

Colorado Historical Records Advisory Board
Minutes
September 9, 2011
Glenwood Springs, Colorado

The meeting was called to order at 12:15 p.m. by Terry Ketelsen, Chairman. The following members were present: Joel Barker, Christine Bradley, John Dale, Dr. Jim Hansen, Terry Ketelsen, Jaci Spuhler, Robin Theobald, and Jay Trask.

Terry Ketelsen said the NHPRC grant had been marked as received and Jay Trask thanked everyone for reviewing it. Should the grant be funded, our re-grant program will change to a July 1—June 30 timeline beginning in 2012, rather than the January 1—December 31 timeline of the current program. Terry also discussed the funding for the national archives and the NHPRC.

At 12:30 p.m., John Bronn, Eagle County Historical Society Museum curator reported on work accomplished to date on the \$500 grant. Mr. Bronn has identified the records held by the Historical Society, measured them and ordered boxes. Terry noted that additional funds were available for this project should additional records meeting the criteria be identified and need housing. John thanked the Board for the grant.

Terry Ketelsen handed out the current Board Strategic Plan, 2001-2006 (1998 context), and the Strategic Plans for Arizona (2008-2012), New Mexico (2009-2014), North Dakota (2008?), and Wyoming (2006-2010) for review. The Board will begin the process of Strategic Plan revision with the goal of a draft being done before the end of this year.

The consensus of the Board was that the previous format and the inclusion of historical photos in the Colorado document made it more attractive and readable. It was agreed that current Board members would forward several representative historic photos from their collections. We could also ask grantees for photos in the future.

Dr. Hansen provided an outline for reviewing the current plan, transcribed below. The Board's discussion points are included:

CHRA Strategic Plan 2011

1. CHRA History and Mission. The Mission should be short. Each board member should review the Mission statement and send any changes to Terry.

2. Summary of 2004 Strategic Planning Report

- a. Achieved goals: trainings held; re-grants established
- b. Failed goals: a Super Board was not established

3. Review of other SHRA Strategic Plans: the obvious difference is the shorter length of the current Strategic Plans with less emphasis on timelines

4. Contextual changes since CHRA's 2004 Strategic Plan Report:

- a. Internet: has changed the way archives do business (digitization)
- b. Electronic records: born-digital records are becoming more pervasive
- c. Recession and Economy: funding is an issue for everyone; a paid State coordinator is not in the budget and Terry continues in that role

5. CHRAB activity since the last Strategic Plan
 - a. NHPRC grants to Colorado
 - b. Workshops
 - c. Web presence
 - d. Regional meetings
 - e. Re-grants

6. Revised goals [based on Wyoming Strategic Plan]
 - a. Collaboration
 - b. Training and education
 - c. Access and use
 - d. Preservation
 - e. Public and private support [not in the Wyoming plan]

Implementation ideas

1. Meeting of leading historical records organizations to discuss common needs and create a primary website
2. Linked websites
3. More re-grants
4. Ask all grant recipients to write congressmen and state legislators in their districts indicating the value of NHPRC support. [or Encourage all grant recipients to write congressmen and state legislators in their districts indicating the economic benefits of NHPRC support.]

Continuing Board discussion of implementation:

1. Awards program: Archive of the Year, Archivist of the Year. Could be awarded at a SRMA meeting.
2. Rather than a Super Board requiring attendance at another meeting, perhaps hosting a primary website linking to useful websites: disaster planning; preservation; listing of local experts; online training; resources for migration of formats and updating scans to new standards.
3. More re-grants; this is a measurable component.
4. Better communication about CHRAB and its goals; announcements and perhaps a press kit link on the CHRAB website. Making CHRAB visible by doing presentations to state institutions, SRMA, ARMA, on what we do and provide.
5. Directory of which institutions hold equipment needed for access to defunct formats.
6. Shared digital repositories. This could be a multi-state project funded through IMLS. Library of Congress is looking into central repositories for data storage; need to keep up with changing standards for data storage.
8. Advocate for standards in electronic records, e.g. requiring indexing to be part of record digitization projects.
9. Elevate the value of CHRAB by offering assistance to a broader community. There may be FEMA money available for Records Emergency Action Plans (REAP), especially useful to anyone with basement storage.

Terry and Jay will take these suggestions and begin working on a draft document.

Terry will look at the Board's by-laws to see if changes need to be made.

The meeting was adjourned at 2:05 p.m.