

California Historical Records Advisory Board
Meeting Minutes
February 10, 2009

Location: National Archives and Records Administration, Laguna Niguel

Members Present: Peter Blodgett, Gabriele Carey, Bill Estrada, Christine Figueroa, Wendy Franklin, Jim Hofer, Laren Metzger, Charles Palm, Jane Rosario, Chuck Wilson, Jennifer Martinez Wormser

Members Absent: Gary Kurutz, Nancy Lenoil

Deputy Coordinator Laren Metzger called the meeting to order at 10:00 a.m.

Welcome to New Members

Laren welcomed the three new members of the board: Peter Blodgett, The Huntington Library, an at-large representative; William (Bill) Estrada, the Natural History Museum of Los Angeles County, as representative of the California Association of Museums; and Jane Rosario, The Bancroft Library, as university/college representative.

Approval of Minutes

Motion: A motion was made by Charles and seconded by Jim to approve the minutes of November 6, 2008 as presented. The motion passed unanimously.

Archival Award of Excellence

Laren noted that no applications had been received for this award by the December 2008 deadline. Chuck suggested that the board consider using the Society of California Archivists' Awards Committee to publicize the award. Charles noted that The Friends of California Archives may be able to provide a monetary prize in the future, which could attract increased applications. A consensus emerged that it would be useful to post information about past awardees on the board's web page and to revise the current application to include specific examples of the types of activities that the award is intended to recognize.

Motion: A motion was made by Chuck and seconded by Peter to extend the deadline for the award to April 15, 2009. The motion passed unanimously. If applications are received, they will be distributed electronically to the members for consideration.

Action: Laren will work with Chuck to publicize the extension of the deadline. Laren will summarize past award information for inclusion on the board's web site.

SNAP Grants

Laren reported that the current SNAP grant, which began in January 2009, is proceeding under the direction of consultant Lori Lindberg. Lori has sent a summary of her work to date to the members. She will attend the next meeting of the board scheduled for June 25, 2009.

Laren reminded the members that the deadline for submitting the next SNAP grant application is March 1, 2009. Charles suggested that the application focus on creating a guide to funding sources for historical records. A consensus emerged that the guide would be most effective as a brochure that could be widely distributed to repositories throughout the state. In addition, the board supported the development of a one-day, on-line web cast on grant writing that would be presented by a consultant. This interactive workshop would target repositories that need assistance in preparing grant applications, in particular, submissions to NHPRC. Following the web cast and after a period of time during which the attendees created a draft application, the consultant would work closely with workshop attendees to fine tune their applications.

Action: Laren will develop a draft SNAP application and circulate it to the members for consideration prior to the March 1st deadline.

In addition, the board discussed the current NHPRC grant application process, which is rather cumbersome.

Motion: A motion was made by Charles and seconded by Chuck for the board to prepare a resolution to NHPRC that recommends ways to improve the current application process. The motion passed unanimously.

Action: Laren will draft a resolution for the board's consideration prior to the next meeting.

Access to CHRAB Records

After healthy discussion, a consensus emerged that the board's minutes should be available on-line for public access. It was suggested that the board should develop its own records retention schedule.

Action: Laren will contact NHPRC for guidance on providing access to grant applications and records scheduling.

Motion: A motion was made by Jennifer and seconded by Chuck to post approved minutes of the board on-line at the board's web page dating to the reorganization of the board in 2005. The current meeting agenda would also be posted on-line. The motion passed unanimously.

Action: Laren will have the minutes of past meetings dating to 2005 posted on the board's web page as well as the current agenda.

The board adjourned for lunch at 12:00 p.m. and reconvened at 1:00 p.m.

Cataloging Hidden Collections Grant Proposal

Laren directed the board's attention to the memo that Nancy had distributed to the members recently on this topic.

Motion: A motion was made by Gabriele and seconded by Wendy that the board take a leadership position in promoting the project and distribute a letter to selected repositories. The motion passed unanimously.

Action: Nancy will prepare a letter for distribution.

The Friends of California Archives

Laren noted that the Friends had recently received 501 (c) (3) approval from the IRS and is seeking similar status from the State Franchise Tax Board.

Reports from State Agencies

State Archives: Laren referred members to Nancy's report, but noted that the Archives has recently filled two vacant positions, one Archivist I and one Office Technician. He also summarized the status of the PAHR legislation that is being reintroduced in Congress and recommended that the members contact their representatives to solicit support for this important program.

State Parks: Wendy indicated that state park units are remaining open despite the onset of furloughs. Due to budget difficulties, projects for records preservation activities that were to be funded by bond monies have been postponed. An examination for a vacant Archivist II position is moving forward as is the agency's collection facility project.

Reports from Other Organizations/Representatives

Chuck noted that the CCPH annual meeting in October will be held in Monterey.

Peter summarized work at the Huntington relating to a project funded by the Mellon Foundation that will arrange and describe previously uncataloged collections.

Gabriele described her work in chairing a special SCA task force that relates to providing resources, such as the newsletter and roster, in electronic form. The SCA annual meeting will be held in Riverside in May.

Bill noted that Los Angeles County has hired an Atlanta consulting firm to survey the county's historical records.

Adjournment

A motion was made by Charles and seconded by Peter to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 1:45 p.m.