

2013 Annual CHRAB Meeting
Saturday, April 6- Glenwood Springs, CO

The meeting of the Colorado Historical Records Advisory Board (CHRAB) was called to order by George Orłowski, State Coordinator, at 9:00am.

Members present:

Beverly Allen, James Hansen, Jay Trask, Jacilyn Spuhler, Dan Cordova, Virginia Sanchez, Johanna Harden, George Orłowski, Janet Bishop, Duncan McCollum, Kirsten Christensen.

Other attendees: Tracie Seurer, CHRAB Administrator

- Future Meetings
 - We will have \$2500.00 to spend in admin costs
 - Have smaller scale meetings in person or web/phone conferencing
 - Research web conferencing services (Tracie)
 - Future meeting locations at Denver Water and Supreme Court Library
 - Goal is to get admin costs down to less than 5%
 - Meet in early August as a group to review grants (using similar spreadsheet that Christine Bradley created last year)
 - Have 2014 Annual Meeting in April or May. Collaborate with historical venue that will host meeting at no cost/get in-kind donations/tie in-kind grant to workshop or celebration in the area
- Re-Grant Project 2012
 - Last granting cycle we funded 14 institutions
 - Institutions that were not funded are eligible to re-apply
- Re-Grant Project 2013
 - Create standardized sub-grantee reporting template (Kris Christensen)
 - Standardize application (Kris Christensen will make a recommendation for application and guidelines)
 - CHRAB has \$10,000.00 to re-grant
 - Set cap at \$2,000.00 for each sub-grant
 - Focus on projects that involve digital/electronic records
 - Focus on smaller, at-risk institutions or archives
 - For institutions that are not awarded, provide feedback or best practices to raise level of what they plan to accomplish
 - NHPRC grant begins in August
 - Final sub-grantee selections need to be made by August
 - Monthly phone conferences to discuss sub-grants
- SNAP Grant 2014
 - Writing draft for next SNAP grant due July 1

- Sub-Grantee Mentors
 - Provide guidance to sub-grantees
 - Disperse mentors by area/geography
 - Report to CHRAB with questions and concerns
 - Minor decisions made by mentor

- Outreach
 - Field program to help smaller institutions write grants, organize records, records management, or preservation
 - Workshops (Archives 101)
 - Post workshop follow-up to implement on-site assistance
 - Traveling exhibit
 - Digital traveling exhibit
 - Provide toolkit to other historical organizations
 - Survey repositories regarding needs
 - Identify and reach out to endangered archives
 - Provide risk management plan for electronic records

- Other Ideas
 - CHRAB takes ownership of strategic planning statewide
 - Create central repository for all records
 - Collaboration with other organizations such as SRMA...etc
 - Digital Art Act that encompasses historical records to standardize records. Hand this over to new digital advisory board
 - Duncan will contact COSA regarding in-kind wage guidance to see what other boards are doing
 - Janet Bishop will make a list of related organizations and potential partners
 - Create CHRAB email address specifically for grant applications (Tracie)

- Annual Report
 - Last report filed with the governor's office in 1999
 - Used to direct other historical institutions

- 3 Things
 - Communication
 - Monthly teleconferences
 - List of Associations
 - Social Media
 - Website
 - Blog (through Drupal website)
 - Facebook (Beverly Allen)
 - CHRAB email
 - Sub-Grants
 - Divide mentors up into (7) water divisions
 - Institutions can ask for up to \$2,000.00