

SOUTH CAROLINA STATE HISTORICAL RECORDS ADVISORY BOARD MEETING MINUTES

**FRIDAY, MAY 21, 2021
VIRTUAL MEETING- VIA WEBEX**

Present: Eric Emerson, Joseph Boykin, Brenda Burk, Andrew Bigony, Gina White, Kate Boyd

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

The meeting convened at 11:05 am and adjourned at 11:32 am.

Welcome

Ms. Windham welcomed the board members to the virtual meeting.

Discussion of NHPRC feedback on 2022 grant narrative draft

The board meeting began with a discussion of the feedback received from the NHPRC on the 2022 State Board Programming Grant narrative draft. Ms. Windham noted that many of the comments from the NHPRC pertained to areas that mainly needed further clarification, but there were a few areas in need of further revision. The NHPRC comment (D7) questioned why the letter of intent would be necessary and stated that funding agencies typically do not require such things. Dr. Emerson pointed out that this was strong wording from the NHPRC and that the board should consider removing the stipulation or going in a different direction entirely. Ms. Burk noted that simply removing the stipulation would be best considering that the final applications for re-grants would be due April 29, 2022.

The board then discussed comment D9 that asked for clarity in the section on which projects would not be allowed, including “the establishment of new archival programs (except under special circumstances and requirements).” The board agreed that the exception as well as the Q & A session mentioned on page 9 of the draft narrative and flagged by the NHPRC in comment D12 should be removed. Ms. Windham said that she would add more detail to the areas where NHPRC comments requested more clarity and asked the board if they wished to discuss any other of the comments in particular. Dr. Emerson stated that the board should directly address the comments regarding the three tiers of grant funding. Ms. Boyd proposed removing a tier and creating more exact parameters for the tiers. Ms. Burk suggested removing the tiers altogether and re-wording the narrative to state that grants will be awarded in the range of \$500.00 - \$5,000.00 for the types of projects already described. The board agreed with this.

Ms. Boyd asked about the first NHPRC comment on the draft related to the need for more information about the board’s activities under the 2020 grant. Ms. Windham stated that she would add that under this grant the SC SHRAB created a strategic plan for 2021-2026, contacted the HBCU’s and African-American archival repositories listed in the 2020 grant application, and conducted focus groups. Dr. Emerson asked Ms. Windham to note the NHPRC comment to “See grant announcement for details about what to include,” and refer to the specific wording of the grant announcement when re-wording the 2022 narrative draft. Ms. Windham also stated that she would address the second NHPRC comment about identifying types of projects and include collections preservation, re-housing/relocation, and digitization as the main categories mentioned by the representatives of these repositories.

Ms. Burk then asked about the comments (D13-15) on the plan of work and noted that the NHPRC often looks closely at this portion of the application. Ms. Boyd noted that perhaps calling the sessions

“workshops” was misleading and that they could instead be referred to as “information sessions” to eliminate confusion. The board ultimately agreed that there should be three virtual information sessions offered, one in February, one in March and one in April. Each will last no longer than 2 hours. Ms. Windham will change the wording in the plan of work, the performance objectives, and elsewhere in the narrative as needed to reflect these changes. The board also agreed that an additional performance objective to include conducting an evaluation of the regrant program should be added per comment D17.

Ms. Windham will make all of the revisions discussed and will send the board a copy of the updated grant narrative draft for any last remarks before submitting the final application on June 9th, 2021.

Discussion of 2021 grant

Discussion was turned toward the current grant. Ms. Windham noted that the training sessions are slated to be held in-person, and given Covid-19 case and vaccination rates, asked the board’s thoughts on moving forward with in-person sessions instead of virtual sessions. Ms. Burk asked if the sessions were to be held at the SC Dept. of Archives and History and if the agency has a room big enough to provide adequately for social distancing. Dr. Emerson confirmed that SCDAH does have room large enough, and the board agreed that in-person sessions should be planned. After further discussion, Ms. Burk pointed out that the sessions will be recorded and made available later and that any attendees uncomfortable with an in-person session may view the recordings. Ms. Windham then asked the board about dates for the sessions. The board ultimately decided that the sessions should be held on Friday, September 17th which may avoid possible overlap with SCAA conference dates. The board decided that speakers should be contacted to confirm availability for the date of September 17th and then the schedule for the training sessions will be established. Ms. Burk noted that it would be important to schedule the sessions to have a progression throughout the day. Ms. Windham will send out the list of available speakers to the board once she has contacted the speakers.

Other business

Dr. Emerson informed the board that this will be the only time Ms. Windham is to attend a SC SHRAB meeting as project director. He also introduced Ms. Erin Lowry who had been sitting in on the SHRAB meeting. Ms. Windham will be leaving her position with the SC Dept. of Archives and History on June 16th and Ms. Lowry will be taking over as project director for the SC SHRAB.

Next meeting

The next meeting is scheduled for Friday, Aug 27th, 2021, at 11 a.m. The meeting is tentatively planned to be held virtually via WebEx. But if Covid-19 protocols are relaxed within the next month and board members are cleared for travel by their institutions, then the meeting may be held in-person at the SC Dept. of Archives and History. The project director will email the board members no later than Tuesday, Aug 2nd to confirm whether the members are able to meet in-person or not. As with previous meetings, the calendar (or WebEx if being held virtually) invitation and agenda will be sent out the week prior to the meeting.

Adjournment

Ms. Windham adjourned the meeting at 11:32 a.m.