

Society of Ohio Archivists Council Meeting

Wednesday, September 14, 2005, Online Computer Library Center (OCLC), Columbus

Members Present: Jane Wildermuth, President; Angela O'Neal, Vice President; Gillian Hill, Secretary; Judy Wiener, Treasurer; Shari Christy, Laurie Gemmill, Mackensie Wittmer, and Vic Fleischer, Council members; Beth Kattelman, Ohio Archivist.

President, Jane Wildermuth, called the meeting to order at 10:15 AM, and welcomed everyone. She encouraged members to fully participate in Council duties, and to let her know if they have difficulties in fulfilling their commitment. She reminded those who serve as committee chairs that they do not have to work alone, but should ask others to help.

Between Meeting Council Actions

There was discussion on how best to deal with between meeting Council actions. Members were asked to use the "Reply to All" button, and to include "Vote Required" and deadlines in the subject line of messages to ensure that they would be dealt with expeditiously. The adoption of an annual budget, with amounts specified for each committee would also lessen the necessity of calling for votes on the allocation of small amounts of money.

Council has dealt with two items of business by electronic mail since the last Council meeting:

i) Fall Workshop Title

As OSU was planning a workshop on copyright for the same weekend that SOA wished to do so, Angela O'Neal and Laurie Gemmill changed the topic for our workshop to business planning for cultural heritage institutions. The title will be Sustainability for Cultural Heritage Repositories or What to Do When the Grant Ends. The speakers will be Liz Bishoff of the University of Colorado, and Jane Wildermuth of Wright State University. The location at OCLC will remain unchanged.

ii) Membership Brochures

Angela O'Neal made a motion, seconded by Laurie Gemmill, to approve the payment to Allegra of \$322.72 for the printing and folding of 500 redesigned membership brochures.

iii) Archives Week Posters

Shari Christy made a motion, seconded by Gillian Hill, to approve the additional payment of \$50.00 to the printer for folding 2000 Archives Week posters, in addition to printing them. The motion was approved.

Secretary's Report

Gillian Hill presented the minutes of the June Council meeting. Judy Wiener made a motion to approve the minutes, which was seconded by Shari Christy and approved by all.

Treasurer's Report

Treasurer, Judy Wiener, presented her report. The current account balance for the Society is \$7,532.05. Gill made a motion to approve the Treasurer's report, which was seconded by Angela, and approved by all. The full report is attached as an appendix.

Judy announced that she has a tax-exempt card, which can be used at Staples for SOA purchases.

Committee Reports

i) Archives Week

Shari said that the Archives Week poster was designed by OHS. WSU will be mailing them, and the postage charge will be less than \$200.00. The posters will be sent to State legislators, and to OAHSM. Shari will take some to the MAC Conference. Designing a poster for the competition is a lot of work, and can be discouraging if your institution does not win. The possibility of appointing a different institution to do the design each year was introduced, rather than holding a competition.

Themes for Archives Week for the next couple of years were discussed. Paul Lawrence Dunbar was suggested for 2006. Mackensie wondered whether we might be able to tie in the 2007 Archives Week with a traveling exhibit on Domestic Arts from the Smithsonian, which will be in Dayton in the early summer of 2007. Shari will take the ideas back to the Archives Week Committee.

ii) Awards Committee

Chair, Angela O'Neal, suggested the possibility of creating two new additional awards—one for a new professional with fewer than five years service, and one certificate of distinction for an Ohio archival institution for exemplary work or a project in the previous year. Gill said that the criteria for the awards had been changed in 2004 to include individuals and/or organizations. Angela said that the language had not yet been changed on the website. The Constitution and Bylaws Committee will look into this when they meet.

iii) Education Committee

Mackensie Wittmer said that Mary Manning, of the OSU Medical Center, and Christine Schmidt, of the American Jewish Archives, had agreed to co-chair the Education Committee. With Mackensie, they will work on providing a Speakers' Bureau, as well as organizing workshops. They have identified those of the existing committee who are willing to continue serving, and will now put out a call for additional volunteers and a call for speakers. There are two upcoming workshops in planning. Anna Heran is to teach Archives 101 for the Cleveland Archives Roundtable, and Gillian Hill is to teach a Records Management class for SOLO in southeastern Ohio. The aim is to have 5 or 6 classes offered a year.

There was a discussion about SOA providing scripts for the classes, and a list of expenses they would pay in order to standardize the work of the committee.

iii) Nominating Committee

Chair, Shari Christy, said that she does not yet have any names of candidates. Jane said that the slate of candidates need not be presented until the end of December.

iv) Public Information Committee

Vic Fleischer said that he has talked to Phil Sager. Phil is happy to turn over maintenance of the SOA website to Vic, but there remains the problem of getting access to the OHS server. For the time being, we should therefore send material that we want to be put on the website to Vic, who will do the markups and codes. He will then send the marked up documents to Phil, and copy to Angela. Phil will put the

information online. Vic will, however, look into the possibility of finding another host server, if he can find one with content management.

It was decided that the committee should, in future, be called the Website/PIC Committee, rather than just the PIC Committee. Both George Bain and Janet Carleton have agreed to stay on the committee.

v) Program Committee

Angela O'Neal gave some information about the Fall Workshop. The title, as discussed between Council meetings, is now Sustainability: Business Planning for Cultural Heritage Institutions. It will be hosted by OCLC in the Smith Building, on October 11, from 9:30 A.M to 3:30 P.M. The speakers will be Liz Bishoff of the University of Colorado and Jane Wildermuth of Wright State University. In addition to OCLC, which has provided free meeting space and parking, OHRAB is also a sponsor. They have agreed to donate \$1,500.00, on condition that if we make a profit we will reimburse them. The workshop has been widely publicized, and we hope for a good turnout.

Angela has been working on scheduling some dates for the Spring 2006 conference.

Jane has been corresponding with Paul Eisloeffel, of MAC, regarding the possibility of holding a joint meeting with MAC in Ohio in the spring of 2007. There was some discussion over whether we would just be the local arrangements people for the MAC meeting, or whether this would be a true joint meeting of SOA and MAC. If the latter, we would need scheduled time for our business meeting and any special sessions, for example, and the same discounts for registration for those SOA members who are not also members of MAC.

Jane, Laurie and Judy will work on a follow up letter to Paul. Shari will do some research regarding possible dates, and Angela will check on hotel availability (The Hilton at Eastern in Columbus was mentioned as a possibility.)

vi) Membership Committee

There are currently four members on the membership committee—Judy Wiener, Janet Carleton, Ronald Davidson, and Nicole Laflamme. The new membership brochures were sent out to members on August 29. Some completed membership surveys have been returned, and Vic will work with Judy on tallying the results, Angela will provide a database.

The Cleveland Archives Roundtable had asked for copies of our membership list, including e-mail addresses and phone numbers. The list was sent as a Word document, in the same format that it is available in the PDF document on our website.

vii) Constitution and By-Laws Committee

Gill said that the committee has not yet met. She has researched the old minutes, and has updated the constitution. All the approved amendments are now included in the version on our website. The duties of officers and committee chairs have been taken offline until they have been revised. The committee will be meeting soon.

Ohio Archivist

New editor, Beth Kattelman, said that she hoped to set a deadline for the next newsletter for the end of next week, and have it out by the end of the month. She asked some questions about what was expected in the newsletter. She was a little confused about having duplicated information in the newsletter and on the website. Besides meeting dates and announcements, and the President's message, she asked what people would like to see. There was agreement that it would be good to have submitted articles and institutional updates. She will contact the student chapter at Kent State to see if they would be willing to submit an

article. There has been no news from the student chapter for some time. Beth said that when she gets in touch with them regarding the newsletter article she would ask for their news, and also let them know about the Fall Workshop on October 11.

Beth said that one member has asked to have the newsletter sent to him in hard copy, and she will do this.

There being no further business, Shari made a motion to adjourn the meeting at 1:50 PM, which was seconded by Laurie, and approved by all. The next meeting will be arranged by e-mail

Respectfully submitted,

Gillian Hill, Secretary.

Treasurer's Report
June 10, 2005- September 14, 2005

Current Account Balance

\$7,532.05

Deposits

\$330

Expenditures

-\$2,698.71

Interest

\$10.25

Fees

0

Date	Reference Number	Payee Name	Memo	Amount
6/10/2005	Check Card	TIM HORTON'S	Donuts for Council Meeting	-5.25
6/19/2005	Check 1612	Void	Voided check	0
6/19/2005	Check 1613	Wright State University	Conference fees	-1,421.83
6/30/2005	Interest		INTEREST PAYMENT	3.7
7/29/2005	Interest		INTEREST PAYMENT	3.26
8/10/2005	Deposit		Membership Payment-Deposits	80
8/31/2005	Interest		INTEREST PAYMENT	3.29
8/29/05	Check 1614		Allegra Printing-Membership Brochures	-332.76
8/29/2005	Check 1615	Judith Wiener	Postage for membership mailing	-74
9/9/2005	Check 1616	AA Blueprint Co, INC	Printing for Archives Week Posters	-535
			Printer shipping fees archives week	
9/9/2005	Check 16147	AA Blueprint Co., Inc	posters	-23.84
9/9/2005	1618	Jane Wildermuth	Copies for Archives Week Posters	-103.59
9/14/05	Deposit		Deposit-Membership Payments	250
Pending	Pending	Lonna McKinley	Archives Week Poster Expenses	-202.44