



MINUTES

HISTORICAL RECORDS COMMISSION

GLENN COUNTY, CALIFORNIA

Thursday, February 7, 2008



1. **Convene Meeting and Introductions**

Chairman Keith Hansen convened the meeting at 3:07 p.m., with the following members present - Joanne Overton (via telephone), Sandy Soeth, Doris Cooper, Donna Benson and Chairman Keith Hansen.

2. **Welcoming on newly appointed member Donna Benson**

All members welcomed Donna to the Commission.

3. **Review and approve draft “Commemorative Requests and Monetary Contributions Policy”**

Sandy gave the background of how the item came to the Commission (from the Board) and an overview of the policy. She advised that the policy was written to be more general, rather than addressing the Historical Records Commission only as the Commission initially discussed. Discussion was held on the sponsorship levels and all agreed to have six levels as written in the policy. It was suggested that Sandy forward to the Facilities Committee for review and then onto the Board of Supervisors for approval.

Keith questioned if the Commission has received any donations, whereby Sandy stated that there have not been any donations made, and that the Commission needs to begin with the “Preservation of Glenn County History” project as discussed in September, once the policy is adopted. Discussion was held regarding the possibility of having the project (glass showcase identifying donations based on sponsorship levels) partially funded by the Rotary. Sandy suggested that a plaque be placed on the glass showcase and dedicated in memory of past Commission member Gene Walker. Funding for this project will be determined based upon approval of the policy and if funding is made available for the Board’s minutes books.

Upon further discussion, motion was made by Doris, seconded by Donna, to approve policy as presented, with a unanimous vote.

4. **Reports by members on the following matters:**

a. **Digitization of old Board of Supervisors Minutes books**

Sandy stated that she received a quote from BMI for approx. \$1,535 + tax and includes pick up and delivery of books upon completion. Sandy also stated that she checked with Vince in hopes to receive some funding from the Recorder’s Trust Fund, as he stated at a past meeting; however, due to the recent Election, he has not been able to check on the account. Sandy questioned if money is not available through the Recorder’s Trust Fund, should the Commission use the money raised by sales from the newspapers and law books. Whereby, discussion was held regarding different options, such as beginning the “Preservation of Glenn County History”. Keith suggested that the Commission will need to publicize this project, in hopes to raise funding for the necessary preservation. Commission members decided to wait to hear from Vince regarding the availability of money from the Recorder’s Trust Fund, in hopes that if not all, possibly a portion of the cost of the Minutes books could be covered. This item will be brought back next meeting.

b. Approved placement of bench in memory of Charles H. “Jack” Frost, contributed by the Rotary Club

Sandy advised that she spoke with Rotarian Susan Meeker and advised that they have purchased the bench to be placed on the Courthouse stairwell in memory of Jack Frost; however the bench was delivered damaged and are waiting for replacement. If the bench is available by next week, it is tentatively scheduled to be dedicated, along with a Resolution to be adopted, by the Board of Supervisors on February 19, 2008. Keith suggested that the Commemorative Policy be placed on the agenda near the same time as the dedication, in order to receive some public awareness of the Commission’s “Preservation of Glenn County History” project. (Note: Upon writing of these Minutes, Sandy has learned that the above items will be heard by the Board on March 4th, rather than Feb. 19th, due to conversation with Rotary and the necessity for the Commemorative Policy to be reviewed by the Facilities Committee at a regular meeting to be held on Feb. 19th at 3:30 pm.)

5. Unscheduled Matters & Public comment

Joanne questioned the status of the Board moving to the Memorial Hall, whereby Sandy advised that the move will take place in March or April. Sandy reminded that the Commission still has no where to work, but hopefully once the Memorial Hall is complete and various office’s become available to another department or two, it will possibly free up another facility for the Commission, such as the District Attorney’s office building as previously discussed.

Doris advised that she and Sandy recently met with Archivist Stephanie Hamashin from the Secretary of State to discuss the needs of the County and Commission relating to preservation, whereby she will provide the Commission with a contact list of certain people that would be best suited to help the Commission for preservation and grant information. Sandy also advised she would extend an invitation to Stephanie and others to attend and speak at a future Commission meeting.

Sandy advised that she recently became a member the County Records Mangers Association of California, and that they hold periodic seminars that will be a resource to the County and Commission.

6. Next meeting to be determined

Further discussion was held regarding the funding for the digitization of the old Board of Supervisors Minutes book, and it was decided that next meeting is tentatively scheduled for March 20, 2008 at 3:00 pm based on information received regarding the Recorder’s Trust Fund.

7. Adjournment - The meeting was adjourned at 3:30 p.m.

Members: Vince Minto, Keith Hansen, Joanne Overton, Sandy Soeth, Donna Benson, Doris Cooper, Susie Alves