

Council of State Historical Records Coordinators
Minutes (unofficial)
Wednesday, July 18, 2001
Portland, Oregon

Call To Order

Chair of the Steering Committee Gottlieb (Wisconsin) called the meeting to order at 7:55 p.m.

Roll Call of the States and Territories

Alaska (John Stewart)	Nebraska (Andrea I. Faling)
Arizona (David H. Hooper)	Nevada (Guy Louis Rocha, Jeff Kintop)
California (Walter P. Gray)	New Hampshire (Frank C. Mevers)
Colorado (Terry Ketelsen)	New Mexico (L. Elaine Olah)
Florida (Jim Berberich)	North Carolina (Cathy J. Morris)
Georgia (David Carmichael, Andy Taylor)	North Dakota (Gerald G. Newborg)
Idaho (Steve Walker)	Ohio (Charlie Arp)
Iowa (Gordon Hendrickson)	Oregon (Roy C. Turnbaugh)
Kansas (Pat Michaelis)	Texas (Chris LaPlante)
Massachusetts (William Milhomme)	Utah (Jeffrey Johnson)
Michigan (David Johnson)	Virginia (Conley Edwards)
Minnesota (Robert Horton)	Washington (Mike Sanders)
Mississippi (H.T. Holmes)	Wisconsin (Peter Gottlieb)
Missouri (Ken Winn)	

Also attending were Ann Newhall and Richard Cameron (NHPRC), Vicki Walch and Jenifer Burlis-Freilich (COSHR staff).

AGENDA

The following meeting agenda was adopted.

1. Call to Order
 2. Roll Call of the States and Territories
 3. General Announcements
 4. Review Agenda
 5. Approve Minutes of January 26, 2001 Meeting
- Old Business
6. Status Report on Projects
 - A. Report of the Ad Hoc Committee of COSHR: "Futures Report"
 - B. NHPRC Grant Status (financial report)
 - C. NFACE Follow-Up and Final Report
 - D. Web Site Needs Assessment
 - E. NHPRC Update

New Business

7. By-Law Amendments
8. Other New Business

Approval of Minutes

The minutes of the January 26, 2001, meeting were approved without objection.

General Announcements

Gottlieb announced that the Steering Committee would have a luncheon meeting on Thursday, July 19, beginning at 11:30.

Steve Walker (Idaho) announced that copies of the strategic plan for the Idaho State Historical Records Advisory Board were available.

Ad Hoc Committee Report

Gottlieb presented a brief overview of the charge of the ad hoc committee, composed of Timothy A. Slavin, Chair (Delaware), Sandra Clark (Michigan), Gordon Hendrickson (Iowa), Kathleen Roe (New York), and William Milhomme (Massachusetts). Hendrickson presented the report to the meeting (see Attachment A)

Following the report presentation, a general discussion of the report ensued. At the conclusion of the discussion, a motion was made by Walter Gray that the following be adopted:

- 1) COSHRC will incorporate as a not-for-profit organization;
- 2) COSHRC will continue to seek NHPRC funding for special projects;
- 3) Specific dues structure proposals will be presented at the January meeting.

Johnson (Utah) called for a division on the vote, but Gottlieb ruled that a division was not in order. By a vote of 20 in favor and 5 opposed, the motion carried.

NHPRC Grant Status

Vicki Walch reported that the total amount left in all three grants as of June 30, 2001, was about \$129,000. The budget through the end of the grant periods will cover the following:

- COSHRC meetings in July 2001 and January 2002, \$58,000
- Staff support for COSHRC self study, \$2,000
- Completing NFACE work, \$8,000
- Web Needs Assessment Project, including maintaining and adding to existing COSHRC web site, \$34,000
- COSHRC Administration, \$22,000 total, which covers the following:
 - Accounting & audit fees (\$14,822)

Web hosting
Supplies, printing, postage
Staff support
Facilitating collaborative efforts, \$5,000

NFACE Follow-Up and Final Report

Walch reported on follow-up activities from the National Forum on Archival Continuing Education. She has been producing *NFACE Updates*, brief electronic newsletters which are intended to keep NFACE participants and others concerned with archival continuing education informed about new developments and remind them about resources still available on the NFACE/COSHRC web site. She also said that the NFACE final report will probably take the form of a four-page leaflet for distribution to a wide range of audiences, highlighting the Action Agenda developed at the conference and collaborative efforts undertaken since then to address the needs identified in the Agenda.

[Vicki, this is the sum of my notes on this agenda item. I must have fallen asleep!](#)

Web Site Needs Assessment

Walch presented a report on the Web Site Needs Assessment Project. COSHRC is leading a collaborative project to assess the need for a Web-based information clearinghouse for archivists and others who care for historical records. The assessment is specifically designed to examine how the Web can be used to support and enhance archival continuing education. For this project, COSHRC continues its partnership with the American Association for State and Local History (AASLH). AASLH is providing financial and management support and also participating actively in the working group.

This needs assessment is a direct outgrowth of the 2001 conference National Forum on Archival Continuing Education (NFACE) which was organized by COSHRC in cooperation with AASLH. NHPRC provided grants to support both NFACE and this project. This project's Web site (<http://www/coshrc.org/webproject>) will provide a focal point for the needs assessment. It will be used to facilitate communications among those who are formally part of the project's working group. In addition, the large number of organizations and individuals who develop and provide continuing education programs will be encouraged to visit often, share their experiences and help the working group identify priorities for the contents and services that an information clearinghouse focusing on continuing education for historical record keepers might provide.

Working group members are Danna Bell-Russell, National Digital Library Visitors' Center; David Carmichael, Director, Georgia Department of Archives and History; James S. Henderson, State Archivist, Maine State Archives; Maureen Melton, Documentary and Visual Archives, Museum of Fine Arts, Boston; Roy H. Tryon, State Archivist and Records Administrator, South Carolina Department of Archives and History; Diane Vogt-O'Connor, Sr. Archivist, Affiliated & Regional Archives, NARA; and Peter Wosh, Director Archives Program, New York University, Department of History. Additional members are to be appointed. Collaborating organizations are AASLH, COSHRC, NAGARA, NFACE,

NHPRC, and SAA. Archival consultants are Leon C. Miller, Manuscripts Librarian, Tulane University and Daniel E. Cantrall, Electronic Information Coordinator, Oregon State Archives. Project staff are Victoria Irons Walch, Project Coordinator, and Jenifer Burlis-Freilich, NFACE Research Consultant.

NHPRC Update

Anne Newhall, NHPRC executive director, presented an update on NHPRC matters.

By-Law Amendments

In accordance with the motion adopted at the January 27, 2001, meeting, a vote was taken on the proposed amendment to repeal Article X and replace it with a new Article X, as follows:

The bylaws may be amended by two-thirds of the members attending any regular announced meeting of the Council, provided that 30 days notice of the intent to amend and a copy of the proposed amendment(s) shall have been sent to the State Coordinators. The specific wording of a proposed amendment may itself be amended by majority vote at the meeting at which the amendment is considered, providing that the subject of the amendment be related to the issues covered in the advance notice.

By a vote of 27 for and) against, the amendment to the by-laws was adopted.

Other

Rocha (Nevada), Nominating Committee Chair, presented the following committee report.

Region II: Wendy E. Bredehoft (Wyoming), succeeding Jeffrey Johnson (Utah)
Region V: Timothy Slavin (Delaware), succeeding Richard Belding (Kentucky)

There being no other nominations, the report of the Nominating Committee was adopted by a vote of 23 for and 0 against.

Edwards (Virginia) moved that the Steering Committee prepare a suitable memorial resolution to honor the memory of Phil Coombs, deceased Washington State Archivist. Without objection, the motion was adopted.

Horton (Minnesota) moved that COSHRC express formal thanks to Peter Gottlieb for his work as Steering Committee Chair during an “especially challenging” year. Without objection, the motion was adopted, followed by a hearty round of applause and cheers.

Adjournment

Chairman Gottlieb adjourned the meeting at 9:48 p.m.

Council of State Historical Records Coordinators
2000-2001 Steering Committee

- Region I Alaska, California, Hawaii, Idaho, Montana, Nevada, Oregon,
Washington, Guam, American Samoa, Northern Mariana Islands
Walter P. Gray (California)
Chair (term expires July 2001)
term expires July 2003
- Region II Arizona, Colorado, Kansas, Nebraska, New Mexico, Oklahoma,
Texas, Utah, Wyoming
Wendy E. Bredehoft (Wyoming)
term expires July 2004 [Vicki, is this right?](#)
- Region III Illinois, Iowa, Michigan, Minnesota, Missouri, North Dakota, South
Dakota, Wisconsin
Peter Gottlieb (Wisconsin)
Chair (term expires July 2001)
term expires July 2002
- Region IV Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, North
Carolina, South Carolina, Puerto Rico, Virgin Islands
H.T. Holmes (Mississippi)
Secretary (term expires _____) [Vicki, When does my term as secretary expire?](#)
term expires July 2003
- Region V Delaware, District of Columbia, Indiana Kentucky, Maryland, Ohio,
Tennessee, Virginia, West Virginia
Timothy Slavin
term expires July 2004 [Vicki, is this right?](#)
- Region VI Connecticut, Maine, Massachusetts, new Hampshire, New Jersey, New
York, Pennsylvania, Rhode Island, Vermont
James Henderson (Maine)
term expires July 2002
- Ex Officio, Immediate Past Chair
Peter Gottlieb (Wisconsin)
term expires July 2002

Attachment A

Report of Ad Hoc Committee of COSHRC

The Ad Hoc Committee (hereafter “committee”) was appointed by Peter Gottlieb, Coordinator of the Steering Committee of the Council of State Historical Records Coordinators (COSHRC) at the January 2001 meeting in Arlington, Virginia. The purpose of the committee was to study alternatives for the future of COSHRC, based upon the discussions and conclusions drawn from COSHRC’s January meeting. Specifically, the committee was charged with

- ◆ suggesting alternate courses of action for COSHRC;
- ◆ studying the issue of incorporation and/or tax exempt status from the Internal Revenue Service;
- ◆ identifying possible contractors for administrative support through the issuance of a request for information (RFI);
- ◆ identifying changes necessary to the existing by-laws in order to enact the alternative courses; and
- ◆ suggesting a timetable of activities for COSHRC.

The committee consisted of Timothy A. Slavin, Chair (Delaware), Sandra Clark (Michigan), Gordon Hendrickson (Iowa), Kathleen Roe (New York), and William Milhomme (Massachusetts). The committee was charged with issuing a report of its findings on or before July 15, 2001. Hendrickson and Milhomme presented the following report.

Alternate courses

The committee has identified three potential courses for COSHRC. A chart comparing these courses is included in this report.

Alternate A

This would result in a substantial make-over of COSHRC. COSHRC would become the American Association for Historical Records (N.B. Names are only meant to be suggestions) whose mission would be to serve as a unified voice of advocacy for all historical records issues. All members of state and territorial boards would be members of this organization; dues would be paid by each board based on a graduated/sliding scale. The new organization would contract for all meeting management, communications, grant writing and administration, fiscal and legal management, and coordination of government relations services, and expect to be under full contract with the calendar year 2003. It is estimated that approximately \$25,000 to \$30,000 per year in dues would be necessary to support this arrangement. The organization would hold its annual meeting either in conjunction with established national archival meetings (i.e., SAA, NAGARA), or at a mid-winter meeting held by the organization in Washington D.C. for the purposes of lobbying for Congressional support.

Alternate B

This would result in a moderate make-over of COSHRC. COSHRC would become the Council of State Historical Records Advisory Boards (COSHRAB) whose mission would be to serve as a unified voice of advocacy for all historical records issues. All coordinators and

deputy coordinators of state and territorial boards would be members of this organizations; dues would be paid by each board based on a graduated/sliding scale. The new organization would contract for all meeting management, web site hosting (other communication services provided in-kind by members), and limited grant writing and administration services. All fiscal and legal management and coordination of government relations services would be provided in-kind by members. It is estimated that approximately \$9,000 to \$15,000 per year in dues would be necessary to support this arrangement. The current schedule of meetings would remain.

Alternate C

This would result in a minor make-over of COSHRC. COSHRC's name would remain the same and membership would be limited to state and territorial board coordinators. COSHRC would contract for meeting management and web site hosting, with all other services provided in-kind by members. It is estimated that approximately \$7,000 to \$15,000 per year in dues would be necessary to support this arrangement.

	Alternative A	Alternative B	Alternative C
Name (proposed)	American Association for Historical Records (AAHR)	Council of State Historical Records Advisory Boards (COSHRAB)	Council of State Historical Records Coordinators (COSHRC)
Membership	Open to all coordinators and all members of Boards. Approximate membership is 660.	Open to coordinators and deputies. Approximate membership is 110.	Open to coordinators only. Approximate membership is 55.
Dues	Graduated scale based on variable of population. Income target from dues: \$25,000 to \$30,000 per year.	Nominal dues structure, based on graduated scale. Income target from dues: \$9,000 to \$15,000 per year.	Nominal dues structure, based on graduated scale. Income target from dues: \$7,000 to \$10,000 per year.
Meetings	Annual meeting held in conjunction with either NAGARA or SAA. Feb/March lobbying meeting in Washington D.C.	Maintain current schedule.	Maintain current structure.
Projects	Consortia-based—e.g., ICAP model—with participant funding (partial) from income of organization.	Grant-funded projects would be primary consideration. Consortia-based (not grant funded) only if participants fund.	Grant-funded projects only.
Association Management	Association management or related firm. Partial contract for calendar year 2002; full contract for calendar 2003.	Association management or related firm, or private (sole) contractor/consultant.	Contract with private individual to perform meeting administration services annually.
Meeting Management	Contracted Services: Negotiating and managing meeting logistics; setting up conference calls for meetings of board of directors; notifying members of meeting arrangements; collecting meeting/meal reservations; working with board to set	Contracted Services: Negotiating and managing meeting logistics; setting up conference calls for meetings of board of directors; notifying members of meeting arrangements; collecting meeting/meal reservations; working with board to set	Contracted Services: Negotiating and managing meeting logistics; setting up conference calls for meetings of board of directors; notifying members of meeting arrangements; collecting meeting/meal reservations; working with board to set

Communications	<p>the agenda and prepare and distribute pre-meeting materials. All services are for two meetings per year.</p> <p>Contracted Services: Web site management: providing server space for web site, adding prepared materials to the site and working with other contractors for specific use of site. Providing reliable list serve communications for members.</p>	<p>the agenda and prepare and distribute pre-meeting materials. All services are for two meetings per year.</p> <p>Contracted Services: Web site management. All other services provided in-kind by members.</p>	<p>the agenda and prepare and distribute pre-meeting materials. All services are for two meetings per year.</p> <p>Contracted Services: Web site management. All other services provided in-kind by members.</p>
Grant Writing and Administration	<p>Contracted Services: Preparing 1 to 3 grant proposals each year, including coordinating member input, assuring that all required materials are included and edited for consistency. Managing any grants received, including preparing requests for proposals and vendor bids, fiscal management, meeting planning and reporting.</p>	<p>Contracted Services: Preparing 1 to 3 grant proposals each year, including coordinating member input, assuring that all required materials are included and edited for consistency. All other services provided in-kind by members.</p>	<p>All services provided in-kind by members.</p>
Fiscal and Legal Management	<p>General accounting and reporting; budget preparation in consultation with the board; payment of bills; audit management as needed; filing of all required legal and tax materials; maintain files of records as required by the board.</p>	<p>All services provided in-kind by members.</p>	<p>All services provided in-kind by members.</p>
Coordination of Government Relations	<p>Monitoring legislation affecting archival programs; preparing and distributing updates and requests for support at the direction of the board; requesting copies of and reporting on member efforts; assisting members on legislative visits by preparing talking points and tips for securing appointments at the direction of the board.</p>	<p>All services provided in-kind by members.</p>	<p>All services provided in-kind by members.</p>

Incorporation and Tax-Exempt Status

Incorporation

Currently, COSHRC is not an incorporated entity and enjoys no tax status. During the course of its history, all funds received by COSHRC have been received by a member institution, and managed by that institution. In order for COSHRC to receive and manage its own funds, incorporation will be necessary. Incorporation can be done in any of the fifty states and requires only a nominal application fee. It is the recommendation of this committee that COSHRC incorporate as a not-for-profit agency. This action does result in being granted tax-exempt (IRS 501c3, 501c6, 501c7) status.

Tax-exempt status

In order to achieve tax-exempt status, COSHRC must analyze the source of its future revenue. This analysis will result in a determination of what type of tax-exempt status to apply for from the Internal Revenue Service. The committee recommends that COSHRC obtain legal representation to determine the most feasible tax-exempt status and, based on that recommendation, apply for tax-exempt status.

Dues/Assessment structure

The committee researched the issue of a proposed dues/assessment structure through the use of a survey. The survey was distributed through the COSHRC electronic mailing list and responses were received by 23 states. The full results of the survey are in Appendix A of this report.

The results of the survey indicate the following:

- Few State Historical Records Advisory Boards have dedicated budgets and would therefore need to seek funding for any assessment from another source. Only half of the state coordinators could commit resources without seeking approval from a higher authority in the organization.
- Some organizations might need to weight the value of dues in the proposed organization against other memberships. (9 of 23 responding).
- Preference was indicated for a sliding scale fee based on based on one or more factors such as population and/or organizational budget. The range that appeared most viable is \$500-\$2500.

Based on the results of this survey, the committee recommends that a graduated/sliding scale of dues be established by COSHRC. However, this issue requires further study by COSHRC to include information from the remaining non-respondents.

Administrative Services: Request for Information

The committee developed a request-for-proposal (RFP) and request-for-information (RFI) template for use in its work. A copy of the RFP template is included as Appendix B of this report. A request-for-information was issued on June 25, 2001 to Capitol Hill Management

Services of Albany, New York, and the American Association for State and Local History, of Nashville, Tennessee.

The purpose of the RFI was to gauge the availability of contractors for the administrative services outlined in the RFI. No pricing was requested at this time. The proposals from Capitol Hill and AASLH were to be forwarded to the Steering Committee for consideration.

By-laws changes

Changes to the existing by-laws will be necessary no matter which alternate course COSHRC chooses. Those areas in need of change have been identified as follows:

BYLAWS COUNCIL OF STATE HISTORICAL RECORDS COORDINATORS

ARTICLE I.

Name

The name of this organization shall be the Council of State Historical Records Coordinators or CSHRC.

Possible amendment: Name may be changed.

ARTICLE II.

Object

The object of the Council shall be to promote the preservation of and access to the documentary heritage of the United States through the development of strong, cooperative, public and private historical records programs in the states and territories of the United States in cooperation with the National Historical Publications and Records Commission, through reciprocal support, advice, and collaboration.

Possible amendment: Article should be re-worded to incorporate the new mission statement.

ARTICLE III.

Members

Section 1. The membership of the Council shall be limited to the State Historical Records Coordinators and their deputies or designees.

Section 2. Each state or territory shall be entitled to a single vote in all matters coming before the Council including elections.

Possible amendment: Unresolved issue as to who will be eligible for membership, i.e., only coordinators, or will provisions be made to allow all board members as members.

ARTICLE IV.

Officers

Section 1. The officers of the Council shall be six Steering Committee Members three of whom shall be designated executive officers; of whom one shall serve as a Chairperson, one a Chairperson-elect, and one a Representative to the Program Committee of the National Historical Publications and Records Commission. All officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Council.

Possible amendment: Unresolved issue relative to Article III in re: changes to membership which may affect composition of Steering Committee. Alternatives to composition of Steering Committee need to be identified.

Section 2. The six member Steering Committee shall be elected by the council to serve for three years or until their successors are elected, and their terms shall begin on the first day of July following their election. One member must be from each of the geographical regions specified in these bylaws. In the first election three members shall have three year terms, two members shall have two year terms, and two members shall have one year terms. The length of term to be decided by lot at the first meeting of the new Steering Committee.

Possible amendment: None

Section 3. The Council shall elect a Chairperson-elect and a Representative to the Records Committee of the National Historical Publications and Records Commission from the seven members of the steering committee. The Chairperson, Chairperson-elect, and Representative to the Program Committee of the National Historical Publications and Program Commission shall be elected to serve for one year or until their successors are elected, and their terms shall begin on the first day of July or the day of their election, whichever is later.

Possible amendment: None

Section 4. The three immediate past Chairpersons shall constitute the Nominating Committee. During the month of January each year they shall submit a slate, by mail, to the Council for election to the Steering Committee membership. The persons receiving the highest number of votes shall be elected. Ballots shall be tabulated by the immediate past Council Chairperson. During the month of March the membership of the Council shall be informed of the composition of the Steering Committee. The Steering Committee shall select from their number one member to be the Chairperson-elect and one to be a Representative to the Records Committee of the National Historical Publications and Records Commission.

Possible amendment: None

Section 6. No Council member shall hold more than one executive office at a time, and no member shall be eligible to serve more than two consecutive full terms on the Steering Committee.

Possible amendment: None

ARTICLE V.

Geographical Regions

For purposes of representation the United States and its territories shall be divided into the following six regions:

- Region I. Alaska, California, Hawaii, Idaho, Montana, Nevada, Oregon, Washington, Guam, American Samoa, and Northern Mariana Islands.
- Region II. Arizona, Colorado, Kansas, Nebraska, New Mexico, Oklahoma, Texas, Utah, and Wyoming.
- Region III. Illinois, Iowa, Michigan, Minnesota, Missouri, North Dakota, South Dakota, and Wisconsin.
- Region IV. Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, North Carolina, South Carolina, Puerto Rico, and Virgin Islands.
- Region V. Delaware, District of Columbia, Indiana, Kentucky, Maryland, Ohio, Tennessee, Virginia, and West Virginia.
- Region VI. Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, and Vermont.

Possible amendment: Article may need to be deleted if geographical representation model is abandoned.

ARTICLE VI.

Meeting

Section 1. Regular meetings of the Council shall be held as ordered by the Steering Committee.

Section 2. Special meetings shall be called by the Chairperson upon the written request of ten states or territories.

Section 3. Members representing fifteen states or territories shall constitute a quorum.

Possible amendment: None

ARTICLE VII.

Steering Committee Duties

Section 1. The Steering Committee shall have general supervision of the affairs of the Council between its meetings, fix the time and place of regular meetings, make recommendations to the Council, and perform such other duties as are specified in these bylaws. The Committee shall be subject to orders of the Council, and none of its acts shall conflict with action taken by the Council.

Possible amendment: None

Section 2. Regular meetings of the Steering Committee shall be called by the Chairperson, and special meetings shall be called by the Chairperson on the written request of three members of the Committee

Possible amendment: None

ARTICLE VIII.

Committees

Section 1. Temporary Committees shall be established by the Steering Committee with a single focus and a designated time frame to carry out the objectives of the Council.

Possible amendment: None

Section 2. Members of Temporary Committees shall be invited to serve by the Chairperson from relevant constituencies such as

- i.) Council members
- ii) Historical Records Advisory Board Members
- iii) National Historical Publications and Records Commission Members
- iv) Grant Program Clients, Past or Potential
- v) Other as appropriate.

Possible amendment: None

Section 3. A Temporary Committee shall exist under the authority of the Steering Committee as long as necessary to accomplish its purpose.

Possible amendment: None

ARTICLE IX.

Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Council may adopt.

Possible amendment: None

ARTICLE X.

Amendment of Bylaws

These bylaws may be amended by any meeting of the Council by a two-thirds vote, provided that the amendment has been submitted in writing at the previous meeting.

Possible amendment: None

Adopted unanimously by the assembled Council, November 3, 1989. Revised unanimously by the assembled Council, January 28, 1995.

Appendix A
COSHR Survey Results

States that participated in the Survey:

Georgia	Tennessee	Illinois	Montana
Florida	Kansas	Rhode Island	Wisconsin
Louisiana	Washington	Idaho	Texas
North Dakota	Utah	Connecticut	Ohio
Vermont	Nebraska	Oklahoma	South Dakota
New Hampshire	Iowa	New York	

Question 1: Does your State Historical Records Advisory Board have a dedicated budget line in the parent organization?

Yes	No
3	20

Question 2: Would you Board need to choose among memberships for different professional organizations if institutional membership became optional?

Yes	No	Not Specified
9	9	5 (RI, LA, TX, UT, CT)

Question 3: Would your Board prefer a dues structure based on a sliding scale or a standard fee for all members? If a sliding scale were preferred, which of the following would be preferable?

	Sliding Scale			Standard Fee	
	12		A	4	
a. Population	b. No# of Repositories	c. Budget	d. No# of Prof. Archivists	e. Acres	f. Total NHPRC grants
7 WI, MT, ND, NH, ID, NE, OK	2 ID, NE	1 VT, OK	2 ID, NB		2 FL, ID

g.) Some other mechanism:

OH: Some other mechanism, why not create membership categories and let the parent institution or the Board select. Ex: Contributing \$100... Sustaining \$500... Leadership \$1,000... Sugar Daddy \$2,500...

GA: A scale based on budget of the division of archives itself seems more equitable than based on the parent organization. As an alternative COSHRC could simply set up an arbitrary scale (\$500, \$2,500, \$5,000...) and let each state pay what they are able.

FL: (No definite Answer) Possibly f. but this could get confusing (state projects, local projects, board projects, regional projects...) Should they all be included in one total?

KS: (No definite Answer) I think we should look at various factors. Population, number of governmental units/repositories. I understand the SHPO offices are funded with a fairly complicated formula. One problem with the NPS system was it got states locked into a formula based on previous funding, which meant states could never get significant increases in funding for their SHPO offices. I think using f., previous NHPRC funds in the formula could prove very restrictive.

WI: a. State/territory, or a combination of population with no# of repositories..

UT: (No answer) Doesn't want to set up a system where some states have more status than others.

IA: Combination of population and budget of archives unit.

Question 4: Does the State Coordinator have the authority to commit dollars to membership in a new organization or does the Coordinator need to have approval of a higher authority within the immediate organization or from higher in state or territorial government?

Authority to Commit \$

10

Need Higher Approval

11

Question 5: Would your Board be able to commit annual dues of: (please indicate the maximum possible but also the amount you think most likely to be possible, if different.

\$500

12

\$1,000

1

\$2,500

4

\$5,000

Other Amount:

WI: \$1,500

LA: No funds to commit.

WA: Doesn't know how much.

ID: It would be difficult to commit to any annual fees.

** Many were unsure about the ability to commit to any annual fee at this time.

Appendix B

Request for Information (RFI)

Council of State Historical Records Coordinators (COSHRC)

Management Contract

The Council of State Historic Records Coordinators (the council) seeks to contract for association management services. The council is becoming a 501 (c) 3 organization. It is a small association of state leaders seeking to further the care of archival records in the United States through cooperative programs with the National Historic Publications and Records Administration (a part of the National Archives), each other and national professional organizations. Unlike traditional professional organizations, it does not provide professional development and other professional services for its members. The council seeks management services in the following areas:

MEMBERSHIP MANAGEMENT

The council's membership consists of the archives program coordinators and their deputies for the states and territories of the United States (currently 85 people). Institutional and individual memberships may be held. Duties of the contractor will include:

- ❑ Database management
- ❑ Dues or fees invoicing and collection

MEETING MANAGEMENT

The council meets twice each year, once independently in the winter for 2 days and once in the summer (dinner and 2 hour meeting) in conjunction with the annual National Association of Government Archives and Records Administrators. The meetings are of a planning and coordination nature. Duties of the contractor will include:

- ❑ Negotiating and managing logistics, including room and meal rates for the winter meeting
- ❑ Setting up conference calls and any other arrangements for meetings of the board of directors
- ❑ Notifying members of meeting arrangements
- ❑ Collecting meeting/meal reservations
- ❑ Working with the council board to set the agenda and to prepare and distribute pre-meeting materials

COMMUNICATIONS

The council communicates through a web site and a list serve. The current web site is at <http://coshrc.org/index.html>. Duties of the contractor will include:

- ❑ Web site management: Providing the server space for the web site, adding prepared materials to the web site as requested and working with other contractors when the web site is used for specific projects such as the NFACE project
- ❑ Providing reliable list serve communications for members

GRANT WRITING AND ADMINISTRATION

The council funds its meetings and activities through grants. In the past, most grants have come from the National Historic Publications and Records Commission. However, the council foresees seeking project funding from other sources. The council seeks a flat fee quote for the preparation of a grant and rates for the duties associated with administration of the grant. Council and the contractor will agree on "not to exceed" limits for the time spent on grant administration as the grant proposal is prepared. Duties of the contractor will include:

- ❑ Preparing 1 to 3 grant proposals each year, including coordinating member input, assuring that all required materials are included and editing for consistency.
- ❑ Managing any grants received, including preparing requests for proposals and vendor bids, fiscal management, meeting planning and reporting.

FISCAL AND LEGAL MANAGEMENT

The sources of funding for the council are dues or fees and grants. Duties of the contractor will include:

- ❑ General accounting and reporting
- ❑ Budget preparation in consultation with the board
- ❑ Payment of bills
- ❑ Audit management as needed
- ❑ Filing of all required legal and tax materials

- Maintain files of records as required by the board

COORDINATION OF GOVERNMENT RELATIONS

The council expects its members to make and maintain contact with federal legislators and the federal executive office. The duties of the contractor will include:

- Monitoring legislation affecting archival programs
- Preparing and distributing updates and requests for support at the direction of the board
- Requesting copies of and reporting on member efforts
- Assisting members on legislative visits by preparing talking points and tips for securing appointments at the direction of the board

RFI SUBMISSION

Interested contractors are requested to submit the following items:

- An itemized description of how each service will be provided, including the identification and qualifications of the lead person providing each service
- A list of past clients or recipients of similar services

RESPONSES

Please send three (3) copies of your response to this RFI by Friday, July 6, 2001 to:

Timothy A. Slavin

Director

Delaware Public Archives

121 Duke of York Street

Dover DE 19901

302.744.5051 voice

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