

Society of Ohio Archivists Council Meeting

Telephone Conference Call

Friday, January 17, 2014

Attendees: Judy Wiener, President; Jillian Carney, Vice-President; Christine Engels, Past President; Gillian Hill, Secretary; Emily Gainer, Treasurer; Lisa Rickey, Amber Bice, and Nathan Tallman, Council Members; Janet Carleton, Newsletter Editor, and Lisa Wood, guest.

Call to Order:

President, Judy Wiener, welcomed everyone and called the meeting to order at 10:00 A.M. As our guest, Lisa Wood, had another appointment to go to, Judy said that her presentation was to be moved up from New Business to first item on the agenda.

***I Found it in the Archives*—Lisa Wood, OHS, Presentation**

Lisa told us that for the last few years the Ohio Historical Society has been running a contest to award a prize for the most interesting submission from researchers who have worked in the State Archives. This followed an idea first initiated by the Society of American Archivists (SAA). SAA no longer holds their contest, but OHS wants to continue with theirs. They would plan for it to culminate during Archives Week in October. In the past they have offered as a prize a free annual membership in OHS and a tour of the stacks in the State Archives, so the contest does not have to be either expensive or take a lot of time to organize. Lisa wondered whether SOA would be willing to be a sponsor. There could be other local contests, the winners of which would be included in a State contest. The contests could be announced in March. Entrants would submit an essay or video of their research discoveries. Everyone thought this could be a good idea and might bring some attention to Archives repositories in the State. Judy wondered whether the Archives Month committee would be interested in taking this on. Amber said that she would consult with George Bain. Gill made a motion, seconded by Amber that SOA would sponsor the *I Found it in the Archives* contest organized by OHS. The motion carried.

Between Meeting Council Actions

- On October 17, 2013, Council made a decision that the wording on the new online membership renewal site should mesh with the wording already printed on the new membership brochure to avoid any possible confusion.
- Gillian Hill made a motion on October 30, 2013 for SOA to pay half of Danna Bell's travel expenses for the Fall Meeting, as previously agreed. Jillian Carney seconded the motion and it was approved.
- Emily Gainer made a motion on November 2, 2013 to approve the minutes of the October 4, 2013 Council meeting, which had been distributed to Council members. The motion was seconded by Nathan Tallman, and was approved.
- Jacky Johnson made a motion to cover the expenses for Chris Prom, the upcoming plenary speaker for the Spring Meeting. Jacky quoted the estimated sum of \$564.00, but Judy suggested a bigger buffer, such as up to \$650.00. Emily Gainer seconded the motion using the sum of \$650.00, and all approved.

Secretary's Report

Secretary, Gillian Hill, presented the minutes of the meeting of October 4, 2013, and reminded Council that the minutes had been approved by a Between Meeting Action on email. Lisa Rickey had posted them on the new Wordpress website.

Treasurer's and Membership Report

Treasurer, Emily Gainer, presented the Treasurer's Report for the period September 30, 2013 to January 17, 2014. The current balance is \$14,858.61. *The full Treasurer's Report is included as an addendum to the minutes.*

The membership committee members are Chair, Ron Davidson, Emily Gainer, Mark Bloom, and Susan (Miller) Hernandez. Emily said that there are currently 66 current members—52 individual members, 7 student members, 5 institutional members, and 2 bridge members. The numbers are low right now because we are in the middle of the dues renewal period. She announced that the new online membership program through the OHS History Store went live in October 2013. The membership renewal form had space for people to express interest in the various SOA committees, and many people indicated interest in serving on one or more of the committees. Emily thanked Tameka Burke at OHS for mailing the membership renewal letters to members on 11/12/2013. Membership renewal reminders will be sent during the last week in January and in mid-February.

Committee Reports

- **Archives Month:** Liaison, Amber Bice, said that the committee had not yet met this year. They planned to meet soon. She would also talk to Chair, George Bain, about the *I Found it in the Archives* contest.

Nathan suggested that the Archives Month Committee could perhaps become part of the Advocacy Committee. It was agreed that this idea would be discussed during the Advocacy Committee report.

- **Website / Public Information:** Liaison, Lisa Rickey, said that she had received committee chair, Jennifer Long Morehart's, report. The Fall meeting photographs had been put on Flickr. Jennifer had thanked George Bain, Lily Birkhimer, and Lisa Rickey for taking the photos and she thanked Janet Carleton for posting them on Flickr. She also reported that the new Wordpress website is ready to go live. Material had been transferred from the old wiki. Members planned to review the new site before the official transfer from the old site is made.
- **Nomination:** Liaison, Gillian Hill, said that Christine Engels was serving on the Nominating Committee with Chair, Jane Wildermuth. This year the positions of Treasurer and two Council members are open. Emily had said that she was willing to run again as Treasurer. Gill said that Jane had spoken to several nominees for the Council positions, so everything was going well.

- **Newsletter:** *Ohio Archivist* editor, Janet Carleton, reported that the fall issue had successfully been published as a PDF on September 18, 2013. The deadline for submissions for the spring issue was March 10, with a publishing date of March 31. There is no real need to rush this year, as the Spring Meeting is not to take place until May 16. The spring newsletter will contain the statements of the candidates for office, and also include annual meeting news and award nominations. Emily had contributed an article discussing membership issues, including the online renewal option, and John Haas of OHS will be contributing an article on the War of 1812 resources, especially those held at OHS.

Future news articles should be submitted to Lisa Rickey, features to George Bain, and electronic records issues to Dan Noonan.

Access to the newsletter is at <http://bit.ly/SOANews>, There have been 402 click-throughs since the short link has been up last fall.

There was some discussion about the free publishing site, Issuu. Janet suggested that we take a look at it and see if we were interested in it. Those who had seen it said that it looked very nice. Janet said that she could give people the option to download the newsletter through Issuu. It would be another way to get our information out, and some might prefer it to a PDF.

There was also discussion about having the *Ohio Archivist* indexed in the EBSCO database. There had been considerable email correspondence since the last Council meeting on this issue. Janet said that she was not a fan of adding our material to their paid database, but she thought that Judy was leaning towards it and that was fine. Judy said that although she has used the database for research purposes, she did not think our newsletter needed to be included, as it is not a scholarly journal. She was more interested in giving the EBSCO representative a decision one way or another. Most Council members thought that it would not help us to belong. Nathan made a motion to decline to join EBSCO. The motion was seconded and carried unanimously.

Janet said that she was interested in scanning all the old issues of *Ohio Archivist* and putting them online. She is exploring the possibility right now. Others agreed that it would be an interesting project. Janet said that she would report back at the next meeting after she has found out how many issues might be involved.

- **Education:** Liaison, Jacky Johnson, was not on the conference call as she was teaching a class in Luxembourg. Judy said that she would mail Chair, Suzanne Maggard's, report after the meeting.**
- **Awards:** Liaison, Jillian Carney, said that the call for merit awards and scholarship nominations had been sent out and there would be more to report as nominations come in.
- **Advocacy:** Liaison, Nathan Tallman, repeated that he would like the Archives Month Committee and the Advocacy Committee to merge. He thought that there was too much overlap to have two committees with such similar charges. Amber said that she could see where the two committees really intersect. Archives Month is an example of advocacy, in that it presents the value of archival work to the general public. Judy thought that sub-committees to work on Statehood Day and History Day might also be included with

Advocacy. We had already merged the Website and Public Information committees, and educational programming with the spring and fall meetings committees, so there was certainly precedent for consolidation. Amber said that she would like to talk to the Archives Month Chair, George Bain, regarding his opinion before this idea was taken further.

New Business

- **Domain Registration:** Judy Cobb had forwarded an email notice she had received to Christine Engels at the beginning of January, which stated that our domain name would expire in 30 days. Jillian Carney had told Council that the original domain had been registered by Judy Cobb. There was discussion as to whether OCLC had charge of the domain name. Judy Wiener said that it did not make sense for OCLC to continue with this as we had a contract with OHS. Maybe we should let the domain name expire then have OHS pick it up. Janet did not think this a good idea as there were companies around that bought domain names and then charged a lot of money to businesses wanting to get them back. Janet also thought that it was nothing to do with OCLC, and that Judy Cobb had just used her work email address when she registered the domain name for SOA. Judy Wiener will contact Judy Cobb and ask her to renew the domain name before the deadline. SOA will reimburse her and change over the details later.
- **History Day:** Jillian said that she will be there and suggested that anyone else who was interested in attending contact her. The event will once again be held at the Student Center at OSU.
- **Spring Meeting:** Jillian Carney made a motion to keep the fees for the Spring Meeting in May 2014 at the same rate as they were last year. The motion was seconded by Gillian Hill and approved by all.

Old Business

- **National Coalition for History:** Our dues for the National Coalition for History will be \$500.00 for 2014 (see minutes of Annual Business Meeting, April 5, 2013). Emily said that she will send the check. Nathan commented that we are the only state organization in the Coalition, although regional associations, such as MAC and MARAC are members. He asked if there are options for additional donations from members and Emily replied that there are Patron and Sponsor levels to fund special projects.
- **Committee Summaries:** Judy asked for any comments on the committee summary forms that had been distributed to be sent to her. She would like to see the summaries put on the website, and later, when the Advocacy Committee merger had been settled, published in the newsletter.
- **Statehood Day:** Todd Kleismit from OHS had sent out an email announcing that the Statehood Day event will be held on February 27.
- **Regional Archival Associations Consortium (RAAC):** A representative of SOA would be needed at this year's SAA meeting. Janet said that she planned to attend the conference and would be happy to represent us again this year.

- **Follow-up on Action Items from the last meeting:**
 - i. **Bylaws Committee:** Gillian and Janet said that they had not yet started on this project, but that any changes that might be needed would be announced before the Annual Meeting, so that they could be voted on at that time.
 - ii. **Financial Planning Committee:** Emily hasn't yet started on this project.
 - iii. **State Organizations Meeting:** This project also has not yet begun.

Next Meeting

It was agreed that there should be another telephone conference meeting of Council before the Spring Annual Meeting, especially because of the possible changes to the Advocacy committee. A meeting in April was suggested. Judy said that she would send out a survey to choose a date.

The meeting was adjourned at 11:35 AM.

Respectfully submitted,

Gillian Hill, Secretary.

** After the conclusion of the Council meeting, Judy forwarded by email the Educational Programming Report to Council that she had received from Chair, Suzanne Maggard, on January 16. The preparations for the Spring Meeting have been as follows:

- Members of the Spring Conference Committee are: Suzanne Maggard (chair), Stephanie Bricking, Jillian Carney, Jacky Johnson, Katy Klettinger, Liz Plummer, Nathan Tallman, Angela Vanderbilt, Lisa Wood
- The Spring Conference Committee has invited Chris Prom of the University of Illinois, Urbana-Champaign to be our plenary speaker. We are still working out the details of his talk but it will likely focus on in digital discovery, digital preservation, or electronic records and what lessons he's learned the "hard way."
- The committee has concluded its call for session proposals and notified presenters. There will be presentations on a range of topics from providing behind-the-scenes tours to archives workflows to migrating digital collections.
- The call for poster presentations has been sent out and the deadline is tomorrow, January 17.
- The committee is recommending keeping registration fees the same as last year, since costs for the conference center have not increased. (At least as far as I'm aware at the current time)
- The committee is hoping to get the registration up and running by early March so that attendees have more time to get their registrations in.