

STATE OF ALASKA

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GOVERNOR

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ALASKA STATE HISTORICAL RECORDS ADVISORY BOARD

<http://archives.state.ak.us/ashrab/ashrab.html>

Membership

Dean Dawson, Coordinator
Peter Caffall-Davis, Hyder
Zachary Jones, Juneau
Bridget Burke, Fairbanks
Gladi Kulp, Juneau

Judith Bittner, Deputy Coordinator, Anchorage
Laura Samuelson, Nome
Joseph Kurber, Fairbanks
Kevin Tripp, Anchorage
Carol O'Malley, Anchorage

Alaska State Historical Records Advisory Board Meeting Minutes

Meeting Dates:	March 1, 2011
Meeting Location:	Teleconference
Minutes Recorded by:	Dean Dawson, State Archivist
Roll Call:	<p>Present at the Meeting:</p> <p>Joe Kurber, Fairbanks Judy Bittner, Office of History & Archaeology Peter Caffall-Davis, Hyder Archives Dean Dawson, Alaska State Archives Bridget Burke, Alaska & Polar Regions Dept, UAF Kevin Tripp, Alaska Moving Image Preservation Assn. Zachary Jones, Sealaska Heritage Institute Carol O'Malley, Anchorage Gladi Kulp, Juneau</p> <p>Others Present:</p> <p>Jo Antonson, Office of History & Archaeology Larry Hibpshman, Alaska State Archives</p> <p>Members Absent:</p> <p>Laura Samuelson, Carrie M. McLain Memorial Museum, Nome</p>

I. Items Discussed:

Roll call was conducted and the Board accepted the minutes from the September 15, 2010 meeting which were emailed to everyone. Dean mentioned that the *Alaska Archives Month* poster had been distributed and that the Governor had proclaimed the last week in October as *Archives Week*, the first time this has ever been done. In conjunction with this celebration the State Archives sponsored an open house that was well attended by records officers and staff. The *ASHRAB 5-year Plan* was also distributed around the state.

A. Grant Proposal Status.

Neither Dean or Peter have received any communications from Dan Stokes, Program Officer with the National Historical Publications & Records Commission, regarding the status of the Exxon Valdez Oil Spill Litigation Records grant that was submitted by the State Archives and reviewed by the Board. Dean will let everyone know when he's heard anything. We should have received notice by the end of February. Pete said the majority vote was for funding the project and that he had been thanked by NHPRC and that I would be contacted when their review was finished. Zach said that he felt their review process was moving along. Dean thanked everyone for their input and participation.

B. Direction the Board Wishes to Take.

Dean provided an overview of ASHRAB's State & National Partnership (SNAP) Grant and said that the Board must decide upon a focus for direction to be included in the next grant application. This framework must be developed for review by the Board prior to submission of our application. The deadline for the draft SNAP-grant application [optional] is July 1, 2011; final deadline is September 8, 2011. NHPRC support begins no earlier than January 1, 2012. There are now two year grant cycles, rather than 18 month. NHPRC provides no more than 50% of project costs for SNAP projects and applicants must pledge a financial contribution to the total cost of a project, which can include direct and indirect expenses, in-kind contributions, non-federal 3d-party contributions, and any income earned directly by the project.

We may request \$30K for basic activities like general Board travel expenses for face-to-face Board mtgs, an Archives' month poster, and a brochure. This would cover 24 months.

We can also request up to \$75K in funds for additional programs that the Board would like to undertake over a 24 month timeframe. Ideas shared by Board members included having a circuit rider archivist tour archival collections around the state and offer advice; more specialized training; a publications project; joint project with SHIPPO; or, an electronic records preservation project.] The Board brainstormed for more ideas. Bridget mentioned there are a number of recently qualified archival student graduates looking for work, who could potentially come up and serve as interns within institutions. This is somewhat different than a circuit rider archivist, who would have more experience. Utilizing these very talented, emerging professionals could provide their expertise somewhere within the state. Dean mentioned that the State Archives had one student volunteer over the holidays and currently has two interns working thru the University of Alaska Southeast, and an additional volunteer. Jo said there were no active ideas re joint activities, but working with the Wickersham materials is an idea but nothing is firmed up. She would like to come up with a cooperative project. Dean said he would followup in the coming weeks with both Bridget and Jo.

C. Upcoming ANLAMs' Conference Training

Zach asked whether we would have a meeting at the Alaska Native Libraries Archives Museums Summit (ANLAMs) with the answer being *No*. Dean mentioned that the ANLAMs pre-conference *Collection Care & Preservation* training is April 27. This training will take place at the Alaska Heritage Museum, located on the corner of Northern Lights & C Street in the main Wells Fargo Bank. There is plenty of free parking. Travel arrangements for the ASHRAB will now be handled thru the State Travel Office/Division of Libraries Archives & Museums. Going thru the state system upfront will have several benefits and Dean will email firm guidance in 2-3 weeks for those traveling to the Anchorage training. Ten scholarship grants in an amount up to \$700 but probably closer to \$200-300 will be available to those attending ANLAMs that would also like to attend our training. This will cover an extra night's lodging and one day per diem. Bridget asked about the 3 different pre-conferences and wondered about how big of a pool we had for potential trainees. Zach said there would be some competition and ANLAMs staff hoped for a good turnout. Dean thought the goal for the entire conference was about 150. We will also advertise the training on the Association of Records Managers & Administrators (ARMA) website.

D. Nome Board Training & Meeting

Nome *Collection Care, Preservation & Grants* training will be conducted June 14 and our face-to-face meeting will follow on June 15. For the training we will award up to 10 travel grants in the amount of \$700 each to attendees. Laura has arranged that we will take a trip out into the country on June 14 in a 15 passenger van. We will also view a Ray Wise Mala film based on Lael Morgan's book about him on June 15. Ray Mala, the son of Ted Mala, was born in Candle and went to Hollywood and worked in the 10's & 20's, and acted in films related to eskimos and arctic life. There was a famous movie about Balto and the serum run in 1925 that he starred in. Thanks to Laura for her assistance and coordination of these activities.

Dean mentioned that *Board Priorities* need to be updated as they are two decades old. We also need to review the *5-year Plan*.

II. New/Other Business

It was decided in the September 2010 meeting to develop an ASHRAB specific letterhead, which incorporates a special font. Dean has worked something up and will begin using it. He will also email standardized Powerpoint training slides to the trainers for editing as it was decided at September meeting to provide a unified, consistent look when we train. It is planned to have a fall meeting (September) in Valdez in conjunction with the Alaska Historical Society. Dean will speak with Jim Simard with the AHS and discuss dates within a few weeks. Jo mentioned Wednesday the 21st as the prospective starting date. We do not plan to conduct training at Valdez.

Zach shared his concern that a previous Board member, Ann Foster, had a question regarding Archives law and the vagaries in the law that could pose problems. Kevin checked the May 29, 2008 minutes regarding this matter and, under *Outstanding Issues/Business* the minutes stated: *Update the State law which exempts donated collections to libraries and museums from the Open Records Law. The language is in place but the wording prevents us from truly honoring temporary restrictions at donor's request. Wording may also need to be relocated to a more appropriate section of the law. Further, the State Museum Loan Law, AS 14.57.200, needs to be reviewed. Present language classifies anything without paperwork as a loan rather than a donation; institutions may not have secure title. Laws enacted in other states require claimant to prove it was a loan rather than a donation, if there is no paperwork. Idea of a time limit of putting on a claim.* This matter will be placed on the Nome agenda for further discussion.

Dean talked with Jason Hooley, Director of Boards & Commissions, about the conflict between our bylaws and the number of members currently on the Board; we have 10 but our bylaws state 8. Dean will followup with Hooley on this issue. Joe mentioned that 8 is a funky number, an even number; he felt 7 or 9 would be better than 8. Peter queried about how many members we'd need to change the bylaws, which be a simple matter. Dean read the bylaws Article 14; a bylaws change requires a 2/3 vote. Dean will put this on the Nome agenda to increase the number and inform everyone when Hooley has responded. Bridget provided an update on Anne Foster's replacement and mentioned they should fill her old position by July 1.

III. Next Meeting Date, Time & Location:

The next meeting will be held June 15 in Nome.

The meeting concluded at noon.