

2004 Minutes

Society of Ohio Archivists Council Meeting

Friday, October 15, 2004, Online Computer Library Center (OCLC)

Members present: Doug McCabe, President; Charlie Arp, Vice President; Gillian Hill, Secretary; Anna Heran, Christine Crandall, Laurie Gemmill, and Shari Christy, Council Members.

Absent: Judy Wiener, Treasurer; and Judy Cobb, Editor, Ohio Archivist.

President, Doug McCabe called the meeting to order at 10:15 AM.

Secretary's Report

Gillian Hill presented the minutes of the Council meeting of June 17, 2004. Anna Heran made a motion to accept them, which was seconded by Laurie Gemmill, and approved by all.

Treasurer's Report

In Judy Wiener's absence, Doug presented the Treasurer's report. The current balance is \$7,759.29. Gillian made a motion to accept the report, which was seconded by Charlie Arp, and approved by all.

The Treasurer's Report is attached as an [appendix](#).

Committee Reports

1. Archives Week Committee

Laurie Gemmill, the committee's liaison to Council, presented the report for the Chair, Lonna McKinley. She announced that the winner of the poster design competition is Jolyn Taylor, Head of Technology at the Hudson, Ohio Library and Historical Society. She will receive a year's free membership in the Society. 600 posters had been printed, 73 of which were hand distributed. Some were mailed, some were sent for the SOA table at the recent MAC conference, and the remainder were given to Doug and Christine to distribute at upcoming conferences. Shari Christy had created the mailing database, and other help with the mailing was received from WSU Public History program students, Christina Waszczak, Mary Anne Kirk, and Melissa Schmunk.

A contest was held, in conjunction with the Ohio Memory Project, to create an Archives Week scrapbook, the winner of which is also to receive a free year's membership in the Society. There followed some discussion about how to encourage people to submit scrapbooks, and get more involved in the project. Charlie made a motion that in future the winner of the poster design competition, and the winner of the scrapbook competition, should each receive a cash prize of \$50.00, instead of a free year's membership in SOA. Anna seconded the motion, which was approved by all.

2. Nominating Committee

Chair, Christine Crandall, said that she was having difficulty in finding candidates for the many open positions this year. There was some discussion about approaching student members to see if they would like to serve on Council. Charlie Arp offered to help Christine with getting more names of people who could be approached.

3. Program Committee

Co-Chair, Shari Christy, shared a provisional draft of the program for the Spring Meeting with Council. It is to be held April 13-15 at Wright State University in Dayton. There is to be an insert giving registration and hotel information. The programs will be mailed in late January, or early February, and hotels will have to be booked by mid-March, or the rooms will be lost. There was some discussion about aspects of the program, including a proposed silent auction of gift baskets to be donated by members' institutions. The committee was commended for its good early work on the program.

4. Education Committee

Chair, Anna Heran, presented the report. She said that there had been five attendees at the Archives 101 workshop at the Lloyd Library and Museum in Cincinnati on September 18. Unfortunately, the attendees' checks (as well as Anna's SOA membership renewal check) had been lost in the mail, and had never been received by the treasurer. Although Anna had sent another check for her membership, she did not want to ask the workshop attendees to send another check. Council agreed with this decision. It is possible that the checks might yet turn up in OSU's internal mail system. The attendees will be notified that the checks are missing, however.

No other workshops are scheduled, but Anna said that, in response to the success of the Beta Test Archives Workshop, if we can find a host institution in a good central location, we could hold another. She asked for authorization to do another mass mailing. Charlie suggested that she might try e-mails, rather than mass mailings, and offered to provide her with other list serve lists to contact.

Anna also mentioned that the mentor and intern lists are now available on the website.

5. Membership Committee

Chair, Judy Wiener, had submitted a report. There are currently 104 active members with their dues paid up. 13 new members were added this year. 97 second notices were mailed at the end of September and there will be a third reminder notice sent at the end of November.

Shari suggested that in future the Society should send one paper dues renewal notice by mail, and that future reminders should be sent electronically. The fact that there would be no further paper mailings would be stated in the first request. Everyone agreed that this would be a good idea.

6. Awards Committee

Chair, Charlie Arp, said that information regarding next year's merit awards would be sent out in November. It will be posted to the SOA list, the SOA Council list, and the SAA list.

Old Business

1. Building Connections

Doug said that as he will be attending the Building Connections conference all three days, he will be responsible for putting material, such as membership brochures and Archives Week posters, on the SOA table. Several Council members said that they had not received programs for the conference. There was some discussion about our concerns generally regarding this conference. No one believes that the archives professionals have been sufficiently represented. There are few, if any, sessions of relevance to archivists in the program. Doug said that the Committee has decided to hold this conference every other year in future, so the next one will be in 2006. He will express our concerns in writing to Jim Strider at OHS. Jim is extremely interested in furthering partnerships. The SOA workshop Archives 101 would be a perfect recruiting, networking, and outreach tool for us to offer at the next conference. If we do not see some significant changes in 2006, we could very well withdraw our sponsorship in the future.

2. SOA Retention Schedule

Gill asked if there were any additions or corrections to the draft retention schedule distributed at the last meeting. There were none. She suggested deleting the records destruction certificate series as it would be very difficult to monitor. Everyone agreed. The main goal of the schedule is to ensure that the essential records of permanent retention illustrating the history of the organization get to the SOA Archives at OSU, and that Council members are aware of the ephemeral records that they may destroy when leaving office. She will send a copy of the retention schedule to Tamar Chute at the OSU Archives, send a copy to all Council members, and ask Phil Sager to post a copy on the SOA website.

3. Fall MAC Meeting

Christine Crandall took care of the information booth at the MAC meeting in Des Moines. She said that there were not as many vendors at the conference as usual. She also said that the SOA booth needed more material.

New Business

1. Kent State University Student Chapter

Charlie distributed the draft constitution that he had worked on with the new student chapter of SOA at Kent State University. He made a motion that Council formally approve the constitution. Christine seconded the motion, which was accepted by all.

2. Fall Conference in 2005

As there is to be no Building Connections conference in 2005, Council discussed the possibility of reinstating an SOA Fall Conference to be held in Columbus instead. Charlie suggested a workshop, rather than a conference. He thought that we could bring in a good speaker, especially one that might give us the opportunity to reach out to other than archivists. Topics that could provide advanced training for archivists, but that also might appeal to others, such as an update on the copyright laws, web design, digitization projects, and electronic records preservation were discussed. It was also suggested that ARMA chapters in Columbus and Dayton might wish to collaborate with us.

Next Meeting

The next Council meeting will be arranged by e-mail.

There being no further business, Anna moved to adjourn the meeting at 12:20 PM. The motion was seconded by Charlie, and approved by all present.

Respectfully submitted,

Gillian Hill
Secretary

**Society of Ohio Archivists Council Meeting
Friday, June 17, 2004, Online Computer Library Center (OCLC)**

Members present: Doug McCabe, President; Gillian Hill, Secretary; Judy Wiener, Treasurer; Anna Heran, Christine Crandall, Laurie Gemmill, and Shari Christy, Council Members; and Judy Cobb, Editor, Ohio Archivist.

Absent: Charlie Arp, Vice President;

Guests: Rachel Tooker and Jim Strider, Ohio Historical Society

Ohio Historical Society Restructuring Report

President, Doug McCabe welcomed everyone at 10:00 AM, and introduced the guests from the Ohio Historical Society.

Rachel Tooker, the Deputy Director of the OHS, first introduced to us Council member, Laurie Gemmill, in her new position as State Archivist. Laurie succeeds Charlie Arp, who resigned from that position some months ago. Rachel also announced that Pari Swift, the Local Government Records Archivist, while retaining the duties of that position, is the new Assistant State Archivist.

Rachel then went on to talk about the new restructuring decisions that have been made at the Ohio Historical Society (which went into effect last Friday). These changes are the latest in a series of reductions that have taken place since 2002, largely as a result of how the problems with the economy have affected state funding of the institution. While she explained all of the changes that have been put into effect, she concentrated on those affecting the state archives. Despite the budget cuts, she ensured us of the Society's continuing commitment to the Ohio archival community. The Archives staff at the Society cannot be cut further, nor can the operating hours of the reading room. Sixty-five positions have been affected by the restructuring, however, and one of the senior management positions to be eliminated is that of George Parkinson, former Head of the Archives/Library Division. A new division is to be formed, reporting to Jim Strider, which will consolidate the library and archives functions with the historic preservation and outreach functions of the Society. While reducing administrative costs, this merger will also provide for a strong collaborative advocacy effort. In the coming months, the Society will be reaching out to the State and will be forging alliances with related organizations to increase support for its programs.

Rachel and Jim answered questions posed by Council members, and said that they welcomed our opinions and views, and would be glad of our support and help with their future plans. After thanking them very much for coming to speak with us, and for answering all our questions regarding the restructuring of the Ohio Historical Society, Doug opened the regularly scheduled council meeting at 11:40 AM.

Secretary's Report

Gillian Hill presented the minutes of the Council meeting of January 16, 2004, and of the Annual Business Meeting of the Society on April 15, 2004. Anna Heran made a motion to accept the January minutes, which was seconded by Laurie Gemmill, and approved by all. A typographical error in the minutes of the April meeting was pointed out. Shari Christy made a motion to accept the minutes with the correction. The motion was seconded by Anna, and approved by all.

Gillian announced that she was compiling the Spring Meeting session reports from those who had agreed to write them, and would present them to Judy Cobb en masse for the next edition of the Ohio Archivist.

Treasurer's Report

Judy Wiener presented the Treasurer's report. The current balance is \$7,237.29. Judy also presented a detailed spreadsheet showing the Spring Meeting revenue and expenses. The attendance was not as good as had been hoped. There were 42 attendees whereas the average in the past has been around 75. This could be due to the budget cuts that most institutions are facing. However, even with the conference expenses, the balance remains healthy. Gillian made a motion to accept the Treasurer's Report, which was seconded by Christine Crandall, and approved by all.

The [Treasurer's Report](#) and [Conference balance sheet](#) are attached as appendices.

Committee Reports

1. Membership Committee

Chair, Judy Wiener, said that the membership application has been updated and will be mailed to the 133 members and 60 former members on our mailing list this week. Doug announced that the Lake Erie Islands Historical Society has rejoined the Society.

Judy said that the first mailers for membership go out on June 30, although our membership year starts on July 1. She asked whether Council thought that the date for sending the first mailers should be earlier. Everyone agreed.

2. Program Committee

Chair, Judy Wiener, presented the report, which summarized the Spring Meeting held at the Medical Heritage Center. The report is attached as an [appendix](#). There followed some discussion about the reasons for the poor attendance at the Spring Meeting. There is a possibility that one day of the conference may be cut in the future.

A meeting of the Program Committee is scheduled for this afternoon. Judy, as current Treasurer, does not wish to continue as Program Committee Chair. Several other members have expressed an interest in becoming involved, however. Judy Cobb suggested that Program and Local Arrangements should be two separate committees.

3. Archives Week Committee

Organization of the Archives Week Committee was discussed. Laurie Gemmill will act as the liaison to Council. Lonna McKinley has offered to chair the committee. Shari Christy serves on the committee, and the previous Chair, Kristen Pool, would probably still be available and willing to help. The poster will need to be ready at least one month before

Archives Week, which is scheduled for the 10-16 October.

4. Awards Committee

Chair, Charlie Arp, was unable to attend the meeting. History Day awards have been presented to Alex Phillips and Hannah Stofen, who shared a prize, and to Courtney Wittekind. The Merit awards were presented at the Spring Meeting (see April minutes).

5. Education Committee

Chair, Anna Heran, presented her report, which is attached as an [appendix](#). An Archives 101 workshop is scheduled for the Lloyd Library and Museum in Cincinnati for September 18. Laurie Gemmill suggested Angela O'Neal as a possible instructor for the digitization workshop. Jane Wildermuth and Janet Carleton were also suggested.

Judy Wiener said that the library association has some grant money available for continuing education and could maybe pay for the Society to offer a SAA education session. She offered to work on writing up the grant application, with the idea that this could be tied in with next Spring's conference.

6. Nominating Committee

Chair, Christine Crandall, said that Dorothy Smith has offered to help her with getting some longtime members of the Society to serve on committees. Next year we will need two candidates for each of the following positions-President, Vice-President, Secretary, and two Council members. Judy Wiener will send the current membership list to Christine. *7. Public Information Committee / Ohio Archivist*

Co-Chair, Judy Cobb, announced that there was a meeting of the committee following the Spring Meeting. She said that there were a couple of new people interested in joining. The names of the History Day winners have been posted on the web site. She would like to get the current version of the bylaws online. She needs the version following the resolution changing the President and Vice President terms of office to two years. Judy also asked Council to notify her of all committee changes, so that the web site can be updated.

Old Business

1. Building Connections

Neither Doug McCabe nor Judy Wiener was able to attend the last meeting of the Building Connections committee. Doug said that he would find out what is going on and report back to Council. *2. SOA Strategic Planning Meeting*

The Program Committee will discuss the proposed Strategic Planning Meeting at their committee meeting this afternoon.

New Business

1. SOA Retention Schedule

Gill distributed a draft of the records retention schedule for the Society that she had recently prepared, and asked for Council members to get back with her with any additions or corrections. The retention schedule is essential in order to get the necessary records to the SOA Archives held at OSU.

2. Fall MAC Meeting

At the MAC meeting in Des Moines this Fall, it will be possible for the Society to have an information booth in the vendor area. It would cost \$25.00. Christine said that she plans to attend and would be happy to service it. Gill moved that SOA contribute \$25.00 for a booth. Anna seconded the motion, which passed unanimously.

3. Public Records Requests

Doug mentioned the flurry of recent newspaper articles about the Ohio newspapers' survey of the accessibility of public records in public offices. The results showed that records were difficult or impossible to obtain in almost 50% of cases. He said that most of the records requested were those held in the offices of origin, not in records repositories. He wanted to send a letter to the press stressing that those archivists who work with public records are always willing to make them accessible to the public. He said that he would compose a response, and circulate it first through the Council list. Gill suggested that SOA send a joint letter with CARMA (the County Archivists and Records Managers Association), and have Pari Swift, the Assistant State Archivist and Local Government Records Archivist, sign off on it too. Judy Cobb thought that the letter should also point out the access problems for regular offices.

4. Archivist of the USA

Doug said that SOA would join with other organizations in support of the SAA letter regarding the appointment of a new archivist to replace John Carlin.

Next Meeting

The next Council meeting will take place on October 15, at OCLC.

There being no further business, Anna moved to adjourn the meeting at 2:00 PM. The motion was seconded by Judy Wiener and approved by all present.

Respectfully submitted,

Gillian Hill
Secretary

**Society of Ohio Archivists
Annual Business Meeting
Thursday April 15, 2004, 3:00 PM**

President's Introductory Remarks:

President, Doug McCabe welcomed everyone to the annual business meeting.

Candidates Statements:

Toni Jeske and Judy Wiener, who were running as candidates for the position of Treasurer, introduced themselves to the attendees, as did Shari Christy and Laurie Gemmill, who were running for Council.

Reports:

Treasurer' Report - Jane Wildermuth announced that the current balance for the society is a very healthy \$8,104.06. The Education Committee had brought in \$920.00 since the last report. Some expenses yet to be paid are for the new domain name, an honorarium for an article for the Ohio Archivist, the printing of the Archives Week poster, and the expenses for Friday's plenary speaker, Richard Cox.

Membership Committee - Janet Carleton and Jane Wildermuth announced that there were currently 139 paid up members, with a few more to add from today. They would like more members to join their committee.

Program Committee - Doug McCabe and Judy Wiener are representing the Society of Ohio Archivists at the planning committee meetings for the next Building Connections collaborative conference to be held in the Fall. They announced that there would be a meeting of the Program Committee tomorrow morning.

Archives Week - Kristen Pool said that we do not yet have a poster for Archives Week. There was to be another contest this year for the design. She was going off Council, so the continuation planning would be handed over to the next committee chair. Council had allocated money for the printing costs for this year, and there was the prospect of OHRAB helping financially in the future.

Education Committee - Anna Heran said that the committee had been busy. Archives 101, the Preservation Workshop, and a Grant Writing workshop had been given recently. The committee had a large number of members, but not all were very active. They really needed someone who could teach a digitizing workshop, and also a photography archives workshop. They were also still looking for mentors and positions for interns, and would put these requests on the website. There was to be a meeting of the committee tomorrow morning.

Awards Committee - Charlie Arp announced that there had been three nominations for merit awards this year, two of which had been approved by Council. These two awards were to be presented at the Awards Banquet this evening. Dawne Dewey, of Wright State University Archives, was to receive an award for her outstanding work for the centennial of flight celebrations during 2003, and Jacob Rader Marcus was to receive a posthumous award for his lifetime's work of founding and developing the American Jewish Archives in Cincinnati.

Charlie also announced that, as his professional work is now in records management, he will not be running for President of SOA after he completes his term as Vice president next year.

Nominating Committee - Chair, Christine Crandall, said that this committee really needed help. It was difficult for one person to manage. She announced the results of the election. Judy Wiener was elected as the new Treasurer, and Shari Christy and Laurie Gemmill were elected as Council members.

President, Doug McCabe, Vice President, Charlie Arp, Secretary, Gillian Hill, and Council members, Christine Crandall and Anna Heran, have one more year to serve.

Public Information Committee - Gillian Hill read the report that Judy Cobb had provided, as follows:

Phil Sager is now managing the SOA web site. Since Phil is at OHS he can move files to the site much more quickly and easily than having a non-OHS person handle this responsibility. The PIC thanks Phil for being willing to take on this responsibility. If you need information

posted on the web site, please email Phil at psager@ohiohistory.org and cc Judy Cobb at cobj@oclc.org.

OHS is still housing the SOA web site; however the site has a new domain name - <http://www.ohioarchivists.org>. The previous web address for SOA (<http://www.ohiojunction.net/soa>) still works, but we hope that this new web address will be more intuitive for both SOA members and non-members. Thanks to Phil Sager and Stefan Langer at OHS for doing the technical legwork on the server to make this change happen.

The PIC now has an updated database of email addresses for local history programs from the OHS Local History Office. We are using the database to send out notices about SOA events to these local programs.

Secretary's Report - Gillian Hill reminded members that the minutes are available on the Society's website. They are posted within a few weeks of each Council meeting. She said that for the first time in the Society's history some business had been conducted by e-mail this year.

New Business:

Future Conferences - Doug McCabe said that SOA would be represented at the second annual Building Connections conference to be held in Columbus this Fall. Again, this conference will take the place of the SOA Fall Conference. Although the registration cost is higher than SOA's registration fee, there will be many more sessions from which to choose, and the ability to network with many others from allied professions.

Traditionally, the Spring Conference has been held at OHS each year, but this year they would have charged us (for the first time). It would have cost \$1,000 to use their facilities. This is why we are meeting at the Medical Heritage Center of OSU. If we continue to join with the Building Connections conference into the future, it seems likely that we will be in Columbus each year in the Fall. Council has therefore been considering the possibility of moving the location of our Spring Conference around the state. We are currently making inquiries into the possibility of holding the 2005 Spring Conference at Put In Bay on South Bass Island. As April would not be warm enough for this site, we are contemplating a time in late May.

Financial Status - Janet Carleton referred back to the healthy condition of our finances and added that, in addition to the work of the Education Committee in bringing in revenue, another reason was that Judy Cobb was now producing the Ohio Archivist electronically. This resulted in considerable savings by eliminating the cost of printing and mailing the newsletter. The fear that we would lose membership, because some joined simply to receive the newsletter, and now they could receive it free, has proved groundless.

Archives Week - George Bain made a motion to increase the allocation of funds for the Archives Week poster to \$1000.00. Charlie Arp seconded the motion, but after some discussion on printing costs, and the alternative of making the poster available online, as we did last year, the motion was withdrawn and the deliberations returned to the Committee. If more money is required, Council will revisit this item.

History Day - Charlie Arp and George Bain are to be judges for the History Day awards, and asked for any others who would be willing to assist to contact them.

Committee Chairs - Charlie said that a couple of years ago Council decided to have the chairs of the committees be Council members. He thought it might be time to revisit this decision, because having other members serve as chairs of committees could help give more

people an introduction to working for the society, and give us a wider pool of candidates for office later. After some discussion of the pros and cons, Council decided to look at this again.

There being no further business, Charlie Arp made a motion to adjourn the meeting at 4:30 PM, which was seconded by George Bain.

Respectfully submitted,

Gillian Hill
Secretary

Society of Ohio Archivists Council Meeting Friday, January 16, 2004, Online Computer Library Center (OCLC)

The meeting was called to order by President, Doug McCabe at 10:30 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 September 18, 2003. There were no further additions or corrections. Charlie Arp made a motion to approve the minutes, which was seconded by Judy Wiener, and approved by all.

Treasurer's Report

Jane Wildermuth presented the Treasurer's report. The current balance is \$7,524.95. One check has been written since the last Council meeting-\$300.00 for the National Coalition for History. Jane said that she now has a credit card for SOA, which should facilitate bill paying. Gill made a motion to accept the report, which was seconded by Anna Heran, and approved by all.

Old Business

1. Building Connections

There was discussion about the Building Connections conference held last November. Comments were made that there were an insufficient number of sessions relating to archives and archivists. Charlie noted that of the 675-700 people who attended, only 14 were archivists. He thought that there would be more opportunities for archival sessions in the future. There was a firm commitment to have another such conference this year. The Building Connections committee had felt that the conference had gone very well for a first attempt. It had been a great occasion for networking. If archivists want more out of it, we should be prepared to be more aggressive. We should advocate sessions our members could present that would appeal to a broader audience-such as Archives 101. We should also make sure that we have a program liaison at all the meetings. Chair, Doug McCabe, said that he would be happy to represent SOA, and Judy Wiener also offered to attend committee meetings. Gill made a motion that Doug and Judy be our representatives to the Building Connections committee. Kristen Pool seconded the motion, which was approved by all. Doug said that he would make sure that the committee received Judy's contact information,

so that she will receive information from them.

2. SOA Strategic Planning Meeting

There was some discussion about moving the Spring conference to different locations around the state. One suggestion was that we investigate the possibility of having the Spring 2005 conference at Put-in Bay, at the Lake Erie Islands Historical Society, in May or June of that year. As there was still considerable enthusiasm for a strategic planning retreat, Charlie proposed that we hold it in conjunction with the 2005 annual meeting at Put-in Bay. Doug said that he would make some inquiries about the logistics of having our conference and retreat there and get back to us. Charlie mentioned that we could make it a combined conference with the Michigan archivists. Former SOA Council member, Melinda McMartin, is on the program committee for Michigan. Christine Crandall offered to contact her. If Doug's inquiries result in this location being a real possibility for next year, we discussed having a session on it at this year's Spring conference.

Committee Reports

1. Membership Committee

Chair, Jane Wildermuth, said that we currently have 131 members in good standing.

2. Program Committee

Chair, Judy Wiener, confirmed the dates of April 15 and 16, 2004 for the Spring conference. The sites have been confirmed. As OHS has proved to be too expensive, the conference has been booked for her site at OSU. A block of rooms is being held at the Holiday Inn, where we stayed in 2003. We will hold our banquet there too. Tamar Chute is working with Judy on the local arrangements, and Christine Crandall has put out a call for papers. The theme is "Exploration". There followed some discussion on various sessions that could be offered. Doug will contact Richard Cox for either the opening or closing plenary session. Other members will contact vendors for sponsorship of snacks, or items for give away bags.

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

3. Archives Week Committee

Chair, Kristen Pool, presented her [report of Archives Week, 2003](#), which is attached as an appendix. Archives Week, 2004, will be 10-16 October. The theme will be the same as for the Spring Conference this year-"Exploration". Charlie suggested that we have a small run of printed posters this year, in addition to those available online. This could be expensive, but he said that he would contact OHRAB for the possibility of getting a donation to help defray costs. Judy Wiener thought that it might be a good idea to have posters available at the Spring meeting for Society members, which would help with mailing costs.

4. Awards Committee

Chair, Charlie Arp, has received one nomination for a merit award for this year. Council discussed the nomination, and also the possibility of including organizations for awards as well as individuals. Charlie said that he would check the criteria for awards.

5. Education Committee

Chair, Anna Heran, presented her [report of upcoming activities](#), which is attached as an appendix. She said that she would like to hold a meeting of the full Education Committee at

the Spring meeting, before the beginning of the Friday sessions.

6. *Nominating Committee*

Chair, Christine Crandall, has one nomination for Treasurer and three for Council. She would like to find another nomination for the Treasurer position. She will prepare the questions for the candidates.

7. *Public Information Committee / Ohio Archivist*

Co-Chair, Judy Cobb, said that Phil Sager is now officially managing the Society's website. He can be reached at psager@ohiohistory.org. Information to be sent to Phil for the website, such as the Council minutes, should also be copied to Judy. The site has been updated. Information regarding the Building Connections conference has come down, and the dates of our Spring meeting have been put up. Judy said that she had had trouble with the comprehensive mailing list from SOA, but was working on getting a usable copy.

Registration for the new domain name will cost \$45 for three years and \$129 for ten years. Council agreed that we should lock it in for ten years, so Judy will do that using the Society's new credit card for payment.

Judy said that the most recent *Ohio Archivist* is now on the website. She didn't publicly announce it as no lead article had been received. She said that she would like the ability to offer an honorarium to some people. This could be tied to a deadline; that is, they would receive an honorarium if they sent in their paper by the stated deadline. Council said that Judy, as editor, should be able to make that decision. Charlie made a motion, seconded by Anna, that an honorarium, not to exceed \$100, be offered for articles for the *Ohio Archivist* at the discretion of the editor. All approved. The deadline for the next issue is March 15. Judy will need the President's message, and the slate of officers for the Spring election to be sent to her. Charlie will contribute the update to the Society's history.

Doug suggested that an icon for the newsletter be put on the Society's home page.

Next Meeting

The next Council meeting will take place at the Spring Conference in April.

There being no further business, the meeting was adjourned at 1:00 PM.

Addenda to the Minutes — Business conducted by e-mail

- i. **In an e-mail communication following the Council meeting of January 16, Award Committee Chair, Charlie Arp, wrote that in reviewing the criteria for the Merit Award he discovered that only individuals, not organizations, could receive the award. Council members agreed that the wording should be amended. Anna Heran made a motion that the language should be changed to read: "This award shall be given to individuals OR ORGANIZATIONS who have by excellence in deeds, actions, or initiatives improved the state of archives in Ohio over the past year. Judy Wiener seconded the motion, and all approved.**
- ii. **Voting for the nominees for the Merit Award was conducted by e-mail, and the results were sent to Council members by the president on 2/25/2004. The winners will be announced at the Spring meeting in April.**
- iii. **A motion was made and seconded by e-mail that SOA authorize \$780 to JP Printing in Shaker Heights for 300 color posters for Archives Week to be delivered by April 13 (on condition that the design is delivered by April 1). The**

motion was approved by Council.

Respectfully submitted,

Gillian Hill Secretary