

Steering Committee Conference Call 06/13/08
Notes

Present: Susan Barrett (WSL), Gary Menges (UW), Janda Volkmer (WMA), Erin Whitesel-Jones (WSA), Rand Simmons (WSL), Diane Hutchins (WSL), Jolena Tillaquots (Tribal Libraries), Tamara Georgick (WSHS)

Absent: Rayette Sterling (WLA)

Moving to a computer environment for Steering Committee meetings?

- Need to check if audio on Wimba can be archived
- Janda – prefers voice environment
- Jolena – what ever works best
- Is a white board available
- Need to download plugin
- We will send out direction about downloading Wimba and using it

Match forms were discussed

May 2008 minutes approved by consensus

- Minutes will be posted on the project's web site and pointed to from the Steering Committee's blog

Contracts

- Contract with PALINET/Tom Clareson is in place
- Susan and Rand are working on a contract with BCR to manage the logistics of the conferences and workgroups
 - This was done on an informal bid

Tom Clareson joined the conference call

- Committee members introduced themselves
- Gary introduced Tom and gave a background of his work with preservation in Washington
- Director for New Initiatives at PALINET
- Working on 4 Connecting to Collections projects NY (web survey), DE (on-site visits to determine preservation needs), PA (on team), WA (looking at sustainability planning)
- Asked to be a part of the Steering Committee conference calls

Initial Conference – See 6/12/08 conference draft schedule prepared by Gary

- Rand has approached Metropolitan Group (Portland) about a presentation on advocacy – Metropolitan Group has worked with the State Library on the Statewide Library Outreach Training project
- Rand and Susan will work with Dana Pethia and Brian Zylstra (from OSOS) on promotion of the project and conference
- Greetings from Sam Reed (Rand will approach Sam about this)
- Greetings from Dave Nicandri (Tamara will approach Dave)
- Greetings from IMLS
- Tom – preservation status in US
 - Spring 2008 Archival Products News
 - Link to from the blog? Or distribute article to committee members? Gary will send a link to the committee
 - Models in other states / sustainability
- Gary – preservation in Washington
- Dave Nicandri – greetings and welcome to the State History Museum
- Keynotes on 4 areas
 - Advocacy – Metropolitan Group (John Donovan or Laura K. Dellinger – Rand has approached them)
 - Nationally known names were suggested (Tom and Gary will make contacts)
 - Panel: Working with law makers
 - Janda will be the point person for putting the panel together (names were suggested for panelists and moderator)
 - Stimulate discussion groups and serve as moderators
 - Video the major speakers – determine costs
 - 45 minute presentations and 15 minute Q&A
 - Auditorium seats 200
- Lunches – grant and LSTA funds can be used for lunches if there is a relevant activity connected (such as a speaker) – that is, the meal must be integral to the program
- Funds cannot be used for social events such as a reception
- Thank you from Jan Walsh

- Discussion groups
 - People will select the areas in which they wish to participate in discussion
 - They will then be assigned to discussion groups
 - Each group will reflect the diversity of organizations (libraries, museums, historical societies, archives)
 - Each group would have a facilitator and recorder
 - Tom will synthesize the discussions for a presentation on the second day

Conference Dates

- Thursday/Friday October 16, 17
- Tom will already be in town giving a presentation at the History Museum (NEDCC Stewardship of Digital Assets workshop)
- WSHS's State History Museum is available
- Rand, Susan, Gary and Tamara will do a site visit on Tuesday, June 17, 9:30 a.m.

Action Items

- Action: Susan & Rand – get this on Sam Reed's calendar and invite to bring greeting
- Action: Susan & Rand – inquire if IMLS would send someone to bring greetings (Christine Henry)
- Action: Susan & Rand – get this on Jan Walsh's calendar
- Action: Tamara will approach Dave Nicandri about bring greetings from the State History Museum
- Action: Rand ask Jan who from the Heritage Caucus is from the east side of WA
- Action: Rand or Gary develop language to invite nationally known speakers
- Action: Tamara will send Tom instructions for joining the blog
- Action: Gary is compiling a list of invitees – others can send their through to Gary
- Action: Rand – set up meeting with Dana Pethia, Brian Z, and Susan to talk about promoting the project
- Action: All – react to possible names for the project – see Diane's posting on the blog
- Action: Susan will send out information about Wimba to committee members

Guest List

- Sam Reed (Secretary of State)
- Jan Walsh (Washington State Librarian)
- Jerry Handfield (Washington State Archivist)
- Dave Nicandri (Director, Washington State Historical Society)
- Martha Parsons (WLA Pres.)
- Marsha Rooney (WMA Pres. – May be Ellen Terry -- Humanities Washington -- by that time)
- Betsy Wilson (UI Libraries Director)

- Simone Myree (OSOS Records Management)

Next Meeting Date

- July 11, 2008 at 9:00 a.m.