

**California Historical Records Advisory Board  
Meeting Minutes  
March 7, 2011**

Location: Natural History Museum of Los Angeles County

Members Present: Peter Blodgett, Gabriele Carey, David Drake, William Estrada, Wendy Franklin, Sue Hodson, Jim Hofer, Ilona Koti, Gary Kurutz, Nancy Lenoil, Laren Metzger, Chuck Wilson, Claude Zachary

State Coordinator Nancy Lenoil called the meeting to order at 10:05 a.m.

**Welcome**

Bill introduced Dr. Jane Pisano, Museum President and Director, who offered welcoming remarks.

Nancy welcomed two new members to the board: Sue Hodson, representing the Society of California Archivists (SCA); and Ilona Koti, representing the records management community.

**Approval of Minutes**

Several amendments were offered to the minutes.

Motion: A motion was made by Peter and seconded by Gabriele to approve the minutes of October 25, 2010 as amended. The motion passed unanimously.

**SNAP Grant**

Nancy urged the members to respond to her letter regarding the reauthorization of NHPRC. David noted that unlike past years when the National Archives' budget could provide a buffer to proposed cuts to NHPRC, this would not be possible this year as the National Archives is facing its own cuts. Nancy proposed contacting recent grant awardees to encourage them to support NHPRC.

Action Item: Laren will prepare a list of recent grant recipients to be distributed to members.

Laren noted that the SNAP grant work is on schedule. Tom Wilsted, the project consultant, provided a grant writing workshop the end of January 2011. An additional workshop will be offered in April at the SCA annual meeting. In keeping with the grant objectives, Laren described work to date on a grant writing brochure, which was distributed to members at the meeting. He asked for members to provide their input about the brochure before the next meeting.

Action Item: Members will provide comments to Laren about the grant writing brochure by July 2011.

After some discussion, the board agreed to focus on developing educational resources for the management of electronic records for the next SNAP grant. The grant application is due September 1, 2011 for a project that will begin in January 2012. Wendy noted that the current strategic plan includes a number of action items that are part of an electronic records section. Jim suggested that this topic may need two workshops, one dealing with how to manage electronic records and another with digitization, including how to work with vendors. Ilona mentioned that electronic records workshops are already available and that the board should explore using existing programs if possible. This led to a discussion of who can or should be teaching CHRAB workshops and an overall marketing plan for the board relating to its educational programs. David suggested that a portion of grant funds might be used to hire a consultant to develop a marketing plan. Gabriele noted that SAA has two electronic records webinars available.

Laren indicated that the Society of American Archivists (SAA) has expressed an interest in using the grant writing workshop under its banner. A consensus emerged that this wasn't in the board's best interests unless SAA was willing to trade one of its programs, like electronic records, for the grant writing workshop or reduce registration costs for a workshop held in California. The board also indicated an interest in charging a nominal registration fee for future workshops that were developed through board projects.

Action Item: Laren will determine what electronic records workshops are currently available and report to the board at the next meeting.

The board paused for lunch at 11:50 a.m. and reconvened at 12:50 p.m.

### **Board Membership**

Nancy urged all members to actively participate in board work, including teaching workshops as appropriate. Several members expressed an interest in receiving curriculum materials for existing workshops.

Action Item: Laren will send out the curriculum to all members for the records management and grant writing workshops.

Nancy summarized the need for an amendment to the bylaws for board membership as it relates to the State Library and State Parks representatives.

Motion: A motion was made by Chuck and seconded by Peter to approve the proposed amendment to the bylaws as presented. The motion passed unanimously.

Action Item: Laren will send out the revised bylaws to all members.

### **Archival Award of Excellence**

Nancy summarized her nomination of Barclay Ogden and Julie Page for this year's Archival Award of Excellence for their work in developing WESTPAS.

Motion: A motion was made by Chuck and seconded by Sue to approve the nomination. The motion passed unanimously.

A discussion ensued about publicizing the award and support for the award generally. Gary suggested that the award certificate should be created by a calligrapher to enhance its appearance. David noted that his office may have funding to provide for the award.

Action Item: Gary will send information about calligraphers to Laren as soon as possible.

Action Item: Sue will determine if publicity about the award can be added to the SCA web site.

### **Archives Month**

After some discussion, the board approved the concept of focusing on women's suffrage as a theme for this year's Archives Month poster. Nancy will discuss this with the statewide coordinating committee. The board also considered the size of the poster since some organizations cannot display the larger size produced in recent years. Nancy suggested publishing a postcard as well, which would cost less to mail out. The current domain name for Archives Month has been renewed by the Friends of California Archives. However, there is still a need for some organization to host a web site for Archives Month.

The board agreed to continue providing funding for mailing out the poster.

Action Item: Nancy will find out what the costs are for hosting a web site and report to the board at the next meeting.

### **The Friends of California Archives**

Nancy indicated that the Friends organization has recently added new members. In the future, the Friends hope to identify donors to fund particular projects.

### **Reports from State Agencies**

State Archives: Nancy referred the members to her written report.

State Library: Gary indicated that the Library is slated to take a \$31 million cut to its budget in the next fiscal year. If this occurs, federal funding for a number of programs will be lost. Restoration of the Library and Courts building is finally underway with work scheduled to be completed in 2012. The Sutro Library is moving to a new location at San Francisco State University. This will take 14-15 months to complete. The position for head of Government Publications Section has now been filled.

State Parks: Wendy emphasized that Parks is facing an \$11 million deficit in fiscal year 2011-12 and a \$22 million budget cut in the next fiscal year. As a result, some park facilities will be closed with collections moved off-site. The list of parks to be closed has yet to be determined. The archivist position has been filled.

## **Reports from Other Organizations**

National Archives: David noted that he is recruiting for an Archives Director at San Bruno. Funding for the discretionary budget has been cut by 8%. In addition, student funding has been lost, although he is hoping to attract students from the University of California and California State University for unpaid positions. The first transfer of alien case files has not yet been received.

California Council for the Promotion of History: Chuck noted that CCPH successfully hosted a basic archives workshop, sponsored by the board, at its annual meeting last October in Sonora.

Society of California Archivists: Sue noted that the Society's annual meeting will be held in San Jose this year at the end of April.

The Huntington Library: Sue indicated that the Japanese gardens will soon be closing for one year. Also, the old library is being restored.

## **Other Business**

Gabriele noted that History Associates Inc. is celebrating its 30<sup>th</sup> anniversary this year.

There was a brief discussion about the replevin law that took affect in January 2010. Nancy and Laren mentioned several cases involving state records and underscored the need for further outreach to the historic paper and rare book community. Gary suggested contacting the Antiquarian Booksellers' Association of America (ABAA).

Action Item: Gary will send contact information about the ABAA to Laren in the near future.

Chuck noted that the state-level History Day competition will be held in San Jose this year during the SCA annual meeting. David indicated that NARA is working with local History Day groups. The board suggested displaying the Archives Month poster at History Day events in San Jose.

## **Next Meeting**

The board tentatively agreed to meet at the federal building in Oakland in July. David will work at confirming dates for July 6-11 and July 24-29.

## **Adjournment**

Motion: A motion was made by Chuck and seconded by Gary to adjourn the meeting. The motion passed unanimously. Nancy adjourned the meeting at 2:51 p.m.