Meeting called to order at 10:04 a.m.

Present for Meeting: Jessica Ditmore, KSHRAB Administrative Assistant; Cliff Hight, University Archivist, Hale Library, Kansas State University; Audrey Coleman, Senior Archivist, Dole Institute of Politics; Matt Veatch, State Archivist, Kansas State Historical Society; Joanna Hammerschmidt, Electronic Records Archivist, Kansas State Historical Society; Lynn Ledeboer, Curatorial Assistant, Reno County Museum. Absent from meeting: Margaret Hermstein, Harvey County Register of Deeds; Michael Church, Digital Initiatives Coordinator, Kansas State Historical Society; Duncan Friend, Project Manager, Kansas Business Center, Information Network of Kansas; Sheryl Williams, Curator of Collections, Spencer Research Library, University of Kansas.

Performance Objectives

Matt called the meeting to order by summarizing the NHPRC State Board Programming Grant performance objectives. Requirements of the grant include:

- acknowledging the National Historical Publications and Records Commission (NHPRC) in all media supported by the grant

- meeting a 50% cost share minimum

- holding at least four Kansas State Historical Records Advisory Board (KSHRAB) meetings

- implementing a regrant program

- coordinating activities and advocating archives awareness during Archives Month

- attending various professional conferences

- presenting at least three informative sessions about archival challenges and opportunities

- providing scholarships for archival training

- collaborating with other state preservation and history organizations

- conducting surveys.

The board reiterated the importance of attending professional conferences throughout 2016. Matt asked Jessica to look into various conference opportunities to avoid missing application dates, etc. According to the grant performance objectives, board members agreed to give at least three
presentations to local and community organizations per year. Board members should be on the lookout for opportunities that fit these criteria.

Matt also noted that, in the grant objectives, the board had agreed to coordinate with the Midwest Archives Conference (MAC) and/or the Society of American Archivists (SAA) to bring a workshop to Kansas; he wanted to go back through the 2016/2017 grant proposal to make sure the board actually agreed to this. Matt also questioned the board regarding the Partners in History coalition and what the board’s involvement generally looked like. Lynn indicated that herself, Audrey, and Margaret trade off each meeting and that they will continue participating in this way. Lynn and Audrey both agreed that participation in Partners in History is beneficial to KSHRAB, even though the coalition’s goals are not quite aligned or solidified. Matt asked that Lynn, Margaret and Audrey forward any emails they receive about Partners in History to the board or at least Jessica.

Awareness and Advocacy

To follow up with the effectiveness of the board’s outreach efforts and attendance at professional meetings, Matt reiterated the need to create and provide surveys through surveymonkey.com. To better reach the public, Joanna suggested the use of a Twitter account, which would help KSHRAB reach a wider audience. Joanna also mentioned that she had uploaded information and application materials for the regrant program to the Kansas Historical Society’s KSHRAB webpage.

Jessica and Joanna discussed the “loot crates” that had been sent out in mid-January to promote the 2016 regrant program. The loot crates contained various archival supplies (a humidity indicator, polyester envelopes, an emergency response and salvage wheel, cotton gloves, buffered and unbuffered acid-free tissue paper, and textile fading cards) as well as application materials for the regrant. Loot crate recipients were selected from a pre-existing mailing list of historical/genealogical societies in Kansas based on whether they had archival materials in their collection and if their collections were available to the public. The boxes were assembled and mailed out on Thursday, January 28, 2016, in hopes they would raise interest in the regrant program.

To reach out to institutions interested in the regrant program, Matt suggested providing a webinar or holding a conference call. Audrey expressed concerns about marketing a conference call or webinar that is targeted at such a large group. Matt suggested that, via surveymonkey.com, the board ask institutions for an RSVP to any webinars or conference calls we may hold. Matt stated that he is exploring avenues for webinar use.

Matt asked the board for their suggestions in promoting the regrant program. Audrey suggested sending out follow-up emails to recipients of the loot crates. Lynn mentioned that these emails should go out at least once a week since the deadline is fast approaching. Audrey recommended that the emails should go out at least through the end of the month. In case the board does not receive a sufficient number of applications by the current March 18th due date, Matt also mentioned that we can conceivably extend the deadline to April 1st (about two extra weeks). Audrey noted that the board should advertise the openness of the application, so that the procedure does not scare potential applicants away from
applying. Based on the number and timeliness of applications the board receives this year, Matt stated that we may apply different timelines for draft/final applications during the 2017 calendar year.

Audrey introduced more information about the University of Kansas' OSHER Lifelong Learning Institute and KSHRAB's continuing involvement. Audrey mentioned that the head of OSHER is very interested in what KSHRAB does and is interested in having KSHRAB coordinate three, two-hour sessions that focus on digital archiving projects. Instruction lists for OSHER classes are due in May, and classes begin in September. Board members agreed that the format of the class should be multi-platform (both Mac and PC) and participants should be encouraged to bring their own devices so that they will be more comfortable using them once the sessions are finished. Audrey suggested that there be at least two instructors per class, and that the courses focus on arrangement/description of files and consolidating those files into a digital format. Matt asked Joanna if she would be interested in instructing one of the OSHER courses, and also suggested using Megan Macken, digital archivist at KSHS, to discuss digitization. Audrey advised the board that focusing on too many topics could overwhelm the audience, especially topics like records digitization (because rural communities may not have access to the necessary resources.) With this in mind, Joanna suggested the board focus on preserving things that are already digital (photos, emails, etc.). Matt ended by stating that he, Joanna, and Audrey would work up a list of curriculum/topics/instructors.

Cliff joined call at 10:50

Cliff joined the conference call and asked if OSHER was only run through Kansas State University and the University of Kansas. Audrey answered that OSHER was involved in other locations, but was centered in Lawrence and Manhattan.

After Matt caught Cliff up with the meeting, he added that the board should look into proceeding with the KCAA (Kansas City Area Archivist) conference, KLA/MLA (Kansas/Missouri Library Association) conferences, etc. Jessica stated that she will look into the application timing/materials for each of these conferences.

Scholarships for Archival Training

The board provides scholarships for archival training during each grant cycle. Matt stated that the board must work on publicizing these scholarships and inquired about focusing on specific conferences to fund. Cliff suggested the board fund SAA workshop scholarships. Matt noted that the current State Board Programming grant proposed bringing a MAC and/or SAA conference to Kansas as part of the effort to expand archival training opportunities in the state. Cliff expressed his support for this and agreed to contact SAA continuing education staff about the logistics of hosting a workshop.

Matt also asked if the board should continue to target scholarships for specific training programs like SAA or MAC conferences/workshops, or if it should be made more open. Lynn indicated that making scholarships more open would be more work for the board, but that it would be beneficial in outreach. Audrey advocated giving scholarships to individuals participating in pre-scheduled events so that the board will assuredly spend the money. Matt proposed a hybrid approach to Lynn and Audrey's ideas by
suggesting a program that focused on a “general program offered by the SHRAB with scholarships to offer.” Joanna suggested that the scholarship application have a pre-approved online course option and also an option to obtain a scholarship for an outside program – which would require more paperwork from the applicant. Cliff agreed that scholarship applicants should be given the ability to choose their own program. When the board is aware of conferences, Jessica will send out weekly email blasts to build awareness and advertise the availability of scholarships. Lynn suggested that the board promote scholarships/conferences via Facebook, as well as through email blasts. Jessica agreed to put together a description of the scholarship program and an application form for the board to review and send out within the next month.

Meeting adjourned at 11:21