

Guy Louis Rocha, State Coordinator, called the meeting to order at 3:10pm at the Alexis Park Resorts in Las Vegas.

Board members present: Guy Louis Rocha, Nevada State Library and Archives; Shayne Del Cohen; Peter Michel, UNLV Special Collections; David Millman, Nevada State Museums and Historical Society; Hal Rothman, History Dept. UNLV; James Smith, Deputy Attorney General; Jacque Sundstrand, UNR Special Collections,

Absent: Victoria Ford, The Ford Factor; Sara Jones, Nevada State Library and Archives; Sabrina Mercadante, Archives and Records Administrator for the City of Henderson.

Staff Present: Jeffrey Kintop, Nevada State Library and Archives.

Public Present: Richard Cameron, National Historic Publications and Records Commission (NHPRC); Max Evans, NHPRC

Item #1.- Welcome and introductions

Guy Rocha welcomed the guests and asked for introductions.

Board members introduced themselves and Guy introduced the visitors from NHPRC. The guests included Max Evans, Executive Director, and Richard Cameron, Director of State Projects.

ACTION ITEMS:

Item # 2.- Review and Approve Minutes of February 8, 2005

Mr. Rocha then asked the board to approve the February 8, 2005 meeting minutes. Hal Rothman moved to approve, Peter Michel seconded and the minutes were approved unanimously.

INFORMATION ITEMS:

Item # 3 – NHPRC Update

Mr. Cameron discussed the need for NHPRC to continue by keeping the grants. Mr. Rocha reported that Senator Harry Reid wants this program to succeed and he asked that board members keep up the communication with Senator Reid's office. Mr. Cameron said the House Subcommittee on Treasury, Transportation, HUD, Judiciary, District of Columbia and Independent Agencies will be meeting in May. Mr. Evans suggested coming up with a state-based initiative to get a lot of money directly to the state. This would be a formula grant program that would be administered in each of the fifty states. One of the models for this would be the Institute for Museum and Library Services (IMLS).

Item # 4 – Review and approve SHRAB Bylaws.

After the board reviewed the bylaws, Mr. Rothman moved to approve, David Millman seconded and the bylaws were approved unanimously.

The board took a short break and reconvened at 4:05 pm.

Item#5 – Subcommittee reports on Review of Goals from Preserving Nevada's Documentary Heritage, 1997-2005

At the February meeting SHRAB members formed subcommittees to examine the progress made on the goals presented in the 1997-2005 Strategic Plan. Jeff Kintop asked the subcommittees working on these to report on their progress. He mentioned he wanted to keep the board on track because the June 1st meeting would be planning session. The reports are summarized below.

Goal 1 - Nevada Shall Achieve Best Practices in Record Keeping -Jim Smith reported he and Mr. Kintop would be teaching a class on Public Records and the Open Meeting Law for Lorman Education Services in Reno. He said he felt the constant education on these subjects were very important. He also said that part of this was the educational component, part inter-governmental and part the actual use of records.

Goal 2 - Nevada Shall Achieve Best Practices in Electronic Record Keeping Mr. Rocha reported, with the help of Teri Mark, State Records Manager and Jeff Kintop, Archives Manager, this particular goal will be well addressed, and a lot of things have been done through the Nevada Electronic Records Committee (NERC). He said they would report on this at the June meeting.

Goal 3 – Nevada’s People in Governments will share responsibility to preserve and make our unique documentary heritage available. Jacque Sunstrand reported that due to conflicting schedules, she and Vikki Ford had not been able to get together and therefore she had no report at this time.

Goal 4 – Protecting Nevada’s Documentary Heritage. Mr. Michel reported that he and Mr. Rothman have met several times on this goal. He said that the progress on this goal was the preservation lab at UNLV and the conservation lab at the State Library and Archives in Carson City. He also mentioned that UNLV had a full time preservation librarian, Toby Murray.

Goal 5 – Mobilizing Collective Resources of SHRAB, DCA, and Constituent Organizations. Ms. Del Cohen reported she had been outlining the partnerships through Ebersson ?? Electronic Records for re-grants and speaking arrangements such as Archives Week, consistent activity and consistent presence is important. She said she would be in touch with each board member to ask “What partnerships you think we should continue to maintain, cultivate or establish new ones in the next five year period. Mr. Millman reported that part of forming partnerships was getting out phone books or calling networks and saying “I am so and so and this is what SHRAB does and this is what you should be aware of”. He said that this would take a certain below-the-line effort.

Mr. Rocha also mentioned he would like to see the new strategic plan completed by the end of the year and then asked the board members present to provide a draft for the June 1, 2005 meeting.

Item # 6 – Updates on ongoing projects of SHRAB Members

Ms. Sundstrand reported that the Board of Regents, at their March meeting, regarding the Open Meeting Law, made a system wide decision to appoint a Public Records Officer for each campus or division. She said she was that person for UNR.

Item # 7 – New Business

Mr. Rocha mentioned, under the Bylaws, there would be a Deputy Coordinator appointed. Mr. Rocha said he would announce this new position at the June meeting. Mr. Smith suggested “Archives Week” be on the June 1st agenda.

Ms. Sundstrand moved to adjourn and Mr. Millman seconded the meeting was adjourned at 5:15pm.

RESPECTFULLY SUBMITTED BY
Barbara J. Gray