

Council of State Historical Records Coordinators, Inc.
Business Meeting
Saturday, July 13, 2002
Adam's Mark Hotel
Denver, Colorado

1. **Call to Order**

Acting Steering Committee Chair, Tim Slavin, called the meeting to order at 9:00 a.m. with a moment of silence for the victims of September 11, 2001, and for the challenges of the past year. Slavin also offered thanks to NAGARA, Steve Grandin, Terry Ketelsen, and the local arrangements folks for their help with the COSHRC, Inc., meeting.

2. **Roll Call of the States and Territories**

H.T. Holmes, Steering Committee secretary, called the roll of the states:

Alabama	Ed Bridges
Alaska	Jackson Armstrong-Ingram
American Samoa	James Himphill
Arizona	David Hooper, Gladys Ann Wells
Arkansas	
California	Walter Gray; Laren Metzger
Colorado	Terry Ketelsen
Connecticut	
Delaware	Tim Slavin
District of Columbia	
Florida	Jim Berberich
Georgia	David Carmicheal
Guam	
Hawaii	
Idaho	Steve Walker, Blaine Bake
Illinois	
Indiana	
Iowa	Gordon Hendrickson
Kansas	Pat Michaelis, Matt Veach
Kentucky	Barbara Teague
Louisiana	
Maine	Jim Henderson
Maryland	
Massachusetts	Bill Milhomme
Michigan	Dave Johnson
Minnesota	Jennifer Johnson
Mississippi	H.T. Holmes
Missouri	Ann Roberts
Montana	Molly Miller
Nebraska	Andrea Faling
Nevada	Guy Louis Rocha
New Hampshire	Frank Mevers
New Jersey	Karl Niederer
New Mexico	Elaine Olah
New York	
North Carolina	Cathy Morris
North Dakota	Jerry Newborg
Northern Mariana Islands	
Ohio	George Parkinson
Oklahoma	Gary Harrington
Oregon	Roy Turnbaugh, Dan Cantrall

Pennsylvania	Cindy Bendroth
Puerto Rico	
Rhode Island	Gwenn Stearn
South Carolina	Roy Tryon
South Dakota	Marvene Riis
Tennessee	Wayne Moore
Texas	Chris LaPlante
Utah	Patricia Scott
Vermont	
Virgin Islands	
Virginia	Conley Edwards
Washington	
West Virginia	Fred Armstrong
Wisconsin	
Wyoming	Wendy Bredehoft; Nathan E. Bender

3. Approve Minutes of July 18, 2001, Meeting

Prior to the consideration of the minutes of the July 18, 2001, meeting, Slavin introduced COSHRC, Inc./NHPRC staff present:

Vicki Walch	COSHRC, Inc.
Jenifer Burlis-Freilich	COSHRC, Inc.
Roger Bruns	NHPRC
Richard Cameron	NHPRC
Mark Conrad	NHPRC

Upon a motion by Henderson (Maine), with a second by Olah (New Mexico), the minutes were unanimously approved.

4. General Announcements

A. Reimbursement process for travel expenses.
Vicki Walch, COSHRC project coordinator, announced that reimbursement requests must be submitted to her by July 29, 2002, in order to be reimbursed. AASLH is the financial agent for the grant supporting COSHRC travel and AASLH requires receipts for every item claimed.

5. Report from NHPRC (Bruns, Cameron)

Roger Bruns, acting NHPRC director, delivered a status report on NHPRC. Richard Cameron announced that NHPRC would be reviewing the state review process prior to October 1. Mark Conrad discussed the Electronic Records Research Agenda and recommended the reports posted on the Minnesota web site, <http://www.mnhs.org/preserve/records/eragenda.html>.

6. Status on Open Projects

A. Web Needs Assessment

Vicki Walch reported that a final draft of the project report was circulating. It includes recommendations to improve communications among associations, start working toward a clearinghouse by building a first module in the form of a common calendar, and promote greater awareness of existing resources. A listserv will be established in cooperation with SAA for leaders of all archival associations in the U.S. The final report will be distributed in early August by mail and via the COSHRC website.

B. National Forum on Archival Continuing Education (NFACE)

Vicki Walch reported that the final report for the NFACE project will be available in early August. It will be a six-page summary of the project research and conference outcomes, and will also include descriptions of other projects that have resulted from connections or priorities established at NFACE.

- 7. Objectives for New Grant Project, 2002-2003**
Vicki Walch reported on plans for the new NHPRC grant. It will cover expenses for the COSHRC annual meeting to be held in July 2004 in Providence RI (in conjunction with the NAGARA annual meeting); another meeting of the leaders of SAA, AASLH, NAGARA, and COSHRC (including the possibility of a joint meeting of their governing boards); continuing education forums at SAA and NAGARA in 2002 and 2003; quarterly electronic newsletters to state coordinators, SHRAB members, and education coordinators; overhaul and enhancement of the COSHRC website; and preparation of a welcome package for SHRAB members.
- 8. Report on COSHRC Legal Status**
Slavin reported that all of the required items for incorporating COSHRC had been completed and that COSHRC was duly incorporated under the laws of the Commonwealth of Massachusetts.
- 9. Bylaws, Discussion and Vote**
Henderson reviewed proposed changes to the bylaws. Upon a motion by Gray (California), with a second by Hooper (Arizona), the changes in the bylaws were unanimously adopted.
- 10. Nominating Committee Report**
Wendy Bredehoft (Wyoming) presented the report from the Nominating Committee:
Kathleen Roe (New York) to replace Peter Gottlieb (Wisconsin)
David Carmicheal (Georgia) to replace Jim Henderson (Maine).
There were no additional nominations from the floor.
- 11. Election of New Board Members**
Upon a motion by Stearn (Rhode Island), with a second by Newborg (North Dakota), the nominated slate was unanimously elected by a show of hands.
Hendrickson (Iowa) asked if it was necessary to re-elect the continuing board members.
Gray (California) responded that the tenure of the existing board members remained valid as a continuation of the previous organization. Upon a motion by Gray, with a second by Morris (North Carolina), the following motion was unanimously adopted:
Any technical or procedural irregularities or inconsistencies with existing or future amended COSHRC bylaws, or any other practices, be waived for the current calendar year (2002), and that the actions of the Steering Committee/Board of Directors during this period be deemed in compliance with the organization's bylaws.
- 12. Discussion of Dues Structure**
Hendrickson (Iowa) presented a report on the result of the dues survey. Slavin reported on the process of developing the invoice and said that the dues would be used to support activities outside of those provided by NHPRC grant support.
The question was asked if NAGARA could act as financial agent for dues receipts to avoid states having to process additional paperwork to pay dues for another organization. Slavin responded that NAGARA was receptive to the idea.
He reminded the coordinators that NHPRC had agreed that 10% or \$1,000 (whichever is less) of Board Administrative Grants may be used for dues support, but that a request should be made to NHPRC to alter the terms of existing grants. Following additional discussion about NAGARA

support, Slavin asked for a show of hands supporting that possibility. Slavin reported that \$8,000 in dues have been collected to date.

13. Next Meeting Date and Place

Slavin announced that the next meeting would be held in conjunction with the NAGARA meeting in Providence, Rhode Island, July 9-12, 2003.

14. Old Business

There were no items of old business.

15. New Business

Slavin announced the following appointments:

Parliamentarian	Jim Henderson (Maine)
Program Chair	David Carmicheal (Georgia)
Finance Committee	Cathy Morris (North Carolina), Chair
	David Hooper (Arizona)
	Walter Gray (California)
	Conley Edwards (Virginia)
Web Needs Assessment Project Recommendations/Review Committee	
	Pat Michaelis (Kansas), Chair
	Cindy Bendroth (Pennsylvania)
	Jennifer Johnson (Minnesota)

Slavin announced that the Board of Directors would initiate discussions with the University of Wisconsin-Milwaukee regarding COSHRC and COSHRC, Inc., archives.

16. Recognition of Service to COSHRC

Slavin presented certificates of appreciation to Peter Gottlieb (Wisconsin), Bill Milhomme (Massachusetts), and Jim Henderson (Maine) for their successful work in the incorporation of COSHRC.

17. Adjournment

Upon a motion by Edwards (Virginia), with a second by Hendrickson, and with unanimous consent, the meeting adjourned at 11:07 a.m.

Submitted by:

H. T. Holmes, Secretary

**Council of State Historical Records Coordinators, Inc.
2002-2003 Board of Directors**

Timothy Slavin
President (term expires July 2003)
term expires July 2004

Wendy E. Bredehoft (Wyoming)
term expires July 2004

David Carmicheal
term expires July 2005

Walter P. Gray (California)
term expires July 2003

H.T. Holmes (Mississippi)
Secretary (term expires July 2003)
term expires July 2003

Kathleen Roe (New York)
term expires July 2005