**SOUTH CAROLINA STATE HISTORICAL RECORDS ADVISORY BOARD**

**MEETING MINUTES**

FRIDAY, FEBRUARY 11, 2022

VIRTUAL MEETING- VIA WEBEX

Present: Kate Boyd, Joseph Boykin, Brenda Burk, Eric Emerson, Rameth Owens, Gina White

Also Present: Erin Lowry, SC Dept. of Archives and History

*The meeting convened at 2:05 pm and adjourned at 2:31 pm.*

*Welcome*

Ms. Lowry welcomed the board members to the virtual meeting. She then confirmed that the board members had reviewed the minutes from the August 27, 2021 meeting. Joseph Boykin made a motion to approve the minutes, and Kate Boyd seconded the motion.

*Discussion of 2022/2023 re-grant planning*

The board meeting began with a discussion of the planning progress for the 2022/2023 re-grant. Ms. Lowry shared the Plan of Work listing the monthly breakdown of planned activities for the SHRAB. Of most concern to Ms. Lowry is that the plan included the board finalizing the re-grant application, instructions, and guidelines in January 2022. Since this is the initial planning meeting for the grant, Ms. Lowry suggested moving the Plan of Work calendar back one month to allow for more time to publicize the re-grant opportunities before the first virtual information session (originally scheduled for the month of February). The other board members concurred with adjusting the dates for the Plan of Work. However, Brenda Burk did have a concern about the dates for the regrant awards and interim/final reports. She wants to confirm that these dates are not required as part of the State Board Program Grant application. Ms. Lowry advised that she would check the grant guidelines and/or confirm with Dan Stokes, Director for State Programs at the NHPRC.

Next, Ms. Lowry suggested possible dates for the virtual information sessions are mid-March, early April, and late April/very early May – if the Plan of Work calendar can be adjusted. She advised that she will host the training sessions via WebEx and inquired if the other board members would like to attend the sessions to support Ms. Lowry. The board agreed to the idea, so one other board member will attend per virtual session. Ms. Lowry will finalize the session dates and share those with the board to get another board participant for each. In addition, Ms. Lowry will email the drafts for the re-grant application, instructions, and guidelines to the board for review/comment so that Ms. Lowry can have a final version to use to create the information session training.

Ms. Lowry added that in the current Plan of Work, draft applications are due from grantees by April 1, 2022, so again, she suggested moving that date to May 1, 2022. She confirmed with the board that all members were to review the draft applications rather than creating a preliminary review committee. All board members agreed that they will do the draft review. Kate Boyd requested a rubric so that all members could use the same criteria for review. Ms. Lowry advised that she would create one to accompany the draft applications.

Finally, Ms. Lowry provided her plans for publicizing the 2022/2023 regrant opportunity. She noted that she will add a section to the SC SHRAB website describing the regrant program. She added that she will most likely add a separate web page to provide more detail to include the grant application, instructions, and guidelines as well as a link to a virtual information session document. She added that she will create a blurb about the re-grant opportunity that she will share with the SC Archival Association, SC Library Association, Charleston Archives, Libraries and Museums (CALM), Palmetto Archives, Libraries and Museums Council on Preservation (PALMCOP), the SC Confederation of Local Historical Societies, the SC Federation of Museums, the entities listed on the SHRAB historical repository as well as invitees to the focus groups/workshop for the past years’ grants. Kate Boyd added that she would forward the blurb to the SC Digital Library group.

*Other business*

Dr. Emerson asked Ms. Lowry to share about Dan Stokes’ presentation on the COSA State Archivists Monthly call on February 3rd. Ms. Lowry noted that the NHPRC encourages grants that involve community and school/student interaction with collections. Mr. Stokes also stressed the importance of publicizing the results of grants. He shared a document noting the 17 current state board projects, and Ms. Lowry advised that she would email that document to the board for ideas for possible SHRAB grant projects.

In addition, there was some concern regarding the current continuing resolution at the federal level that was delaying the official awarding of the state board grants. Kate Boyd inquired if there is a possibility that the NHPRC will not receive funds for this budget year. Dr. Emerson advised that he was fairly confident that they would receive funding eventually. He noted that the current continuing resolution is until February 18, 2022. Gina White inquired about how the lack of state funding will affect the re-grant process, and Dr. Emerson noted that the state board will have to explain the funding situation and even perhaps delay the re-grant process or at a minimum the reimbursement portion.

Finally, Dr. Emerson confirmed that Mr. Boykin received his SHRAB license plates.

*Next meeting*

The next meeting will be scheduled via email once the virtual information sessions and the draft application review process are completed. Ms. Lowry, as Deputy Coordinator, will coordinate the meeting in April or June 2022 depending upon the Plan of Work due dates of the 2022 grant. As with previous meetings, the calendar invitation and agenda will be sent out the week prior to the meeting.

*Adjournment*

Ms. Lowry adjourned the meeting at 2:31 p.m.

Meeting Summary Prepared by Erin Lowry