KSHRAB Conference Call
September 8, 2016
Minutes

Meeting Called to Order at 9:10 a.m.

In attendance: Matt Veatch (Division Director, Kansas State Historical Society), Michael Church (Digital Initiatives Coordinator, Kansas State Historical Society), Jessica Heck (KSHRAB Regrant Administrator and Administrative Assistant, Kansas State Historical Society), Ryan Leimkuehler (Government Records Archivist, Kansas State Historical Society), Megan Rohleder (Electronic Records Archivist, Kansas State Historic al Society), Cliff Hight (University Archivist, Kansas State University), and Audrey Coleman (Senior Archivist, Dole Institute of Politics).

Archives Month

Matt started the meeting by reiterating how Archives Month will tie into KSHRAB’s Performance Objectives, particularly performance objective #7 which states:

[The board will] continue to provide archives awareness, advocacy, and educational resources as part of the board’s Archives Month activities. The board will use its Facebook page and other social media, materials such as poster and bookmarks, and announcements on Kansas Public Radio to carry out this objective. In addition, a public program will be offered on a topic such as using historical records to document Kansas’ built environment, organizing and preserving digital family photographs and videos, and finding and using local government records for family history research.

The board discussed activities that could be held during the month of October to help promote Archives Month and the board unanimously agreed that the OSHER program satisfies this objective. Matt argued for manageable projects in 2016, including the use of email blasts, Facebook, and other social media. Even if the OSHER program does not work out, Audrey reiterated that the program is good and that we should continue to pursue the program in the future. Matt asked Jessica to send out an email blast about OSHER and Cliff suggested the board advertise on Twitter.

Board members discussed other events to promote Archives Month, including #AskAnArchivist day: October 3, 2016. Matt and Cliff agreed that the board should reach out to other institutions in Kansas (the Kansas State Historical Society, Dole Institute, Spencer Art Museum, K-State Libraries, etc.) to encourage them to participate. Jessica agreed to reach out (via email) to institutions with twitter feeds.
The board agreed to postpone some other Archives Month ideas until 2017. Cliff expressed interest in following through with K-12 classroom chats. Audrey noted that the National History Day organization has put together similar programs in the past and that they have videos on their website (https://www.nhd.org/). Cliff also expressed interest in the development of institutional history exhibits at different archives. The board agreed that this may be a good idea for 2017. Ultimately, the board decided to have OSHER be the main focus for Archives Month 2016 and to use allocated funds for updating handouts/informational materials/etc.

**Upcoming Conferences**

The board discussed upcoming meetings and which board members would attend each meeting. Board members decided that Margaret and Sara Keckeisen, Reference Librarian, Kansas State Historical Society, would attend the Wichita Genealogical Society Conference on October 8, 2016. Matt volunteered to attend the Johnson County Genealogical Society Conference on October 22, 2016; Ryan agreed to serve as backup. Michael stated that he would attend the Kansas Library Association Conference on October 20, 2016. Matt asked Jessica to work on the design of the KSHRAB poster that will be presented at KLA. Cliff stated that he would attend the Society of American Archivists Workshop on November 18, 2016 in Manhattan. Matt discussed that Cliff’s involvement with SAA fulfilled Performance Objective #10, which states:

> Provide scholarships to help defray the cost of archival continuing education offerings sponsored by the Midwest Archives Conference, the Society of American Archivists, and other organizations. At least 10 scholarships of up to $500 each will be awarded. The board will coordinate with MAC and SAA to bring at least one workshop each year to Kansas or a nearby state in order to reduce costs and time away from the office for local archivists. Online educational activities will also be evaluated for usefulness to records custodians. Scholarship applicants will be required to identify how the educational opportunity they would like to attend relates to a specific problem or issue they are facing in their work, and justify their need for a scholarship.

Matt also stressed that the board needed to think and push through scholarship opportunities for this conference. Jessica agreed to work on an application specific to the SAA Workshop and distribute it via email to various organizations. Board members discussed whether scholarships up to $500 should be available, and agreed that that option should remain open. Michael suggested, and the board agreed, to add a budget worksheet to the application.

**OSHER**

Michael reviewed details of the upcoming OSHER class that includes three days, three sessions, and two hour classes. The first session will focus on managing local files, and determining participant needs. The second session will include information on web-hosted content management. The third session will administer hands-on activities on the participant’s devices.
Audrey added that OSHER would offer reimbursements up to $450. Matt agreed to accept this as program income to use for other activities. Michael expressed concern that this income would have to be subtracted from cost share. The board agreed that it would not accept this income if it would require subtracting it from cost share.

**KDAHR Grant**

The board reviewed updates to the Kansas Digital Access to Historical Records grant. Jessica stated that she will distribute progress reports to grant awardees by the end of next week. Michael suggested that the board offer a webinar training course next year to insure that digitization standards are followed from the onset of projects.

**Meeting was adjourned at 10:15 a.m.**