**SOUTH CAROLINA STATE HISTORICAL RECORDS ADVISORY BOARD**

**MEETING MINUTES**

FRIDAY, AUGUST 27, 2021

VIRTUAL MEETING- VIA WEBEX

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

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

*The meeting convened at 11:05 am and adjourned at 11:18 am.*

*Welcome*

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

*Discussion of 2021 grant workshop planning*

The board meeting began with a discussion of the planning progress for the 2021 grant workshop to be held on September 20, 2021 at the Archives & History Center. Ms. Lowry advised that invites were emailed on Monday, August 23 to the attendee list created with the assistance of Ramon Jackson, Africa-American Heritage Commission Coordinator. As of the meeting date, 9 individuals have confirmed that they will attend the workshop. Ms. Lowry advised that she will coordinate box lunches with Crossing Deli. She added that one attendee has expressed a concern for social distancing; however, due to the capacity of the auditorium and the box lunches, the workshop should be able to maintain safety protocols.

Next, Ms. Lowry explained some of the responsibilities needed to be handled on the day of the workshop by the SHRAB Board to keep the workshop flowing, such as coordinating with IT and audio-visual staff, room set up for lunch, etc. Ms. Lowry added that the board needs to decide which member will give the opening words/introduction to the workshop. Ms. Lowry suggested Eric Emerson; however, since Dr. Emerson was unable to attend the meeting, she will follow-up with him about this responsibility.

Ms. Lowry also mentioned the introductory slide she created to be displayed at the beginning of the workshop and between speakers. She noted that it recognizes the NHPRC as required by the grant guidelines. She also asked if SCETV should be recognized since they are providing audio-visual services at a discounted rate. Both Kate Boyd and Gina White agreed, so Ms. Lowry will update the slide and email a copy to the board members for additional feedback. Ms. Lowry also advised that SCETV will be using some of the footage of the presentation by Mr. Cecil Williams as part of a documentary they are making of him and that they plan to interview him at some point during the day.

Ms. Lowry also inquired about how to handle the payment of the honoraria for the speakers. She noted that the budget allows for a total payment of $900 to be divided between 6 speakers. However, at this point, 7 speakers are planned, none of which have refused the honorarium. Ms. Lowry asked if she should just divide the total number of speakers into the budget of $900 and give each speaker around $125. The board agreed to do so. Ms. Lowry added that she will need to coordinate payment of the Honoria and attendee mileage (of more than 30 miles) with the Archives’ finance department.

Ms. Lowry also shared the final version of the workshop agenda noting that it begins at 8:30am and continues until 4:30pm. She added that the last thirty minutes are closing words from the board. Kate Boyd asked if the board members should arrive around 8:00am to assist with the set up, and Ms. Lowry advised that would be appreciated and that she will be at the Archives at 7:30am that morning.

Finally, Andrew Bigony advised that due to an illness, he will not be able to attend the workshop in-person although he vey much would like to attend and share in the workshop. He also provided an updated personal email address to use for sending board related materials. Ms. Lowry advised that the board will be thinking of him and wishes him well. She also reminded him that the final sessions will be made available online for those who cannot attend the workshop in-person.

Ms. Lowry will send the introductory slide and the agenda to the board members for their review and feedback before the workshop.

*Discussion of 2022 grant application*

Discussion was turned toward the 2022 grant. Ms. Lowry noted that the NHPRC had acknowledged receipt of the grant application on July 6, 2021. She added that since then she has received an informational email from Dan Stokes, grant coordinator at NARA, telling of the upcoming peer review process in late August or early September. The email also advised that the NHPRC will meet on November 16 to make its funding recommendations to the Archivist of the United States. Ms. Lowry added that to date, she has not received any feedback related to the peer review process.

*Other business*

No other business was brought for discussion from the board.

*Next meeting*

The next meeting will be scheduled via email at a later date once the board receives additional information regarding the receipt of the 2022 grant. Ms. Lowry, as Deputy Coordinator, will coordinate the meeting in December 2021 or January 2022 depending upon the due dates of the 2022 grant. 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. Lowry adjourned the meeting at 11:18 a.m.

Meeting Summary Prepared by Erin Lowry