

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

Meeting Minutes

Date: 2009-07-16
Time: 10:00 am
Location: Massachusetts Archives

In Attendance: Jack Warner (State Coordinator), Elizabeth Bouvier (Alternate), Lori Foley (Alternate), Joan Krizack (Member), Kaari Mai Tari (Alternate), Veronica Martzahl (Secretary and Alternate), Megan Sniffin-Marinoff (Member), Gregor Trinkaus-Randall (Member), Shawn Williams (Alternate)

Meeting Summary:

The group met to review and provide recommendation to NHRPC on two Electronic Records Start Up Project grant proposals. The Board also briefly discussed plans for updating the SHRAB website, and mechanisms for announcing the Board's intention to provide feedback on future grants during the drafting stage.

The following activities occurred during the meeting:

- The group reviewed NHPRC Proposal Number RE-10023, 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 RE-10026, and provided feedback to the State Coordinator. The State Coordinator was charged with compiling the feedback and conveying it to NHPRC.

The group discussed the following topics:

SHRAB website

- The consensus of the group was that all member and alternate biographic statements have been turned in.
- Jack and Sean will proceed with updating the Board's website.

Outreach

- The group acknowledged that the next NHPRC draft deadline is August 3, 2009.
- Since this date is rapidly approaching, the group approved announcement of the Board's intention to review draft copies of the proposals through whatever means are open to the members.
- The group acknowledged that it will likely have to work closely with Dan Stokes at NHPRC to obtain copies of the draft proposal in that the submitters are unlikely to receive notification in time to send copies directly to the Board.

The group agreed to the following actions:

- All individual review forms will be forwarded to Jack by July 31, 2009.

- Jack will compile the comments from the meeting for proposals number RE-10023 and RE-10026, and will forward the comments and the individual review sheets to NHPRC by August 28, 2009.
- Jack will send out an email with possible dates for the next Board Meeting, focusing on the week of September 14th and September 21st.
- The group will promote the Board's intention to provide feedback on draft proposals through whatever outlets are available. This promotion includes, but is not limited to, posting on the NEA listserv, Facebook page, and website; updates to the SHRAB website; and posting on individual organizational blogs.

Approval

Approved by unanimous consent on September 16, 2009.