Guy Louis Rocha, State Coordinator, called the meeting to order at 9:55 am at the Reno/Sparks Chamber of Commerce in Reno.

Board members present: Guy Louis Rocha, Nevada State Library and Archives; Shayne Del Cohen, Consultant; Sara Jones, Nevada State Library and Archives; Sabrina Mercadante, The City of Henderson; Peter Michel, UNLV Special Collections; David Millman, Nevada State Museums and Historical Society; James Smith, Deputy Attorney General; Jacque Sundstrand, UNR Special Collections,

Absent: Hal Rothman, UNLV History Department. Victoria Ford, UNR Cooperative Extension.

Staff Present: Jeffrey Kintop, Nevada State Library and Archives; Barbara J Gray, Nevada State Library and Archives.

Mr. Rocha introduced Teresa Moiola the new Public Information Officer for the Department of Cultural Affairs, who replaced Bob Harmon.

Ms. Moiola said she was at this meeting to get an idea of what SHRAB is all about so that she can better market the Board to other entities.

Item # 1 – Approve the June 1, 2005 meeting.
Mr. Kintop reported that there were about three versions of the minutes and this was the wrong version. He said he would send the correct version to the board, to be approved prior to the next meeting on February 1, 2006.

Item #2 – Review of SHRAB Activities
2b- Conference attendances

- Mr. Rocha said he had sent Baylen Limasa from Micrographics and Jerry Lindsay from the State Records Center to the NACO meeting in Winnemucca to try to market what we do in the area of Local Government Records Management and the Micrographics and Imaging Program.

- Mr. Rocha reported they were not able to get a table for the League of Cities, but they had put up a portable display, which seem to go over quite well.

- Ms. Del Cohen said she would be at the Silver Legacy with ITC on October 26th thru 28th. She said the great basin Indian Archives will have a booth so she can put a lot of materials on the table regarding SHRAB. She said she also attended CIMA in Salt Lake City, Utah at the New State Archives.

- Mr. Michel said he was at the Society of American Archivist in New Orleans and had left one week before Hurricane Katrina hit. He said the attendance was very good and had nothing else to report.

2c- Mr. Kintop reported his trip to Richmond Virginia to attend the National Association of Government Archivists and Records Administrators (NAGARA) and the Counsel of State Historical Records Coordinators (COSHRC). Mr. Kintop said there was an online course on the basics of Archives. He said it was developed by the COSHRC and the American Association for State and Local History (AASLH). He said, there was two products, (1) an online course, which you can paste on your webpage and would take approximately 15 hours to complete. (2) a one day workshop, which would be an introduction to Archives.

Mr. Rocha reported he was also in Richmond Virginia. He said New Jersey and Florida approached him regarding some consulting ideas for their SHRABS in the way of public relations.

Ms. Jones mentioned that the LSTA grant would be close to the base amount of $680,000.

Mr. Smith had arrived at the meeting at 10:20 a.m.

2a. Mr. Smith invited the board to a reception and recognition of the Constitution on October 31, 2005 at the State Library and Archives. Mr. Kintop reported printed posters and updated the State Library and Archives website with links to archives in the area. Mr. Kintop also mentioned he and Mr. Smith were going to be on Ms. Del Cohen's TV show "We the People" on October 11, 2005.

Mr. Smith continued his report by saying he had attended the NACO session in Winnemucca. He said he had talked to a lot of people and one of the things that had been brought up was the Social Security Bills AB334 and SB347 which deals with the use of Social Security numbers. Mr. Smith said this bill was pushed through by Barbara Buckley. Mr. Smith said the question will be how to deal with Social Security numbers. Mr. Smith also suggested the board choose someone to correspond with NACO after each meeting and let them know "this is where we are" in regards to these bills. Mr. Rocha suggested this subject be put on the next agenda for further discussion.

2d.- Digital Projects - Mr. Kintop stated he had nothing to report at this time.

Mr. Michel reported they had put maps and information regarding Howard Hughes on their website and was also a part of the Western Waters project, which was a regional project that had been directed by the University of Utah and contributed by number of large universities and the University of Nevada, Las Vegas was one of the smallest universities to participate. He said it was all related to river systems so they had digitized a lot of information about Hoover Dam. Mr. Kintop mentioned the Historical Society Quarterly papers up to 1922 are up on the web. Ms. Del Cohen reported that Great Basin Archives was a work in progress. She said it was a continual nominate and update.

The Board took a break at 11:15 a.m. and reconvened at 11:45 a.m.
Work Session

Item # 3- Discuss and Approve Goals, and Strategies for Five-Year Strategic Plan.
Mr. Kintop reported the SHRAB budget instructions will come out in February and it would be great have the Strategic Plan in place by then. He said this five year plan will cover two Legislative Sessions. He said all of the comments about "Where we are now" from the board members will be incorporated into text for the new plan. Mr. Kintop stated the next part of this plan will be "Where we want to be and how do we get there".

Item #4 – Review of Strategic Plan by committees.

- Goal 1- Best Practices in Record Keeping

To create partnerships with constituent organizations and with other agencies in both public and private sectors, to develop a sense of shared responsibility for records and to foster the highest possible standards for their care.

- Goal 2– Best Practices in Electronic Record Keeping

Facilitate identification of description, protection, preservation, migration, and improved access to electronic records scheduled as permanent.

Mr. Kintop reported that the Nevada Electronic Records Steering Committee (NERC) formed an electronic format standards sub-committee, which is looking at acceptable formats for archival long term storage. He said the SHRAB needs to make a strong endorsement for a Digital Archives.

- Goal 3- Nevada's people and governments will share responsibility to preserve and make our unique documentary heritage available.

The SHRAB will work to insure that the Nevada's documentary heritage continues to be collected, appreciated, and made as widely available as possible. They will foster an awareness that all Nevada residents are responsible for and benefit from the preservation of Nevada's Documentary Heritage.

Ms. Sundstrand provided a draft for the board members. She said the major change in objectives was to move the SHRAB grant/regrant to the last objective 3.4: Improvement of

access to records statewide by encouraging the creation of traditional finding aids and directories, as well as through the wider use of standard online descriptions. Encourage access to full texts of records through CD-ROM, and other traditional and on-line forms of publishing.

- Goal 4- Protecting Nevada's Documentary Heritage.

The board will foster and support programs to protect Nevada's shared documentary heritage from disasters, deterioration, and neglect.

Ms. Jones said for this goal, they would need people who care enough to support us. Mr. Rocha pointed out that at this time they don't have anyone who is moving their agenda. He said they needed to identify powerful people in both the private section as well as politically. He said these people can make things happen.

Ms. Jones said she would like to see more language that would get more people to care about Nevada and its history, how to get more champions and the cultural caucus.

Mr. Kintop pointed out that in six years (2011), Nevada will begin a cycle of its 150th anniversary of Nevada Territory/Nevada Statehood. He said it the board should recommend the creation of a 150th Anniversary Commission to raise money to recognize the event, celebrate the anniversary and do certain things to preserve Nevada's history.

Mr. Kintop stated they would need one more final draft of the new Strategic Plan. He thought a conference call would work for getting a final approval from the board. He asked the board members to have all their comments to him before the next meeting in February.

Ms. Jones told the board that she had been instructed to give a memo regarding the interpretation of a financial disclosure to all her boards and counsels.

It was agreed by the board to make the next meeting a two day meeting on Tuesday January

31, /Wednesday February 1, 2006 and or Wednesday February 1/Thursday February 2, 2006 in Southern Nevada. These dates to be confirmed and location(s) to be determined by the board.

Mr. Rocha mentioned having a meeting in Washington State in June.
Mr. Smith moved to adjourn, Mr. Millman seconded the meeting was adjourned at 3:10 p.m.

RESPECTFULLY SUBMITTED BY:
Barbara J. Gray