

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

Date: 2009-12-02
Time: 1:05 pm
Location: Massachusetts Archives

In Attendance: Jack Warner (State Coordinator), Elizabeth Bouvier, Lori Foley, Joan Krizack, Diane LeBlanc, Veronica Martzahl (Secretary), Megan Sniffin-Marinoff, Gregor Trinkaus-Randall, Shawn Williams

Call to Order and Approval of Previous Minutes

Jack Warner called the group to order. The group voted unanimously to approve the minutes from the 2009-09-16 meeting.

Discussion of State and National Archives Projects (SNAP) grant and State Plan

Jack led a discussion of the group's goals in completing a SNAP grant. The group agreed that they want to send in a basic first draft for comment by the 2010-01-04 deadline. The group agreed to request funding for COSA fees and possibly for conference travel in the grant. The group expressed uncertainty regarding the types and amounts of funding available and instructed Jack to contact Dan Stokes at NHPRC for clarification.

Additional points of clarification included:

- Descriptions between basic/start-up/supplemental funding and associated amounts
- Limits of consultant fees
- The best way to phrase the work of revising the strategic plan in the grant to maximize funding

Jack will report the answers to the group. He will send out a basic draft of the grant for comment from MHRAB members in time for the 2010-01-04 deadline.

MHRAB Website

Jack discussed the process that is underway to update the entire Secretary of State website. The new MHRAB site will be incorporated into this process, although it will be necessary for the MHRAB members to provide clear direction and content to Tom Blaise, the designer. The group decided to schedule a joint meeting with the designer to discuss possibilities and to sketch out the hierarchy and page content for the site. This meeting will occur after the March 4, 2010 SNAP grant deadline so that members have more time to devote to the process. The location is TBA depending on the availability of a projector.

Discussion of Grant Proposals

- The group reviewed NHPRC Proposal Number RB-50139, and provided feedback to the State Coordinator. The State Coordinator was charged with compiling the feedback and conveying it to NHPRC.
- The group reviewed NHPRC Proposal Number RB-50109, and provided feedback to the State Coordinator. The State Coordinator was charged with compiling the feedback and conveying it to NHPRC.

- The group reviewed NHPRC Proposal Number RB-50088, and provided feedback to the State Coordinator. The State Coordinator was charged with compiling the feedback and conveying it to NHPRC.
- The group reviewed NHPRC Proposal Number RB-50133, and provided feedback to the State Coordinator. The State Coordinator was charged with compiling the feedback and conveying it to NHPRC.
- The group reviewed NHPRC Proposal Number RP-50040, and provided feedback to the State Coordinator. The State Coordinator was charged with compiling the feedback and conveying it to NHPRC.

Any members who have not sent Jack their written comments should do so by 2009-12-14.

The group agreed to the following actions

- Jack will contact Dan Stokes with questions on the SNAP grant and report findings to the group.
- Jack will send out a draft of the grant for comment in time for the 2010-01-04 deadline.
- Members will send written reviews of processing grants to Jack by 2009-12-14.

Adjournment

The meeting adjourned at 3:40 pm.

Minutes Status

Approved by unanimous consent, February 19, 2010.