

Massachusetts State Historical Records Advisory Board

(MA SHRAB)

Meeting

Date: January 15, 2014

Time: 1:00 pm to 3:00 pm

Location: Massachusetts Archives

220 Morrissey Boulevard

Boston, MA 02125

Agenda

- Oath of Office for new member and renewing members
- Welcome to Roving Archivist
- Review of Roving Archivist institutional applications
- Update on Grant Writing Workshops
- Update on Regrant Program/Application
- Review of NHPRC grants
- Forum Planning check-in

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Attendance:

Rob Cox, Libby Bouvier, Penni Martorell, Veronica Martzahl (Secretary) , Cliff McCarty, Dan McCormack, Kaari Mai Tari, Gregor Trinkaus-Randall, Jack Warner (Coordinator)

Guests:

Michael Comeau, Paul Goldstein, Nancy Maida, Rachel Onuf

Absent:

Vicky Kruckeberg

Call to Order

The meeting was called to order at 1:00 pm.

Oath of Office for New Members and Renewing Member

Paul Goldstein, witnessed by Michael Comeau and Nancy Maida, administered the oath of office to renewing and new members of the Archives Advisory Commission.

Welcome to Roving Archivist

The MA SHRAB welcomes Rachel Onuf as our Roving Archivist.

Review of Roving Archivist institutional applications

The Board reviewed Roving Archivist service applications from the following institutions:

- Andover Historical Society – Level 1 services
- Association of Gravestone Studies – Level 1 services
- Buckland Public Library – Level 1 services
- Chelmsford TeleMedia – Level 1 services (Kaari Mai Tari recused herself from this discussion)
- EcoTarium – Level 3 services
- Grafton Public Library – Level 1 services
- Longmeadow Historical Society – Level 1 services
- Perkins School of the Blind – Level 3 services

- Plainfield Historical Society – Level 1 AND 3 services
- Town of Hanover – Level 1 services
- Whitman Public Library – Level 1 services

(Subsequent to the meeting an additional application surfaced from Littleton which was waylaid by technical difficulties on the receiving end, but was originally submitted prior to the deadline. The group reviewed it via email.)

Jack Warner will work with Rachel to let approved institutions know their status and establish an initial connection. One intuitional application will be referred to Terry French at the Massachusetts Archives for follow-up.

Update on Grant Writing Workshops

The workshop at Worcester Polytechnic Institute on Monday, January 13, 2014 was very successful. There were 23 attendees.

The second workshop is scheduled for February 10, 2014 at the Hamilton-Wenham Library.

Update on Regrant Program/Application

Application went out on Monday, January 13, 2014 for website, Facebook and email blast.

Review of NHPRC grants

- The Board reviewed grant RH-50091 and provided comments to Jack Warner for submission to the NHPRC.
- The Board reviewed grant RH-50097 and provided comments to Jack Warner for submission to the NHPRC.
- The Board reviewed grant RH-50096 and provided comments to Libby Bouvier for submission to the NHPRC. Jack, Veronica Martzahl, and Dan McCormack recused themselves from discussion of this grant.

Forum Planning Check-in

Penni Martorell updated the group on the preparations she has made in terms of the annual forum.

The group agreed on the date: June 19, 2014. The group discussed possible locations, focusing on the Worcester area.

The group discussed potential topics and settled on the idea of Archival Practice/Digitization prep. They then brainstormed potential presenters and sessions

- Tools for managing collections – ArchivesSpace (Rachel and Brad)
- Maximum processing
- Digital Commonwealth
- Basic preparation for digital projects
- Implementing digitization
- Roving Archivist program

Adjournment

The meeting adjourned at 3:00 pm.

Next meeting

March 12, 2014

10 am

Massachusetts Archives