



STATE OF WASHINGTON

## ARCHIVES ADVISORY COMMITTEE

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### MEETING MINUTES

August 3, 2023 – 2:00 p.m.

Online via Microsoft Teams

**Members Present:** Stephanie Milne-Lane (Chair), Sound Transit; Heather Hirotaka, State Archivist; Marianne Nichols, Pend Oreille County Auditor & Washington Association of County Officials (WACO); Vicky Dalton, Spokane County Auditor; Sheila Gall, Association of Washington Cities (AWC)

**Members Absent:** Danielle Anderson, King County Court Administrator; Randy Bolerjack, Deputy Secretary of State; Rick Gregory, Bellevue School District; Heather Kintzley, City of Richland; Charles Ross, Yakima County Auditor; Spencer Ryan, Thurston County; Hannah Soukup, King County Archivist; Jennifer Wallace, Washington Association of County Officials (WACO)

**Archives Staff Present:** Terry Badger; Lee Pierce; June Timmons; Sarah Dana; Emily Dominick; Janette Gomes; Patrick Williams; Russell Wood; Scott Sackett; Jaime Ganzel; Rachel Wilson; Sean Reichard; Bonnie Hood; Hannah Kolesar

**Others Present:** Kim Hort, Cowlitz County; Bailey Silva, Cowlitz County

#### I. ROUTINE BUSINESS

- A. **Committee Roll Call:** The committee took a roll call.
- B. **Call to Order:** Bonnie Hood called the meeting to order at 2:03 p.m.
- C. **Introduction of Archives Staff:** Archives staff were introduced.
- D. **Instatement of the New Committee Chair:** Hood announced that Stephanie Milne-Lane had volunteered to be the new chair after the last meeting of the Archives Advisory Committee, in June. The Archives is very pleased to have her as the new chair, given her experience as a two-time grant recipient and the caliber of her records management experience and Clerk experience.
- E. **Approval of June 29, 2023 Minutes:** Hirotaka moved to approve the June 29, 2023 minutes, seconded by Dalton.  
**Resolution:** Motion carried.
- F. **Adoption of Today's Agenda:** Dalton moved to adopt the August 3, 2023 agenda as submitted, seconded by Hirotaka.  
**Resolution:** Motion carried.

#### II. WASHINGTON STATE ARCHIVES UPDATES

##### **Announcements from the State Archivist – Heather Hirotaka**

State Archivist Heather Hirotaka announced that several staff from the State Archives had attended conferences including Jaime Ganzel who attended NAGARA in Cincinnati. Bonnie

Hood, Scott Sackett, and Emily Dominick attended the joint SAA & COSA conference in Washington D.C.. Hirotaka also announced that, due to document recording fees being down 40% in revenue, which is a large portion of the State Archives' funding, the Archives is working hard to continue to provide top quality service and look for new revenue generating sources.

### III. NEW BUSINESS

#### A. Review of Local Records Grant Applications for 2023-24

- **Process overview:** Hood did an overview of the grant round, so far, starting with a listserv announcement, webinars, and opening up the grant portal for applications for one month. During that time, 95 applications were received. Afterwards, archives staff scored the applications, and a ranked list was created which was sent to the Archives Advisory Committee for review.
- **Review of ranked grant applications:** Hood explained that the top twenty highest ranked grant applications reached the award limit for this round of \$450,000. Dalton and Milne-Lane expressed their appreciation of the work put into the grant cycle. Milne-Lane said that she appreciated the spread of grant types in the top group this round, since past rounds had been heavy on digital imaging.
- **Committee discussions:** Dalton proposed making the 21<sup>st</sup> ranked applicant, Island County, an alternate, in case another of the applicants was unable to use their full awarded amount or accept their grant. Milne-Lane asked about timing. If the funds were distributed to the alternate too late, they might not have time to execute their grant project and ask for reimbursement. Rachel Wilson said that it is good to allow some wiggle room in the budget, since there are always some grantees that go over their award limit and need to request more funds at the end.

Kim Hort from Cowlitz County asked if they could find out how they, as applicants, ranked in the list. Russell Wood said that all applicants could talk to the State Archives about where they ranked and get feedback on their application in order to improve their chances for next time.

Hirotaka asked Terry Badger to join the meeting and discuss budget limitations. Badger talked about how grantees can go over their award amount, and they can also come in under their award amount at the end. Badger expressed his concern about the time left for the alternate to complete their grant project, because quite often we don't know what money is left in the round until the end. Jaime Ganzel suggested only having the alternate fill in if someone weren't able to accept their grant at the beginning of the round, which would eliminate the time issue.

- **Committee recommendations:** With that in mind, Hood suggested the committee move to approve the list as drafted for the first 20 applicants with the option of Island County operating as an alternate if one of the approved grantees is not able to accept their grant. Dalton so moved and Nichols seconded the motion.

**Resolution:** Motion carried.

### IV. OTHER BUSINESS

Milne-Lane opened up the floor to committee members and staff for questions and other business. Sheila Gall asked, given that revenues are down 40%, what future grant cycle funding levels would look like. Hirotaka said to anticipate something similar to this grant round given that the high interest rates are affecting the number of homes being purchased. Dalton added that the lack of refinancing is also affecting those numbers. Refinancing accounts for a considerable portion of auditors' volume because each house sale generates two documents, but each refinance generates three.

Russell Wood asked the committee if there is anything else they would like to be involved in or know about, since the Archives Advisory Committee doesn't just have to be about grants. Hirotaka added on to this and said that she would be happy to have the role of the committee expand to include advising the Archives in more directions.

Dalton asked about updates to the Retention Schedules that would fix conflicts between the Elections and Recording Schedules. Wood said that some updates focused on the County Auditor Schedule were being worked on.

Hirotaka announced that Secretary Hobbs and several State Archives staff would be attending the Recording Conference, and she was excited about the opportunity to meet new auditors face to face. She also said that the State Archives can work with groups and communities if they are having an event where something from our collections could be showcased, since we are eager to get out into the community more.

**V. NEXT MEETING – TBA**

**VI. ADJOURNMENT**

The meeting was adjourned at 2:51 p.m. by the Chair.

**CERTIFICATION OF MINUTES OF THE ARCHIVES OVERSIGHT COMMITTEE MEETING:**

*I, Stephanie Milne-Lane, Chair of the Archives Oversight Committee, certify that the above is a true and correct transcript of the minutes of a public meeting of the Archives Advisory Committee of the Secretary of State, Archives and Records Management Division, held online using the Archives' Teams meeting application on August 3, 2023, and that the public meeting was duly called and held in all respects in accordance with the laws of the State of Washington.*

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*Chair Signature*

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*Date*