

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

Date: July 8, 2015

Time: 10:30 am to

Location: Massachusetts Archives

220 Morrissey Blvd

Boston, MA 02125

**Attendance:** Pleun Bouricius; Vicky Kruckeberg; Penni Martorell; Veronica Martzahl (Deputy Coordinator and Secretary); Cliff McCarty; Dan McCormack; Kaari Mai Tari; and Jack Warner (Coordinator)

**Absent:** Rob Cox; Gregor Trinkaus-Randall

### Brief Discussion of NHPRC Grants

The group assigned reviews to the six NHPRC grants. Send reviews to Jack Warner by August 7, 2015.

	City of Boston	Peabody Essex Museum	City of Somerville	Austen Riggs Center	Trustees of Reservations	Williams College
Cliff		X			X	X
Penni		X		X	X	
Pleun	X				X	X
Veronica	X	X	X	X	X	X
Kaari	X	X	X			
Vicky	X		X			X
Jack	X	X	X	X	X	X
Gregor	X	X	X	X	X	X
Rob						
Dan	X			X		X

### Review of Roving Archivist Application

The Board reviewed the application for Roving Archivist services:

Lancaster Historical Commission – Level 1 – Approved by unanimous support

### Review of Regrant Application

The reviewed the application for Regrant funds:

Lowell Historical Society - \$982.50 – Approved conditionally with a request for progress and final report

The group also discussed requirements for reporting on regrants and Jack will share his letter with the group for comment.

### **2015 Grant Update**

The group reviewed the Grant Objectives for NAR14-RC-10230-14. The group reviewed new cost share forms.

### **2016 Grant Update**

We have successfully submitted the application for the 2016 grant cycle.

### **Additional Discussion**

The group discussed issues surrounding Level 2 Roving Archivist services and the lack of applications. The group discussed lack of understanding of the need for mission statements and policies, and the group discussed the idea of including this as a topic for next year's forum.

Idea of 1a (strategic assessment) and 2b (discussion of policies and assistance with them) where Rachel extends what she is working on and people do put in a follow-up request. Rachel would need guidelines about where the break occurs and when a new application is needed.

Menu of services – what do people have in place and we'll decide what level they meet.

Applications for level 3 submitted with processing procedures strongly encouraged.

**Action Item:** Talk to Rachel about how the idea of streamlining level 1 into level 2 would work in practice.

**Action Item:** Contact NEMA about upcoming conference November 4-6, 2015 to see if there is something we could participate in (Portland, ME)

### **SHRAB Session Recap**

Not enough town clerks

Archives Track will have a greater pull

Ideas for next year - Save your collections NEMA workshop

### **Next Meeting**

September 9, 2015

10:30 am

Dedham Historical Society

November meeting rescheduled to November 18, 2015 due to conflict with Veterans' Day.