

DRAFT

Society of Ohio Archivists Council Meeting

Thursday, October 5, 2006, Ohio Historical Society, Columbus

Members Present: Jane Wildermuth, President; Angela O'Neal, Vice President; Gillian Hill, Secretary; Vic Fleischer, Erik Mayer, Judy Cobb and Gwen Mayer, Council members, and Beth Kattelman, Ohio Archivist. Absent: Steve Paschen, Treasurer.

President, Jane Wildermuth, called the meeting to order at 9:45 A.M, and welcomed everyone. She gave a special welcome to new member Judy Cobb, who had been appointed to replace Mary Manning.

Between Meeting Council Actions

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

i) Membership Renewal Notices

Gillian Hill made a motion, seconded by Gwen Mayer that membership renewal notices be sent out by e-mail, where possible, in July of each year, with one reminder only to follow to unpaid up members in October. The motion was approved by all.

ii) MAC Agreement

Gwen made a motion to approve the MAC/SOA meeting agreement. The motion was seconded by Judy Cobb and approved by all. The wording of the agreement follows:

Agreement between MAC and SOA for the Joint Spring 2007 Meeting in Columbus.

- 1) **The Midwest Archives Conference (MAC) and the Society of Ohio Archivists (SOA) hereby agree to divide the overall final profits or losses from their joint meeting in a 70% MAC and 30% SOA split.**
- 2) **The profit or loss from each workshop will go to the organization, MAC or SOA, sponsoring that workshop.**
- 3) **MAC shall serve as fiscal agent for the meeting. Registration, workshop, tour and any other associated meeting fees will be paid to MAC. MAC will pay for meeting expenses and any profits due SOA. SOA will pay their share of any losses to MAC.**
- 4.A) **Each organization may sponsor individual events as part of the overall meeting (such as MAC's New Members Dinner, or a reception for SOA archivists only), and will be responsible for funding those events as part of the LAC's overall budget.**
- 4.B) **Any liability incurred from an individual event will be the responsibility of the sponsoring organization. MAC and SOA shall inform each other of any individual event as it is being planned so that any liability issues can be resolved expeditiously.**

Secretary's Report

Secretary, Gillian Hill, presented the minutes of the July Council meeting. Gwen made a motion to approve the minutes, which was seconded by Erik Mayer and approved by all.

Treasurer's Report

In Steve Paschen's absence, Jane distributed copies of the Treasurer's report. The current account balance for the Society is \$8,495.61. Jane said that Steve had asked about using the Society's credit card. It will be switched from Jane's name to his. Gill then made a motion to approve the Treasurer's report, which was seconded by Gwen, and approved by all. The full report is attached as an appendix.

Committee Reports

i) Archives Week

Gillian distributed Lonna McKinley's report. Angela O'Neal explained the costs of the bulk mailing of the poster, which she had supervised. She said that it had taken a group effort and hard work to stuff the envelopes. Erik had updated and cleaned up the mailing list. After eliminating duplicates, the number of names had gone down from 1450 to 1200. The poster was also distributed to legislators, to OCLC, to OHS, to attendees at the Fall Workshop, and to the Cleveland Archival Roundtable. Gill took some to distribute at the CARMA meeting in Bowling Green the next day.

Jane announced that Lonna had resigned as Chair of the Archives Week Committee, but that the new state archivist, Jelain Chubb, had volunteered to take over the position.

The Archives Week report is attached as an appendix.

ii) Awards Committee

Two nominations have been received so far.

iii) Education Committee

Erik has replaced Mary Manning as liaison to Council. He has labeled his name over hers on the brochures, which are now ready to be sent out. He took some to the Fall Workshop and some have been sent to Christine Schmidt, the committee chair. Christine has requested more instructors. She needs someone for the Cincinnati area, and someone for the Cleveland area. Charlie Arp will be teaching Corporate Archives 101 for Smuckers in November, and then will do another customized version of the class for Cincinnati Insurance, probably early in the new year.

iv) Nominating Committee

Gwen said that she had nothing to report yet. Now that the DACS workshop is over, she can start thinking about it. January 31 is the date to present a slate of candidates.

v) Website Committee

Vic Fleischer, Chair of the committee, said that the draft July minutes are on the website. He has been working with the blog to try to get it to look as much like the website as possible. He would like to have a link from the website to the blog, but he hasn't got it done yet. Some names of officers and committee chairs and members have not yet been changed on the website. Vic asked Council members to e-mail him with updates. Angela said that we needed to research share files, and to talk to the MAC people about their Intranet setup. Vic will look into this.

vi) Program Committee

Fall 2006—Angela presented a report on the DACS workshop. The room had been packed with 78 attendees. The total revenue was \$901.16. She will forward a complete electronic report to Vic to be attached to these minutes. Beth said that she could use photographs and comments to include in the *Ohio Archivist*. Angela commented that the workshop had been on a good topic and was successful. We had listened to members who had wanted a program in the north of the state and they had turned out. There were just as many non-members as members there and we also had 12 new members sign up.

Spring 2007—Angela said that session proposals for the Spring conference were coming in. They already have 20 and 24 are needed. She is to meet with Yvonne Harris, President of the Greater Columbus Chapter of ARMA to discuss the pre-conference workshop that ARMA is planning. MAC will also be offering three other pre-conference workshops.

Judy Cobb, co-chair of the Local Arrangements Committee (with Judy Wiener) had sent a preliminary report to MAC, which is holding its Council meeting today. She also distributed copies of the report to Council members. Responsibilities had been

assigned in August. There had not been a sufficient number of people on the LAC so Janet Carleton had enlisted some MAC members. There is to be another meeting of the LAC at OCLC in a couple of weeks.

Shari Christy, who is heading the development sub-committee, has been working hard getting donations. The theme of the conference is "Brain Food" and they are hoping to get some donations from food companies. The committee is also looking for silent auction items. The Columbus Renaissance Hotel (the conference hotel) will be charging \$129.00 a night for attendees. The hotel has been very flexible and good to work with. One large consideration is the AV system to use. The hotel's charge is prohibitive, but they will only charge us \$100.00 if we bring in our own equipment. We will need to cover four rooms on the Thursday and Friday, and three rooms on the Saturday.

As for finances, the early bird member registration fee will be \$60.00. ARMA members will be charged the same rate as SOA and MAC members. The proceeds of the silent auction will be split 50/50 with MAC.

Fall 2007—Jane said that she has been approached by the Michigan Association of Archivists (MAA) asking whether we would be willing to hold a joint meeting with them, possibly a one day workshop in the Toledo or Lansing area. After some discussion, Gill made a motion for SOA to hold a joint meeting with MAA in Fall 2007, which was seconded by Angela and approved by all.

vi) Membership Committee

Jane read Steve's report in his absence. The first membership mailing went out on August 17. Currently 103 members have paid their dues. Jane will ask Steve to send a reminder. We will need money to print and mail the new membership brochures. They will be sent to non-renewals and people who attended the Fall workshop. Gwen suggested that we target unrepresented corporate, government, and museum archivists. Vic suggested that we get a table at the Ohio Museums Association conference in March and have our brochures available. We could also distribute the brochures at other related organizations' meetings. Angela will work with Steve on the membership brochure.

vii) Bylaws Committee

Gill said that she would have the wording regarding between meeting electronic Council actions ready for the next meeting in January, so that we can vote on it prior to presenting it to the full membership for approval at the AGM.

Ohio Archivist

Beth would like to send out the next *Ohio Archivist* by the end of the month. She would like to receive all submissions by October 13.

Next Meeting

Jane will arrange the date of the next meeting by e-mail. It will be held in January of 2007.

There being no further business, Judy made a motion, seconded by Gwen, to adjourn the meeting at 12:00 noon. It was approved by all.

Respectfully submitted,

Gillian Hill, Secretary.

Appendix A

Treasurer's Report

Account Balance

\$6,993.13

***Current Account Balance**

\$8,495.61

Deposits

\$4,145.00

Expenditures

\$2,650.71

Interest

\$8.19

Fees

\$0

*Plus \$50.00 cash in SOA Cash Box

Transactions – Detail

Date	Reference Number	Type	Memo	Amount
07/20/2006	1648	Check	Gwen Mayer - plaque	\$-65.44
07/31/2006	0	INTEREST PAYMENT		+2.66
08/01/2006	00552207344	DEPOSIT		+40.00
08/07/2006	00521030873	DEPOSIT		+650.00
08/21/2006	1649	Check	Kinko's - mailers	-296.20
08/21/2006	1650	Check	Postage	-253.50
08/31/2006	0	INTEREST PAYMENT		+2.79
09/14/2006	1652	Withdrawal	Cash Box for DACS Wkshp.	-50.00
09/15/2006	12160218	DEPOSIT		+1,090.00
09/18/2006	1657	Check	Acme – DACS Workshop AA Blueprint	-83.70
09/19/2006	1651	Check	Archives Week posters	-791.11
09/19/2006	1655	Check	Panera's – DACS Workshop	-143.77
09/19/2006	1653	Check	Office Max – Cash Box Karen Gracey	-16.99
09/21/2006	1654	Check	DACS Workshop	-700.00
09/22/2006	12160147	DEPOSIT		+2,365.00
09/29/2006	1658	Check	Angela O'Neal	-250.00
09/29/2006	0	INTEREST PAYMENT		+2.74

Appendix B

SOA Archives Week 2006 Report

2006 - "African Americans in Ohio" in coordination with the 100th anniversary of Paul Laurence Dunbar's death.

This year's theme is "African Americans in Ohio" the poster was designed by National Afro-American Museum and Central State University, Hallie Q. Brown Library.

It features a backdrop of Emery Hall with images of several notable African Americans in Ohio History.

The printer shipped the posters to Angela and sent the bill to Steve Paschen. Lonna sent Angela a CD with the mailing list database and a digital copy of the invitation to participate letter. Angela obtained the envelopes and sent the posters by bulk mail. Unfortunately the invitation to participate letters were not included.

4 Activities/Events as of this date – see reverse for listing.

Lonna McKinley will not be able to chair the committee next year.

Costs

2000 - four-color posters on a matte- finish bond paper - 8.5" x 23.5"	\$750.00
Shipping of posters from Printer	\$41.11
Envelopes	\$255.00
Bulk Mailing	\$435.59

EVENTS

*In recognition of the 14th annual Archives Week in Ohio - October 8-14. Miami University Archives, Western College Memorial Archives and the Miami University Libraries Diversity Committee will host a lecture. Dr. Sherman Jackson a Professor of History at Miami University will speak on the state wide theme "African Americans In Ohio". The lecture will be held on October 10, 2006 at noon in King Library at Miami University in Oxford Ohio. His lecture topic is **Black Skin, Red Blood, White Power: The Legal Status of Blacks In Ohio, 1803-1895**. A display is also being organized the theme of the display is **"Beyond the Law" Progress Toward Equality in Oxford**. For more information, contact any of the following:

Jacky Johnson

Miami University

Archivist Western College Memorial Archives

johnsoj@muohio.edu

513.529.9695

Bob Schmidt

Miami University

University Archivist

Withrow Court

513.529.6720

Valerie Elliott

Assistant University Archivist

Withrow Court

513.529.6720

***AAS@Case--African American Scholars at Case** is a digital initiative that focuses on the presence of African Americans at Case Western Reserve University since its inception. The project seeks to preserve and make widely available information about the contributions of African Americans to the local as well as the global community. The exhibit includes a photo album, brief biographies, a bibliography, a rare document from the 1800s, links to related sites, and more.

The exhibit is located on the website of the Kelvin Smith Library of Case Western Reserve University:
<http://library.case.edu/ksl/ecoll/exhibits/african/index.html>

*In honor of Archives Week in Ohio, October 8-14, 2006, with the theme of African Americans in Ohio, the [Greene County Public Library](#) and the [Greene County Records Center and Archives](#) have initiated a project to **digitize the original *Register of Free Blacks in Greene County, 1805-1845*, and make these records available online**. The project is well underway and a public announcement will be made as soon as it is completed.

In the meantime, the original record book, which has been deacidified and encapsulated for access purposes, can be viewed and researched at the Greene County Records Center and Archives, telephone (937) 562-5366.

***Archives Week at [Ohio University](#)**

Monday, October 9

Panel: "**Finding and Saving the African American Record**"

Profs. Phillip Mallory Jones and Mark Leff

Lindley Cultural Center (Room 052), Lindley Hall

3:00 - 4:30 PM

Wednesday, October 11

Dr. John E. Fleming

Title: "**Documenting the African American Experience: A Personal Journey**"

Walter Hall, Room 145

7:30 PM