**Louisiana Historical Records Advisory Board**

**Meeting Minutes**

Meeting held virtually via Zoom

December 8, 2020 at 3:00 p.m.

1. Welcome: The meeting was called to order and First Assistant Secretary of State Nancy Landry welcomed the members to the newly reorganized board.
2. Member Introductions: State Archivist Catherine Newsome introduced each member and asked them to give a brief introduction. She also noted that members Carrie Martin Andrepont, Michelle Riggs, Rebecca Hamilton, Zachary Stein, Emilie Leumas and Shannon Dirmann were unable to attend the meeting. Members in attendance were: Nancy Landry, Catherine Newsome, Freddi Evans, Cheylon Woods, Riley Berthelot (Police Jury Assn), Angelique Bergeron (WBR Museum), Debbie Hudnall (COC Assn), John Gallagher (La Municipal Assn)
3. New Business: Catherine Newsome explained the background of the board and stated that while it was inactive for a period of time, legislation in 2018 reconstituted the board under the Secretary of State’s purview.
	1. Reformation of Board
		1. Act 85 – La. R.S. 44:501-503
		2. The National Historical Publications and Records Commission (NHPRC) is the national level organization to which the LHRAB is connected. The board will review grants applications submitted by entities/organizations within the state to the NHPRC, and the board may also have the opportunity to receive funding from the NHPRC for regranting purposes.
			1. State Historical Records Coordinator – Nancy Landry
			2. Deputy State Historical Records Coordinator – Catherine Newsome
	2. Obligation of Members
		1. Oath – every member must complete and have notarized the Oath of Office that was previously mailed to them and return it to Catherine Newsome by January 15, 2021
		2. Code of Ethics - all members were provided a copy of the Code of Governmental Ethics
		3. Committees – The board can consider the types of committees that may be needed. Sub-committees might need to be formed in the future to address specific projects or issues.
	3. Special Assistance - Catherine Newsome introduced the Secretary of State staff who would be assisting the board. Melanie Montanaro will serve as the Programs Coordinator, and Amy Louviere will serve as recording secretary and minute keeper until/unless one is elected by the board members. Additionally, board member Carrie Andrepont will serve as the Records Officer for the board.
	4. Future Meetings (Regular Intervals) – While there is no required number of meetings, Catherine suggested that the board hold meetings in February, May, August and November. Special meetings could be called in the interim if needed.
4. Call for Items of Discussion - none were brought forward.
5. Adjournment: Nancy Landry made a motion to adjourn the meeting and Catherine Newsome seconded the motion, and the meeting was adjourned.