



Council of State Archivists

2022 Annual Business Meeting

Monday, September 26, 2022

8:30 – 9:30 **Central Daylight Time**

Tennessee State Library and Archives

Nashville, Tennessee

Meeting Minutes

Welcome and Call to Order

The 2022 CoSA Business Meeting was called to order by President Eric Emerson (SC) at 8:30am. Eric welcomed all attendees and made note that all meeting materials were distributed via email on September 9, 2022.

Roll Call of State, Territories, and Guests

Secretary-Treasurer Jami Awalt (TN) called the roll and introduced guests as follows:

States and Territories

Alabama – Steve Murray, Dorothy Gidiere	Montana – <i>absent</i>
Alaska – Karen Gray	Nebraska – <i>absent</i>
American Samoa – James Himphill	Nevada – Cynthia Laframboise
Arizona – <i>absent</i>	New Hampshire – <i>absent</i>
Arkansas – David Ware, Abbie Deville	New Jersey – Danielle Marchetti
California – Tamara Martin (online)	New Mexico – <i>absent</i>
Colorado – Aly Jabrocki (online)	New York – Tom Ruller
Connecticut – Lizette Pelletier (online), Allen Ramsey, Damon Munz	North Carolina – Sarah Koonts, Josh Hager, Erin Gallagher
Delaware – <i>absent</i>	North Dakota – Shane Molander
District of Columbia – Lopez Matthews, Jr.	Northern Mariana Islands – <i>absent</i>
Florida – <i>absent</i>	Ohio – Fred Previts
Georgia – <i>absent</i>	Oklahoma – Natalie Currie, Jen Green
Guam – <i>absent</i>	Oregon – Kris Stenson
Hawaii – Adam Jansen (online)	Pennsylvania – David Carmichael (online)
Idaho – <i>absent</i>	Puerto Rico – <i>absent</i>
Illinois – David Joens, Cathy Popovitch	Rhode Island – <i>absent</i>
Indiana – Chandler Lighty, Amy Robinson, Jeannine Roe	South Carolina – Eric Emerson, Grant Robertson, Kate Trathen
Iowa – <i>absent</i>	South Dakota – <i>absent</i>
Kansas – Megan Burton (online)	Tennessee – Jami Awalt, Patsy Mitchell, Jamie Ritter
Kentucky – Rebecca Halbmaier, Beth Williams	Texas – Jelain Chubb
Louisiana – Catherine Newsome	Utah – Ken Williams
Maine – Katherine McBrien	Vermont – Tanya Marshall
Maryland – Christopher Schini	Virgin Islands – <i>absent</i>
Massachusetts – Alejandra Moutenot	Virginia – Kathy Jordan (online)
Michigan – <i>absent</i>	Washington – Heather Hirotaka
Minnesota – <i>absent</i>	West Virginia – <i>absent</i>
Mississippi – <i>absent</i>	Wisconsin – Abbie Norderhaug (online), Krista Sorenson
Missouri – John Dougan	Wyoming – <i>absent</i>

Guests:

Sponsors: Jared Akenhead, Craig Bullough, Lisa Pearl (Ancestry); Steve Frizzell, Pat Michael (APPX), John de Jong, Rob Jackson (FamilySearch); Steve McLaughlin, Britt Mueller, Jeremy Suratt (Iron Mountain)

CoSA staff and contractors:

Joy Banks, Barbara Teague, Rebecca Julson, Michelle Gallinger, Lisa Johnston (virtual), Taylor Hummell (intern)

Agenda

After roll was called and quorum established, Eric called for a motion to approve the agenda. Steve Murray (AL) motioned to approve and Tom Ruller (NY) seconded. Motion carried.

Minutes

Eric called for a motion to approve the 2021 CoSA Business Meeting minutes. John Dougan (MO) motioned with no corrections. Steve Murray seconded. Motion carried.

President's State of the Association

Eric presented his update as follows:

I would like to thank each of you who are attending with us today. Our members provide expertise and share their talents so that we can all work together to improve state and territorial archives. Thanks also to the CoSA Board, volunteers who work on our behalf, and the many committee members and their chairs, all of whom work so diligently on achieving CoSA's goals and objectives. Thanks also to the staff who work on our behalf. We're particularly glad to welcome our new Executive Director, Joy Banks, to her first CoSA annual meeting, and to have Barbara Teague, our previous Executive Director, here for her final CoSA meeting.

Thanks go out as well to our corporate sponsors: Ancestry, our Platinum sponsor; Preservica, sponsor of the State Electronic Records Initiative; APPX Software; FamilySearch; Iron Mountain; Atlas Systems; AVP; and the Northeast Document Conservation Center. We would also like to acknowledge the in-kind sponsorship of Gaylord Archival and newsletter sponsorship of From the Page. We're happy to have so many of you with us here today and appreciate your support for our programming.

We are also very grateful for grant funders, the Institute of Museum and Library Services and University of Illinois Library for a subgrant from the Andrew W. Mellon Foundation. CoSA completed an IMLS grant last year and started another a few months later. The support of IMLS has been crucial in furthering CoSA's work in improving state electronic records for over ten years and in facilitating many of CoSA's research initiatives.

I would like to highlight a few other items related to CoSA's four CORE FUNCTION GOALS and related strategies and outcomes, all of which form the framework of our strategic plan. As you know, CoSA revised its strategic plan last year, and our core goals have remained consistent over the past decade.

CORE FUNCTION GOALS AND STRATEGIES AND OUTCOMES

RESEARCH:

- Calls to the States completed annually by the Board
- Biennial Archives and Records Management Survey is currently underway and will result in The State of State Records report in 2023
- CoSA BACKER
 - Digital Preservation Capability Maturity Model Self-Assessment Survey Report
 - [Relevant, Respectful and Responsive: Government Archives in the 21st Century](#)
- CoSA PREPARE
 - Needs Assessment and Survey Analysis Report
 - Developing Government Email Preservation Policies
 - A Primer on Email Preservation Packages
 - Email Management Roles and Responsibilities
 - Phase 2 Testing Report

EDUCATION:

- General member webinars, including joint webinars with NARA, and the SERI Webinar series
- Shop Talk webinars to learn about innovations from our corporate sponsors
- Electronic Records Day webinar
- “In Conversation With...” video series continues
- Participated as an exhibitor at RootsTech, thanks to the support of FamilySearch

ADVOCACY

- Continuing to participate in the Joint Working Group on Issues and Awareness
- Updated document “Essential Characteristics of the Archivist of the United States,” endorsed by eight national partners
- Supporting the nomination of the 11th Archivist of the United States
- Member of the National Coalition for History Policy Board
- Electronic Records Day – Emerging Formats Poster
- Participated in National Humanities Alliance Advocacy Day again this year, and presented in a session on advocating for NARA
- Continued as a champion of the Educating for American Democracy initiative.

CoSA SUSTAINABILITY AND EXCELLENCE:

- Jami will discuss CoSA’s finances in the Treasurer’s report. CoSA weathered the pandemic through frugality, careful financial stewardship, and a grant from the National Endowment for the Humanities (NEH) CARES program.
- CoSA conducted a successful search for a new Executive Director, Joy Banks, who began her work with CoSA in June. We are all so pleased to have Joy join CoSA and have benefitted from her work over the past four months.
- CoSA also hired a part-time deputy director, to assist the Executive Director with CoSA’s expanding work. Barbara Teague is filling that position on an interim basis, but the position for

a permanent deputy will be advertised very soon. The addition of a second employee, in addition to CoSA's contract workers, was a goal of CoSA's sustainability plan.

- A membership organization is as good as its constituent parts, so CoSA continues as an excellent association because of you, its members.

This past year we also saw some of our colleagues retire or move on to other opportunities:

Retired this year

Dennis Preisler, Arizona

Steve Excell, Washington

Terry Manuel, Kentucky

Joe Geiger, West Virginia

Kathy Marquis, Wyoming

We also welcome new state archivists who have been named to their positions since our business meeting last August.

Laura Palma-Blandford, Arizona

Dr. Lopez Matthews, Jr., District of Columbia

Melvin WonPat Borja, Guam

Megan Burton, Kansas

Katherine McBrien, Maine

Cyndi Shein, Nevada

Raymond M. Muna, Commonwealth of the Northern Mariana Islands

Amy DeSorbo, US Virgin Islands

Heather Hirotaka, Washington

Aaron Parsons, West Virginia

Abbie Norderhaug, Wisconsin

Sara Davis, Wyoming

As we look to the future, we continue to reflect on our membership and ask: do our archives staff know that they are included in the CoSA Community? All that we faced in 2020 and 2021 prepared us to implement this shift in membership – voted on by the membership in 2019 - and look at engaging our full staff moving forward. In order to compete with our sister organizations, we must provide staff the training and support they deserve through the resources that we have. Our staff should look to CoSA for the support they need. We should not be afraid of the chance that we can provide, supporting our own to the fullest extent possible and building the next cohort of state archivists. I have more confidence in this body than any other body I've been a part of. Our organization will be better for it.

Following the presidential address, Eric called on CoSA Secretary-Treasurer Jami Awalt to present the treasurer's report.

Treasurer's Report

The full reports were distributed to members in advance of the meeting, including FY2021 audited finances.

Highlights of the report included:

- A reminder that the finance committee is the body that oversees finances
- The FY2021 audit was completed in July 2022 with positive report
- CoSA saw growth in revenue with grants, dues, and donations. The organization is on track to exceed dues and giving projections for FY2022.
- In FY2021, CoSA maintained a stable balance between programs and management costs.

No questions or discussion.

Eric thanked Jami for the report and called on Ken Williams, CoSA Vice President, for the Nominating Committee Report.

Nominating Committee Report: Election of New Board Members

Nominees were included in the distributed packet.

The CoSA Board of Directors thanks the CoSA Nominating Committee – Ken Williams (UT), CoSA Vice-President and President-Elect; Beth Golding (FL), representing the Board of Directors; and Tanya Marshall (VT), representing the CoSA Membership – and is pleased to announce the slate of candidates for election to the CoSA Board of Directors for three- year terms ending summer 2025. The Board sets policy and provides leadership for CoSA, is responsible for strategic planning and program development, and represents CoSA members to allied organizations, funders, and the field at large.

- Steve Murray, Director, Alabama Department of Archives and History
- Cathy Popovitch, Archival Program Administrator, Illinois State Archives
- Karen Gray, Alaska State Archivist

Nominations from the floor were invited. None were offered. CoSA members accepted the nominations with unanimous approval.

Having concluded the vote, Eric called John de Jong, FamilySearch, to assist with the presentation of awards. FamilySearch is a long-time sponsor of CoSA's Awards Program.

Recognition of Service

CoSA Awards Program

- CoSA Rising Star Awards
 - Claire Alderfer – Indiana State Archives
 - Rebecca Halbmaier – Kentucky Department for Libraries and Archives
- CoSA-NHPRC SHRAB Award
 - New York State Historical Records Advisory Board – accepted by Tom Ruller
- CoSA Advocacy Award
 - Representative Don Young (R-Alaska), posthumously
- Victoria Irons Walch Leadership Award
 - Barbara Teague – Kentucky State Archivist (retired) and CoSA Executive Director

(retired)

Eric thanked John and extended congratulations to all of the award recipients.

President's Awards

Eric recognized the following with presidential awards:

For their assistance in making our annual meeting a joyous reunion

- Jami Awalt
- Patsy Mitchell
- Aimee Saunders
- Stephanie Clark (OR), CoSA Program committee representative

For their tireless service to CoSA:

- Tom Ruller, outgoing CoSA past-president, leader of the Executive Director search committee, ARM committee chair
- Dave Joens, ending his term on the CoSA Board
- Bonnie Weddle (NY), co-chair of SERI Education and Programming
- Patsy Mitchell (TN), co-chair of SERI Advocacy and Outreach
- Christian Skipper (MD), co-chair of SERI Advocacy and Outreach
- Suzanne Stasiulatis (PA), co-chair of SERI Tools and Resources

For their contributions to CoSA's program work:

- Helen Wong Smith, project contractor contributing thoughtful guidance on CoSA's cultural competency work
- Kate McBrian and the Maine staff for volunteering to be the first PREPARE and BACKER participants
- Michelle Gallinger, for her deft leadership of SERI and CoSA's two major grants: PREPARE and BACKER
- Nick Connizzo, for his countless contributions to SERI and CoSA's two major grants: PREPARE and BACKER

Debra Wall, for her many years of service to NARA and contributions to the field, etc, etc

On their retirement

- Steve Excell, Washington
- Kathy Marquis, Wyoming

The presidential transition of leadership occurs with the passing of the leopard cape. Ken Williams, now CoSA president, presents concluding remarks.

Looking Ahead

Ken presented his concluding remarks as follows:

We made it! We are finally together! This is the first time in 3 years that I have been outside my home State of Utah. I'm still wrapping my mind around meeting most of you in person for the first time. Many

working relationships and friendships have begun online and I have to say, being with you in the great state of Tennessee is wonderful.

Back home my Executive Director has a Simon Sinek quote and illustration on a large sign outside her office that says "Together is Better." I see that sign often, and being with you today, I have a much deeper appreciation for that sentiment and my Department's support.

Last year, our soon to be past President, Eric Emerson in his "Looking Forward" remarks observed that we hadn't reached the end on the "COVID-19 Express." He went on to acknowledge everyone's hard work, diligence, and our collective adaptability, and resilience. This year our situation is a little brighter, but regrettably, some issues still linger and perhaps this is the new normal. We continue to be reminded over and over it seems, that unsettling and disruptive events will continue and it is our "perseverance" and combined strength and support that will see us succeed on this "Archives" journey.

From that book Sinek provides some insight on "perseverance."

Persevere –

Life is difficult and dangerous. Anyone who would attempt to do it alone is simply mad. We know to always do difficult things with a buddy. So if the journey of life is to be filled with setbacks and disappointments, with confusion and uncertainty, it makes sense that we should trust others to join us on the journey.

As individuals, we're useless. We can't lift heavy weight and we can't solve complex problems. But together?

Together we are remarkable.

Eric went on to say, and I echo his words today, "...we still have much for which to be grateful." Eric, and past presidents Tom Ruller and Jody Foley have guided us through these perilous times. I am grateful for their leadership, good humor, and hard work and willingness to serve CoSA and I will be forever grateful for their mentorship and friendship. I need to express my thanks to the CoSA Board. No matter what was going on in their home state they persevered and maintained our course and held strong during trying times. The amazing CoSA staff did the same...with the added burden of keeping us Archivists on course. I want to extend a special thank you to our outgoing Executive Director Barbara Teague. Her gentle nudges when we needed them and her archival knowledge and knowledge of the organization has been a blessing. Barbara and I have experienced the relocation of our children to the great state of Hawaii. We commit to taking on a CoSA assignment to visit Hawaii as often as we can to check on the "archival situation" there. I really am looking forward to sharing a drink with Barbara in Hawaii and a visit to our CoSA colleagues there! To our new Executive Director, Joy Banks, I'm still remain in awe of your capacity to jump right into the mix and direct us. Thanks you for all you do. I would also like to thank our gracious hosts from the Tennessee State Archives. Jami Awalt and her team have worked hard to put this meeting together.

For those of you who don't know me, know that I'm a people person and can't wait to meet you and learn all I can from you. I reached the 30 year milestone of my career in July. Those 30 years have all been at the Utah State Archives where I worked in various capacities and where I worked with, and was mentored by, CoSA past-president Patricia Smith-Mansfield. My educational path to the profession

started strangely enough in piano performance and music history, then on to European history. I caught the Archives bug in graduate school when my professors taught their classes in the university's special collections. I was hooked. I also got hooked on boiled peanuts and "real" sweet tea as a student at Florida State. I assure you those two things cannot be found out in the West but I've told can be found here in Nashville so let's share some and get to know each other a little.

My passion for records and appreciation for anything old I trace back to childhood and probably a singular event. Our family lost everything when a dam collapsed and destroyed the city where I grew up. Looking back it's still unsettling knowing that every record about you may have been lost. I have been thinking and praying for our friends and colleagues in Puerto Rico. It was a relief to hear from Hilda this week that all is well. This happened prior to personal computers so all paper records were lost. I keep this small photo from my naturalization papers to remind me of the importance of records. (those papers along with my families other vital records were found three miles downriver unharmed) and over the years we have pieced our family history back together as other records are discovered and brought back home or shared. Being an Archivist and being asked by this organization is truly an honor.

Now for some remarks about looking forward:

I want to borrow a statement Eric made in a meeting just this week. **"We do not have a crisis of mission!"**

Our mission, to provide....***"leadership to strengthen and support state and territorial archives leaders and staff in their work to preserve and provide access to government records."*** This mission remains an unchanging constant across our organizations. We must continue to preserve the records of the states, territories, and the district to ensure that "the right records, get to the right people, at the right time." The events of the last few years, and just this week in Puerto Rico, have been reminders that this Council remains of utmost importance.

Story of David Gracy....beloved professor and promoter of the value, relevance, and significance of archives and archivists to all members of society.

- News headline/teaser.....**"now what about this "Archive" thing."** Well....what about it?
- White house Visitor logs released (classification of records)
- Records recovered (custody and provenance)
- Release of 15,000 documents concerning the JFK's assassination (reappraisal and classification)
- Events on January 6th (Records sharing)
- "Tracing Your Family's Roots May Soon Get A Lot More Expensive" (partner discussions and collaborations)
- "U.S. National Archives Unearths Original Juneteenth Order"

And what about all CoSA has planned? After emerging from the pandemic and the related closures, pivots, and isolation some of us experienced, CoSA continues to look to our support. We have a forward thinking and aggressive plan that focuses on education and training, research, advocacy, and sustainability with a priority to nurture our future leaders. We are rethinking our annual meeting, considering a republication of "The Importance of State Archives," and exploring how we can be more inclusive and accessible through the creation of an IDEA committee. I am energized by the power of the

state roll call we have in CoSA and how it joins us together in a common goal to protect the rights of citizens.

To close, I want you to know that I look forward to working with you this next year. We have a large number of new archivists and new staff members that the CoSA community looks forward to meeting and interacting with. Please get involved in the area that interests you most, engage with the CoSA community when topics arise that interest you. And if you have staff that would like to serve please reach out and let us know. I guarantee you and your staff members will be surprised at the collaborative nature of this organization. Please don't hesitate to contact me directly, Joy, or the board. We are here to serve you!

Adjournment

Ken calls for a motion to adjourn. Tom Ruller (NY) moves to adjourn the 2023 CoSA Business Meeting. Steve Murray (AL) seconds. Motion carries. Meeting adjourned 9:30am Central.

Respectfully submitted,
Joy Banks and Barbara Teague
Secretaries Pro Tem