



WISCONSIN
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Draft MINUTES

February 13th, 2025

Location: Microsoft Teams

(https://teams.microsoft.com/l/meetup-join/19%3ameeting_M2E2M2JhMWUtYTU3OC00OWFjLWE4ZWUtZWl1YzRjZGYwOTcy%40thread.v2/0?context=%7b%22Tid%22%3a%22f4e2d11c-fae4-453b-b6c0-2964663779aa%22%2c%22Oid%22%3a%222a54957d-de46-4aeb-8d3f-b84b8da0a4b9%22%7d)

10:00 AM

Attendees: Menzi Behrnd-Klodt, Anita Doering, Todd Larson, Abbie Norderhaug, Jacob (Jake) Riehl [*State Agency Records Archivist*], Mara Rodewald, Jane Schetter, Kenneth (Ken) J. Wirth

Excused Absences: Clayborn Benson, Jamila Benson [*Guest Speaker*], Jack Idlas, Rick L. Pifer

Agenda items

1. Call to Order

- a. Abbie, meeting was called to order at 10:04 AM.

2. Presentation from the MKE Hip Hop Archive

- a. Abbie, motions to move to item #3 since Jamalia Benson, who was to speak on behalf of the MKE Hip Hop Archive project, was not able to attend. All in favor.

3. Review and Approval of November 11th Meeting Minutes

- a. Jane, motion to approve meeting minutes as is.
- b. Anita, second. All in favor.

4. Update on the Landscape Project

- a. Jake, presents what has been done over the last months. Says the landscape survey is almost ready to launch.



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- i. Mailing List. The mailing list spreadsheets have been organized by Mara, she will discuss them more later.
- ii. Survey Overview. The survey is on Microsoft forms. To reduce survey fatigue, we have separated the survey into ten pages with five sections:
 1. Introduction—short description of the survey’s purpose which is to learn what organizations that collect historical records exist in WI.
 2. Informed Consent Form—disclosures on the survey’s: investigator (the WHRAB), funder (the NHPRC), type of participation (voluntary, online questionnaire), confidentiality (two parts: one will be publicly shared, the other confidential), expected time commitment (15-30 minutes), associated risk (minimal), and primary contact (mara.rodewald@wisconsinhistory.org).
 - a. Clicking “I agree” allows participants to continue, while clicking “I do NOT agree” will take them out of the survey.
 3. Part One—includes questions about: organization type, format of the items in their collections, organization system(s) they use, total physical and digital collection size, public accessibility, number of paid and volunteer workers, organizations they work with (e.g. WILS system, WHS affiliate program), whom they aim to serve, fees charged, and email, physical building and mailing addresses.
 4. Part Two—includes questions about: funding, interest in activities and resources to be facilitated by the WHRAB, general questions about the person filling out the survey, awareness of WHRAB.
 5. Thank You screen—includes a link to the WHRAB website and WHRAB landscape project website and the primary contact email.
- iii. Dissemination Plan. Per Anita’s feedback at the Nov 11th meeting, we will be sending the survey to a small subset—the WI Area Research Centers (ARCs) and the WHS Wisconsin Council for Local History (WHS Affiliates)—to do an initial test run. After the test run, we will send the survey to the rest of the mailing list about a week to two weeks later.



- b. Mara, gives an update on the WHRAB Mailing List.
- i. The WHRAB mailing list is used for scholarships, GAA, and landscape communications. Last October, we had around 600 contacts. Currently, we have over 3,400 contacts. We have information for additional groups (e.g. cultural organizations) plus all eight groups* the WHRAB indicated interest in connecting with through the 2024-2030 strategic plan.

*1-WHS Local History Network; 2-WI Area Research Center Archivists; 3-Wisconsin Council for Local History; 4-Clerk of Circuit Courts; 5-Register of Deeds; 6-Municipal clerks; 7-University History Departments; and 8-Tribal Historic Preservation Officers.
- c. Jake, asks for feedback from the board.
- i. Todd, mentions communicating with Mara earlier to include a statement in the introduction about why it is in people's interest to complete the survey.
 - ii. Ken, question about the survey's launch date and whether WHRAB has a goal to collect results by the end of this calendar year.
 1. Mara, the survey launches early March and closes April or May.
 2. Abbie, based on the grant cycle we need to have core results by the end of the calendar year. We set early deadlines so we can have plenty of time for follow up.
 - iii. Anita, suggests measuring the test group's average completion time.
 1. Abbie, we can reach out to the ARCs from the test group and see how long it took. Easy to get feedback and anticipate any errors.
 2. Jake, plans to communicate with Janet Seymour, the WHS affiliate coordinator, to ask her to send a heads-up email to the WHS affiliates so that they are aware that they receive a survey.
 - iv. Jane, question about whether participants must complete the entire survey in one sitting or if they can start the survey, leave, and come back.
 1. Todd, seconds Jane's question.
 2. Abbie, we will check and indicate that on our survey explanations.
 - v. Anita, motions for board members to have access to review the survey.
 1. Menzi, seconds Anita's motion. All in favor.
 2. Abbie, Mara will send a link to the survey after the meeting to the board members so it can be reviewed.



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5. 2024-2026 Grant Updates

- a. Abbie, our current grant ends in March of 2026 because of when the grant started based on deferral funding issue. Overall, budget looks great, deliverables are all being met and we are making good progress with our goals. Is glad to have both Jake and Mara on the team and thanks them for keeping the board on schedule.
 - i. Scholarship programs. We had three scholarship recipients to the Fall 2024 LHHPC. We were only able to do three total scholarships last year, because of when we were allowed to spend funds. As such, we have the budget to potentially fund three additional scholarships this year. Mara sent emails calling for MAC scholarship applications on Jan 16th and Feb 19th. Applications are due March 5th. Hopes for a good pool of applicants.
 - ii. Governor's Archives Awards (GAA). Mara sent emails calling for GAA nominations on Jan 10th and Feb 3rd. Nominations are due March 10th.
 - iii. Landscape Project. The big thing is the landscape survey's March launch.

6. Committee Memberships, 2025 Forward

- a. Abbie, the award review subcommittee meets to review applications in the spring (GAA and MAC), summer (SAA), and fall (LHHPC).
 - i. Menzi, states the subcommittee has a relatively light workload.
 - ii. Abbie, states any WHRAB member is free to roll on or off the subcommittee, just let Mara know so she can update the distribution.
 1. Menzi, motions for herself to remain.
 2. Todd, motions for himself to be added.
 3. Abbie, motions for the 2025 award review subcommittee to include: Abbie, Clayborn, Menzi, Rick and Todd. All in favor.
- b. Menzi, question about the GAA review board membership. In prior years, past GAA winners would serve as judges on the next year's award review committee. Suggests Rick or Anita might remember.
 - i. Abbie, that is true. We did budget out for one in person meeting. We can further discuss via email.
 - ii. Menzi, agrees and adds that we could also meet virtually.



7. Identify and Propose Local History Sponsorship Sessions

- a. Abbie, background on the LHHPC.
 - i. We previously discussed how sessions have focused on *historic building* rather than *information* preservation. Let's address that. By Feb 28th, we will submit proposals to the LHHPC planners.
- b. Menzi, proposes ["PastPerfect (and or similar software)" session].
 - i. Menzi, mentions how many smaller organizations (museums, libraries archiving photos, etc.) use PastPerfect software.
 - ii. Abbie, adds that many local historical societies use PastPerfect.
- c. Abbie, proposes ["Pre-Archive 101" session].
 - i. Abbie, the session would address knowing first steps of what to do when in a building or business that is full of unarchived materials.
 - ii. Jake, mentions acquisitions training. Says he can discuss with Jennifer, WHS acquisitions archivists.
 - iii. Menzi, seconds Jake's idea about acquisitions training. Mentions articles and videos used in her teaching that could be part of the session if created.
- d. Abbie, proposes ["Archive Legal Issues or Ownership" session].
 - i. Jake, mentions ownership transfers. For proper, minimal risk transfers.
 - ii. Menzi, mentions loan documents. Although she does not often use loans.
 1. Abbie, seconds Menzi's about loan documents.
 - iii. Anita, mentions deposit documents. Many small organizations have these.
 - iv. Menzi, mentions donor agreements. To discuss what to do when a collection box has no identifying documents.
- e. Abbie, asks the board to email Mara if they have further session ideas.

8. 2026 Grant Application

- a. Abbie, discusses the 2026 grant application.
 - i. We can submit a draft for review by March 7th and the deadline is May 7th. In the strategic plan, years 3-4 are when we build a network where shared needs are identified, and community is supported. Let's identify resources so we can seek funding and LTE support to make that happen.



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- b. Landscape Survey's Connection to the Year 3-4 Goals.
- i. Menzi, questions whether we are communicating the WHRAB's future years 3-4 plans to survey participants.
 1. Mara, we have two questions so far on the survey referring to that.
 - ii. Ken, questions whether participants are going to see survey results.
 1. Jane, seconds Ken's question. Also questions about where survey results will go and whether we plan to upload them to a website.
 2. Abbie, yes, they will go on the WHS website. We committed in the last grant to presenting analyzed data in a visual map and written report, yet not to sharing raw data.
 - iii. Menzi, questions whether survey results will be announced at the LHHPC.
 1. Abbie, yes, either as a session or some sort of announcement.
 2. Menzi, questions whether WHS or WHRAB has a LHHPC table.
 - a. Jake, states WHRAB has a table, was at the table.
- c. Idea for the Year 3-4 Network: An Online Communication Platform.
- i. Ken, Johnson Controls uses Microsoft Teams to share documents and or repository, to store info is that considered?
 1. Menzi, seconds Ken's idea for a communication platform. On the survey are we providing list of known and common platforms? We could ask what certain organizations use for communicating.
 - a. Abbie, we did not ask on the survey.
 2. Mara, proposes idea for the communication platform 'Slack'.
 3. Todd, 'Microsoft Teams' meets the standards, let's not fix what's not broken. Could be ton of answers.
 - ii. Menzi, questions the WHRAB's role in the communication platform.
 1. Abbie, ideally, we are involved, yet not as a mediatory.
 2. Menzi, WHRAB can encourage rather than direct communication.
 3. Abbie, WHRAB does not have the resources nor time to direct communication. That would be a full-time job.
 4. Todd, seconds. How do we plan to keep track of the developments.



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- iii. Abbie, it seems premature to bring folks together in years 3-4 when we haven't built a communication network yet. That could be something for years 5-6. Open to disagreement. It would impact how we decide to allocate the grant budget.
 - 1. Todd, wait for two years and then go on.
 - 2. Menzi, first part of years 3-4 building online platform or network that will last beyond possible funding cuts. We can consider how to build and publicize where is and its use.
- d. Plans for the Year 3-4 Grant.
 - i. Abbie, Jake will take the lead on the grant and will work together to create something to put together applications. We will be continuing the GAA and professional development scholarships.
 - ii. SHRABs in other states offer small grants to small historical societies directly. do this and that is that next round of move towards, can offer and give a practical difference that is not in the form of award or scholarship. For example, so that they could pay for PastPerfect or hire a student to work.
 - 1. Todd, that would be useful terms of direct support.
 - 2. Abbie, people are more likely to participate if see direct impact of the information. Continuing to grow the program in next two years.
- e. Menzi, will send comments on November Minutes to Abbie.
- f. Jane, when is the next WHRAB meeting?
 - i. Mara, the next full WHRAB meeting is in July. The award review subcommittee meeting will be in March. Will send doodle polls to the board so we can decide the exact date and time of those meetings.

9. Close

- a. Todd, motion to adjourn.
- b. Anita, seconds. All in favor. Meeting ended at 11:02AM.