**SOUTH CAROLINA STATE HISTORICAL RECORDS ADVISORY BOARD**

**MEETING MINUTES**

MONDAY, JULY 18, 2022

VIRTUAL MEETING- VIA WEBEX

MORNING SESSION

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 10:05 am and adjourned at 11:55 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 February 11, 2022 meeting. Gina White made a motion to approve the minutes, and Joseph Boykin seconded the motion.

Ms. Lowry asked if the board members had any general questions or concerns before discussing the grant applications, and Joseph Boykin inquired about the organizations that submitted a Letter of Intent but did not apply for the grant. Ms. Lowry advised that both Benedict College and Daufuskie Island Historical Foundation submitted letters of intent but did not submit an application. Ms. Lowry advised that she followed up with both organizations to confirm that they did not submit an application. She added that the staff with Daufuskie Island advised that upon closer review, their organization did not fit the grant criteria and they require more than the grant limit of $5000.00 for their project. Ms. Lowry added that she advised them to seek larger funding directly from the National Historical Publications and Records Commission (NHPRC). Ms. Lowry noted that she did not receive a response back from Benedict College.

*Discussion of 2022/2023 re-grant applications and award decisions*

Prior to the meeting, Ms. Lowry compiled the fourteen applications and corresponding Project Review Criteria rubric for each and sent them to the board for review so that the discussion could focus on any noteworthy parts of the applications and the final board decision for funding. In addition, Ms. Lowry noted that based on the re-grant funding request amounts in the applications, enough money was funded by the NHPRC to be able to fund all re-grant projects.

The first application reviewed by the board was for the Belton Area Museum Association with a project to preserve, digitize and make available online historical photographs and documents relating to the mills, business, and railroad presence in the town. Following the rubric, the board decided to award the full amount requested. However, the award is contingent upon the creation of an acquisition/collection policy and disaster preparedness plan since these documents are a requirement for the re-grant as noted on page two in the SHRAB Regrant Program Guidelines. The second application reviewed was for the Charleston Library Society with a project to digitize, transcribe, and online publication of the manuscript, “Proceedings of the Clionian Debating Society, 1847-1851.” Following the rubric, the board decided to award the full amount requested.

The third application reviewed was for the Cherokee Historical and Preservation Society with a project to process the George Earl Jefferies collection for public accessibility. This application included a grant funding request that exceeded the maximum allowed amount of $5,000.00, and the application did not provide enough project detail for the board to fully answer the Project Review Criteria. Initially, the board decided not to award/fund. The fourth application reviewed was for the Marion County Library with a project to partner with other Marion County organizations to digitized and provide access to area local records. Again, the board agreed that this application did not include the level of detail to make a final determination. The fifth application reviewed was for the Oconee History Museum with a project to purchase a large format scanner to digitize maps, blueprints, architectural renderings, land plants, and related files. The board also agreed that this application did not include the level of detail to make a final determination for awarding/funding.

At this point, the board was concerned that few of the re-grant funds would be used, since only a few applications were awarded thus far. However, since this SHRAB Regrant Program is the first in more than ten years, the Board wanted to regrant as much of the funding form the NHPRC as possible, so it was suggested that a second grant cycle be used to grant the remaining NHPRC funds to any grants that do not get awarded in this grant cycle. Ms. Lowry advised that she was concerned that due to the current SHRAB Work Plan, time will be limited for a second cycle during the current 2022/2023 grant. She added that having to track the reporting and reimbursements of various sub-grants on two different grant calendars would be taxing for her especially since this is the first grant she has administered/coordinated.

Joseph Boykin then suggested conditional awards to any projects with the intent that applicants will provide additional information or take additional steps to meet program requirements as requested by the SHRAB. The board agreed to grant conditional awards with a two week deadline for applicants to respond with the additional project criteria questions posed by the board. Ms. Lowry advised that she would draft these letters as soon as possible for board review so that the applicants would be able to respond by August 5, with a SHRAB acceptance/rejection by August 12. In addition, since several applicants were not including the level of detail in their projects needed to meet the project review criteria, Kate Boyd suggested including a training class on digitization projects as part of the 2024/2025 grant cycle, if funded. In addition, Brenda Burk suggested that the Regrant Guidelines for the next grant cycle should include the minimum standards for metadata, and related standards for digitizing projects. Dr. Emerson also suggested obtaining examples of successful, well-scoped applications for various funding amounts from other states to use as an example for South Carolina applicants. These standards and example applications could also be posted for reference on the SHRAB website for future applicants.

Based on this discussion, the board decided that Cherokee Historical and Preservation Society, Marion County Library, Oconee History Museum would be granted conditional awards. The sixth application was for the Pendleton District Commission with a project to preserve, digitize, and make publically-accessible store ledgers and African-American history files in the Hunter’s Store archives. Again, the board agreed that this application did not include the level of detail to make a final determination, so it was also given a conditional award.

The seventh application was for the Piedmont Historical Preservation Society with a project to house, store, and create a finding aid for records from the Payne, Don Roper, and Piedmont Mill Village collections. The board decided to award the full amount based on the Project Review Criteria rubric. The eighth application was for the South Carolina Historical Society with a project to offer free presentations throughout South Carolina discussing the donation process of materials to an institution as well as basic preservation. The board initially agreed to award funding for all but the cost of materials to be purchased because the NHPRC does not fund the purchase of library materials; however, Ms. Lowry advised that she would confirm how these materials are to be used to see if they meet the grant award criteria so that the full award may be granted.

*Adjournment*

Ms. Lowry adjourned the meeting at 11:55 p.m.

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**MEETING MINUTES**

MONDAY, JULY 18, 2022

VIRTUAL MEETING- VIA WEBEX

AFTERNOON SESSION

Present: Kate Boyd, Joseph Boykin, Brenda Burk, Gina White

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

*The meeting convened at 2:05 pm and adjourned at 2:57 pm.*

*Welcome*

Ms. Lowry welcomed the board back for the afternoon session. She confirmed with the board that there were no lingering questions or concerns remaining from the morning session.

*Discussion of 2022/2023 re-grant applications and award decisions*

The ninth application was for the St. Matthew’s Lutheran Church with a project to establish two new digital collections – Cemeteries and Parish Records; hold a public education events contributing to the immigrant assimilation, race, and class in Charleston; and review and/or update the Disaster Preparedness Plan and create an Acquisition/Collection Policy. The board decided to award full funding based on the Project Review Criteria rubric.

The tenth application was for the Town of Sullivan’s Island with a project to preserve and digitize Council Meeting Minutes Books from 1895-1965. Again, the board agreed that this application did not include the level of detail to make a final determination, so a conditional award was offered.

The eleventh application was for the Summerville Museum and Research Center with a project to purchase archival materials to preserve and re-house records to improve public access. The twelfth project was for the Upcountry History Museum with a project to preserve and re-house textile mill oversized and photograph collections and to improve/update online access of these records. The thirteenth application was for the Louise Pettus Archives and Special Collections at Winthrop University with a project to transcribe, annotate, and publish online a set of oral interviews conducted by Dr. George Garrison. (Board member, Gina White abstained from commenting/deciding since she is affiliated with the Louise Pettus Archives.) The fourteenth application was for the Cultural and Heritage Commission of York County with a project to microfilm York County Court of Common Pleas Judgment Rolls (1840-1869). The board decided to fund the full award for all four of these applications based on the Project Review Criteria rubric.

*Other business*

Next, the board discussed the text of the draft letters to be sent to applicants to notify of grant award/non-award. Brenda Burk suggested adding a sentence regarding the deadline of August 31, 2022 for applicant acceptance response. The board also reviewed the text for the contract (funding agreement) between SHRAB and award recipients to be sent along with the award letter. Ms. Lowry noted again that since the Regrant Program has not been done in several years, the last version of the contract used by SC SHRAB was from 2009. She noted that based on her research, the section on Compliance with Federal Laws needed to be updated. Brenda Burk located a page on the NHPRC website (<https://www.archives.gov/nhprc/administer/regulations.html>) that lists current federal laws with which NHPRC grantees and sub-recipients must comply. Ms. Lowry advised that she would check with appropriate Archives staff to confirm if the contract should be updated to include these new codes.

*Next meeting*

The next meeting will be scheduled via email after the applicants have accepted their awards and begun their projects, as needed. If not before, a meeting will be held in late 2022/early 2023 to discuss the application from the SC SHRAB to the NHPRC for the 2024/2025 Regrant Program. Ms. Lowry, as Deputy Coordinator, will coordinate any meetings, and the calendar invitation and agenda will be sent out the week prior to the meeting.

*Adjournment*

Ms. Lowry adjourned the meeting at 2:57 p.m.

Meeting Summary Prepared by Erin Lowry