

## 1997 Minutes

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### 25 September, 1997

Society of Ohio Archivists Council Meeting  
Youngstown Historical Center of Industry and Labor

The meeting was called to order at 12:15pm on Thursday, September 25, 1997. Members present were Ken Grossi, President; Dawne Dewey, Vice President; Julie McMaster, Secretary; Diane Mallstrom Treasurer; Tom Culbertson, Council Member; and Gillian Hill, Council Member. Also present were Fred Lautzenheiser, Editor of Ohio Archivist; Rich Hite, Spring 1998 Conference Committee; Charles Arp, Education Committee; and Jennifer Kane, SOA Archives Week.

### President's Comments

Ken Grossi discussed the changing the name of the merit award. Barbara Floyd and Dennis Harris are expected to submit a proposal. Further discussion of the merit award is postponed until the January 8th Council Meeting.

### Secretary's Report

Julie McMaster - The minutes for the June 26, 1997 Council Meeting were discussed and approved.

### Treasurer's Report

Diane Mallstrom - The treasurer's report was given and approved (see attached sheet).

### Ohio Archivist

Fred Lautzenheiser - The spring 1998 issue will feature articles on the Ohio resources on the Spanish-American War, a companion piece to Jill Tatem's article on SGML by Michael McCormick on the Western Reserve Historical Society's policy on digitization, and an article by Virginia Krumholz on education for records management/archives in Italy. Regular features will include candidate statements for election, a listserv sampler, etc.

### Cuba Project

Fred Lautzenheiser - The committed partners include: SOA; Northeast Ohio - Cleveland Archival Roundtable; Ann Arbor - University of Michigan School of Information, History Department and Bentley Library; Milwaukee - University of Wisconsin/Milwaukee archives training program; Chicago - MAC;

Washington - The National Archives Assembly, MARAC. The probable partners which need to be firmed up include: Northeast Ohio - ARMA/Cleveland Chapter; and Madison - State Historical Society of Wisconsin. The partners which participation is unclear include: Boston - JFK Library, Northeast Document Conservation Center. Those not participating include: Northeast Ohio - Latin American Studies program, Oberlin; and Atlanta - Georgia Records Association, Society of Georgia Archivists. Invoices have not yet been sent since Fred wanted to send them all at one time and there are still people who are uncertain about partnership. However, most partners are committed and invoices will be sent soon. Helen Conger is trying to get Carlos on a CWRU-sponsored event, so the visa can be handled through the university.

## Archives Week

Jennifer Kane - poster is done and is being sent. 300 copies are being sent to the counties, and 300 copies to the Library council. 2200 copies of the poster were printed in all.

## Education

Charlie Arp - of the five workshops scheduled for Saturday, September 18, 1997, only one is being run. SOA must market workshop information to a broader media than just SOA members. The workshop on digitization is being held. The education committee should make contact with the local arrangement committee to advertise the workshops locally. Sometimes there are problems with confirmations on locations for workshops, so it is difficult to get the word out too early - it would be ideal to get a calendar published a year in advance. Discussion followed that if we are going to do further advertising of workshops, SOA must follow through and hold the workshops. SAA had a roundtable discussion on workshops in Chicago that Charlie Arp attended. This session discussed how to further contact between national, regional and local workshops. The SAA roundtable felt that regional or local chapters, not the national chapter, should sponsor basic level workshops.

## Membership

No report.

## Nominating

Although Kerri Moore (chair) was not present, Ken Grossi reminded Council that the slate of candidates is due by November 1st. Gillian Hill offered to contact Kerri Moore to check the progress of the committee.

## Merit Award

Dawne Dewey - a merit award is being given to David Van Tassel at the business meeting. Dawne will also ask for other nominations at the meeting.

## Programs

Tom Culbertson - The Jewish Archives in Cincinnati agreed to host the 1998 fall meeting on September 24 and 25, 1998. A charge of \$300 for the use of the room on Thursday, Friday and ½ day on Saturday will be added to the expenses of the conference. If we want the rooms for Saturday afternoon, we will need to pay an additional \$150. This impacts the workshops scheduled on Saturday. It was agreed that workshops should only be scheduled for the morning on Saturday. The program committee has not been appointed. Diane Mallstrom suggested that when fliers are sent announcing the conference a line for the registrant's phone number should be included on the registration slip. This enables her to more easily contact registrants in case a workshop is cancelled. Tom asks that anyone who has ideas for the MAC fall 1998 conference in Ann Arbor to give him a call.

#### Public Information

No report.

#### Spring 1998 Meeting

There was discussion about moving Carlos' session to the Thursday plenary session instead of Friday since so many people leave after the first day. It was decided that the emphasis on Thursday would focus on automation and Friday's session would include Carlos's presentation. The session on how to implement a major internet-based historical records network will be replaced by a session on education and outreach. Because of the genealogists only being able to attend one day of the meeting, a one-day registration fee was discussed. Council agreed that it was not a good idea because it would make the registration process much more complicated and would need membership approval to be implemented.

#### Other business

Next council meeting 10:30 am, January 8, 1998 at Kappa Kappa Gamma Fraternity. With no other business a motion was made and approved to adjourn. Meeting adjourned at 12:45 pm.

Respectfully submitted.  
Julie McMaster

#### **Attachment**

SOCIETY OF OHIO ARCHIVISTS

#### **Treasurer's Report**

Council Meeting  
September 25, 1997

#### Financial

The checking account balance as of September 23, 1997 is \$8,849.73

**Income:** 6/26/1997 to 9/23/1997

Cuban Project \$50.00  
Fall Mtg: \$900.00  
Dues: \$2469.50  
Archives Week: \$550.00  
YTD \$850.00  
Interest: \$22.74

**TOTAL:** \$3,992.24

**Expenses:** 6/26/1997 to 9/23/1997

#1414 KKG Dues Mailing \$62.00  
#1415 OHS Key Fops \$40.00  
#1416 Fall Mtg Room Rental \$300.00  
#1417 OH Archivist Deposit \$500.00  
\* \*#1412 OH Archivist Balance \$576.69  
Service Charge \$13.15  
**TOTAL:** \$1,491.84

SOA WORKSHOPS CANCELLED will refund \$70.00

**MEMBERSHIP** = 137 paid members: 100 individual ; 13 new; 3 patrons; 20 institution ; 1 corporate

Respectfully submitted.  
Diane Mallstrom



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**26 June, 1997**

Society of Ohio Archivists Council Meeting  
Thursday, June 26, 1997  
Kappa Kappa Gamma Fraternity

The meeting was called to order at 11am on Thursday, June 26, 1997. Members present were Ken Grossi, President; Dawne Dewey, Vice President; Julie McMaster, Secretary; Diane Mallstrom Treasurer; Kerrie Moore, Council Member; Tom Culbertson, Council Member; and Gillian Hill, Council Member and Jim Oda, Council Member. Also present were Fred Lautzenheiser, Editor of Ohio Archivist; Rich Hite Spring 1997 Conference Committee; Bari Stith, Education Committee; and Randy Gooden, Fall 1997/1998 Conference Committee.

**President's Comments**

Ken Grossi welcomed new members of council. Topics concerning The

Society of American Archivists conference in Chicago were discussed which included having a booth representing SOA at the conference as well as the possible attendance of SOA council members at a SAA meeting for the coordination of workshops. A preliminary budget for next year has been proposed using figures from the last few years as a guide.

#### Treasurer's Report

Diane Mallstrom - The Treasurer's report was given and approved. Having a sponsor for the Spring 1997 SOA meeting was discussed. The sponsors seemed pleased with the turnout and the interest in their products.

#### Secretary's Report

Diane Mallstrom - The minutes for the Spring 1997 Business Meeting Minutes were discussed and approved.

#### Ohio Archivist Report

Fred Lautzenheiser - Feature articles for the Fall 1997 and Spring 1998 issues were discussed. It was mentioned that the Spring '98 issue will concentrate on Hispanic issues and if anyone has materials relating to the Spanish Civil War in their archives, please let Fred Lautzenheiser know in order to incorporate those materials into the featured article. The deadline for material for the fall issue is July 1, and for the spring issue is February 1. The issue of advertising rates for the Ohio Archivist was discussed because Bill Cole Enterprises is interested in a full page advertisement in the fall issue. The council voted and approved a raise in advertising rates to \$200 for a full page, \$100 for a half page, and \$60 for a quarter page.

#### Cuban Archivist's Visit

Fred Lautzenheiser - The itinerary for the Cuban archivist's visit is as follows - Columbus, Northeast Ohio, Ann Arbor, Madison, Milwaukee, Chicago, Washington, Atlanta and San Antonio (the San Antonio leg will be funded by a friend of Carlos). The newest possibility is that the J.F. Kennedy Library, Boston/ The Ernest Hemingway Collection would become another venue for the trip. This was discussed and the board thought the connection between the Hemingway Collection and the Cuban archivist was strong and should be encouraged, however there must now be a cut off so that the itinerary can be finalized and preparations made. The financial commitments of the hosting institutions was discussed and decided that invoices based on current airfare plus 10% would be sent to the institutions/organizations and that a deadline of October 1, 1997 be set for the money to be sent to SOA. A contribution of \$550 from SOA is estimated with the inclusion of the Atlanta leg of the trip. Helen Conger, in conjunction with the immigration coordinator at CWRU, will be making visa arrangements. The topic of public relations concerning the visit was mentioned. It was decided that each of the institutions should advertise themselves, but SOA will send them a copy of a news release with a contact name and line crediting SOA as being the organizer of the visit.

#### Spring Meeting 1997 final report

Rich Hite - The spring meeting was sponsored by Assured Micro-Services. They demonstrated their equipment and provided lunch for attendees. They seemed satisfied with the results of the sponsorship. The SOA constitution was amended, splitting the office of Secretary-Treasurer. To avoid having an even number of votes on Council, the amendment included a provision that the president would only vote to break ties. Feedback on the sessions was generally positive. The mixer and tour of the Statehouse were not well attended, but the lunch and reception were well attended.

### Spring Meeting 1998

Rich Hite - Council discussed ideas for the Spring 1998 meeting. One of the suggestions was to begin work on updating the 1974 version of SOA's catalog of manuscripts and institutional records in Ohio repositories, this could possibly be linked to the bicentennial project. Another idea was to have a session updating the progress on the OHS and WRHS system and that this could possibly lead to a sponsorship by Ameritech, if they are interested. Having crossover sessions with the Ohio Genealogical Society was another suggestion since they will be having a conference Friday and Saturday of the same week. Since the mixer was so poorly attended at the Spring 1997 conference, it was suggested that for the Spring 1998 conference the reception be eliminated allowing people to go out for dinner right after the business meeting, and then have a mixer earlier, possibly around 7:30pm.

### Committee Reports

**Archives Week** - George Bain - Martin Hauserman is working on the poster. Some of the contributions have been made for the poster, still waiting for others. Council agreed that posters need to get to people before Archives week is over.

**Education** - Bari Stith - Next year archives week will be celebrating women's history, possibly the education committee can reorganize the education programs to emphasize that theme culminating with archives week in the fall. Discussion took place about having a liaison from council to the committee so that someone who is interested in the programs can have someone to contact. For the Spring 1998 meeting, council discussed having Archives 101 tailored toward genealogists to encourage attendance from that group also.

**Membership** - Doug McCabe - no report

**Merit Award** - Ken Grossi/Dawne Dewey - nominations discussed Two nominations for merit awards were discussed. The first nomination came from George Bain. He nominated David Van Tassel for the formation of National History Day. History Day was begun in Cleveland and then became adopted nationally. The motion was approved. The second nomination also came from George Bain. He nominated George Parkinson. Discussion was that he brought a resurgence of interest into the organization by bringing the meetings back to Columbus and giving a central focus to the organization. The decision was to postpone this award until next year since George Parkinson was just leaving the post as president. Discussion that he would be honored at the Spring 1998 meeting in Columbus.

**Nominating** - Gillian Hill - no report

**Programs** - Tom Culbertson - Discussions about site for Fall 1998 conference, preferably in the southwestern area. Tom will explore options further.

**Public Information** - Matt Benz - Following Spring meeting, changes to SOA homepage completed, as well as text changes to constitution and by-laws. Janet Carleton will be updating the listserv and adding fall meeting information. Please let Matt know of any other needed changes.

#### Committee Assignments

Tom Culbertson - Programs Committee; Dawne Dewey - Merit Award Committee; Kerri Moore - Nominating Committee; Jim Oda with Doug McCabe - Membership Committee; Gillian Hill - Education Committee

#### Fall Meeting 1997

Randall Gooden - The agenda is set for the fall meeting. Since the estimated budget exceeds the estimated income for the conference, discussion was raised whether council should raise registration fees to cover the excess. Council agreed to not raise registration fees at this time and hope that a sponsor can be found for the conference, if no sponsor is available, then the treasury will absorb the costs and the topic of raising fees will be discussed later.

#### Other Business

With no other business a motion was made and carried to adjourn. Meeting adjourned at 1pm.

Respectfully submitted.

Julie McMaster