

Guy Louis Rocha, State Coordinator, called the meeting to order at 10:40 am at the City of Henderson Valley View Room.

Board members present: Guy Louis Rocha, Nevada State Library and Archives; Shayne Del Cohen (via telephone); Victoria Ford, The Ford Factor; Sabrina Mercadante, City of Henderson Archives and Records Program; Peter Michel, UNLV Special Collections; Hal Rothman, History Dept. UNLV; James Smith, Deputy Attorney General; Jacque Sundstrand, UNR Special Collections,

Absent: Sara Jones, Nevada State Library and Archives

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

Item # 1 – Introductions

Henderson City Clerk, Monica Simmons welcomed the board to the newly remodeled City Hall and introduced two local high school students (find out their names), who were learning about the operations of city government as part of a career program in the high school.

ACTION ITEM:

Item # 2 Approval of minutes

Mr. Rocha asked the board to approve the December 1, 2004 meeting minutes. Peter Michel moved to approve the minutes, David Millman seconded the minutes were approved unanimously.

INFORMATION ITEM: (Non Action Item)

Item # 3 – NHPRC Update

Mr. Rocha began by updating the board on the National Historic Publications and Records Commission (NHPRC). Mr. Rocha mentioned President Bush's budget recommended an end

to all grant funding and staff support for NHPRC. He continued by saying he had contacted the Senate Minority Leader's office, which in the past had been supportive of this program. Mr. Rocha then asked the board to contact Bob Herbert in Senator Harry Reid's office by e-mail at bob_herbert@reid.senate.gov

and communicate all the reasons, as members of the SHRAB, why the NHPRC should be sustained. Mr. Rocha also mentioned contacting the other four members of the Congressional Delegation by e-mail. Jeff Kintop told the board he would provide them with the e-mails of these four delegates.

Item #4 – Updates on ongoing projects of SHRAB members

Ms. Del Cohen said the website was up and running and the address for Our Story was www.themediacenter.org/ourstory.htm

. Mr. Kintop said the Conference of State Historical Records Coordinators (COSHR) was putting together an online training program for introduction to archives. Kathleen Roe from the New York State Archives headed this program up. He said although it had been tested, the final product would not be out until March of this year. He said they were going to introduce it to the Great Basin College as special projects library training and technology.

Jim Smith mentioned that he, Jeff Kintop and Sabrina Mercadante had made a presentation at southern Nevada branch of the Association of Records Managers and Administrators (ARMA) last month that was very well received. He said they had discussed the mission of the SHRAB. He also mentioned that he and Mr. Kintop would be teaching a class on public records, open meeting law as well as the mission of SHRAB for the Lorman Educational Services in June 2005.

David Millman mentioned that the Museum and History Division in Las Vegas needed a library cataloger. He would welcome any suggestions the board may have.

Item # 5 – Discussion of activities at the Las Vegas Super Regional Meeting of western archival organizations in Las Vegas.

Mr. Kintop said this meeting would be held April 14, 15 & 16th 2005 and the projected number of people to attend is about 200. He said the operating grant will pay the travel for the members of SHRAB. He also said he would be scheduling a meeting during the conference to encourage them to attend because there would be several SHRAB members from western states who would also be attending.

Item # 6 – Review SHRAB materials from State Historical Records Coordinators Manual

Mr. Kintop reported on a thirty-five-page questionnaire from the Conference of State Historical Records Coordinators (COSHR), which every state would have to fill out. He said some of the

questions that were asked included: does your state have a SHRAB Mission Statement, Bylaws and etc. Mr. Kintop felt that it was time the SHRAB organize itself and starting creating a Mission Statement as well as updating the Bylaws.

Mr. Kintop provided the board members with a forty-three page document from the State Coordinators Manual (Exhibit A) and State Historical Records Advisory Board, NRS Chapter 378A (Exhibit B).

Hal Rothman left the meeting at 11:30am for another meeting.

ACTION ITEM:

Item # 7 – Strategic Planning Session

a. Draft and adopt a Mission Statement.

After reviewing the mission statements of several states and after some discussion, the board arrived at the following mission statement.

Mission Statement

The Nevada SHRAB will advocate identification, protection, preservation of an open and equal access to Nevada's documentary heritage. It is our policy to foster and further the establishment and proper maintenance of superior archival, public records and educational programs.

Mr. Smith moved to adopt this language as their Mission Statement, Peter Michel seconded and the motion passed unanimously.

b. Draft and adopt a Vision Statement

The Board agreed not to have Vision Statement. Mr. Smith moved that adopting a Vision Statement was unnecessary at this time, Jacque Sundstrand seconded the motion passed unanimously.

The Board broke for lunch at 12:10pm

The board reconvened at 12:55pm

c. Draft and adopt Bylaws

Mr. Kintop reported the bylaws would be easier because parts of it were spelled out in the Nevada Revised Statutes. The main subjects of the bylaws would be, the name of the board, mission statement, the organizing authority which is the NRS, the membership, a summary of meetings and salaries of members, duties, accounts for records, and acceptance of gifts and grants.

Mr. Kintop told the board they could add to but not take away from what is already in the NRS.

Mr. Rocha proposed they use some of the language in the Idaho Mission Statement that reads:

“The board may ask for the resignation of a member who fails to attend two consecutive regular meetings of the board without excuse, or has had excessive absences during their term of office”.

Mr. Smith moved to approve this language Ms. Sundstrand seconded, and the motion passed unanimously.

Mr. Kintop pointed out the need for something in the bylaws that mentions a Deputy Coordinator. This person can be elected or appointed by the Coordinator. Mr. Michel moved they use the language in the Idaho bylaws that states, this person be appointed by the State Coordinator, Mr. Smith seconded and the motion passed unanimously.

Mr. Kintop continued on "Meetings" – The board shall meet regularly three times a year and within the limits of legislative appropriations, may hold additional meetings upon the call of the chairman. The quorum will be made up of five members of a nine-member board. (1 more than 50%). Mr. Kintop also mentioned having regular scheduled meetings. The board decided to have the meetings the first Wednesday in February, June and October. Mr. Millman moved to have regularly scheduled meetings, Vikki Ford seconded and the motion passed unanimously.

Mr. Smith moved to adopt the purposes of programs scope that are presented from Idaho and change the name Idaho to Nevada, Mr. Michel seconded and the motion passed unanimously.

Conflict of Interest -Ms. Sundstrand moved to adopt the language verbatim from Idaho as satisfactory regarding the Conflict of Interest statement, Ms. Ford seconded and the motion passed unanimously.

Amendments – Mr. Michel moved to adopt the language of Idaho in regards to Amendments, Mr. Millman seconded the motion passed unanimously.

d. Draft and adopt General Goals for Strategic Plan

Sabrina Mercadante moved to adopt the Goals established for Kansas

Mr. Michel seconded the motion passed unanimously.

Mr. Smith moved to adopt the Vision Statement from Kansas, being no second the motion died.

Ms. Sundstrand pointed out the masculine terminology of "Chairman" and moved to strike that word and be more gender neutral, Mr. Smith seconded the motion passed unanimously.

e. Form committees for portions of the Strategic Plan

Mr. Kintop pointed out the need to evaluate the last Strategic Plan and decide if the board had

met those goals and had come close to those objectives.

Committees for portions of the Strategic Plan are as follows:

Goal # - 1&2 – Nevada Shall Achieve Best Practices in Record Keeping --Sabrina Mercadante, Jim Smith and Guy Rocha.

Goal #3 –Nevada’s people and governments will share responsibility to preserve and make our unique documentary heritage available -- Vikki Ford and Jacque Sundstrand.

Goal # 4 – Protecting Nevada’s Documentary Heritage -- Peter Michel and Hal Rothman.

Goal # 5 – Mobilizing collective resources of SHRAB, DMLA, and Constituent organizations -- David Millman and Shayne Del Cohen.

INFORMATIONAL ITEMS:

Item #8 New Business

Mr. Rocha told the board he and Jeff Kintop and Teri Mark will be inducting two new members to the Archives and Records Heritage Hall of Fame in the Koontz- Cahlan Research Room. The two people will be Joan [Kerschner] Tinker and R. Jackson Armstrong Ingram (posthumously). This has always taken place in June during the Legislative Session.

Item #9 Set date for next meeting

The next meeting is scheduled for Wednesday, June 1, 2005 at the Nevada State Library and Archives. Mr. Michel moved to meet Wednesday, June 1st, Mr. Millman seconded and the motion passed unanimously.

Item # 10 Adjourn

Ms. Sundstrand moved to adjourn, Mr. Michel seconded and the motion passed unanimously. The meeting adjourned at 2:35pm.

RESPECTFULLY SUBMITTED BY
Barbara J Gray