

# UTAH STATE HISTORICAL RECORDS ADVISORY BOARD

**Meeting (Virtual)**  
**January 25, 2022**  
**3:27 PM – 3:50 PM**

## ATTENDEES

### CONDUCTING

Jim Kichas, Board Chair, Div. of State Archives

### BOARD MEMBERS IN ATTENDANCE

Darcy Pumphrey, Utah State University

Nichelle Frank, Utah State University Eastern

Becky Wright, Davis County

Emily Johnson, Div. of Arts & Museums

### OTHERS IN ATTENDANCE

Alan Barnett, Div. of State Archives

Heidi Steed, Div. of State Archives

Mahala Ruddell, Div. of State Archives

## AGENDA

### Last Meeting Follow-up

- Approval of minutes from September 2021 meeting  
**Darcy moved to approve the minutes as written. Becky seconded and the motion passed unanimously.**

### New Business

- Discussion and approval of action items and policies brought forward during annual Board retreat, conducted 1:00pm-3:30pm on January 25, 2022
  - The Board supports the application of Alice Faulkner Burch to fill the seat left vacant and complete the term of Tarienne Mitchell. **Emily moved to endorse the approval of Alice Faulkner Burch to the Board. Darcy seconded and the motion passed unanimously.**
  - The Board recommended the following changes and updates to rules for funding re-grant projects: state explicitly that we do not fund subscriptions; add explicit mention that we do fund archival supplies; add language modeled off of that used by the Division of Arts & Museums regarding the funding of furniture, stating that furniture (shelving, map cabinets, etc) qualifies for funding if it is directly related to the preservation of the records in question. **Emily moved that**

**the Executive Secretary proceed with incorporating these changes into grant funding rules.**

**Becky seconded and the motion passed unanimously.**

- Discussion of Call for Nominations for Board member
  - The Board noted that while the Call for Nominations accurately reflects information shared with them during their own recruitment processes, the language of the Call is narrow in scope, which could possibly limit responses. The Executive Secretary will create a shared draft version of the Call for Board members to provide feedback.
- Administrative timeline through Spring 2022
  - January-February: Executive Secretary will be submitting interim report for FY22 funding to the NHPRC and starting to promote upcoming re-grant application submission period
  - March 1: Grant applications open
  - April: Draft applications will be due and Executive Secretary will begin finalizing the NHPRC application for FY24 funding
  - May: Final re-grant applications due; Board will conduct evaluations and meet to vote on funding awards
  - May: USHRAB is sponsoring a table in the exhibit hall of the Utah Library Association conference

### **Conclusion**

- There being no further items up for discussion or action items to vote on, the meeting concluded at 3:50pm.