**Louisiana Historical Records Advisory Board**

**Meeting Minutes**

Meeting held virtually via Zoom

February 25, 2021 at 2:00 p.m.

1. Welcome: Catherine Newsome welcomed the members, after announcing that First Assistant Secretary of State Nancy Landry was unable to attend.
2. Member Introductions: State Archivist Catherine Newsome introduced each member and asked them to give a brief introduction. She also noted that members Riley Berthelot, John Gallagher, Nancy Landry, Carrie Martin Andrepont, Rebecca Hamilton, and Shannon Dirmann were unable to attend the meeting. Members in attendance were: Catherine Newsome, Michelle Riggs, Freddi Evans, Cheylon Woods, Angelique Bergeron, Debbie Hudnall, Zachary Stein, and Emilie Leumas.
3. New Business:
	1. Review and Adoption of Previous Minutes - Debbie/Freddi moved and seconded to approve the minutes and a vote was taken with no opposition.
	2. Oath Of Office Deadline - please mail in your oath if you haven’t done so already
4. Deferred business
	1. Committees - members were encouraged to consider number and types of committees for future work
	2. Future Meetings (Regular Intervals - February, May, August and November)
5. Guest speaker: Daniel Stokes of the NHPRC. Mr. Stokes explained the basic function of the state boards. He also recommended that for boards that are being rejuvenated, the best first step is for the board to do some strategic planning (whether in-depth or short-term). This can often be aided by doing some sort of statewide survey to gauge the needs and the issues. June 9, 2021 is the deadline for applying for a grant under the state grant-funding program. How states use grant funds can vary. Programs can be developed that offer training, scholarships can be offered, etc. Most boards don’t have specific committees but tend to form them as needs arise. Committees can be useful, but can also operate ad hoc. The regrant program would best be considered down the road in a year or two, as it requires a good bit of work from the board. Traveling archivist programs are popular in some states (Vermont, Massachusetts, Montana). Questions were asked about the use of funds for disaster planning workshops, and some discussion was held about the traveling archivist options. Grant funds are available in different levels, with the introductory level at $20,000 and the next at $40,000 a year. Grant funds can be used for one or multiple programs, and usually require a 75%-25% match, which can be in-kind services. First year grants are $12,000, and this would be our first step.
6. Call for Items of Discussion - a question was asked about a set date for the May meeting, and Catherine will attempt to have more notice in the future. Freddi and Michelle asked about the way we need to go about surveying and who we survey. Lee suggested that there are lots of lists of repositories already out there, and there are organizations we can partner with to move forward in this way.
7. Adjournment: Catherine Newsome thanked everyone for attending. Angelique made a motion to adjourn the meeting and Michelle seconded the motion, and the meeting was adjourned.