

Society of Ohio Archivists Council Meeting

Holiday Inn, Worthington, Ohio (Ohio Local History Alliance/SOA Conference)

Friday, October 3, 2014

Attendees: Judy Wiener, President; Jillian Carney, Vice-President; Gillian Hill, Secretary; Andrew Harris, and Suzanne Maggard Reller, Council Members; Janet Carleton, Newsletter Editor; Jenni Salamon, Ohio History Connection Liaison, and Robin Heise, Chair of the Advocacy Committee (Committee Liaison, Nathan Tallman, was unable to attend).

Call to Order:

President, Judy Wiener, welcomed everyone and called the meeting to order at 3:45 P.M.

Between Meeting Council Actions

- On July 2, 2014, Judy Wiener made a motion to spend up to \$400.00 on promotional items for SOA. The motion was seconded and carried.
- On July 30, 2014, Andrew Harris made a motion to appoint George Bain as SOA's National Coalition for History (NCH) policy board representative. The motion was seconded and carried.
- On August 11, 2014, Nathan Tallman made a motion to approve the minutes of the Council meeting of June 30, 2014. The motion was seconded and carried.
- On September 8, 2014, Jillian Carney made a motion to select PXP as the poster and envelope printing vendor for the Archives Month poster. The motion was seconded and carried.

Secretary's Report

Secretary, Gillian Hill, reminded everyone that the minutes of the last Council meeting had already been approved by a Between Meeting Council Action after distribution by email, and they have been posted to the Society's website..

Treasurer's and Membership Report

Judy presented the Treasurer's Report for the period June 30, 2014 to October 3, 2014, in Emily's absence on maternity leave. Emily had already sent it to Council members by email. The current balance is \$13,392.46. Emily reported that table supplies—3 SOA table banners, 3 tablecloths, Velcro, and SOA promotional pencils—had been ordered, and Ron Davidson was reimbursed for the purchase. One set will be stored at the Ohio History Connection in Columbus; one set will be stored with Emily in Akron; and one set will be stored with Ron in Sandusky. Emily also sent her thanks to Ron and to Mark Bloom, for handling the table and membership duties at this SOA/OLHA meeting.

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

Emily reported that there are currently 148 SOA members—116 individual members, 4 patron members, 3 sponsor members, 15 student members, 7 institutional members, and 1 bridge member.

Judy reported that although she had paid her membership dues, and had a receipt from the History Store, her membership renewal did not get sent to Emily. This glitch has been remedied now, but Jillian said that she would ensure that the membership list database is cross checked with the History Store paid list to make sure that they match.

Committee Reports

- **Archives Month:** Liaison, Amber Bice, was absent, but the Archives Month posters had been mailed, and there were additional copies at the SOA desk during the conference.
- **Website / Public Information:** Liaison, Andrew Harris, said that in addition to the regular maintenance of SOA email, the Facebook page, the Pinterest page, and the listserv, the Wordpress site had the following special announcements posted to the home page:
 - The Fall SOA/OLHA joint Fall Conference
 - The *I Found It in the Archives* voting beginning and Contest Results
 - The SOA Fall Newsletter
 - New Membership Outreach Tools
 - SOA Website Maintenance
 - 2014 Merit Award
 - SOA Election results

Also the web pages on the SOA website were renamed to follow web development best practices; updates were made to the Annual Conference and Committee pages, an essay page and poll was created for the *I Found It in the Archives* contest, updates were made to the contest's page, including voting instructions, and results, etc., and a Pinterest article was written for the SOA Fall newsletter.

There was some discussion on the possible use of Nabble for maintenance of the listserv. Jillian asked for a demo at the next Council meeting.

- **Nomination:** Liaison, Gillian Hill, asked for any nominations for Council to be sent to the Chair of the committee, Jane Wildermuth, as work for providing names for next year's slate of officers will begin soon.
- **Newsletter:** *Ohio Archivist* editor, Janet Carleton, announced that the new editor will be Gino Pasi, from Wright State University Special Collections and Archives. He shadowed her for the fall issue of the newsletter, which was published on September 16th. Gino's three year term begins on January 1, 2015. Janet also announced that all the issues of the electronic newsletter since 2001, including the current issue, are now posted both on the SOA website, and on [issuu.com](http://issuu.com/societyofohioarchivists). Although she did not have stats for the number of hits for the most recent issue from the SOA website, she did know that <http://issuu.com/societyofohioarchivists> had listed 129 hits so far.

Janet asked for some write-ups on the sessions at this fall conference. Suzanne suggested that she ask the moderator of each session to do a short write-up on the session he or she moderated.

Janet thanked her three editors: Lisa Rickey, news; George Bain, features; and Dan Noonan, electronic records. She said that it will be up to Gino to talk to them about whether they wish to continue in those positions.

All Council members in attendance joined Judy in thanking Janet for her three years as editor, and praised her for her excellent work.

- **Educational Programming:** Liaison, Suzanne Maggard Reller, said that Kristen Rodgers was co-chairing with her on the Spring 2015 conference. The theme for the conference will be “Archives Amplified”. There was some discussion about changing the location from the Lakeside Room at OCLC as it seemed a bit cramped this year. It was decided by Council that although moving to a larger room would incur a cost of \$400.00 in addition to the \$2,000.00 food and beverage minimum cost, the benefits of having more space, and AV in the breakout rooms, would make it worth it. Judy made a motion to spend the additional \$400.00 for the location, which was seconded and carried.

There followed discussion on a possible date for the conference. Several dates were suggested, but the consensus of opinion was that May 15th would be the preference. Suzanne will check that the date is available.

Suzanne then spoke about Jacky Johnson’s request for SOA to consider partnering with Miami University to host an ArchivesSpace workshop. This collaboration would require SOA to handle registration, collect fees from participants, and pay the instructors. Miami University would provide the space and cover local arrangements. After discussing the obligations involved, the consensus of opinion was that the financial responsibility was more than SOA should be taking on. Judy made a motion to decline the offer. The motion was seconded and carried.

- **Awards:** Liaison, Jillian Carney said that all the names of this year’s scholarship winners were sent to Janet on time. They were currently receiving feedback on who wanted to remain on the committee for the coming year.
- **Advocacy:** New committee Chair, Robin Heise, spoke as Council Liaison, Nathan Tallman, was unable to attend the conference. Robin announced that the committee had held a telephone conference call meeting on September 25th at which they set goals and priorities. They plan to focus mainly on Ohio related advocacy, but will still pay attention to what SAA and NARA are doing at the regional and national level. They will encourage Ohio legislators to join the History Caucus in the House when it is created, and they will offer assistance to CARMA (the County Archivists and Records Managers Association) in their efforts to open currently closed historical records for public access after 100 years. The committee would like a representative from OERC to become a member, and they will also try to attract other members. The committee would very much like Archives Month to be included with Advocacy in the same committee. Robin suggested that she and George could perhaps co-chair the committee, with George taking Archives Month as his priority, and she advocating with legislators. Of course, there would be some overlap. George would be contacted regarding this suggestion.

Old Business

- **Book Proposal:** Judy said that she had not heard anything back from Jacky Johnson regarding a book to commemorate the 50th anniversary of SOA. It was suggested that Council should discuss some alternative ways of celebrating the 50th anniversary, which will be in 2018.
- **Committee Templates:** Andrew said that he would email Council members the committee templates he had been working on for review.
- **By-laws Committee:** Janet and Gill said that they had not got any further yet with work on the review of the bylaws. Andrew offered to help with this project.
- **Financial Planning Committee:** It was agreed that it would be an excellent idea to set up a Financial Planning Committee.
- **Regional Organizations:** Judy said that she had served on the grant sub-committee of the SAA's Regional Archival Associations Consortium (RAAC).

Adjourn

The meeting was adjourned at 5:10 P.M.

Next Meeting

The next meeting of Council will likely be a telephone conference meeting and will be arranged by email.

Respectfully submitted,

Gillian Hill, Secretary.

**Treasurer's Report
June 30, 2014—October 3, 2014**

FISCAL YEAR 2014:

Previous Account Balance: 6/30/2014
\$13,874.62

***Current Account Balance**
\$13,392.46

Deposits
\$5.00

Expenditures
\$487.49

Interest
\$0.33

*Plus \$50.00 cash in SOA Cash Box

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

Transactions – Detail

Date	Type	Memo	Amount
6/30/2014	Interest		+0.10
7/2/2014	Expenditure	Check 1793 – Judy Wiener, reimbursement for Council meeting food	-32.98
7/3/2014	Expenditure	Check 1794 – Jillian Carney, reimbursement for Council meeting food	-102.98
7/31//2014	Interest		+0.11
8/28/2014	Expenditure	Check 1795 – Ron Davidson, reimbursement for SOA table supplies	-351.53
8/29/2014	Interest		+0.12
9/9/2014	Deposit	Membership – Student	+5.00