

Society of Ohio Archivists Council Meeting

Telephone Conference Call

Wednesday, February 11, 2015

Attendees: Judy Wiener, President; Jillian Carney, Vice-President; Gillian Hill, Secretary; Emily Gainer, Treasurer; Andrew Harris, Nathan Tallman, and Suzanne Reller, Council Members; and Gino Pasi, Newsletter Editor;

Call to Order:

President, Judy Wiener, called the meeting to order at 2:10 P.M.

Treasurer's and Membership Report

As the Secretary had not yet joined the conference call, Emily presented the Treasurer's report first. Nathan took the notes. The current balance is \$11,696.75. Most of the expenditures had come from the costs of the Archives Month poster printing and mailing. There were some fall meeting expenses and new checks had been ordered. Reimbursements for online membership renewals had been received from the Ohio History Connection. Emily said that she had also submitted the IRS 990-N form by e-filing on January 9. There are currently 78 members of SOA (60 individual, 1 patron, 1 sponsor, 11 students, 3 institutions, and 2 bridge members). Twenty-five members attended the Fall meeting with OLHA. Fifty-nine members have already renewed their membership online this year. Nineteen members have paid by check. Andrew said that he would remind members about dues renewal on the SOA website, and a reminder email will be sent to the membership.

The full Treasurer's Report is included as an addendum to the minutes.

Secretary's Report

Secretary, Gillian Hill, having now joined the meeting, presented the minutes of the meeting of October 3, 2014. Emily made a motion to approve the minutes, which was seconded by Nathan and approved by all.

Between Meeting Council Actions

Gill then read out the actions taken by Council since the October 3, 2014 meeting:

- On October 9, 2014, Nathan made a motion to make Archives Month a permanent standing sub-committee of the Advocacy Committee, with its Chair to serve as co-Chair of the overall Advocacy Committee. The motion was seconded and carried.
- On October 14, 2014, Nathan made a motion to pay the bill for Archives Month in the sum of \$1,311.60. The motion was seconded and carried.

- On November 10, 2014, Nathan made a motion to rename the Advocacy Committee the Advocacy and Outreach Committee. The motion was seconded and carried.
- On February 1, 2015, Judy made a motion to add SOA's name to the NCH petition to include History and Civics to the Proposed Education Bill. The motion was seconded and carried.

Judy commented that the letter had been sent out before our motion was approved, so it was sent without SOA being included.

Committee Reports

- **Nomination:** Liaison, Gillian Hill, read out the slate of candidates for the upcoming 2015 election, prepared by Nominating Committee Chair, Jane Wildermuth:

President
 Jillian Carney—Ohio History Connection
 Vice President
 Lonna McKinley—National Museum of the United States Air Force
 Secretary
 Nathan Tallman—University of Cincinnati
 Council (2 Seats)
 Mark Bloom—University of Akron
 Jennifer Brancato—University of Dayton
 Robin Heise—Greene County Archives
 Kristin Rodgers—The Ohio State University

Judy made a motion to approve the slate. The motion was seconded by Suzanne and approved by all. Jane and her committee were thanked for their work.

- **Website / Public Information:** Liaison, Andrew Harris, said that the committee continued to work on the SOA website and the social media accounts (Facebook, Flickr, LinkedIn, and Pinterest). He had also created individual committee pages and contacted committees about updating their own pages. He wanted to bring to the attention of Council that Committee Chair, Jennifer Long Morehart, wants to step down in May, and that he and Jennifer will be willing to work with the transition. It was suggested by Council that he approach other members of the committee to see if someone would be willing to step into the Chair's position. Andrew said that he would ask the committee for ideas.
- **Newsletter:** *Ohio Archivist* editor, Gino Pasi, apologized for being unable to attend the October meeting. He announced that the proposed publication date for his first issue of the *Ohio Archivist* will be May 1. He has been in communication with his assistant editors about deadlines and will be sending them an email with a submission date for content of March 30. He plans to write an editorial piece on outgoing editor, Janet Carleton. Gino mentioned that he understood that the term of office for the editor was to be three years. He asked whether this term had been codified and whether it was also the term for the assistant editors. Nathan and Gillian said that there was nothing in the bylaws that mentioned the term of office for the newsletter editor, but all agreed that it would be useful to have something set. Judy said that if an editor would like to run again, that the

term could be renewable. Gill said that she and Janet had been talking about a review of the bylaws, but Janet is now very involved in the preparations for the SAA conference in Cleveland later in the year.

- **Educational Programming:** Liaison, Suzanne Reller, said that the educational programming committee had been busy planning for the Spring Conference since the October meeting. The larger room location at OCLC has been booked. The plenary speaker has been confirmed, and the date for submission of posters and session proposals was extended. Suzanne had some issues that she wished to discuss with Council about possible changes to the Spring Meeting registration charges and to the format of the meeting, and Judy suggested that these items be discussed under New Business, following the committee reports.
- **Awards:** Liaison, Jillian Carney said that Chair of the committee, Devhra Bennett Jones, was trying to get people to submit applications. So far, only one nomination for the Merit Award has been received, and only one nomination for the New Professional Scholarship Award has been received. No students have applied for scholarships. It was agreed that the deadline for applications could be extended.
- **Advocacy:** Liaison, Nathan Tallman, said that the merger between Archives Month and Advocacy is complete. Archives Month will be responsible for outreach activities, while Advocacy will be more involved with government relations and legislation. The committee plans to have a table at Statehood Day, and will be supporting the CARMA initiative to open up historical records more than 100 years old for public access. Nathan said that they would like to have more people on the Advocacy committee, and that the committee wants to increase awareness on such initiatives as the *I Found it in the Archives* annual competition. He also mentioned that Kathleen Roe, President of SAA, is very committed to advocacy issues.

Old Business

- **By-laws Committee:** Andrew, Nathan, and Gill said that they will work on the review of the bylaws, as Janet is busy with SAA 2015 work.
- **Financial Planning Committee:** Nothing further has been done on this project either, although Emily said that she will present an annual financial statement at the Spring Meeting in May, as she did last year.
- **Regional Organizations:** There was nothing new to report on this issue. It will be tabled until the next meeting.

New Business

- **Meeting Proposals:** Suzanne had a couple of items she wanted to bring to Council. She had already distributed her proposed program schedule by email. The Program Committee wondered whether the business meeting could be moved to the end of the day, rather than having it during the lunch period. The committee thought that this would give attendees more chance to relax at lunch and to network. Reception of this idea was

good, although Council requested that the Merit Awards still be part of the lunch program. It was also suggested that people vote in the elections at lunchtime, but have the results announced at the end of the day, during the business meeting.

The other topic was that of registration fees for the meeting. Co-Programming Chair, Kristen Rodgers, had looked at what other organizations were charging, and compared their charges, costs, and what they were offering with ours. The Society of Indiana Archivists was the group most similar to ours and their charges were comparable to ours. There followed some discussion on the topic. We have a minimum catering charge with the room, so we would not save money by reducing the food we offer. Gillian made a motion that we increase our conference charge by \$5.00 for members and non-members, but maintain the student rate at the current charge. The motion was seconded and approved by all.

- **Statehood Day:** There was discussion about the SOA table at Statehood Day—who would work at it and what items should be included. Nathan said that he would talk with Robin Heise and George Bain, and we could deal with this issue by a between meeting action.
- **National Coalition for History:** Emily said that it is time to pay the renewal dues for membership in this organization. Nathan made a motion that we pay the dues. The motion was seconded and approved by all.
- **Report Approval:** To prevent a recurrence of the problem of not being able to contact everyone on Council when a speedy decision is needed in such cases as the recent National Council for History's request that we sign their petition, Nathan made a motion that we entrust the SOA President with the ability to make decisions to endorse advocacy efforts related to state and federal legislation on behalf of the society. The motion was seconded and approved by all.

Adjourn

With the understanding that some matters would probably need to be dealt with by Between Meeting Actions, this meeting of Council was adjourned at 4:00PM.

Next Meeting

The next meeting of Council will take place at the Annual General Meeting in May.

Respectfully submitted,

Gillian Hill, Secretary.

Treasurer's Report

February 11, 2015

FISCAL YEAR 2014-2015:

Previous Account Balance: 10/3/2014

\$13,392.46

***Current Account Balance**

\$11,696.75

Deposits

\$127.00

Expenditures

\$1,823.23

Interest

\$0.52

*Plus \$50.00 cash in SOA Cash Box

*Includes scholarship balance: \$171 (carry over) + \$384 (raised 2014) = \$555

Transactions – Detail

Date	Type	Memo	Amount
9/30/2014	Interest		+0.11
10/10/2014	Expenditure	Check 1796 – Deborah Dushane, I Found it in the Archives contest winner	-100.00
10/20/2014	Expenditure	Check 1797 – Ohio History Connection, Archives Month posters, printing & mailing	-1,311.60
10/31/2014	Interest		+0.11
11/7/2014	Expenditure	Check 1798 – Miriam Nelson, SOA/OLHA fall workshop speaker	-277.33
11/7/2014	Expenditure	Reorder of 120 checks	-134.30
11/7/2014	Deposit	Membership – 2 individual	+30.00
11/28/2014	Interest		+0.10
12/31/2014	Interest		+0.10
1/2/2015	Deposit	Ohio Historical Society – reimbursement for online membership renewal (May-Sept.)	+97.00
1/30/2015	Interest		+0.10

Notes:

- Submitted the e-postcard 990-N E-filing with the IRS on January 9, 2014.