

## **Society of Ohio Archivists Council Meeting**

### **Telephone Conference Call**

**Tuesday, January 11, 2011**

Members participating : Judy Cobb, President; Judy Wiener, Vice-President; Gillian Hill, Secretary; Emily Lockhart, Treasurer; Christine Engels, Lonna McKinley, Beth Kattelman and Jillian Carney, Council Members. Absent: Angela O'Neal, Immediate Past President.

President, Judy Cobb, called the meeting to order at 10:05 A.M.

#### **Between Meeting Council Actions**

There were no between meeting Council actions.

#### **Secretary's Report**

Secretary, Gillian Hill, asked for a motion to approve the minutes of the telephone meeting of July 27, 2010. The minutes had previously been distributed to Council by e-mail for discussion. Judy Wiener made a motion to approve the minutes, which was seconded by Lonna McKinley and approved by all.

#### **Treasurer's and Membership Report**

Treasurer, Emily Lockhart, presented the Treasurer's Report for the period July 27, 2010 until January 11, 2011. The current bank account balance is \$12,336.12. *The full report is attached as an appendix.* Emily also reported that there are 159 current members. Some people became new members at the Fall Workshop. Since the July Council meeting we have received two new institutional members—the Cincinnati State Library and the Akron Area Intergroup Council of AA—and four new individual members. The membership directory on the SOA wiki was updated in October. Members who had not paid their dues since 2008 were removed. Subscription renewal letters for 2011 were sent to OHS for printing on November 30, 2010.

#### **Committees**

- Archives Month: Council liaison, Jillian Carney, said that all the expenses for last year's Archives Month poster had been paid. OHRAB had contributed \$500.00 towards the costs. Five hundred posters had been mailed out and there are another 500 available. While doing some cleaning she had found about 1,000 copies of the 2007 poster. She will take some of them to the spring meeting. Gillian suggested that she send a message to the list serve asking if anyone would want some and, if not, she might want to recycle them. Jillian also said that they did not have an image for the 2008 poster on the website. If they cannot obtain an image, Lonna said that she would mail her extra copy of the poster to OHS, where it could be scanned.
- Website: there was no report as Council liaison, Angela O'Neal was not present. Judy C. did say that the old website still comes up before the wiki when the web address for SOA is typed in and she is going to ask Phil Sager to fix that.
- Nomination: Council liaison, Gillian Hill, said that she had had a preliminary meeting with Jane Wildermuth and Jane had compiled some names to contact. Gillian had realized that she herself couldn't serve on the committee this year, as she is willing to run for the Secretary position again, and a candidate for a position obviously cannot serve on the committee. Also, according to the bylaws the nominating committee Chair is supposed to be on Council and Jane is no longer on

Council. Lonna McKinley offered to serve as Chair of the committee this year and will contact Jane. Jane does have at least one other person on the committee. As the next newsletter will be out before the candidates for office will have completed their short answers, these will go into the spring meeting programs, rather than the newsletter. Beth did ask, however, if the list of candidates for election could be sent to her by the deadline for entries for the next *Ohio Archivist*, which is February 17th.

- Awards: Council liaison, Christine Engels, said that she is planning to send another email to her committee soon. They have some nominations from last year. She will email the list to Council members. She will also post a call to the SOA and SAA list serves for more nominations. Judy C asked Christine to get the information to update the website, as the last Merit Award information on the web is from 2007.
- Newsletter: *Ohio Archivist*: Beth said that everything was going fine and that she was very pleased with the collaboration with OHS. The next issue of the newsletter will go online on March 16, and she can still accept announcements and small articles up to her deadline of February 17.
- Education: Council liaison, Judy Wiener, said that the Education committee had been working on an ad hoc basis recently, responding to questions and putting people in contact with those who could help them. Chair, Jacky Johnson, had been active in updating the intern and mentor pages on the website. There had been talk before the Fall workshop about making education part of the program committee. Judy asked if there had been any volunteers and was told that Jillian Carney, Katy Klettlinger and Stephanie Brookings had volunteered. The two Judys will talk before the spring meeting.
- Program:--Fall Meeting 2010: Emily Lockhart said that the Fall workshop had gone well. There were 38 attendees. 26 people had registered for both the morning and afternoon sessions, seven had registered for the morning session only and seven had registered for the afternoon session only. The expenses and revenue are included on the Treasurer's report. The evaluations had been good, with most showing 4s and 5s (5 was the highest possible evaluation). The form had included a section for future ideas and a few people had suggested that the copyright session could have been a full day program. Other suggestions were for sessions on metadata, database creation for digitized materials, cataloging and ethics. She was pleased that six new members had joined the Society when they registered for the workshop. Beth asked Emily if she could write up a short article for the newsletter and also asked for photographs.
- Program:--Spring Meeting 2011: Judy C. said that she had 4 volunteers besides herself for the committee. She asked whether people would like a one day only meeting again this year. Everyone agreed that it would be a good idea. There was some discussion about whether we could include a reception and a silent auction in a one day program. It was decided that a silent auction would be fairly easy to incorporate into a one day meeting and it had been popular in the past. The program committee would talk about some kind of networking session in lieu of a more formal reception. Gill reminded council that there will be an amendment to the bylaws at the AGM again this year regarding the duties of the treasurer now there is an agreement with OHS. She will send the wording to Beth for the newsletter. Two possible dates were mentioned for the meeting, with the first choice being April 15, and an alternative date of May 6. Judy C. will check the availability of the OCLC location. Next week the committee will announce the theme for the meeting and will then put out a call for sessions.

### **Old/New Business**

Judy C. announced that Statehood Day for 2011 will be on March 1 and John Glenn is the keynote speaker this year. She had received notification that the first planning meeting is to be held on January 20<sup>th</sup> and asked if anyone would be willing to represent SOA. Gill had attended several Statehood Day events and

both she and Lonna offered to attend the meeting on January 20<sup>th</sup> by telephone. Judy said that she would forward them the information she had and she would also forward it to Beth.

There being no further business, Gill made a motion, seconded by Judy Wiener and approved by all, to adjourn the meeting at 11:00 A.M.

Respectfully submitted,

Gillian Hill, Secretary.