



## Wisconsin Historical Records Advisory Board (WHRAB)

Meeting Minutes

February 13th, 2025

Location: [Microsoft Teams](#)

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 [*Presenter*], Jack Idlas, Rick L. Pifer

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### AGENDA ITEMS

#### 1. Call to Order

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

#### 2. Presentation from the MKE Hip Hop Archive

- a. Abbie, **MOTIONED** to skip item 2 since Jamila could not attend. All in favor.

#### 3. Review and Approval of November 11th Meeting Minutes

- a. Jane, **MOTIONED** to approve as is. Anita, seconded. Menzi, (later) objected. Menzi, will email edits to the minutes to Abbie after the meeting.

#### 4. Update on the Landscape Project

- a. Jake, reported on the landscape survey. Mara, reported on the mailing list. Jake, asked for feedback from the Board. Todd, Ken, Anita and Jane gave feedback. Anita, **MOTIONED** for the Board to have access to review the survey. Menzi, seconded. All in favor. Mara, will send a link to the survey to the Board.
- b. Purpose: The Survey's purpose is to learn what organizations that collect historical records exist in WI. Survey participants are made aware of WHRAB's future goals to connect the collecting organizations in Wisconsin. The survey is on Microsoft Forms and includes an introduction, informed consent form, part one (answers to be publicized), part two (answers to remain confidential).

Dissemination: The survey will launch early March—with an initial test sent to the WI Area Research Center archivists and WI Council for Local History, after which it will be sent to the WHRAB mailing list—and closes in the summer. The WHRAB mailing list used to have 600 contacts last fall and now has over 3,400 contacts. It is used for reimbursement, GAA, and survey communications.

Results: Based on the grant cycle, core results are needed by the end of the calendar year. WHRAB committed in the last grant to presenting analyzed data in a visual map and written report, yet not to sharing raw data. Survey results will go on the WHS website and be announced at the WHRAB's table at the LHHPC and as a session or announcement.

## 5. 2024-2026 Grant Updates

- a. Abbie, reported on our current progress in our grant cycle.
- b. The current grant cycle ends March 2026. Overall, deliverables are being met and progressing with goals. We have the budget to potentially fund three additional scholarships in 2025 because WHRAB was only able to award three scholarships last year. Mara sent emails on January 16th and February 19th calling for MAC scholarship applications and on January 10th and February 3rd calling for GAA nominations. Our focus now is launching the landscape survey in March.

## 6. Committee Memberships, 2025 Forward

- a. Abbie, discussed the responsibilities of the WHRAB award review subcommittee. Menzi, mentioned how previous GAA winners used to be part of the GAA review board in previous years. Menzi, **MOTIONED** for herself to remain. Todd, **MOTIONED** for himself to be added. Abbie, **MOTIONED** for the award subcommittee to include Abbie, Clayborn, Menzi, Rick and Todd. Anita, seconded. All in favor.
- b. The award subcommittee meets to review applications in the spring (GAA and MAC), summer (SAA), and fall (LHHPC). All Board members are free to roll on or off the award subcommittee, just let Mara know. In prior years, past GAA winners would serve as judges on next year's award committee. Further discussion to continue via email.

## 7. Identify and Propose Local History Sponsorship Sessions

- a. Abbie, background on the LHHPC. Menzi and Abbie proposed session topics and Menzi, Abbie, Jake and Anita added suggestions. Abbie, asked the board to email Mara if they have further session ideas. February 28th is the session proposal submission deadline.
- b. Focusing on information preservation, proposed sessions included: *PastPerfect* session: smaller organizations and local historical societies often use this; *Pre-Archive 101* session: acquisitions training, first steps of what to do in a building full of unarchived materials; and an *Archive Legal Issues or Ownership* session: ownership transfers, loan documents, deposit documents, donor agreements, and what to do with a collection box with no identifying documents.

## 8. 2026 Grant Application

- a. Abbie, discussed the 2026 grant application. Abbie, Menzi, Ken, Jane, Todd, Jake and Mara discussed suggestions.
- b. For the 2026 Grant application, the WHRAB plans to continue GAA and professional development reimbursement awards. The topic raised of expanding WHRAB's role of bringing funds to organizations by offering direct small grants not in the form of award or scholarship (i.e. could pay for PastPerfect or hiring LTE support). The direct support might encourage more people to participate. How we decide to allocate the grant budget depends on whether we bring folks together. Years 3-4, WHRAB will plan the online communication network. Topics raised included making sure it can last beyond possible funding cuts, and how to publicize it so people know where to find it and use it. Years 5-6. Launch the communication platform (e.g. Microsoft Teams, Slack) to share information. WHRAB does not have the resources to direct communication (i.e. as a moderator) therefore, the WHRAB's role will be providing the platform and encouraging discussion. Concerns were raised and emphasis was placed on making sure the platform meets standards and that we work with the WHS IT department when we set up the communication platform.

## 9. Close

- a. Todd, **MOTIONED** to adjourn. Anita, seconded. All in favor. The meeting adjourned at 11:02 AM.

**SUMMARY:** At their quarter 1 meeting on February 13th, 2025, the WHRAB discussed the Landscape survey's purpose, launch in early March, close in summer, and final products of an interactive map, paper, and announcement at the fall LHHPC (see item 4). Applications for the GAA and the WHRAB reimbursement award to the MAC opened in January and will close in March (see item 5). The WHRAB award review subcommittee 2025 membership was decided and includes: Abbie, Clayborn, Menzi, Rick and Todd (see item 6). Three topics: *PastPerfect*, *Pre-Archives-101*, and *Archive Legal Issues or Ownership*, were proposed for the sessions the WHRAB will sponsor at the LHHPC (see item 7). The 2026 grant application work began, and new funding allocation ideas and a communication platform were discussed (see item 8). Two main action points for the Board were determined:

**ACTION POINT 1:** By February 28th, the Board should submit to Mara via email: feedback on the landscape survey (see item 4) and LHHPC sessions ideas (see item 7).

**ACTION POINT 2:** By March 7th and May 7th, Jake, Abbie and Mara will work on the WHRAB's 2026 NHPRC grant application and submit the draft and final (see item 8).

**Next meeting:** July 8, 2025, at 10 AM via Microsoft Teams

**Minutes submitted by:** Mara Rodewald, Program Associate for the WHRAB

**These minutes have not yet been approved by the Board.**