

MINUTES
TEXAS HISTORICAL RECORDS ADVISORY BOARD
October 12, 2018

The Texas Historical Records Advisory Board (THRAB) meeting was called to order at 9:12 a.m. on Oct. 12, 2018, in the Learning Center at the Texas State Library and Archives Commission (TSLAC), Lorenzo de Zavala State Library and Archives Building, 1201 Brazos St., Austin, TX.

Members Present: Jelain Chubb, coordinator; Kristy Sorensen, Linda Reynolds, Linda Barrett, Malinda Cowen, Bob Glenn, Melissa Gonzales.

Members Absent: Teri Flack, Monte Monroe

Staff Support: Peggy Price, principal assistant

Also Present: Gloria Meraz, Assistant State Librarian, TSLAC

1. Welcome and General Announcements

Jelain Chubb welcomed those present and opened the floor to Gloria Meraz. Meraz greeted everyone and sent regards from State Librarian, Mark Smith. Chubb announced that Kristy Sorensen and Monte Monroe would be rotating off the board, leaving two vacancies. Chubb announced that Monte Monroe was appointed as Texas State Historian and commended him on his new role. Chubb invited Kristy Sorensen to join for another term. Chubb requested suggestions for names to fill the second vacancy, especially individuals from local historical societies and perhaps from the Rio Grande Valley.

Sorensen announced the upcoming Austin Archives Bazaar on October 28 and the Dallas-Ft. Worth (DFW) Archives Bazaar on October 14. Linda Barrett offered details on the first DFW Archives Bazaar which will take place at Dallas Heritage Village. TSLAC will have booths at both events; THRAB will not have booths this year but will have materials at the TSLAC booth and will be presenting an award.

2. Approve Minutes of June 29, 2018 Meeting

Malinda Cowen moved to approve the minutes with corrections. Bob Glenn seconded the motion. The board approved the minutes unanimously.

3. Public Comment

No members of the public present.

4. Consideration of Resolutions and Certificates of Appreciation

Chubb noted that there were no resolutions or certificates and called for any resolutions or certificates to consider for the next meeting. The board will consider certificates for departing board members.

5. Update on the National Historical Publications and Records Commission

Chubb announced that the NHPRC has an approved a budget and will be able to make awards and disbursements in November, including the grant for THRAB that will fund the board through 2019.

The NHPRC budget is holding at 6 million dollars, the same as last year. Grant opportunities are available on the website. Chubb suggested recognizing the grant recipients at the DFW Archives Bazaar. The University of Texas at Arlington was awarded \$99,200 to process papers of John W. Carpenter and Texas Christian University received a grant of \$50,000 to digitize and provide metadata for the Amon G. Carter Papers.

The NHPRC has a new executive director, Christopher Eck. Chubb met him briefly at the Society of American Archivists annual meeting in Washington D.C. Melissa Gonzales also attended the conference and participated in the event, "Archives on the Hill." She described the advocacy program to the board. Chubb provided details on the status of NHPRC and authorization status. She also mentioned that board members have had advocacy training in the past.

Chubb will ask NHPRC to update their website with more current information. She suggests following NHPRC on social media for updates on SHRAB activities.

6. Discussion of Current State Board Programming Grant Activities

Chubb submitted an interim report to NHPRC on July 24. THRAB is meeting its objectives, submitted all reports on time, recognized NHPRC when promoting programming activities, met and exceeded cost-sharing responsibilities, and held three meetings.

Workshops: THRAB coordinated workshops, including two day-long workshops (Preserving Digital Archives, Copyright for Archives) and three workshops on writing grants held at the San Antonio Public Library, University of Texas at El Paso, and Stephen F. Austin State University. Linda Reynolds found the workshop at Stephen F. Austin to be a great success. The board discussed promoting competitive grants from Texas. THRAB members may review proposals for potential grantees and provide important feedback regarding methodology, budgeting, following the guidelines, etc. Chubb is requesting that NHPRC provide an online webinar on writing grants. THRAB is contracting with the Society of American Archivists (SAA) to provide the webinar, Metadata Overview for Archivists, plus the exam for 30 participants for a cost of \$109 per person.

Archives Month Poster: The board discussed the 2018 poster and theme ideas for 2019. The 2018 poster highlighted Texas cultures and was the first that THRAB produced as an electronic version with an interactive feature on the website. The 2019 poster will be an online-only version as well. The board discussed theme possibilities such as water, agriculture, and women's suffrage. Since suffrage may be better suited for 2020, the theme of "water" may be the selection for 2019. Board members discussed improving solicitation for images for the poster as well as increasing distribution channels for the finished product.

Archival Awards of Excellence: Barrett and Cowen served on the committee and selected the University of North Texas Libraries as the 2018 institutional award recipient for the NBC5/WBAP Television News Archive project. Barrett described the project to the board and will present the award at the DFW Archives Bazaar. THRAB did not receive nominations in the individual category.

Texas History Day Special Awards: THRAB awarded two \$250 prizes for its Best Use of Texas Archival Collections Special Award. Chubb and Sorensen served as judges. Lira Ramirez won for the individual paper, "Jose T. Canales, Conflict and Compromise, Tejano Identity in Politics" (senior division) and Lily Coffman took the prize for "The Integration of Waco: The Story Behind the Secret" (junior division) for individual documentary.

Teaching of Primary Sources: THRAB will not be able to meet this objective, as the partnering organization the Texas State Historical Association has had staffing and budgeting challenges that did not make this workshop viable in 2018.

Archives Bazaars: THRAB members discussed supporting the various archives bazaars. Depending on what groups will be hosting their events in 2019, THRAB may provide support. Chubb noted that THRAB may only use federal funds and vendors need to be registered in the SAM system. Sorensen informed the group that the Austin Archives Bazaar limited participation to repositories, so THRAB does not have a booth.

THRAB will complete this grant on December 31, 2018. NHPRC should be notifying Chubb about the success of the 2019 grant in late October or November and it will commence January 1, 2019. The grant request is for \$25,480 and is for travel, SAA workshops, two disaster workshops (two-day, in person) and webinars. The grant also includes the digital archives month poster, awards program, and sponsoring a session and a booth at the Texas State Historical Association conference in Corpus Christi, TX. Cowen volunteered to work the booth for the conference.

Chubb hopes to schedule THRAB meetings in North Texas and College Station in 2019.

7. Update on the Texas State Library and Archives Commission's Activities

Sunset Review: There was a hearing in August. The committee staff did not contact THRAB members for input. Another hearing will be held in November and Chubb expects all to go well.

Budget: The first hearing with the governor's office went well. The budget includes a request to expand the storage space at the Shoal Creek location. There will be hearings in February or early March and Chubb may ask for testimony from THRAB members.

8. Strategic Planning Session

THRAB approved the current strategic plan in 2012. Chubb led a discussion with the board to determine what they are doing well and should continue doing and what the board should cease doing. The board discussed how to enhance current activities and perhaps redirect the focus of some efforts. The notes will be summarized in a document for the board to review.

Discussion points regarding enhanced activities included directing more training to professional archivists who may then train others, increasing visibility to the general public of the role of archives, training archivists on advocacy and communication, informing those working in repositories about the NHPRC grants and the willingness of THRAB members to review applications prior to submission, and THRAB engagement with rural repositories as facilitators and presenters.

As far as ceasing activities or removing objectives, the concept of a THRAB-produced database seemed redundant to board members. THRAB should link to resources already in existence that contain repository information. THRAB may no longer need to host grant-writing workshops if NHPRC will create a webinar. THRAB members noted that the continued focus on digital resources was no longer as important as it once was and that THRAB could focus workshops and training on other issues, such as advocacy.

THRAB may also refocus the forums. Members discussed partnering with regional organizations to present forums on topics of interest to the general public like personal digital archiving and providing information on where to donate materials. Chubb suggested including TSLAC's Library Development Network division and perhaps Texas Library Association in the forum programming. She also recommended partnering with the Texas Historical Commission to offer "best practices" training for regional groups.

9. Adjournment

Meeting adjourned at 12:44 p.m.

Approved February 15, 2019