

Society of Ohio Archivists Council Meeting

Ohio Historical Society

Friday, June 28, 2013

Attendees in Person: Judy Wiener, President; Jillian Carney, Vice-President; Gillian Hill, Secretary; Emily Gainer, Treasurer; Lisa Rickey and Amber Bice, Council Members; and Janet Carleton, Newsletter Editor. Virtual Attendees: Nathan Tallman and Jacky Johnson, Council Members.

Call to Order:

President, Judy Wiener, welcomed everyone and called the meeting to order at 10:15 A.M.

Between Meeting Council Actions

- Judy Wiener made a motion on May 28, 2013 to approve the payments to the History Day winners--\$34.00 each to the three winners in the first group, and \$50.00 each to the two winners in the second group. The motion was seconded by Lisa Rickey and all approved.

Secretary's Report

Secretary, Gillian Hill, asked for a motion to approve the minutes of the telephone conference meetings of October 17, 2012, and April 24, 2013, and the minutes of the Annual Business Meeting of April 5, 2013. These minutes had previously been submitted to Council members by email. Emily made a motion to approve all three sets of minutes. It was seconded by Judy and approved by all. Gill said that she had noticed when researching another matter that the minutes of the Annual Business Meeting of May 3, 2007, which had been approved years ago, had not been posted to the wiki. She said that she would forward all four sets of minutes to Janet to post.

Council Updates

- **SOA Listserv:** Judy asked if we had a policy regarding what gets posted. We don't. Nathan suggested we look at the SAA policy and conditions for ideas. Judy asked the PIC committee to look into it and in the meantime, until we have an official policy, the moderators will use their best judgment.
- **State History Day:** Judy thanked everyone who had worked on History Day this year. She said that the winners had had great projects and had really used primary sources well. History Day is usually held on the last Saturday in April, and takes place at various locations. All the SOA members who have taken part in the judging over the past years have thoroughly enjoyed the day, and others were encouraged to take part in the future.
- **Ohio Senate Recognition of SOA's 45th anniversary:** Erik Mayer had received commendations in the mail recognizing SOA on their 45th anniversary from Speaker of the House, William Batchelder, House Representative for District 94, Debbie Phillips, and Senator, Jim Hughes, from District 16. Jillian will scan these documents and post them to the wiki. George Bain was thanked for publishing the anniversary date.
- **State Representative to SAA:** Janet Carleton was thanked for being SOA's representative at the SAA conference. Janet said that she had been happy to take over this position following Rachel Bilokonsky's resignation.

Treasurer's and Membership Report

Treasurer, Emily Gainer, presented the Treasurer's Report for the period March 20, 2013 to June 28, 2013. The current bank account balance is \$14,029.74. Emily said that most of the expenses for the annual

meeting had been paid, and that we raised \$450.00 at the silent auction this year, and now had \$571.00 for next year's scholarship awards. There was a suggestion that we might think about awarding scholarships for the fall conference. Jillian Carney offered to act as liaison between Council and our OHS partners for the fall program and registration.

Emily also reported that the current membership stands at 108. She has a new membership committee member—Susan Miller, from the Cleveland Museum of Art, and Ron Davidson has accepted the position as chair of the committee. The membership directory was updated on the wiki on May 16, 2013.

Committee Reports

Judy asked all the committee liaisons to Council to make sure that all their committee members are listed on the website. Emily said that she would send Council the lists that she had received with membership renewals of which members are interested in joining which committees.

- **Archives Month:** Amber Bice, the new liaison for this committee, said that nothing has yet been done for this year. Kevin Caslow, from Neomed, and Elizabeth Campbell, from Columbus State, have joined the committee. Amber wasn't sure who would do the artwork for the poster now that Angela O'Neal has left OHS. She was told that Tutti Jackson would handle it, once a decision is made on which photograph would be used.
- **Website / Public Information:** Liaison, Lisa Rickey, said that Jennifer Long Morehart is the Chair of the committee. A Flickr account has been created, and pictures have been put up. The committee is still adding content to the Pinterest page.
- **Nomination:** Liaison, Gillian Hill, thanked Chair, Jane Wildermuth, and committee members for 2013, Jacky Johnson and Emily Gainer, for their work in putting together the slate of prospective officers for the election.
- **Newsletter:** *Ohio Archivist* editor, Janet Carleton, said that she has not yet received any conference presentation summaries yet. Jacky will forward the ones she has received, and Janet will put out a call for the others. Janet reminded everyone that the newsletter provides the historical record of what the Society has done. Jennifer, George, and Janet had all taken photographs at the conference for the newsletter and for the Flickr account.
- **Education:** Liaison, Jacky Johnson, said that she had met with the committee after the spring meeting to review how things had gone. She had heard no negative comments. Judy said that the only negative comment that she had heard was from someone who was brand new and felt that it had been a bad experience for her, because nobody had spoken to her. Janet commented that now that the SOA meeting has been compressed into one day, there is little time for interaction. We no longer have a get together reception. Discussion followed regarding ideas of how to make new people more welcome, such as having first timers wear a ribbon indicating they were new, so they could be recognized, or to have a mixer or networking event at lunch. More thought will be given to this. Jacky said that the Education Committee had had only one request for an educational program. The archivist at the Rock and Roll Hall of Fame had asked for a preservation workshop. Jacky had encouraged her to attend the recent Preservation Boot Camp. Jacky concluded by saying that she wanted to thank Jillian Carney for all her help.
- **Awards:** Liaison, Jillian Carney, said that since the telephone conference call after the spring meeting, the new Lloyd Library staff member, Devhra Bennett Jones, has accepted the position as Chair of the Awards committee.

Old Business

- **Posting Minutes:** Gill suggested that minutes could get posted to the wiki in a timelier manner if they could be approved by email as a Between Meeting Action, as we do with some other motions, rather than wait until the next in person meeting of Council. She will continue to send the minutes to Council members after they have been written with a request to get back to her with any additions or corrections. From now on, however, she will set a deadline date for comments, and

- then ask for a motion to approve. This will expedite them getting posted to the wiki, so members of SOA will have a more current knowledge of what Council has been doing.
- **Strategic Priorities:** Judy said that she would go through the list she had compiled, and more time could be spent on the issues in the afternoon session during the sub meetings of committees.
 - i. *Advocacy:* Judy thought that we should have another committee for advocacy to coordinate with Statehood Day and Archives Month. Nathan would head this group.
 - ii. *Membership Involvement and Financial Planning:* Janet thought that we should consider forming a task force on financial planning. We should be looking at ways to increase our funds. Emily said that we rely on membership dues. Judy and Amber offered to help Emily. They both manage budgets in their work. Lisa suggested that we might use Quicken to help us. Janet thought we should put out a call to our membership. There could be people with specific financial expertise to assist, and we wouldn't look so insular if we could pull in people who are not on Council to help.
 - iii. *Media Planning:* Jennifer Morehart is working on social media.
 - iv. *Bylaws Review:* Gillian and Janet offered to work on reviewing the bylaws. They will plan to start on this project after Christmas and will ask for help from non Council members. Any changes will have to be approved at the spring meeting by the membership in full.
 - v. *Organizational Partnerships:* We will be working with the Alliance for Local History again for our fall conference. There was also discussion about having more interaction with other groups, such as the genealogical society, OHRAB, OPC, and museum organizations. Jillian commented that SAA sometimes partners with CoSA and sometimes with NAGARA. Perhaps we could partner one year with one organization, and another year with another organization. Janet suggested that we hold a summit meeting with leaders of other related organizations in the State. This reaching out to others could perhaps fall under the duties of the new Advocacy committee.
 - **Committee Composition and Focus for 2013-2014:** Judy said that we would get together in the afternoon as a group, and then break into our separate committees for individual planning.
 - **Formulation of Working Groups:** Janet said that while many of our committees are ongoing, we also will probably need more temporary working groups in the future for such things as the bylaws review and planning for the Society's 50th anniversary.

New Business

- **Alliance Fall Meeting 2013 and Spring Meeting 2014:** We will be partnering with OLHA again in the fall. We are combining Dana Bell-Russel's visit to Miami University with having her speak at the fall meeting. She will be teaching two sessions for the Archives track—one before lunch and one following lunch. We will be splitting the cost of Dana's expenses with Miami University. The university will pay up front, and we will reimburse them for our share. Judy made a motion to approve a payment of up to \$400.00 to cover our share of the expenses. The motion was seconded by Amber and approved by all. In addition to Dana Bell-Russel's presentations, we will be offering a repeat of the popular Ask an Archivist session we hosted last year. Jacky also said that the new Chair of the Education Committee, Susan Maggard, will be working on the spring program for next year from the beginning. Jacky will contact her to start the process soon. We agreed that we would like to hold the meeting at OCLC again, and she would contact Judy Cobb about dates.
- **NCH and Advocacy for SOA:** Emily told Council that following the spring meeting we had sent our contribution to the National Coalition for History. There followed discussion on how the organization might use our subscription to further their aims. Nathan will communicate with NCH and ask that the Society be added to their website as a member in order that we can learn more about their activities.

As there was no further business to be discussed, the formal Council meeting was adjourned for lunch at 12:10 PM. The afternoon Committee/Working Group Planning sessions would start at 1:00 PM.

See the attached page below for a summary of the subjects of discussion at the afternoon planning sessions.

Respectfully submitted,

Gillian Hill, Secretary.

Planning Sessions Discussions—June 28, 2013

Strategic Priorities

1. Advocacy
2. Membership Involvement
3. Financial Planning
4. Media Planning
5. Bylaw Review
6. Organizational Partnerships

What (if anything) are we doing that is no longer effective/working?

1. Increase membership recruitment
2. Low level of participation
3. Build bridges – seek session partners
4. Low engagement with “silent”/new members
5. Old/non/new membership survey
6. Spell out committee expectations/time
7. In a silo
8. Too digital?
9. Committee continuity
10. Seek feedback at partner conferences
11. Dues too low?
12. Attract more memberships
13. Publicity of events
14. More exhibiting at other organizations
15. Better scheduling (further out programming)
16. Organize summit of all archival related leaders in Ohio
 - a. Stress commonality

Where do you envision the work of SOA in 5 years?

1. Better use of social media/new technology (Pinterest, etc.)
2. Educational Workshops
3. Newsletter
4. ALAO taking academics? Reach out?
5. Better publicity about who we are and what we did
6. Better outreach, broaden horizons