

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

Date: November 19, 2014

Time: 10:00 am to noon

Location: Massachusetts Archives

220 Morrissey Blvd

Boston, MA 02125

Attendance: Penni Martorell; Veronica Martzahl (Deputy Coordinator and Secretary); Cliff McCarty; Dan McCormack; Rachel Onuf; Kaari Mai Tari; Gregor Trinkaus-Randall, and Jack Warner (Coordinator)

Absent: Libby Bouvier; Rob Cox; Vicky Kruckeberg

Call to Order

Jack Warner called the meeting to order at 10:00 am.

Roving Archivist Program Updates

Rachel Onuf updated the group on various activities related to the Roving Archivist program.

- She is exploring collaboration opportunities, particularly with Digital Commonwealth, to enhance publicity and outreach.
- The Mass Board of Library Commissioners is continuing its review of its LSTA grant programming which may allow for an expanded RA program on a community basis. Funding would have to go through a library however.
- There are opportunities for partnering with Mass Humanities on their annual conference.
- Rachel is in discussions with Simmons College regarding their internship program. It has long been an issue that many of the institutions that could most benefit for an intern do not qualify for having an intern because they do not have professional staff to supervise the project. Rachel may be able to serve as a de facto supervisor in some cases for these institutions.

Review of 5th Round of Roving Archivist Program Applications

The group reviewed and approved the following applications for Roving Archivist services.

Heath Historical Society – Level 1 Services

Town of Holyoke, City Clerk – Level 1 Services

Leverett Historical Society – Level 1 Services

Scituate Town Library – Level 1 Services

Sutton Historical Society – Level 1 Services

Wayland Historical Society – Level 1 Services

The Fairbank House – Level 2 Services requested but reframed as Level 1 for policy development

Review of 4th Round of Regrant Program Applications

The group reviewed the following requests for regrant funds with the following notes:

The Fairbank House – declined at this point; will reassess following Roving Archivist visit.

Current Grant Wrap-up

The current SNAP Grant is wrapping up end of December. The staff is hoping to wrap up all expenditures and reporting by December 31, 2014.

2015 Grant

The next series of funding starts on January 1, 2015. However, this funding cannot be accessed until all paperwork for the 2014 grant is completed.

Planning for 2016

The deadline for the next grant application is June 17, 2015 with a draft deadline of April 3.

Developments regarding the LSTA grants and partnerships with Mass Humanities may greatly impact the scope of this grant narrative.

Terms and Appointments

The following members are up for reappointment:

Cliff McCarthy – 1 year member

Rob Cox – 1 year member

Vicky Kruckeberg – 1 year alternate

Kaari Mai Tari – 2 year alternate

Gregor Trinkaus-Randall – 2 year member

We have one 1 year alternate position open.

Libby Bouvier has informed the Board that she will be stepping down from her 3 year appointment.

There is an opening to fill out the final year of her term.

Forum 2015

The group discussed the pros and cons of holding the forum in June, but decided that given the need to utilize a free/inexpensive location, it is necessary to keep the event in June. The topic was also discussed,

as was the possibility of coordinating the time and location with the Mass Humanities conference. Worcester was discussed as a location due to the connection with Mass Humanities, although we have received requested to hold the event in the southeastern portion of the state or on the Cape.

2015 Workshops

The group discussed possible workshop ideas to augment the grant writing workshops that we have been offering. Ideas included metadata workshops or workshops on appraising and assessing the value of a collection for digitization in conjunction with the Boston Public Library; personal digital archiving based on the Georgia train the trainer model; and proving public access to collections. It was suggested that a pre-workshop survey to assess knowledge of the topic be sent out before any workshops.

Publicity

The group discussed the need to enhance publicity of accomplishments. A statement needs to be added to the application that we have the right to publicize the award and outcomes. We should also pull out some statistics from the final report to NHPRC and link the map of awardees to the website.

Penni Martorell offered to assist with revising the application.

Next meeting

January 14, 2015

10:00 am to noon

Massachusetts Archives