

## **Michigan State Historical Records Advisory Board Meeting**

**August 1, 2013**

**Michigan Historical Center, Lansing, Michigan**

The meeting was called to order at 10:10 a.m. by Mark Harvey, State Archivist.

Present were: Mark Harvey, State Archivist, Nicole Garrett, Archivist at Albion College, Tawny Ryan Nelb, Nelb Consulting, Frank Boles, Director, Clarke Historical Library at Central Michigan University, and Mary Jo Remensnyder, recording secretary.

Present by Conference Call: Patrice Merritt, Executive Director, Friends of Detroit Public Library.

### **Minutes Approval**

There were some changes to the last page of the minutes from May 30, 2013, Mary Jo will makes the changes and send them out.

### **Confirmation of Summit Date**

We are confirmed for September 26, 2013 for the Summit. Location will be determined soon. The facilitator will be Jan \_\_\_\_\_. Jan is familiar with dealing with diverse groups. Mark Harvey noted that a possible location could be the Henry Center (they have free parking.) The invitation letters will go out in the mail next week.

Tawny Ryan Nelb asked what do we want the MSHRAB members to do for the Summit? Three things we should be doing are raising awareness, training opportunities, and better access to records. Massachusetts is doing a re-grant program and Illinois is doing an award program for an individual that is doing a good job in the state.

Patrice Merritt said that we need to improve public awareness of grant programs and asked if we can find out why people are not applying?

Tawny Ryan Nelb commented that overall the U.S. state grant applications have declined. Applications went from 15 down to 10 and down to 5 for the State of Michigan.

Patrice Merritt said the applications are so complicated and complex, and hard to complete that some people are giving up to try to send in the applications.

Frank Boles asked if the NHPRC has found out why grant applications are going down?

### **Summit Invitation List**

We decided that we will use the larger list for the Summit invitations. Tawny Ryan Nelb said that we hope to get 1/3 to attend from the invitation list. The invitation will go out in the form of a letter. We hope to send these out on August 7.

Mark Harvey noted that he will be leaning heavily on the facilitator to move the Summit along. Mark also said that we need to do a new Strategic Plan (current) and post this on our new Website. The one we have currently is from 1994.

Frank Boles said we need a laundry list for what MSHRAB should do and a sense of what our priorities should be. Frank also asked how can we help potential grant writers to proceed? Only 74 grant applications were submitted last year in the U.S.; this is a low number.

Tawny Ryan Nelb said that last year the state of Tennessee had 15 grant applications and that California's numbers were up also. Facilitators should look at these numbers.

Mark Harvey said the SNAP grant awards go up to \$70,000.

Tawny Ryan Nelb said that one of the outcomes we need from the Summit would be to create a new Strategic Plan. Patrice Merritt said we should not worry about design but look at new framework ideas.

### **What do we want to be the outcome of the Summit?**

We said that we need an assessment of the MSHRAB's function, and more information on grant programs and have feedback to send back to NHPRC.

Frank Boles said that we cannot look to the Historical Society of Michigan for any funding as they watch their finances closely. Frank asked if we might secure a planning grant to hire a part-time person to help us? We need someone to write this planning grant as none of the Board members have the time to do this.

Tawny Ryan Nelb said that in 2006, 45% of SHRABs processed a re-grant.

### **Content Creation for MSHRAB Website**

Jill Arnold, Archivist, joined us to present a draft of the MSHRAB Website. The Website is run on WordPress. Mark Harvey reported that we purchased a template program for only \$45.00. Jill Arnold said that we need a new photograph from everyone on the Board to post on the new Website.

Jill Arnold asked what content would we want to include on the Website?

Tawny Ryan Nelb suggested under the *open meetings act*, that we should list our upcoming meetings on this site. Also that we should add our Mission and By-Laws? We all agreed that the Executive Order (2007-54) needs to be updated. This Executive Order is out of date as History, Arts & Libraries is still listed as the principal department of state government on this Executive Order.

We decided four topics could be: About, Meetings, Grants and Resources. Jill Arnold suggested that we add ongoing projects under the Grants title. Mark Harvey asked if we should be more specific with grants? This format of the Website will be decided after we hold the Summit. We need to gain some answers for this from the Summit attendees. Jill Arnold suggested we could put an NHPRC logo in the footer area.

Two examples of ongoing projects would be: Snap Grants and the Summit.

Jill Arnold will send out a draft of this Website to everyone before the Summit to examine and make comments.

### **Next Temporary Michigan Historical Museum Exhibit**

Mark Harvey announced that the next temporary museum exhibit located on the 1<sup>st</sup> floor of the Michigan Historical Center will be entitled "Lake Effects" which will focus on Michigan's changing weather throughout the years. This will officially be opened at the end of September, 2013.

The meeting was adjourned and had lunch at 11:50 a.m.

Respectfully submitted,

Mary Jo Remensnyder, Recording Secretary