

Alabama Department of Archives & History
Board of Trustees Meeting Minutes
Fiscal Year 2021
(November 2020 to August 2021)

Alabama Department of Archives and History
Minutes of the Meeting of the Board of Trustees
November 9, 2020 – 1:00 p.m.
Online meeting via Webex

Members present:

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

Members absent:

District 2: Gale Main

Staff present:

Frank Brown
John Hardin
Georgia Ann Hudson
Becky Jackson
Steve Murray
Mary Jo Scott
Tunisia Thomas
Steve Wheat

Guests present:

Susan DuBose (*retired ADAH employee*)

Welcome and call to order: Chairman Joel Daves called the meeting to order at 1:03 p.m. and welcomed trustees and staff.

Acknowledgment of authorization for online meeting: Chairman Daves acknowledged that the online board meeting was held in compliance with the Governor's Proclamation of March 18, 2020.

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, amended to move the Nominations Committee report near the start of the meeting. *Judge Boyd moved that the amended agenda be adopted. Mrs. Stevens 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 August 12, 2020, board meeting be approved as written and distributed prior to today's meeting. Mayor Evans seconded, and the motion was carried by unanimous voice vote.*

Chairman Daves then called on Steve Murray for reports and items of business.

REPORTS AND ITEMS OF BUSINESS

Retirement Recognition (Susan DuBose) – Steve Murray

Mr. Murray recognized Dr. Susan DuBose, who retired on October 1, after working at the agency during three phases of her career. During the most recent, she coordinated the agency's Alabama Bicentennial Education program. She worked previously in the ADAH's education section, revamping its school-tours program and initiating its Food for Thought program. She later returned as head of that section. A resolution of appreciation for Dr. DuBose was presented for the board's consideration. *Mayor Evans moved that the resolution of appreciation for Dr. Susan R. DuBose be approved as distributed in advance of the meeting. Ms. Stevens seconded, and the motion was carried by unanimous voice vote.* A certificate of recognition from Governor Ivey was also presented.

The trustees along with Mr. Murray expressed their gratitude to Dr. DuBose. Chairman Daves then called on Mr. Horn for the Nominations Committee report.

Nominations Committee Report and Election – Horace Horn

The Nominations Committee recommended the following for election to the Board of Trustees:

- Lynwood Smith, for a new term in the 5th Congressional District, concluding December 31, 2026.
- Alyce Spruell, for a new term in the 4th Congressional District, concluding December 31, 2026.
- Majella Hamilton, to serve an unexpired term in the 6th Congressional District, concluding December 31, 2024. (Seat vacated by Leah Atkins)
- Joel Daves, to move from an At-Large seat to serve a term in the 1st Congressional District, concluding December 31, 2026. (Seat vacated by Vaughan Morrissette)
- Marcus Reid, to serve an unexpired term in an At-Large seat, concluding December 31, 2021. (Seat vacated by Joel Daves)

Additionally, the committee recommended the following former and outgoing members of the Board of Trustees to be designated Trustees Emeritus, a non-voting designation given in respect and appreciation for their leadership and dedication to the work of the Archives:

- Leah Atkins
- Ocllo Malone
- Shirley McCrary
- Vaughan Morrissette

The board unanimously accepted the recommendations of the Nominations Committee.

Chairman Daves thanked Mr. Horn for his report and then called on Mr. Murray for the financial report.

Financial Report – Steve Murray

Fund Status Summary: *The summary shows a total cash balance of \$1,679,539, as of 09/30/2020. The Education Trust Fund (ETF) has a projected rollover amount of \$614,450 and the Archives Services Fund (ASF), a rollover amount of \$794,402. The total rollover amount is \$1,420,779.*

Generated Revenue Summary: The summary shows a drop in generated revenue between the 2nd and 3rd quarters of FY 2020. Reference services declined to \$1,487 in the 3rd quarter due to the pandemic, and then increased to \$6,544 in the 4th quarter. No funds were generated for facility use during the 3rd quarter, usually a busy time of year. Records Center revenue was delayed but also picked back up in the 4th quarter.

Income and Expenses: The multi-year report shows trends in income and expenses between FY 2016 and FY 2021.

Budget Request: The ADAH submitted its FY 2022 budget request, requesting an increase to support staff expansion, particularly in local government records. A \$1.2 million capital-outlay request was included for the possibility of acquiring new property for a preservation facility.

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

Legislative Report – Frank Brown

The legislative session is scheduled to begin on February 2. Logistics are still being discussed, in light of the pandemic. Governor Ivey may possibly call a special session in December to address prison issues, economic development incentives, and other unfinished issues.

The state's economy remains strong, as both the Education Trust Fund (ETF) and General Fund (GF) and have seen growth.

Governor Ivey extended the "Safer at Home" order thru December 11; however, some restrictions have been loosened.

The ADAH will reach out to the new members of Alabama's congressional delegation to be sure they are aware of the agency's resources: Senator-elect Tommy Tuberville and Congressmen-elect Barry Moore and Jerry Carl.

If Alabama loses a Congressional seat as a result of the census, the ADAH will want to consider seeking legislation to modify the composition of the Board of Trustees, which is currently two members per congressional district and two at-large members. Existing district seats could be converted to at-large seats to maintain the current number of trustees. The new congressional districts will become effective following the 2022 general election. Mr. Brown will keep the board updated on any developments.

Chairman Daves thanked Mr. Brown for his report and then called on Mr. Murray for the Director's report.

Director's Report – Steve Murray

i. Coronavirus (COVID-19) Status:

- *Virtual field trips* – The education staff are leading virtual tours of the museum galleries via live stream. A total of 3,766 students have participated. A handout with additional information was included in the meeting packets.
- *Online public programs*—Since March, the ADAH has hosted several online programs, including genealogy workshops, Food for Thought, and Alabama History Behind the Scenes. Livestream attendees total 620, and the total number of YouTube views is 4,023. A handout with additional information was included in the meeting packets.

ii. Statement of Recommitment Status Report:

Mr. Murray reported that the Statement of Recommitment has had bearing on several agency initiatives, including digitization projects involving Alabama Supreme Court case files and the governors' papers of the Civil War and Reconstruction era. Work is planned and will soon be underway to develop a digital exhibition on the African American experience from Reconstruction to 1980, to provide outreach on career opportunities to students at Alabama HBCUs, and to review and update language used in agency catalog records and finding aids. The Friends of the Archives have recently committed funds to support technology platforms and collections development in association with these efforts.

A list of the current Friends board members as well as the 2021 *Food for Thought* schedule were included in the meeting packets.

iii. Alabama State Electronic Records Project:

Mr. Murray encouraged trustees to review the final report on this project, funded by a federal grant from the National Historical Publications and Records Commission. Undertaken jointly with the Office of the Governor, the project made significant strides in maturing the agency's electronic records program and developing processes that are already being used in conjunction with other executive branch offices and agencies. A copy of the report was included in the meeting packets.

iv. Social Studies Course of Study Revision:

The state school board will be revising the Alabama social studies course of study in 2021. The ADAH submitted a list of recommended candidates for consideration by the governor's appointments staff. The ADAH will have opportunities to provide input to the committee in January and to comment on a draft document in August.

Mr. Murray reported that the revamped ADAH newsletter was mailed recently and will be released on a quarterly basis.

Chairman Daves thanked Mr. Murray for his report and then called on John Hardin for staff updates.

Staff Updates – John Hardin

Sara Kunau resigned on October 16 to relocate to her home state of Arkansas. Mrs. Kunau worked as a museum education curator for eight years, serving as school-tours coordinator and manager of the Hands-On Gallery. A job announcement for her position was recently posted.

Chairman Daves thanked Dr. Hardin for his report and then moved to the next agenda item.

2021 meeting dates

The 2021 meeting dates are as follow:

- a) Wednesday, February 10
- b) Wednesday, May 12
- c) Wednesday, August 11
- d) Monday, November 8, or Wednesday, November 10

Other business: Mr. Murray announced that the ADAH will mark the 80th anniversary of the Archives building on this Thursday, November 12, at 12:00 noon. Three speakers will participate in an online program: author Ruth B. Cook; Dr. Jeff Jakeman, professor emeritus at Auburn University; and Dr. Derryn Moten of Alabama State University.

Adjournment: There being no further business to discuss, Chairman Daves called for a motion to adjourn the meeting. *Mr. Butler moved that the meeting be adjourned. Mr. Horn seconded, and the motion was carried by unanimous voice vote.*

The meeting adjourned at 2:26 p.m.

Joel Daves, Chair

Steve Murray, Director

Alabama Department of Archives and History
Minutes of the Meeting of the Board of Trustees
February 10, 2021 – 3:00 p.m.
Online meeting via Webex

Members present:

District 1: Joel Daves, *Chair*
District 1: Elizabeth Stevens
District 2: Horace Horn
District 3: Fred Gray
District 3: Barbara Patton
District 4: Bobby Junkins
District 4: Alyce Spruell
District 5: Julian Butler
District 5: Lynwood Smith
District 6: Majella Hamilton
District 6: Gillian Goodrich
District 7: Delores Boyd, *Vice Chair*
District 7: George Evans
At Large: Marcus Reid
At Large: Leigh Davis
Ex Officio: Dave White, Governor's Representative

Members absent:

District 2: Gale Main

Staff present:

Kellie Bowers
Frank Brown
Charles Busby
Robby Elmore
John Hardin
Georgia Ann Hudson
Becky Jackson
Steve Murray
Mary Jo Scott
Taylor Smith
Tunisia Thomas
Steve Wheat

Guests present:

Reid Harris (Office of Attorney General)

Welcome and call to order: Chairman Joel Daves called the meeting to order at 3:11 p.m. and welcomed trustees, staff, and guests. He also welcomed the two newest trustees, Majella Chube Hamilton and Marcus Reid, who were elected to the board during the November 9 meeting.

Acknowledgment of authorization for online meeting: Chairman Daves acknowledged that the online board meeting was held in compliance with the Governor's Proclamation of March 18, 2020.

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. *Mr. Butler moved that the amended 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. *Judge Boyd moved that the minutes of the November 9, 2020, board meeting be approved as written and distributed prior to today's meeting. Ms. Stevens seconded, and the motion was carried by unanimous voice vote.*

Chairman Daves then opened the meeting to comments from members of the public.

PUBLIC COMMENTS

Mr. John Needham provided comments to the board regarding the agency's June 2020 Statement of Recommitment.

Chairman Daves thanked Mr. Needham for his comments and then called on Steve Murray for reports and items of business.

REPORTS AND ITEMS OF BUSINESS

Staff Updates – Steve Murray

Mr. Murray introduced Charles Busby, a new records management archivist in the Records Management Section. Mr. Busby is a native of middle Tennessee and holds degrees from the University of Tennessee at Martin and Auburn University. Mr. Busby has archival experience in university and corporate archives and in the National Park Service. He joined the ADAH staff on January 4.

Chairman Daves welcomed Mr. Busby on behalf of the board.

Financial Report – Steve Murray

Fund Status Summary: The summary shows a total cash balance of \$2,389,010.89, as of December 31, 2020. The total projected rollover amount into FY 2022 is \$741,372.00.

FY 2022 Budget: Governor Ivey released her recommended budget, which calls for the ADAH to be essentially level funded, with just enough growth to cover the proposed 2 percent COLA for state employees. The ADAH will work to improve those numbers in the legislature.

Generated Revenue Summary: The summary shows a total of \$68,697.00 of generated revenue at the end of the first quarter of 2021.

Income and Expenses: The multi-year report shows trends in income and expenses between FY 2016 and FY 2021.

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

Legislative Report – *Frank Brown*

The 2021 legislative session began on February 2 with the governor's state-of-the-state address, done virtually. Governor Ivey would like to address issues such as COVID-19 prices, mental health, broadband infrastructure, and the signing of leases for two prisons during the session.

Senator Greg Reed of Jasper was sworn in as the new Pro Tem of the Senate, replacing Senator Del Marsh. Senator Reed is a friend of the Archives and familiar with the agency's work.

Accessibility at the State House has become limited. Meetings with the legislators are by appointment only, and security is heightened.

The Finance Department and the Legislative Services Agency have reported growth in both the General Fund (GF) and Education Trust Fund (ETF). The ADAH is working to schedule meetings with the budget chairs of both the House and the Senate.

The ADAH is closely monitoring House Bill 8 (HB8), which would give local governments the authority to relocate monuments but directs those monuments to be transferred to either the ADAH or the Alabama Historical Commission (AHC). The ADAH submitted proposed amendment language for the bill, which is currently in committee. Mr. Murray and Mr. Brown will keep the trustees updated.

Senator Clyde Chambliss, a former Friends of the Alabama Archives board member, is the new chair of the Confirmations Committee. Trustees Daves, Hamilton, Reid, Smith, and Spruell received favorable reports in today's Confirmations Committee meeting, and their confirmations could be taken up by the full Senate as early as today.

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

Social Studies Course of Study Revision – *Steve Murray*

The state's social studies course of study is up for review in 2021. In 2020, the ADAH provided recommendations to the Office of the Governor for appointments to the statewide committee that will draft an updated course of study for consideration by the State Board of Education. In late January, the ADAH provided written recommendations to the committee, addressing areas where the current standards should be strengthened. General recommendations included a stronger focus on the use of primary sources in the classroom; promoting inclusivity in the standards; and promoting community awareness and civic engagement. The ADAH also provided a mark-up of the current social studies standards containing detailed suggestions, and a ten-minute video summarizing the work the agency does to support social studies education. Mr. Murray commended the education staff for their work in preparing the recommendations document and other materials.

A review of the social studies course of study draft will likely take place in fall 2021. The revision is expected to be considered by the State Board of Education in early 2022.

Consideration of Recommended Deaccession – *Steve Murray*

During the process of removing medicine containers that were deaccessioned by the board in 2020, five additional items were found to have advanced deterioration and/or chemical residue from the

deaccessioned medicines. These items pose a health and safety risk to staff and to other historical material and are being recommended for deaccession and destruction.

Ms. Stevens moved that the board approve the deaccession of five medical bags and kits with accession numbers 86.2018.2, 86.2446.1, 86.2544.1, 86.3237.1, and 86.3241.1. Judge Boyd seconded, and the motion was carried by unanimous voice vote.

**Native American Graves Protection and Repatriation Act (NAGPRA) Update –
Steve Murray and Kellie Bowers**

Mr. Murray introduced the NAGPRA staff, which include Kellie Bowers, NAGPRA coordinator; Robby Elmore, NAGPRA/general collections curator; and Taylor Smith, NAGPRA program clerk. Mr. Murray and Mrs. Bowers provided an update on the agency's NAGPRA compliance work since early 2018 and reported that consultation with federally recognized tribes will begin in 2021. Board members offered comments underscoring the important of the work and encouraging the staff to take all proper measures for including Native American perspectives in the process. A copy of the NAGPRA update was included in the meeting packets.

Following questions from the board, Chairman Daves thanked Mr. Murray and Mrs. Bowers for their report and then moved on to the next item on the agenda.

2021 meeting dates

The remaining meeting dates for 2021 are as follow:

- a) Wednesday, May 12
- b) Wednesday, August 11
- c) Monday, November 8, or Wednesday, November 10

Other business: Judge Boyd asked that the board pay tribute to Trustee Fred Gray upon the celebration of his 90th birthday on December 14, 2020. By acclamation, the board thanked Mr. Gray for his contributions to the betterment of society and to the workings of the board.

Adjournment: There being no further business, Chairman Daves called for a motion to adjourn the meeting. *Mrs. Spruell moved that the meeting be adjourned. Ms. Davis seconded, and the motion was carried by unanimous voice vote.*

The meeting adjourned at 4:58 pm.

Joel Daves, Chair

Steve Murray, Director

Alabama Department of Archives and History
Minutes of the Meeting of the Board of Trustees
May 12, 2021 – 1:00 p.m.
Milo B. Howard Auditorium and Webex

Members present:

District 1: Joel Daves, *Chair*
District 1: Elizabeth Stevens
District 2: Horace Horn
District 2: Gale Main
District 3: Fred Gray
District 3: Barbara Patton
District 4: Alyce Spruell
District 5: Julian Butler
District 5: Lynwood Smith
District 6: Majella Hamilton
District 6: Gillian Goodrich
District 7: Delores Boyd, *Vice Chair*
At Large: Marcus Reid
At Large: Leigh Davis
Ex Officio: Dave White, Governor's Representative

Members absent:

District 4: Bobby Junkins
District 7: George Evans

Staff present:

Haley Aaron
Ryan Blocker
Frank Brown
Kelly Hallberg
Becky Hebert
John Hardin (by phone)
Georgia Ann Hudson
Scotty Kirkland
Meredith McDonough
Steve Murray
Mary Taylor Peake
Mary Jo Scott
Tunisia Thomas
Richard Trammell
Steve Wheat

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

Acknowledgment of authorization for online meeting: Chairman Daves acknowledged that the online board meeting was held in compliance with the Governor's Emergency Proclamation of March 18, 2020.

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. *Ms. Stevens moved that the amended agenda be adopted. Mr. Butler 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. *Mr. Butler moved that the minutes of the February 10, 2021, board meeting be approved as written and distributed prior to today's meeting. Mr. Gray seconded, and the motion was carried by unanimous voice vote.*

Chairman Daves then opened the meeting to comments from members of the public.

PUBLIC COMMENTS

Five members of the public gave brief comments regarding the agency's June 2020 Statement of Recommitment.

Chairman Daves thanked the individuals for their comments and then called on Steve Murray for reports and items of business.

REPORTS AND ITEMS OF BUSINESS

Director's report – Steve Murray

Response to Public Comments

Mr. Murray provided a brief response to the public comments on behalf of the agency. Judge Boyd commended Mr. Murray for providing opportunities for the public to comment, one of which included a virtual discussion on May 3.

Judge Boyd moved that the board reaffirm its support of Mr. Murray and the Statement of Recommitment, released on June 23, 2020. Mr. Reid seconded, and the motion carried on a voice vote with all voting members indicating "aye." Mr. White abstained.

Staff Updates

Mr. Murray introduced Richard Trammell, Jr., a new member of the education section in the Museum Division. Mr. Trammell, a native of Chambers County, received a bachelor's degree in theater from Auburn University and, thereafter, produced two plays based on Archives collections: *The Integration of Tuskegee: Lee v. Macon* and *Alabama Love Stories*. Mr. Trammell conducted an oral history of George Washington Hall, the first African American sheriff of Greene County and the plaintiff in *Pigford v. Glickman*. He has also completed walkability studies for the Alabama Department of Transportation.

Mr. Murray then introduced Mary Taylor Peake, the first ADAH employee hired during the pandemic, as she began working as the assistant registrar in April of 2020. A native of Selma, Ms. Peake received a bachelor's degree in history with a minor in art history from Auburn University. She is currently working on a master's degree in library and information science with a certificate in archives and special collections from the University of Southern Mississippi.

Chairman Daves welcomed Mr. Trammell and Ms. Peake on behalf of the board.

Update on internships

Five students, attending the University of Alabama, the University of North Alabama, and Auburn University of Montgomery, were selected to participate in the ADAH's summer internship program. Four of the students will work in the Archives division as project interns. One student will be a discovery intern, working in various departments of the agency. For the first time, the ADAH will offer paid internships to all student interns. Moving forward, the internship program will be used to help promote awareness of career opportunities in the public history field among minority students.

Agency operations during reopening

The ADAH has welcomed 605 visitors, including 176 students, since reopening the museum on April 19. Research room contacts have increased to 1,797 this quarter after decreasing to 1,155 during the pandemic. Saturday hours for the agency will resume this summer.

Alabama History Institutes

The Alabama History Institutes for K-12 professional development will resume in June after being canceled last year due to the pandemic. The institutes will take place in thirteen locations across the state. A total of 203 participants are registered.

Website

The website redevelopment project is nearing completion. The agency will demonstrate the new site at the August board meeting before launching it in the fall.

Suffrage centennial events

In commemoration of the centennial of the 19th Amendment, the ADAH commissioned two bronze busts for statuary hall, the first representations of women to be located there. The busts, sculpted by Clydetta Fulmer, are of Pattie Ruffner Jacobs, a leading Alabama suffragist from Birmingham, and Amelia Boynton Robinson, who co-founded the Dallas County Voters League and was a central figure in events leading up to the Selma-to-Montgomery March. There will be a public dedication of the structures on Sunday, August 22, in addition to the opening of an exhibit on the women's suffrage movement in Alabama.

The ADAH will host a women's history symposium on October 16. The symposium was initially planned for June of 2020.

Financial Report – Steve Murray

Fund Status Summary: The summary shows a total cash balance of \$2,529,676.00, as of March 31, 2021. The total projected rollover amount into FY 2022 is \$741,372.00.

Generated Revenue Summary: The summary shows a total of \$71,942.00 of generated revenue at the end of the second quarter of 2021.

Income and Expenses: The multi-year report shows trends in income and expenses between FY 2016 and FY 2021. The ADAH will receive an increase of nearly \$400,000 from the Education Trust Fund (ETF) and General Fund (GF) for program funding. The increase will also cover the 2% cost-of-living-adjustment (COLA), beginning on October 1.

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

Legislative Report – Frank Brown

The legislators will return on May 17 to finalize discussions on the ETF and GF budgets, pay raises for teachers and state employees, broadband, and other topics. Some hot-button issues include the monuments bill and the coat-of-arms bill, both of which were addressed by Director Murray at committee meetings.

A special session may be held to address gaming and corrections.

The legislature passed \$7.6 billion for the ETF, the largest in state’s history. They also passed the largest GF appropriation, at \$2.4 billion.

Several legislators visited the ADAH on May 5 to preview the two new pieces of statuary.

Chairman Daves thanked Mr. Brown for his report and then called on Haley Aaron for the registrar’s report.

Registrar’s Office Improvements & Collections Update - Haley Aaron

The registrar’s office suite was expanded to improve its donor relations area; increase storage capacity; and allow for staff growth.

Images of recent acquisitions were shown in a PowerPoint presentation, including a cased photograph of Julia Tutwiler; an 1843 Republic of Texas slavery document; 145th Infantry snapshots of Camp Sheridan; Robert Linder National Guard collection; George Washington Hall collection; and the Mary Milledge Jones quilt collection.

Chairman Daves thanked Ms. Aaron for her report and then called on Meredith McDonough for the digital assets report.

Digital Assets Report – Meredith McDonough

FromthePage is a platform used by the ADAH to host transcription projects. In 2017, the ADAH led a multi-state effort to improve the platform by creating a field-based transcription option, as it originally used full-text transcription. The ADAH is now partnering with other states to fund further enhancements of FromThePage, including a ledger-style transcription interface for spreadsheet-style records. The new functionality will support transcription of records such as the 1875 voter registration books and motor vehicle registers.

Current digitization projects include the Civil War and Reconstruction Governors Papers Project and the Alabama Supreme Court Case Files Project.

Chairman Daves thanked Ms. McDonough for her report and then called on Becky Hebert for the records management report.

Records Management Report – *Becky Hebert*

Ms. Hebert reported on discussions with multiple state agencies about the potential for implementing the Capstone approach to scheduling email retention. Under the Capstone approach, developed by the National Archives and Records Administration and adapted by a handful of states, the massive problem of identifying emails for permanent preservations is addressed by focusing on the accounts of key leadership positions, or capstone roles. The feasibility of Capstone remains under review with the State Records Commission and other agencies.

A copy of the *Managing Local Records in Alabama* publication, which provides guidance on Alabama's records laws, was distributed in the meeting packets.

Chairman Daves thanked Mrs. Hebert for her report and then called on Judge Boyd for the Personnel Committee report.

Personnel Committee Report – *Delores Boyd*

It is time for the director's annual appraisal. Each trustee received the director's job description and evaluation form along with the self-addressed return envelope in their meeting packet. The trustees are asked to return their completed evaluation forms to the director's office by the end of May. Trustees Reid and Hamilton, both elected in November of 2020, are not required to participate this year.

The Personnel Committee will meet on August 11, prior to the board of trustees meeting.

2021 meeting dates

The remaining meeting dates for 2021 are:

- a) Wednesday, August 11
- b) Monday, November 8, or Wednesday, November 10

Adjournment: There being no further business, Chairman Daves called for a motion to adjourn the meeting. *Mrs. Spruell moved that the meeting be adjourned. Ms. Davis seconded, and the motion was carried by unanimous voice vote.*

The meeting adjourned at 2:54 pm.

Joel Daves, Chair

Steve Murray, Director

Alabama Department of Archives and History
Minutes of the Meeting of the Board of Trustees
August 11, 2021 – 1:00 p.m.
Milo B. Howard Auditorium

Members present:

District 1: Joel Daves, *Chair*

District 1: Elizabeth Stevens

District 3: Fred Gray

District 4: Bobby Junkins

District 5: Julian Butler

District 5: Lynwood Smith

District 6: Majella Hamilton

District 7: Delores Boyd, *Vice Chair*

At Large: Marcus Reid

Ex Officio: Dave White, Governor's Representative

District 2: Horace Horn

District 2: Gale Main

District 3: Barbara Patton

District 4: Alyce Spruell

District 6: Gillian Goodrich

At Large: Leigh Davis

Staff present:

Ryan Blocker

Kellie Bowers

Marlena Cameron

Amelia Chase

Sam Christensen

Robby Elmore

Kelly Hallberg

John Hardin

Georgia Ann Hudson

Ariel Jackson

Steve Murray

Mary Jo Scott

Taylor Smith

Mary Amelia Taylor

Tunisia Thomas

Steve Wheat

Welcome and call to order: Chairman Joel Daves called the meeting to order at 1:00 p.m. and welcomed trustees, staff, and guests.

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. *Mr. Butler moved that the agenda be adopted. Ms. Stevens 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. *Mr. Butler moved that the minutes of the May 12, 2021, board meeting be approved as written and distributed prior to today's meeting. Mr. Reid seconded, and the motion was carried by unanimous voice vote.*

Chairman Daves then opened the meeting to comments from members of the public.

PUBLIC COMMENTS: Three members of the public spoke regarding the agency's Statement of Recommitment.

Chairman Daves thanked the individuals for their comments and then called on Steve Murray for reports and items of business.

REPORTS AND ITEMS OF BUSINESS

Director's report – *Steve Murray*

NAGPRA: The agency has reached two important milestones in its work to achieve NAGPRA compliance. The first is the completion of an updated NAGPRA Summary, submitted to the NAGPRA national office, that outlines all unassociated funerary objects in the Archives collections. A copy of the summary was circulated during the meeting. The second milestone was the August 10 transfer of approximately 104 sets of human remains from the University of Alabama to the ADAH. Next steps include the reparation of a NAGPRA Inventory in consultation with federally recognized tribes. Mr. Murray acknowledged members of the NAGPRA staff, including NAGPRA Coordinator Kellie Bowers, Robby Elmore, Taylor Smith, Ryan Blocker, and Museum Division Director John Hardin. He announced that Ms. Smith will be leaving the Archives to begin a master's program in cultural resource management at the University of Alabama at Birmingham.

Staff updates: Mr. Murray introduced the following new staff members:

Ariel Jackson: Ms. Jackson, a native of Montgomery, is the new part-time museum store associate. She holds an associate's degree in biology from Faulkner State Community College (now Coastal Alabama Community College) in Bay Minette. She managed Faulkner's bookstore and coffee shop, and most recently, was the sous chef at Plant Bae, a vegan restaurant in Montgomery.

Mary Amelia Taylor: Ms. Taylor, a native of Frisco City, is the agency's new development officer. She holds an undergraduate degree in English and history from Judson College and a master's in southern studies from the University of Mississippi. She previously served as the Associate VP for Marketing and Communications at Judson. She will be working closely with the Friends and Foundation as well as assisting with agency public communications and promotion.

Marlena Cameron: Ms. Cameron, a native of Kentucky, is the newest curator in the Education Section. She has a B.A. in history from Columbus State University, as well as an M.A. in history & philosophy of science with a specialized study in museum theory and practice from Florida State University. For the last four years, she interpreted living history at Mission San Luis, a late seventeenth-century Spanish Florida historical site in Tallahassee.

Sam Christensen: Mr. Christensen, a native of Fairhope, is the new exhibits curator in the Exhibitions, Publications, and Programs Section. He holds a B.A. in history from Auburn University; an M.A. in history and museum studies at the University of Delaware; and a project management professional certification from the Project Management Institute. Mr. Christensen spent a year teaching history in South Korea and, most recently, served as curator of the Galveston Railroad Museum in Galveston, Texas.

Amelia Chase: Mrs. Chase, a native of Montgomery, is the new digital assets archivist in the Digital Assets section. She holds a B.A. in visual arts from Auburn University at Montgomery as well as an M.A. in art history at the University of Alabama at Birmingham. She completed an Archival Studies Certificate at the University of Alabama while interning for the Alabama African American Civil Rights Heritage Sites Consortium (AAACRHSC). Ms. Chase, a former volunteer for the ADAH, previously served as museum coordinator of the Freedom Rides Museum.

A search is underway for a new fiscal officer, following the resignation of Becky Jackson, who accepted a promotional position in state government. The agency is also seeking to establish and fill an agency counsel position.

Covid-19 update: Most of the Archives staff are believed to be vaccinated. The agency recently re-implemented its mask requirement for all staff and volunteers due to the case surge. The August 22 bust unveiling and women's suffrage exhibit opening have been postponed until the fall.

Reference appointment statistics: The agency instituted an appointment process for the EBSCO Research Room from June 4, 2020 to July 2, 2021. A document reflecting the number of appointments during that time period was distributed in the meeting packets. The report also lists the academic institutions represented by researchers.

Since the Archives' reopening in May, there have been 3,545 visitors, including 64 visitors from other countries. A total of 1,021 people visited in June, compared to 2,107 in June of 2019.

Auxiliary organizations: Mr. Murray provided insight on the agency's auxiliary organizations: Friends of the Alabama Archives and the Alabama Archives and History Foundation. The Friends has a significant amount of grants and private gifts that are used to fund various Archives projects and programs. The Foundation previously fundraised for the West Wing and the Museum of Alabama. A prospective donor recently expressed interest in making a bequest that could serve as a lead commitment in an endowment campaign for the Foundation. The staff are in discussion with Foundation leadership.

Mr. Murray serves on the coordinating committee for the American Association for State and Local History's (AASLH) commemoration of the United States' 250th anniversary. Copies of the field guide publication for the semiquincentennial were circulated during the meeting.

Financial Report:

Fund status: The summary shows a cash balance of \$2,768,766 as of June 30. The total projected rollover amount into FY 2022 is \$741,372.

Generated Revenue Summary: The summary shows a total of \$203,963 of generated revenue at the end of the third quarter of 2021.

Income and Expenses: The multi-year report shows trends in income and expenses between FY 2016 and FY 2021. The agency will receive an increase of approximately \$400,000 in programming budgets for FY 2022.

Chairman Daves thanked Mr. Murray for his reports and then called on Kelly Hallberg for a presentation on the Alabama History Institutes.

Alabama History Institutes – Kelly Hallberg

The Alabama History Institutes, professional development workshops in history and civics for K-12 educators, began on June 7 after being postponed in 2020 due to the pandemic. Thirteen in-person workshops were held across the state. Copies of Mrs. Hallberg's presentation were distributed in the meeting packets.

Chairman Daves thanked Mrs. Hallberg for her presentation and then called on Mr. Murray for a review of the FY 2022 strategic framework.

Review of FY 2022 Strategic Framework – Steve Murray

Mr. Murray provided updates on several objectives listed in the FY 2022 strategic framework under the following sections: Ways to acquire materials in collections; managing collections; records access; history education; local governments and local history organizations; the development program; and administrative operations. A copy of the strategic framework was distributed in the meeting packets. A local records management guide was also distributed.

Chairman Daves thanked Mr. Murray for his review and then called on Delores Boyd for the personnel committee report.

Personnel Committee Report and Director’s Performance – Delores Boyd

Based on evaluations received from fifteen out of seventeen trustees as well as discussions with the agency’s assistant directors, the personnel committee concluded that Director Murray continues to exceed performance standards despite unprecedented challenges. Director Murray expressed his appreciation to the board for its continued support. Copies of the composite evaluation summary and Director Murray’s self-evaluation were distributed in the meeting packets. Additional info will be provided in the criteria of the director’s job description document, moving forward.

Chairman Daves thanked Judge Boyd for her report and then proceeded with the remainder of the meeting.

Future meeting dates:

The next board meeting will take place on Monday, November 8, in conjunction with the Alabama Archives and History Foundation meeting. If the Foundation meeting is moved, the trustees will still meet on this date.

The 2022 meeting dates are:

- Wednesday, February 9
- Wednesday, May 11
- Wednesday, August 10
- Monday, November 7, or Wednesday, November 9

Adjournment: There being no further business, Chairman Daves called for a motion to adjourn the meeting. *Mr. Butler moved that the meeting be adjourned. Judge Boyd seconded, and the motion was carried by unanimous voice vote.*

The meeting adjourned at 2:15 p.m.

Joel Daves, Chair

Steve Murray, Director