

UTAH STATE HISTORICAL RECORDS ADVISORY BOARD

Hybrid meeting, hosted by:

Utah Div. of Archives

346 S Rio Grande Street

Salt Lake City

January 25, 2024

3:30PM - 4:00AM

ATTENDEES

CONDUCTING

Jim Kichas, Board Chair, Div. of Archives

Marety Hill, Uintah County

BOARD MEMBERS IN ATTENDANCE

Alice Faulkner Burch, Sema Hadithi

Nichelle Frank, Utah State University Eastern

Becky Wright, Davis County

Emily Johnson, Div. of Arts & Museums

Kathleen Broeder, Southern Utah University

OTHERS IN ATTENDANCE

Alan Barnett, Div. of Archives

Genesie Miller, Div. of Archives

Heidi Steed, Div. of Archives

Paula Mitchell, Southern Utah University

AGENDA

Last Meeting Follow-up

- Approval of minutes from October 10, 2023 meeting
 - Kathleen motioned to approve minutes as written. Alice seconded and the motion passed unanimously.

New Business

- Meeting Management
 - Reminder about compliance with the Utah Open Meetings Act.
 - Etiquette is based on Robert's Rules of Order.
 - Please keep conversations professional and on topic.
 - Review of the re-grant meeting process
 - The board discussed the process used to review grant applications and has decided to continue to use this process moving forward.

- Winter Retreat Business and Board/Subcommittee Assignments
 - Archives Month changes in mission, purpose and goals.
 - The board discussed the formation of working groups for Archives Month mission development, surveys, and focus groups.
 - Alice motions to approve. Roll call vote: the motion was passed unanimously.
 - Assignments
 - Focus group- Becky and Nichelle
 - Survey- Alice, Darcy, and Jim
 - Mission- Kathleen and Gen
 - Alice motions to have the Mission working group create a program timeline, with Gen as the State Archives rep. Darcy seconds the motion. The motion passes unanimously.
 - Working groups will provide progress reports at the Spring Board Meeting.
 - Bylaws updates
 - State Archives staff, along with interested board members, will craft an updated bylaws document. This will be a State Archives administrative duty and bring a recommendation to the spring meeting.
 - Regional Repositories
 - Discussion of this topic will continue in the Spring meeting after the SAA has determined if our letter of inquiry was successful.
 - Approval of strategic plan: has been posted to our USHRAB site
 - Becky motions to formally adopt the strategic plan. Nichelle seconds the motion. The motion passes unanimously.
 - Existing subcommittees
 - The prior subcommittees have been dissolved.
 - Discussion of selecting “The Future of Archives” as the 2024 Archives Month theme
 - Kathleen motions. Alice seconds, and the motion passes unanimously.
 - Regrant Interim Reports
 - Genesie provided a brief report highlighting areas of concern for board members to review and provide feedback for in the coming weeks

Conclusion

- There being no further items up for discussion or action items to vote on, Nichelle motioned to adjourn the meeting at 4:00PM.