



Council of State Archivists
2024 Annual Business Meeting
Thursday, August 1, 2024
3:00pm EST | 12:00pm PST | 10:00am HST
Virtual

CoSA's Mission: The Council of State Archivists provides leadership to strengthen and support state and territorial archives leaders and staff in their work to preserve and provide access to government records.

Meeting Minutes

Welcome and Call to Order

The 2024 CoSA Business Meeting was called to order by President Jami Awalt (TN) at 1:00 pm ET. Jami welcomed all attendees and introduced Steve Murray.

Roll Call of States and Territories

Secretary/Treasurer Steve Murray (AL) called the roll and introduced guests as follows. Instructions were also shared for voting, with a reminder that each member institution receives one vote.

Members

Alabama (AL) - Steve Murray, Dorothy Gidiere	Nebraska (NE) – Absent
Alaska (AK) – Karen Gray	Nevada (NV) – Cynthia Laframboise
American Samoa (AS) - Absent	New Hampshire (NH) – Ashley Miller
Arizona (AZ) - Absent	New Jersey (NJ) – Veronica Calder, Tara Maharjan
Arkansas (AR) - David Ware	New Mexico (NM) – Jonathan Pringle
California (CA) - Absent	New York (NY) – Absent
Colorado (CO) - Absent	North Carolina (NC) – Sarah Koonts, Josh Hager
Connecticut (CT) – Lizette Pelletier, Lisa Liu, Allen Ramsey	North Dakota (ND) – Shane Molander
Delaware (DE) – Absent	Northern Mariana Islands (MP) – Absent
District of Columbia (DC) - Absent	Ohio (OH) – Fred Previts

Florida (FL) - Absent	Oklahoma (OK) – Cassie Spindle Patricia Nunes
Georgia (GA) - Absent	Oregon (OR) - Kris Stenson, Stephanie Clark
Guam (GU) - Absent	Pennsylvania (PA) – David Carmicheal
Hawaii (HI) - Absent	Puerto Rico (PR) – Absent
Idaho (ID) - Absent	Rhode Island (RI) – Ashley Selima
Illinois (IL) – David Joens, Cathy Popovitch	South Carolina (SC) – Eric Emerson
Indiana (IN) - Claire Alderfer, Chandler Lighty	South Dakota (SD) – Chelle Somsen
Iowa (IA) – Absent	Tennessee (TN) – Jami Awalt
Kansas (KS) – Megan Burton	Texas (TX) – Jelain Chubb
Kentucky (KY) – Cathrine Giles	Utah (UT) – Ken Williams
Louisiana (LA) – Melanie Montanaro	Vermont (VT) – Absent
Maine (ME) – Absent	Virgin Islands (VI) – Absent
Maryland (MD) – Absent	Virginia (VA) – Absent
Massachusetts (MA) – John “Jack” Warner, Caitlin Ramos	Washington (WA) – Absent
Michigan (MI) – Absent	West Virginia (WV) – Absent
Minnesota (MN) – Shawn Rounds	Wisconsin (WI) – Abbie Norderhaug
Mississippi (MS) – Absent	Wyoming (WY) - Absent
Missouri (MO) – John Dougan	
Montana (MT) - Absent	

Corporate Partners in Attendance

Ancestry: Craig Bullough, Jared Akenhead

Preservica: Alaine Behler, Sherry Fiust, Bryan Long, Krista Barton

FamilySearch: Dan Peay, Dennis Meldrum

CoSA Team Members:

Joy Banks, Becky Julson, Anne Ackerson, Lisa Johnston

Old Business

Materials for the business meeting were distributed to the State Archivists Community on Tuesday, July 16 and posted online in advance of the meeting.

Approval of Agenda

After roll was called and quorum established, President Jami Awalt (TN) called for a motion to approve the agenda. **Eric Emerson (SC) motioned to approve the agenda. David Carmicheal (PA) seconded. The motion carried.**

Approval of Minutes from the 2023 Annual Business Meeting

Jami called for a motion to approve the 2023 CoSA Business Meeting minutes, distributed via the website to attendees. **Eric Emerson (SC) motioned to approve the agenda. Lizette Pelletier (CT) seconded. The motion carried.**

Corporate Partner Recognition

Jami expressed her appreciation for the support of CoSA's Corporate Partners, Sustainers, and Sponsors, recognizing the new sponsorship model introduced in the 2024 fiscal year.

- Program Partners
 - Platinum Partner – Ancestry
 - SERI Program Partner – Preservica
 - APPX
 - Conserv
 - FamilySearch
- Program Sustainers
 - AVP
 - Atlas Systems
- 2024 Lifeline Partners
 - Conserv
 - Gaylord Archival
 - Polygon
- 2024 Annual Meeting Sponsors
 - Gold: NAGARA, SMA/Analogue Imaging
 - Silver: FromThePage
- Active Grant funding
 - IMLS – supporting BACKER and AWARE
 - The Mellon Foundation

New Business

Nominating Committee Report

CoSA President-Elect and Nominating Committee chairperson Catheryne Popovitch (IL), thanked current board members and committee members (Stephanie Clark (OR) and Sarah Koonts (NC)). Outgoing board members Ken Williams (UT) and Cynthia LaFramboise (NV) were also recognized. She then presented the candidate slate to serve three years terms (2024-2027):

- Cathrine Giles (KY);
- Abbie Norderhaug (WI);
- Allen Ramsey (CT).

No additional nominations were offered from the floor. Coming as a recommendation from a committee, no second was required. **Electronic voting ensued resulting in the election of the candidates.**

President's State of the Association

Jami Awalt (TN) presented an update on the association, beginning with a thank you to her colleagues and noting that board service has been incredibly rewarding, professionally and personally. She especially thanked the members of the Executive Committee and Executive Director with whom she worked closely during her tenure as president.

Jami emphasized the fact that CoSA is a volunteer-driven organization and as proof of that she noted that more than 70 individual members served on CoSA committees this past year. She went on to reflect on CoSA as it continues its organizational development, specifically mentioning the importance of a new board onboarding process, ongoing review and updating of the strategic plan; the IMLS-funded BACKER and AWARE grants, and the Mellon Foundation data aggregation project; monthly webinars, ShopTalks, SERI STEER Unconference; and regular networking calls. She noted that the Advocacy Committee continued to advance the needs of our members.

She reported on retirees and appointment of new state archivists since the last business meeting (July 2023) as follows, inviting new hires into the CoSA community and hoping that they find a welcoming and supportive professional network.

Recent retirees:

- Michael Comeau, Massachusetts
- Jan Davis, Oklahoma
- Sandra Treadway, Virginia
- David Carmichael, Pennsylvania (effective Sept. 6th)

Departures from state archives

- Laura Blanford, Arizona
- Natalia Visante, California
- Catherine Newsome, Louisiana

Passing

- Steve Excell, Washington

New state archivists and key staff appointed or hired:

- Florida, Anya Owens
- Arizona, Thomas Sommer
- Kentucky, Rusty Heckaman
- New Mexico, Jonathan Pringle
- New York, Brian Keough
- Oklahoma, Patricia Nunes

- Louisiana, Melanie Montanaro

Jami concluded her remarks with an invitation to come to St. Louis for this year's annual meeting.

Executive Director's Report

Joy Banks presented remarks for consideration of the membership as follows, expressing her gratitude for the members' support as CoSA embraced its values of relevance, inclusiveness, and collaboration, noting these values underpin all of the association's work.

Two years ago, around this time, I was meeting the CoSA community, making final plans for the 2022 joint conference with BPE in Nashville, Tennessee. And now, here we are, planning an independent meeting for the first time in recent memory. I feel very fortunate for the welcome I've received as you've entrusted me with your mission and purpose to provide leadership to strengthen and support all of you in your critical work to preserve and provide access to government records.

Our 2023 Year in Review marked the midpoint of our active strategic plan. In the first half of 2024, we've continued to work towards our values to be relevant, inclusive, and collaborative while highlighting the theme of Accessibility. In these seven months, we've hosted 13 educational sessions with nearly 550 participants. This includes our second annual SERI STEER Unconference, which engaged nearly 175 participants. As we continue to listen to your conversations and needs for **education and training**, we hope to pilot a new curriculum built on our Cultural Competency work with Helen Wong Smith as well as seeking funding for an IPER update and refresh.

Research continues to be a primary activity for CoSA. This year, as our 3-year IMLS-funded BACKER project draws to a close, expect several informational reports and useful best practices guides from Nick Connizzo as an output of the direct assistance work he's led with our community. We're also excited to see the work that consultants Eira Tansey and Helen Wong Smith will inspire as they've started working with our territories and non-contiguous states in the IMLS-funded AWARE project. They are all working now to prep for the Territorial Summit in September, which will allow the group to meet each other face to face before our annual meeting begins. We're also looking forward to sharing recommendations and next steps stemming from our Mellon Foundation funded data aggregation project with the hopes of making more effective use and distribution of CoSA rich set of longitudinal data about state and territorial archives. CoSA submitted letters of support for three recently funded IMLS-projects, and we're delighted to engage with other mission-aligned partners as they explore mental health records in archives, setting an archival research agenda, and archival outreach to post-secondary students.

Joining with others as a trusted resource is not only important for research but also advocacy for government archives. I hope that many of you have found the "Government Archives are Essential" brochure useful in your conversations close to home and further afield. Now, more than ever, we have a responsibility to be vocal about the importance of your work. Our Board heard from many of you during our annual Calls to the Members who are navigating many challenges - from budget losses to legislative action to recruitment and retention of staff. The CoSA community is available to all of you as a place to connect, inspire, and support. While most of our most public advocacy work is at the national level, our team and your peers are available when you need us most.

Our final strategic goal centers on creating a **sustainable and excellent future** for CoSA. Steve will soon fill us in on the financial side of that goal. Your CoSA leadership has been invested in a stable future for the Council for many years, and we are seeing those past plans produce viable fruit for an exciting future. SERI Leadership is actively engaged in an update to that program's strategic plan, and we look forward to circulating a draft soon. As Jami talked about, we continue to streamline our operations, investigate our technology and systems, and make sure that CoSA operations reflect the best practices of data and records management that is important for an association supporting the archival field. Cathy will also reflect a bit as we continue to work on engaging the entire CoSA community through reshaping and re-envisioning our work. While the work continues, our future is bright.

Treasurer's Report

Treasurer Steve Murray (AL) discussed some of the major decisions regarding updating the CoSA accounting system in the last 16 months, which have yielded significant improvements in tracking and reporting CoSA's financial assets. He thanked members for supporting the changes in the membership structure and dues levels, which is adding to the sustainability and stability of CoSA's core operating capacity. He reported that the annual audit has been prepared, reviewed, and approved.

Steve then took the group through a line-by-line discussion of key items on the financial slides, noting membership income growth; the importance of sponsorships to increasing organizational capacity; and the status of this year's annual meeting income and associated fundraising.

The expense side of the report reflects a more accurate accounting across the three major functional areas of program, management and general, and fundraising functions.

Looking ahead – Vice President's remarks

Vice President Catheryne Popovitch (IL) presented remarks for the membership as follows:

It has been an absolute pleasure serving on the CoSA Board and as Vice President this year. In March, the board of directors held its first in-person mid-year meeting since before the pandemic. In preparation for that meeting and to get us in the right mindset for visioning and strategic planning, Joy shared a TED talk with us presented by Simon Sinek. In his talk, Simon shares a model for how leaders and those who lead inspire. According to Simon, the best leaders... across the board... in all industries, across different organizations, communicate in the exact same way. Effective and successful leaders start with the "why". Why does our company create a certain product? Why does our institution provide these services? What are we motivated by and what do we believe in? Now, anyone who has listened to a motivational talk or has read anything on leadership will tell you this isn't anything new. But in his talk, Simon goes on to state that "what you do serves as the proof of what you believe". So while it's always important to come back to your core values, your why – we have to move beyond that and do the work that shows that we mean what we say. CoSA's "why" can be found in our core values statement. We value being relevant, inclusive and collaborative in supporting our membership. In looking ahead, our goals and objectives for this next year undoubtedly illustrate our core values. Our why.

My first involvement with CoSA was as a member of the Education Committee. I joined in 2016 as a beginner archivist, having been at my State Archives for all of 2 years. I, like many others, assumed that CoSA was really meant for just the State Archivists/Directors. I didn't know that CoSA was for me too. I've been delighted to see the continued efforts to redefine membership and to include all of those that

CoSA serves, while still creating opportunities for the State Archivists/Directors to collaborate with and seek advice from their peers. To continue in those efforts to include all of our membership, over the next year the board will be looking at our current committees and initiatives with an eye towards ensuring that we are operating in an effective and inclusive way. The board will examine the shapes and sizes of our committees, responsibilities and expectations of committee members, and the desired outcomes of the work being done. We will work to find more opportunities for member engagement that doesn't necessarily look like sitting in on a monthly committee meeting. We want to encourage our members to be involved in a way that suits them and showcases their unique skills and talents.

Since the beginning of this year, as part of a Mellon Foundation project, CoSA has been working with AVP to identify our current data sets and to explore avenues for discovery and access to this rich data. To that end, and based on the recommendations from AVP, CoSA plans to migrate its current website to a new Association Management System. The new platform will allow us to centralize all of our member and survey data into one place, update our data more efficiently, and allow for quicker access to needed information. One of CoSA's many strengths is its facilitation and encouragement of community, relationship building, and communication. This new platform will help us to continue to facilitate collaboration and communicate with each other more effectively. The CoSA team will continue to work towards this transition in the last quarter of this year and more information will be shared as we get closer to that time.

I am so excited, as I'm sure many of you are, that we will be holding our annual meeting solo this year in St. Louis. The Missouri and Illinois State Archives are both very honored to serve as your co-hosts. The week will kick off on Tuesday with a summit for our territorial members as a part of our IMLS funded AWARE grant. Following the theme of "By the People, for the People: Increasing Access to State and Territorial Records", the CoSA Annual Meeting Planning Committee has been hard at work crafting an educational, relevant and inspiring conference for you all. Along with some topnotch educational sessions, the conference will feature opportunities to collaborate with affinity groups, meet with our CoSA sponsors and other vendors, and celebrate and acknowledge our colleagues at the awards ceremony. As always, there will be plenty of networking, camaraderie and coffee. On Wednesday you have the opportunity to visit the NARA Records Storage Facility just over the river in Valmeyer IL. The post-conference excursion will be a beautiful 90-minute drive north to Springfield, where you'll get to visit the Illinois State Archives' Margaret Cross Norton Building, the Illinois State Capitol and the Abraham Lincoln Presidential Library and Museum. This will be CoSA's first solo annual conference, and we hope to make it a great one.

I want to thank Cynthia and Ken for their service on the board. I also want to thank Jami for her efforts this past year as president. As we look forward to this next year, we will continue the great work Jami has done in formalizing our procedures, putting CoSA on the path to a more sustainable future, and fostering opportunities for our members to connect. Over the next year, we will continue to prove what we believe in. I hope to support our membership in relevant and tangible ways as we all navigate the challenges of providing meaningful access to our collections and ensuring authenticity in our records.

"What you do serves as the proof of what you believe." I am beyond honored to serve this group and give back to an organization that has given so much to me. This organization is strong and getting stronger. I look forward to working with you all this next year as we continue to remember our values, remember our why and continue to do the type of work that proves our beliefs. Thank you.

Closing Remarks

Jami Awalt thanked our colleagues in Missouri and Illinois for hosting the upcoming annual meeting and encouraged everyone to consider attending.

Outgoing board member Cynthia LaFramboise (NV) thanked the membership and other board members for their collegiality during her term of service, stating that it was an honor and a privilege to serve the group.

Adjournment

Eric Emerson motioned to adjourn. Steve Murray seconded. The motion carries by affirmation, and the 2024 Business Meeting adjourned at 4:00pm Eastern.

Respectfully submitted,

Anne W. Ackerson, CoSA Communications and Development Coordinator

Joy M. Banks, CoSA Executive Director