

CoSA Annual Business Meeting

Friday, August 14, 2009

Hilton Austin

Austin, TX

Minutes

The Annual Business Meeting of the Council of State Archivists was called to order at 1:05 pm CT by president David Haury.

Roll Call of the States and Territories

Haury asked secretary/treasurer Chris LaPlante to call the roll of the states and territories. The following were present:

Alabama –absent

Alaska – Glenn Cook

American Samoa – James Himphill

Arizona – Melanie Sturgeon

Arkansas –Wendy Richter

California – Nancy Lenoil

Colorado – Terry Ketelsen

Connecticut – Lizette Pelletier

Delaware – James Frazier

District of Columbia – absent

Florida – absent

Georgia – David Carmicheal

Guam – absent

Hawaii – absent

Idaho – Rod House

Illinois – David Joens

Indiana – Jim Corridan

Iowa –absent

Kansas – Pat Michaelis

Kentucky – Barbara Teague

Louisiana – absent

Maine – Dave Cheever

Maryland – Timothy Baker

Massachusetts – Michael Comeau

Michigan –Sandra Clark

Minnesota –Robert Horton

Mississippi – Julia Marks Young

Missouri – John Dougan

Montana – Jodie Foley

Nebraska –Gail Koerting

Nevada – Jeff Kintop, Daphne Arnaiz-DeLeon

New Hampshire – Frank Mevers

New Jersey – Albin Wagner

New Mexico – Sandra Jaramillo

New York – Chris Ward, Kathleen Roe

North Carolina –Sarah Koonts

North Dakota – Ann Jenks

Northern Mariana Islands

Ohio – absent

Oklahoma – Jan Davis

Oregon – absent

Pennsylvania – David Haury

Puerto Rico – absent

Rhode Island – absent

South Carolina – absent

South Dakota – absent

Tennessee – Wayne Moore

Texas – Chris LaPlante

Utah – Patricia Smith Mansfield

Vermont – Tanya Marshall

Virgin Islands – Susan Laura Lugo

Virginia – Conley Edwards, Jennifer Davis

McDaid

Washington –F. Gerald Handfield

West Virginia – absent

Wisconsin – Peter Gottlieb, Virginia Fritszch

Wyoming – absent

Also attending were CoSA staff::

Jenifer Burlis-Freilich, program officer

Vicki Walch, executive director

Approval of Minutes

Haury then asked for a motion to approve the minutes of the July 25, 2008, CoSA Business Meeting. Sandra Jaramillo so moved. Jerry Handfield seconded . Motion carried unanimously.

President's State of the Association Report

David Haury gave a brief summary of the history of the Council of State Archivists, then reported on activities of the organization over the last year. Copy of report attached.

Haury also thanked CoSA Members for their continued dedication and support, especially Kathleen Roe who has worked tirelessly on PAHR, David Carmicheal for his leadership of the IPER project, and Conley Edwards for his dedication as the immediate past president.

The review was met with enthusiasm from the membership.

Financial Report

Haury then asked Chris LaPlante to give the Treasurer's report. Reviewed the summary of CoSA's Income Statements, 2005-2009; and the detailed Income and Expenses, 2006-2008, excluding grant-funded projects. Asked for any questions. There being none, Haury asked for a motion to accept the report.

Motion made by Jerry Handfield to accept the Treasurer's report. Seconded by Sandra Clark. Motion carried unanimously.

Report on the Task force on the Sales of Government Records

Haury then asked Wayne Moore to give a report on the Task force on the Sales of Government Records. Moore summarized the resources that will be available on the CoSA website. Talked about the report from New York. Introduced the proposed revisions to the joint statement on the sales of government records. Will send the proposed addition to the membership. Noted the need to update the statement (still refers to COSHRC). Moore proposed working on the statement and getting approval from the CoSA membership, then circulating it to the NAGARA and SAA boards and getting their feedback, publishing a new statement by next year.

Also in contact with the National Association of Attorneys General (NAAG).

Discussion followed.

Report of the Nominating Committee and Election of New Board Members

On behalf of the nominating committee, Haury offered the slate of Jim Corridan (IN), Terry Ketelsen (CO), and Patricia Michaelis (KS); as incoming board members to replace the outgoing board members: David Haury (PA), Chris LaPlante (TX), and Patricia Michaelis (KS). Haury explained that Pat Michaelis would resign from the Board after her term as president. Asked for any nominations from the floor. There being none, he asked for a motion to approve the report of the Nominating Committee.

Chris LaPlante moved to accept the ballot as presented by the nominating committee. Jerry Handfield seconded. Motion carried unanimously.

Report from National Association of State Chief Information Officers - Doug Robinson, executive director

Haury introduced Doug Robinson, executive director of NASCIO, to report on issues of common concern.

Highlights - NASCIO is celebrating its 40th anniversary this year. Issues that NASCIO is addressing include:

- Social Media Tools in the States (Web 2.0) Many states are using for outside communication. Challenge is that the use of these tools has been without any specific plan or intent, and has been sporadic. Use raises Policy Issues, Technology Issues, and Records Management Issues. Major issue now is negotiating terms of service agreements. Some states prohibit “click through” technology. No leverage to negotiate different terms of agreement, because the tools are free. NASCIO, on behalf of all states, is going to try to negotiate a terms of service agreement. Will include acceptable/appropriate use clauses. Another issue is that many states block state government from using these social media. Security of the platforms is an issue. Reliability of the service – lack of reliability means it should not be the only avenue of outreach. Availability of services – use of texting without a plan. Is a Tweet a record? Providers are not very forthcoming with information. Hope they will be receptive to the concerns the states have.
- Data.gov – NASCIO Enterprise Activity. First action was the release of a guidance document. Working to harmonize state data with the federal system. Trying to establish standards. Datasets in PDF does not help the end user. Reconciling metadata – use of search aids. Trying to prevent the “Baskin Robbins” approach (31 flavors).
- 2010 elections – 30 governorships up for election, will result in a minimum of 20 new governors.

Will be reaching out to CoSA to get thoughts/comments about these efforts. (California and Utah are the only two states that have data portals). Robinson will share NASCIO's “guidance to states” document on reserving data portal. NASCIO'S new slogan is “States run on IT.”

Report from the National Historical Publications and Records Commission - Kathleen Williams, executive director; Dan Stokes, director of state programs

Highlights - Funding at an almost all time high. Were not zeroed out this year. White House proposed a budget of \$10,000,000. Congress suggested a higher number, between \$12 M and \$13 M.

Reauthorization for funding - NHPRC has to be reauthorized every 5 years. Current authorization expires September 20 (CoSA is sending a letter of support to the Senate Authorizing Committee, will be asking for signatures).

Dan Stokes has been appointed the director of state programs. NHPRC hiring a new grants officer to take on non state grants portfolio.

Archives Leadership Institutes. Commission has funded three more of these. Williams urge CoSA to support their staff attending the institute. Have not seen as many state applicants as they thought they would.

Williams visited several state boards over the last year – she (or Dan Stokes) would be happy to visit other state boards.

Commission is going to be emphasizing records of slavery and emancipation in the next round of grants – may be opportunities for projects involving digitization.

Publications – 75th anniversary of Publications – putting out a publication, Celebration of the American Record. Will include stories about successes in re-grants and distributed widely, including to the legislature. Will also begin publishing an annual report. This will also be distributed to Congress. The NHRPC newsletter is now online only.

Thanked the States for their ongoing support of NHRPC.

Dan Stokes reported on SNAP grants. Last year gave 31 SNAP grants – also giving 31 this year. Currently have 40 active SNAP grants. When applying, states need to be sure to provide support for the activities that are proposed in the grant proposals – how does this proposal build on previous work, is there an identified need? Collaboration with other organizations in the state, SAA, other associations is encouraged. Need to include justification for each component. Can now apply for a 12 month project – will get up to \$13,500. In reporting on your grant, use the objectives in your grant award. Pay close attention to the reporting date. It is necessary to go online each time and download the form (don't save forms and use the old ones - they are not current). Grantees do need to submit a revised budget if there is a significant change in cost share.

Stokes will begin sending a monthly communication through the CoSA listserv. Manuals for the State Coordinators and SHRABs will be updated, including new forms for reviewing NHRPC grants.

Future CoSA Annual Meetings

In 2010 will be meeting jointly with NAGARA and SAA in DC, August 10-15. Session proposals are due in early October. Ann Jenks gave a report on the Program Committee and the Call for Proposals.

2011 Meeting – will be surveying the membership to determine what the meeting schedule will be in the future. Albin Wagner (NJ) suggested also considering meeting jointly with ARMA.

Recognition of Service to CoSA.

David Haury read into the record a resolution for Russ McCabe (DE), who retired prior to the meeting.

A resolution for Chris LaPlante (TX), outgoing board member, and retiring state archivist, was also read into the record. Chris was also presented with a token of his service as CoSA's treasurer, especially his diligent review of Vicki's VISA statement.

Pat Michaelis, vice president, then read into the record a resolution acknowledging outgoing president David Haury's service to CoSA. Conley Edwards then presented Haury with a proclamation on manuscripts, and a spike and mallet, with which to post it.

There being no further business, Haury asked for a motion to adjourn. Jodie Foley so moved. Meeting adjourned at 3:08 pm.

Submitted by:
Jenifer Burlis-Freilich
CoSA Program Officer