

**Michigan State Historical Records Advisory Board
Quarterly Meeting Minutes
September 15, 2017
Michigan Historical Center
702 W Kalamazoo Street
Lansing, MI 48915**

Present: Mark Harvey, Tawny Ryan Nelb, Cynthia Ghering, Nicole Smeltekop, Jessica Harden, Andrea Gietzen

Call to order at 10:07

Approval of Minutes

- 4th line from the end, Add “in the past...” to the part about Tawny having worked with students.
- Tawny motioned for approval. Cynthia seconded. Motion passed.

2017 SMH grant update

- The board accepted four proposals and offered revised opportunities. Mason County didn't respond to several attempts for contact, so we are down to three.
- Lathrup Village: Good work has been done. Mark went down twice to do assessments with staff there. A WSU student was hired on contract to go through each file and clean it. That work is complete—items have been vacuumed and refoldered. Andrea and Jason will deliver four new(er) file cabinets on September 20. The organization doesn't have the floor space for flat files and buying new file cabinets is cost prohibitive. The organization is happy and Mark feels like the collection has been stabilized.
- City of Dexter: Minutes have been digitized and are wrapped in charcoal paper to take care of the odor problem. The city plans to transfer them to the Archives once they have the images and have put them online. It may be possible to have them treated professionally as well.
- Saugatuck/Douglas History Center: A workshop on basic archival practice is scheduled for September 27. The organization provided a list of local institutions to invite and invitations were sent out a week ago. The program is based on the AASLH program from the 1990s, but will be done in 3 hours.
- The final report is due on the last day of February 2018. Everything should be complete in plenty of time.

2017 NHPRC/MSHRAB Board Partnership Grant Update

- Mark spoke at the Michigan County Clerk's Association meeting in August and is speaking at Probate meetings in October. He will also speak at a statewide meeting in November.
- Archives staff will work on adapting the basics workshop for a webinar.
- There have been four responses to the survey so far.

- Jess and Jason went to Bay City to help the Bay County Clerk with her inventory. They will likely to go Clare County soon. Some clerks have concerns about why we are doing the survey and what the end results will be.
- Archives staff/the board will create catalog records at the local historical societies after we have survey results in.
- Jason has compiled lists of what the Archives of Michigan has at all the regional depositories.
- Nicole has offered to help with the cataloging process.

NHPRC Board Programming Grant Application for 2018-2019

- The board received reviewer comments back. Mark agrees that the proposal may have been overly ambitious.
- Mark would like to work out a process for grant writing to be more collaborative and to have more time to be devoted to it.
- Cynthia suggested utilizing board member skills more. With six-month lead time and putting members in charge, board members can do more to help. Cynthia would be happy to be involved.
- Next step is to answer NHPRC's questions by the 26th and decide whether to move forward with the proposal as written or request to scale it back.
- The educational component needs to happen first because we won't get good regrant proposals without it.
- It's a lot to ask of organizations to come up with a perfect proposal after only a workshop. One-on-one assessments might help. Workshop attendance should be required before an organization schedules an assessment.
- Questions from NHPRC seem pretty straightforward to address.
- Tawny and Cynthia are willing to help address the questions if the deadline is extended a bit and it would be feasible for Archives staff to run the program. Mark thinks running the program would be feasible if the number of assessments is rolled back.
- Reviewers are concerned that our proposed assessment reports are too short and that the board is burdening organizations by asking them to do pre- and post- assessment surveys.
- Cynthia suggested asking for a week extension to answer the questions and asking how likely it is that we'll be funded. Mark will call today.
- Tawny and Cynthia are willing to sit down and answer questions/revise the proposal. They will meet with Mark on September 26 at 10:00. Nicole may be able to meet as well.
- Cynthia is also willing to head a subcommittee to draft grants in the future if a few people can commit to making time in their schedules.
- If the board can answer the questions from NHPRC, the grant decision will be announced in November.

Web Update

- Mark, Jess, and Andrea updated the website.

State Grant Review Process

- SHRAB boards were formally taken out of the national-level review projects. It's unclear the board's role is. The board's role in advocating for NHPRC was discussed.
- Cynthia suggested that the board let NHPRC know that we have concerns about both applications that were submitted and they shouldn't be funded as-is.

Board Updates

- Tawny has a new book about the history of a church in Midland out. It was 2,100 hours of work over five years.
- There will be a conference in Washington about how to handle CAD and BIM records. It's driven by LOC and the architect of the Capitol.
- There is now state legislation that sets out MHC and the archives as entities separate from the Commission. It includes boilerplate language that allows all records to be open after 75 years. The Archives is working with agencies that might have confidential records.
- Starting on November 19, Red Squad files at the Archives of Michigan and the Burton will be available for research per court order.
- The Archives of Michigan will likely be picking up a collection from Loeb Farm in the next month or so. It operated from 1918-1927 and started as a demonstration farm for Sears.

Respectfully submitted,

Mark Harvey, September 15, 2017