

**MINUTES
OF THE
ALABAMA HISTORICAL RECORDS
ADVISORY BOARD
February 21, 2007**

The Alabama Historical Records Advisory Board (HRB) met on February 21, 2007, at 10:00 a.m. in the Regions Board Room at the Alabama Department of Archives and History (ADAH). Members present were Ed Bridges, Chairman, representing the Department of Archives and History; David Tuck, representing the Black Heritage Council; Wayne Coleman, representing the Birmingham Civil Rights Institute; Roger Powell of the Alabama Circuit Clerks Association; Jyl Hardy, representing the Alabama Genealogical Society; John Feathers, representing the Alabama Historical Association; Lori Lein of the Alabama League of Municipalities; Clark Center, representing the Alabama Library Association; Geniece Johnson, representing the Alabama Association of Municipal Clerks and Administrators; Rickey Best, representing the Network of Alabama Academic Libraries; Lyn Frazer, representing the Society of Alabama Archivists; and Leonard Wilson, representing the Sons of Confederate Veterans. Visitors present included Sue Medina of the Network of Alabama Academic Libraries. Board members not present at the meeting were Donna Llewellyn of the Association of County Commissions, Bob Davis of the Alabama Press Association, Sherrie Phillips of the Probate Judges Association, and Mary Norman of the United Daughters of the Confederacy.

Archives staff members present included Tracey Berezansky, Tom Turley, Frank Brown, Corlis Floyd, and Steve Wheat.

Ed Bridges called the meeting to order at 10:00 a.m. He confirmed the presence of a quorum for the meeting and noted that the meeting had been properly announced, as required by the Alabama Open Meetings Law. Dr. Bridges welcomed those present and introduced first time attendees Jyl Hardy and Lori Lein to the board.

A motion to adopt the agenda for the meeting was made by Lori Lein and seconded by Rickey Best. The motion was unanimously approved.

A motion to dispense with the reading of the minutes of the August 31, 2006, meeting and for their approval was made by Leonard Wilson and seconded by Mr. Best. The motion was approved by a unanimous vote.

Review and Discussion of Draft By-laws: (copy attached)

Geniece Johnson, Lori Lein, and Mary Norman served on the By-laws Committee, assisted by ADAH staff member Tom Turley. The Committee members had produced a draft set of proposed by-laws which had been sent to all Board members prior to the meeting.

Lyn Frazer asked a question about the bracketed statement in Article IX. Dr. Bridges suggested, and members agreed, to work through the draft document article by article, in order to ensure that every question or suggestion was addressed.

Discussion followed, and Articles I through IV were approved as written, except that the year “[2006]” was stricken from the last sentence of Article II. Members agreed to address Article V after

adoption of the mission statement (which would be discussed later in the meeting) as a separate agenda item. Article VI was changed to read: “ARTICLE VI. VISION AND DUTIES” and will include the new vision statement when approved. Articles VII and VIII were approved as written.

A lengthy discussion ensued with respect to Article IX. It was tentatively agreed to appoint a committee of not less than three board members to review grant applications before submitting them to the entire board. Individual committee members will submit reviews. The reviews will be open records, but they will not be signed or the reviewers identified. Lori Lein suggested that the second sentence of Article IX be made the first sentence. Leonard Wilson moved that the last two sentences of the paragraph beginning with the bracketed portion (“[but individual . . .]”) be deleted. Ms. Lein seconded the motion, and it was approved by a unanimous vote.

Article X was approved as written.

Article XI, which concerns conflicts of interest, prompted questions and comments from Clark Center, Rickey Best, Lyn Frazer, Tom Turley, and Ed Bridges. It was agreed that board members should recuse themselves from reviewing grant applications in which they or their institutions are involved and that they should not be present during the board’s consideration of such applications. The final article of the by-laws was approved as written by a general consensus of the board.

Dr. Bridges suggested that the best course of action would be for Dr. Turley to edit the draft by-laws incorporating all changes and corrections discussed during the meeting. Each member will receive a copy of the revised draft, and a final version of the by-laws can be considered for approval at the board’s next meeting. There was a general consensus within the Board for this course of action.

Review and Discussion of Draft Planning Committee Documents: (copies attached)

Draft Plan:

Tracey Berezansky gave members a quick overview of issues discussed by the planning committee. This committee consisted of HRB members Rickey Best, Clark Center, Wayne Coleman and Elizabeth Wells. They had twice met with ADAH staff members Tracey Berezansky, Tom Turley, and Frank Brown to discuss and recommend a planning process. The committee submitted several documents for the board’s approval, including draft mission and vision statements and forms for surveys of archival repositories and their users. Ms. Berezansky asked the board for comments or suggestions regarding the draft documents and planning process. A group discussion of specific issues followed.

User and Repository Surveys:

Lyn Frazer was a bit skeptical about limiting the survey process to web users only. She and Lori Lein agreed that some local government repositories, and users of their records, might lack the technology or trained staff to complete electronic surveys. They suggested that both electronic and paper-based surveys be disseminated. Rickey Best wondered whether information obtained from paper-based surveys would be substantially different from that received electronically. Tracey Berezansky pointed out the enormous work involved, and the extended time needed, to distribute paper-based surveys. She asked the members about the possibility of using grant funds to hire a student to help with the mailing and compiling of survey information.

Geniece Johnson suggested that each HRB representative be responsible for informing his or her constituents about the HRB's survey process at annual or other called meetings, in order to determine how many agencies or organizations would require a paper-based survey form. Ms. Lein stated that the League of Municipalities could provide ADAH staff with mailing labels for their members. She felt that other members of the HRB could do the same.

At the end of this discussion, it was generally agreed that the addition of a paper-based survey would require lengthening the timetable proposed in the draft plan. Because compiling the surveys' results would take longer than was first projected, the focus groups and final board planning session (as outlined in the draft) would also be delayed. Carrying the planning process into a second year would entail an extension of the administration grant. Ms. Berezansky promised to contact NHPRC about the procedures for requesting an extension.

Mr. Wilson requested that the term "Civil War," which appears on both survey forms, be changed to read "War Between the States." Ms. Frazer pointed out that "Government" should be added to the forms as another option for describing repositories' institutional affiliation.

Mission Statement:

After limited discussion regarding the establishment of a mission statement before completion of the Board Plan, a motion to approve the Mission Statement as written was made by Clark Center and seconded by Wayne Coleman. The motion was unanimously approved.

Vision Statement:

A motion to approve the Vision Statement was made by Rickey Best and seconded by Wayne Coleman. The motion was unanimously approved.

Dr. Bridges reminded the board that the mission and vision statements just approved would be added to the appropriate articles in the HRB's by-laws as they are revised by Dr. Turley for our next meeting.

With no other official business to discuss, Dr. Bridges opened the meeting for members to make other comments or announcements. Mr. Wilson invited board members to the grand opening of the Confederate Memorial Park on April 28 at 2:00 p.m. Ms. Johnson announced that Fairhope's new library is now open for business and a reception is planned for March 10. She reported that a fire on February 14 resulted in added repairs, but no books were damaged. Finally, Dr. Bridges thanked the staff and committee members for their hard work in preparation for this meeting.

Date of Next Meeting:

The next meeting of the Historical Records Advisory Board will be scheduled once corrections and additions have been made to the by-laws and the plans for the survey process are refined. Members will be contacted as to the date and time by mail.

Adjournment and Lunch:

Dr. Bridges declared the meeting adjourned at 11:30 a.m. Lunch was served for members and staff in the Jones Training Room at ADAH.

Corlis Floyd, Secretary
Alabama Historical Records Advisory Board

Date

Edwin C. Bridges, State Coordinator
Alabama Historical Records Advisory Board

Date