

Council of State Archivists  
Annual Business Meeting  
Friday, August 4, 2006 | Washington DC  
Agenda

1. Call to order

David Carmicheal, president, called the meeting to order at 10:06 am ET.

2. Roll call of the states and territories

Gordon Hendrickson, secretary/treasurer, called the roll of the States and Territories. The following representatives were in attendance:

Alabama	Edwin Bridges
	Tracey Berezansky
Alaska	Ken Nail
Arizona	Melanie Sturgeon
	Gladys Ann Wells
Arkansas	Wendy Richter
California	Nancy Zimmelman
	Cindy Bailey and Linda Johnson
Colorado	Terry Ketelsen
Connecticut	
Delaware	Russell McCabe
District of Columbia	
Florida	Jim Berberich
	Gerard Clark
Georgia	David Carmicheal
Hawaii	Luella Kurkjian
Idaho	Steve Walker
Illinois	Elaine Evans
Indiana	Jim Corridan
Iowa	Gordon Hendrickson
Kansas	Patricia Michaelis
	Matt Veatch
Kentucky	Jim Cundy
	Barbara Teague
Louisiana	Alfred Lemmon
Maine	James Henderson
	Donna Grant
Maryland	Timothy Baker
	Kim Collins Moreno
Massachusetts	John Warner
Michigan	Mark Harvey
	Sandra Clark
Minnesota	Robert Horton
	Irene van Bavel
Mississippi	Julia Marks Young
Missouri	Kenneth Winn
	Alana Murray
Montana	Jodie Ann Foley
Nebraska	Andrea Faling
	Salvadore Barragan
Nevada	Guy Louis Rocha
New Hampshire	Frank Mevers
New Jersey	Karl Niederer

New Mexico	Sandra Jaramillo
	Daphne Arnais-DeLeon
New York	Christine Ward
	Kathleen Roe
North Carolina	Jesse (Dick) Lankford
North Dakota	Gerald Newborg
Ohio	Jelain Chubb
Oklahoma	Gary Harrington
Oregon	Dan Cantrall
Pennsylvania	David Haury
	David Shoff
South Carolina	Rodger Stroup
	Roy Tryon
South Dakota	Chelle Somsen
Tennessee	Wayne Moore
	Jami Awalt
Texas	Chris LaPlante
Utah	Patricia Smith-Mansfield
Vermont	Gregory Sanford
Virginia	Conley L. Edwards
	Jennifer Davis McDaid
Virgin Islands	Susan Laura Lugo
Washington	F. Gerald Handfield
	Adam Jansen
West Virginia	Fredrick Armstrong
Wisconsin	Peter Gottlieb
Wyoming	Tony Adams
Other attendees:	
CoSA Staff	Jenifer Burlis-Freilich
CoSA Staff	Vicki Walch
CoSA Staff	Katherine Corsaro
NHPRC	Dick Cameron
NHPRC	Max Evans
NHPRC	Kathleen Williams

3. Approval of July 2005 minutes

Carmicheal entertained a motion to approve the minutes from the July 2005 Business Meeting. Sandra Jaramillo (NM) so moved, Jack Warner (MA) seconded, motion carried unanimously.

4. General announcements

- a. Reimbursement process  
Vicki Walch went over the reimbursement process and deadlines.

5. President's state of the association

a. Financial report: David Carmicheal made the financial report. NARA entered into a Cooperative Agreement with CoSA and paid \$25,000 to work on Emergency Preparedness. Repurposed \$20,000 of the current NHPRC grant to work on hurricane response. MyFamily.com is also making a generous donation of \$35,000 to allow the Emergency Preparedness Initiative to progress. Thirty-seven states have paid 2006 dues to date, average dues are just over \$1,200.

- b. Highlights of 2005-2006 accomplishments, continuing issues
  - i. Manual on governors' records: Chris Ward (NY) presented the advance copy for the membership to peruse. Recognized those people who contributed to the reworking of the Governors Manual by presenting certificates to: Christine Ward and Chris LaPlante (co-chairs of the task force), and Tony Adams, Conley Edwards, Carolyn Foster, David Haury, Geof Huth, David Johnson, Mark Jones, Glen McAninch, Jennifer Davis McDaid, Gregory Sanford, Caryn Wojcik.
  - ii. Model LDS microfilming contracts  
Mark Harvey (MI) is working on contracts that the various states have with the LDS. Collecting information, would like to hear from any states that have contracts, asked all states to contact him.
  - iii. Online sale of Government Records: passed a statement a few years ago. CoSA has a webpage that points to those pages on the individual state websites, that details the contact information for that state, and any statutes or regulations that regulate the sale of government records on the online auctions.
  - iv. Emergency Preparedness Initiative: David Carmicheal urged everyone to turn in their assessments and Pocket Response Plan, so that all 50 states can be turned in to Allen Weinstein to deliver to the President. Thanked those people working on the project.
  - v. Current Grant Projects: Carmicheal summarized the accomplishments to date.
  - vi. NHPRC funding restoration & advocacy efforts. Carmicheal urged everyone to continue to respond to the requests for action.
  - vii. Partnership for the American Historical Record: Will take a long term commitment and a lot of effort. Board decided yesterday, after the PAHR discussion, to send a letter to SAA Council, and the NAGARA Board, to ask them each to appoint 2-3 people to work on a Task Force.

## 6. Report from NHPRC

David Carmicheal asked Max Evans, Executive Director of NHPRC, to give the report from NHPRC.

Evans presented his vision of where NHPRC is going. NHPRC is moving to an online grant application process. Guidelines are no longer published, everything is online. Current announcements includes usual projects, but also, change in educational offerings. Instead of Archival Fellowships, trying to identify an academic institution that would take on an annual archival leadership institute. Will cover advocacy, marketing, etc. The process is on the fast track - applications are due by October 2, will be determined at November meeting, funding available in January, so that the institute can be held next summer. Currently accepting applications from institutions.

Went over the new Archival Digitization Initiative - NHPRC has decided that there is a need for advocacy but also accommodation, demonstrate not only keepers of the records but users of the best technology as well for delivery of the records to the research community. Looking for archival collections, not exhibits. Up to three projects funded at up to \$250,000 each will be funded this year.

Evans then entertained questions: Ed Bridges (AL) asked if there was any preliminary interest in the institute. Evans responded: SAA is interested in cooperating, they've talked to some institutions, do not have the details right now.

Tony Adams (WY) asked if the digitization initiative would include funds to convert the digital to microfilm. Evans responded: grant announcement allows for hybridization of the proposals, but not required.

David Carmicheal (GA) asked if the Commission was moving toward allowing digitization in regrants. Evans responded: moving toward, but still concerned about the high cost.

Evans: next year, will still do processing documents, but at a lower level of detail - work on getting control of everything first, worry about detailed information later. In-depth processing grants may be more discriminating in the future.

Electronic records grants - have supported research and development of electronic records since 1978. Very few states currently have electronic records programs - those that do, very shallow in terms of staffing. NHPRC would like to steer some of NHPRC money to support that. Going to begin supporting projects that support development of programs, steering away from the research and development. Let some of the others provide research and development (not ongoing programmatic support).

Questions: Gary Harrington (OK) asked about current status of funding for federal records held by state archives. Evans responded: there needs to be a discussion between CoSA and the staff at NARA on that subject.

#### 7. MyFamily.com presentation

David Carmicheal introduced Michael Sherrod, Vice President for Community and Publishing, Content and Development, and Ron Fox, of MyFamily.com.

Sherrod presented a check for \$35,000 to David Carmicheal for the Council of State Archives in support of the Emergency Preparedness Initiative.

Sherrod then addressed the membership on possible future collaborations and entertained questions.

#### 8. CoSA 2006-2007 projects/activities

Vicki Walch went over deadlines and activities for current projects.

#### 9. Discussion of Partnership for the American Historical Record (PAHR)

Kathleen Roe (NY), Government Relations Task Force chair, reported. The Task Force is making a written request to the President of the United States and OMB asking that the Partnership be funded and be placed in NHPRC. Will be looking for a specific line item in the NARA budget. Will be asking SAA to commit to a formal agreement, will also ask NAGARA. Will be working with other groups (NASS, etc.) to work on establishing PAHR. Will be developing a list of those organizations to work with most closely. Task Force will be developing a

"connections tree" - people in Congress, etc., that we need to get to. The Task Force will not be asking CoSA members to call on them all the time. The Task Force will develop materials to use when making visits.

Gordon Hendrickson (IA) thanked Kathleen on behalf of the board for her leadership. Ed Bridges (AL) mentioned that at the first meeting of the state historical records coordinators, Charles Lee suggested this program, appreciates that the Board and Kathleen have made it happen.

David Carmicheal (GA) also expressed appreciation to the members for their support and input in the process.

#### 10. Old business

There was no old business.

#### 11. New business

The Board has adopted a resolution asking for two amendments to the bylaws.

The Board of Directors of the Council of State Archivists proposes the following amendments to the organization's bylaws which will be voted on during a meeting of its members to be convened by conference call to be held between September 5 and September 22, 2006:

##### Amendment #1:

In Section 1.1, Name, "Inc." will be removed following the name of the organization so that the text reads: "The name of this organization shall be the Council of State Archivists."

##### Amendment #2:

In Section 5.2, regarding the number of members of the Board of Directors, the maximum number shall be increased to nine, so that the text reads, "The number of Directors shall be no fewer than five (5) and no greater than nine (9)."

Carmicheal asked for a motion to accept the resolution. Sandra Clark (MI) so moved, Steve Walker (ID) seconded. There being no discussion, the motion carried unanimously.

#### 12. Nominating committee report

Gordon Hendrickson (IA) made the report of the Nominating Committee, which consisted of: Gordon Hendrickson (IA), Conley Edwards (VA), and Andrea Faling (NE). David Carmicheal (GA) has offered to resign from his term, but not his past presidency. Karl Niederer (NJ), Gordon Hendrickson (IA), and Conley Edwards (VA) are also going off the board.

Proposed nominations: Patricia Michaelis (KS), David Haury (PA), Chris LaPlante (TX), Karl Niederer (NJ)

Hendrickson recommended the adoption of the nominating report.

Peter Gottlieb (WI) moved to accept the nominations of the nominating committee.

Jerry Handfield (WA) seconded. No discussion. Motion carried unanimously.

a. Election of new board members

The nominations of the nominating committee were adopted by acclamation.

13. Recognition of service to CoSA

Karl Niederer presented resolutions and certificates of recognition for service to CoSA.

For their work on developing the assessment and Pocket Response Plan as part of CoSA's Emergency Preparedness Initiative: Maria Holden and Christine Wiseman.

Special recognition was given to Richard Cameron on the occasion of his planned retirement at the end of October 2006 as Director of State Programs for NHPRC. Cameron thanked the Council for the sincerity of good wishes. Merely the facilitator, members have done all the work, Could not be more proud of the Council for its clear vision, wishes us luck getting there. (Karl - Dick will go down in history as the "great facilitator)

For service as CoSA's president, 2005-2006: David Carmicheal. Carmicheal thanked the membership.

Niederer moved the resolution

Presented Vicki Walch and Jenifer Burlis-Freilich with name plates for their desks, Executive Director and Program Officer.

Presented Kathleen Roe with a bottle of wine, for her advocacy work.

14. Adjournment of formal business meeting

Meeting adjourned at 11:45 am

Submitted by:

Jenifer Burlis-Freilich  
CoSA Program Officer