



COLORADO HISTORICAL RECORDS ADVISORY BOARD

Wednesday, May 29, 2012, 10:00 a.m. – 11:00 a.m.

Location: GoToMeeting

Meeting Minutes

The meeting of the Colorado Historical Records Advisory Board (CHRAB) was called to order by George Orłowski, Board Coordinator at 10:10 a.m. The minutes of the April 5, 2013 meeting in Glenwood Springs were reviewed and approved upon the motion of Janet Lynn Bishop and a second by Johanna Harden.

Members present:

Beverly Allen, Dan Cordova, Duncan McCollum, George Orłowski, Jacilyn Spuhler, Janet Lynn Bishop, Jay Trask, Christine Bradley, Johanna Harden

Member Emeritus present: James E. Hansen

Board Administrator present: Tracie Seurer

Members absent: Virginia Sanchez, Kirsten Christensen, John Dale

In Kind Wages/Time Sheets:

- We will be submitting quarterly In-Kind Contribution Reports for the fiscal year. Tracie will send out reminders for reports covering July-September, October-December, January-March, and April-June.
- It was agreed that sub-grantees should use a mileage chart instead of charging an in-kind rate for mileage.

Remainder of FY 2012-2013 Administrative Funds:

- A motion was approved unanimously by the board that the remainder of the funds should be spent on purchasing a 5-year subscription to GoToMeeting which will cost \$4,158.00.
- Jay Trask recommended creating a CHRAB brochure to promote services and sub-grants. Jay and Tracie will work on this project and get a bid from IDS.

- Basic information included in the brochure could be mission, vision, sub-grant info, pictures from collections, testimony from past sub-grantees, contact, and links to website/Facebook/blog.
- Johanna Harden suggested a donation to History Day.
- Per federal guidelines, grant monies cannot be spent on donations or promotional items like magnets.
- It was also suggested to purchase disaster kits or other archival supplies for sub-grantees.

Annual Report to Governor:

We should include future steps, updated vision statement, and timeline which is connected to what we hope to accomplish with outreach partners. Dan Cordova suggested focusing on partnerships and giving glimpse of what is possible.

Updates:

- Janet Bishop is still working on list of potential partners.
- Beverly Allen has completed Facebook page. Please like page and ask sub-grantees to add pictures from collections. We should also like other SHRABs around the country and organizations like SRMA, SAA, and COSA. We also need profile picture.
- Tracie Seurer stated that the new website has been postponed until end-June.
- Jay Trask aims to have SNAP grant ready by June 28 to submit to Grants.gov.