**Advisory Board for the Louisiana State Archives**

**Meeting Minutes**

Meeting held virtually via Zoom

December 8, 2020at 2:00 p.m.

1. Welcome: The meeting was called to order and First Assistant Secretary of State Nancy Landry welcomed the members to the newly formed board.
2. Member Introductions: State Archivist Catherine Newsome introduced each member and asked them to give a brief introduction. She also noted that two members, Phyllis Perron and Linda Lightfoot, were unable to attend the meeting. Members in attendance were: Nancy Landry, Catherine Newsome, Doug Harrison (Conservator/Executive Director retired from Secretary of State), Amber Blanchard (proxy for Amy Patin – Iberville Clerk of Court), Ann Boltin (Archivist and Chancellor for the Diocese of Baton Rouge), Faye Phillips (former Associate Dean of Libraries at LSU; archival consultant), and Brandon Abadie (Director of Elections with East Baton Rouge Clerk of Court).
3. New Business: Catherine Newsome
   1. Formation of Board
      1. Act 436 – La. R.S. 44:427 from the 2018 legislative session
      2. Duties of the Board - the language set forth in the legislative act was reviewed
      3. Duties of the Members - member obligations and expectations were reviewed
   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. Term – board members terms are concurrent with the Secretary of State, and will end on December 31, 2023
      4. Officers - A chairman and Vice Chairman will need to be named, and nominations for these positions will be taken at the next meeting.
   3. Special Assistance - Catherine Newsome introduced the Secretary of State staff who would be assisting the board. Melanie Montanaro has been appointed as the Board’s records officer by Secretary Ardoin. Amy Louviere will serve as recording secretary and minute keeper.
   4. Future Meetings (meets Quarterly, per Act 436) – in establishing meeting dates, must consider election dates and other schedules; preference appeared to be to hold meetings during working hours; Catherine suggested that the board hold meetings in February, May, August and November and stated that she will pick a date in February for the next meeting and send out a meeting notice/agenda/invite in advance. The February meeting will be held virtually and a similar determination may be made for future meetings depending on pandemic restrictions.
4. Call for Items of Discussion
   1. Doug Harrison mentioned that two supervisory jobs posted for the Archives (one over the Records Services sections and the other over the Imaging and Preservation Services section) and Catherine Newsome described the positions, expressing hope that the applicant pool would produce good candidates.
5. Adjournment: Nancy Landry made a motion to adjourn the meeting and Doug Harrison seconded the motion, and the meeting was adjourned.