

Massachusetts State Historical Records Advisory Board (MA SHRAB)
Meeting

Date: May 8, 2013

Time: 10:00 am to 11:15 am

Location: Massachusetts State Archives Building
Boston, MA

In Attendance:

Dr. Jack Warner (Coordinator); Elizabeth (Libby) Bouvier, Vicky Kruckeberg, Penni Martorell, Veronica Martzahl (Deputy Coordinator and Secretary); Cliff McCarthy; Dan McCormack; Kaari Mai Tari; Gregor Trinkaus-Randall

Absent:

Pam Peterson

Call to Order:

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

Upcoming Budget

Jack distributed a letter from NHPRC listing the objectives for the 2013-2014 SNAP grant. Payment of dues to CoSA is not included in the objectives. This may allow the SHRAB more flexibility in dealing with indirect costs taken by the Commonwealth.

Annual Forum

The following schedule was determined for the upcoming forum:

9- 9:30 Registration and Networking
9:30-9:50 Introductions and Welcome - HCC
9:50 – 10:50 U – Mass UMARMOT
10:50 – 11:00 Break
11:00 – 12:30 Panel discussion – (John Haver) QR codes; Digital Commonwealth;
Michelle Fredet (Facebook, twitter) 15 minutes max
12:30 – 1:45 Lunch
1:45 – 2:45 Metadata Games
2:45 -3:00 Break
3:00 – 3:45 PVHN
3:45 - 4:00 Closing

Additional clarifications, particularly in regards to panel discussion members is still needed. All speakers should be confirmed by Friday, May 10, 2013 so that the schedule can go out on Monday, May 13, 2013. Veronica Martzahl will handle setting up registration through EventBrite.

The deadline for registration will be June 6, 2013 to allow time for coordinating with the Holyoke catering department. Penni Martorell has secured \$250 from University Products to support the Forum and Veronica has approached Belfor and Polygon regarding sponsorships as well.

The packet for registrants will include the following:
Program with biographies of speakers
SHRAB brochure
Sponsor acknowledgments and hand-outs

Veronica will look for last year's evaluation form for use this year.

Logistically, information on parking will need to go out to the registrants, and tables will need to be set up for registration and sponsors at the event.

The main vehicle for communication about the event will be Gregor Trinkaus-Randall's weather alerts e-list since it incorporates the largest number of groups and organizations.

Roving Archivists Applications

The group reviewed six applications for the part-time Roving Archivist position. Two candidates were selected for follow-up interviews.

Jack, Dan McCormack, Vicki Kruckeberg, and Libby Bouvier have agreed to conduct the interviews which will be scheduled on the same day if possible. Veronica will send out a Doodle poll to suggest possible dates.

Additional Items

Veronica will look into making Joan Krizack's grant writing workshop powerpoint available to CoSA through their basecamp site. She will also email out the basecamp sign-up URL. The slides need to go up on the website also.

Next Meeting

July 10 2013

2-4 pm

Wistariahurst Museum and House