



Membership

Dean Dawson, Coordinator
Laura Samuelson, Nome
Dennis Moser, Fairbanks
Bruce Parham, Anchorage
Toby Allen, Anchorage

Judith Bittner/Jo Antonson, Anchorage
Richard Valenti, Fairbanks
Zachary Jones, Juneau
LaRue Barnes, Cordova

Alaska State Historical Records Advisory Board Meeting Minutes

Meeting Date:	November 26, 2013
Meeting Location:	Teleconference
Minutes Recorded by:	Dean Dawson, State Archivist
Roll Call:	<p>Present at the Meeting:</p> <p>Jo Antonson, Office of History & Archaeology Dean Dawson, Alaska State Archives Zach Jones, Sealaska Heritage Institute Toby Allen, Municipality of Anchorage Dennis Moser, UAF LaRue Barnes, Cordova Richard Valenti, Fairbanks</p> <p>Others Present:</p> <p>Bob Banghart, Deputy Director of SLAM Larry Hibpshman, Alaska State Archives</p> <p>Members Absent:</p> <p>Laura Samuelson, Nome Bruce Parham, Anchorage</p>

I. Current Business.

The meeting began at 1:30 PM. Roll call was conducted. Dean motioned and Dennis seconded that the Sept 26, 2013 and October 30, 2013 minutes be approved. There was full consensus to approve the minutes, which will be posted on the ASHRAB website.

A. Senior Consulting Archivists Program.

Jo asked about the term “field archives” as distinguished from the “host institution.” Dean explained how this distinction arose and that this was the terminology used in the grant application paperwork. Toby mentioned that a clarifying paragraph/header could be used on the application form to make the

application clearer and the Board agreed to this. The Board reviewed the application form. In addition to *city, town, village borough, and region* it was agreed to define community additionally with the word “tribe.” It was agreed to amend the cost sharing requirements of the field archives “up to two weeks” to “approximately two weeks” as cost sharing is an important component of the NHPRC grant. The Board also provided clarifying language to insert regarding the volume of archives under each institution’s care. The application deadline was set for January 29. Dean mentioned that on January 6, 2014 he will issue a *Press Release* to publicize the *Program* giving applicants 3.5 weeks to respond. The archival consultations could occur from mid-February thru April. Zach and Dean will prepare a draft survey template for the assessment and get it out to those involved for review. A report template for usage by the consultants will also be formulated. Each report will be a minimum of 2-4 pages in length--Dean, Zach, and Dennis will work on this report. Since there is a training piece to the on-site visit Dean volunteered to prepare a packet of Powerpoint presentations for the consultants, modeled after previous trainings that the Board has conducted. Dean will ask Bruce if he wishes to serve as a senior consulting archivist.

B. Basic Archival Training.

Basic Archival Training has been set for May 14 in Fairbanks. So far Zach, Dennis and Dean have agreed to be trainers. Dean mentioned that Dan Stokes, Program Director for State Programs with NHPRC, has approved of a venue change from Barrow to Fairbanks and a two-training goal of 25 participants was also authorized. [This means we will need to have 14 attendees to meet this goal.] The ASHRAB meeting will follow the next day May 15 with discussion centering on the *Five-Year Plan* and Board activities for the next reporting cycle, which will begin either July 1, 2014 or January 1, 2015.

C. Logo Development Status.

Ideas for a logo were emailed to everyone that Amy Carney, Publications Specialist with the Statewide Library Archives & Museums developed. Discussion followed with no one expressing dissatisfaction with either idea but the preference was to have the Alaska map on the logo. The colors of the logo were also discussed, along with the size of the map. Zach wondered if the image of the quill connoted an antiquated image of archivists and archival work. Dennis mentioned that he previously created a photoshop image with a book gradually fading into 1’s and 0’s to connote the next generation of information. He agreed to work something up similarly transforming the quill into digital, which would suggest that the Board is a little more 21st century. Bob Banghart discussed the two contrasting type-faces and thought we should review this aspect of the logo. Getting a more modern feel into it might be advisable. It was agreed to center the ASHRAB banner. Dean will send Dennis a *tiff* file with layers, who will manipulate the logo and also address a visually structured black and white version.

D. Board Member Updates.

No Board member updates were provided at this meeting.

II. New/Other Business.

There was no new business.

III. Next Meeting Date, Time & Location.

Next meeting date was not set but Dean will advise. The meeting concluded at 2:20 PM.