

Rhode Island Historical Records Advisory Board

Minutes of May 2, 2018

The members of the Rhode Island Historical Records Advisory Board met on May 2, 2018 at 10:00a.m. at 148 West River St. Providence, RI 02903.

Rhode Island Historical Records Advisory Board Members present: Alison Cywin, Donna DiMichele, Russell Franks, Ashley Selima, Lori Urso, Theresa Woodmansee

Rhode Island Historical Records Advisory Board Members absent: Maria Bernier, Steve Grimes

Guests: n/a

I. Welcome/Call to Order

Ashley Selima called the meeting to order at 10:05a.m.

II. Approval of Minutes of the March 7, 2018 Meeting

Motion to approve by Lori Urso. Discussion was opened for revisions. Ms. DiMichele inquired if Marlene Lopes was still an active member of the Board as of March 7, 2018 meeting and if she should be included under "members absent". Ms. Selima clarified that Ms. Lopes had resigned prior to the meeting.

Ms. DiMichele requested minor grammatical edits.

Motion to approve with corrections seconded by Mr. Franks. Motion carried unanimously by all present members.

III. Strategic Plan Review

Ms. Selima opened the discussion on the Board's 2015 Strategic Plan.

Ms. Urso proposed that we eliminate section 1 as it describes a function, not a strategy. Ms. Urso continued and proposed that a revision of the plan is needed and that the Board should clarify its identity to inform strategies moving forward. Re-defining the identity of the Board would then be reflected in a new or revised strategic plan

There is currently no annual report on file as outlined in Strategic Goal 2. The Board should submit an annual report to the Governor. The Board discussed that if it's in the law, it's not a strategic goal, but a responsibility.

Ms. Urso requested that the enabling legislation and by-laws be sent out to the Board for review. Ms. Selima agreed to share this information via e-mail.

Ms. DiMichele said that of the strategic plan appears to be tasks, and that they list actions to carry out a strategic vision.

Ms. Woodmansee stated that we should share goals, how we plan to achieve them, and when. The Board needs to establish what is realistic and fulfillable for the Board as a resource to the community. The core next step is to set targeted goals and know what we're marketing and to who.

Ms. Cywin recommended reviewing what SHRAB groups in other states do and use those models to establish what the Board may be able to do. The former re-granting program was successful, as well as rewarding. Perhaps a re-grant program is a program the Board can duplicate and make a consistent goal.

Ms. Urso asked if we can promote trainings and opportunities held by other institutions. Ms. DiMichele and Ms. Cywin shared that the educational opportunities the Board is seeking to offer is framed for small organizations that have special collections but little or no formal training in archives and preservation.

Ms. Woodmansee shared that before we make a new strategic plan, perhaps we should review the mission and vision statement. The Board agreed to a review of the mission and vision as well as a review of the current and updated NHPRC guidelines to assist in developing a clear understanding of our role with NHPRC.

Ms. Urso suggested a SWAT analysis for the Board's next meeting to initiate the revision process for the strategic plan, mission, and vision. The SWAT analysis should offer the opportunity for stake-holders to offer perspective and insight on what opportunities they would like to see offered through the Board.

The Board resolved to review NHPRC and other organizations ahead of the next meeting to establish what is the role as a SHRAB and to verify appropriate deadlines for re-granting and other potential new projects. This review will allow the relaunch of the RI Historical Records Advisory Board to the public afresh.

IV. RIHRAB Website Content Review

Ms. Selima share her opinion that updating the website content would benefit the Board and the ability to be more present to the public.

Ms. Selima shared that branding and content is not limited to the Department of State style, but hosting is done through the Department of State.

The Board agreed, but decided that renewing the strategic plan and mission is the first priority. Once the strategic plan and associated content is revised, the website will be the next focus.

V. RIEMA, WebEOC, Cultural Heritage Database

Ms. DiMichele provided an update on the WebEOC Cultural Heritage Database.

Ms. DiMichele demonstrated the login process, how the WebEOC operates, how to update records within the database, and requested assistance from the Board in keeping the database up to date. Specifically asking the Board to assist in updating contact information for organizations. The Board will review institutions which are already included and assist in the update those records.

Mr. Franks will update records for academic libraries. Ms. Cywin will update Newport County institutions. Ms. Selima will update the records for the Providence City Archives, RI Historical Society, RI State Archives, and Kent County municipalities. Ms. Urso will update the Blackstone Valley and South County institutions. Ms. DiMichele will update for the public libraries. Ms. Woodmansee will update Preserve RI, Bristol, Barrington, Warren, and East Providence institutions.

Ms. Woodmansee reiterated the importance of explaining to organizations that this information is for the protection of their collections and facility.

Ms. DiMichele asked that the updates be completed by September 1, 2018.

Ms. Woodmansee asked if adding churches and other small organizations with unique collections should be the next step in updating and expanding the WebEOC. Ms. Cywin said the WebEOC is a project which the Board could be an integral part of.

VI. News and Announcements

Ms. Cywin asked if next year the September meeting could be held the second week of September.

Ms. Selima announced the next meeting will be Wednesday, September 5, 2018 at 10:00am.

VII. Adjourn

Motion to adjourn by Ms. Urso and seconded by Ms. DiMichele.

The meeting adjourned at 11:26a.m.

Hand-outs:

None