

NCSHPO

National Conference of State Historic Preservation Officers

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NATIONAL CONFERENCE OF STATE HISTORIC PRESERVATION OFFICERS Draft Minutes of the Board of Directors Summer Meeting July 22, 2008

Participants:

Jay D. Vogt, President; Cathie Matthews, Vice President; Ruth Pierpont, Secretary; Elizabeth Hughes, Treasurer; Jean Cutler, M. Wayne Donaldson, James Glass, Kathleen Kilpatrick, F. Lawrence Oaks, Merlan E. Paaverud, Jr., L. Robert Puschendorf, Aida Belen Rivera, Franco Ruffini, Katherine Slick, Michael Stevens, and Mark Wolfe, Directors; Jim Draeger and Daina Penkiunas, Wisconsin State Historic Preservation Office; Frances McSwain and Marynell Branch, Arkansas State Historic Preservation Office; Trent Margrif, National Trust for Historic Preservation Wisconsin Field Office; John Fowler, Advisory Council on Historic Preservation; Jeff Dean, former Wisconsin SHPO; Nancy Schamu, Elizabeth Belleville and Kristen Harbeson, NCSHPO. Members not present: Edward Sanderson.

Call to Order

President Jay D. Vogt called the meeting to order at 9:00am CDT with an expression of thanks from the Board of Directors to Michael Stevens and the staff of the Wisconsin Historical Society.

Welcome

Michael Stevens, Wisconsin SHPO, provided a welcome to the Board of Directors on behalf of the Wisconsin Historical Society.

National Register Photographic Standards

Jim Draeger presented research on the current National Register photographic standards adopted by the National Park Service. Barbara Wyatt indicated the National Park Service's interest in convening a task force on the process of creating standards. Michael Stevens moved, Katherine Slick seconded and the Board of Directors unanimously voted to adopt the following resolution on the National Register Photograph Policy:

WHEREAS, the stated purpose of the National Historic Preservation Act is to expand the public's interest and participation in historic preservation; and

WHEREAS, in March 2008 the National Park Service issued "Proposed Updated Photograph Policy: National Register of Historic Places;" and

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WHEREAS, the State Historic Preservation Officers are the principal nominators of historic properties to the National Register and must communicate technically complex and often confusing standards to the public; and

WHEREAS, the State Historic Preservation Offices routinely work with thousands of Americans seeking recognition for historic places that tell the broad story of America's history; and

WHEREAS, the Preserve America Summit, a convocation of preservationists from all walks of life and all corners of the United States, met in New Orleans October 18-20, 2006, and

WHEREAS, the thirteen recommendations of the Summit included recommendations to "promote cultural diversity" and broaden the "inclusiveness" of the National Register

WHEREAS, good public policy does not create obstacles to public participation; and

WHEREAS, the National Register of Historic Places is foremost a tool to promote the preservation of American heritage; and

WHEREAS, the draft standards requires a technical understanding of digital photography that is beyond most non-professionals; and

WHEREAS, the draft standards create requirements that can not be measured or enforced by State Historic Preservation Offices or the National Park Service; and

WHEREAS, a good standard is clear, simple, enforceable, produces good outcomes, and is consistent with the overall mission; and

WHEREAS, meeting the draft standards requires use of one of eight printers, inks, and papers or proof of independent testing, creating a hardship for the public; and

WHEREAS, meeting the draft standards requires the use of difficult to purchase items, equipment, and software such as gold archival CD-R and DVD-Rs;

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the National Conference of State Historic Preservation Officers advises the National Park Service of its belief that the proposed photo standards create an impediment to achieving the aforementioned ideals and encourages the National Park Service to develop new standards in full consultation with the SHPOs and the public that are easily understood, easily enforced, cost-effective, and do not create an additional burden or unfunded mandate for the public or the SHPOs.

Minutes

Secretary Ruth Pierpont moved, Cathie Matthews seconded and the Board of Directors unanimously voted to approve the minutes from the October 14, 2007.

Treasurers Report

Treasurer Elizabeth Hughes reported on the July 2008 financials, electronically distributed to the Directors prior to the meeting.

The Treasurer reported on the Investment Committee's conference call with Thomas Gletner of SunTrust Investment Services, Inc., who believes that the NCSHPO investment plan has been successful, and the portfolio of investments has done better than the broader market profile, despite recent market fluctuations. Each Director had a copy of the minutes.

Mr. Gletner recommended transferring excess funds from the Brokerage Account to the Investment Account in order to increase the potential for greater returns. The Treasurer moved, Franco Ruffini seconded, and the Board of Directors unanimously resolved to direct the Executive Committee to transfer excess funds, in an amount to be determined by the Treasurer after consultation with the Business Manager, from the Brokerage Account to the Investment Account in increments, as determined by the Treasurer after consultation with the Business Manager, over the next twelve months beginning with a transfer of one fourth of the total amount.

Wayne Donaldson moved, F. Lawrence Oaks seconded and the Board of Directors unanimously voted to accept the Treasurer's report.

2007 Audit

The Treasurer presented the audit, previously distributed to the Directors. The audit had no material weaknesses in compliance with OMB standards. The staff is implementing the recommendations in the management letter. The treasurer moved, Franco Ruffini seconded and the Board of Directors unanimously voted to accept the 2007 audit.

Records Retention Schedule

Executive Director Nancy Schamu presented a proposed retention schedule previously distributed to the Directors. F. Lawrence Oaks moved, Merlan E. Paaverud seconded and the Board of Directors unanimously voted to approve the schedule as submitted to the Board of Directors.

Records Retention Schedule

The National conference of State Historic Preservation Officers maintains two sets of records -- materials relating to historic preservation and administrative records common to any non-profit organization - and operates under two records retention policies.

1. Historic Preservation Subject Related Records

The National Conference has an agreement to deposit its records related to its historic preservation activities with the National Trust Library at the University of Maryland. The NCSHPO made an initial deposit in 2008. In general, the National Conference will retain subject-related records for a 15-year period prior to deposit with the University of Maryland.

2. Administrative, Financial and Personnel Records

The following table outlines the types of records and the length of time they will be retained before shredding.

Accident reports and claims (settled cases)	7 years
Accounts payable ledgers and schedules	7 years
Accounts receivable ledgers and schedules	7 years
Audit reports of accountants	Indefinitely
Bank statements and reconciliations	7 years
Cash books	Indefinitely
Charts of accounts	Indefinitely
Checks	7 years
Contracts and leases while valid and after expiration	7 years
Correspondence relating to administrative matters	3 years
Deeds, mortgages, bills of sale, titles	Indefinitely
Depreciation schedules	Indefinitely
Duplicate deposit slips	1 year
Electronic fund transfer documents	7 years
Employee personnel records (after termination)	7 years
Employment applications	3 years
Expense analyses and expense distribution schedules	7 years
I-9s (after termination)	1 year
Insurance enrollment applications (after termination)	7 years
Insurance policies (expired)	3 years
Invoices to customers	7 years
Invoices from vendors	7 years
Journals	7 years
Leases	See Contracts
Licenses	Indefinitely
Loan documents, notes	Indefinitely
Minute books of directors, by-laws and articles of incorporation	Indefinitely
Notes receivable ledgers and schedules	7 years
OSHA logs	5 years
Payroll records and summaries, pensions, payroll taxes	7 years
Petty cash vouchers	3 years
Purchase orders (purchasing department copy)	7 years
Receiving sheets	1 year
Sales records	7 years
Scrap and salvage records (inventories, sales, etc.)	7 years
Subsidiary ledgers	7 years
Tax exempt documentation (501 (c)(3) status) from the IRS and related States	Indefinitely
Tax returns and worksheets, agents' reports , any documents relating to income tax liability	Indefinitely
Time books/cards	7 years
Vouchers for payments to vendors, employees, etc. (including allowances and reimbursement of employees officers, etc., for	7 years

travel and entertainment expenses)	
W-4 forms	4 years
Worker's compensation documents	11 years

Disaster Recovery Plan

State Services Director Kristen Harbeson updated the Board of Directors on her effort to create a Business Continuity Plan/Disaster Recovery Plan for the NCSHPO office, according to the recommendations in the 2007 audit. The plan will be presented for approval at the December Board of Directors meeting.

Presidents Report

The President updated the Board of Directors on the "Blue Ribbon Panel" of historic preservation experts which has met twice to assess the structure of the Federal historic preservation program. The Panel is still gathering information, however expects to turn its attention to creating recommendations this fall.

The President also reported on the National Academy of Public Administration Performance Measures Task Force, which will meet for the first time on August 6, following the recommendations presented by the National Academy of Public Administrators in its December 2007 report. NCSHPO will be represented on the task force by Jay D. Vogt, Ruth Pierpont, Michael Stevens and Edward F. Sanderson. The report will be delivered by January 31, 2009.

Legislative Update

Government Relations Director Elizabeth Belleville briefed the committee on the recent legislative activity.

The House of Representatives Interior Subcommittee passed an Appropriations budget including: \$45 million for SHPOs, \$7 for THPOs, \$25 million for Save America's Treasures and \$5 million for Preserve America.

NCSHPO, after consultation with affected SHPOs and its partners, will be requesting \$38 million supplemental appropriation for Midwest flood relief, including \$35 million for bricks-and-mortar restoration and \$3 million for Section 106 review.

Community Restoration and Revitalization Act (H.R. 1043) has not been considered by Congress, however the "Housing Assistance Act of 2008" (H.R.5720) contains three historic rehabilitation related provisions: lease back provisions for not-for-profits; AMT relief for projects twinned with the low-income housing credit; and a hybrid provision that requires states to include historic rehab under criteria considered under State Qualified Allocations Plans (QAP).

The House Amtrak reauthorization bill (H.R. 6003) prompted proposals from Alaska and North Carolina to exempt railroads from Section 106 review. The NCSHPO, preservation partners and railroad representatives prepared report language which accompanied in the reauthorization bill. This language directed that the Federal Railroad Administration, the ACHP, the NCSHPO

and others conduct a study on expediting railroad modernization within historic preservation regulations. Similar language is expected in the Senate Bill.

The 2008 Farm Bill passed both Houses of Congress, including provisions for conservation of archeological sites, barn preservation and a rural collaborative investment including heritage tourism.

Elizabeth Belleville reported on the Preserve America/Save America's Treasures bill. H. R. 3981 has passed the House. Senate Energy and Natural Resources Committee Chairman Jeff Bingaman included it among ninety other provisions in an omnibus bill, S. 3213.

In response to a request from House sponsor, Rep. Brad Miller (NC), the NCSHPO had proposed several amendments. Both the House and the Senate accepted a number of the NCSHPO suggestions, including integrating NCSHPO into the SAT grant program and directing that a process be established expediting the designation of CLG's as Preserve America communities. While the sponsors had not accepted the NCSHPO report language affirming the foundational role of the SHPOs and THPOs in the national program, Representative Stephanie Herseth-Sandlin (SD) succeeded in getting the text in the House report 110-738. Two directors expressed concern 1. that the language had caused a perception that among preservation partners that the text would jeopardize the passage of the bill, 2. that they had not known about the Representative's action in advance, and 3. about the NCSHPO communication process. Ms. Belleville distributed a copy of the report language among the directors. During the subsequent discussion, no other directors expressed concern about the report language.

Case Statement

Elizabeth Belleville presented a draft of a Case Statement. The Board of Directors recommended revisions including making SHPOs, not the NCSHPO, the focus and emphasizing how the work of SHPOs benefits people. A revised draft will be presented at the December Board of Directors Meeting.

President Jay Vogt recognized Jeff Dean, former Wisconsin SHPO.

National Leadership Possibilities

Jean Cutler discussed the challenges of public perception of SHPOs, and suggested taking initiative towards marketing the role of the SHPOs more broadly.

Meeting Update

State Services Director, Kristen Harbeson provided a brief update on pending NCSHPO meetings.

September 24-26, NCSHPO will sponsor the National Historic Tax Credit Conference, in partnership with IPED, the City of Chicago, Landmarks Illinois, Historic Landmarks Foundation of Indiana, AIA, the National Trust for Historic Preservation, the National Housing & Rehabilitation Association and Historic Hotels of America. If the partnership is successful, plans are moving forward to bring the NHTCC to coincide with the NCSHPO Annual Meeting in 2010. One director expressed concern about a balanced presentation on the Secretary's

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Standards at the meeting, and support for the National Park Service. Ms. Harbeson assured that she was in close contact with the NPS about the program, and they would be adequately represented.

The NCSHPO General Meeting would be held from 9am - 12pm on Wednesday October 22nd at the National Trust for Historic Preservation Conference in Tulsa, Oklahoma.

The next meeting of the Board of Directors will be held December 6 - 9 at the Capitol Hotel in Little Rock, Arkansas.

Website Update

Kristen Harbeson updated the board on her efforts to revamp the NCSHPO website in order to make it more responsive to the needs of SHPO staff, based on responses from a survey on web usage conducted in Fall, 2007.

Federal Formula Grants

Kristen Harbeson provided a brief update on the efforts of the Federal Formula Grant Coalition, led by the American Association of State and Local History. The American Association of Museums, and other key museum advocacy organizations are working to build support in Congress. No bills have yet been presented.

NCSHPO History Project

James Glass shared a series of nine audio interviews he conducted relating to the history of NCSHPO and the National Historic Preservation Act. The Directors discussed how to proceed with the project. Mr. Glass suggested that the board review the hand-outs distributed at the meeting, particularly the comments from Michael Tomlan and Philip Scarpino and Options for the Board, and that the discussion continue at the December meeting of the Board.

Partners Report: Advisory Council on Historic Preservation

John Fowler reported on the activities of the Advisory Council on Historic Preservation.

- 1) Preserve America Summit recommendations: the quarterly update on the implementation of Summit recommendations was circulated to the Directors. (See attached chart.)
- 2) Bureau of Land Management Programmatic Agreement: the ACHP is meeting with BLM officials on the continuation of the BLM Programmatic Agreement. They are developing a work plan which will involve a schedule of tribal consultation on implementation of the Programmatic Agreement to avoid termination as recommended by the Native American Advisory Group.
- 3) Corps of Engineers: the ACHP is in continued discussions over "Appendix C" with the Army Corps of Engineers.
- 4) Federal Communications Commission: The FCC has released a process to streamline Section 106 processes through electronic filing.
- 5) Surface Transportation Reauthorization: A draft concept paper for the reauthorization (T-4) has been presented within the federal government which proposes dramatic, additional environmental streamlining. Details are still being worked out.

- 6) **Midwestern flooding:** the ACHP has been working with Elizabeth Belleville and other partners to calculate funding needs for the recent flooding. Affected states have been invited to participate in the quarterly ACHP meeting in St. Louis.
- 7) **ACHP Meeting:** Will be held on August 14-15 in St. Louis. The focus of the meeting will be on transitioning to a new administration, and the continuity of current programs through involvement with senior officials in a new administration.
- 8) **Department of Defense:** The DOD has been moving ahead with proposals for 21 standard treatments. Public comments may force some modifications to the program.
- 9) **Preserve America:** 30 new communities have been designated, bringing the total number to 650. The next grant cycle will be announced in September.
- 10) **Stewards Program:** The new ACHP Stewards program has received a positive response, and the ACHP would like to work with SHPOs to determine their role in the program.

Partners Report: National Park Service

Barbara Wyatt reported on the activities of the National Park Service

- 1) **Photo Policy:** The NPS would like to have a working committee to make sure that the photo policy works for its users, and encourages participation from SHPOs.
- 2) **Training:** The NPS is looking to hold as many training sessions as possible in as many places as possible, especially connected to state and national meetings.
- 3) **National Register:** The National Register is looking to update National Register Bulletins, beginning with Bulletin 16. SHPO staff could potentially be contracted to work on the re-writing of the Bulletins.
- 4) **Diversity:** The NPS is tabulating the results from its diversity survey, and are hoping to target new National Historic Landmarks from African-American community properties.
- 5) **National Historic Properties Inventory Initiative:** A consultant has been selected to carry the initiative forward. A draft document will be presented in December, with the final report due in March 2009.
- 6) **Save America's Treasures:** An internal review of grants has been completed. The panel will meet in August to make designation awards.

Partners Report: National Trust for Historic Preservation

Trent Margrif reported on the activities of the National Trust for Historic Preservation and the Wisconsin Field Office.

- 1) The Wisconsin Field Office was set up by a private donor in 2002, works closely with the Wisconsin SHPO, and is meant to be a model for similar offices in other state.
- 2) The NTHP has announced 8 full-time positions will be terminated, and there is a hiring freeze until October 1.
- 3) **Preservationnation.com** is a new initiative to attract a new audience, but is still a work-in-progress.
- 4) The Logo has been changed to emphasize preservation.
- 5) **Preservation Magazine** has been changed to make it more inclusive and integrated with the rest of the programs.
- 6) Organizational emphasis on LEED Certification and sustainability.
- 7) New initiative (similar to the National Trust Community Investment Corporation) is Heritage Tourism.

- 8) "State of Preservation" report is still being worked on. A NCSHPO Board Member encouraged including other organizations in the report.

Task Force Reports: Administration

Task Force Chair F. Lawrence Oaks reported that the task force is encouraging Office of Budget and Management to include \$45 million in the President's budget.

Task Force Reports: Appropriation

Task Force Chair Michael Stevens thanked Elizabeth Belleville for her legislative report.

Task Force Reports: Resources

Task Force Chair Cathie Matthews reported no new activity.

Working Group Report: Leadership in Energy and Environmental Design

Working Group Co-Chair M. Wayne Donaldson reported that LEED Version 3 was released on May 15th. The new version is an improvement, but still requires additional work to integrate historic preservation into the US Green Building Council point system.

Task Force Report: National Park Service Programmatic Agreement

At the request of Judith Bittner, Alaska SHPO and Chair of the NCSHPO National Park Service Programmatic Agreement Task Force, Nancy Schamu brought the Board of Directors up to date on the status of the agreement negotiations. All SHPOs have received electronically the first and second drafts of the agreement and have had an opportunity to comment. On June 20, 2008, the Task Force Chair consolidated comments on the second draft and forwarded them to the National Park Service. Directors received copies of the second draft of the agreement and the NCSHPO comments in the Board meeting materials distributed prior to the meeting. A final meeting on the agreement will be held July 29, 2008. Executive Director Nancy Schamu will represent the Task Force.

The Task Force believes the second draft represents an acceptable compromise that addresses the principal objectives and that the NCSHPO should sign the agreement. The Executive Director asked the Directors for comment. None were made.

F. Lawrence Oaks moved, Aida Belen Rivera seconded, and the Board of Directors unanimously voted to authorize the President to sign the programmatic agreement with the National Park Service and the Advisory Council on Historic Preservation as long as the agreement presented for signature is not materially different from the second draft that the NCSHPO Task Force found acceptable in its comments to the National Park Service.

New Business

No new business was presented for discussion

Announcements

Aida Belen Rivera submitted her resignation as Puerto Rico SHPO effective August 15, 2008. The Board gave Ms. Rivera a standing ovation for her work in that office.

Adjournment

Jay Vogt adjourned the meeting at 4:20pm CDT

Resolution of Thanks

Wisconsin Historical Society

WHEREAS: This meeting of the NCSPO came to Madison.
On July 21, the meeting was begun.

WHEREAS: We settled in our rooms at the Madison Monana Terrace
The rooms were so lovely and the opposite of garish.

WHEREAS: Down the streets of Madison to the University
The Historical Society we were going to see.

Plans for restoration will restore this Grand Old Dame
And bring this wonderful building back and give her all the fame.

WHEREAS: The group then reassembled at the seat of government.
The Wisconsin State Capitol was truly heaven sent.

The marble, the granite, the tiles extraordinaire.
How did they do this? It must be Wisconsin air.

WHEREAS: Gathering at the Magnus was really such a treat.
The dinner was delightful – the food was hard to beat.

WHEREAS: The Tuesday meeting chaired by Jay was certainly well run.
His South Dakota style means “Let’s get our work here done!”

WHEREAS: Later on that day at Quivey’s Grove we had our dinner.
With friends and drinks and dining fare the evening was a winner.

WHEREAS: Wednesday our coach arrived and sent us on our way
To see Wisconsin’s finest – a really fun filled day.

We started at Mendota Mounds, Amy led the way.
Her knowledge of the effigies made us want to stay
(*except for the mosquitoes).

Then on to Taliesin, the home of Frank Lloyd Wright.
For all us preservationists, the tour was a delight!

At Pendarvis and at Grandview, the tours were truly great.
Wisconsin hospitality is really first- rate.

So WHEREAS, and WHEREAS, and then a THEREFORE:

We will give our thanks and so much more.

To Michael, Jim, and Daina - we owe our gratitude.

The tours, the meetings and all the fun - and then of course the food.

So raise your glasses high my friends - we've all had so much fun.

And thank our hosts just one more time for a job that's so well done!

Adopted July 24, 2008

Kristen Harbeson, State Services Director, for Ruth Pierpont, Secretary