

**SOUTH CAROLINA STATE HISTORICAL RECORDS**  
**ADVISORY BOARD**  
**MEETING MINUTES**  
FRIDAY, MARCH 26, 2021  
VIRTUAL MEETING- VIA WEBEX

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

Also Present: Jessica Hills, SC Department of Archives and History

*The meeting convened at 11:00 am and adjourned at 11:35 am.*

### *Welcome & Introductions*

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

### *Next Steps*

The Board meeting began with a short discussion about the four grant documents received from the NHPRC about the 2021 State Board Programming Grant. On March 16, the NHPRC sent the SC SHRAB the Award Letter, the Performance Objectives, the Notice of Action, and the Report Schedule, which Ms. Hills forwarded to the SHRAB members. The board members did not have any questions or comments about the four documents from the NHPRC. Ms. Hills reminded the board members that she created, and is maintaining, a list of potential speakers for the 2021 training sessions. Ms. Boyd requested that Ms. Hills forward that list to the board members for their suggestions. This will prevent overlapping suggestions by the members.

Ms. Hills informed the NHPRC that she will be leaving as project director because of an impending move. The process to change project directors is simple; she will simply need to send the NHPRC the contact information of the new project director. Ms. Hills also informed the SHRAB members that the SCDAH IT staff created a generic [SCSHRAB@scdah.sc.gov](mailto:SCSHRAB@scdah.sc.gov) email address for all future communications from the public. For now, the email address automatically forwards to Ms. Hills, but that is easily changed after her departure. The generic email address will require fewer changes to SHRAB documents than using a single person's work email address.

Prior to the meeting, Ms. Hills sent the draft of the 2022 State Board Programming Grant narrative to the board members for their review and comments. The board members sent some comments via email, and others were discussed during the meeting. Ms. Boyd mentioned that Ms. Hills needs to add a section about SHRAB staff qualifications to the narrative. Per NHPRC guidelines, the qualifications of SHRAB staff need to be mentioned in the narrative and expounded upon in the supplemental section of NHPRC grant applications. Ms. Burk asked if the SC SHRAB intends to ask for the full \$80,000 in the grant application. According to research of other states' regrant programs, the cap is \$80,000 but the NHPRC does not usually award the full amount. The average award for regrant programs is between \$30,000 and \$50,000. Ms. Hills recommends that the SC SHRAB ask for the full amount but does not intend to receive the full amount. The NHPRC is more likely to award a partial amount.

In the current draft of the narrative, final applications are due from repositories on April 29, 2022, and the grant funding period is 9 months, from August 2022 – May 2023. Ms. Hills asked if the timeline is too rushed, if it should be extended or changed. Ms. Burk pointed out that many grant applications are due in

May/June, so setting the final deadline in April will allow institutions to focus on this grant application. Ms. Boyd mentioned that the Board can publicize the regrant opportunity beginning in January 2022, not February, as previously mentioned in the grant application. She also commented that there is no reason the Board cannot host both virtual workshops on different dates in February 2022 instead of one in February and one in March.

The SHRAB members then discussed the funding levels and tier focus. Are the smaller amounts worth it? Does the cap for the major initiatives tier need to be raised to \$7,000? Is a 50% cost-share for the major initiatives tier too much? Should processing be included in each tier, because it is a time-consuming but necessary step to all archives' collections? Are the guidelines clear enough that a collection needs to be processed BEFORE it is digitized and made available electronically? After some discussion, the board members agree that all three funding tiers should be kept as they are: \$500-1,500, \$1,501-\$3,000 and up to \$5,000. This will allow institutions to be more realistic about their goals and abilities. The 50% cost-share is too much for the first regrant project in over 10 years. Ms. White mentioned that some institutions might be intimidated by it and therefore be reluctant to apply. The other board members agreed. The cost-share will be lowered to 25% for all three grant tiers. Ms. Hills will make the necessary adjustments to the grant application narrative before submitting it to the NHPRC for their comments on April 1<sup>st</sup>, 2021.

The final grant application is due on June 9<sup>th</sup>, 2021, the SC SHRAB will meet again prior to the deadline to discuss NHPRC's comments on the narrative. Ms. Hills will not be project director at that time, this was her final SHRAB meeting. She will ensure her successor has all of the information she can provide, before her departure.

### *Other Business*

The SHRAB members did not have any other business to discuss.

### *Next Meeting*

The next meeting is scheduled for Friday, May 21<sup>st</sup>, 2021, at 11 a.m. It will be held virtually via WebEx. Ms. Hills sent out a calendar invite following the meeting. As with previous meetings, the WebEx invitation and agenda will be sent out the week prior to the meeting.

### *Adjournment*

Ms. Hills adjourned the meeting at 11:35 a.m.