

**Michigan State Historical Records Advisory Board Meeting Minutes  
December 15, 2016  
Michigan History Center  
702 West Kalamazoo Street, Lansing, Michigan  
Commission Room**

**Members in attendance:** Cynthia Ghering, J. Kevin Graffagnino, and Nicole Garrett Smeltekop.

**Staff:** Mark Harvey, Michelle Davis

Mark Harvey called the meeting to order at 10:05 a.m.

**Approval of Minutes:** Ghering made a motion to approve the June 8, 2016, meeting minutes; the motion was seconded by Graffagnino, and was unanimously approved.

**2016 Save Michigan History Grant**

- Harvey noted there is still one final report pending for the 2016 Save Michigan History Grant. Contact has been made with the project lead and the report should be submitted soon.
- February 28, 2017, is the due date for the combined final report to be submitted to the National Historical Publication and Records Commission.

**2017 Save Michigan History Grant**

- Twenty-one institutions participated in the pre-grant webinar hosted on October 28, 2016. The webinar was created and delivered by board member Cynthia Ghering. Of those twenty-one participants, thirteen institutions contacted Harvey to assist to set up an assessment. A spreadsheet was created in Basecamp to coordinate assessment work.
- The deadline for the 2017 Save Michigan History Grant letter of intent is January 30, 2017. The letters will then need to be assessed during February. Assessments will be done in Basecamp so everyone will have the opportunity to respond. The application deadline is March 1, 2017, with the projects beginning June 1, 2017.

**2017 Board Partnership Grant**

- The 2017 State Board Programming grant was funded 100% Most of the budget is for project staff hours.
- Currently Harvey is looking at hosting webinars and local government training throughout the regionally depository system. The Zoom platform worked well for individuals to connect from all over the state. The live chat platform pro license is \$14.95 per month. Harvey noted the Board should have funding to cover the expense if it is minimal.
- Board members agreed it is necessary to have a marketing presence at Michigan Archival Association (MAA) Annual Meeting in June 2017.

- The grant stated that a local government record survey will be done. In meeting with the State Court Administrative Office for a separate issue, Harvey found out they were already planning to do a mandatory survey. They agreed to coordinate with Harvey on completing this task.
- Harvey will draft a timeline and enter it in Basecamp. Board Members should familiarize themselves with Basecamp and the schedule feature.

### **2018 Board Partnership Grant Application**

- Draft applications are due April 7, 2017, with the final application due June 14, 2017. Funding available is up to \$40,000 for one year funding and \$80,000 for two years with 25% match.
- The new grant should build on the framework of what was previously awarded. Harvey agreed to start a discussion in Basecamp to decide the parameters for the proposed grant. Smeltekop will set up a blank Google Doc and link to it in Basecamp. Ghering agreed to report the decisions and start documenting.
- It is essential to work with the mentors in a more structured way. Ghering will continue to reach out to specific mentors that have applied so far.
- Harvey agreed to have Archives of Michigan staff promote the volunteer mentor program during their sessions at the MAA Annual Meeting in June. He will also make “Save Michigan History” buttons for the MAA bags that will be distributed during the meeting. Smeltekop will set up a blank Google Doc to begin working on an open-end document focusing on the volunteer mentor program. Ghering will work on a handout and posters that highlight the Save Michigan History Grant project and other opportunities that are being offered.
- Important to promote at other conferences as well.

### **2017 Meeting Dates**

- Friday, March 17, 2017 at 10:00 a.m.
- Friday, June 2, 2017 at 10:00 a.m.
- Friday, September 15, 2017 at 10:00 a.m.
- Friday, December 8, 2017 at 10:00 a.m.

The 2017 meetings will take place at the Michigan History Center. Andrea Gietzen and Jessica Harden from the Archives of Michigan will be included in future meetings.

### **Appointee Updates**

Harvey reported that the State Historic Preservation Office (SHPO) will be moving out of the building in January 2017. The Archives of Michigan will be relocating their offices to the 5<sup>th</sup> floor once SHPO moves to their new location.

Harvey noted that Suzanne Fischer started working at the Center on December 5, 2016, as the new Museum Director. He also noted that the Center will be hiring an Engagement Unit Director in the near future.

**New Business** – No new business was discussed.

Graffagnino made a motion to adjourn the meeting at 11:40 a.m.; the motion was seconded by Smeltekop, and was unanimously approved.

The next meeting is scheduled for Friday, March 17, 2017, at 10:00 a.m.

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Mark Harvey, Chairman