

Advisory Board of the Louisiana State Archives

MINUTES

August 11, 2022 | 1:00pm | Louisiana State Archives Gallery

I. Call to Order

II. Roll Call

Board Members: Ann Boltin, Catherine Newsome, Brandon Abadie, Phyllis Perron, Faye Phillips,

Not present: Amy Patin, Linda Lightfoot, Nancy Landry, Doug Harrison

III. Approval of Minutes

The board approved the minutes from the meeting held on May 11, 2022. A motion was made by Catherine Newsome to approve the minutes and Ann Boltin seconded the motion. **Motion Passed**

IV. Order of Business

1. Updates from the Archives: Catherine Newsome

A. Selling the Great War: The Posters of WWI

- The new exhibit opened on May 23 and will run through December 9. The exhibit explores the nationwide graphic poster campaign to convince Americans to support the United States' involvement in World War I. The featured posters include themes on: management of food consumption, purchasing bonds and stamps; women's roles in the war; enlistment and recruitment and national symbols.

B. Archives Floor Cleaning

- In May, the Archives floors in the hallway near the lobby and throughout the employee areas were cleaned and waxed. The tread on the stairs located near the side entry door and the employee lounge were replaced.

C. Auditorium Sound Upgrade

- This week, the sound system in the auditorium will be upgraded by Go Media and will streamline the system for future use. The upgrades will improve acoustics in the room and increase overall functionality of the system.

D. Lunch & Learn Series held on August 4, 2022

- Archives staff Bill Stafford and Juanita Davis presented on Vital Records in Louisiana 1811-1990 on August 4. They presented on the history of vital records in Louisiana and featured references on the legislative influence during this time period. The event was livestreamed and included about 10 attendees virtually and 35 in person.

E. Retirement of Archives Receptionist

- Barbara West, receptionist at the Archives retired on July 22 after 28 years with the Secretary of State's office.

F. Records Management

- The Virgo software update has been completed. The Sheriff's Association general schedule is complete with 2 sheriff's office approving of the schedule thus far. Next week, Amy

Moran and Catherine Newsome are meeting with the Governor's general counsel to discuss creating a retention schedule prior to the end of his term for the transfer of historical records. The updated employee trainings on records management, electronic records policy and legal holds are being finalized with training dates forthcoming. Also, we are working on developing a retention schedule for the house and the senate.

G. Archives Services

- Preservica is active and archives staff are currently inputting information into the system. ArchivEra is now live and training for staff will be ongoing over the next two weeks.

H. Friends of the Louisiana State Archives

- On July 13, the Friends of the Archives held their annual meeting and board member election. A new board was elected with the following members: Doug Cochran, Linda Dawkins, McCleish Dawkins, Phyllis Perron, Robert Rene', Eddie Hughes, Michelle Rabalais, Marvin Borgmeyer, Judy Jumonville, Warren Bofinger, Linda Lightfoot, and Amy Louviere.

I. Roofing Project

- A roof leak was discovered over the Records Center and was recently repaired by Brazos Urethane through a request from Facility Planning and Control. The project has now entered Phase 2 to include a full roof replacement.

J. America 250 Commission

- The U.S. Semiquincentennial Commission was established by Congress (P.L. 114-196) to inspire Americans to participate in the 250th anniversary of the founding of the United States. The commission is charged with orchestrating the largest and most inclusive anniversary observance in our nation's history.
- The Commission will work with public and private entities across the country to make the America 250 anniversary a once-in-a-lifetime experience for all Americans. Louisiana has a local commission that consists of the governor, lieutenant governor or designee, the Secretary of State or designee, Louisiana Association of museums etc.

K. SOS Records Management Training

- All SOS employees will undergo mandatory records management training to include classes on:
 - Records Management for Secretary of State Employees
 - Management of Electronic Records
 - Legal Hold Policy
- The training will include anyone who has an email address associated with the office. All training must be completed by December 31, 2022.

2. Update from Friends of the Louisiana State Archives: Phyllis Perron

- Membership Dues
 - dues will now renew annually in July at \$25.00 per year and are due now
- Re-draft the By-Laws
 - the board created a Bylaw Review committee to review the current bylaws and make edits that are needed

- John Engelsman
-Vietnam War veteran John Engelsman will present a presentation on his experience while stationed in Vietnam on September 21 at the Archives
- Student Art Showcase
-High school students in Baton Rouge are invited to submit artwork to the Louisiana State Archives 2023 Student Art Show. Artwork must respond to the corresponding exhibit, Written in the Stars, Famous Louisianans, and reflect inspiration from one of the historical persons featured in the exhibit. The juried show will feature 24 original pieces arranged by the astrological sign of the Louisiana legend featured in the artwork and may reflect the positive traits associated with their corresponding zodiac sign.
- Book Talk
-Authors Beth Yarbrough and Ashley Oliphant will return to the Archives to present on their continued research debunking myths around Jean Lafitte. The mother-daughter duo will present on April 5, 2023 at 6:00pm.

V. Adjournment

With no further business, a motion to adjourn the meeting was made by Catherine Newsome and seconded by Ann Boltin. **Motion Passed.**

Meeting Adjourned at 1:47pm

The next meeting is scheduled for November 10, 2022.