

**Colorado Historical Records Advisory Board**  
**Minutes**

September 15, 2006  
Cheyenne Wells, Colorado

The board coordinator, Terry Ketelsen, called the meeting to order at 11:00 a.m. The roll was then called:

Present

Absent

Dr. Dick Ellis	Terry Ketelsen	Robin Theobald	Chris Bradley
Joel Barker	Marge Benham	Jay Trask	Duncan McCollum
Johanna Hardin	Dr. James Hansen	Sharon Englert	Richard Weingardt

Introductions - Terry gave all those present a sheet of paper to write down what they would rather be doing if they were not in Cheyenne Wells attending this meeting. Then the members tried to guess who had written each answer as he read it.

Minutes – were handed out and read. Jim moved and Joel seconded that the Minutes be approved as written. Motion passed.

Cheyenne Wells History – was briefly outlined by Marge Benham, a native of that area.

Old Business – The Ute Tribal grant proposal for the development of a new tribal museum in Ignacio, Colorado was discussed. Dick reported that the architectural design has been approved by the tribal council. All is in place now, but there are still some controversies among the tribe keeping them from moving forward. A person to help Dick locate and copy records has not yet been hired. There is also an issue of whether they should submit a planning grant or go ahead with a project grant proposal. It was pointed out that a planning grant proposal does not require “in-kind” support. Thus, a planning grant is a more logical first step. The project and the grant process should probably be done in three stages.

Johanna suggested that they be more specific regarding copying the documents. She recommended scanning for the best results. Marge suggested the alternative of using a digital camera as some facilities will not allow the use of scanners. Jim

pointed out that with digitized records, one must have a way to certify that legal documents are authentic copies of original documents. Johanna suggested they should specify that they are looking at various methods of copying the records, e.g. digitization, microfilm, or zerox copies.

Joel asked how much of the material has already been microfilmed. Dick indicated that some collections already have been microfilmed.

The group proceeded to help reword and to make more specific the list of activities that would be supported by a planning grant.

At 12:20 there was a lunch break.

The meeting was called back to order at [1:00?].

There was some discussion regarding the budget planning for the Ute Tribal grant proposal. The figures seem . . . ?

Dick will go ahead with the planning grant proposal. He will need to pursue today's suggestions. Terry made a motion and Johanna seconded that CHRAB recommends that based upon today's information and discussion that a planning grant proposal be pursued for the Ute Archival Project Grant Project. Motion approved.

CHRAB Outreach training – programs were discussed. The first should be held in Ignacio or on the Western Slope. Another should be held somewhere on the Eastern Slope later next year. The workbook will need to be redone. It was questioned if there were students at CSU that could be utilized for this project. Jim knows of a few. We will probably need a small grant to hire someone to do organizational and clerical work.

New business – NAROPA University Grant Application draft was reviewed. Jim wondered if two people can do all the work. The Records Retention schedule should probably be part of their initial work so it can be used as they go through the materials.

Clarification is needed on a few items, e.g., what are Poet Chapbooks?

Other comments: the proposal is well written, the budget seems reasonable. Johanna liked the Catalog Record sample, but questioned if it will be part of the OCLC data base.

Terry will ask about letters of support. He will send out e-mail to members with a list of our questions before he responds to the grant proposal.

Other items of Board interest – Johanna asked if it is appropriate for this Board to offer a partial scholarship to the Western Archives Institute in California for a Colorado resident to encourage archival education outside academia. The Board agreed that it would be appropriate.