

Michigan State Historical Records Advisory Board Meeting Minutes
March 17, 2017
Michigan History Center
702 West Kalamazoo Street, Lansing, Michigan
Board Room

Members in attendance: Tawny Ryan Nelb, Cynthia Ghering, J. Kevin Graffagnino, and Nicole Garrett Smeltekop.

Staff: Mark Harvey, Andrea Gietzen, Jessica Harden, Jason Schultz, Sandra Clark

Mark Harvey called the meeting to order at 10:15 a.m.

Minutes:

- Cynthia suggested adding price for Zoom. Mark also fixed a typo.

Approval of Minutes: Smeltekop made a motion to approve the December 16, 2016, meeting minutes; the motion was seconded by Graffagnino, and was unanimously approved.

Agenda change: Move final review of SMH grants to item 6.

Current board programming grant:

- Revised deliverables to 4 webinars and reduced number of catalog records.
- Jason and Jess have started process of creating survey to distribute to clerks.
- Partnered with State Court Administrators Office (SCAO), who is doing similar work with trial courts. They let us add questions about archives transfers and local historical organization transfers.
- Jason and Mark will follow up with counties that don't respond to survey, including offering to drive out to do inventories ourselves.
- We don't have a sense of what the response rate will be. SCAO's survey is due March 31 and is mandatory, so that might give some idea.
 - Cynthia asked how SHRAB members can help and Mark responded saying that board members can probably best help with the SMH grant.
- Survey results will be posted on Basecamp and in spreadsheets internally.
- Materials will be cataloged in ANSWER. Possibly ArchivesGrid?
 - ArchivesGrid isn't a lot of extra work, but we need to make sure that they have correct information on the holder.

2017 MAA poster session

- Call for proposals hasn't been sent out yet.
- Nicole wrote description of the SMH session.
- MAA will try to keep posters up for more than just the lunch hour and try to encourage participants to stay.
- Cynthia isn't going, but is willing to help if we do a poster.
- \$150 for a nonprofit to have a table in the vendor area. Nicole can bring it to the board for revision, but can't guarantee anything.
- If we do a table, we will not do a poster.

Revisions to 2018 SMH grant

Staff revised timeline for next SMH grant. The letter of interest should have come before the assessing archivist visit. Mark talked to Dan Stokes of NHRPC about changes for future grants with a higher level of funding to include lone arrangers and a separate education component for smaller organizations like the ones that have applied this year.

A two-tiered grant system was suggested—one for institutions with a professional archivist and one for institutions that need education. A small stipend to get institutions that need education started on a path after their visit(s) with an archivist was suggested. Money would be for supplies recommended by the archivist. An educational level would only have 4 grantees with one visiting archivist per quarter.

A suggestion was made to partner with HSM for webinars .They currently have in-person and remote options for their trainings. Finances and presenter credentials have been an issue in the past. HSM has a wider reach than MSHRAB. This may be offset by offering to pay for and staff workshops/webinars and asking to partner with HSM to increase the reach was suggested.

Dan Stokes liked the two-tier idea. Our situation isn't unique with regard to re-grant programs. Looking for private/public partnerships with community foundations was suggested. Community foundations may have additional money this year because of the stock market.

The timeline for this probably needs to be a two-year cycle that would likely begin January 1.

Learning from the current grant cycle has been valuable. Moving forward, MSHRAB will provide advice, Archives will provide staff/boots on the ground. Next steps: Mark will start drafting a grant proposal by mid-late April. He'll post the document in Basecamp via Google Docs.

Web Update

- Website needs to be updated and have some grammatical/editing work.
- Include photos and possibly highlight Midland's 2016 SMH grant.
- Tawny shared how Midland has been using the final product from their previous grant. They are posting photos on Facebook regularly and engaging the community in ways they haven't previously.
- Highlighting Midland's work in future grant applications was suggested.
- Nicole has committed to posting the minutes regularly.
- We are doing minutes by committee today with the hope of getting them out sooner.
- It would be helpful for MSHRAB members to print out pages from the website and mark them up.
- AoM staff will pick two pages, paste them as text docs on Basecamp for MSHRAB members to edit.
- How did we get word out about SMH 2017?
 - Press release, HSM, listserv, MHC Facebook.
 - Add outreach to future SMH timeline and record who we used.

SMH 2017 Grant Application Reviews

The board isn't using a scoring approach and will go grant by grant to see if the projects are correctable/doable with help. 2 of the 4 institutions have been visited by someone in the room. There was considerable discussion of all the applications. All of them have merits but also serious shortcomings because of inadequate archival knowledge. It is apparent that future grant cycles need an education layer. All four applicants will be offered a modified award with assistance from the board and/or the Archives of Michigan. The following is a summary of the actions steps by the board.

- Dexter: Mark will do site visit and look at extent of minutes and discuss what their options are as a government entity
- Saugatuck: Conditionally funding with clarification on digital standards, copyright issues, and clarification on processing standards/original order of collection (i.e., does original order exist?).
 - Could be done mostly by phone unless there isn't good explanation on last two items.
- Lathrup Village: Tawny will do site visit about environmental concerns. Anything else hinges on that.
- Mason County: Mark will contact ASAP regarding March 21 volunteer workshop and potential of doing a basic archival skills workshop.

Board member updates

MAA adopt-an-archive coordinator has an institution that has applied to be visited by an archivist. The coordinator contacted Cynthia. Heidi Butler (CADL) had volunteered to be a mentor, but never heard back from MAA. There is a process for matching mentors with institutions, but the coordinator is unresponsive. Does MAA support it or should SHRAB/AoM do it instead?

It fits SHRAB/AoM's work and if there are volunteers, Cynthia would be willing to help coordinate. The program was discussed at the MAA board retreat, but it's not an immediate priority. The board is working on internal processes first. The only guidelines for volunteers are the assessing archivist materials from the SMH grant.

The board discussed the idea of having MSHRAB run the program with MAA as a partner in recruiting volunteers. Nicole will talk to the MAA board.

New Business – No new business was discussed.

Graffagnino made a motion to adjourn the meeting at 12:35 p.m.; the motion was seconded by Smeltekop, and was unanimously approved.

The next meeting is scheduled for Friday, June 2, 2017, at 10:00 a.m.

Mark Harvey, Chairman