

Public Records Advisory Commission (PRAC)
Minutes of October 19, 2015 Meeting
Alexandria City Hall, Room 1102A

Present: Ann Parham (Chair), Jackie Cohan (Archivist), Carol Abrams, Lisa Knight, and Diondrea Ricks.

Call to Order

The meeting was called to order at 7:34 p.m.

Appointment of Secretary

Carol Abrams was appointed Secretary.

Minutes

The members approved the minutes of the April 27, 2015 meeting. Members gave comments on the September 21, 2015 minutes to Lisa Knight who will circulate a revised version of September's minutes for the members to approve via email.

Introductions

Jackie advised that the newest member, LiMin Fields, has been sworn in as a voting member. LiMin was unable to attend due to a prior commitment.

Renovations to the Archives and Records Center

Jackie reported that the renovations are in progress with completion anticipated this winter or early spring. No action is required from the members at this time.

Recruitment of new members

Ann will re-post the openings to the DC/SLA ListServ and Lisa will re-post to the Records Management ListServ. An additional vacancy will be created by Ann's departure from the commission when her term expires in December.

FY 2017 Budget

After meeting with Patrice McAuliffe, Jackie will advise the members of the timeline for the FY2017 budget and the needs for the Archives and Records Center. Jackie anticipates that this will include the purchase of mobile shelving that would enable the office to store the entire permit collection on-site in Alexandria rather than the current situation wherein some permit documents are stored off-site in Springfield, Virginia. The members will discuss a budget strategy once Jackie articulates the timeline and priorities.

Alexandria Civic Engagement Meetings

The City begins its FY 2017 budget process with four community meetings to gather input on budget priorities from residents and business representatives. The format for all four

meetings is an overview of the FY 2017 budget process and budget challenges followed by attendees moving into small facilitated groups to discuss budget priorities. Ann recommends that members attend at least one of Alexandria's Civic Engagement meetings to advocate for records and archives. There are four meetings scheduled in various locations across the city from October 15 through November 4. The upcoming meetings are as follows:

- Tuesday, October 20 - 7:00 p.m.
 - Beatley Central Library (5005 Duke St., Alexandria, VA 22304)
- Saturday, October 24 - 10:00 a.m.*
 - Minnie Howard Campus (3801 W. Braddock Rd., Alexandria, VA 22302)
- Wednesday, November 4 - 7:00 p.m.*
 - Cora Kelly Recreation Center (25 W. Reed Ave., Alexandria, VA 22305)

New business

Jackie informed the members that she is seeking approval from the Office of Management and Budget to post the position of a 25-hour per week Records Center Clerk. She will advise the members when the position is posted.

The date of the November PRAC meeting was changed from November 16 to November 23 to accommodate members' schedules.

Adjournment

The meeting adjourned at 8:22 p.m.

Respectfully submitted,
Carol Abrams, Secretary