

**State Historical Records Advisory Board  
Minutes-Monday November 15, 2010  
The Library of Virginia, Conference Room A**

**Call to Order**

Meeting called to order at 10:50 AM by Deputy Coordinator Carl Childs

**Roll Call**

Present: Carl Childs, Suzy Szasz Palmer, Michelle Washington, Aaron Purcell, Joyce Kistner, Michael Lynn, Wayne Dementi, Ervin Jordan

**Teleconference Attendees**

Susan Riggs, Brooks Miles-Jones

Absent: Coy Barefoot, Amy Muraca, Frances Pollard

Guest: Sherri Bagley

**Approval of Agenda**

Motion to approve 11/15/2010 SHRAB agenda - approved

**Possibilities for Future Meetings**

Possible venues for future meetings was discussed including trying to organize around the Virginia Forum (this year in Lexington on March 23-26, 2011) or at the new library in Bristol.

**Deputy Coordinator's Report**

Informed board that SHRAB meetings will be treated as a public meeting and will be posted to the Commonwealth of Virginia calendar before each meeting date. Meetings will also be recording and a summary of the discussion will be posted to the SHRAB webpage on the LVA website.

The board was informed that Conley Edwards's term expired the end of October 2010. There will be a new appointee to the board in a couple weeks. The members are appointed by the Governors Office. There are seven SHRAB members whose appointments expire in October 2011. Discussion about the appointment process and what members need to do to be considered for reappointment.

Preserving the American Historical Records (PAHR) program was discussed.

**SHRAB Grant Applications**

Discussion and recommendations on the following NHPRC grant proposals from Virginia institutions

**RB-50169**

**Radford University (Basic Processing)**

Basic Processing of the Appalachian Regional Studies Center's Folk life Archives

**RB-50172**

**Woodrow Wilson Presidential Library Foundation (Basic Processing)**

Cleaning House: Eliminating Backlog, Processing Records, and Moving an Archives

**RB-50066**

**George Mason University (Detailed Processing)**

Expanding Access to George Mason University's Performing Arts Collections

**Other Business**

Remaining funds from LVA's SNAP Grant. Money will be used to promote SHRAB's mission to promote archival education throughout the commonwealth by sponsoring webinars and workshops. These will be hosted by William & Mary, Roanoke Public Library and the LVA. Sessions include Privacy and Health Information, Archival Content Managemnt Systems, Basics of Managing Electronic Records, A Beginner's Guide to Metadata, Thinking Digital

Carl Childs: Motion to adjourn

MOTION PASSES. The meeting was adjourned at 12:45 p.m.