

**Council of State Archivists**  
**Business Meeting**  
 Kansas City, Missouri  
 July 20, 2007

The annual business meeting of the Council of State Archivists was called to order by Vice President Conley Edwards at 8:10 am.

**Roll Call of the States and Territories**

Roll Call of the States and Territories was called. Emergency Preparedness Certificates of Completion were distributed to the members as they responded. The Roll Call showed the following representatives to be in attendance:

Alabama	Tracey Berezansky	Montana	Jodie Foley
Alaska	Ken Nail	Nebraska	Andrea Faling
Arizona	Melanie Sturgeon		Salvadore Barragan
Arkansas	Russell Baker	Nevada	Guy Louis Rocha
California	Nancy Zimmelman	New Hampshire	Paul Bergeron
	Guest	New Jersey	Karl Niederer
Colorado	Terry Ketelsen	New Mexico	Sandra Jaramillo
Connecticut	Mark H. Jones	New York	Christine Ward
	Lizette Pelletier		Kathleen Roe
Delaware	Russell McCabe	North Carolina	Jesse (Dick) Lankford
District of Columbia			Sarah Koonts
Florida	Jim Berberich	North Dakota	Gerald Newborg
Georgia	David Carmicheal	Ohio	Jelain Chubb
Hawaii		Oklahoma	Vicki Sullivan
Idaho	Steve Walker	Oregon	
	Rod House	Pennsylvania	David Haury
Illinois		Rhode Island	
Indiana	Jim Corridan	South Carolina	Roy Tryon
Iowa	Gordon Hendrickson		Heather South
Kansas	Patricia Michaelis		Patrick McCawley
	Matt Veatch	South Dakota	Marvene Riis
Kentucky	Barbara Teague	Tennessee	Wayne Moore
Louisiana			Jami Awalt
Maine	David Cheever	Texas	Chris LaPlante
Maryland	Edward Papenfuse	Utah	Patricia Smith-Mansfield
	Kim Collins Moreno	Vermont	Tanya Marshall
Massachusetts		Virginia	Conley L. Edwards
Michigan	Mark Harvey		Jennifer Davis McDaid
	Sandra Clark	Washington	F. Gerald Handfield
Minnesota	Shawn Rounds		Adam Jansen
Mississippi	Julia Marks Young	West Virginia	Fredrick Armstrong
Missouri	Shelly Croteau	Wisconsin	Virginia Fritzsich
	Alana Murray	Wyoming	Tony Adams

## **Approval of Minutes**

Edwards asked for approval of minutes: Fred Armstrong (WV) motioned to approve the minutes. Sandra Clark (MI) seconded. Motion carried unanimously.

## **Announcements**

Vicki Walch, CoSA Executive Director, made announcements about reimbursement process, TechSoup's nonprofit software catalogs, the *Capitalize on Collections Care* brochure from the Institute for Museum and Library Services, and encouraged members to request and distribute the executive summary of *Safeguarding a Nation's Identity*, the report from CoSA's Emergency Preparedness Initiative.

## **Financial Report**

CoSA Treasurer Chris LaPlante presented the financial Report. He noted that CoSA's Balance Sheet and Income Statement for the month closing June 30, 2007, was distributed in the packets. The accountant's Statement and Financial Position and Statement of Activities for the year ending December 31, 2006, was distributed at the business meeting. He thanked the membership for dues contributions. There were no questions from the members.

## **Recognition of Service to CoSA**

Edwards then presented Certificates of Appreciation to members of the Local Government Archives Task Force. Those present accepted their awards.

Roy Tryon (SC), co-chair of the Local Government Archives Task Force, encouraged the state archivists to attend the incubator session scheduled during the meeting.

Conley Edwards then presented certificates of appreciation to the members of the Online Content Providers Task Force.

At 8:40 am, Edwards yielded the podium to Karl Niederer, CoSA President, who officially "buckled" the meeting to order.

## **President's State of the Association Report**

Niederer presented the President's State of the Association report. He thanked current and present board, members, and staff for their work, welcomed incoming Board members, and provided a summary of the accomplishments of 2006-2007.

- **Task Force on Online Content Providers.** The task force worked quickly to develop the Statement on Digital Access Partnerships, issued in April 2007 by the Council. Niederer asked the members who had questions or comments following the presentation by Ancestry.com and the Genealogical Society of Utah (at the earlier CoSA Work Session) to submit them the Task Force and invited anyone interested to join the task force.
- **Emergency Preparedness Initiative.** Niederer recognized David Carmicheal for shepherding the completion of the final report of the Emergency Preparedness Initiative and noted that it had led to an application to FEMA for emergency preparedness funding.
- **Local Government Archives Task Force.** He recognized the leadership of Roy Tryon and Kaye Minchew as co-chairs of the Task Force, as well as the contributions its individual members and Bruce Dearstyne, principal consultant to the project. He reported

that that there is actually money available and time left in the project to undertake some of the action agenda items.

- **National Archives.** Cooperative work with the National Archives is also ongoing.
- **NHPRC-CoSA Partnership.** The Council has made a conscious effort to forge a closer relationship with members of the Commission. While the Council has a very good relationship with the staff, has not been as connected to the commission. Toward this end, Karl Niederer and Sandra Clark made a presentation to the Commission in March 2007 on CoSA's activities and desire for a stronger partnership, which was well received.
- **NHPRC Funding restoration and advocacy efforts.** At the time of the annual meeting, it appeared as if the NHPRC budget had not only been restored, but increased, thanks to efforts by CoSA and other organizations and individuals in lobbying Congress. Niederer felt that the point is being made that the NHPRC gets more "bang for its buck" than other organizations. Reauthorization for NHPRC happens next year. CoSA will still need to continue its work on behalf of NHPRC. Jerry Handfield (WA) asked to update the CoSA membership on reauthorization, noting that it will be going through the House and Senate Oversight committees rather than the White House and encouraged CoSA members to contact their Congressional representatives
- **Partnership on the American Historical Record (PAHR).** Niederer encouraged everyone to attend the incubator session on PAHR.
- **Relationships with other national associations and potential funders.** He and other board members have been doing outreach with other organizations. In January 2007, Niederer and Edwards spent two days in Washington DC meeting with leaders of the National Governors Association, National Association of Secretaries of State, National Emergency Management Association, Institute for Museum and Library Services, National Endowment for the Humanities, and others. Their discussions included the work that CoSA has been doing on the EPI, LGATF, and future of PAHR. Niederer noted that it is important to take some risks, take some extra time, make those connections, and establish relationships.

### **Strategic Plan**

Questions or comments were invited on the new strategic plan, which was distributed prior to the meeting. Niederer noted that the last strategic planning effort was undertaken in 2002. The Board spent a full day at its February 2007 meeting identifying priorities and key partners and using those discussions to prepare the new strategic plan. Gordon Hendrickson (IA) asked if there was any priority to the three goals. Niederer noted that without the first, the others will be done by someone else, so yes. There being no further comments, Ed Papenfuse (MD) offered a motion to adopt the Strategic Plan, Jerry Handfield (WA) seconded. Asked if there was any formal discussion. There being none, the plan was approved by voice vote.

### **Future CoSA Annual Meetings**

The 2008 annual meeting will be held with NAGARA in Atlanta. In the Board meeting, decided to recommend meeting in conjunction with SAA in Austin in 2009. Niederer asked Board Member David Haury (PA) to present the Council's reasons for the recommendation then opened the floor to discussion of the recommendation. After several minutes of discussion, Ed Papenfuse (MD) moved to approve the Board's recommendation. David Carmicheal (GA) seconded. Niederer then opened the floor for discussion of the motion and, after an extended discussion,

called for the vote. The motion carried unanimously.

### **Old Business**

CoSA will be hosting a SHRAB lunch at the SAA meeting in Chicago - asked the members to let their SHRABs know.

### **New Business**

Kathleen Roe (NY) explained that several states have had legislation passed recently, had conversations, felt that it would be a good idea to start sharing information. Roe moved that CoSA develop a temporary task force on open document formats to gather material. Seconded by Ed Papenfuse (MD). There being no discussion, the motion carried.

Nancy Zimmelman (CA) announced that there would be a government open source conference in Portland in Oregon, October 15 and 16.

Jerry Handfield (WA) announced that NASS and NACCC are sponsoring a two-day conference on redacting in Portland, Maine, August 14 and 15.

It was suggested that CoSA provide a calendar of these important events on the website.

Tony Adams (WY) announced that the Midwest Micrographics conference will be doing a brochure on "why microfilm?" and asked for bullets from other states to include in a statement on justifying microfilming. Adams offered to provide more information. Niederer asked anyone responding to Tony to copy Vicki Walch as well.

Russ McCabe, following up on a comment by David Carmicheal, asked that the board consider assembling a disaster preparedness group.

### **Nominating Committee report**

Niederer asked Conley Edwards to give the Nominating Committee report. Members of the committee included Edwards, Gordon Hendrickson (IA), and Roy Tryon (SC). The committee presented the following nominees for election to seats on the CoSA Board of Directors for three-year terms: Melanie Sturgeon (AZ), Jodie Foley (MT), and Wayne Moore (TN).

Niederer asked for any other nominations from the floor. There being none, Niederer asked for a motion from the floor. Jerry Handfield (WA) moved to accept the report of the Nominating Committee, seconded by Sandra Clark (MI). Motion carried unanimously.

### **Recognition of Service to CoSA**

Karl read into the record the resolutions of recognition of service on the CoSA Board by retiring members Sandra Clark (MI), F. Gerald Handfield, Jr. (WA), and Roy H. Tryon (SC).

Edwards read into the record the resolution for Karl Niederer honoring his term as president.

Ed Papenfuse moved to accept the resolutions, Gordon Hendrickson seconded. Motion carried unanimously.

Niederer handed over the CoSA Buckle to Conley Edwards.

Karl then read into the record a resolution of recognition of service for Kate Corsaro, CoSA's meeting assistant.

Kathleen Roe moved to adopt the motion. David Carmicheal seconded

**Adjournment**

Motion to adjourn the meeting was made by Jerry Handfield, Chris LaPlante (TX) seconded,

Meeting adjourned at 10:13 am.

Respectfully submitted by  
Jenifer Burlis-Freilich  
CoSA Program Officer