

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

Meeting Minutes

Date: 2009-09-16
Time: 10:00 am
Location: Massachusetts Archives

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

Call to Order and Approval of Previous Minutes:

Jack Warner called the group to order. The group voted unanimously to approve the minutes from the 2009-07-16 meeting.

Discussion of Group Composition

Jack announced the resignation of member William Fowler. The group briefly discussed possible replacements, focusing on practicing historians in the area. Jack asked that the group send him suggestions.

The group voted unanimously to promote alternate member Elizabeth Bouvier to the status of full member.

The group discussed the possible distinctions between the Archives Advisory Commission (AAC), which is covered by Massachusetts statutes, and the Massachusetts Historical Records Advisory Board (MHRAB), which may have greater flexibility in composition. The suggestion was made that future meetings be structured so that the AAC meets and full members vote as appropriate, and then the MHRAB meets with all members enjoying the status of full members with all rights and responsibilities of that position. Shawn Williams will continue to review the legal feasibility of this arrangement. Additionally, Shawn will send out information from NHPRC regarding the creation of by-laws and governing documents for SHRABs for the group to review.

Review of Grant Proposals

Jack presented the NHPRC feedback for grants RE-10023 and RE-10026 that were discussed at the 2009-07-16 meeting. The group also briefly discussed three draft proposals that are due to NHPRC for consideration on 2009-10-06, including a second draft from one institution. Jack asked the group to submit feedback to him on the second draft by 2009-09-18.

MHRAB Website

The MHRAB website is well timed in that the Massachusetts Archives is also restructuring its site at this time. The group felt that the current website is so outdated that it should be pulled as soon as possible and replaced with a basic placeholder. Any group

members who have not submitted biographical notes should send them to Shawn. Other elements on the website will include the following:

- Links to NHPRC guidelines
- Links to and from SEC main page
- Mission
- By-laws (if developed)

Intra-Board Communication

The Group discussed various means of intra-board communication, but determined that the use of most Web 2.0 technologies would potentially violate open meeting laws. Therefore, no additional mechanisms were put in place.

SNAP Grant and Strategic Planning

The Group will meet on 2009-12-02 at 1:00 p.m. to begin work on a State and National Archives Projects (SNAP) grant for operational funding for the MHRAB. The first draft of the SNAP grant is due 2010-01-04 with the final draft due 2010-03-04. The Group should review examples of other state's SNAP grant applications. A key component of the SNAP grant may include the development of a new Strategic Plan for the Commonwealth.

Other topics of discussion

- The University of Massachusetts – Boston is reinstating an archives component to its history program starting in the Fall, 2010. They are looking for adjuncts and will be seeking sites to host interns.
- As the MHRAB gains visibility, it is possible that the media may approach members of the Group for their opinion of various issues. The group generally felt that these questions should be filtered through one representative, and that the representative should be Jack.
- An update of the Statewide Retention Schedules is expected next year.
- Group members should consider opportunities of promoting the work of the Group in venues including, but not limited to, New England Archivists and Society of American Archivists.

The group agreed to the following actions:

- Send reviews of grant second draft to Jack by 2009-09-18.
- Send any additional biographical information to Shawn.
- Take down the outdated website as soon as possible.
- Review SNAP grants from other states in preparation for the next meeting on 2009-12-02.

Adjournment

The meeting adjourned at 11:55 a.m.

Minutes Status

Minutes approved by unanimous consent 2009-12-02.