



Wednesday, January 14, 2015, 10:00 a.m. – 10:55 a.m.

Location: [www.GoToMeeting.com](http://www.GoToMeeting.com) Webinar

Meeting Minutes

The meeting of the Colorado Historical Records Advisory Board (CHRAB) was called to order by George Orłowski, Board Coordinator, at 10:04 a.m.

**Members present:**

Christine Bradley, Martina Will de Chaparro, George Orłowski, Jaci Spuhler, Janet Bishop, Aly Jabrocki, Shaun Boyd, Abby Hoverstock

**Members absent:** Bev Allen, Dan Cordova, Kris Christensen, James E. Hansen (Emeritus)

**Introductions:** George noted term limited and resigned board members: Viginia Hansen, Johanna Harden, Duncan McCollum, Jay Trask, and Tracie Seurer. New members welcomed: Martina Will de Chaparro, Shaun Boyd, Abigail Hoverstock and Aly Jabrocki. Aly has assumed Tracie's position on the board. Terms are for four years.

There is one open seat on the board for Duncan McCollum's term remainder, ending Sept. 1, 2017. If a good candidate is known, they are to be encouraged to fill out an application on the Colorado State Boards & Commissions webpage.

**Minutes October 15, 2014**

Janet moved and Shaun seconded that the minutes from the October 15, 2014, meeting be approved. They were approved as submitted by acclamation.

**Discussion of Spring Meeting Location**

The annual spring meeting was discussed. It is an in-person meeting in April or May. Shaun suggested the Roxborough Library [C470 & Santa Fe], Denver Metro area, which has daytime availability. Abby moved and Christine seconded the meeting location. It was approved by acclamation.

Aly will send a survey monkey to determine the date, based on members' availability.

The majority of meetings are held virtually to limit travel expenses. Currently, we pay \$1,000 for Go To Meeting, but other venues are possible, such as Google Hangouts.

### **Mid-year FY15 Report Review**

The report was sent to members for review and there were no changes, additions, or corrections suggested. It is due on January 31, 2015.

### **Status of Re-Grants**

George noted that the former SNAP grant from NHPRC is now known as the State Board Programming Grant. Some of the deadlines have changed. The current grant to CHRAB is \$38,000, with re-grants to small repositories coming out of that.

There are 13 re-grants currently in progress; CHRAB members mentor those institutions. Aly and George noted the following:

1. Bessemer Steelworks: 40 damaged blueprints repaired. George has visited the site in Pueblo.
2. City of Steamboat: no information; Chris Bradley will make contact.
3. Clear Creek Library district: no information. Kris Christensen is listed as mentor
4. Colorado Mesa University, Tomlinson Library: no information. Aly will follow up.
5. DPL: Abby noted that the 10 films digitized by George Blood are exceptional and work continues.
6. Friends of the Museum & History Center, Holy Cross Abby: no information
7. Historic Manitou Springs: Kris Christensen has been working with them
8. Loveland Public Library: Shaun will make contact
9. Palisade Historical Society: finished. Jaci noted they are done rehousing and are digitizing newspapers through Mesa County Public.
10. Roxborough Area Historical Society: Shaun met with them in September prior to her appointment to the CHRAB. She will follow up.
11. Rifle Creek Center for Historic Preservation: Jaci noted that the rehousing and digitization was about complete.
12. Wilkinson Public Library: no information, Aly will follow up.

Omitted was: "Costilla County Economic Development Council. \$2,477.76. Bev will follow up"  
[from meeting of July 30, 2014 minutes]

### **In-Kind reports**

Needed immediately to finish reporting through December 31, 2014. Items appropriate to list are meetings, meeting preparations, workshop preparations, mileage, writing reports, etc.

### **Spring Workshop Update, Friday, April 17, 2015, Rifle Branch Library (GCPLD)**

“Archives 101” will be a free workshop (lunch included) at the Rifle Library from 10 a.m. to 3 p.m. on April 17. Jay Trask and Janet Bishop are the presenters. Janet and George will make contact with Jay. The workshop is designed to present best practices for smaller repositories who may have not been able to take advantage of training offered on the front range.

Janet and Jay will contact Jaci with an agenda and any necessary room requirements.

There was a \$500 quote for filming the presentation. George is looking into free filming.

Sample materials from Gaylord, etc., will be solicited.

Marketing will be done through newspapers, SRMA, CWAM, LibNet and the CHRAB website. Jaci will alert any and all cultural heritage institutions and libraries on the Western Slope prior to the newspaper release.

Registrations will be handled by Aly. Chris Bradley is available to help on site. Jaci will make lunch and other arrangements as needed and serve as contact with the Rifle Library Branch Manager.

### **Financial Update**

CHRAB is current with all financial information through the Dept. of Personnel & Accounting which then reports to NHPRC.

### **Facebook Page**

Aly is soliciting information from the re-grant recipients for inclusion on the Facebook page. The spring workshop will also be posted there. If any board members have items to include, they should contact Aly.

### **Upcoming Dates**

- FY15 Interim narrative report due – Friday, January 30, 2015 – *George/Aly*
- NHPRC FY16 draft deadline - April 3, 2015 – *Kris, Aly, George*
- Spring Workshop, Friday, April 17, 2015 - *Jaci*
- In-kind quarterly report due (January 1, 2015 to March 31, 2015)  
DUE - Friday, April 24, 2015 (please email to Aly - [aly.jabrocki@state.co.us](mailto:aly.jabrocki@state.co.us))

- Final narrative FY16 grant deadline – June 17, 2015  
FY15 grant final narrative and financial reporting due – September 30, 2015

**Open Forum**

No comments.

**Adjourned at** 10:55 a.m.

jspuhler