

State Historical Records Advisory Board Meeting Summary

July 15, 2022 9:00 AM - 12:00 PM | The Library of Virginia - 5th Floor Conference Room

Present: Lori Ann Terjesen, Brittany Jones, Heather Bollinger, Bernadette Battle, Amanda Lloyd, Kimberly Curtis, Sara Townsend, Chad Owen (Coordinator), Emeline Alexander (Deputy Coordinator)

Absent: Zachary Hottel, Joshua Howard, Katherine Gruber, Audrey Davis

Guest: Kathleen Jordan (Interim State Archivist)

Introductions

Chad Owen began the meeting with greetings and introductions of all those present.

Review of the SHRAB Purpose, Powers, and Duties

Emeline Alexander gave a presentation on SHRAB and some of the expectations of the board from NHPRC

Strategic Planning Review and Discussion

Chad Owen reviewed the revised strategic plan including the mission statement, objectives, and priorities.

Amanda motioned to approve and adopt the mission statement, Bernadette seconded. There was no discussion, those present voted in favor and it passed.

Amanda motioned to adopt the strategic plan for the next five years, and Bernadette seconded. There was discussion on the process of reviewing the strategic plan earlier, and it was determined that if needed it would be. All those present voted in favor and it passed.

Committees

After a break there was discussion of grants in relation to committees. There was discussion on how to bring awareness to the grants, how to “advertise” the grants to institutions, and concerns over cost sharing. Three committees were initially established: grants, education and outreach, and preservation and accessibility. Sara motioned to create the three committees, Bernadette seconded. All were in favor and the committees were created.

Chair

Discussion was held as to whether there should be a chair for the board and if so, who. The NHPRC recommends the chair be the SHRAB Coordinator, in this case Chad Owen since the State Archivist position is currently empty. Amanda Lloyd motioned to appoint Chad as Chair, Heather Bollinger seconded. All were in favor and Chad was appointed SHRAB Chair with the understanding that when the new State Archivist is hired they may assume the role of Coordinator and Chair, and potentially make changes.

Grants

The board then moved on to discuss grants from NHPRC. There are two levels of grants available from the NHPRC for SHRAB Boards. Level I is a maximum of \$12,000 a year and is geared towards strategic planning, establishing the board, etc. Level II programming has either a 1 year grant with a maximum of \$40,000 or a 2 year grant with a maximum of \$80,000. The Level II grant can be used for regranteeing, programming, and a portion can be used to cover travel expenses for the board. The final grant deadline is June 8, 2022 (incorrectly stated as the 1st in the meeting) and the funds are distributed in January 2023.

Lori Ann Terjesen motioned to apply for a Level II - 1 Year Grant in order to build the regrantee program and relationships. Amanda Lloyd seconded the motion, all were in favor and it was approved.

Programming

There are a number of programming opportunities available for SHRAB to undertake, to be planned by the Education and Outreach committee. Potential ideas include Archives Month, workshops, emergency planning, digitization, etc. A goal was set for 2-4 programs a year, with Archives Month events in October and Records Management events in April for RM Month. October is also Accessibility Awareness Month which could be highlighted with programming in conjunction with Archives Month.

Membership Appointments

Per the recommendation of the NHPRC, the appointment of members was raised. The NHPRC strongly recommends that the ability to appoint members to the board be taken away from the governor and instead lay with the board. This is so the board doesn't potentially become inactive due to lack of appointments once a board member's term ends. The appointment process does not appear to be codified in either the Code of Virginia or the Virginia Administrative Code, it is instead based on the initial establishment of SHRAB in the 1970s which required the governor to appoint members. After the initial establishment of SHRAB, this governor specific appointment process is no longer required by the NHPRC or any federal law/statute. The issue of continuity was also brought up since in Virginia the governor only serves for a single 4 year term so consistency in appointments is a concern.

There are no terms ending this year and there is concern as to how this would be decided and brought to the governor's office. It will be discussed at a later date.

Committee Appointments

The chair will serve on each committee. Of the three committees established, the composition is as follows.

Grants: Chad Owen, Lori Ann Terjesen, Kim Curtis, Sara Townsend, Katherine Gruber, Zach Hottel, Josh Howard

Education/Outreach: Chad Owen, Bernadette Battle, Amanda Lloyd, Brittany Jones, Kim Curtis

Preservation/Access: Chad Owen, Heather Bollinger, Sara Townsend, Katherine Gruber

Next Meeting

NHPRC stipulates that the second SHRAB meeting be held outside the capital city/the location of the state library. Heather offered to host the meeting at the Fairfax County Circuit Court in early December. Discussion will be focused on the grants and re-granting program and the budget for programming.