

# State Historical Records Advisory Board Meeting

Thursday, April 13, 2023, 10:00AM

(Online)

## Meeting notes

The meeting was called to order at 10:05 am

Members present: Bern Battle, Kim Curtis, Katherine Gruber, Zach Hottel, Josh Howard, Brittany Jones, Lori Ann Terjesen, Chad Owen

Members absent: Heather Bollinger, Audrey Davis, Steve Landes, Sara Townsend

Guests present: Greg Crawford

The Board first went over the proposed [SHRAB Preservation survey](#) and suggested changes. Included were some suggestions on the message that will introduce the survey – giving background on SHRAB, the purpose of the survey, and how the data will be used – as well as specific suggestions to address budgetary needs, barriers to progress, and open-ended “How can SHRAB help you?” questions. The draft of the survey linked above reflects the changes made during the meeting.

The plan will be for the survey to be sent out in early May, for Preservation Month, with the survey being left open for the entire month. That will allow for most of the month of June for the Board to analyze its results and make future plans.

Next, we briefly touched upon committee membership. As grants are not being processed this year, we noted that membership might be best shifted to places where we will be active this year. Since a significant portion of members were absent, the Board did not formally reset committee membership, pending our next meeting. At present, with suggestions made during the meeting, the committee membership is as follows:

**Grants and Research:** Chad Owen, Lori Ann Terjesen, Sara Townsend, Katherine Gruber, Zach Hottel, Josh Howard

**Education/Outreach:** Chad Owen, Bernadette Battle, Steve Landes, Brittany Jones, Kim Curtis

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

Following the digestion of the preservation survey’s results, we anticipate assigning action points for each committee at the next meeting.

Zach Hottel then followed with a request to have a volunteer from SHRAB participate on the Archives Month planning committee. The committee does not have formal leadership or a tight structure; Chad and Zach agreed from past experience that the commitment for a volunteer would be something on the order of 1-2 hours a month, or 20 or so hours per year, with much of the time being concentrated in the months of August through October. The members present agreed that this would be a worthwhile

endeavor. If any member is interested in volunteering for this project, please advise Chad or Greg at your earliest convenience. If not, we will arrange to appoint a member to represent SHRAB.

The discussion then turned to our next meeting, which is proposed to be held in person on June 29<sup>th</sup> or 30<sup>th</sup> at the Library of Virginia in Richmond. Greg extended an invitation for all to enjoy the LVA's 200<sup>th</sup> anniversary exhibits, as well as a behind the scenes tour of the archival storage area along with a discussion on the historical development of the LVA's collections. He emphasized that we would have virtual attendance options available, but he hoped to see as many of us in person as possible. An availability poll will soon follow to determine the group's preference for Thursday June 29<sup>th</sup> or Friday June 30<sup>th</sup>.

With thanks to all participants, the meeting was adjourned at 11:10.