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**Field Services Alliance Meeting
AASLH Conference, Phoenix, AZ
September 13, 2006**

Minutes

Submitted by Jeffrey Larrabee

Attending:

Carlton Appelo, Wahkiakum West Archives
Carmen Beck, Lincoln University of Missouri
Rick Bernstein, Wisconsin Historical Society
J.D. Britton, Ohio Historical Society
Myers Brown, Tennessee State Museum
Scott Carrlee, Alaska State Museum
Terri Cobb, Museum on Main Street, Smithsonian Institution
Cherie Cook, American Association for State and Local History
Brian Crockett, Interested Colleague (AASLH Incremental Standards Committee)
Max Evans, NHPRC, National Archives and Records Administration
Timothy Glines, Minnesota Historical Society
David Grabitske, Minnesota Historical Society
John Harris, Indiana Historical Society
Carol Harsh, Museum on Main Street, Smithsonian Institution
Laura Hartz-Stanton, Conservation Center for Art and Historic Artifacts
John Lancaster, Tennessee Association of Museums
Jeffrey Larrabee, Historical Services Division, National Guard Bureau
Melinda Markell, Midwest Art Conservation Center
Elizabeth Merritt, American Association of Museums
Patricia Miller, Illinois Heritage Association
Sandra Narva, Institute of Museum and Library Services
Karla Nicholson, American Association for State and Local History
Jack Nokes, Texas Association of Museums
Elisa Redman, Midwest Art Conservation Center
Connie Rendfeld, Indiana Historical Society
Heather Riggs, New England Museum Association
James Turner, Arizona Historical Society
Janet Vaughan, American Association of Museums

Jo Ann Williford, North Carolina Office of Archives and History
Max van Balgooy, National Trust for Historic Preservation

Welcome and Introductions

Miller called the meeting to order at 1:10 PM, welcomed attendees, and noted that FSA was manning a booth in the exhibit hall (a sign-up sheet to fill 5 vacant time slots was circulated). Attendees introduced themselves and their organizations, and many passed out handouts summarizing the activities of their institutions.

Temporary Secretary

Miller appointed Jeffrey Larrabee as Temporary Secretary vice Corrie Cook, to serve until September, 2007.

Approval of Minutes

Minutes from the 2006 winter retreat (New Harmony, IN, March 12-14, 2006) were reviewed. Williford moved to approve the minutes and Grabitske seconded. Motion carried.

Committee Reports

Program Committee (Rendfeld) - The program committee reported on two charges – to sponsor program content for professional meetings and encourage writing on field services. The committee noted that current and recent program content included sessions at AASLH 2006 and AAM 2006, and suggested a Field Services Roundtable at AASLH 2007. Current field service writing initiatives included three “Ask FSA” articles ready for submission for the AASLH *Dispatch*.

Professional Practices Committee (Glines) - The professional practices committee summarized its four charges – highlights were using Factors, Analysis, and Techniques (FAT) exercises to both disseminate knowledge of professional practices. The committee also suggested that the Code of Ethics reviewed in March, 2006 may need revision.

Membership Committee (Grabitske) - The membership committee summarized the current situation of FSA membership, and focused on barriers to and opportunities for expanding FSA membership. The committee suggested that FSA should become more proactive in seeking out cultural outreach professionals for potential membership, and urged the executive committee to consider instituting modest membership dues.

Communications (Larrabee) - The communications committee reported on its four charges, and suggested that the primary charge of outreach to other professional organizations may be facilitated through an electronic POC database as well as an electronic

version of “Ask FSA.” The committee also reported on FSA “branding” opportunities and developing templates for FSA information products (including press releases).

Advocacy (Cook) - The advocacy committee reported that initial committee discussions focused on the need to identify issues and for what/whom FSA needs to advocate, and the need to develop a platform. (No written report submitted.)

Ad Hoc Committee Reports

Vision Statement Committee (Grabitske) - The vision statement committee presented the following vision statement for discussion and review, to be voted on at the FSA 2007 Winter Retreat:

Field Services Alliance (FSA) is the cultural nonprofit forum of outreach professionals who mentor and provide services and networking opportunities to small, nonprofit historical organizations primarily, and museums, libraries, and other cultural institutions. FSA will, continue to meet the needs of outreach professionals and seek opportunities to grow the profession. FSA will do so by:

- 1) Establishing a field service office in all 50 of the United States of America*
- 2) Shaping public policy affecting small cultural organizations*
- 3) Training new outreach professionals*

Core Values (Britton) - The core values committee was organized at the FSA 2006 Winter Retreat. Email discussions by the committee centered on four values (networking, sharing, history, and a fourth?), which will be presented at the FSA 2007 Winter Retreat. (No written report submitted.)

FSA Website Report (Harris)

The website manager reported no significant changes to the FSA website (on the AASLH website www.aaslh.org/FSA); some new technical leaflets were added, and changes in membership recorded. He also reported that the FSA listserv on Yahoo Groups, FS-LIST, had 66 subscribers (including a few multiple subscribers), and that approximately 140 messages were posted during the previous year.

AASLH Report

(Note: more detail on the following programs and initiatives can be found on the AASLH website: <http://www.aaslh.org/>.)

Collections Camps (Nicholson) - new professional development program for 2007 that will provide 2-3 day collections-focused experiences in specialized areas:

- Furniture Camp - (2 ½ day camp rescheduled from 2006 to 2007)

- Military Museum Camp (2 ½ day camp, working with the Military History Committee and M. Brown of the Tennessee State Museum)
- Historic House Museum Camp – Historic House Issues and Operations (2 day camp, working with Historic House Committee and M. van Balgooy of the National Trust)

Federal Formula Grants (FFG) Update (Nicholson)

- Goal is to establish a federal formula grant for small museums
- AASLH building a Federal Formula Grant Coalition
- Coalition will work with legislators to request IMLS to call for a meeting in 2007
- FFG will not be a separate bill, but included in the current IMLS budget
- Coalition to work with legislators in 2008 to craft FFG changes for 2009 IMLS reauthorization bill
- Ongoing discussion is how grants will/can be administered at state level

Census Program (Nicholson) – AASLH database of history organizations (numbers, budgets, needs, issues) to help facilitate strategic planning concerning small historical organizations.

Incremental Standards Program Update (Cook) – summarized program status, noted that committee members came from 20 states, introduced FSA members serving on subcommittees, and solicited FSA members for museum standards subcommittee. Cook reported that the committee had validated AAM guidelines for the program standards, and that AAM had subsequently made their guidelines into national standards.

Performance Management Update (Cook) – described program, and noted that benchmarks would go out to the field in early 2007. An AASLH meeting session on Friday, September 15, would be able to provide FSA members with greater detail than the time allowed during the FSA meeting permitted.

Three Year Operating Plan (Nicholson) – next three year plan to be staffed during 2007; AASLH desires input from the field on/from historical organizations

Mid-Winter FSA Meeting (Harsh)

The Smithsonian Institution will host the FSA 2007 Mid-Winter meeting, and is scheduled for 29-31 March, 2007 in Washington, DC.

Old Business

Nothing to report.

New Business

Grabitske explained concept of Factors, Actions, and Techniques (FAT) exercises to new FSA members in preparation for post-meeting FAT exercise.

Adjournment

The meeting adjourned at 2:15 PM