



September Board of Trustees Meeting Minutes DRAFT
Idaho History Center – 2205 Old Penitentiary Rd, Boise, ID – Multipurpose Room

THURSDAY, SEPTEMBER 18, 2025

CALL TO ORDER

Introductions: Allison Foster-Davis, Deputy Attorney General. Serves under Attorney General Raúl Labrador and works in the general counseling unit.

APPROVAL OF MINUTES

Action Item: Approve Board of Trustees Meeting Minutes August 14, 2025

MOTION 2.0 Rick Phillips, Board of Trustees, moved and Justin Vipperman seconded. To approve August 14, 2025 Board of Trustees meeting minutes. Motion passed unanimously.

ACTION ITEMS

Action Item: Approve ISHS Agency Records Retention Schedule

Frank Fazio, Zasio Records & Information Management Software I Consulting Services reported on the Records Retention Schedule project.

- There is a broad and general records retention for the State of Idaho
- ISHS Retention Schedule was created for its unique operations and records management
- Dir. Gallimore, David Matte, Patricia Hoffman, administrators all cooperated and provided their knowledge and expertise in crafting this document
- Critical to the retention schedule was ensuring that it complies with all laws and regulations
- It was established that the retention periods, to be at least long enough to cover all the operational and historical needs.
- Process covered both laws at the Idaho level and at the Federal level
- Fazio reported and outlined categories, specific retention periods, permanent and 3-5-6-year periods
- Records pertaining to the Retention Schedule are business records of day-to-day operations
- Discussion on digital records, storage and integrity of the data as technology changes pursued – becomes a challenge on what is the correct digital, medium to retain records in so that it won't suffer degradation
- Discussion and explanation on public requests and process

MOTION 3.0 Rick Phillips, Board of Trustees, moved and Bill Butticci seconded. To approve ISHS Agency Records Retention Schedule. Motion passed unanimously.

Action Item: Approve 100% Design Development Plans for Phase I OIP exhibitions.

Janet Gallimore reported on the joint meeting of the Foundation for Idaho History and the ISHS board, at the meeting the group reviewed the flythrough of the Old Idaho Penitentiary design from Nassal/nFusion. After that meeting the flythrough was sent to ISHS Board of trustees for review. A shorter version of the flythrough was presented to the board at this meeting.

Items noted:

- Next phase in moving into more detail, actual writing, language and text for exhibits. Working on design development phase of the project since February when approved by the board.
- Concepts are solidified.
- Request for approval is important in that ISHS must submit a change order in October.
- Moving into the production phase for the clerk's office, auditorium, and signs throughout the site.
- Next steps are to go to DPW for approval on moving this work into production.

Today we are asking for approval of the design concept with the contingency of final budget approval.

- Two changes since approval of schematic design in February.
- One – creating the auditorium space in the area behind the store – working with DPW to include an entry way. This change allows a seated area for visitors to receive an overview of the site upfront.
- Second – reviewed storylines for the shirt factory and how to nuance it to connect the dots to legal origins of the state-working with legal scholars, Cathy Silak, Justice Meyer and David Leroy.

MOTION 4.0 Don Pischner, Board of Trustees, moved and Mary Ann Arnold seconded. To approve 100% Design Development Plans for Phase I OIP exhibitions with contingency of final budget approval. Motion passed unanimously.

Action Item: Approve Warhawk Air Museum, Nampa, ID for 2025 Sister Alfreda Award.

It was reported that during the Sister Alfreda committee meeting, every member had chosen Warhawk Air Museum as their first choice for the award. There were several items the museum was noted for: service they provide as a museum and as a gathering place for veterans, and the educational programs provided for students of all ages.

MOTION 5.0 Rick Phillips, Board of Trustees, moved and Justin Vipperman seconded. To approve the Warhawk Air Museum for the 2025 Sister Alfreda Award. Motion passed unanimously.

Action Item: Approve Century Farm applications for century status

- Heuett-Watson Land Co.
- Abbott Ranches LLC.

Patricia Hoffman presented the two applications for century status. Heuett-Watson Land Co. located in Lewis County and Abbott Ranches LLC located in Swan Lake. Both applications fulfill requirements to be designated a century farm/ranch. There was discussion on costs of the program.

MOTION 6.0 Dr. Amy Canfield, Board of Trustees, moved and Rick Phillips seconded. To approve the Heuett-Watson Land Co. and Abbott Ranches, LLC. for century status. Motion passed unanimously.

INFORMATION ITEMS

Information Item: Table Rock Road Easement license agreements

Doug Bates, a neighbor to the historical society and resident of Wild Horse Ranch near Table Rock presented to the Board. He's been a strong partner as we've worked to manage the top of Table Rock, improving safety and accessibility.

Bates discussed a right-of-way request from ACHD. The agency is considering selling a portion of public right-of-way that passes partly through his private property. This initiative is part of a 10-year effort involving nearly 30 stakeholders—including city departments, law enforcement, Parks and Recreation, and tribal representatives—to address safety and access concerns.

- Table Rock Road is a mix of paved public road, closed public gravel road, and private gravel road.
- The yellow section (on diagram shown - about 800 feet) is unopened public gravel road, steep, single-lane, and historically a source of unsafe activity—illegal parking, reckless driving, vandalism, off-road damage, and even fires.
- Commercial traffic (quarry trucks, service vehicles) has easements to use the road, while public access has been limited for safety.

ACHD designated the yellow section as a closed public road in 2021 and proposed a license agreement with Bates, the private landowner. Since then, access has been controlled with clickers for authorized vehicles, reducing fire risk, illegal activity, erosion, and traffic conflicts.

The current proposal:

- ACHD would sell the yellow section to Bates, while preserving permanent easements for commercial and institutional traffic (Historical Society, Department of Lands, etc.).

- This allows Bates to manage the road fully while maintaining necessary access for authorized users.

Results so far:

- Fire risk reduced, safety improved, law enforcement involvement minimized.
- Litter, erosion, and racing incidents have significantly decreased.
- The area has been restored, and public engagement is now safer and more sustainable.

Allison Davis, DAG, noted:

- An easement is a right of way, prescriptive easement means the easement has been in place for so long, the owner has some legal rights (the legal rights are not reordered – it mostly through practice).
- Bates has described in his presentation – is the yellow section he refers to is a prescriptive easement.
- Bates and the easement is essentially taking the prescriptive easement and developing it into a Recorded easement (and once completed and signed – the easement will be on recorded).
- The easement is then a *Runs with the Land*, which means, it doesn't depend on Doug Bates owning the land, it's recorded and permanent, so whoever purchases the property is subject to that easement and it will stay there in perpetuity.

Davis's concern in representing ISHS, was to be sure the ways ISHS uses the property now would be protective in the future, and she noted she is satisfied that this will do that.

In short, the road sale with easements provides a permanent, manageable solution that balances public safety, commercial access, and environmental preservation.

Information Item: 2025/2026 Legislative Engagement

Mary Ann Arnold provided an update on legislative engagement efforts. A committee has been formed, consisting of Jessica Anderson, President of the FIH Board; Dr. Cheryl O'Brien, Chair of the ISHS Board of Trustees; Janet Gallimore, ISHS Executive Director; and Arnold. The group will develop a strategy for legislative engagement for 2025–2026.

Arnold reviewed available tools for connecting with legislators. ISHS will keep the Board of Trustees informed of statewide events where trustees can participate and extend invitations to local legislators. The Board also discussed how best to report trustee attendance at such events and share feedback with ISHS. After consideration, members voted to use email as the preferred method of communication rather than a form.

Example given: Century Farm presentations. Board of Trustees to invite legislators. After event, board of trustees sends information on the presentation to ISHS.

Outreach information is to be chronicled and at the end of year ISHS will be able to measure its outreach and impact. The goal is to capture data to measure outreach and impact (this year is to create a baseline to be used for future targets and how to grow outreach).

Janet Gallimore provided an update on the rollout of the Highway Marker program. The first phase will focus on North Idaho, beginning with Farragut, followed by Lewiston. Additional opportunities to engage legislators could include Century Farm presentations, National Register presentations, and other events, as well as sending personal notes. These initiatives offer multiple ways to invite and involve legislators.

WEA Run of Show: Board assignments, discussion etc.

Seth Wheeler reported on Wine, Eats, and Artifact event. Doors open at 5:00 pm and program officially starts at 5:30 pm. A truly red-carpet event, with three artifacts in the lobby and Old Pen staff on hand as artifact ambassadors to discuss the artifacts and answer any questions. Sold out event with eleven sponsors.

A250 Activities

HannaLore Hein reported on the following items in regard to the America250 activities:

- Attended a meeting of the state planners for the A250, Federal Commission, and White House A250 Task Force
- Discussed programs that the Commission is leading and initiatives that the task force is leading
- Timeline 289 days till July 4, 2026
- Programs include:

Our American Story – federal oral history story – physical recording booth is being used and moving across various states

America Gives – program aims to encourage volunteering and tracking volunteer hours in support of A250

America's Field Trip – contest for 3rd graders through 12th – 7,000 submissions with 63 from Idaho. Winners had a chance to participate in a field trip including tours of the Grand Canyon, behind the scenes tours of the Alamo, and Smithsonian's in DC. Federal Commission is considering relaunching the program in October and run it through March. Submissions will be selected in May – those students will have a chance to participate again in a summer field trip.

Other programs:

- Great American State Fair, a two-week opportunity for all states to be in DC end of June into July – with an exhibition of sorts, telling the story of states.
- Great American Patriot Games, a national competition, highlight school athletes.
- Many grassroots efforts: America's Potluck, hosting of block parties and picnics, Sharing the Spirit of America, simultaneous readings of the Declaration of Independence

ISHS working with task force members on state level events;

- Department of Parks and Rec, August and September hosting America's Mississippi-themed events at parks
- 3 forthcoming events with Idaho Public Television in North Idaho, film screening – *Anchors of Freedom: Celebrating American250 and America's Sagebrush Navy* -October 13th-14th-15th, Oct. 13th is the 250th anniversary of the U.S. Navy

Information Item: Executive Director Report and ISHS Staff Reports

Janet L. Galimore, Executive Director

- Budget was approved for submission in August, did so in accordance with requirements, with a one-time 3% reduction for FY26
- Analysis of ISHS code – due to request to eliminate code per governor's office
- Proposal into Murdock Charitable Trust for Old Idaho Penitentiary Exhibitions

David Matte, State Archives and Record Center

- ISA is identifying non-permanent, non-historical, mostly tax, tax receipts and working with counties to remove these files from the archives.
- Governor Kemethrone's records will be transferred from the University of Idaho to the State Archives in the coming weeks

Sarah Phillips, Idaho State Museum

- Admissions are up, M-Store and rentals right on track for a great year.
- New exhibits: Sagebrush and Brushstrokes -historic, fine-framed art from permanent collection
- Hidden in Plain Sight – partnership with the Basque Cultural Museum
- *Fourscore and Seven Years Ago* – Idaho connection to the Founding fathers will be the next big exhibit in the Syringa gallery
- *United We Celebrate* – featuring ways that we come together as Idahoans and Americans to celebrate this place we call home
- Applications for the GEM internship program – 30 applications

Anthony Parry, Old Idaho Penitentiary and Historic Sites

- Stricker After Dark events happening on the 17th & 18th
- Idaho Public Television is going to Pierce to film
- Old Pen completing the design development phase
- Several rentals and photography sessions and gearing up for October events

Mark Breske, Marketing and Communications

- Finalizing ISHS new website with reviews from each site
- Mountain Light edition
- Pushing media advisories

Seth Wheeler, Development & Membership

- WEA already raised approximately \$23,000 before the event
- Murdock grant in review – should hear early next year
- New board member from ICC on the Foundation, Nicolas Button

Annette Polidori, Human Resources

- Staff engagement State Survey – results will be reviewed and an action plan created
- Recruitments for positions open in ISHS – Archives-Technical Records, SHPO-Senior Archaeologist, Compliance Manager, Old Pen-Store Manager, Museum – Museum Preparator
- Training for ISHS staff
- Dec. 11th Employee Training and Recognition

HannaLore Hein, State Historian

- Students from College of Idaho and College of Southern Idaho working on social media content
- One post per week ready to run from now through December
- Working on the Women's Book, set up with Washington State University Press
- Revisions for the Idaho Blue Book
- Preparing for an oral history session with Governor Kempthorne

George Myers, Maintenance & Operations

- Boise sites each have DPW or Deferred Maintenance projects underway
- Idaho History Center project underway
- ADA projects at the museum for Pioneer Village access – push buttons

Dax Chizum, Administrative Support Manager

- First quarter under way
- FY27 budget in process
- Ongoing contracting and updates for operational and professional services with ITS
- BOR lessee will be vacating in November, working with local brokers to assess the building for market rates

BOARD LUNCH DISCUSSION-REPORT OUTS

Mary Ann Arnold reported on her activities: Participation in committee work for the OIP Reimaging project, Capital campaign for the OIP project, WEA event. Simplot contributed to the OIP project.

Justin Vipperman reported on his activities: Participation in committee work for the OIP Reimaging project, attending the A250 kickoff at the Capitol, multiple speaking engagements and events. Invited on a boat trip to visit a Chinses mining site (survey of site just beginning, Ron James heading up).

Rick Phillips reported visiting Franklin site, visiting with Jill Hobbs and staff. Phillips also reported on a project in Soda Springs regarding the historic Enders Hotel. The project is on hold.

Bill Butticci reported that after 14 years, Historic Byway Highway signage is up, Horseshoe Bend to Payette. Working with museum on fundraising events.

Dr. Cheryl O'Brien reported on her recent trip to Africa. She also visited Rick Just's farmhouse near Blackfoot and the Shoshone-Bannock Museum, where she invited staff to participate in future museum meetings. The next meeting will be held in October at the Museum of Idaho, with the topic focused on A250.

In October, Janet Gallimore will present to the Idaho Falls Rotary. Additionally, Dr. O'Brien will present to Idaho State University's Friends for Learning program on ISHS, A250, and National History Day, where she will also recruit volunteer judges.

Dr. Amy Canfield noted she is on the National Register committee and noted the event was well attended.

Don Pischner reported on the National Register Site presentation, Garden District in Coeur d'Alene. He discussed his outreach to legislators and responses, noting several legislators in his district are new.

2026 Board of Trustees Meetings

Discussion 2026 dates for Board meetings and possible Outreach opportunity. JFAC date will be determine when Legislative Services develops schedule.

TBD	Feb. 9-11	JFAC – <i>Invite local Board of Trustees/FIH members to attend presentation</i> <i>No formal meeting</i>
	May	<i>Possible outreach meeting – Franklin to be considered</i>
	June 4-5	Board of Trustees Meeting – Esto
	Aug. 13	Board of Trustees Meeting – Virtual – <i>look at alternative date</i>

September	A. Canfield/J. Vipperman unavailable WEA TBD
Oct. 14-16	Outreach Consider Spring 2026 - look at alternative date in May
Dec. 10-11	Board of Trustees Meeting - Employee Training/Recognition
WEA - Idaho State Museum	
FRIDAY – SEPTEMBER 19, 2025	
Meet at the Idaho History Center (IHC) - Travel to Chinden Campus, tour storage facility Tour Shirt Factory Exhibition Space, <i>City Behing Walls</i>	
Collections and Archives Stewardship Facility Status Presentation in multipurpose room, first floor IHC Jimmy O'Connor and Keith Tasker from HSA Architects Scott McCarty, Brian Leisten, and Ben Petzinger from Oakland	
Private groundbreaking IHC with formal comments from Dr. Cheryl O'Brien, Scott McCarty, and Jimmy O'Connor. ISHS Board of Trustees, Foundation of Idaho History, ISHS staff, Consultants, and special guests -Social gathering, photo opportunity, and refreshments	
ADJOURN MOTION 20.0 Mary Ann Arnold, Board of Trustees, moved and Justin Vipperman seconded. To adjourn the September 18th ISHS Board of Trustees meeting. Motion passed unanimously.	
2025 Upcoming Meetings and Key Dates	

December 11-12 Board of Trustees Meeting/Staff Recognition – Boise

Community Outreach		
2007	D5	Twin Falls
2008	D1	Priest River
2009	D7	Salmon
2010	D3	Nampa
2011	D6	Pocatello
2012	D5	Sun Valley
2013	D2	Lewiston
2014	D1	Coeur d'Alene
2015	D2	Moscow-Idaho Heritage Conference
2016	D6	Pocatello
2017	D7	Salmon
2018	D4	Boise-Museum Open
2019	D1	Wallace
2020	Pandemic	
2021	D5	Twin Falls-Stricker Open
2022	D7	Idaho Falls
2023	D4	Boise-AASLH
2024	D2	Lewiston
2025	D5	Wood River Valley
2026	D6	Pocatello