

SOA COUNCIL MEETING
Jan 14, 2005
MINUTES

ATTENDING: Doug McCabe, President, Anna Heran, Christine Schmid, Judy Cobb, Judy Weiner, Shari Christy, Laurie Gemmill

NEW BUSINESS [started with this since Judy Cobb had to leave to meet with boss]

1. Charlie Arp had been approached by a local ARMA chapter to partner with them in sponsoring an Electronic Records workshop on April 22, 2005. Cost would be \$4300 and SOA had been asked to supply 1/2 of the amount (\$2150). In exchange, SOA members would be able to attend the workshop at the ARMA member rate of \$100 (\$175 for nonmembers). Also, SOA would get 1/2 of the profits above & beyond the cost of the workshop. If SOA decides not to partner, ARMA wanted permission to use the SOA Membership list. Council discussed. Due to the timing of the workshop (after the SOA conference and 1 week before MAC) Anna Heran made a motion to say Thanks but No Thanks to paying the amount of \$2150 but to let them use the SOA membership list; to put a flyer on the workshop in the conference materials at the spring conference and open to future opportunities to partner with ARMA. Judy Weiner seconded, motion approved.
2. Fall Conference. Doug asked for suggestions since Building Connections would not be happening. Workshops? Conference? Christine suggested a workshop since a conference is a lot of work for people just coming in after being elected at the Spring Conference. Idea is to provide workshops to appeal to both new archivists and experienced archivists. Suggested that Jane & Phil could do their "Designing Usable Web Sites" - making it a 1/2 day. Copyright workshop was then suggested to be taught by OCLC - Judy Cobb to check on; Arrangement & Description [to be taught by Anna] was suggested as a 1/2 day prerequisite to the Designing Usable Web sites. 3 workshops were decided upon. 1. Arrangement & Description - 1/2 day; 2. Designing Usable Web Sites - 1/2 day Copyright - 1 full day (all 3 would be on the same day). Location: OHS (Laurie to check on costs) or OCLC - Judy Cobb to check on availability of both location and person to teach the copyright workshop. DATE: Friday, September 23rd. Amount to charge - to be determined by costs of the workshops. Charge for each workshop. Anna to develop survey to put in the Spring Conference tote bags asking people what workshops they're looking for, etc. Shari to check with Jane & Phil regarding teaching the web site workshop. OCLC would help with publicity and the mailing list. Estimated total for Fall Conference: \$1500.00 Lunch will depend on facility.
3. Judy W. raised the issue of the National Coalition of History and its request for SOA to raise its contribution from \$300 to a higher level. Anna H. made a motion for the contribution to be renewed at same amount for this year and the issue to raise it to be voted upon by the membership at the spring meeting. Christine S. seconded, motion approved.

4. Judy Cobb asked council to seek a new Ohio Archivist editor since she's been doing it for five years. Anna H. stated that she might be interested in doing it. They will work together on the upcoming issue. Anna then mentioned that SOA would then need a new Education committee chair. Nothing firmly decided.
5. On behalf of the Program Committee, Shari raised the issue about a cash award for the Student Poster Session at the spring conference. Doug suggested every student entered gets a graduated reward amount. He then proposed that council give the program committee \$100 to give out to students as they decide. Laurie motioned for council to approve. Judy W. seconded, motion approved.

OLD BUSINESS:

1. Minutes from last meeting were reviewed than then Shari motioned to approve as written and Anna seconded, motion approved.
2. Treasurer's report was reviewed. Suggested that () be used to denote negative amounts or debits to the account. Laurie G. motion to approve report, Christine S. seconded, motion approved.
3. Archives Week report was read. The council was asked for suggestions for themes. Suggestions included: Letters; Transportation; Political Activism. It was suggested that the posters could be distributed at the Fall Meeting (Sept 23) but that would be a bit late to publicize effectively.
4. Education was discussed. There have been a couple of additions to mentors. Education will keep promoting internships, etc. Brochure not updated yet but will be soon and workshop schedule will be updated.
5. Spring Program was briefly discussed since there was going to be a meeting of the PC after the council meeting. Shari mentioned that so far there has been 12 registrations just from the website form. Angela O'Neal received a number of compliments on her format, etc. from MAC Council members.
6. Membership: steady from last year. Suggestions were made to charge a late fee or make members pay more if they waited until the conference to renew membership. It was also suggested to change SOA's membership year.
7. Next council meeting will be at the Spring Conference, April 14-15, 2005.
8. Motion to adjourn by Judy W.; Christine S. seconded. Meeting adjourned at 12:10 PM.

Respectfully submitted,

Shari Christy (in Secretary, Gillian Hill's absence)