Meeting called to order at 1:20 pm.

Present for meeting: Audrey Coleman (Dole Institute of Politics), Matt Veatch (Kansas State Historical Society), Michael Church (Kansas State Historical Society), Jessica Heck (Kansas State Historical Society), Cliff Hight (Kansas State University) [joined later]

2017 Program Guideline Revisions
Michael Church initiated the meeting by reviewing the existing digital standards for the Kansas Digital Access to Historical Records (KDAHR) Program. Michael concluded that the existing digitization and metadata standards were adequate, but the provided instruction needed revision to include pre-published materials with multiple pages.

Michael mentioned that a 2016 Grantee, Greg Hoots of the Wabaunsee County Historical Society, suggested that the Kansas State Historical Records Advisory Board (KSHRAB) staff consult with grantees during project development. Although this would make the KDAHR projects more in line with Kansas Humanities Council (KHC), Michael reiterated that the current KSHRAB budget would not allow for extensive consultation. Matt suggested that the board appropriate funds for a consultant aspect if the KSHRAB decided to apply for another National Historical Publications and Records Commission (NHPRC) grant for 2018/2019.

Michael suggested that the board implement changes to some of the digital requirements in the 2016 KDAHR program guidelines. Specifically, Michael proposed that the program guidelines require grantees to submit scan and metadata samples before starting their project. Additionally, Michael suggested that the program guidelines be changed to state that a re-working of scans/metadata may be required for grantees that do not follow outlined standards. To avoid these problems during the 2017 grant cycle, Michael suggested that KSHRAB sponsor a technical specifications webinar for grantees, prior to the onset of their projects. Matt also suggested that the KSHRAB sponsor a pre-application webinar as well as webinars for training and special programs for individual grantees.

Jessica noted that the board had mentioned re-wording the eligibility requirement that required applicants to have historical records available to the public on a regularly scheduled basis. Matt agreed and suggested that the phrase "regularly scheduled basis" be removed and that a phrase about commitment to availability be added. Michael also suggested that a caveat about 3D objects be added. The board agreed to rephrase eligibility requirements as follows:

1) The applicant must have custody of unique, historically significant, original records and be committed to making them available to the public.
   1.1) 3D objects are not eligible for grant funding.
2) The applicant must make its historical records collection available to the public.

Jessica also suggested that a link to current board member profiles be included in the KDAHR program guidelines, so that potential applicants can verify the eligibility of their institution.

Matt, Michael, and Jessica also agreed to compile reviews of individual grant projects to send out to 2016 grantees.

**KDAHR 2017**

**Timeline:**
Matt suggested changes to the application due date. The board agreed to push the application due date from March 8th to March 25th, and also agreed to push back the announcement of awards from April 25th to April 28th.

Matt also suggested that the board utilize recently acquired webinar software to hold a pre-application webinar during the 3rd/4th week of February. Michael agreed to co-host the webinar and suggested it be held during the week of the 20th in February.

**Promotion:**
Jessica agreed to send email blasts and Facebook/Twitter updates to the KSHRAB listserv and to other interested parties. Matt suggested that the board coordinate with the KSHS Facebook and Twitter in order to reach a wider audience. Matt also suggested that the board reach out to regional library systems with specially tailored emails and information. Michael agreed to help coordinate this effort. Jessica also suggested that the board send flyers (via email or post) to regional libraries and historical societies for in-house promotion. Jessica agreed to create a mock-poster to present to Matt and Michael. Matt also suggested that the board reach out to the Kansas Humanities Council for promotion purposes. Michael suggested that the board wait to start email blasts until after the 2016 grant projects were made public on Kansas Memory so that the board could showcase the types of material that were scanned. In doing this, the board would also demonstrate the way that the information would be relayed on Kansas Memory. The board agreed, and Michael suggested that Jessica get email blasts and Facebook information out by Friday, January 28 or Monday, January 30.

The board agreed to schedule an in-person board meeting to review KDAHR applications on April 20, 2017.

**KSHRAB 2017**

**Promotion:**
The board discussed its commitment to providing another Osher Lifelong Learning Institute course during 2017. Audrey expressed that Osher representatives were still very excited to work with the KSHRAB in either Lawrence or another well-established market. Matt stated that he was inclined to push for a course in Lawrence, because there was already an established
market of individuals with some degree of interest. The board agreed, and noted that the name and content may need to be slightly altered, but otherwise much of the work had already been put into the course. Audrey mentioned that Erin Wolfe had moved to the main University of Kansas campus, but that he would still be a good asset for the course if we moved forward. The board agreed with this, and also determined that the course should be proposed for October 2017 as KSHRAB’s Archives Month activity. Audrey agreed to reach out to Osher representatives for planning purposes.

[Cliff joined meeting at 1:45] [Matt reviewed the content of the meeting thus far. Cliff was in compliance with decisions and ideas.]

Jessica reviewed information about upcoming meetings/conferences that was provided by board member, Margaret Hermstein. Jessica agreed to update the board on conference developments and to provide a more comprehensive list of events as information becomes available.

- Kansas Library Association (KLA)/Mountain Plains Library Association (MPLA) Conference: will be held October 24-27 at the Hyatt in Wichita, KS
- Midwest Archives Conference: April 5-8 in Omaha, NE
- Register of Deeds Conference: vendor booths are permitted on June 7; Dodge City, KS
- Topeka Genealogical Fair: April 7/8 at the Kansas State Historical Society
- Midwest Conference (?) – October 14 at Wichita State University
- Kansas State Genealogical Society Meeting – June 10, location unknown.

Cliff also agreed to work on bringing another conference to Kansas in the fall of 2017.

**Scholarships for Archival Training**

Jessica reviewed scholarship information for 2016, including the number of scholarships distributed (5), the amount distributed ($1650) and the amount available for scholarships in 2017 ($3350). The board suggested that, in 2017, one or two scholarships be distributed for the Midwest Archives Conference (April 5-8, 2017 in Omaha Nebraska). Cliff suggested that, rather than offer variable scholarship amounts, the board distribute 1-3 $500 scholarships. The board approved this idea and Jessica agreed to put together an application form specific to $500 MAC scholarships. Cliff also noted that MAC will offer a Cultural Competency Workshop, at no cost to MAC members, during the last weekend of March. He suggested that the board also contemplate offering scholarships for this event.

Matt reiterated that the board should offer scholarships for MAC in April, but asked the board if a more general scholarship (up to $500) should be opened in the fall. Michael suggested that the board revise the grant application to require applicants to justify the amount they request. Matt agreed, and added that the application should include a basic budget sheet. The board discussed other qualifications for KSHRAB scholarships, namely if applicants should work at a Kansas institution, attend school at a Kansas institution, or be a Kansas student who lives out-of-state. The board agreed that applicants should be Kansas residents, students at Kansas
KSHRAB Board Members
Matt expressed concerns with the current number of active KSHRAB board members (six, including KSHS members). Matt stated that he would call and discuss Duncan Friend’s KSHRAB board membership and possible removal, based on his inactivity. Matt also stated that adding board members was a primary focus in 2017 and asked for suggestions from the board. Michael indicated that he had communicated with a potential candidate from Wichita State University Archives; Matt agreed to reach out to them. Matt also indicated that former board member Lynn Ledeboer had left a name to look into and that Katie Keckiesen, of the Johnson County Historical Society, had expressed interest. Matt agreed to look into both, and to discuss transitioning board member Sherry Williams out and Letha Johnson or Marcella Huggard (both of the University of Kansas) into the board. Audrey mentioned Melissa Fisher Issacs, of the Lawrence Public Library, as a potential candidate. Cliff suggested that the board bring in a member with IT experience, and Matt agreed to check names with Duncan. Michael discussed targeting individuals with IT experience through library systems, as well as Deborah White and Karen Morland with the South Central Kansas Library System. Audrey also suggested that the board put out a call for letters of interest/applications in order to get new names.

The board agreed to schedule an in-person board meeting to review KDAHR applications on April 20, 2017.

Time for match was collected and the meeting was adjourned at 2:56 pm.