

2003 Minutes

18 September 2003

Society of Ohio Archivists Council Meeting
Thursday, September 18, 2003, Ohio Historical Society

The meeting was called to order by President, Doug McCabe at 10:15 AM.

Members present: Doug McCabe, President; Charlie Arp, Vice President; Gillian Hill, Secretary; Jane Wildermuth, Treasurer; Judy Wiener, Anna Heran, Kristen Pool, and Christine Crandall, Council Members; and Judy Cobb, Editor, Ohio Archivist.

Secretary's Report

Gillian Hill presented the minutes of the meeting of June 5, 2003. There were no further additions or corrections. Anna Heran made a motion to approve the minutes, which was seconded by Jane Wildermuth, and approved by all.

Treasurer's Report

Jane Wildermuth presented her report, which is [attached](#) as an appendix. Gill made a motion to accept the report, which was seconded by Charlie Arp, and approved by all.

Committee Reports

1. *Membership Committee*

Chair, Jane Wildermuth, apologized for sending out the membership renewals late. The first letter was posted on August 15, with a follow up sent a few days ago. The membership list contains 193 names, although only 67 have so far paid for this year. Jane asked about those members who have not paid (some of whom have moved away). At the January meeting, we had decided to prune the list by taking off the names of people who had not paid after three reminders. It was agreed, however, that the names of people who are no longer members, but who still live in the area, would remain in the database as part of the larger contact list for the Society.

2. *Awards Committee*

Chair, Charlie Arp said that no nominations for merit awards have been received, so there is nothing to report at this point. The History Day awards, which he worked on with George Bain, had been distributed in the Spring, and they have been posted on the website.

3. Education Committee

Chair, Anna Heran, said that Kristen Pool taught a class on preservation at Geauga County last weekend. There have been requests for more classes in the future. Anna is planning to have a meeting of the committee (in person or virtual) soon.

Jane mentioned that a group in Yellow Springs wished to process a collection and donate it to Antiochiana. Gillian said that she would be willing to offer assistance should they need it, as she lives in Yellow Springs.

The workshop on coping with problems in the workplace can be presented at the Spring conference. Anna will hook up with Jennifer Gerth to discuss details.

The [Education Committee report](#) is attached as an appendix.

4. Archives Week Committee

Chair, Kristen Pool, presented the list of current members on the committee. The winning poster designed by Phil Reekers, of the American Jewish Archives in Cincinnati, is available for downloading on the SOA website. Kristen said that so far she has received three responses to her inquiries regarding Archives Week activities.

The [Archives Week report](#) is attached as an appendix.

5. Program Committee

Chair, Judy Wiener, proposed the dates of April 15 and 16, 2004 for next year's Spring conference. These dates avoid the major religious holidays and the Spring meeting of MAC. Council agreed with the choice of dates. There followed some discussion about whether to book meeting rooms at OHS (there would be a charge involved now), or perhaps to use meeting rooms at the Holiday Inn where we stayed this Spring. A number of rooms have already been tentatively booked for accommodation. Judy will make inquiries, compare costs, including costs for the use of AV equipment, and poll Council members for their reaction by e-mail. Council authorized her to make the final decision without waiting for a formal resolution.

She will put out a call for papers soon. There was discussion regarding a theme for the conference, and it was decided to use the working theme title of "Exploration". The two hundredth anniversary of the Lewis and Clark expedition will be in 2004. It was agreed that there would be a small additional charge for the workshop, and an increased registration cost of \$15.00 for non-members, which would include a one year membership.

The [Program Committee report](#) is attached as an appendix.

6. Public Information Committee / Ohio Archivist

Co-Chair, Judy Cobb, explained that it has proved very difficult for her to manage the SOA website, PIC mailings, and the Ohio Archivist since she no longer works for OHS where she had access to the server. It sometimes takes 4-6 weeks for her to get information on to the website. Although she said that she would be happy to continue with editing the Ohio Archivist, she felt it would be much more convenient to get someone within the OHS to work on the website. (Charlie Arp approached Phil Sager who agreed to take on this position. Phil said that although he would not deal with content, he would be happy to load files. This was exactly what was needed.)

Judy agreed that the PIC should be the keeper of the comprehensive mailing list for the society. She would send it to any council member wishing to use it for regular mailings. She would ask PIC member, Janet Carleton, if she would take on the responsibility for distributing the press releases and other e-mails for the committee.

Judy also said that Janet Carleton had suggested that the SOA acquire a new domain name, rather than using the ohiojunction one. The name was proposed (as has already been taken). Charlie made a motion that we change the domain name and get it locked in for five years. Anna Heran seconded the motion, which was approved unanimously. Judy offered to put the charge on her credit card and get reimbursed by the society. Discussion followed on the convenience of getting a check card for the Society to facilitate paying bills. Jane will make some inquiries regarding this possibility.

Judy said that the deadline for getting material to her for the next Ohio Archivist had been September 15, but she was still waiting for a few pieces. Charlie had planned to complete the update to the history of the Society for this edition, but circumstances have made it impossible. It was suggested that Judy use the text from one of the speakers for the Building Connections conference for the front page article, and Charlie's article could be delayed until the Spring edition.

6. Nominating Committee

Chair, Christine Crandall, will start work on finding a slate of names for the next election. Two new Council members will be needed, plus a Treasurer.

Old Business

1. Building Connections

Charlie said that the planning for this joint conference had gone well. He reminded everyone that October 15 is the deadline to get the reduced registration. Judy Wiener asked if the Society would have a booth. Charlie said that our membership brochures would be available on the sponsorship table. He said that the sponsoring organizations had been asked to contribute money (\$250 was suggested) towards one of the receptions. Kristen made a motion to send \$250 for the Conference Partners Reception on Thursday, November 6. Anna seconded the motion. Charlie abstained, but all other members voted in approval.

2. Ohio Historical Records Advisory Board

Charlie made a brief announcement reminding Council about the OHRAB meeting on Friday, October 25th.

3. Midwest Archives Conference

MAC had requested donations to help with this year's Fall conference. Charlie made a motion that we send a check for \$50. Christine seconded the motion and all approved.

4. SOA Strategic Planning Meeting

It was reiterated that any discussion on another Strategic Planning Meeting would take place following the OHRAB meeting, and the Building Connections conference.

Next Meeting

The next meeting has been tentatively scheduled for Friday, January 16, 2004, at OCLC.

There being no further business, Charlie Arp made a motion to adjourn the meeting at 12:05 PM. The motion was seconded by Jane Wildermuth, and approved by all.

Society of Ohio Archivists Council Meeting Thursday, June 5, 2003, Ohio Historical Society

The meeting was called to order at 10:10 AM on Thursday, June 5, 2003. Members present: Doug McCabe, President; Charlie Arp, Vice-President; Gillian Hill, Secretary; Judy Wiener, Anna Truman, Christine Crandall, and Kristen Pool, Council Members. Absent: Jane Wildermuth, Treasurer, and Judy Cobb, Editor of Ohio Archivist.

President's Comments

Doug McCabe welcomed everyone present and thanked Charlie Arp for providing coffee and doughnuts.

Secretary's Report

Gillian Hill presented the reports of January 10, and April 10 (the Annual Meeting). The January minutes were approved by Anna Truman, and seconded by Kristen Pool. They were approved unanimously. Kristen said that the date for Archives Week 2003 had been listed as October 5-11 in her report at the April business meeting. She said that it should be corrected to October 12-18. She made a motion that the April minutes should be approved with this amendment. Anna seconded the motion, which was approved by all.

Treasurer's Report

As Jane Wildermuth is still on maternity leave, there was no presentation of the Treasurer's Report.

Old Business

Building Connections

Charlie Arp updated Council on the plans for the joint historical organizations' meeting to be held November 6-8, 2003. Called "Building Connections", this meeting will bring all of the state's historical communities together for the first time. By having a setting in which they can all talk to each other, it will help them learn how to better manage history (and their budgets) within the state, and enable them to have a stronger voice in lobbying for their interests. The conference will be moderately priced to encourage attendance. The Thursday pre-conference workshops will cost \$30.00 each, and registration for the two-day conference will cost \$35.00 per day.

There followed some discussion on whether SOA would still try to have a Fall Meeting of our own, in addition to supporting Building Connections. Doug said that his inclination was to give full support to Building Connections and not have a Fall Meeting this year. Gill agreed. Anna and Kristen, however, said that they would still like to have a workshop on problems in the workplace presented before our Spring Meeting. Charlie suggested the possibility of getting the workshop on the program for Building Connections for November 6, but to get it included he would need a full description as soon as possible. Anna said that she would talk to Jennifer Gerth, of the Marianist Archives in Dayton. Jennifer had offered to attempt to get University of Dayton legal students to do the presentation pro bono. Charlie will let us know if the workshop will be accepted. Both this session on problems in the workplace, and Charlie's presentation for Building Connections on grant writing could be added to the Education Committee's program for the future.

New Business

State Budget and OHS

Doug McCabe said that he testified before the Senate Finance Committee on behalf of the Ohio Historical Society last week in his position as President of the SOA. If the House has its way, the OHS will face massive cuts. News from the Senate might be a bit better, but the budget would still be about \$1 million less than requested. After the Senate votes, the budget will go to conference committees to work out the details. Charlie said that he suspects that staff and library hours will be cut no matter what happens. Doug said that lobbyists will be out to push their own agendas and he intends to make a noise on behalf of the OHS. We archivists should try to get some influence for the Archives division. Charlie said that some of the lobbying had been quite effective. The Ohio Genealogical Society had forced legislators to turn off their e-mail, because they had sent so many messages. Following considerable discussion about the cuts to public programming, Council decided that we have to do a better job of advocating for ourselves.

Committees

Committee Chairs were appointed as follows:

Awards: Charlie Arp
Education: Anna Truman
Membership: Jane Wildermuth
Archives Week: Kristen Pool
Program: Judy Wiener
PIC: Gillian Hill and Judy Cobb
Nominating: Christine Crandall

Archives Week Report

Kristen Pool's report is [attached](#) as an appendix. She said that she has contacted all the regional coordinators. There will be no printed poster this year in the interests of economy. Instead it will be created in PDF format and put on the SOA website for members to download as they wish. It could be printed out in full poster size at Kinko's, for example. There was some discussion on whether we should hold a competition for the design of the poster. A prize of a free registration to the Spring Meeting and a one-year membership was suggested. Design ideas would have to be in by July 15, in order to have the poster available in good time for Archives Week.

Council members offered ideas to promote Archives Week. While the concept of Archives Week remains valid, there have been problems in the past in getting people motivated, and in getting sufficient publicity to raise awareness in local communities. Kristen made a motion that Archives Week become a sub-committee of the Public Information Committee. Anna Truman seconded the motion, but after some discussion the motion was withdrawn. The PIC would be asked to take over the distribution of information, as they hold all the mailing lists, but there was enough work involved for Archives Week to remain a separate committee. Thought was to be given as to how the regional coordinators could be used in a different way to promote Archives Week—such as writing press releases, and letters to politicians, as well as arranging archival exhibits or presentations in their areas.

Education Committee Report

Judy Wiener presented the report. Minutes of the committee meeting held in Columbus on April 11 are [attached](#) as an appendix. Anna described how a proposed new workshop, Using Archives, would mesh with the Ohio Memory project. Her addition to the Education Committee meeting minutes in the appendix gives details on this.

The post conference workshop on Arrangement and Description had ten attendees. Anna mentioned that the Archives 101 workshop given for the Cleveland Archival Roundtable on May 10 was very well attended and was successful, despite the fact that she had lost her voice. She was able to send Jane Wildermuth around \$700 for the Society's treasury. Although the series of eight Waynesville workshops scheduled during the winter months were canceled (the low enrollments were mostly attributed to the bad weather), they will probably be offered again at another time of the year.

Gill offered to contact John Sanford in England about his promise to give the committee the materials for his photography workshop. The notes would be very useful for Alison Stankrauff, who has agreed to take over the leadership of this workshop.

Program Committee Report

Kristen Pool presented the report. She said that the Spring Meeting, held at the Ohio Historical Society on April 10-12, with the theme of "Archivists and Anniversaries: Celebrating 200 Years of Ohio History" had been a good one. There were 71 registered attendees, and 35 attended the banquet. There had been two innovations at the Spring Meeting. One was to have a call for proposals. Three had been received, and all three were accepted. Secondly, a book sale was held, and seven books were sold.

Possible dates for next year's Spring Meeting were suggested, with the 22 and 23 April most likely. We could still use OHS as a location, but there would likely be a charge for the first time, because of continuing budget problems. We could increase our registration fee slightly, if necessary. The committee would decide on the theme and sessions, etc. Charlie offered to be in charge of local arrangements. He said that it would be great if we could have a speaker with a national reputation of interest to professional archivists. We could use the OHS auditorium, get some publicity for the session, and open it to others from related professional organizations, such as ARMA, for a small charge. The committee would look into this possibility.

OHRAB Meeting

Charlie then announced that OHRAB would be hosting a bicentennial discussion meeting on September 26 on the status of the historical records of Ohio. This will be a strategic planning event. Doug will represent SOA. Gill is to be asked to represent CARMA. There will be many other invitees taking part. Council decided not to take a stand on the Local Government Records Program until after the State budget had been decided, and maybe also after this OHRAB meeting.

MAC

Doug said that he had been asked to be on a panel at the MAC meeting in Dearborn in October to discuss what we do at SOA.

SOA Strategic Planning Meeting

The Society's last strategic planning meeting was held in 1995. Council thought that it might be worthwhile to consider having another. Charlie suggested that we keep it in mind for this winter or even next year, but we should wait until after the state budget has been decided, and the OHRAB strategic planning meeting and the Building Connections conference in November have taken place. A SOA strategic planning meeting would obviously incur some expenses, such as for a hotel meeting place and lunch for the attendees.

Next Meeting

The next Council meeting was scheduled for September 18 at 10:00 AM at the OHS.

Anna made a motion to adjourn at 1:00 PM, seconded by Charlie. All agreed.

Respectfully Submitted,

Gillian Hill
Secretary

10 April 2003

Society of Ohio Archivists
Annual Business Meeting
Thursday April 10, 2003, 5:00 PM

President's Introductory Remarks

Outgoing President, Maggie Yax, welcomed everyone and presented a summary of her year of office. Report attached.

Reports

Secretary, Gillian Hill said that minutes of past council meetings were available for all to read on the Society's website.

Dawne Dewey presented the Treasurer's Report for Jane Wildermuth, who was on maternity leave. [Report attached.](#)

Committee reports were presented as follows

Ken Grossi, Nominating Committee:

Ken encouraged the next Nominating Committee to get the word out that we need new names for next year. More people should get involved with the Society.

Kristen Pool, Program Committee: [Report attached.](#)

Judy Wiener, Education Committee: [Report attached.](#)

Kristen Pool, Archives Week: [Report attached.](#)

Doug McCabe, Awards Committee: [Press Release attached.](#)

Janet Carleton, Membership Committee: [Report attached.](#)

Judy Cobb, Public Information Committee: [Report attached](#).

Elections

The election of officers was held, supervised by Ken Grossi of the Nominating Committee. (The candidates had been introduced and had given their statements in the morning at the beginning of the Spring Meeting.) The results were:

President: Doug McCabe
Vice-President: Charlie Arp
Secretary: Gillian Hill
Council: Anna Truman and Christine Crandall

Current council members, Kristen Pool and Judith Wiener, and Treasurer, Jane Wildermuth, have one more year to serve.

New Business

Charlie Arp told members about the three-day conference that the Ohio Historical Society is coordinating in November. Called Building Connections: Ohio's 2003 Conference on History and Preservation, the conference is to be held at the Columbus Athenaeum on November 6-8, and will bring together some of the major history organizations in the state. There will be workshops on November 6, and educational sessions held on November 7 and 8. Charlie expressed a hope that SOA members would attend the conference, and that the Society would consider becoming a sponsor. He emphasized that no money would be involved. Maggie said that Council had already talked about the conference, but had been uncertain of the financial structure at that time. She thought that the combined conference would be an excellent way of the various historical organizations to band together to form a united front. George Bain proposed a motion that SOA should be a sponsor of this conference, and Doug McCabe seconded. It was passed by the membership unanimously. Doug said that Council would take up the issue of the Society's further involvement in the conference at later meetings. He requested that if any member of the Society was making a presentation at the conference as a representative of their institution, that they please indicate that they are also representatives of the Society of Ohio Archivists.

There being no further business, a motion to adjourn the meeting was proposed by Anna Truman, and seconded by Rich Hite at 5:35 PM.

Respectfully submitted,

Gillian Hill
Secretary

10 January 2003

Society of Ohio Archivists Council Meeting

Friday, January 10, 2003, Ohio Historical Society

The meeting was called to order at 10:30 AM on Friday, January 10, 2003. Members present were Maggie Yax, President; Doug McCabe, Vice-President; Jane Wildermuth, Treasurer; Gillian Hill, Secretary; Judy Wiener and Kristen Pool, Council Members; Judy Cobb, Editor of Ohio Archivist; and Charlie Arp, guest.

President's Comments

Maggie Yax welcomed everyone present and thanked State Archivist, Charlie Arp, for providing coffee.

Secretary's Report

Gillian Hill presented the reports of January 18, April 18 (the Annual Meeting), and June 28, 2002. Judy Wiener made a motion to approve them, seconded by Jane Wildermuth. They were approved unanimously. Judy Cobb said that she would remove the word "draft" from the website copies.

Treasurer's Report

Jane Wildermuth presented the Treasurer's Report, which is attached as an appendix. The current balance is \$5,906.24. Jane informed council that she will be on maternity leave at the time of the Spring Meeting in April. She left five blank checks for the President to hold for use at that time, and gave her home phone number to Council members in case she is needed while on leave. Judy Wiener offered to collect money at the meeting. Maggie made a motion to accept the Treasurer's report, which was seconded by Judy Wiener, and approved by all.

Committee Reports

Program Committee

Kristen Pool said that she had sent out a request for proposals for the Spring Meeting, and had received some great ones. There will be a box lunch served at the Colonial House on Thursday April 10 with lunchtime speakers and, as this year is the 35th anniversary of the SOA, she wanted to plan a special banquet for the evening. She explained that Tamar Chute is looking into caterers to provide the food. Cost was discussed, and it was decided that there should be a limit of \$2,500 to spend on the meeting, including food and honoraria for speakers. Brochures will need to be sent out as early as possible, in order to get a good idea of how many people will be attending the meeting, and how many will be present for the evening meal.

Charlie Arp then talked about the proposed Fall Meeting. We could combine our meeting with what Charlie calls the Meeting Meeting—An Ohio Conference on History, involving several other historical associations, tentatively scheduled for November 6, 7, and 8, at the Adams Mark Hotel in Columbus. SOA's participation is still undecided at this point, until we know what the budget breakdown will be, and whether we will have to put in money

ahead of time. The next meeting of the group planning the combined conference is Friday, January 17. Charlie distributed a list of proposed sessions. Council should indicate which ones SOA would be willing to sponsor and/or suggest others. Suggestions should be given to Charlie by Thursday, January 16 at the latest. SOA will hold off on deciding whether we will hold our own one day Fall Meeting until later in the year (June?), when we know more about how the combined meeting will go financially. Charlie is to join the Council list serve so he can keep Council members informed of developments.

Public Information Committee/Ohio Archivist/Website

Judy Cobb announced that there were two new members for the PIC committee—Betsey Knapp of Carillon Park, and Betsy Butler of OHS. She explained that the SOA website is getting a lot of hits, and distributed a list of the specific statistics for Council's information. Both current and back issues of the Ohio Archivist are getting hit. The deadline for contributions to the next issue of the newsletter is March 15. It would be good to have some articles commemorating the 35th anniversary of the Society. Maggie mentioned that each of the authors of articles in the Society's 25th anniversary book is to be asked to write a short update for the 35th anniversary page on the website.

A vendor—Resource Mate—had asked for a link to their website on our newsletter. They wanted to get information to our membership, but were not prepared to pay a one-time charge of \$100 for a link from every page of the newsletter. There was some discussion about this. It was decided that there could be a link on one page only for a one-time fee of \$25. Doug McCabe moved that we accept the fee charges (\$100 for a link from every page, and \$25 for a link from one page). Maggie seconded the motion, which passed unanimously. Judy Cobb will get back to the vendor with this information.

The PIC and Ohio Archivist report, with a summary of website statistics is attached as an [appendix](#).

Nominating Committee

As John Sanford has moved away, and resigned from his position on council, Maggie explained that Ken Grossi and Dawne Dewey, the other committee members, would take over his duties. Melinda McMartin has also moved away, so there are two open positions on Council right now. They will not be filled until April. The slate of candidates at present for next year is as follows:

President	Doug McCabe
Vice President	Charlie Arp
Secretary	Gillian Hill
	Kerry Cross
Council	Lonna McKinley
	Christine Crandall
	Anna Truman

We still need another candidate for President, another candidate for Vice President, and one more candidate for Council. Maggie said that we should

also make sure that anyone approached to serve on Council be a fully paid up member in good standing. If we are unsure, we should contact Jane to make sure that the person's membership has been paid.

Archives Week

Chair, Kristen Pool explained that there was no official poster for Archives Week last year, but that member institutions had been encouraged to design their own posters. She did create one for her institution. George Bain, who is still on the committee, is looking into the possibility of a poster for this year. OHS offered to design one in their graphics shop if they could get help with the expenses. Maggie suggested a contribution of \$500. The theme this year is a broad one—Celebrating Archives in Ohio—in honor of the State Bicentennial. Doug said that it would be good if the posters could be distributed by August this year, so that they can be up in plenty of time to advertise Archives Week, which, as usual, will be held the second week in October. Kristen suggested that we could do the poster as a PDF file, using Ohio Memory Project images, which people could download and print on a color printer, or they could request a free hard copy. Everyone thought that this would be a great idea and would significantly cut down on costs. Kristen will work with this idea.

Awards Committee

There was considerable discussion about the nominations for awards. This year's awards winners will receive their certificates at the 35th anniversary dinner at the Spring Meeting in April. As we are developing a theme for the awards this year—the past, present and future of the Society—Judy suggested that we would need a press release. The narratives with the nominations will be reworked to reflect this theme.

Membership Committee

Jane Wildermuth reported that there were currently 138 paid up members. There are 44 people who were members last year who have now received three reminder notices, but who have not paid. She wondered what she should do about these people. Should they receive one more letter explaining that they would no longer be considered members? After some discussion, it was decided that they should be taken off the membership list forthwith.

Jane explained that she would like some help with this committee, especially as she will be away on maternity leave soon. She said that Janet Carleton had offered to help with letters, and she was encouraged to contact Janet for this assistance.

Education Committee

Judy Wiener presented the Education Report, which is attached as an [appendix](#). She said that as of yet no one has signed up for the scheduled workshops to be held in Waynesville in February and March. We need to have at least ten people sign up for each workshop for it to be viable. There are three new members on the Education Committee and a meeting has been

scheduled to take place at 8:30 AM on Friday, April 11, during the Spring Meeting.

Someone is needed to take over the photography management class, previously taught by John Sanford. The committee is also planning to develop a workshop on how to use an archives. Only two institutions have signed up for the internship program and the mentoring program. We will work to better bring these two new programs to the Society's attention.

Bicentennial Committee

Maggie announced that this committee is now defunct. She said that there had been a lot of good ideas, but it had not been possible to get them to fly. Anna Truman and Angela O'Neal are still working on a project to give teachers information about how to use primary source material for their classes, however, and there will be something on the Bicentennial website about SOA's 35th anniversary and the history of the Society.

New Business

Charlie explained that OHRAB's budget would be tight this year. The Board is entertaining proposals for grants for educational activities that would involve all the State's archivists, which must be in by February 21, when the Board next meets. Because of the budget restraints this year, however, the odds for getting money are not good.

Next Meeting

The next meeting will be held during the Society's Spring Meeting in April.

The meeting adjourned at 1:30 PM.

Respectfully Submitted,

Gillian Hill
Secretary

Appendix 1

SOA Treasurer's Report 01/10/03

Recent Expenditures

John Sanford Workshop Reimbursement \$244.31

John Sanford Workshop Reimbursement \$54.38

Beth Swartz Archives Week Mailing \$31.08

Bank Fees \$5.67

Deposits \$980.00

Interest \$8.36

Current Balance \$5,906.24

Membership

Membership renewal notices were sent out on July 1, August 15, and October 1, 2002.

Currently there are 137 members. Additionally 45 people who were members last year have yet to pay.

Appendix 2

Public Information Committee Report

10 January 2002

PIC

The Public Information Committee has two new members: Betsey Butler (OHS) and Betsey Knapp. We will be working via email over the next several months to confirm membership and make assignments.

Spring 2002 Ohio Archivist

The Spring 2002 OA will feature Charlie Arp's update to the SOA history. I have asked David Larson to write a brief article about how SOA got started. Deadline is 15 March 2003.

Proposed Advertising Rates for Online OA

\$25 linked graphic image on the front page left sidebar

\$100 linked graphic image on each page left side bar (excluding printer friendly pages)

Vendor will provide image and URL for link.

Web Statistics: October Through December 2002

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Vendor will provide image and URL for link.

Web Statistics: October Through December 2002

	Oct-02	Nov-02	Dec-02
Web Site (NOT Ohio Archivist)			
Total Hits (html pages)	2741	3221	2739
Main Page	556	448	460
2002 Membership Directory (PDF)	102	52	54
Program History (PDF)	123	129	105
2002 -2003 Membership Directory (PDF)			126
Ohio Archivist			
OA Full Issue Spring 2002 (PDF)	201	177	148
OA Full Issue Fall 2001 (PDF)	220 no data		297
OA Total Hits (html pages)	663	781	764

Appendix 3

SOA Education Committee Report- Jan. 10, 2003

Workshops

· October 21, 2002

Warren-Trumbull County Public Library

MARC Cataloging for Archival Collections 9am - noon

Photo Collection Management 1pm - 4pm

· November 9, 2002

Clermont County Historical Society at Bethel Historical Society, Bethel, Ohio.

Photo Collection Management 9am - noon

Grant Writing 1pm - 4pm

· February 1-March 8, 2003

SOA Workshop Series Waynesville Area Heritage and Cultural Center-
Waynesville, Ohio

Feb 1: Archives 101 (Anna Truman or Bob Schmidt)

Feb. 8: Preservation Basics (Judith Wiener)

Feb. 15: Arrangement and Description and MARC cataloguing (Bob Schmidt)

Feb 22: Rare Books (Kevin Grace)

March 1: Digitizing Historical Collections (Jane Wildermuth) and Grant Writing
(Kristin Pool)

March 8: Security (Judith Wiener) and Records Management (Gillian Hill)

· April 5, 2003

Wayne County Historical Society
Preservation Basics (Christine Crandall)

- April 11, 2003
SOA Spring Conference
Arrangement and Description (Charlie Arp)

Activities/ New Business

- Only two internship directory and two mentorship sponsor forms were received.
- We have three new committee members.
- We need an instructor to teach the popular photography management workshop. Our previous instructor, John Stanford, has moved from the area.
- The committee plans to work to develop a new workshop to teach the public how to use an archive.
- The next committee meeting is April 11 from 8:30 - 9:15 a.m.