

Council of State Historical Records Coordinators, Inc.
Business Meeting
Friday, July 22, 2005
Richmond, Virginia

1. **Call to order**

President Kathleen Roe called the meeting to order at: 2:10 p.m.

2. **Roll call of states and territories**

Secretary Gordon Hendrickson (IA) called the roll of the states. He asked those answering to identify themselves and introduce any deputies, staff members, SHRAB members, or other guests who were accompanying them.

Roll Call

AL -	Tracey Berezansky	NH -	Frank Mevers
AK -	Ken Nail	NJ -	Karl Niederer
AZ -	David Hooper	NM -	Sandra Jaramillo
	Melanie Sturgeon		Randy Forrester
	Richard Pearce-Moses		Diane Bird
AR -	Lynn Eubank	NY -	Christine Ward
CA -	Doug Stone		Kathleen Roe
CO -	Terry Ketelsen	NC -	Dick Lankford, Jr.
CT -	Mark Jones	OH -	Jim Strider
DE -	Russell McCabe		Pari Swift
DC		OK -	Gary Harrington
FL -	Jim Berberich	OR -	Mary Beth Herkert
	Gerard Clark	PA -	David Haury
GA -	David Carmicheal	RI -	Gwenn Stearn
HI -	Susan Shaner	SC -	Roy Tryon
ID -	Steve Walker	SD -	Chelle Somsen
	Robin Wilson (SHRAB)	TN -	Wayne Moore
IL -	David Joens	TX -	Gerrienne Schaad
IN		UT -	Patricia Smith-Mansfield
IA -	Gordon Hendrickson	VT -	Mark Reave
	Beth Bannen	VA -	Conley Edwards
KS -	Pat Michaelis		Jennifer Davis McDaid
	Cynthia Laframboise		Wayne Demante (SHRAB)
KY -	Barbara Teague	WA -	Jerry Handfield
LA -	Faye Phillips	WV -	Fredrick Armstrong
ME -	Jim Henderson	WI -	Peter Gottlieb
MD -	Ed Papenfuse		Virginia Fritzsich
MA -	Terry French	WY -	Tony Adams
MI -	Sandra Clark		Nathan Bender (SHRAB)
MN -	Robert Horton	AS	
MS -	Julia Marks Young	GU	
MO -	Kenneth Winn	NMI	
MT		PR	
NE -	Andrea Faling	VI	
NV -	Guy Rocha		

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

3. **Approve Minutes of 2004 Annual Meeting**

Sandra Clark moved to approve, Jerry Handfield seconded. Motion carried unanimously.

4. **General Announcements**

Vicki Walch went over the reimbursement procedure.

5. **Report on National Digital Information Infrastructure and Preservation Project (NDIIPP)**

Bill LeFurgy, Library of Congress, NDIIPP, reviewed recent NDIIPP activities. Staff is preparing a summary report of what was discussed at the three workshops that will be distributed to participants and made publicly available via the NDIIPP website (<http://www.digitalpreservation.gov/>). LeFurgy noted that LC sees its primary role as facilitation and has a strong appreciation of state stewardship of responsibility. Attendees thought NDIIPP is a good idea, appreciated that library and NDIIPP were interested in working with the states and in bringing the different groups together.

Attendees expressed interest in state profiles that would allow them to see what other states are doing with digitization activities. These will also be made available via a website after the follow-up survey.

In addition to its work with the state archives and state libraries, LC has used \$14 million to fund a first round of partnerships (8) with a dollar-for-dollar match.

6. **NHPRC report**

Max Evans, Executive Director reported news that the Senate appropriations committee passed a bill with NHPRC at \$5 million. This does not match the House bill which is at \$7.5 million. Sometime after the August recess, a conference committee will reconcile differences.

There are now three ways to apply for grant: (1) Fill out and submit forms in the NHPRC Grant Guidelines; (2) download forms from the NHPRC website as PDFs (if you have full version of Adobe Acrobat, you can fill in online, save, and submit by e-mail); (3) Grant forms are also available at Grants.gov which can be submitted online by converting them to PDFs.

NHPRC would like feedback on the Grants.gov application process if people use it. Reviewers will also be able to access the grants online (for those grant proposals submitted via Grants.gov).

NHPRC will also be able to send electronic versions of proposals to the SHRABs for review. It will not be possible to submit draft applications through Grants.gov for now.

A question was asked about how the Tribal Archives grants are to be handled. Dick Cameron explained that these grants come in on the normal October deadline, but they are not reviewed by SHRAB and have a special review board.

Someone questioned how the SHRAB members' reviews entered before the SHRAB meeting and discussion would be handled. NHPRC staff responded that the dynamics will remain essentially the same. Scores will be updatable after the SHRAB discussion.

Guidelines on NHPRC website will replace printed guidelines (the current version of which expires November 1, 2005). The Code of Federal Regulations will be revised to match the new procedures. NHPRC will want involvement from the Coordinators on this review.

NHPRC will be filling two positions soon: electronic records and data tracking.

Dick Cameron and Max Evans thanked the COSHRC members for the work they've done the last 6 months.

Dick reminded everyone that there is a September 1 deadline for SHRAB administrative grants. He asked the Council what they would like the NHPRC to be doing in regard to Administrative grants and regrants if the National Initiative goes through.

7. President's report

Kathleen Roe thanked everyone for the wild and wonderful year, referred them to the written list of accomplishments provided before the meeting.

Financial report: David reported on the budget, the organization is in good financial shape. The only area where the expenditures were higher than the budget was staff services relating to preparing the grant application.

Highlights of the state of the association included NHPRC funding restoration and advocacy efforts for which COSHRC did the heavy lift. Roe thanked the membership for using their contacts for the funding restoration. COSHRC worked well with the Documentary Editors and other organizations. Commented that we need to build our depth and make connections on both sides of the aisle in Congress.

8. National Initiative

Kathleen Roe went over the few changes to the proposed National Initiative reflecting the discussion at the session held on Thursday afternoon. She emphasized that this is still a working document, but this is the proposal that the Council is going forward with. There is additional language under the "priority" section that makes it clear that the strategic plan will be created by the SHRAB or whatever entity fills that role. Overall parameters of the initiative remain the same.

Allowable expenditures. These now include activities regarding education, but not capital expenditures or the purchase of documents. This money is separate and not to be considered as part of the NHPRC appropriation.

Formula. The State Archives or its parent organization will administer the program in each state. Each state will receive a \$200,000 base, with additional funding calculated using a formula based on population (82%) and area (18%).

Matching funds. Policies to determine whether the matching funds for regrants will be provided by the state or grantees will be left up to each state.

Maintenance of effort: Like the LSTA and SHPO programs, the National Initiative will need to build in a requirement for maintenance of effort of current efforts of the administering agency to protect the funds.

Allocation of funds. The program will specify minimum amounts of funding to (1) local government records and (2) direct re-grants to other repositories. A maximum of 20% will be allowed for administration of the program.

Planning requirements. In order to receive funds, each state must conduct a statewide needs assessment and develop a 5-year plan for how the program will be implemented that is based on that assessment. The 5-year plan will be recertified each year. States should be able to submit the narrative plans online.

Distribution of funds. There will be a two-year grant period, with allocations made one year at a time.

Chris Ward (NY) moved to accept the proposal. Steve Walker (ID) seconded. Motion carried unanimously.

9. NARA and the States -

The National Archives is going to be forming an Electronic Records Archives (ERA) advisory committee and has asked for recommendations from the Coordinators on who would do a good job.

National Archives Strategic Plan. COSHRC Board will respond on behalf of the organization and also encourages individual states/SHRABs to respond.

10. Collaboration with SAA, NAGARA, AASLH, other organizations

Roe reported on several collaborative efforts during the last year, including the joint SAA-CoSA-NAGARA Advocacy Task Force; development of the eBay statement, and plans for the 2006 joint annual meeting.

A luncheon for SHRAB members is planned at the SAA annual meeting in New Orleans.

National Initiative. AASLH issued a resolution supporting the Archival efforts on the National Initiative. The CoSA Board will respond with a resolution supporting AASLH's efforts for museums.

11. Old business:

Mission and strategic goals. The revised mission and goals were distributed asked for any discussion: Roy Tryon (SC) moved to approve, Ed Papenfuse (MD) seconded, motion carried unanimously.

12. New business:

Changing organization's name to Council of State Archivists (CoSA). Kathleen Roe reviewed the rationale for changing the name. Jim Henderson (ME) moved to put the proposal on the floor. Steve Walker (ID) seconded.

Proposed resolution:

Be it resolved that the bylaws of the Council be amended at its July 2005 meeting in Richmond, Virginia, to change Section 1.1, Name, to read as follows:

Section 1.1. Name. The name of this organization shall be the Council of State Archivists, Inc.

Roe opened the floor for discussion and recognized Henderson who expressed a mild objection because he felt that what the Council has been doing has nothing to do with the job of state archivist. He suggested "Council for the American Record" and moved to substitute the name "Council for the American Record." Frank Mevers (NH) seconded. Following discussion, Jim Henderson motioned to withdraw his motion.

Call for a vote on the name change. One nay, one abstention. Motion carried by majority.

Pat Michaelis (KS) asked about the involvement of the state archives in the NDIIPP process. Roe reported that the archivists seemed to be well involved in the process. Further discussion ensued.

The CoSA Board has proposed an awards program. Sandra Clark (MI) provided an overview. It would recognize people outside the field who make an outstanding/exceptional contribution to archives. The Board will come up with criteria and send them to the membership for review and discussion. Chris Ward (NY) asked whether the award would be tied to any event. Clark responded that we would be looking for opportunities like that.

13. Nominating committee report.

Secretary Gordon Hendrickson reported on behalf of the Nominations Committee which consisted of Hendrickson (IA), David Carmicheal (GA), and Gwenn Stern (RI).

Those nominated for the COSHRC Board of Directors included David Carmicheal (GA) and Sandra Jaramillo (NM). There being no nomination from the floor, Jim Henderson moved that the nominations be closed that the membership let the secretary make the election with one vote. Dick Lankford seconded, motion carried unanimously. Hendrickson cast the affirmative vote. Motion carried.

14. Recognition of service to COSHRC

Roe presented gifts to Conley Edwards, Jennifer McDaid, and Joye Berry of the Library of Virginia for their work on the SHRAB manual and orientation program during 2004-05. She also recognized COSHRC staff members Jenifer Burlis-Freilich and Vicki Walch.

Karl Niederer read a resolution on behalf of the COSHRC Board detailing Kathleen Roe's many accomplishments during her presidential year.

15. Adjournment

Motion to adjourn the formal business meeting carried. Meeting adjourned at 4:20 p.m.

Submitted by:

Jenifer Burlis-Freilich, Assistant Program Officer,
on behalf of Gordon Hendrickson, Secretary