**Advisory Board for the Louisiana State Archives**

**Meeting Minutes**

Meeting held virtually via Zoom

February 25, 2021 at 1:00 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, and reintroduced Catherine Newsome.
2. Member Introductions: State Archivist Catherine Newsome asked each member to introduce themselves again briefly, since two members were unable to attend the initial meeting. Members in attendance were: Nancy Landry, Catherine Newsome, Doug Harrison, Amber Blanchard, Ann Boltin, Faye Phillips, and Brandon Abadie.
3. New Business: Catherine Newsome
	1. Review and Adoption of Previous Meeting Minutes
		1. Doug/Brandon moved and seconded to adopt minutes and the motion passed.
	2. Oath of Office Deadline
		1. Members were asked to mail in their Oaths if they haven’t done so already, and Catherine will check with our Commissions department to verify which have been returned.
	3. Election of Officers - legislation requires these two positions. Linda Lightfoot nominated Faye Phillips for Chairman and the nomination was accepted. Doug seconded the nomination and, hearing no other nominations, a vote was called and there was no opposition. Doug suggested that perhaps one of the members from the Friends group would be a good candidate for Vice Chairman. Phyllis Perron nominated Linda Lightfoot, who accepted the nomination. Hearing no other nominations, a vote was taken and there was no opposition.
		1. Chairman - Faye Phillips
		2. Vice Chairman - Linda Lightfoot
4. Updates
	1. Louisiana State Archives - Catherine provided an update on the activities of the Archives in 2020, commenting on the challenges of the year and staff activities, and also the goals and expectations for 2021.
	2. Friends of the Louisiana State Archives - haven’t been able to meet because of Covid, but Doug Cochran and Roland Dommert have been very communicative throughout and are hoping to have a meeting soon.
5. Future Meetings (Quarterly - February, May, August and November)
	1. Items to Add to Agenda - send anything to Catherine for the next meeting
	2. Projects/Programs - members were encouraged to submit ideas for projects or programs.
6. Adjournment: Nancy Landry made a motion to adjourn the meeting and Linda seconded the motion, and the meeting was adjourned.