**Michigan State Historical Records Advisory Board Meeting**

February 26, 2015

Michigan Historical Center, Lansing, Michigan

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

Present were: Sandra S. Clark, Director, Michigan Historical Center, Mark Harvey, State Archivist, Nicole Garrett Smeltekop, Michigan State University Libraries, Tawny Ryan Nelb, Nelb Archival Consulting, J. Kevin Graffagnino, Director, William L. Clements Library, and Mary Jo Remensnyder, recording Secretary.

**Approval of Minutes**

Tawny Ryan Nelb made a motion to approve the minutes of June 12, 2014. The minutes were approved.

**2014 Board Partnership Grant Update-2015 Planning**

Mark Harvey said the next deadline for Board Partnership grants is June 17, 2015. We want to have the 2015 grants approved before we begin planning for future grants past that date. Daniel Stokes has sent an Email earlier this month and said a letter was coming to explain the status of the current grants but we have not received the letter.

Kevin Graffagnino asked what the total grant request was for 2014 ($36,900). He suggested if Mark can call Daniel Stokes and ask what their questions are, so that we can answer those and move forward with the grant. Mark said he will do so. One of the questions they (Daniel Stokes) have is they want to know why we want to partner with the Historical Society of Michigan.

Mark Harvey noted that our last SNAP grant was not completed and we had to give the unused portion of the money back.

Nicole Smeltekop said that she would like to see a sample grant. She said other projects that have been submitted are getting funds allocated more quickly than what we have received.

Mark Harvey said we should update the Emergency Response Plan pocket brochures. Sandra Clark asked what our sense is of how many staff in other Archives in Michigan have the Emergency Response Plan.

Mark Harvey said he does not think many other Archives have those and Tawny Ryan Nelb pointed out that staff turn-over throughout the Michigan archival community may have made the pocket plans less available. Sandra Clark suggested that we could have a Graduate Student hired to reach out to other Archives to help them with their Emergency Response Plans. Mark Harvey suggested that a mobile APP could be created for this as well.

Tawny Ryan Nelb said this information could go to local historical societies, clerks, historical institutions and museums. The Historical Society has a new Michigan History Directory that was just printed.

Mark Harvey will send an Email to everyone about his conversation with Daniel Stokes. Sandra Clark said to alert Daniel Stokes that the Historical Society of Michigan would be our logical partnership.

Mark Harvey invited everyone to a NHPRC Town Hall meeting (webinar) today at 3:00 p.m. Mark will participate today in the webinar.

**AASLH Archives 101**

Mark Harvey has offered to help with the AASLH Archives 101 programs. He will send a link of this around to everyone. AASLH would like comments back about this by March 15. Some AASLH workshops last as long as 2 or 3 days.

**Grant Opportunities**

Available grants will be highlighted on the MSHRAB site.

Mark Harvey said we should do a press release to promote MSHRAB. We can mention the 40th anniversary of the beginning of MSHRAB. Mark Harvey will work with Jill Arnold on the website.

**Appointee Updates**

Mark Harvey said that two potential new members could be Cynthia Ghering (MSU) or Jim Cameron. Jim Cameron reviewed the strategic plan and was interested.

**Governor’s Decision Room**

Mark Harvey said the Governor’s Decision Room has flourished and recently we have had programs on the Detroit Riots of 1967. Students that attended learned a great deal and said this workshop was valuable to them as they did not learn about this at their particular school. Rachel Clark uses this video to get the word out about our programs to other educators throughout the state.

**NHPRC Grant Applications**

Mark Harvey discussed the last grant we reviewed from Northern Michigan University. The overall response from members is that it was important material. The equipment budget was too high, however and showed a lack of A/V preservation expertise. Tawny Ryan Nelb scored it high because she said it was nationally important material however, we still have to determine if there is a lot of duplication in the film outtakes. This is also an example of why pre-review would be valuable for grant applicants.

**New Business**

Mark Harvey passed out the new brochures promoting the “Michigan Historical Center Membership Program.” It is administered jointly with the Foundation.

The meeting was adjourned at 12:10 P.M.

Respectfully submitted,

Mary Jo Remensnyder, Recording Secretary