to planning (try to do 3 or 4 but hopefully do more)
  - Sheryl – Lawrence Parks and Rec (50+ age range) just did a course on family history that could easily use a personal digital archiving presentation

### 2016-17 State Board Programming Grant

- 25% of NHPRC funds can go towards administrative costs (reduces staff time)
  - 115 hours/year for staff time (2 hours/week)
  - This also means the board would meet with more conference calls and maybe only one in-person meeting each year.

- Could we build the idea of presenting to community groups into grant (3 or 4 each year)?
  - Attainable goal
  - Works well with Archives Month – advocacy and awareness efforts aimed at a more general audience

- Most projects are matching projects that we have done in the past
  - Don’t require a lot of money from NHPRC
  - Do you have questions, concerns, etc. about what we can handle and do?

- Want to keep scope fairly manageable due to lower staff support – should we add web-based training on top of regrant program?
  - Audrey – seems a little much, could move that direction later
  - Lynn – agrees
  - Cliff – agrees as well
• The focus of the 2016-17 grant would then be: **Pilot Regrant Program**  
  • Create a structure to do application, selection, and completion of grant  
  • Most of that work would fall on the board members – collect applications, review, and select the grant recipients and then oversee the projects’ to completion  
  • Try to do $10,000 (two $2,500 grants/year) – particularly interested in digital access to historical records (varying levels of access - online collection and/or finding aids)  
  • Be a good partnership with Partners in History (and KHS) at some point in the future.  
    ▪ Margaret – I think it’s exciting. Good to have it as a test pilot program so it can be fine-tuned.  
    ▪ Audrey – I think we should try it. Once we are more comfortable, we can then advertise it more through our advocacy presentations.  
    ▪ Duncan – Doing the grant cycle only once per year instead of several times per year.  
  • Michael Church would be able to provide help and bring digital content in to Kansas Memory in a low-cost way.  
  • Though not technically part of KSHS, it would be good for image to be looking beyond Topeka and giving money to smaller KS institutions.  
• Matt and Marcella discussed a Kansas Humanities Council partnership  
  o Use KSHRA8 money to provide training workshops through KHC (administration)  
  o Money would pass through KHC – probably not going to happen due to funding logistics and funding through state and NEH  
  o Find less monetary partnerships  
  o Partnership with KHC on web-based training (no money exchanging hands)  
• Regrant will be center-piece of grant  
  • Should we increase budget of regrant program? - YES  
  • $10,000 per year for regrant program  
  • Doable because it is a one-time per year process, after initial set-up then it will work more smoothly after that first stage  
  • Need to think through costs and timelines for re-applying for grant (Marcella will talk to Murl about how KHC works with grants)  
• Matt - Can we plan in time for fleshing-out the regrant program during 2016-17 grant period?  
  o As long as we have a work plan with timeline and draft language for proposal that is due in June  
  o They want you to have thought through whole grant process but maybe not final pieces of applications, forms, etc.  
  o Shooting for draft sent to Dan by May  
  o Audrey thinks it is a great idea and should be something we should be doing

**New Board Members to Fill Vacancies**  
• Jonna Sanford – St. John, KS (City Clerk)  
  o Margaret will contact her  
  o Good report from Stafford ROD
- David Haury (Matt will ask him for some contacts)

**Other Business**

None

**Adjourned at 4:00pm by Marcella**

**Action Items**

- **Meghan and Marcella** - Swag Design Options
- **Matt and Marcella** – 2016-17 Grant Draft
- **Marcella** – Talk to Murl about how KHC’s grant process and possible
- **Matt** – Talk to David Haury about possible board members, contact MHRAB about presenting at KLA/MLA
- **Matt and Cliff** – complete KLA/MLA conference session proposal (due April 15th)
- **Margaret** – get Jonna Sanford’s contact information to Marcella
- **Everyone** - Tell Meghan who you are presenting to about digital preservation
- **Meghan** - Mail Margaret 50 flyers
- **Margaret and Sheryl** – send Meghan information and hours for presentations you have given recently (or will soon be giving)