Wisconsin Historical Records Advisory Board (WHRAB)
Meeting Minutes
February 13th, 2025, 10:00 AM
Location: Microsoft Teams

Attendees: Menzi Behrnd-Klodt, Anita Doering, Todd Larson, Abbie Norderhaug, Jacob (Jake) Riehl [*State Agency Records Archivist*], Mara Rodewald, Jane Schetter, Ken J. Wirth
Regrets: Clayborn Benson, Jamila Benson [*Presenter*], Jack Idlas, Rick L. Pifer

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AGENDA ITEMS

1. **Call to Order**
    1. Abbie, called the meeting to order at 10:04 AM.
2. **Presentation from the MKE Hip Hop Archive**
    1. Abbie, **MOVED** to skip item 2. All in favor.
3. **Review and Approval of November 11th Meeting Minutes**
    1. Jane, **MOVED** to approve the minutes as is. Anita, seconded. Menzi, will email Abbie edits to the minutes.
4. **Update on the Landscape Project**
    1. Jake, reported on the landscape survey. Mara, reported on the mailing list. Todd, Ken, Anita, and Jane provided feedback. Anita, **MOVED** for the Board to have access to review the survey. Menzi, seconded. All in favor.
5. **2024-2026 Grant Updates**
    1. Abbie, reported on our current grant cycle progress about the Governor's Archives Awards and professional development reimbursement awards.
6. **Committee Memberships, 2025 Forward**
    1. Abbie, discussed the responsibilities of the WHRAB award review subcommittee. Menzi, **MOVED** for herself to remain. Todd, **MOVED** for himself to be added. Abbie, **MOVED** for the award subcommittee to include Abbie, Clayborn, Menzi, Rick and Todd. Anita, seconded. All in favor.

7. **Identify and Propose Local History Sponsorship Sessions**
    1. Menzi and Abbie proposed session topics. Jake and Anita added suggestions.
    2. Proposed sessions focused on information preservation: *PastPerfect* session: useful for smaller organizations and local historical societies; *Pre-Archive 101* session: acquisitions training, first steps with unarchived materials; *Archive Legal Issues or Ownership* session: ownership transfers, loan documents, deposit documents, donor agreements, boxes with no identifying documents.
8. **2026 Grant Application**
    1. Abbie, discussed the 2026 grant application. Abbie, Menzi, Ken, Jane, Todd, and Jake discussed suggestions.
    2. WHRAB will continue GAA and professional development awards. The topic was raised of bringing funds to organizations by offering direct small grants. Years 3-4, WHRAB will plan an online communication network and launch it in Years 5-6. Emphasis was placed on making sure the platform meets standards, can last beyond funding cuts, and has adequate publicization.
9. **Close**
    1. Todd, **MOVED** 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: landscape survey feedback (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
Minutes approved by the Board on November 10, 2025.