

**Massachusetts State Historical Records Advisory Board
(SHRAB)**

Meeting Minutes

Date: 2009-05-12
Time: 10:00 am
Location: McCormack Building, 17th Floor Conference Room

In Attendance: Jack Warner (chair), Elizabeth Bouvier, Lori Foley, William Fowler, Joan Krizack, Diane LeBlanc, Kaari Mai Tari, Veronica Martzahl (secretary), Megan Sniffin-Marinoff, Gregor Trinkaus-Randall, Kathleen Williams (guest), Shawn Williams

Meeting Summary:

The group met to discuss the role, functions, and goals of the SHRAB. Kathleen Williams of NHPRC was present to answer questions about these topics and provide the group guidance as it embarks on its duties.

The following activities occurred during the meeting:

- Timothy Coughlin and Mary Sbardella, Commissioners to Qualify Public Officers, administered the oath of office to SHRAB members who had not previously been sworn in.

The group discussed the following topics:

Review of NHPRC grant applications

- Grant applications to NHPRC are due in June and October of each year.
- The SHRAB will review the June 2009 applications and provide comments back to NHPRC.
- Dan Stokes is the Director for State Programs with NHPRC and he will be a key contact during the review process.
- Starting with the October 2009 applications, the SHRAB will provide pre-submission review and feedback to applicants.
- Jack Warner will coordinate announcement of this procedural change through the State Archives website.

SHRAB applications for funding

- SHRABs are eligible to apply for up to \$70,000 in funding for 18 months each March. (SNAP grants)
- All SNAP grants must meet a 50% cost share requirement which can include direct and indirect cost, % of time, and supplies.
- The March 2010 SNAP grant will likely include funding to update the Strategic Plan, and possible money for regranting projects.

Outreach

- The group discussed the importance of making contact with Western Massachusetts.

- The NARA office in Pittsfield and the Town Clerks Association meetings were suggested as possible outreach mechanisms.

The group agreed to the following actions:

- Group members will email Jack Warner their availability to meet in July, following the Independence Day holiday.
- The group will meet in July to review grant applications received for the June deadline.
- The group will review the previous SHRAB Strategic Plan, and will be prepared to discuss revisions and priorities at the July meeting.
- The group will discuss communication options at the July meeting.
- Jack Warner will work with the appropriate graphic design and IT personnel to assure that website information is updated and reflects the current status of the SHRAB.

APPROVED *by unanimous consent* on 2009-07-16.