

Society of Ohio Archivists Council Meeting

Telephone Conference Call

Wednesday, October 17, 2012

Members participating : Christine Engels, President; Judy Wiener, Vice-President, Gillian Hill, Secretary; Emily Gainer, Treasurer; Jeremy Feador, Jacky Johnson, Lisa Rickey, and Rachel Bilokonsky, Council Members; and Janet Carleton, Editor of the *Ohio Archivist*.

The meeting was called to order at 3:05 P.M.

Between Meeting Council Actions

There had been five between meeting Council actions since the Annual business meeting of May 18, 2012.

1. On June 5, 2012, Christine Engels made a motion that the late raffle items from the spring meeting be raffled online.

The motion was seconded and approved by all.

2. On July 20, 2012, Judy Wiener made a motion for SOA to fund the annual cost of \$10.00 for a paid service to register the domain name of ohioarchivists.org, if a free test to see if it will work properly is successful.

The motion was seconded and approved by all.

3. On August 24, 2012, Gillian Hill made a motion that SOA pay for the printing of 100 more color brochures.

The motion was seconded and approved by all.

4. On September 14, 2012, Emily Gainer made a motion to pay for the cost of the Archives Month poster (printing, shipping, and envelopes), costing \$1,481.27.

The motion was seconded and approved by all.

5. On September 18, 2012, Emily Gainer made a motion for SOA to write a letter protesting the closure of the Georgia State Archives, as requested by SAA's Issues and Advocacy Committee.

The motion was seconded and approved by all.

Secretary's Report

Rachel made a motion to approve the minutes of the telephone conference call meeting of March 8, 2012, and the minutes of the Annual Business Meeting of May 18, 2012, which Gillian had previously submitted by email.

The motion was seconded and approved by all.

Treasurer's Report

Treasurer, Emily Gainer, presented the Treasurer's Report for the period May 18, 2012 until October 17, 2012. The current bank account balance is \$13,009.05. **The full report is attached as an appendix.** She has not received any income yet from the fall conference partner (the Ohio Local history Alliance).

Committees

- **Membership:** Emily reported that there are 155 current members, including six new members (four student and two individual memberships). The membership directory has been updated on the wiki. Membership renewal letters for 2013 will go to OHS for printing by October 31 (as specified in the OHS/SOA agreement).
- **Nomination:** Gillian said that she has been in communication with Jane Wildermuth, the Chair of the committee. Up for election this year are the positions of President, Vice-President, Secretary, and two Council members. Gill said that as she is willing to run one more time, she cannot serve on the committee this year. Jacky Johnson volunteered to serve on the committee and liaise with Council. Gill said that she would let Jane know.
- **Awards:** Judy reported that she will not be doing anything on this committee until after the first of the year. She reported that this year's student scholarship winners had written excellent articles for the newsletter.
- **Public Information / Website:** Rachel is leaving her job at UD, effective November 2, 2012 to stay home with the baby she is expecting in February. On October 2, she sent a message to Council resigning her Council position too. Rachel reported that Jennifer Long Morehart has agreed to chair the public information committee and will be editing the wiki. There was a question as to whether the Google Analytics account is set up for the wiki. There should be a generic internet Gmail account, ohioarchivists@gmail.com. Rachel will check on that before she leaves. The SOA Linked In account is listed under Rachel's name. This should also move to a generic email account. The Google Analytics name could be used for Linked In too. The Public Information chair and the SOA president should have administrator status for the wiki, and for the Linked In and Facebook accounts. Lastly, Rachel will ask Angela O'Neal to add Jennifer as a list serve moderator.
- **Newsletter, *Ohio Archivist*:** Janet said that currently there are two issues of the *Ohio Archivist* annually—April 2 and October 1. She would like to ask Tutti Jackson of OHS if we could get the October 1 issue out a couple of weeks earlier next year so that we can do justice to October events. She would also like to include photographs of those running for office in the journal. She congratulated George Bain for his good work in getting people to write feature articles.
- **Archives Month:** Jeremy said that the 2012 poster, Peoples of Ohio, had been mailed out. Northeast Ohio had held an Archives Month event, with an evening of readings, following George Bain's idea.

Old Business

- **Regional Organizations Summit Report:** Rachel attended the Regional Summit at the SAA annual conference in San Diego. She said that attendees had shared the issues that they were confronting. The issues were listed on poster boards and those that were deemed most important were voted on. There was a top 10 list, with ideas given on how to address the issues. Four priorities were to 1) form an SAA committee for the regional organizations, with a representative from each to attend the committee's meeting at SAA each year, 2) to create a private list serve for the regional organizations and a liaison from SAA, whereby annual reports and activities could be

shared with others, 3) to create an advocacy toolkit, with the regional committee responsible to launch it, and 4) to create a clearinghouse for sharing educational materials created by the regional organizations. People were asking for more affordable courses than those provided by the SAA programs, and they wanted educational materials to help the many non-professionals in archival positions.

Rachel will make sure that Christine gets the final report which will be available by the end of the month.

- **SOA Fall Conference with the Alliance for Local History:** Christine said that the meeting was a great success, with a wonderful opportunity to meet allied professionals. Judy said that she had attended some of the tracks offered by the Alliance, in addition to some of the SOA offerings. Other SOA attendees had too, and all said that they had enjoyed the program. The archives track sessions were very well attended by Alliance people too. The conference was held at a very convenient location at the Holiday Inn in Worthington, close to I 270. There was discussion about trying this collaboration again. Christine mentioned that this first time had been like the Alliance taking us on a date, but the next time we would be going Dutch! We would certainly have to discuss the financial arrangements. If we do it again, we would like to be able to have a more formalized business meeting, and maybe get our own plenary speaker, but the consensus was that this was a very worthwhile endeavor.
- **SOA Wiki:** Rachel said that we needed a way to include images. A Pinterest account had been proposed, whereby we could have boards with photographs of events. There followed discussion on whether we should maintain the wiki with Pinterest, or move to another platform, such as WordPress. The final decision was that we should stick with the wiki, create a cheat sheet to help people with it, and use Pinterest for more photographs and other pictures. We can join Pinterest with an email account, so we will use our generic ohioarchivists account. As this will all fall under the Public Information committee, Rachel will first confirm everything with Jillian Carney and let Jennifer know. Janet will produce the cheat sheet and put it on the wiki.

New Business

- **Rachel's replacement on Council:** Christine had contacted Connie Conner, who had been one of the candidates at the spring election, to see if she would be willing to finish Rachel's term of office on Council. Connie had agreed. Judy made a motion to appoint Connie to the open council position. The motion was seconded and all approved. Council members expressed their thanks to Rachel for her service and wished her well in the future.
- **Spring Meeting:** Christine announced that we will need a Chair and a committee for the Spring Conference. Although it would be good to get started thinking about it now, we would really need to get into action after the holidays. After some discussion about whether we might be transferring our main meeting to the fall in collaboration with OALH, it was decided that we would go ahead with our normal spring meeting next year and discuss collaboration with the Alliance with the full membership at the meeting. As we had merged the Program Committee with what had been the Education Committee last year, we would just need a local arrangements committee for the spring meeting. Judy offered to chair local arrangements. First off, she will contact Judy Cobb and Eric about possible dates to use the OCLC facilities again.
- **Fall Meeting:** Jacky has been in touch with Dana Bell-Russell, the incoming President of SAA, and an alumna of Miami University, where Jacky works. She will be visiting Miami University next year, and Jacky suggested that it would be a good opportunity for SOA to ask her to talk to our members too. Dana would be happy to address us. She does not accept a speaker's fee, but in lieu of that, she would appreciate it if we made a donation to the Mosaic Scholarship fund. Jacky said that she will make inquiries about travel arrangements next week. It is likely that Miami University will pay for the travel expenses up front, and SOA Council could chip in. Christine asked Jacky to email all the Council members when she has the cost of travel and we will vote.

Council will probably pay half the expenses. We will discuss this proposed event with the entire membership at the spring meeting and decide whether we should try to include Dana Bell-Russell's presentation in a combined fall meeting with the Alliance, or hold a separate SOA event. We do know that the Alliance fall meeting dates have already been arranged for October 4 and 5, 2013.

- **SOA Scholarships:** Emily suggested that we should increase our student scholarship awards to \$100.00 each. We raise the money to fund the scholarships with the proceeds from the silent auction. In 2011, we raised over \$300.00, and in 2012, we raised over \$400.00. We usually award two scholarships. Gill made a motion to increase each scholarship award to \$100.00 (one year's SOA membership and free registration for the meeting is also provided). The motion was seconded, and approved by all.

There being no further business, Christine made a motion to adjourn the meeting at 4:30 P.M. It was seconded by Emily and approved by all.

Respectfully submitted,

Gillian Hill, Secretary.