

**State Historical Records Advisory Board (SHRAB) Meeting via Conference Call
Regular Meeting Minutes**

October 25, 2013

R.A. Gray Building, Tallahassee, Florida

Members in Attendance

Gerard Clark, Board Coordinator

E. Steven Benetz

Jim Berberich

Bonnie R. Brinson

Elaine Coats

Kathy A. Fleming

Jennifer L. Koslow

Martha J. Martin

Richard Roberts

Others in Attendance

Elisabeth Golding, DLIS

Bethanie Telesz, DLIS

Welcome and Introductions

Coordinator Gerard Clark called the meeting to order at 9:07am. The roll call was given, all members present, and quorum achieved.

Adoption of Agenda

Gerard Clark called for a motion to approve the meeting agenda. Steve Benetz made the motion, seconded by Jim Berberich, and members voted unanimously to approve the agenda.

Approval of Minutes of the February 18, 2013 Meeting

Gerard Clark called for a motion to approve the February 18, 2013 minutes. Jim Berberich made the motion, seconded by Elaine Coats, and all but Richard Roberts voted to approve the minutes. Roberts abstained because he did not attend the previous meeting and, therefore, could not attest to the accuracy of the minutes.

Board Statewide Partnership Grant Status Report

Gerard Clark discussed the ongoing grant application, extension, and awarding of funds process. He detailed the State and National Archival Partnership Grant which supports board activities where the yearly face to face and conference call meetings are concerned.

Board Strategic Plan Revision 2013-2018

Gerard Clark reiterated work performed by the Board in the creation of the current strategic plan. He explained the survey that addressed the concerns of various institutions and the issues and goals identified from the results. Clark also stressed the fact that the board cannot move beyond identifying the issues due to lack of funding. He suggested that the board should align itself with similar groups, in that both share the same aims (access, preservation, and electronic records) and have the ability to actively engage in addressing them.

A question and answer section followed Clark's overview of the Strategic Plan. Steven Benetz noted the date range typo on the agenda and Jim Berberich clarified that the correct years for the Strategic Plan is 2013-2018. Benetz also asked about the priority list at the end of the plan. Clark specified that though access, preservation, and electronic records are listed in the document, it is not a hierarchical list. All share the same level of importance. Berberich inquired into the CoSA/SAA/NAGARA's initiative Preserving the American Historical Record (PAHR), a project intended to disperse funds to each state based upon their population. Clark responded that the project fell through. Benetz asked about the protocol for SHRAB members as far as addressing important archives issues and taking a stance within their respective communities and congressional districts. Both Clark and Berberich stressed the importance of checking with the administration at the member's place of work before speaking out or writing publically.

State Library and Archives of Florida Update

Coordinator Gerard Clark, Chief of the Bureau of Archives and Records Management, presented updates to the Board on the following issues:

- An overview of the DLIS 2014 budget request currently submitted to the Governor.
- The current plan to convert Other Personnel Service dollars to form an Electronic Records and Documents Specialist position.
- Archives Month Activities (Governor's Proclamation, Poster, Slideshow, Scan Day, R.A. Gray Lobby Display).
- Increased promotion and outreach for the State Records Center.
- The recently established OCHIP Leadership Program, an 11 month leadership training program that 5 BARM employees participate in.
- The Florida Memory Project.
- The current plan for the development of digitization guidelines and standards by the Bureau of Library Development. More information to follow at next meeting.

Collections Management Supervisor, Elisabeth Golding, spoke on the recently completed NHPRC grant funded Koreshan Unity Papers processing project. Members discussed the project and agreed that it should be used to promote the archives profession in the future.

Next Meeting

The board discussed the possibility of holding a face to face meeting on the week of December 9th. No dates were set. Gerard Clark said that he would send a group email out to discuss specific dates.

Other Business

Gerard Clark brought up the Chairman of the Board position and explained its necessity to the Board. Clark asked for nominations. Jim Berberich was nominated and seconded. All members were in favor. Berberich accepted the post of Interim Chairman.

Gerard Clark called for a motion to adjourn the meeting. Jim Berberich made the motion, Steven Benetz seconded, and the Board voted unanimously to adjourn at 10:30am.