

## Society of Ohio Archivists Council Meeting

Tuesday, August 12, 2008 – Quaker Square, Akron

Members Present: Angela O'Neal, President; Jane Wildermuth, Past President; Vic Fleischer, Vice-President; Gillian Hill, Secretary; Steve Paschen, Treasurer; Katy Klettlinger, Ron Davidson, Kim Brownlee, and Judy Wiener, Council members. Absent, Beth Kattelman, Editor, *Ohio Archivist*.

President, Angela O'Neal, called the meeting to order at 11:00 A.M.

### Between Meeting Council Actions

A majority of Council voted to have officers' degrees left off the names on the SOA roster page on the website, but to retain job titles.

### Secretary's Report

Secretary, Gillian Hill, presented the minutes of the January 11, 2008 Council meeting. Katy made a motion to approve the minutes, seconded by Ron, and the motion was carried. Gill then presented the minutes of the May 9, 2008 Annual Business Meeting. Angela said that the Website Committee report should be amended to state that Janet Carleton had created the Facebook page, not her. There then followed some discussion on the wording of the motion, under New Business, regarding a donation to Mac's Archie Motley Scholarship fund. Once the wording had been agreed, Kim made a motion to approve the minutes, with the amendments, which was seconded by Vic and approved by all.

### Treasurer's Report

Treasurer, Steve Paschen, presented the Treasurer's Report. The current bank account balance is \$9,808.79. *The full report is attached as an appendix.*

### Committee Reports

#### i) Membership Committee

Chair, Steve Paschen, reported that the membership was down 15% from last year. He thinks that some of this loss can be attributed to the change in the date membership fees are due. Some people are not yet accustomed to the fact that they are now based on the calendar year. There are currently 101 individual members, eleven student members, six patron members, one sponsor member, five institutional members, and six life members.

Gill made a motion, seconded by Judy to increase the membership subscriptions to \$20.00 for individuals, \$10.00 for students, and \$50.00 for institutions. An institutional membership would allow the institution to send 2 people to the conference at the membership rate. The patron and sponsor membership designations would be eliminated. The motion carried unanimously.

#### ii) Awards Committee

Vic Fleischer, Chair, asked how council felt about the look of the award plaque given to Roland Baumann at the Annual Business Meeting. All agreed that the design (a wooden plaque in the shape of Ohio, with the SOA logo engraved on it, and details of the name of the award winner written on a piece of parchment inserted under an acrylic protector) looked good and that we should continue with this format. It was

decided that any change to the actual award system, which had been suggested at the January Council meeting, would be deferred.

iii) Website Committee and *Ohio Archivist*

Chair, Vic Fleischer, said that the website had been updated prior to the Spring Meeting. Since then, the new Council members have been added, and some Council meeting minutes. He said that Beth had sent him the newsletter, but that there was nothing about the awards mentioned. As she is out of the country right now, Judy offered to add a new page, so that the newsletter can be posted to the website. Angela said that she would give Judy the graphic for the header, so the new page will match the rest of the newsletter.

Vic mentioned that Phil Sager was interested in moving the SOA website off the OHS server. Angela will look into the possibility of a Wiki so that committee chairs could update their own material. Vic will look into some of the other alternatives.

iv) Education Committee

Angela said that she had not received a report from chair, Charlie Arp.

v) Committee Duties

Katy will draft a position description for a new committee on advocacy. She will also bring the committee duties descriptions for the existing committees to the next meeting, so that Council can work on updating them.

vi) Program Committee

Spring 2008—Angela said that she and Judy Cobb are still working on the final budget figures for the Spring Meeting. Attendance for the meeting, including the EAD workshop (which was maxed out), was 78. Although this total was down about ten people from last year, it was still a good number. She expects that we will break even financially, or perhaps have a slight loss. There had been comments that some people would prefer to get mailings, rather than only an electronic announcement of the meeting, so we will do at least some mailings in the future. We will probably also charge more for the fees.

Fall 2008—Angela said that Helen Conger from Case Western Reserve is the Chair for the Fall Workshop. She has a committee, which includes Vic. Vic suggested some of the topics that had been put forward, and it was agreed to go with Oral History. A traditional mailing will be used to advertise this event when the date and speakers have been finalized.

## **New Business**

i) OCLIS

Judy Wiener attended the Ohio Council of Library Information Service Organizations (OCLIS) meeting on August 5, 2008 at the OhioNet office in Columbus. The organization was originally established as a way for the various library organizations scattered across the state to connect and share information and news. Over the years, attendance at the meetings has fallen and more organizations are sharing their information with their membership and others via the web.

The main topic of the August 5<sup>th</sup> meeting was to follow-up on a survey distributed by OCLIS to its membership to gauge interest in creating an OCLIS-based website with a calendar to gather information in a centralized manner. The overwhelming majority of members surveyed indicated interest in the establishment of such a website. The website would be blog-based and each OCLIS member organization would be responsible for updating their information. A demonstration of the Word Press blog software was also provided at the meeting.

Based upon the meeting, Judy suggested that SOA participate in this state-wide initiative and also become more active in OCLIS in general. She offered to attend meetings as appropriate. Council members agreed and no motion was needed to further this participation.

ii) Archives Month

Angela reported for Chair, Louise Jones. They have some ideas for the poster and have asked on the list for images from members' institutions. They would like to receive the images by the end of August. Last year they had financial support from OHRAB and they were able to mail 3,000 posters at the cost of \$3.00 each. Although they had received some complaints about folding posters, it is much cheaper to mail them that way than to send them rolled in mailing tubes. Without a sponsor this year, the committee is also considering reducing the number of addresses to which to send posters to hold down the costs. For example, mailings to county public libraries will contain copies for distribution to other libraries in the system. Also, the poster will be available online for downloading.

iii) Ohio Historical Society Partnership Proposal

Angela said that OHS has been working on reestablishing relationships with professional associations. OHS has been supporting OAHSM, for example, with administrative and financial work. They would be interested in doing something similar with SOA. The consensus from Council was that this sounded like a great idea, but we would like an OHS representative to come to talk to us. The main concern would be costs. It was decided to ask OHS to send us a proposal in writing and then to ask Jodie Blankenship, from the OHS Outreach Division, to address us at our next meeting. The proposal could then be brought to the full membership to vote on it at the next Annual Business Meeting.

iv) PAHR (Preserving the American Historical Record Act)

Vic is the PAHR representative for Council. Angela said that SOA fully supports PAHR. Katy thought that each one of us should become more actively involved. The passage of this act could mean considerable funds for preserving records in Ohio. She will send a list of Ohio representatives and their districts to Council and provide templates of letters to send. Angela said that she would send an e-mail message to the SOA list requesting members to send letters to their representatives urging them to support PAHR.

v) Setting a Meeting Schedule

Angela said that our next Strategic Planning meeting would be scheduled to take place in combination with the Fall Workshop—probably in early November.

The next regular Council meeting will take place at OHS on January 30<sup>th</sup>, 2009 at OHS.

There being no further business, the meeting was adjourned at 2:45 P.M.

Respectfully submitted,

Gillian Hill, Secretary.

**APPENDIX**

**SOA Treasurer's Report**

**August 12, 2008**

**FISCAL YEAR 2008:**

**Account Balance: 5/9/08**

\$10,913.11

**\*Current Account Balance**

\$9,808.79

**Deposits**

\$3,936.00

**Expenditures**

\$5,039.24

**Interest**

\$4.44

**Fees**

\$5.52

\*Includes \$100.00 Archie Motley Fund

\*Plus \$50.00 cash in SOA Cash Box

**Transactions – Detail**

<b>Date</b>	<b>Reference Number</b>	<b>Type</b>	<b>Memo</b>	<b>Amount</b>
05/09/2008	1683	Check	Carol Hollier	-150.00
05/12/2008	26588277	DEPOSIT		+821.00
05/14/2008	1684	Check	Brian Gray	+370.00
05/15/2008	1891669730	Fee	Service Charge	-5.00
05/16/2008	1686	Check	Angela O'Neal	-368.22
05/20/2008	1685	Check	Michelle Deis	-250.00
05/22/2008	26588278	DEPOSIT		+180.00
05/29/2008	30125622	DEPOSIT		+15.00
05/30/2008		INTEREST PAYMENT		+1.84
06/02/2008	1688	Check	OCLC – Conference	-3,849.16
06/02/2008	1687	Check	Vic Fleischer – Awards	-51.86
06/10/2008	30125624	DEPOSIT		+65.00
06/16/2008	1891669730	Fee	Service Charge	-0.52
06/18/2008	30125625	DEPOSIT		+40.00
06/30/2008		INTEREST PAYMENT		+1.16
07/15/2008	30125626	DEPOSIT		+2,785.00
07/31/2008		INTEREST PAYMENT		+1.44
08/01/2008	30125646	DEPOSIT		+15.00