

**Society of Ohio Archivists Council Meeting
Telephone Conference Call
Friday July 24, 2015**

Attendees: Jillian Carney, President; Lonna McKinley, Vice President; Emily Gainer, Treasurer; Jennifer Brancato, Andrew Harris, Robin Heise, and Suzanne Reller, Council Members; and Gino Pasi, Newsletter Editor

Absent: Nathan Tallman, Secretary

Call to Order:

President, Jillian Carney, called the meeting to order at 10:05 A.M.

Between Meeting Council Actions

- On June 19, 2015, Nathan Tallman made a motion to approve the minutes from the May 15, 2015 business meeting. The motion was seconded and carried.

Treasurer's and Membership Report:

Emily presented the Membership report first. SOA currently has 136 members. Emily created a list of members who expressed interest in SOA committees on their renewal forms, she will send this list to council via email. The online membership directory has been updated.

Emily then presented the Treasurer's report. The current account balance is \$11,500.47. \$5,579.70 was deposited to the account and the expenditures totaled \$5,775.47. The expenditures mostly came from annual meeting costs, scholarship funds, History Day, and renewal of SOA's agreement with the Ohio History Connection. Emily expressed concern that the treasury was a bit low. Outgoing expenditures were larger than incoming expenditures this year. One reason is that SOA is no longer receiving income from the Fall meeting. In 2014, there was no profit from the Fall meeting. In addition, SOA had a small loss of \$414.42 on the 2015 Spring meeting, SOA paid \$1300 to the National Coalition for History, and supplies were purchased for the SOA membership committee table. Council members discussed the loss and ways to raise funds including raising registration fees for the conference, raising membership fees, and reviewing membership in the National Coalition for History in 2016. The discussion was tabled until the next council meeting.

Committee Reports

- **Website / Public Information:** Liaison, Andrew Harris, is currently acting as chair since Jennifer Morehart has rotated off as chair after 3 years of service. Andrew updated the website with a post for the SAA Teaching Workshop at SAA, he updated the council officer list, and migrated the Spring conference page to its own page. Andrew stated

that he is attempting to get copies of presentations from the Spring conference, and he has received suggestions from Janet Carlton on items that could be posted to the website.

- **Nominating:** Andrew Harris provided the Nominating Committee report on behalf of Judy Weiner, Nathan Tallman, and Jane Wildermuth. There was a discussion of the bylaws regarding the nominating committee and the language to appoint the nominating committee at the annual meeting. Gillian Hill, Janet Carlton and Judy Weiner have all expressed interest in the committee. Judy Weiner, as past president and an ex officio member of council has expressed an interest in serving as chair of the nominating committee. Andrew Harris put forth a motion that Judy Weiner be appointed as chair of the nominating committee. The motion was seconded by Jennifer Brancato. The motion passed.
- **Newsletter:** Gino Pasi, *Ohio Archivist* editor reported that content for the Fall newsletter is due to him by August 14 and that the content will be sent to the designer at the Ohio History Connection on August 21. The newsletter will be published in September. The newsletter will cover all the usual topics including a summary of the Spring meeting, information on the Fall meeting, and content from the various editors.
- **Educational Programming:** Liasion, Suzanne Reller, reported that the 2015 Spring Conference was a success. 85 people attended the conference. Total costs came in \$414 over budget. The \$400 fee for the OCLC General Session room may account for this cost. The committee received many compliments on the conference facilities and the technology in the facility was outstanding. The Silent Auction raised \$384 toward scholarship funds. Evaluations for the presentations were good overall. There were positive comments about having the business meeting at the end of the day and some suggestions to announce the silent auction results after lunch. The committee also received positive comments on the Speed Networking session, although there were requests for more time for this type of session

Suzanne reported that SOA is partnering once again with the Ohio Local History Alliance for the Fall conference which will take place on October 2 and 3. Sessions and speakers for the SOA track will include the a session on the I Found it in the Archives Contest including the 2015 winner; an Ask the Archivist panel including Lily Birkhimer, Robin Heise, Lonna McKinley, and Jennifer Brancato; a preservation/disaster planning session with Holly Prochaska from UC; a session on digital curation with Sasha Griffin from Dennison; and a grants session with Andy Verhoff and Fred Previts. Jennie Thomas from the Rock Hall will also be speaking about a grant project to digitize the Jane Scott papers during the OLHA track. Jillian stated that SOA should be able to have a table at the event

and Emily stated that she would ask the membership committee about this. Suzanne will check with Mark Sundlov to see if SOA needs to provide moderators for sessions.

- **Awards:** Liaison, Lonna McKinley reported that she met with Devhra Bennett Jones who is chair of the Awards Committee and discussed the timeline for the Awards Committee. Lonna stated that they will issue a call for new members in August and the awards and scholarships will be publicized in the Fall with deadlines in the new year. Devhra and Lonna also discussed ideas and goals for the year. They had questioned whether or not undergraduates were eligible for scholarships.

Jillian joined in on the discussion of student involvement and stated that she had a discussion with Dawne Dewey on encouraging students at Wright State to submit posters. Wright State has a public history symposium for graduate students in March and Jillian wondered if there is a way to get a SOA council member involved in this.

A discussion of committee duties and timelines ensued. Andrew stated that he will put committee report template online.

- **Advocacy and Outreach:** Robin Heise, liaison to the Advocacy Committee and Jennifer Brancato, liaison to the Outreach Committee reported that the two sub-committees have been merged but that they are still operating separately. The results of voting on the Archives Month image were provided. The Scarlett Fever Quarantine was the first place winner. There was discussion of whether the committee would be ok with a smaller poster this year due to increased mailing costs. It was reported that the I Found It in the Archives statewide competition voting would take place during the last two weeks of the August.

Old Business

- **By-laws Committee update:** Andrew reported that the By-laws committee has only met once. They discovered that according to the SOA bylaws the President should only vote in council to break a tie. The President can make motions though. There was concern that Council has been operating incorrectly according to our bylaws and constitution. SOA would need to revise the constitution to include the president as a regular voting member of council. There was agreement among council to leave the constitution as is for the time being.
- **Committee Chairs:** Suzanne reported that Shelley Blundell at the University of Akron is interested in serving as the Educational Programming Committee Chair. Shelley is a graduate of Kent State University, and currently works at the University of Akron as the Instructional Design and Education librarian. Jillian moved to make Shelley Blundell the

Educational Programming Chair. The motion was seconded by Robin and passed unanimously. Suzanne will see if Shelley is available to come to our October meeting

Ideas for chairs for the Public Information and Advocacy committees were also discussed.

New Business

- **Committee Questions:** Council discussed ideas for helping new Council members learn about committees and duties. There was a discussion of developing timelines or to-do lists. Suzanne stated that she will share the Educational Programming Committee timeline and to do list. Jillian reasserted her availability to assist with issues and questions.
- **RAAC:** Judy Weiner is involved the Regional Archival Associations Consortium, a SAA-affiliated group. The group meets during the SAA Annual Meeting. Jillian asked who SOA should send as a representative to this group. Lisa Rickey and Janet Carlton attended past meeting and Judy is on a committee for regional grant opportunities. The council decided that we should assess this membership and our liaison on a yearly basis. Judy Weiner will continue to serve on this group for the next year.
- **Future meeting dates:** Council discussed potential meeting dates. The next Council meeting will be Friday October 2 at the Ohio Local History Alliance Meeting. Council will also meet on Friday January 15 and Friday April 15.

Adjourn

This meeting of Council was adjourned at 11:25 P.M.

Respectfully submitted,
Suzanne Reller

Treasurer's Report

July 24, 2015

FISCAL YEAR 2015-2016:

Previous Account Balance: 2/11/2015

\$11,696.75

*Current Account Balance

\$11,500.47

Deposits

\$5,579.70

Expenditures

\$5,776.47

Interest

\$0.49

*Plus \$50.00 cash in SOA Cash Box

*Includes scholarship balance: \$155 (carry over) + \$384 (raised 2015) = \$539

Transactions – Detail

Date	Type	Memo	Amount
2/12/2015	Expenditure	Check 1799 – National Coalition for History – annual membership	-500.00
2/18/2015	Deposit	Memberships	+375.80
2/27/2015	Expenditure	Check 1800 – Bowling Green State University (reimbursement for Michael Intranuovo's Statehood day registration)	-30.00
2/27/2015	Interest		+0.09
3/31/2015	Interest		+0.10
4/21/2015	Deposit	Memberships (7 individual + 1 student) & 1 non-member conference registration	+175.00
4/30/2015	Interest		+0.10
5/12/2015	Expenditure	Check 1801 – Wai Sung, Ohio History Day – VOID	-100.00
BELOW	BEGINS NEW YEAR	FOR 2015/2016 ANNUAL	REPORT
5/12/2015	Expenditure	Check 1802 – Maddi O'Connell, Ohio History Day	-50.00
5/12/2015	Expenditure	Check 1803 – Caitlin Barnes, Ohio History Day	-50.00
5/13/2015	Expenditure	Check 1808 – Miracle Awards – 2 Merit Award plaques	-117.00
5/15/2015	Expenditure	Check 1804 – Shanee Yvette Murrain – Annual mtg. scholarship	-100.00
5/15/2015	Expenditure	Check 1805 – Maren McKee – Annual mtg. scholarship	-100.00
5/15/2015	Expenditure	Check 1806 – Shelby Dixon – Annual mtg. scholarship	-100.00
5/15/2015	Expenditure	Check 1807 – Nina Herzog –	-100.00

Treasurer's Report

July 24, 2015

		Annual mtg. scholarship	
5/15/2015	Expenditure	Check 1809 – Ohio History Connection - SOA/OHC agreement for supplies (\$100) + maintenance (\$250)	-350.00
5/15/2015	Expenditure	Check 1810 – Judith Weiner – outgoing council gifts	-75.00
5/15/2015	Expenditure	Check 1811 – Suzanne Reller – committee and plenary speaker gift	-150.00
5/20/2015	Expenditure	Check 1812 – Christine Chapman-Sung – Ohio History Day	-34.00
5/20/2015	Expenditure	Check 1813 – Sophia Matts – Ohio History Day	-34.00
5/20/2015	Expenditure	Check 1814 – Isabel Wang – Ohio History Day	-34.00
5/29/2015	Interest		+0.10
6/3/2015	Deposit	Online membership (\$1,071.85) Jan.-March), conference registration, membership renewals, silent auction	+1,777.85
6/3/2015	Deposit	Conference registration, membership renewals, silent auction	+155.00
6/10/2015	Expenditure	Check 1815 – OCLC Inc. for conference center	-3,700.19
6/10/2015	Expenditure	Check 1816 – Ohio History Connection for conference printing, name badges, etc.	-252.28
6/18/2015	Income	Online registration (\$2,973.05), silent auction, conference attendance, membership	+3,096.05
6/30/2015	Interest		+0.10

Conference income (registration)

+65.00 (mail-in)

+2,973.05 (online)

+455.00 (on-site/mail-in to OHC)

+45.00 (mailed to Emily after conference)

Total = \$3,538.05

Conference expenditures

-3,700.19 (OCLC room rental and food)

-252.28 (OHC printing, name badges, certificate holders, table tabs)

Total = \$3,952.47

Loss = \$414.42

Society of Ohio Archivists Committee Reports

Date:	7/22/2015		
Committee:	Educational Programming Committee		
Chair:	[Open]		
Council Liaison:	Suzanne Reller		
Members:	Amber Bice	Natalie Fritz	Kristin Rodgers
	Lilly Birkhimer	Robin Heise	Jenni Salamon
	Shelley Blundell	Jacky Johnson	Camila Tessler
	Jillian Carney	Shanee' Yvette Murrain	Kevin Steinbach
	Amy Dawson	Liz Plummer	
	Shelby Dixon	Cate Putirskis	
Mission/Summary:			
<p>The Educational Programming Committee plans the annual SOA spring conference, assists with finding volunteers for the Fall conference with the OLHA, and plans professional development workshops. Activities include choosing a conference theme, solicitation and selection of session presenters, selection of plenary speaker, publication and distribution of conference announcements, collecting conference evaluations, and planning professional development workshops of interest to members.</p>			
Goals for the Year: [tentative]			
<ol style="list-style-type: none"> 1. Assist with any needed planning for the Fall Conference. 2. Coordinate planning for the Spring Conference. 3. Investigate costs associated with the Spring Conference and explore options other than OCLC to ensure that we are cost efficient. 4. Investigate new options for committee calls including web conferencing. 			
Ongoing Issues and Challenges:			
<p>An ongoing challenge for this committee is Spring Conference planning. Planning for the Spring Conference takes up the majority of the committee's time leaving little time for other educational efforts. Kristin Rodgers will remain as a member of the committee, but will rotate off as chair. Suzanne Reller has been in touch with a new possible chair.</p>			
Accomplished Goals:			
<ol style="list-style-type: none"> 1. The 2015 Spring Conference was a success. A total of 85 people attended the conference including the 4 scholarship winners and the plenary speaker. Total costs came in \$414 over budget. The \$400 fee for the OCLC General Session room may account for this cost. The committee received many compliments on this room and the technology in the facility was outstanding. The Silent Auction raised \$384 toward scholarship funds. 2. Evaluations were shared with the committee members and the speakers. The presentations received overall positive comments. There were also positive comments about having the business meeting at the end of the day and some suggestions to announce the silent auction results after lunch. A new feature of the conference was the speed networking session. The committee received positive comments, but there were many requests for more time for this type of session. 3. SOA is partnering once again with the Ohio Local History Alliance for their Fall conference which will take place on October 2 and 3. Sessions and speakers for the SOA track will include the a session on the I Found it in the Archives Contest including the 2015 winner; an Ask the Archivist panel including Lily Birkhimer, Robin Heise, Lonna McKinley, and Jennifer Brancato; a preservation/disaster planning session with Holly Prochaska from UC; a session on digital curation with Sasha Griffin from Dennison; and a grants session with Andy Verhoff and Fred Previts. Jennie Thomas from the Rock Hall will also be speaking about a grant project to digitize the Jane Scott papers on the OLHA track. 			