

Council of State Historical Records Coordinators, Inc.
Business Meeting Minutes
Friday, July 11, 2003
Providence Rhode Island

1. Call to Order

Vice President Kathleen Roe (NY) called the meeting to order at 7:35 p.m. She introduced the newly appointed state coordinators--Clarence Davis (DC), Sandra Jaramillo (NM), and Susan Shaner (HI)

2. Roll Call of the States and Territories

Wendy Bredehoft (WY), COSHRC Board Member, called the roll of the states, asked those answering to introduce any deputies and/or guests they had accompanying them:

Alabama	Tracey Berezansky	Nevada	Guy Louis Rocha
Alaska		New Hampshire	
American Samoa		New Jersey	Karl Niederer
Arizona	David Hooper, Gladys Ann Wells, Melanie Sturgeon	New Mexico	Sandra Jaramillo
Arkansas		New York	Christine Ward, Kathleen Roe
California	Walter Gray	North Carolina	Cathy Morris
Colorado		North Dakota	Gerald Newborg, Lotte Bailey, Jean Newborg
Connecticut	Mark Jones, Bruce Stark, Patricia Bodak- Stark	Northern Mariana Islands	
Delaware	Randy Goss	Ohio	George Parkinson, Charlie Arp
District of Columbia	Clarence Davis	Oklahoma	Gary Harrington
Florida	Jim Berberich	Oregon	Dan Cantrall
Georgia	David Carmicheal	Pennsylvania	Cynthia Bendroth
Guam		Puerto Rico	
Hawaii	Susan Shaner	Rhode Island	Gwenn Stearn, Donna Longo DiMichelle, Stephen Grimes
Idaho	Steve Walker		Roy Tryon
Illinois		South Carolina	
Indiana		South Dakota	
Iowa		Tennessee	Wayne Moore
Kansas	Scott Leonard	Texas	Chris LaPlante
Kentucky	Glen McAninch	Utah	Patricia Scott, Stuart Preece
Louisiana	Virginia Smith	Vermont	Gregory Sanford
Maine	Jim Henderson	Virgin Islands	
Maryland		Virginia	Conley Edwards
Massachusetts	Bill Milhomme	Washington	Jerry Handfield, Lanny Weaver
Michigan	Dave Johnson	West Virginia	Fred Armstrong
Minnesota	Bob Horton	Wisconsin	Peter Gottlieb
Mississippi		Wyoming	Wendy Bredehoft; Nathan E. Bender
Missouri	Ken Winn		
Montana			
Nebraska	Andrea Faling		

3. Approve Minutes of July 13, 2002 Meeting

Roe asked for a motion to approve the minutes from the July 13, 2002 meeting. Jerry Newborg (ND) moved. Karl Niederer (NJ) seconded. Motion carried unanimously.

4. General Announcements

Vicki Walch, COSHRC staff, went over reimbursement requests; reminded everyone of the need for receipts, and to be sure to turn in requests before August 2, 2003.

5 **NHPRC Updates**

Richard Cameron, Director for State Programs, spoke briefly about the state records program, and the recent Commission meeting. He reminded the Coordinators that the deadline for administrative grant requests was coming up (October 1) and to keep him up to date on new appointments to the SHRABs.

Cameron then introduced Max Evans, the new Executive Director of NHPRC. Evans addressed the Coordinators about the NHPRC Strategic Plan, giving an overview of the short-term, mid-range, and long-range plans. A draft of the plan will be circulated shortly with a request for comments.

Mark Conrad, Director for Technology Initiatives, spoke briefly about the review of the NHPRC's Electronic Records Agenda conducted by the Minnesota Historical Society. The report and the revised agenda is available online at <http://www.mnhs.org/preserve/records/eragenda.html>. The indications are good that the revised agenda will be adopted by the Commission.

5 **Financial Report.**

David Carmicheal (GA), treasurer, presented the financial report. To date, the Coordinator's have collected just over \$20,000 in 2003 contributions. There is \$21,000 in the bank. Carmicheal urged everyone to contribute if possible, and to contact him if the state needed an invoice for a specific amount.

6 **Old Business**

Written update were provided with the agenda (attached) on:

- a. Current NHPRC grant status report
- b. Objectives for proposed grant, 2003-2005
- c. Joint meetings with SAA, NAGARA
- d. eBay Statement
- e. COSHRC website status report

There being no discussion on the old business updates, the meeting moved to new business.

7 **New Business**

- a. Proposed Mission and strategic goals

Roe asked the coordinators for any questions on the proposed mission and strategic goals statement, and the summary of suggested changes that was distributed prior to the meeting. A brief discussion followed. After the ambiguity of "American" was pointed out, the suggestion was made to substitute "National" for "American." A call for consensus showed a majority approved that change. The suggestion was also made to remove "Historical" from the language of the mission statement, leaving "Records" as all encompassing. The consensus on this suggestion was to keep "Historical."

Walter Gray (CA) offered the motion "that membership approve the mission and strategic goals and authorize the Board to incorporate the minor changes necessary to reflect the comments received, and finalize the document."

Robert Horton (MN) seconded. Motion passed by acclamation.

- b. Outcomes/recommendations from the Incubator Sessions

Roe announced that the Incubator sessions on advocacy, "Developing a Report Card for the American Historical Record," [this name will probably need to be changed] and outreach, "Raising Public Awareness: Archives Week and other Outreach Efforts," were well attended and resulted in several individuals signing up to work on committees to pursue the strategies discussed in those meetings. The notes from the meetings [as well as the notes from the Saturday meeting on Governor's records] are being transcribed and will be distributed to the membership, and to those individuals who volunteered.

Roe then asked for any volunteers to work on a website taskforce, providing some guidance to Vicki Walch on the changes that need to be made on the COSHRC website. Those interested were asked to speak with Vicki.

8 Nominating Committee Report; Election of New Board Members

Walter Gray presented the nominating committee report. Karl Niederer (NJ) and Gordon Hendrickson (IA) were nominated to replace outgoing board members H. T. Holmes (MS), and Walter Gray (CA). Gray asked for a motion to close the nominations. Horton (MN) so moved. Jerry Handfield (WA) seconded. Motion carried unanimously.

Gray then asked for a motion to elect the nominated Coordinators, Karl Niederer (NJ), Gordon Hendrickson (IA) to the Board, for the term July 2003 - July 2006. Wendy Bredehoft (WY) so moved. Peter Gottlieb (WI) seconded. Motion carried unanimously.

9 Next Meeting Date and Place

The options for the next meeting were presented for discussion: meeting in July 2004, in Phoenix in conjunction with NAGARA; meeting in August 2004, in Boston, in conjunction with SAA; and holding a separate meeting for the Coordinators at a date and location to be determined. After some discussion, consensus was to meet in Phoenix, AZ, in July 2004, in conjunction with NAGARA (bathing suits optional).

10 Recognition of Service to COSHRC

Kathleen Roe presented commendations and certificates of appreciation to H. T. Holmes (MS), who has served the Coordinators .. And to Walter Gray (CA) (Vicki, do you have the language for these?) Appropriate tokens of appreciation were presented as well. Holmes received a guidebook to the Battle of Vicksburg historic site, so that he could adequately squire future visitors to his state. Gray received a flashlight, betokening his invaluable ability to shed light on the most tedious of bureaucratic mumble jumble (and to find his way home to California when the power went out).

11 Adjournment

There being no other business, Roe asked for a motion for adjournment. Jerry Handfield (WA) so moved. Roy Tryon (SC) seconded. The meeting adjourned at 8:35 p.m.

Submitted by:

Jenifer Burlis-Freilich, COSHRC Staff, in absence of secretary, H. T. Holmes (MS)