

MHRAB Agenda

October 25, 2010

10:00 am

Massachusetts Archives

Call to Order and Approval of Minutes from July 14, 2010 meeting (5 min)
Review of Grant Applications (40 min)
Update on Funding (5 min)
Status Report and Next Steps for Selecting a Strategic Planning Facilitator and Revise timeline (40 min)
Committee Structure (By-laws and organization) (5 min)
Upcoming Meeting Schedule (10 min)
Website Revamp (15 min)

Due dates for grants: (estimates)

Digitizing/Electronic Records Projects : Beginning of June

SNAP grant : Draft is beginning of July; final is beginning of September

Applicants may apply for outright basic grants of up to \$15,000 for 12-month projects or up to \$30,000 for 24-month projects.

Basic/Detailed Processing : Beginning of October

Deadlines for current SNAP grant:

Year	Timeline	Description
2010	July-August	Advertise for and select facilitator
	September-December	Work with facilitator to develop focus group structure and questions
2011	January-March	Conduct focus groups in Western, Central, and Eastern Mass
	April	Intensive meeting with facilitator and MHRAB to develop draft of strategic plan and action steps
	May-June	Continue work on draft plan
	July	Finalize content of strategic plan and action plan
	August-October	Complete Design and in-house printing of plan
	November-December	Launce event (forum) for plan and distribution electronically through MHRAB website and listservs

Year	Timeline	Description
2010	July-September	Work with Director, Graphic Communication, Secretary of the Commonwealth on continued refresh of website
	October- December	Complete redesign and relaunch of website
2011	November-December	Post updated strategic plan and related materials to website