

Council of State Historical Records Coordinators, Inc.
Business Meeting Minutes (draft)
Friday, July 16, 2004
Phoenix, AZ

1 Call to Order

President Timothy Slavin (DE) called the meeting to order at 2:06 p.m. (MST).

2 Roll Call of the States and Territories

Secretary Gordon Hendrickson (IA), 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, Jeffrey
Alaska	Ken Nail		Kintop
American Samoa	James Himphill	New Hampshire	Frank Mevers
Arizona	David Hooper, Gladys	New Jersey	Karl Niederer
	Ann Wells, Melanie	New Mexico	Daphne Arnaiz-DeLeon
	Sturgeon	New York	Christine Ward, Kathleen
Arkansas			Roe
California	(Nancy Zimmelman)	North Carolina	Jesse R. Lankford, Jr.
Colorado	Terry Ketelsen	North Dakota	Gerald Newborg
Connecticut		N. Mariana Islands	
Delaware	Timothy Slavin	Ohio	Laurie Gemmill
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	
Idaho	Steve Walker; Robin	South Carolina	Roy Tryon
	Wilson, SHRAB member	South Dakota	Marvene Riis
Illinois		Tennessee	Wayne Moore
Indiana		Texas	Chris LaPlante
Iowa	Gordon Hendrickson	Utah	Patricia Smith-Mansfield
Kansas	Patricia Michaelis	Vermont	(Mark Reaves attended the
Kentucky	Glen McAninch		working session)
Louisiana	Virginia Smith	Virgin Islands	
Maine	James Henderson	Virginia	Conley Edwards, Jennifer
Maryland			Davis McDaid
Massachusetts	Bill Milhomme	Washington	Jerry Handfield
Michigan	Sandra Clark	West Virginia	Fredrick Armstrong
Minnesota	Charles Rodgers	Wisconsin	Peter Gottlieb
Mississippi		Wyoming	Tony Adams; Nathan
Missouri	Kenneth Winn		Bender, SHRAB co-
Montana	Molly Kruckenberg		Coordinator
Nebraska	Andrea Faling		

Also present: NHPRC Staff: Max Evans, Executive Director; Richard Cameron, Director for State Programs; COSHRC Staff: Vicki Walch, COSHRC Program Director; Jenifer Burlis-Freilich, Assistant Program Director.

3 Approve Minutes of July 11, 2003 Meeting

Slavin asked for a motion to approve the minutes from the July 11, 2003 meeting, in Providence, RI. Jerry Handfield (WA) moved to approve the minutes. Steve Walker (ID) seconded. Motion carried unanimously.

4 General Announcements

Process for completing reimbursement requests for travel expenses was reviewed by Jenifer Burlis-Freilich; Hendrickson (IA) added a warning that delays may result because of a new accounting program just implemented in Iowa state government.

5 Report from NHPRC

Max Evans gave a summary report on the NHPRC including:

- New NHPRC strategic plan (available on the NHPRC website);
- New directions in grants
 - possibly a new institute for mid-career archivists dealing with leadership, management, advocacy, fundraising issues;
 - changes in guidelines to grants after October;
 - NHPRC guidelines are now on Grants.gov - almost all government grants are identified there. Next step will be the ability to apply online. Grants.gov is working on this, may be in place after October (available for the June 2005 grant cycle). Grants will require a DUNS number. All forms will be on the system, will be able to allow attachments (narratives).
- Staff update. New Deputy Director, Kathleen Williams from Smithsonian; new Director of Technology Initiatives, Mark Meyer, previously NHPRC grants officer.
- NHPRC funding situation. The president's recommendation for next year is \$3M, the senate subcommittee just released the marked up version as \$3M. No further developments until after the August recess. Dick Cameron will provide a list of the appropriate Senators for contact by the membership.
- Evans also reported on the status of the Allen Weinstein nomination.
- Cameron thanked everyone for their response to the pre-assessment survey on COHSRC, the SHRABs, and the NHPRC. Coordinators should not hesitate to contact him with suggestions and comments.

6 President's State of the Association Report

Timothy Slavin gave the president's state of the association report.

- Financial Report - over the last three years, have collected over \$72,000 in dues--an additional revenue stream for the organization, provides some autonomy. Thanked all of the coordinators who have helped with dues contributions.
- Weinstein nomination. Slavin asked Karl Neiderer (NJ) to give a summary of the interview session that they attended in June.
 - Neiderer reported on the actions of COSHRC, in conjunction with NAGARA, SAA, AASLH, and NCH, June 21, Slavin and Neiderer met with representatives of those organizations, met with Dr. Weinstein in an off the record interview. Weinstein was cordial and responsive to the questions. Expressed a general support of the concept underlying the national initiative. Spoke several times of the importance of building a strong alliance between the National Archives and the State archives, and with professional organizations. Weinstein expressed an interest in visiting state archives; he currently has plans to visit two of the Council Board members. Weinstein will have his confirmation hearing on July 26.
 - Slavin reported to the membership that the COSHRC Board had approved writing a letter of support for Weinstein's nomination (with caveats based on the views he expressed). Asked for full membership approval of the action. Discussion followed. Slavin asked for a motion to approve the issuance of the letter. Jerry Handfield (WA) moved to approve issuance of a letter of support by COSHRC for the nomination of Allen Weinstein for Archivist of the United States, because of the positions held by

Weinstein on issues of importance to the archival community. Seconded by Jim Henderson (ME). Motion carried unanimously.

- Slavin summarized that the National Initiative had been thoroughly covered in the plenary session, recognized Kathleen Roe (NY) for her hard work in getting the effort going.
- National Coalition for History - COSHRC is now a full member. NCH has provided many benefits to COSRHC, including providing an infrastructure for advocacy. Looking at an automated letter-writing package that will allow mass e-mail campaign letters to congressional members.
- Task Force on Governor's Records, Slavin asked the co-chairs of the task force—Chris LaPlante (TX), Chris Ward (NY)—to give a report on its activities.
 - LaPlante recognized the committee members, both those who initially volunteered at the Providence meeting, and those who offered to read and help revise the draft document: Tony Adams (WY), Frederick Armstrong (WV), Tracey Berezansky (AL), Jeffrey Crawford (CA), Carolyn Foster (TX), F. Gerald Handfield (WA), David Johnson (MI), Mark Jones (CT), Glen McAninch (KY), Patricia Michaelis (KS), Ken Nail (AZ), Greg Sanford (VT), Pat Scott (UT), Gwenn Stearn (RI).
 - Ward reported on the work on the Governor's Association manual (originally developed by NAGARA) that is being updated in conjunction with the National Governor's Association (NGA). The association would like to have the revised manual for the orientation of new governors in November; deadline for revision is the end of August. Asked for volunteers to review the draft. The manual will also be distributed to all governors, and will be on the Association's website. COSHRC will link to it; encourage other organizations to do the same. Ward suggested that it would be particularly useful if the Governor's Associations would invite archivists to their orientation meeting. Jim Henderson (ME) suggested that it would be helpful if the state archives were notified when the manual is distributed, to allow follow up by the state archivists. Ward will let the liaison person at the association know that this is desirable. Neiderer (NJ) suggested the Council do a news release when the publication is ready.
- eBay Statement and other replevin activities. Slavin reported that the joint meetings of the boards of NAGARA and SAA and subsequent shared committee work has produced a joint statement on the sale of public records on eBay and other online auction services. Thanked Jim Henderson (ME) for the work he did on the joint statement on eBay sales. Discussion followed, asked if any results have been noted, has a liaison been established. Slavin responded that it still requires action by the legal department of the state in question. Jerry Handfield asked if copies had been provided to the state attorneys general. Henderson reported that having a statement on the eBay site helps prevent the excuse "I didn't know it was illegal." The COSHRC website could also provide a link to each state's law. Henderson volunteered to follow up on distributing the statement to the attorney general's association.
- Joint meeting, Slavin has asked Bob Horton to co-chair the program committee for NAGARA

7 Old Business

Slavin asked David Carmicheal to go over the changes in the mission and strategic goals statements in the manual. Directed the membership to the changes in the plan, stressed that this is a living document.

8 New Business

- Revised By-laws. Gordon Henderson presented the proposed amendments to the membership.
 - First amendment, Proposed resolution:
Be it resolved that the bylaws of the Council be amended at its July 2004 meeting in Phoenix, Arizona, to change Section 11.3, Audit, to read as follows:

Section 11.3. Audit. The Board of Directors shall have the books and records of account of the Council reviewed annually by a certified public accountant and have them audited at such intervals as the Board deems appropriate, but no less than every three years. The Board shall present the report of the review or audit at the annual meeting of members.

- Second amendment, Proposed resolution:

Be it resolved that the bylaws of the Council be amended at its July 2004 meeting in Phoenix, Arizona, to change Section 5.5, Nominating and Election Process, to read as follows:

Section 5.5. Nominating Committee and Election Process. During the month of January each year, the Board of Directors shall appoint a three-member nominating committee consisting of no more than two members of the Board of Directors and at least one member from the membership. The nominating committee shall submit to the full membership of the Council a slate of nominees for election to the Board of Directors no later than two weeks prior to the Council's annual meeting for consideration at the annual meeting. The slate may be sent to the membership by mail or by electronic means which include but are not limited to electronic mail or facsimile transmission. The persons receiving the highest number of votes shall be elected.

- Gordon Hendrickson moved for adoption of the first amendment, seconded by Peter Gottlieb and Steve Walker, motion carried unanimously.
- Gladys Ann wells moved for adoption of the second amendment, Karl Niederer seconded, motion carried unanimously.
- Slavin then introduced Bill LeFurgy, Library of Congress to address the membership on the NDIIPP, State Government Digital Information Management and Preservation Needs.
 - LeFurgy explained the source of the movement, work that has been done. Working on a preliminary survey, would like to work closely with state and local government. Might be working through IMLS, and the infrastructure they have in the states. Original amount was \$100M, still have quite a bit of that left, hope is to distribute some of that to every state and territory, to do some preliminary surveying and planning. Has talked with COSLA, will be talking to them in October, and would like to continue talking with representatives of COSHRC and NAGARA to be able to work with them. Look for further developments fairly soon. Can find information about the project at DigitalPreservation.gov
 - Advisory committee: archivist of the US, director of IMLS, Secretary of Commerce, White House Science Advisor, Margaret Hedstrom, Cliff Winch. (no state representatives, have been focused on the federal level up till now, but want to have a continuing conversation with the state organizations).
 - LeFurgy's e-mail is: wlef@loc.gov

9 Nominees for Board of Directors

Kathleen Roe presented the slate of nominees for the Board of directors. There being no other nominations from the floor, Slavin asked for a motion of acclamation. Moved by Roy Tryon (SC). Seconded by Gladys Ann Wells (AZ). Passed unanimously

10 Recognition of service to COSHRC

Roe presented a certificate of appreciation to Richard Cameron, NHPRC, for his ongoing and continued support of COSHRC and the states.

Roe presented a resolution to Tim Slavin for his service to COSRHC as president through a two-year period of extraordinary growth and change.

11 Adjournment

There being no further business, Fredrick Armstrong (WV) moved to adjourn, Wayne Moore (TN) seconded, motion carried unanimously.

Meeting adjourned at 3:45 p.m.

Submitted by

Jenifer Burlis-Freilich
COSHRC Assistant Program Director