

Alabama Department of Archives and History
Meeting of the Board of Trustees
ADAH – Regions Room
November 5, 2018
1:00 PM

Members present:

District 1: Vaughan Morrissette
District 1: Elizabeth Stevens
District 2: Gale Main
District 3: Barbara Patton
District 5: Julian Butler
District 5: Lynwood Smith
District 6: Leah Atkins
District 6: Gillian Goodrich
District 7: George Evans, Chair
District 7: Delores Boyd
At Large: Joel Daves, Vice Chair
At Large: Leigh Davis
Ex Officio: Dave White, Governor's Representative

Members absent:

District 3: Fred Gray
District 2: Horace Horn
District 4: Beth Thorne Stukes
District 4: Bobby Junkins

Staff present:

Frank Brown
Michael Grissett
John Hardin
Georgia Ann Hudson
James Jordan
Steve Murray
Mary Jo Scott
Tunisia Thomas
Steve Wheat

Welcome and call to order: Chairman George Evans called the meeting to order at 1:01 p.m. and welcomed trustees and staff.

Declaration of quorum and proper advance notice of meeting: Chairman Evans confirmed with staff that a quorum was present and that the board meeting had been announced in advance and in accordance with the Open Meetings Act.

Adoption of agenda: Chairman Evans called for a motion to adopt the agenda. *Mr. Butler moved that the agenda be adopted. Mr. Daves seconded, and the motion was carried by unanimous voice vote.*

Approval of minutes: Chairman Evans asked if there were any questions about or corrections to the minutes of the last board meeting. *Mrs. Morrissette moved that the minutes of the August 8, 2018, board meeting be approved as written and distributed prior to today's meeting. Mr. Butler seconded, and the motion was carried by unanimous voice vote.*

Resolution of Remembrance for June Davis: Chairman Evans presented a resolution in memory of former trustee, June Davis, who passed away on September 1. Several trustees and ADAH staff attended her funeral service in Birmingham. The resolution, distributed in the meeting packets, will be sent to Mrs. Davis' family.

Chairman Evans called for a motion to accept the resolution. *Mr. Butler moved that the Resolution of Remembrance for June Fox Davis be accepted by the board. Mr. Daves seconded, and the motion was carried by unanimous voice vote.*

Chairman Evans then called on Steve Murray for the Director's Report.

Director's Report: Mr. Murray reported on the following:

Financial Report

Fund Status Summary: The fund status summary shows a rollover amount of \$750,591 for FY 2019 in the bicentennial funds, and a rollover amount of \$673,003 in the Archives Services Fund.

Generated Revenue Summary: A total of \$67,040 was generated in the fourth quarter of FY 2018. Miscellaneous revenue received earlier in the year included a Tourism Department transfer to support one of the bicentennial staff positions.

Income & Expenses: The multi-year report was truncated to begin in FY12—the lowest year of recession-era funding for ADAH—and reflects a total of \$7.4 million in state appropriations from the General Fund (GF) and Education Trust Fund (ETF).

FY20 Budget Request

The FY20 budget request was submitted to the Executive Budget Office with an additional \$1.2 million requested to cover the costs of staffing the local records management program, disaster preparedness and response, weekly Saturday hours in the research room, and planning for a new preservation facility. The Archives will seek support of this request through both the Governor's recommended budget and by working with the legislature.

Recognition of Susan Dubose

Susan Dubose was honored by Birmingham Magazine as one of the "2018 Women Who Shape the State." Dr. Dubose, the education coordinator for the Alabama Bicentennial Commission, was recognized for her outreach work on behalf of classroom teachers.

Chairman Evans thanked Mr. Murray for his report and then called on Mary Jo Scott, Archives Division Director.

Archives Division Report: Mrs. Scott reported on the following:

Council of State Archivists' Archives & Records Management Survey

The Archives will soon complete the CoSA survey, sent every other year to state archives across the country to collect statistics in areas such as budget trends, staffing, social media communications, and records management authority. The data are then compiled into a state-of-the-state-archives report.

Professional Development

SAC: ADAH hosted the Southern Archivists Conference on September 12-14. Held every other year, the conference caters to states with smaller numbers of archivists. Attendees from Alabama, Mississippi, Tennessee, and Louisiana participated and gave very positive feedback.

SARC: Several ADAH staff members attended the Southeastern Archives and Records Conference in Jackson, MS, on October 28-30. The annual event brings together professional archivists from across the southeast to discuss various agency issues with their respective counterparts. Keeping and maintaining staff was a top issue of discussion.

Staff Update

Kathleen Brennan recently joined the Records Management staff. Ms. Brennan, a native of New Jersey, holds a Bachelor of Arts degree in History, and she has a Master of Arts degree in Archives and Records Management from the University of Liverpool.

Michael Grissett recently began working at the Records Center. Mr. Grissett has a Bachelor of Arts degree in History, with a minor in Nuclear Power and Generating Systems.

Chairman Evans welcomed the new staff members and thanked Mrs. Scott for her report. He then called on John Hardin, Museum Division Director.

Museum Division Report: Dr. Hardin reported on the following:

Poarch Creek Indian Exhibit

The new Poarch Creek Indian exhibit, located in the 2nd floor lobby, will be open through April 2019. The exhibit, on loan from the Poarch Creek Indians, was assembled by several staff members and is partially based on research conducted at the Archives.

Food for Thought 2019

The speakers for the 2019 Food for Thought series have been confirmed. A listing of the speakers and their presentations was distributed in the meeting packets. The 2019 series will be sponsored by a grant from the Alabama Humanities Foundation.

Professional Development

AASLH: Several staff members attended the American Association of State and Local History's annual meeting in Kansas City, MO, on September 26-29. There, they were treated to a tour of the National World War I Museum and Memorial in addition to other professional development opportunities.

SEMC: Staff members attended the Southeastern Museums Conference's annual meeting in Jackson, MS, on October 7-9.

CSA: Diane Barnard attended the Costume Society of America's regional meeting in Philadelphia, PA, on October 11 -13.

SEAC: Kellie Bowers will be attending the Southeastern Archaeological Conference on November 14-17 in Augusta, GA, where she will meet with national NAGPRA officials.

Staff update

Amy Williamson resigned as Public Programs Curator to accept a position at the Alabama State Council on the Arts. A search to fill the vacancy will commence, and the position will be moved to the new section on exhibits, publications, and programs.

Chairman Evans thanked Dr. Hardin for his report and then called on Steve Wheat, Administrative Division Director, for a staff update.

Administrative Division: Mr. Wheat reported on the following:

Staff Update

Mr. Wheat introduced James Jordan, a new member of the IT staff, who specializes in desktops, printers and their peripherals. A native of Montgomery, Mr. Jordan graduated from Alabama State University and previously worked for the Department of Corrections.

Chairman Evans welcomed Mr. Jordan and thanked Mr. Wheat for his report. He then called on Frank Brown for a legislative update.

Legislative Report: Mr. Brown reported on the following:

Legislative Open House

Mr. Brown has contacted the offices of both Speaker Mac McCutcheon and Senate Pro Tem Del Marsh, in hopes of gaining their support to boost attendance at the Legislative Open House on March 5. Trustee Main suggested that the trustees invite legislators from their respective districts.

Chairman Evans thanked Mr. Brown for his report and proceeded with the remainder of the agenda.

2019 Board of Trustees meeting dates

The 2019 meeting dates are February 13, May 8, August 14, and November 4 (in conjunction with the Foundation's annual meeting).

Chairman Evans asked if there were any questions or conflicts regarding these dates. There being none, the trustees accepted the meeting dates by general consensus.

2019 ADAH event dates

Chairman Evans asked if there was any discussion regarding the 2019 event dates. Mr. Murray noted the following: *Mobile's Bicentennial kickoff / New Year's Eve Moon Pie Drop (December 31); Cultural Crossroads (February 9), which will include a tribute to its founder and Montgomery historian, the late Mary Ann Neeley; Alabama Bicentennial celebration (December 14); Constitutions Exhibit openings (Huntsville, June 30 / Montgomery, November 3)*

Other Business: The WWI Armistice concert will be held on Sunday, November 11, at 3:30 p.m. on the front terrace. The Army National Guard band will perform music to coincide with dramatic readings of WWI letters by Alabama Shakespeare Festival actors, Greta Lambert and Rodney Clark.

Adjournment: There being no further business to discuss, the meeting was adjourned at 1:59 p.m.

George Evans, Chair

Steve Murray, Director

Alabama Department of Archives and History
Meeting of the Board of Trustees
ADAH – Regions Room
March 5, 2019
1:00 PM

Members present:

District 1: Elizabeth Stevens
District 2: Horace Horn
District 2: Gale Main
District 3: Fred Gray
District 3: Barbara Patton
District 4: Bobby Junkins
District 5: Julian Butler
District 5: Lynwood Smith
District 6: Leah Atkins
District 7: George Evans, Chair
District 7: Delores Boyd
Ex Officio: Dave White, Governor's Representative

Members absent:

District 1: Vaughan Morrisette
District 4: Beth Thorne Stukes
District 6: Gillian Goodrich
At Large: Joel Daves, Vice Chair
At Large: Leigh Davis

Staff present:

Haley Aaron
Frank Brown
Alex Colvin
Mary Haynes Furman
John Hardin
Georgia Ann Hudson
Charles Johnson
Mary Clare Johnson
Steve Murray
Mary Jo Scott
Tunisia Thomas
Steve Wheat
Christian Wysmulek

Note: The winter board meeting was rescheduled from February 13 to March 5 in order to coincide with the Legislative Open House, also held on March 5.

Welcome and call to order: Chairman George Evans called the meeting to order at 1:00 p.m. and welcomed trustees and staff.

Declaration of quorum and proper advance notice of meeting: Chairman Evans confirmed with staff that a quorum was present and that the board meeting had been announced in advance and in accordance with the Open Meetings Act.

Adoption of agenda: Chairman Evans called for a motion to adopt the agenda. *Mr. Butler moved that the agenda be adopted. Judge Boyd seconded, and the motion was carried by unanimous voice vote.*

Approval of minutes: Chairman Evans asked if there were any questions about or corrections to the minutes of the last board meeting. *Judge Boyd moved that the minutes of the November 5, 2018, board meeting be approved as written and distributed prior to today's meeting. Mr. Butler seconded, and the motion was carried by unanimous voice vote.*

Chairman Evans asked for prayers for those who had been affected by recent tornadoes in Lee County. Trustee Patton responded that recovery efforts are ongoing, and a relief fund has been set up. Volunteer opportunities are available through United Way. Chairman Evans also solicited prayers for Judge Boyd, in the loss of her brother.

The chairman then called on Steve Murray for the Director's Report.

Director's Report: Mr. Murray reported on the following:

Financial Report

Fund Status Summary: The fund status summary shows a rollover amount of \$532,598 in the Archives Services Fund.

Generated Revenue Summary: A total of \$67,271 was generated in the first quarter of FY 2019.

Income & Expenses: The multi-year report gives a high-level view of the Archives' income and expenses. ADAH hopes to maintain the elevated funding received during the Bicentennial in order to continue the expanded K-12 outreach programs and to address other needs in the department.

Alabama Bicentennial Celebration

The celebration will take place on December 14 and will encompass the entire Archives block and the south side of the State Capitol. Reenactments, tours, music and dance performances, agriculture activities, games, and poetry readings are planned. A budget is in development.

Bicentennial Education Programs

A handout displaying a schedule of this year's summer institutes as well as a map of all schools represented, since 2017, was distributed. A total of 1,214 educators have participated. The handout will be provided to legislators to communicate the importance of their continuing the institutes following the Bicentennial.

A second handout highlights the Bicentennial Schools program, by which 200 schools were awarded grants of \$2,000 to complete year-long community-engagement projects. Each school must submit a project report by August 1. Three schools from each congressional district will be selected as Bicentennial Schools of Excellence and recognized on December 14.

Alabama Archives and History Foundation Campaign "100 for the 100th"

The Alabama Archives and History Foundation kicked off its "100 for the 100th" campaign to raise \$100,000 to support public programs commemorating the centennial of women's suffrage in 2020. A total of \$12,000 has been raised.

The ADAH is taking a lead role in the creation of a statewide committee on the centennial, with representatives from the Alabama State Bar Association, the League of Women Voters, Girl Scouts of America, sororities, and several other organizations.

French Manuscript Collection

The ADAH is examining the possibility of acquiring the manuscript collection of French pioneer Antoine Prudence Lalouette, who settled near Mobile in 1821. The collection of letters vividly details his struggles to establish a home in the new state of Alabama. A handout containing more information was distributed.

Faith and Politics Annual Pilgrimage

The Faith and Politics' annual civil rights pilgrimage, led by Congressman John Lewis, visited Alabama from March 1-3. On March 2, a tented dinner and program were held on Washington Avenue, between the Archives and the State Capitol. The Archives remained open to provide restroom access as well as tours of the 1868 and 1901 constitutions, displayed in the front lobby that evening.

Chairman Evans thanked Mr. Murray for his report and then called on Frank Brown for the legislative report.

Legislative Report: Mr. Brown reported on the following:

ADAH Open House

The Legislative Open House will take place at the Archives this afternoon from 3:30 to 5:30 and will include behind-the-scenes tours. All legislators have been invited.

Upcoming Legislative Receptions

Several legislative receptions will be held at the Archives, including those being hosted by the Alabama Power Company and the Poarch Creek Indians. The receptions bring increased exposure to the agency, which has become a preferred venue for legislative events.

Session Priorities

The proposed gas tax bill will be a top priority, with a special session likely being called. Additionally, the Governor is proposing the construction of three new prisons. Medicaid continues to be a priority item.

Chairman Evans thanked Mr. Brown for his report and then called on Mary Jo Scott, Archives Division Director.

Archives Division Report: Mrs. Scott reported on the following:

Constitutions Conservation Update

Conservation of the 1819 and 1875 constitutions is now complete. The constitutions make up the final shipment sent to the Northeast Document Conservation Center in Andover, Massachusetts. They are expected for return during the week of March 25-29.

Descendants Day

The descendants of the 1819 delegates will be invited to Descendants Day, tentatively scheduled for April 30. Governor Ivey will be invited to speak, and the 1819 constitution will be publicly unveiled for the first time.

Digitization

Digitization projects include territorial records; the rolodex of the first state legislature; minutes of the Huntsville Republican Club; diaries and speeches from the Reconstruction era; and an oversized scrapbook of Attorney Arthur Shores. Work will soon begin to digitize several collections related to women's suffrage and women's history generally.

Staff Update

Charles Johnson joined the Archives staff in September of 2018 after starting out as a student worker. He holds bachelor's degrees in philosophy and history from Auburn University. Mr. Johnson works primarily in the area of database development.

Mary Clare Johnson began working in the Archives Division in January as a processing archivist. She holds a master's degree in library science from the University of South Carolina. Ms. Johnson is a South Carolina native, who previously worked at the University of Alabama's Center for the Study of Tobacco and Society.

Chairman Evans welcomed the new staff members and thanked Mrs. Scott for her report. He then called on John Hardin, Museum Division Director.

Museum Division Report: Dr. Hardin reported on the following:

NAGPRA Update

In January the Archives sent a second update letter to twenty-three Native American tribes, detailing the agency's progress on the NAGPRA project in the areas of digitization, collections management, and staffing. A copy of the letter was distributed in the meeting packets.

Public Programs

"Food for Thought" averaged a total of ninety attendees in January and February. There was a change in schedule for the April program, which will now feature Derryn Moten, chair of the history department at Alabama State University. Dr. Moten will present the recently re-issued book *Crusader Without Violence*, by Lawrence D. Reddick.

The inaugural "History/Now" book talk took place on February 12 and featured Foster Dickson, whose book, *Closed Ranks*, covers the 1975 Whitehurst case involving the Montgomery Police Department. An informal discussion, led by Richard Bailey, followed Mr. Dickson's presentation. Fifty-five guests were in attendance, including members of the Whitehurst family.

Twenty artifacts from *Alabama Voices*, each representing one decade of Alabama's 200-year history, will be the focus of this year's summer symposium, "20 for 200." The symposium is scheduled for June 15 and will include sessions led by staff and outside experts.

The "We the People" constitutions exhibit will open in Huntsville on June 30 and remain on display through August 11. It will then be moved to the Archives, where it will open on November 3.

The Archives created two bicentennial exhibits for the Alabama Statehouse: "How Alabama Became a State" and "The Five Capitals of Alabama." The exhibits will eventually be made available on the Alabama History DIY site. Diagrams of the exhibits were distributed. Additional items from the Archives' collections have been used to decorate newly renovated spaces in the Statehouse.

A maps exhibit, installed recently on the first floor of the Archives, will remain on display through the rest of the year. The Poarch Creek Indian exhibit will be on display for a couple of more months.

School tour season has begun and will continue through the third week of May. Virtual field trips are also underway.

Staff Update

Sherrie Hamil retired as registrar on December 31, 2018. Haley Aaron, formerly a manuscripts archivist at ADAH, became the new registrar on January 1. Ms. Aaron is a Samford University graduate who holds a master's degree in history from Georgia State University and a master's degree in library and information studies from the University of Alabama.

Alex Colvin began working as the Public Programs Curator on February 1. Mrs. Colvin is a Samford University graduate who will soon receive her doctorate in history from Auburn University.

Christian Wysmulek, a former ADAH student worker, was hired as a part-time, temporary employee in the education department. Mr. Wysmulek is a recent graduate of Auburn University at Montgomery.

Chairman Evans welcomed the new staff members and thanked Dr. Hardin for his report. He then called on Steve Wheat, Administrative Division Director.

Administrative Division: Mr. Wheat gave the following report:

Facilities Update

The building envelope project and the electrical upgrade project are now complete. A new chimney top will be installed as an add-on to the building envelope project.

The possibility of an elevator upgrade project will be revisited in FY 2020.

Staff Update

Katherine Lynn, head of the Construction Management Division of the Finance Department, has resigned. Mr. Wheat and Mr. Murray met with Susan Wilhelm, Deputy Finance Director, in an effort to maintain a good working relationship between the Archives and the Finance Department. They also expressed gratitude for the building projects recently completed.

Mary Haynes Furman, a native of Mandeville, LA, and a December 2018 graduate of the University of Montevallo, joined the Archives staff on March 1 as communications assistant. The position was formerly held by Mary Beth Wasden, who resigned after accepting a position with the Department of Defense.

Frankie George, Fiscal Officer, will retire on June 1. Interviews for a new fiscal officer are underway.

Chairman Evans thanked Mr. Wheat for his report and proceeded with the remainder of the agenda.

Remaining Meeting Dates for 2019

The remaining meeting dates for 2019 are May 8, August 14, and November 4.

Chairman Evans called for a motion to accept the meeting dates. Mr. Butler moved that the remaining meeting dates for 2019 be accepted. Mr. Horn seconded, and the motion was carried by unanimous voice vote.

The Nominating Committee will meet prior to the May 8 meeting to discuss nominations for the board chairman and vice chairman. They will also discuss upcoming board rotations. Chairman Evans, who is finishing his final term as chairman, expressed how much he has enjoyed serving in that position.

Other Business: Mr. Murray asked that the trustees review the board directory, distributed in the meeting packets, and submit any changes to Tunisia.

The trustees are invited to remain for the Legislative Open House to help greet guests. They will have an opportunity, before the open house begins, to visit the event stations as well as view the Poarch Creek Indians and maps exhibits.

Adjournment: There being no further business to discuss, the meeting was adjourned at 2:35 p.m.

George Evans, Chair

Steve Murray, Director

Alabama Department of Archives and History
Meeting of the Board of Trustees
ADAH – Regions Room
May 8, 2019
1:00 PM

Members present:

District 1: Vaughan Morrissette (by phone)
District 2: Horace Horn
District 2: Gale Main
District 3: Barbara Patton
District 4: Bobby Junkins
District 5: Julian Butler
District 5: Lynwood Smith
District 6: Leah Atkins
District 6: Gillian Goodrich
District 7: George Evans, Chair
District 7: Delores Boyd
At Large: Leigh Davis
Ex Officio: Dave White, Governor’s Representative

Members absent:

District 1: Elizabeth Stevens
District 3: Fred Gray
District 4: Beth Thorne Stukes
At Large: Joel Daves, Vice Chair

Staff present:

Frank Brown
Frankie George
John Hardin
Georgia Ann Hudson
Rebecca “Becky” Jackson
Steve Murray
Mary Jo Scott
Tunisia Thomas
Steve Wheat

Welcome and call to order: Chairman George Evans called the meeting to order at 1:01 p.m. and welcomed trustees and staff.

Declaration of quorum and proper advance notice of meeting: Chairman Evans confirmed with staff that a quorum was present and that the board meeting had been announced in advance and in accordance with the Open Meetings Act.

Adoption of agenda: Chairman Evans called for a motion to adopt the agenda. *Mr. Butler moved that the agenda be adopted. Ms. Davis seconded, and the motion was carried by unanimous voice vote.*

Approval of minutes: Chairman Evans asked if there were any questions about or corrections to the minutes of the last board meeting. *Judge Boyd moved that the minutes of the March 5, 2019, board meeting be approved as written and distributed prior to today’s meeting. Mr. Butler seconded, and the motion was carried by unanimous voice vote.*

Chairman Evans then called on Horace Horn for the Nominations Committee Report.

Nominations Committee Report: Mr. Horn reported on the following:

Three trustees were nominated by the committee to serve new six-year terms: Leah Atkins (*District 6*), Delores Boyd (*District 7*), and George Evans (*District 7*)

Joel Daves was nominated to serve a four-year term as Board Chairman, and Delores Boyd a four-year term as Vice Chairman.

Trustees who were nominated to serve two-year terms on the Executive Committee include: Joel Daves (ex-officio), Delores Boyd (ex-officio), Horace Horn, and Gale Main.

Mr. Horn made a motion for the board to accept the Nominations Committee's report. Mr. Butler seconded, and the motion was carried by unanimous voice vote. Copies of the Nominations Committee report were distributed in the meeting packets.

Following the Nominations Committee report, Mr. Horn presented Chairman Evans with a resolution of appreciation for his eight years of service as chairman of the board. *Mr. Horn made a motion that the board of trustees accept the resolution of appreciation for Chairman Evans. Judge Boyd seconded, and the motion was carried by unanimous voice vote. Copies of his resolution were distributed in the meeting packets.*

Chairman Evans thanked the trustees and expressed his gratitude for the opportunity to serve as chairman. He then recognized Trustee Junkins, who recently retired as probate judge of Etowah County after serving for thirty years.

Chairman Evans thanked Mr. Horn for the Nominations Committee report and then called on Steve Murray for the Director's Report.

Director's Report: Mr. Murray expressed his thanks to Chairman Evans for his leadership. He then reported on the following:

Financial Report

Fund Status Summary: The fund status summary shows a rollover amount of \$532,596 in the Archives Services Fund.

Generated Revenue Summary: A total of \$65,988 was generated in the second quarter of FY 2019—generally consistent with FY 2018, except for two items: 1) A total of \$60,213 in FY 2018 miscellaneous funds is attributed to a subsidy from the Alabama Tourism Department for a Bicentennial staffing position that will not be repeated in FY 2019. 2) The income received from facility use for legislative receptions will be reflected in the third quarter, as most receptions are being held in April and May, with the later start of this year's legislative session.

Income & Expenses: The agency has maintained level funding in the General Fund (GF) while experiencing significant growth in the Education Trust Fund (ETF), because of appropriations received for the Bicentennial. The ETF has gradually become the agency's primary source of funding. The ADAH

will receive an additional \$770,000 in FY 2020 from the governor's recommended budget and \$350,000 from the Senate for the Bicentennial celebration in December.

Recognition of Frankie George

Mr. Murray recognized fiscal officer Frankie George, who will be retiring on June 1. Mrs. George, who began working at the Archives in April of 2007, was presented with a resolution of appreciation from Chairman Evans on behalf of the trustees. She also received a retiree's certificate from the governor's office. *The resolution of appreciation for Frankie George was submitted as a motion. Mr. Butler seconded, and the motion was carried by unanimous voice vote.* Copies of the resolution were distributed in the meeting packets.

Descendants Day

Approximately 140 descendants of the signers of the 1819 constitution attended the Archives' inaugural Descendants Day on April 30. Families took photos with the constitution and then attended a program where both Governor Kay Ivey and Senator Arthur Orr spoke. Legislators were given the opportunity to have their photos taken with the constitution on May 1.

Alabama Bicentennial Finale, December 14

The December 14 celebration will kick off with a morning parade, followed by a mid-day ceremony during which the Bicentennial Park will be dedicated, and an afternoon family-friendly open house at ADAH and the Capitol Complex. Other participants will include the Alabama Cattlemen's Association, the Arts Council Gallery, the RSA Activity Center, and the Supreme Court Judicial Building. The celebration will conclude with an evening 3-D light show on the front of the Archives building. Alex Colvin, public programs coordinator, is the primary contact.

Acquisitions

The ADAH has been in discussion with *The Montgomery Advertiser* regarding a possible donation of the newspaper's photo archives. While the editor of the *Advertiser* is in favor of the donation, the paper's parent company would not agree to transfer copyright, which the Archives considers to be necessary for implementing a donation agreement. The ADAH will remain open to future discussions should circumstances change at the *Advertiser*.

Center on Budget and Policy Priorities

On January 15, the Archives hosted the state policy staff of the nonpartisan Center on Budget and Policy Priorities for a behind-the-scenes tour. The group showed their appreciation through a contribution to the Friends of the Archives. A copy of their acknowledgment letter was distributed in the meeting packets.

Chairman Evans thanked Mr. Murray for his report and then called on Frank Brown for the legislative report.

Legislative Report: Mr. Brown reported on the following:

Budget

The General Fund (GF) and Education Trust Fund (ETF) both saw their most significant increases since 2008. The ADAH will receive over \$1.6 million from the GF, and over \$6 million from the ETF, which includes a bump of \$350,000 from the Senate ETF Committee for the Bicentennial celebration.

Legislation

The gas tax bill passed, and the governor is pushing for broadband access in rural areas. Lawmakers continue to work through corrections issues and will possibly call a special session in August to discuss the construction of three new prisons. The Medicaid agency has requested less funding, which frees up more funds in the GF. A 2% cost-of-living-adjustment (COLA) for state employees is planned. Discussion continues about the Open Records Bill, which would create a position in the Department of Public Examiners under which guidelines for the use of public records will be set. Concerns over the bill's logistics have been raised. Legislators aim to conclude the session by Memorial Day.

Chairman Evans thanked Mr. Brown for his report and then called on Mary Jo Scott, Archives Division Director.

Archives Division Report: Mrs. Scott reported on the following:

Professional Development

On March 18-21, Jaimie Kicklighter and Charles Johnson attended the Digital Archives Specialist Bootcamp in Atlanta, GA, where they participated in workshops to improve their understanding of electronic records.

In June, Rebecca Jackson will attend a two-week workshop on archival theory and practice at the Georgia Archives Institute.

On July 21-26, reference staff members Courtney Pinkard, Carlie Ann Burkett, and Roland McDonald will attend training at the Institute of Genealogy and Historical Research in Athens, GA.

Staff Update

Kathleen Brennan accepted a job opportunity in Philadelphia to be closer to family. Interviews are currently being conducted to fill her position.

Chairman Evans thanked Mrs. Scott for her report and then called on John Hardin, Museum Division Director.

Museum Division Report: Dr. Hardin reported on the following:

We the People Exhibition

The bicentennial exhibition of the state constitutions will open on June 30 with a public program at the Huntsville Museum of Art. A preview reception will be hosted by the Madison County Bar Association on June 27. The exhibit will remain on display through August 11 and then be returned to Montgomery, where it will go on display at the Archives from November 3 through December 31.

NAGPRA Update

Raven Christopher, NAGPRA coordinator, has almost completed her summary of archaeological materials and their cultural affiliations. She will begin consultations with associated tribes in August. Ms. Christopher recently attended the NPI NAGPRA Essentials seminar in Oklahoma, where she learned more about NAGPRA and met tribal officials with whom the Archives will conduct consultation. In November, NAGPRA assistant Kellie Bowers attended the Southeastern Archaeological Conference (SEAC) in Augusta, GA, where she, too, established relationships and learned more about NAGPRA implementation at other institutions.

Public Programs

Registration has begun for the June 15 summer symposium, "20 for 200." Twenty artifacts from the Alabama Voices gallery will be presented in separate ten-minute sessions. Dr. Ed Bridges will serve as the lunch keynote speaker. Registration costs are \$10 for teachers and students, \$15 for Friends members, and \$25 for the general public. Teachers will earn eight credit hours for their participation.

The "Food for Thought" programs continue to do well. An evening book talk was held on May 7, featuring reporter Casey Cep's book, *Furious Hours: Murder, Fraud, and the Last Trial of Harper Lee*, about a murder investigation in Tallapoosa County, followed by Lee. Approximately 95 people attended.

On March 29, producers from Alabama Public Television hosted a preview of the documentary, "Country Music: A Film by Ken Burns." A screening of the documentary is planned for August.

The summer film series is planned for July. School tours are at their height, bringing an average of 30,000 students to the Archives per year. Several library programs are planned for this summer.

The Alabama Bicentennial fireworks show will be held on July 4 in Birmingham. A one-hour television special about the Bicentennial, produced by Gray Broadcasting, will air that evening. Several segments are being filmed at the Archives.

Staff Update

The Museum Division will hire a clerk this summer to assist Raven Christopher and Ryan Blocker with disassembling the WWI Treasures Gallery, which will be replaced by the *We the People* exhibit.

Chairman Evans thanked Dr. Hardin for his report and then called on Steve Wheat, Administrative Division Director.

Administrative Division: Mr. Wheat gave the following report:

Staff Update

Rebecca "Becky" Jackson will succeed Frankie George as ADAH's fiscal officer. Mrs. Jackson previously worked for Medicaid and holds bachelor's and master's degrees in accountancy from Auburn University of Montgomery and Troy University, respectively. She became a certified public accountant in 2009.

State Employee Appreciation Week

The Archives will host a staff breakfast on May 13, in recognition of State Employee Appreciation Week. A resolution in honor of Employee Appreciation was presented by the trustees. *Mrs. Patton moved that the resolution be accepted. Judge Smith seconded, and the motion was carried by unanimous voice vote.* Copies of the resolution were distributed in the meeting packets.

Chairman Evans thanked the staff for their hard work, and Mr. Wheat for his report. He then called on Judge Boyd for the Personnel Committee report.

Personnel Committee Report: Judge Boyd reported on the following:

It is now time for the director's annual performance appraisal. The director's job description and 2019 performance evaluation sheet were distributed in the meeting packets along with a stamped return envelope. The evaluation forms are due by June 3.

The Personnel Committee will meet on August 14 before the 1:00 board meeting to discuss the evaluations and to interview Mr. Murray.

Chairman Evans thanked Judge Boyd for her report and then proceeded with the remainder of the agenda.

Remaining Meeting Dates for 2019

The remaining meeting dates for 2019 are August 14 and November 4.

Other Business: Mr. Murray announced that Chairman-elect Daves will be working on committee assignments for review at the next meeting of the board.

Adjournment: There being no further business to discuss, the meeting was adjourned at 2:39 p.m.

George Evans, Chair

Steve Murray, Director

Alabama Department of Archives and History
Meeting of the Board of Trustees
ADAH – Regions Room
August 14, 2019
1:00 PM

Members present:

District 1: Vaughan Morrissette
District 1: Elizabeth Stevens
District 2: Horace Horn
District 2: Gale Main
District 3: Fred Gray
District 3: Barbara Patton
District 4: Bobby Junkins
District 5: Julian Butler
District 5: Lynwood Smith
District 6: Leah Atkins
District 6: Gillian Goodrich
District 7: Delores Boyd, Vice Chair
At Large: Joel Daves, Chair
Ex Officio: Dave White, Governor’s Representative

Members absent:

District 4: Beth Thorne Stukes
District 7: George Evans
At Large: Leigh Davis

Staff present:

Frank Brown	Scotty Kirkland
Raven Christopher	Steve Murray
Susan DuBose	Katie Ray
Kelly Hallberg	Kayla Scott
John Hardin	Mary Jo Scott
Devon Henschel	David Spriegel
Georgia Ann Hudson	Tunisia Thomas
Becky Jackson	Steve Wheat

Welcome and call to order: Chairman Joel Daves called the meeting to order at 1:02 p.m. and welcomed trustees and staff.

Declaration of quorum and proper advance notice of meeting: Chairman Daves confirmed with staff that a quorum was present and that the board meeting had been announced in advance and in accordance with the Open Meetings Act.

Adoption of agenda: Chairman Daves called for a motion to adopt the agenda. *Judge Smith moved that the agenda be adopted. Judge Boyd seconded, and the motion was carried by unanimous voice vote.*

Approval of minutes: Chairman Daves asked if there were any questions about or corrections to the minutes of the last board meeting. *Mrs. Morrissette moved that the minutes of the May 8, 2019, board meeting be approved as written and distributed prior to today’s meeting. Mrs. Stevens seconded, and the motion was carried by unanimous voice vote.*

Chairman Daves then called on Steve Murray for the Director's Report.

Director's Report: Mr. Murray reported on the following:

The prospective FY 2020 organizational chart was distributed in the meeting packets to serve as a point of reference throughout the meeting. It reflects growth in the agency's resources as well as achievements of staffing levels that will allow ADAH to implement various programs.

Financial Report

Fund Status Summary: The Education Trust Fund (ETF) shows a rollover amount of \$167,766 into FY20. This will be the last year that we'll have rollover authority for those resources. The Archives Services Fund (ASF) shows a rollover amount of \$532,598.

Generated Revenue Summary: A total of \$81,767 was generated in the third quarter of FY 2019. The reference services fees doubled over the previous quarter due to a one-time large order of microfilm reproduction. There was also an increase in facility use revenue, as most legislative receptions were held in the third quarter, with the later start of this year's legislative session. The records center continues to see slow but steady growth in its revenue.

Income & Expenses: The report shows the current year and the previous five years. \$105,000 received from the Governor's discretionary fund in FY19 was used to fund Governor's grants to the twenty-one Alabama Bicentennial Schools of Excellence. Growth between FY18 and FY19 in the Education Trust Fund totals \$191,847 received in increased appropriations to cover the cost-of-living adjustment (COLA) for state employees in FY19, to help fund additional administrative positions, and to cover other costs. For FY20, the legislature provided a \$770,000 increase for agency operations. Another \$350,000 will be for Bicentennial support for December.

Bicentennial Report

We the People: A total of 4,175 visitors attended the *We the People* exhibition at the Huntsville Museum of Art between June 30 and August 11. A copy of *The Huntsville Times*, which featured a front-page article about the exhibition, was distributed in the meeting packets.

Bicentennial Park: Located at the intersection of Dexter Avenue and Bainbridge Street, the Bicentennial Park will feature sixteen bronze relief sculptures designed by artist, Caleb O'Connor, of Tuscaloosa. The monuments will include content provided in large part by ADAH. Bicentennial Park is currently under construction and will be dedicated on December 14.

Bicentennial Schools of Excellence: Out of the 200 Bicentennial Schools chosen in 2018, twenty-one Schools of Excellence were selected and will be awarded \$5,000. The schools will be announced by Governor Ivey on September 3.

Bicentennial Summer Institutes: A total of 1,093 teachers have participated in the Bicentennial Summer Institutes over the past three years. A report detailing attendance numbers and trends was distributed in the meeting packets.

Staff Update: Susan DuBose will be retiring on December 31, 2019. Mr. Murray thanked Dr. DuBose for her successful leadership of the Bicentennial education program at ADAH.

Alabama Women's Suffrage Centennial Committee

The committee was created to coordinate events commemorating the 2020 centennial of the ratification of the 19th amendment. Several groups are involved, including the Alabama Bar Association, League of Women Voters, Girl Scouts, African-American sororities, and several universities. The first statewide meeting will be held on September 20 at the ADAH. The website will go live on August 26. A working list of commemoration events was distributed in the meeting packets.

Chairman Daves thanked Mr. Murray for his report and then called on Frank Brown for the legislative report.

Legislative Report: Mr. Brown reported on the following:

2020 Legislative Session

The 2020 legislative session begins on February 4. A special session will possibly be called in January for the discussion of prison reform. The Governor remains interested in rural healthcare.

Senate Confirmations

Trustees Atkins, Boyd, Evans, Patton, and Stukes were all successfully confirmed by the Senate.

Chairman Daves thanked Mr. Brown for his report and then called on Mary Jo Scott, Archives Division Director.

Archives Division Report: Mrs. Scott reported on the following:

Research Room

Beginning October 5, the research room will be open every Saturday—after nearly ten years of being open only on the 2nd Saturday of each month. This restoration of services is made possible by the legislative appropriations for FY20.

Staff Update

Kayla Scott, a native of Tennessee, began working in the Research Department on July 16. She received a bachelor's degree from Athens State, and a Master of Public History from the University of North Alabama. Ms. Scott previously worked as the education coordinator at Moundville Archaeological Park.

Nancy Dupree will retire as head of the Research Department on December 31, 2019.

Katie Ray began working in the Records Management department in June. A native of Birmingham, she received a Bachelor of English Honors and French from the University of Texas at Austin, and a Master of Library and Information Science from the University of Alabama. She maintains the "For the Record" blog for the department and is the point of contact for the Alabama State Electronic Records project.

Devon Henschel joined the Records Management staff on July 16. A native of Minnesota, she received a Bachelor of Arts degree in Anthropology from the University of Alabama. She previously worked at the Amelia Gayle Gorgas Library and interned at the Rookery Bay National Estuarine Research Reserve in Florida.

David Spriegel, a native of Illinois, will join the Records Management staff on August 16. He will primarily be responsible for assisting the Secretary of State's office with the organization and management of their records. Mr. Spriegel previously worked as a records management consultant at Warren & Shields Townships in Illinois.

Chairman Daves thanked Mrs. Scott for her report and then called on John Hardin, Museum Division Director.

Museum Division Report: Dr. Hardin reported on the following:

Native American Graves Protection and Repatriation Act (NAGPRA)

Raven Christopher provided a report detailing the agency's progress in attaining NAGPRA compliance. The three-part action plan involves intellectual control of the collections, consultations with the tribes, and documentation of the collection. Desired outcomes include sustained partnerships with the tribes, improved understanding of the ADAH collections, and enhanced resources for ongoing educational use. The project report as well as an overview of NAGPRA were distributed in the meeting packets.

Alabama History Institutes

Beginning in 2020, twelve 3-day Alabama History Institutes, formerly the Bicentennial Summer Institutes, will be offered for grades K-12. One-day institutes will also be available throughout the state.

Staff Update

Kelly Hallberg, a native of Virginia, is the new education coordinator. She received both a bachelor's degree in Archaeology and a master's degree in Elementary Education from Jacksonville State University. Mrs. Hallberg previously worked as the education curator at Old Alabama Town.

Chairman Daves thanked Dr. Hardin for his report and then called on Steve Wheat, Administrative Division Director.

Administrative Division: Mr. Wheat gave the following report:

Renovations for collection storage

The old Government Records office, located in B101, is being converted into a new museum storage area for large furniture. The current museum storage will become office space, following the conversion.

Emergency preparedness training

New employees will undergo training in CPR, basic first aid, and use of the automated external defibrillator (AED) machine. Employees who previously completed this training will take a refresher course. Training certifications remain in effect for two years.

Foundation annual meeting

The Foundation annual meeting will take place on November 3-4. The *We the People* exhibition will open on Sunday, November 3, with a reception and dinner to follow. The Foundation business meeting will take place on Monday, November 4, followed by the Board of Trustees meeting that afternoon.

Chairman Daves thanked Mr. Wheat for his report and then called on Mr. Murray for the review of the FY20 Strategic Plan.

Review of FY20 Strategic Plan: Mr. Murray reviewed the seven sections of the FY20 Strategic Plan, noting such items as discussions to acquire a large news footage archive, updating Alabama Voices' media systems, reestablishing the records management staff, and the Women's "100 for 100th" campaign.

Personnel Committee Report & Director's Performance Evaluation:

Judge Boyd reported the following on behalf of the Personnel Committee:

- Based on evaluations returned by 100% of the board, Steve Murray's performance as Executive Director consistently exceeds performance standards.
- The committee will not recommend a salary increase at this time, as Mr. Murray will again forego an increase pending a restructuring of all salary classifications at ADAH by the State Personnel Department.

The committee made the following recommendations:

- To continue work on enhancing the image of ADAH statewide
- To explore the possibility of acquiring a nearby building for collections storage needs.

Chairman Daves called for a motion to accept the Personnel Committee's report. *Mr. Gray moved that the Personnel Committee's report be accepted by the board. Judge Smith seconded, and the motion was carried by unanimous voice vote.*

A copy of the Personnel Committee report was distributed in the meeting packets.

Committee appointments

Committee appointments have been assigned. Trustees should contact Chairman Daves should they have questions. A copy of the current committee list was distributed in the meeting packets.

Remaining meeting date for 2019

The final meeting of 2019 will be held on November 4, in conjunction with the Alabama Archives and History Foundation's annual meeting.

Other business: Beth Thorne Stukes has resigned her position on the board, as a number of commitments has prevented her participation. The Nominations Committee will begin a search to fill her District 4 seat.

Adjournment: There being no further business to discuss, the meeting was adjourned at 3:11 p.m.

Joel Daves IV, Chair

Steve Murray, Director