

State Historical Records Advisory Board (SHRAB) Meeting
Regular Meeting Minutes
February 18, 2013
1 p.m. – 4:30 p.m.
R.A. Gray Building, Tallahassee, Florida

Members in Attendance:

Gerard Clark, Coordinator
Jim Berberich
Bonnie Brinson
Elaine Coats
Martha Martin
Jennifer Koslow

Others in Attendance:

Lindsey Harrington, Division of Library and Information Services
Beth Golding, Division of Library and Information Services

Welcome and Introductions

Coordinator Gerard Clark called the meeting to order at 1:08 p.m.

Adoption of Agenda

Gerard Clark called for a motion to adopt the meeting agenda. Elaine Coats made the motion, seconded by Jennifer Koslow, and members voted unanimously to adopt the agenda.

Approval of Minutes of the April 23, 2012 Meeting

Gerard Clark called for a motion to approve the April 23, 2012 minutes. Jim Berberich made the motion, seconded by Jennifer Koslow, and members voted unanimously to approve the minutes.

Reappointments to the State Historical Records Advisory Board

Gerard Clark discussed the status of pending reappointments and new appointments to the SHRAB. As of April 2013, all current Board appointments will expire. Mr. Clark discussed the possibility of requesting that the Secretary of State be authorized to make appointments.

Board Statewide Partnership Grant Status Report

Gerard Clark discussed the 2013 Statewide Partnership Grant; the application process; funds awarded; and how funds were designated, including money intended for payment of Council of State Archivists (CoSA) dues and to cover three SHRAB meetings, two via teleconference and one face to face. Gerard Clark provided an overview of changes regarding matching funds. He also informed members that the National Historical Publications and Records Commission (NHPRC) website provides updated copies of the SHRAB member manual.

Board Strategic Plan Revision 2013-2018

Gerard Clark and Board members reviewed and discussed the overview of results to the surveys conducted in the summer of 2012. They also discussed the purpose of the Strategic Plan, its limitations, and its uses. All agreed that the Strategic Plan needed to be simple. Jennifer Koslow and Jim Berberich noted that the surveys reflected the absence of staff in repositories. Gerard Clark noted that many of the needs reflected in the surveys are the same as those reflected in prior surveys. Elaine Coats noted that "Issue One" in the 2005-2010 Strategic Plan ("Preservation of records that document the culture, government, and people of the State of Florida") remains an issue. Board members also discussed electronic records and awareness as issues facing archives, repositories and records managers.

Board members drafted the 2013-2018 Strategic Plan. Jim Berberich made a motion to adopt the 2013-2018 Strategic Plan. Elaine Coats seconded the motion and members voted unanimously to adopt the 2013-2018 Strategic Plan.

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:

- 2013 Legislative Session and anticipated budget effects on Bureau of Archives and Records Management – no changes are anticipated to the budget.

Members asked questions that were answered by Gerard Clark on the following topics:

- Status of Records Management Trust Fund and State Records Center operations.
- Archives staff morale.
- Deaccessioning of the Election 2000 ballots.
- Volume of CCR records maintained at State Archives.
- Effect of changes in operating hours at State Library and Archives on patrons, particularly on legislative patrons during the Legislative Session.
- Use of space in the State Records Center facility.

Next Meeting

The Board discussed the possibility of holding a meeting via teleconference in May and a face to face meeting in the late summer. They also considered possible locations for the face to face meeting. No dates were set.

Other Business

Gerard Clark provided Board members with timesheets to complete indicating time spent on SHRAB activities. Mr. Clark instructed members on how to complete the timesheets.

Gerard Clark called for a motion to adjourn the meeting. Elaine Coats seconded the motion, and the Board voted unanimously to adjourn. The meeting adjourned at approximately 4:30 p.m.