

**Archives Board of Directors
Minutes of the February 11, 2019
Board of Directors Meeting**

Roll Call: Marissa Newman, Lee Whitney, Brian Holland, Sara Sparks
Also in attendance Ellen Crain, Archives Director
Excused: Bill McKenzie, Laurel Egan, Abby Peltomaa,

A quorum was present

Call to Order 12:00 p.m.

The Minutes of the January meeting were previously circulated and approved via e-mail and the approval was ratified by a motion, which was seconded and passed unanimously

The Directors Report was presented. The report is attached.

The Director expressed some concern about receiving poor guidance from the Budget office regarding unanticipated revenue process. The Director stated that she is concerned there will be retaliation from that office after the director held a discussion with Danette Gleason.

The Board asked for the request for Chateau information be resent to the budget office and the Board be copied on the request.

A motion was made to have the Director have the Board copied on significant communications with the Budget Office. The Motion was seconded and passed unanimously.

The Director asked the Board members to go to Butte-Silver Bow Web-site and take the survey on the Growth Policy. (public meeting schedule is attached)

Old Business

Confidential Records Policy

The Archives Director met with legal counsel Megan Morris and Molly Maffei on the development of a confidential records policy. Megan and Molly reviewed the collection and discussed the process.

New Business

Goals & Objectives for 2019 were discussed

The 2019 Goals and Objectives were discussed and some edits and clean up provided by the Board.

Disposal requests are attached.

Disposal request for Voter address confirmation cards (RM 88.)

Disposal Request for Invoice schedules, vendor payments, bank statements (RM88)

Disposal Request for Justice Court Invoice Schedules, and vendor payments (RM88)

Disposal Request for Justice Court Deposit slips, Bank Receipts. (RM60)

A Motion was made to dispose of the above items. The motion was seconded and passed unanimously.

Adjournment at 1:00 p.m.