

**National Oceanic Atmospheric Administration
Personal Property Management Branch
Heritage Group Introduction Meeting Minutes
April 21, 2015 – Room 9836 (SSMC3)
11:00 a.m. – 12:00 p.m.**

Attendees

Maryann Cruz
Trenika Tapscott
Tiffany House
Harrie Cherry
Lorenzo Brown
Derrick Battle
Gerard Fox

Via Phone

Kelli Dawson

Absent

Daria Webb
Kendall Fancher
Charlene Dunn
Trena Simon
Herbert Callands
Denise Doran
Yvette Garnett-Singleton
Walter Bishop

JPS Representatives: Oluseun Finnih and Vance Young

Date and Time of Next Meeting

The next meeting is set for May 19, 2015, at 2:00 p.m. The date and time may be subject to change due to vacations or scheduling conflicts.

Discussions

Ms. Tiffany House opened up the meeting by letting the attendees know that she would have to step down as the chair of the Heritage Group, because she is a contractor according to Ms. Joy

Taylor. She stated that apparently she can switch roles to be the co-chair and Ms. Tapscott could be the chair if there are no objections.

Group voted and agreed to the change.

Ms. Tapscott continued with the meeting by indicating that the team was tasked with reviewing Heritage Asset Policy during the last meeting. She said as a team we were to come up with ideas or concerns regarding Heritage.

Ms. House told the group that after reviewing the policy that she did not find anything wrong.

Ms. Cherry, Ms. Tapscott and Ms. Cruz agreed with Ms. House.

Mr. Brown stated that it is up to the committee to decide on what would need to be changed.

Ms. Cherry expressed her concerns about the Excess portion of the policy. She asked about the next step after removing the Heritage Asset from her inventory. She told the team that she has removed 15 pictures that are currently in her cubicle.

Mr. Brown suggested that she goes through Unicor to recycle.

Ms. House agreed and stated that an alternative option could be to donate it for educational purposes according to the policy.

Ms. House and Ms. Tapscott told the team that they will be meeting with the Librarian at 2 p.m. in case the group had any questions or concerns that need to be addressed.

Ms. House asked Mr. Brown what was the concern about changing the policy. She stated currently the policy starts with the Property Custodian, Property Manager, and goes to Mr. Lorenzo Brown.

Mr. Brown responded that his portion in the process needs to be terminated. He stated that his role going forward would only be to enter Assets into Sunflower.

Ms. Tapscott and Ms. House agreed to the new process. Ms. House reiterated that the Asset will go to Custodian, Chief Librarian then Mr. Lorenzo Brown.

Ms. Tapscott stated that once a change is made to the policy, the team will send to Mr. Brown to make updates accordingly.

Mr. Brown agreed with Ms. Tapscott.

Ms. House stated that she took notes of a few questions and concerns that she would be communicating with the Librarian. She told the team that she wants the Librarian to attend the next meeting. She also wanted to know if he approved the 109,966 assets that are currently in Sunflower.

Mr. Fox asked, who has the final say on what is considered Heritage Asset because it will be irrelevant to have meetings on Heritage Assets if the Librarian has the final say about what is deemed Heritage or not. He also told the team that there should be proper parameters implemented or followed to classify what is Heritage or not.

Ms. Cruz agreed and stated that according to the policy the Librarian approves what is deemed Heritage or not.

Mr. Brown responded that we can inform the Librarian on what we think is Heritage or not. He also said as a committee the team can vote on a better process if needed.

Mr. Battle told the team that the Committee has an important role because by the time the Assets go through the Heritage process and get to the Librarian, he would most likely approve it as a Heritage Asset.

Ms. House agreed and stated this would help with the amount of irrelevant items that go to the Librarian for approval.

Mr. Battle told the group that the team will have to come together and establish an improved process so that there are no instances where everyone thinks their Asset is a Heritage item.

The group agreed.

Ms. House told the team that she wanted to ask the Librarian to recommend locations for Heritage Assets instead of just letting the Asset sit in storage for a long time.

Ms. Cherry responded that she has two museums that have her Assets and that they are still listed on her paperwork.

Ms. Tapscott told the team that they will bring up all of these issues and concerns when meeting with the Librarian today, so they could make sure they are all on the same page.

She stated that the team's priority at the moment is to figure out how the Assets are categorized and from there work on the policies as a group.

Ms. Tapscott expressed to the team that after meeting with the Librarian they will finalize the date and time for the next meeting, so he can be present.

She asked the group how often the team should meet.

Mr. Fox responded that he thinks once a month is fine, especially with the fact that Heritage Assets are reviewed quarterly. A month gives people more time to do research and gain more understanding of the process as a whole to be able to speak on the procedure.

The team agreed.

Ms. House told the team the next meeting would be on Tuesday May 19, 2015.

Ms. Tapscott agreed and told the team the date of May 19, 2015 is tentative based on the Librarian's availability.

The meeting was adjourned.