

**Colorado Historical Records Advisory Board**  
**Minutes**  
**February 18, 2011**  
**Northglenn, Colorado**

The quarterly board meeting of the Colorado Historical Records Advisory Board (CHRAB) was called to order at 12:30pm. The following members were present:

Dr. James Hansen	Rich Weingardt
Joel Barker	Terry Ketelsen, Coordinator
Jaci Spuhler	Beverly Allen
Chris Bradley	John Dale
Jay Trask	Marge Benham
Duncan McCollum	

The minutes of the August 28, 2010 Board meeting were approved as submitted. Terry Ketelsen gave a few opening remarks and then provided an overview of the CHRAB Board's 2011 grant. He highlighted the upcoming sub-grant award funding, the revision of the Board's five year strategic plan and its' on-going work to assist small records repositories across the state. An update was given on the federal budget status and situation the NHPRC was in, regarding funding for the next federal fiscal year.

Terry then began the discussion of how the Board would want to proceed with the mechanics of the new re-grant program. Jay Trask who has been helping Terry with this gave an overview of the Arizona, Wyoming and a couple of other state re-grant programs that the Board may wish to use as a model. It was agreed to try to extract and use the best parts of these models for our Board's purposes. A draft of the re-grant application would be sent to Board members via email for comment by February 28, 2011. Upon receiving Board member comments and suggestions, Terry and Jay will construct the CHRAB Re-grant Application and Instruction forms.

The window of application time was projected to be April 1 to May 1, 2011. The grant opportunity will be announced via the Society of Rocky Mountain Archivists, State Archives and the Colorado Municipal League networks. The application and instruction form will be prominently located and downloadable on the State Archives webpage until May 12, 2011, after which time it will be taken down.

Once all the applications have been received, Jay and Terry will make a determination if each application has met all the qualifications. If the application has not, it will not be considered for review and funding. This is to occur as soon after May 1<sup>st</sup> as possible. The full CHRAB Board will then meet on May 13, 2011 in Castle Rock at the Douglas County Center for Local History to review and select the applications that will be awarded funding from the re-grant monies.

Future Board meeting dates were confirmed for the remainder of 2011. They are:

February 18 <sup>th</sup>	Northglenn
May 13 <sup>th</sup>	Castle Rock
June 3 <sup>rd</sup>	Denver
August 12 <sup>th</sup>	Alma
September 9 <sup>th</sup>	Glenwood Springs
November 18 <sup>th</sup>	Denver/Aurora

With no further business to become before the CHRAB, the meeting was adjourned at 1:50pm.