



COLORADO HISTORICAL RECORDS ADVISORY BOARD

Thursday, June 5, 2014, 9:00 a.m. – 4:00 p.m.

Location: Colorado State Archives

Meeting Minutes

The meeting of the Colorado Historical Records Advisory Board (CHRAB) was called to order by George Orłowski, Board Coordinator at 9:00 a.m. The minutes of the April 23, 2014 online meeting were reviewed and approved upon the motion of Kristen Christensen and a second by Jay Trask.

Members present:

Beverly Allen, Christine Bradley, Dan Cordova, Duncan McCollum, George Orłowski, Jacilyn Spuhler, Janet Lynn Bishop, Jay Trask, Johanna Harden, Kris Christensen and Tracie Seurer

Member Emeritus present: James E. Hansen

Members absent: Virginia Hansen

Financial Report FY 2013-14

Tracie Seurer reviewed the sub-grantee budget, administrative budget, and in-kind reporting. She will continue to share these on a quarterly basis.

Sub-Grantees:

- Total Expenditures for sub-grantees = \$9015.94.
- Encumbered balance = \$984.06

Administrative:

- Total Expenditures = \$3194.68
- Encumbered balance = \$1805.32

In-Kind:

- Current in-kind match: \$17728.14

- Cost Share: \$19350.00

Tracie Seurer shared the link to NHPRC which details administering a grant and federal regulations and guidelines: <http://www.archives.gov/nhprc/administer/index.html>

Kris Christensen motioned that CHRAB would fund costs associated with professional memberships for SAA and SRMA in FY 2014-15. Duncan McCollum seconded the motion. The vote was unanimously approved by the Board.

Johanna Harden encouraged all CHRAB members to join SRMA, which provides visibility to the larger archival community. It also fosters local educational opportunities.

Dan Cordova made a motion to continue with GoToMeeting as the web conferencing software. Jim Hansen seconded the motion. The Board unanimously approved.

Sub-Grantee Status

- **City of Greeley Museums**

Jay Trask reported that the City of Greeley publicized their project and conducted 1-2 public programs for outreach to the community. They have satisfactorily completed all the grant requirements.

- **Montrose County Historical Society Museum**

Jaci Spuhler reported that the photos have been digitized and displays have been changed. They held an open house on May 9th. Jaci asked them to send publicity photos.

- **Colorado Railroad Museum**

Johanna Harden reported that the Colorado Railroad Museum was very enthused about their project. Cathy wrote an article in the SRMA newsletter relating to their project and will continue to advertise. This was a good collaboration with Denver Public Library.

- **Bessemer Historical Society**

George Orłowski met with Tim Hawkins. He got a tour of the new building, which was impressive. They have satisfactorily completed all the grant requirements.

- **Manitou Springs Heritage Center**

Kris Christensen reported that Manitou Springs was granted an extension until the end of May. They provided a progress report and completed much of their grant requirements over Memorial Day weekend. Kris recommended that outreach continue until they are on track.

George Orłowski proposed that past grant recipients provide mentoring to current sub-grantees. CHRAB can provide a list of mentoring institutions on their website.

The Board agreed that the mentoring program (assigning CHRAB members to sub-grantees) should continue.

SNAP Guidelines

Draft deadline for FY 2015-16 is June 16, 2014. Current State Board Programming Grants information:

<http://www.archives.gov/nhprc/announcement/state.html>

Dan Cordova and Kris Christensen will work on the draft for the project narrative.

The final NHPRC grant narrative report for FY 2013-14 can also serve as the Governor Report.

Janet Bishop suggested that CHRAB make recommendations for preservation throughout the state.

Outreach and Education

Spring Workshop

Jay Trask motioned to hold the Intro to Archives 101 workshop at the Garfield County Library, Rifle location. Janet Bishop seconded the motion. It was unanimously approved by the Board.

- The exact date will still need to be determined, but it will be sometime in April 2015.
- The day-long workshop will be taught by CHRAB member Jay Trask.
- CHRAB can reach out to Colorado Mountain College to have a student film the event.
- There will be a free lunch for participants.
- Johanna Harden suggested that participants bring 1-2 items for hands-on training.
- Registration will include 20-30 participants.
- Jaci Spuhler will look into a press release through the Glenwood Post and Rifle Telegram. We will also announce through SRMA.

- Dan Cordova suggested bringing a camera to document before and after.

Fall Workshop

- Tracie Seurer has contacted Liz Bishoff to teach a half-day workshop on archiving born-digital materials. Her cost is \$500.00. Liz had no objections to filming the workshop.
- Tracie Seurer will communicate to Liz that the workshop will need to be different than what was offered at SRMA.
- Dan Cordova, George Orłowski and Tracie Seurer will plan the event.
- George Orłowski will contact Molly Davis about teaching a half-day workshop on records management of digital materials.
- Tracie Seurer suggested that the workshop be held the first or second week of September, 2014. The exact date will need to be determined.
- Location of workshop:
 - Workshop will be held in the Denver area.
 - Kris Christensen will give Loveland a call for space.
 - We can host the workshop at a county building at no cost.
 - It was suggested to hold the workshop at the Ralph Carr Judicial building.
 - Ask speakers where they prefer to host workshop.
- The workshop will be made available to the public via the CHRAB website.

Suggestions:

- As part of FY 2015-16, hold a “How to Use the Archives” workshop on general archival methods.
- On grant application, ask applicant where they heard about grant.
- Send a Doodle Poll to select a date for FY 2014-15 in-person sub-grantee selection meeting. The meeting will be held at the Supreme Court Library.
- June meeting topics- bylaws, fall meeting planning, Board positions