



STATE OF WASHINGTON

ARCHIVES ADVISORY COMMITTEE

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MEETING MINUTES

May 2, 2024 – 2:30 p.m.

Online via Microsoft Teams

Members Present: Stephanie Milne-Lane (Chair), Sound Transit; Heather Hirotaka, State Archivist; Heather Kintzley, City of Richland; Marianne Nichols, Pend Oreille County Auditor & Washington Association of County Officials (WACO); Vicky Dalton, Spokane County Auditor; Spencer Ryan, Thurston County; Jennifer Richter, Yakima County

Members Absent: Danielle Anderson, King County Court Administrator; Randy Bolerjack, Deputy Secretary of State; Rick Gregory, Bellevue School District; Charles Ross, Yakima County Auditor; Hannah Soukup, King County Archivist; Jennifer Wallace, Washington Association of County Officials (WACO); Sheila Gall, Association of Washington Cities (AWC); Stacy Henthorn, Whatcom County

Archives Staff Present: Terry Badger; 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: Megan Gregor, Megan Gregor Consulting

I. ROUTINE BUSINESS

- A. **Committee Roll Call:** The committee took a roll call.
- B. **Call to Order:** Stephanie Milne-Lane, Chair of the Committee, called the meeting to order at 2:31 p.m.
- C. **Introduction of Archives Staff:** Archives staff were introduced.
- D. **Approval of August 3, 2023 Minutes:** Vicky Dalton moved to approve the August 3, 2023 minutes, seconded by Marianne Nichols.
Resolution: Motion carried.
- E. **Adoption of Today's Agenda:** Nichols moved to adopt the May 2, 2024 agenda as submitted, seconded by Heather Kintzley.
Resolution: Motion carried.

II. WASHINGTON STATE ARCHIVES UPDATES

Announcements from the State Archivist – Heather Hirotaka

- Hirotaka started by expressing gratitude to all participants for their active involvement.
- The State Archives successfully secured \$1.9 million in general fund money to supplement low recording fees from the past year. The Archives plans to use this funding strategically and address staff vacancies (currently at 20%) to prevent burnout.
- A bill passed in the last legislative session to fund a full-time project employee for the next year and a half. The employee will assess the records at Lakeland Village, inventory

them, and create a preservation plan, which will be reported back to the legislature in September of 2025.

- Staff members are excited about professional development opportunities, including conferences in Chicago and Atlanta. The State Archives has a proposal to present at a COSA in Saint Louis. The focus will be on how archives work with and for the people by providing archival services and records.
- Hirota ended by thanking the records management team, archivists on the call, and Bonnie Hood for the work they do on the grant program.

III. NEW BUSINESS

A. Review of Local Records Grant Applications for 2024-25

- **Process overview:** Hood explained that the Archives Advisory Committee was meeting earlier than usual due to a change in the grant round timeline. The application period had also been moved up by three months to allow grantees more time for their projects. The new timeline spans from June (or late May) to the end of the following May. The benefit of this is that summer months are ideal for project work in many agencies, like school districts. The 2024-25 grant round received 122 applications from various local agencies across the state. The records management team evaluated draft applications and created a rank list. Recommendations will be given to Secretary of State Hobbs for final approval, and agencies will be notified.
- **Review of ranked grant applications:** Hood pulled up the ranked spreadsheet on her shared screen for all on the call to see.
- **Committee discussions:** Dalton expressed her amazement at what the State Archives does and let Heather Hirota know she has a great group. Dalton had questions on five of the top applicants:
 - Should the City of Langley start by organizing their records? Hood responded that they were completing the Organizing the File Room grant they had been awarded during the past round of the LRGP.
 - Is Port of Peninsula organized and ready, so they don't find themselves overwhelmed? Hood was not able to speak to their readiness, since it was not an agency that she was familiar with.
 - Had Grays Harbor County Drainage District reviewed the retention for the records they wanted to have digitized? Hood mentioned that the agency is all of two people and given that the project would be completed by Imaging Services, she felt like that department would be able to give them help and guidance on their small project only totaling \$2,416.
 - Should the State Archives evaluate City of Roy's plan further, given concerns from the reviewers? Dalton recommended direction be given to that agency to help them ensure their grant project would be successful.
 - Was the high rate of pay for project staff for Wahkiakum County's grant project a concern, as it had been for one of the reviewers? Hood said that she had reviewed that application, and it looked like both additional hours for a current part-time employee's pay and a new temporary staff member had been combined together, which was throwing off the numbers, but that would be clarified before the grant project began.

Dalton also asked if the State Archives knew what was behind the high representation of Conservation Districts amongst the applicants. Hood suggested it could be due to word of mouth amongst them or an association where word was spread. Hood also said that it was the goal for every type of agency to be just as well represented.

Stephanie Milne-Lane asked if outreach was different this year, given the strong representation of small agencies. Hood said that she stressed, during grant webinars, how

beneficial it is to have a pre-application consultation and review with the records management team – who were kept extra busy, this round, with all the prospective applicants who took the State Archives up on their offer. Hood felt like that consultation and review helped the small agencies with little to no prior grant application experience. Russell Wood added that he felt like the stability of the grant program has allowed word to grow, since it is an annual grant, and a good indicator of this is the rise in applications year after year.

June Timmons asked for statistics on number of applications versus previous years – which round had the most applicants? Wood said that there was a need for balance between getting the word out and knowing how limited funding is, during the recent rounds.

Stephanie Milne-Lane suggested soliciting success stories from previous grantees, so applicants would know how beneficial receiving an LRGP grant can be. Hood said that since the grantees complete a survey at the end of the grant round, it would not be complicated to pull out some of the grantees who showed that they had success stories they might be willing to share.

- **Committee recommendations:** Dalton made the suggestion to award the grants as suggested down to the line, with a contingency of the next two agencies below the line as alternates, should any of the agencies above the line not be able to accept their grant award. Jaime Ganzel said that the inclusion of alternates was a great addition, and a good standard procedure to have. Wood said that it was important for the wording to make clear that going with an alternate would be only a possibility at the beginning of the grant round, rather than later on, so the alternate agency would still have ample time to work on their grant project.

With that in mind, Hood suggested the committee move to approve the list as drafted for the first 25 applicants, through line 26, with the option of lines 28 and 29 operating as an alternates, if one of the approved grantees was not able to accept their grant. Dalton so moved and Nichols seconded the motion.

- **Resolution:** Motion carried.

IV. OTHER BUSINESS

The Chair opened the floor for other business and there was none.

V. NEXT MEETING – TBA

VI. ADJOURNMENT

The meeting was adjourned at 3:08 p.m. by the Chair.

CERTIFICATION OF MINUTES OF THE ARCHIVES ADVISORY COMMITTEE MEETING:

I, Stephanie Milne-Lane, Chair of the Archives Advisory 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 May 2, 2024, and that the public meeting was duly called and held in all respects in accordance with the laws of the State of Washington.

Chair Signature

Date