

# UTAH STATE HISTORICAL RECORDS ADVISORY BOARD

Utah State Archives  
Courtyard Training Room

**February 7, 2020**

**2:40 PM - 3:33 PM**

## ATTENDEES

### CONDUCTING

Jim Kichas, Utah State Archives

### BOARD MEMBERS IN ATTENDANCE

Brandon Metcalf, LDS Church History Department

Paula Mitchell, Southern Utah University

Noel Carmack, Utah State University Eastern

Karla Johnson, Kane County

Tracy Hansen, Ogden City

### OTHERS IN ATTENDANCE

Alan Barnett, Utah State Archives

Heidi Steed, Utah State Archives

Mahala Ruddell, Utah State Archives

## AGENDA

### **Open and Public Meetings Act training**

- Paul Tonks, Archives' counsel at the Attorney General's Office trained the Board on the Open and Public Meetings Act (OPMA), which governs the actions of Utah's public bodies. Public bodies are defined as administrative, advisory, executive, or legislative bodies of the state or its political subdivisions that:
  - Are created by the Utah constitution, state statute, rule, ordinance, or resolution
  - Expend, disburse, or are supported in whole or in part by tax revenue; and
  - Are vested with the authority to make decisions regarding the public's business.
- Because the USHRAB is created and governed by federal mandate, there is a question of whether or not it falls under the guidelines of OPMA. However, the Board was advised that "when in doubt, hold a public meeting." Open meetings must be open to the public and held in a publicly accessible space; a reasonably specific notice must be posted no less than 24 hours in advance; the meeting must be recorded and detailed minutes must be posted.

## Last Meeting Follow-up

- Approval of minutes from the September meetings: Paula Mitchell motioned to approve the September meetings' minutes as presented. Karla Johnson seconded and the motion passed unanimously.

## Other business

- Following the Board retreat on February 7, 2020, facilitated with the help of the Local Government Program and also attended by Emily Johnson and Jennifer Ortiz of the Division of Arts & Museums, the Board compiled a list of five action items to approve. These items stemmed from the Board's day-long discussion of its mission, values, and goals. The intention is that Archives staff will work in the forthcoming months on these items, presenting their work to the Board for input and approval at future meetings on the approved timelines. Tracy Hansen motioned to approve the five action items. Karla seconded and the motion passed unanimously. The action items are as follows:
  - Archive staff will use the services of a professional graphic designer to produce a brochure and/or marketing materials to promote the USHRAB and its resources. Mock-ups will be presented to the Board at the May 2020 meeting.
  - Jim Kichas will present the Board's digitization guidelines to the Mountain West Digital Library (MWDL) for input, approval, and buy-in. Following this discussion, he will present the MWDL's response to the Board.
  - Archives staff will develop orientation materials for present and future Board members. These materials will be presented to the Board for input and approval by the end of the fiscal year (June 2020).
  - Having found a day-long Board retreat to be very beneficial, the Board approves the concept of an annual Board retreat and Archives staff will develop a framework and plan for supporting this.
  - Archives staff will develop a new application, incorporating feedback and ideas from the Board, as well as a new evaluation rubric. New materials will be presented to and approved by the Board before the 2021 grant cycle.
- Administrative business: as a standing agenda item, this section will serve to let the Board members know of the administrative work going on behind the scenes, usually carried out by Archives staff.

Archives staff will compile a report that summarizes discussions and decisions made during the Board's retreat. This report will be shared with the Board.

Under the auspices of the USHRAB, Archives staff will be hosting a regional training at Utah Valley University on March 6. This training will feature two tracks, one focusing on local government records management, and the other focusing on archives fundamentals for cultural heritage institutions. Another training is currently being scheduled with Weber State University in June.

Archives staff will share the compiled consortium list with Board members. This list currently exists in the form of a Google spreadsheet, which has been updated and maintained simultaneously in MailChimp, the Archives' email communications management tool. Board members are encouraged to

review the spreadsheet and add contact information for institutions and records holders in their regions.

The next grant round will be announced in February 2020. Draft and final applications will be accepted through April 2020. Alan and Mahala will be working closely with applicants, answering questions, reviewing drafts, and offering site visits. The grant program will be publicized through local professional organizations like CIMA and UMA; partner divisions like the Division of Arts & Museums; and other local networks like Utah Humanities and mailing lists. It will also be publicized through blog posts, press releases, word-of-mouth, and other outreach tools managed by the Archives' outreach manager.

- Board member term expirations:

Brandon Metcalf, Sam Passey, and Paula Mitchell's terms will be expiring in May 2020. Paula is eligible to serve again but Brandon and Sam are not. The Board is encouraged to think of professionals and peers to approach about service on the Board and to suggest for Board consideration. The Board should have recommendations to present for a vote in May 2020. Archives staff will take care of the administrative piece of coordinating the potential Board member's application and approval process through the Governor's Boards and Commissions.

- Adjournment

Tracy Hansen motioned to adjourn at 3:33pm. Brandon Metcalf seconded and the motion passed unanimously.

## ACTION ITEMS

1. The Board approved State Archives staff, as administrators of and advisors to the Board, to work with a professional graphic designer to create a logo and marketing materials to present to the Board for final buy-in and approval.
2. The Board will present its draft digitization guidelines and policies to the Mountain West Digital Library for input, buy-in, and approval.
3. State Archives staff and the Board will develop a Board member orientation packet by the end of the State's fiscal year (June 2020).
4. State Archives staff will develop an updated application and rubric to be discussed and/or approved by the Board in September 2020 and first used in February 2021.
5. The Board approved an annual day-long, in-person retreat model.