



COLORADO HISTORICAL RECORDS ADVISORY BOARD

Friday, August 2, 2013, 10:00 a.m. – 3:00 p.m.

Location: CO Supreme Court Library

Meeting Minutes

The meeting of the Colorado Historical Records Advisory Board (CHRAB) was called to order by George Orłowski, Board Coordinator at 10:00 a.m. The minutes of the May 29, 2013 online meeting were reviewed and approved upon the motion of Janet Lynn Bishop and a second by Jay Trask.

Members present:

Beverly Allen, Duncan McCollum, George Orłowski, Jacilyn Spuhler, Janet Lynn Bishop, Jay Trask, Johanna Harden, Virginia Sanchez, and Kirsten Christensen

Member Emeritus present: James E. Hansen

Board Administrator present: Tracie Seurer

Host present: Jenny Moore, Deputy Direct of the CO Supreme Court Library

Members absent: John Dale, Dan Cordova, Christine Bradley

Review of Performance Objectives for NHPRC Project NAR13-RC 10163 13

The objectives were reviewed and approved. It was explained that we will be limited by the grant award and not limited to a particular number of grants.

Suggestions:

1. Revise wording on the grant application that amounts granted by CHRAB will *not exceed* \$3,000.00.
2. Provide a clear explanation with example of matching funds.
3. Explain on the application that digitization projects must provide a digitization strategy and metadata standard.
4. Provide a standard dollar amount for the volunteer match amount.
5. Grants must exceed \$500.00 to justify the administrative effort and costs.
6. Once awarded, sub-grantees must wait one full grant period (one year) to reapply.
7. By-laws should be rewritten next year. Jenny Moore offered her assistance.

Outreach

To gather more applications next year:

- We need to reach out to smaller institutions.
- Reach out to county and city libraries and give them CHRAB brochures.
- Tracie will compile a list of emails and send notifications regarding CHRAB grant applications.
- Contact History Colorado, OAHP, and CO Preservation Inc.

Selection of 2014 CHRAB Re-Grant Applications

Applications were reviewed and the following sub-grantees were selected:

- Bessemer Historical Society

These sub-grantees were awarded conditional funding based on CHRAB recommendations:

• Manitou Springs

Funding was recommended on the following conditions; after site visit, we will determine if they need a preservation assessment or other materials that will be funded by CHRAB. They will need to revise their application and resubmit.

• Montrose County Historical Museum

Funding was recommended but we will suggest that they create derivative copies to frame and properly store originals. We will also suggest alternative long term storage (not CD ROM). We would also like to know more about the collection in detail to determine the importance of the project.

• City of Greeley

None of the Board felt that the lynching of WD French was historically important. We decided that they were a good institution to fund, but we would contact them and ask that they find another project (quickly) and resubmit application.

• Richardson Library/CO Railroad Museum

Funding was recommended but we would ask them to increase the requested amount of the grant to \$2,000.00 to include digitization. CHRAB would recommend some options for digitization (Supreme Court Library, DPL...etc). They would need to resubmit their application with changes.

Open Discussion

It was suggested that the COSA membership be paid by another agency and not included in the CHRAB budget.