



Maine Historical Records Advisory Board

Meeting Minutes

May 18, 2022

3:00pm – 4:00pm

Location: Zoom

Board Members Present: Howard Lowell, Kevin Johnson, Donald Soctomah, Anna Faherty, Jill Piekut Roy, Larissa Vigue Picard, Kat Stefko

Board Members Absent: Earle Shettleworth, Steve Bromage, Pat Dunn

MSA Staff Members Present: Kate McBrien (ex-officio), Tammy Marks, Sam Howes

Meeting called to order at 3:04 pm by Kate McBrien.

Welcome and Land Acknowledgment

Kate McBrien welcomed everyone to the meeting and recited the land acknowledgment which is offered by the Maine State Archives at each Maine Historical Records Advisory Board meeting.

Welcome

Kate welcomed everyone to the meeting and recognized a quorum.

MHRAB Funding - Kate verified that MHRAB funding available was \$0.

Approval of Meeting Minutes – MHRAB meeting minutes from April 27, 2022, were approved.

NHPRC Grant Project Application Discussion – Kate shared the draft of the grant application that she worked on. Kate and Howard investigated having Anne Ackerson work with MHRAB as a facilitator to develop a strategic plan for Maine. She has done this type of thing for other SHRABs and was happy to work with Maine.

It was confirmed that this application would be for the one-year (\$12,000) application which would only be funded 75%. The time spent by staff would be considered the match for funds. The only need for funds would be for the facilitator's work. The Board felt it was important to clearly separate information between the survey and the facilitation work. The cost share would just be the Board time at retreat. The survey would be included in this application for information only and should be made clear so that there isn't any confusion. The application should provide the rationale that we are doing the survey to jump start the process to get an understanding of what is needed from Maine institutions.

Kate will ask Dan Stokes for the last final report that was submitted by the Archives to try and see if it details the work that was done that last year it was active.

Vermont recently submitted a survey, and it was suggested that we look at their survey to see if we can use some of the information that they already created as a model.

Support for the grant begins no earlier than January 1, 2023 – there isn't information listed on NHPRC website as far as a notification date for the award other than sometime in November 2022.

The Board discussed adding another activity (create a training or educational videos, emergency planning workshop with CERC, NEDCC training/for a fee, Archives 101 training, Traditional Knowledge Labels training, etc.) for 2024 and what work could they do to prepare for the goals identified in the Strategic Plan.

Other Business – Kate informed the Board of two new hires within the Archives. One is for a part-time processing Archivist and the other is for an Inventory and Property Associate II person to help at the Records Center. Both new employees will begin with the Archives on May 31st.

The next meeting is scheduled for June 15th at 3:00 pm.

Adjournment

The group agreed to adjourn. Meeting adjourned at 4:02 pm.