

**Society of Ohio Archivists Council Meeting
Telephone Conference Call
January 29, 2016**

Attendees: Nathan Tallman, Suzanne Reller, Robin Heise, Emily Gainer, Jenni Salamon, Betsy Hedler, Judy Weiner, Jennifer Brancato, Jillian Carney, Lonna McKinley

Call to Order

President Jillian Carney called the meeting to order at 10:07am.

In Between Council Actions

- On October 20, 2015, Jillian Carney motioned to endorse the National History Coalition's comments on the proposed revisions to the U.S. Dept. of Health and Human Services' regulations to for the protection of human subjects in research. The motion was seconded and carried.

Minutes from October 2, 2015

Emily motioned to approve the minutes as amended and sent to the SOA Council email list. The motion was seconded and carried.

Treasurer's and Membership Report

Treasure Emily Gainer reported an account balance of \$10,885.45. Emily noted that our membership dues in the National History Coalition (NHC) are soon due and that we have reached the end of our 3-year evaluation and that continued membership should be discussed at the annual business meeting. Robin will ask George Bain, currently serving on the NHC board, to speak on the topic. Emily has filed our IRS ePostcard tax filing. Our spring membership renewal drive is in full swing. Presently we have 71 members. Please see attached reports.

Committee Reports

- **Website/Public Information:** Please see attached report from Council Liaison Andrew Harris.
- **Nominating:** Council Liaison Judy Weiner reported that the Nominations Committee has issued a call of nominations for 2 open council seats and treasurer. The treasure's position currently only has one nominee and after discussion, Council agreed that it would be okay if no other candidates are found. Judy will confirm with each nominee that they have an active SOA membership before the election. Please see attached report.
- **Newsletter:** Please see attached report from Newsletter Editor Gino Pasi.
- **Educational Programming:** Council Liaison Suzanne Reller announced a new venue for the 2016 spring meeting, Quest Conference Center in Columbus. A call for proposals and posters has been issued. The plenary speaker will be Mandy Altimus Pond, Archivist at

the Massillon Museum. The committee is exploring ways to increase revenue from the conference, such as decreasing printing costs, corporate sponsorship for meals, sponsorship levels, and recording sessions to later market as webinars. Suzanne proposed a tiered registration fee schedule based on time of registration: early bird, full, and late with refunds ending the last day of registration. Nathan Tallman motioned to adopt this fee schedule. The motion was seconded and carried. Please see attached reports.

- **Awards:** Vice President and Council Liaison Lonna McKinley reported that the committee had received no merit award nominations and that the call had been re-issued. If none are received by the due date, Council will discuss how to proceed. The committee chair will send weekly reminders to the SOA email list. Please see attached report.
- **Advocacy and Outreach:** Council Liaison Robin Heise reported that the advocacy subcommittee had met once and that they are planning to again have table at Statehood Day. The outreach subcommittee is exploring corporate sponsorship of the Archives Month poster with Hollinger Metal Edge who would require a small logo be included on the poster. Judy mentioned that this has been done before but that we should start to coordinate corporate sponsorships to prevent donor fatigue. Nathan mentioned that it would be advantageous to plan corporate sponsorships at least 12 months out as business usually budget for annual giving. The Educational Programming Committee will draft a list of potential sponsor for the annual conference. Please see attached report.

Old Business

- **Revenue Generation:** It was decided to pursue the idea of a t-shirt contest presented at the last meeting by Robin. We will run a design contest ahead of the annual meeting with the winner being announced at the meeting. The contest would be under the auspices of Advocacy and Outreach Committee while coordinating with the Public Information Committee. Council briefly discussed an end-of-the year tax write-off campaign as SAA does. Ohio History Connection liaison Betsy Hedler reported that the current patron and sponsor membership levels are eligible for a tax write-off all ready. This idea will be discussed further at a future meeting.

New Business

- **Ohio History Connection:** The Ohio History Connection, which regularly rotates liaisons, has assigned us a new liaison, Betsy Hedler. Betsy will work with Jenni Salamon as co-liaison through June. Graphic design responsibilities (Newsletter, Archives Month Poster) have also been reassigned to Rosa Rojas. Rosa already supports many organizations in this capacity and due to existing deadlines will work with Newsletter Editor Gino Pasi on shifting some deadlines. Jenni asked how long should copies of past Archives Month posters be retained. (2 copies of each poster are added to our archives

at Ohio State University.) It was decided to retain a rolling 2-years' worth of posters with extra copies being recycled. Jenni also asked if we should have a general email account from which to send email blasts to membership. It was decided to pursue an email account at ohioarchivists.org and that if that was not possible, an ohiohistory.org address.

Adjournment

President Jillian Carney motioned to adjourn the meeting at 11:32am. The motion was seconded and carried.

Upcoming Meetings

SOA Council will hold a meeting via conference call on April 15, 2016 from 10am-12pm.

Treasurer's Report

January 25, 2016

FISCAL YEAR 2015-2016:

Previous Account Balance: 10/02/2015

\$11,603.01

***Current Account Balance**

\$10,885.45

Deposits

\$336.55

Expenditures

\$1,054.48

Interest

\$0.37

*Plus \$50.00 cash in SOA Cash Box

*Includes scholarship balance: \$155 (carry over) + \$384 (raised 2015) = \$539

Transactions – Detail

Date	Type	Memo	Amount
9/30/2015	Interest		+0.10
10/05/2015	Expenditure	#1819 - Ohio History Connection – Archives Month poster printing & mailing	-1,054.48
10/30/2015	Interest		+0.09
11/30/2015	Interest		+0.09
12/15/2015	Deposit	Online membership reimbursement from OHC	+111.55
12/31/2015	Interest		+0.09
1/27/2016	Deposit	Membership (mail-ins)	+225.00

*IRS e-postcard was filed 1/26/2016.

*Need a motion to pay the organizational membership dues of \$500 to the National Coalition for History. This year (2016) is the last that we need to pay according to the motion passed at the 2013 annual meeting.

Society of Ohio Archivists Committee Reports

Date:	January 29, 2016		
Committee:	Membership		
Chair:	Ron Davidson		
Council Liaison:	Emily Gainer		
Members:	Bill Barrow	Mark Bloom	Kevin A. Caslow
	Steve Charter	Andrew Harris	Susan Hernandez
	Cate Putirskis	Toni Vanden Bos	Kristina Richey
Mission/Summary:			
<p>The Membership Committee recruits and supports new members and renewing members. Committee members identify events and/or organizations throughout the state to distribute membership literature. The committee is responsible for writing and updating membership literature, including the annual membership drive letter and the membership brochure.</p>			
Goals for the Year:			
<ul style="list-style-type: none"> - Membership Drive 2016 - write and distribute the membership renewal letter. Communicate with OHC for distributing email blast for membership renewal notifications. - Keep online directory up-to-date - Tabling at archives, local history, or college/university events - Tabling or providing membership information at the SOA/OLHA conference - Encourage members to attend SOA events/conferences 			
Ongoing Issues and Challenges:			
<p><u>71 current SOA Members</u> Individual = 56 members Patron (\$30 - \$49.99) = 2 members Sponsor (\$50 or more) = 0 members Student = 8 members Institutional = 3 members Bridge = 2 member</p> <p>*The numbers above reflect those who have joined or renewed since August 2015.</p>			
Accomplished Goals:			
<ul style="list-style-type: none"> - Online directory will be updated after the next renewal reminder. - Membership renewal email blast went out on January 4, 2016. Thanks to Jenni Salamon and OHC for scheduling the email. The renewal notification was also posted to the SOA listserv and the SOA facebook group. Per Janet Carleton's suggestion, the notification also went out to the Ohio Digitization Interest Group's email list and facebook page. - Each new/renewing member received a reply email, which provided details about the Spring Conference. - A follow-up renewal reminder will be sent in early February. 			

Society of Ohio Archivists Committee Reports

Date:	January 29, 2015		
Committee:	Public Information Committee		
Chair:			
Council Liaison:	Andrew Harris		
Members:	George Bain	Amber Bice	Lily Birkhimer
	Janet Carleton	Sasha Griffin	Greg McCoy
	Gino Pasi	Lisa Rickey	Jennifer Long Morehart
Mission/Summary:			
<p>The Public Information Committee is responsible for public relations and outreach for SOA through the process of generating content and maintaining the tools to communicate SOA information. Duties and responsibilities include updating the SOA website, maintaining social media accounts (Facebook, Flickr, LinkedIn, Pinterest), assisting in moderation of SOA Listserv, responding to SOA email inquiries, and documenting SOA events through photographs.</p>			
Goals for the Year:			
<ul style="list-style-type: none"> - Membership Drive 2015 - write and distribute the membership renewal letter. Communicate with OHC for distributing email blast for membership renewal notifications. - Keep online directory up-to-date - Tabling at archives, local history, or college/university events - Tabling or providing membership information at the SOA/OLHA conference - Encourage members to attend SOA events/conferences 			
Ongoing Issues and Challenges:			
<ol style="list-style-type: none"> 1. Assist with publicizing events for SOA and its committees through both the SOA Website and continually updating the various social media channels 2. Perform regular maintenance and update the pages on the SOA Website 3. Assist SOA in maintaining public relations and outreach 4. Moderate the SOA listserv and respond to SOA email inquiries 5. Document SOA public events via photographs 6. Document tasks and responsibilities of PIC Chair 7. Replace committee chair, Jennifer Long Morehart 8. Meet with committee members 			
Accomplished Goals:			
<ol style="list-style-type: none"> 1. Posted Call for Proposals for 2016 Spring Conference <ul style="list-style-type: none"> o Pinned this to top of page for optimal visibility 2. Posted Ohio Statehood Day: March 1, 2016 post 3. Approved listserv posts 4. Approved member requests via LinkedIn page 5. Added Council Minutes from July and October meetings. 			

Society of Ohio Archivists

Nominating Committee Report

Members: Judy Wiener (Council Liaison and Chair), Janet Carleton, Jane Wildermuth and Gillian Hill

January 29, 2016

- This year, we have two council positions and the treasurer position to fill through the election process.
- The members of the nominating committee met in early January to discuss possible nominations, including placing an open call for nominations.
- Judy contacted current SOA treasurer, Emily Gainer, who has decided not to run for re-election.
- The following slate of candidates are being presented to SOA council:

Treasurer

Mark Bloom (University of Akron)

Council

Kristin Rodgers (OSU)

William Modrow (Miami)

Ron Davidson (Sandusky Public Library)

Sasha Griffin (Denison University)

- Nominating Committee members will be asked to provide a photo and introductory information as well as provide an answer to the following question for the Ohio Archivist: What are some of the most important themes/issues the SOA should address in the next 5 years? Responses are due to Gino by March 1 for inclusion in the newsletter

Newsletter Report

January 2016

Gino Pasi (Editor)

937.775.3991

gino.pasi@wright.edu

1. Tutti Jackson is no longer serving as the newsletter designer. It will now be formatted by Rosa Rojas at OHC. Going forward deadlines will be much tighter, but it should make for a better newsletter. The publication date for the spring issue is April 15.
2. Betsy Hedler at OHC will function as a go between for Rosa and me. Betsy and Rosa work together on numerous publication projects at OHC and have a good working relationship. That is the reason Betsy will function as the liaison between us.
3. Betsy, Rosa and I are meeting in the coming weeks to address new design and layout ideas for the upcoming issue.
4. All assistant editors have been notified of the changes and the tighter deadlines.
5. Hopefully you've all received my e-mail about the March 1 deadline for any council or committee information you would like printed in the April issue.
6. Finally, I know at our last meeting I mentioned that I intended to create a survey to send to membership regarding not only a newsletter name change, but also membership's thoughts about the newsletter in general. Obviously that has not happened yet, as the switch from Tutti to Rosa at OHC has taken precedence.

Society of Ohio Archivists Committee Reports

Date:	1/29/2016		
Committee:	Educational Programming Committee		
Chair:	Shelley Blundell		
Council Liaison:	Suzanne Reller		
Members:	Lily Birkhimer	Jacky Johnson	Cate Putirskis
	Jillian Carney	Jodi Kearns	Kristin Rodgers
	Amy Dawson	Katy Klettlinger	Jenni Salamon
	Natalie Fritz	Collette McDonough	Camila Tessler
	Karen Glenn	Liz Plummer	William Modrow
Mission/Summary:			
<p>The Educational Programming Committee plans the annual SOA spring conference, assists with finding volunteers for the Fall conference with the OLHA, and plans professional development workshops. Activities include choosing a conference theme, solicitation and selection of session presenters, selection of plenary speaker, publication and distribution of conference announcements, collecting conference evaluations, and planning professional development workshops of interest to members.</p>			
Goals for the Year:			
<ul style="list-style-type: none"> • Partner with OLHA for the Fall Conference. • Coordinate planning for the Spring Conference. (Ongoing) • Investigate costs associated with the Spring Conference and explore venue options to ensure that we are cost efficient. (Accomplished) • Investigate new options for committee calls including web conferencing. (Accomplished) 			
Ongoing Issues and Challenges:			
<p>An ongoing challenge for this committee is Spring Conference planning. Planning for the Spring Conference takes up the majority of the committee's time leaving little time for other educational efforts. The committee has also attempted to address rising fees at conference venues.</p> <p>EPC chair Shelley Blundell has suggested investigating the interest in offering webinars of popular Spring conference sessions after the conference (free for attendees, reduced rate for members, higher rate for non-members, etc.) as a means to increase this committee's investment in continued education and professional development.</p>			
Accomplished Goals:			
<ol style="list-style-type: none"> 1. Successfully assisted with the OHLA conference in Fall 2015. SOA sponsored 5 sessions on Friday October 2. 2. SOA Spring Conference venue has been booked and the conference date has been scheduled for Friday, May 20, at Quest Conference Center. A contract with a new conference center has been negotiated with assistance from Jillian Carney and Emily Gainer. 3. A call for session and poster proposals has been sent out. The due date is January 29th. 4. The committee has reviewed potential costs for the Spring Conference and discussed ways to increase revenue from the Spring Conference in order to meet costs. Under discussion has been implementing more expensive onsite registration fees and/or looking for sponsorships for meals or breaks. 			

	Early bird (by May 1)	Before conference/ After EB	On-site		
Members	\$45	\$50	\$60		
Non-members	\$65	\$70	\$80		
Students	\$30	\$35	\$40		

Ideas for Cost-Cutting or Increasing Income:

Try to lower printing costs? Have program online and only print the schedule

Charge a higher on-site registration cost. We tend to have around 10 people register onsite. The registration desk will have an easier time if this was an even number -*See above*

Investigate vendor support for meals or breaks

Things to keep in mind:

We raised registration fees for members and non-members by \$5 last year. - *See "Suggested Increase for 2016" columns in pink above.*

Some institutions take several weeks to approval travel/registration costs. Allow 4-6 weeks to registration at any regular/early bird rate before increasing the rate

Past Attendance Numbers	Members	Nonmembers	Students	Total	
2015 Attendance		58	13 4 + 4	14	85
2014 Attendance		54	27 scholarships		89
2013 Attendance					53
2012 Attendance					29

Society of Ohio Archivists 2016 Awards Committee Report

Date:	January 26, 2016
Committee:	SOA Awards Committee
Chair:	Devhra BennettJones
Council Liaison:	Lonna McKinley
Members:	William C. Barrow Helen Conger Kevin Grace Jodi Kearns Glenn V. Longacre Jessica Maiberger Stephanie Soule Pamela Winchell James S. Zimmerlin
Mission/Summary:	
<p>The SOA Awards Committee solicits and reviews award applications. Committee members identify and select awardees according to the criteria set by the Society of Ohio Archivists. The Committee members are responsible for publicizing the availability and the standards of the merit and scholarship awards.</p>	
Goals for the Year:	
<ul style="list-style-type: none"> • Publicize the availability and standards of the Merit and Scholarship Awards; • Solicit Award Applications; • Review Award Applications; • Identify and select awardees; • Order Merit Award Plaque ; • Present awards at annual SOA Spring Meeting. 	
Ongoing Issues and Challenges:	
<p>In the past few years the Committee’s primary challenge has been to effectively publicize the awards in order to receive a greater number of applications. The Student Scholarship Awards to the SOA Annual Meeting has been the most challenging category in receiving multiple applications. As of January 26, 2016 we have received three Student Scholarship applications, zero New Professional and Merit Award applications.</p> <p>Should we extend the deadline past February 15th?</p>	
Accomplished Goals:	
<ul style="list-style-type: none"> • Publicized the call for awards applications at Ohio regional colleges and universities, post on archives and history listservs, and distribute a descriptive flyer to the Committee Members, November 2015. • Second call sent out January 2016 • Will send out a weekly call hence forward with the number of days left to submit applications highlighted. 	

Society of Ohio Archivists Committee Reports

Date:	January 29, 2016		
Committee:	Advocacy & Outreach		
Chair:	Jennie Thomas & George Bain		
Council Liaison:	Robin Heise		
Members:	Jennifer Brancato	Kayla Harris	Michele Tollie-Porter
	Kelly Brown	Robin Heise	
	Connie Conner	Caroline Ibbotson	
	John Crissinger	Jacky Johnson	
	Pam Gochenour	Justin Risner	
	Kevin Grace	Carly Sentieri	
	Ken Grossi	Foy Scalf	
Mission/Summary:			
<p>The Advocacy and Outreach Committee is comprised of two subcommittees: Advocacy and Outreach. The Advocacy subcommittee is responsible for promoting advocacy in response to legislative issues that may impact archives, diversity, and the role of archives and archivists within society. The Advocacy subcommittee will facilitate access to resources that will aid archivists in advocating for the profession and collections to administrators and institutional stakeholders. It also communicates news from the National Coalition for History. The Outreach subcommittee is responsible for advocating the importance of archives throughout the state of Ohio through programmatic planning such as Statehood Day, Archives Month, and the I Found it in the Archives contest.</p>			
Goals for the Year:			
<ul style="list-style-type: none"> • Promote Ohio History Connection’s Legislative Action Center; • Staff an SOA table at Ohio Statehood Day to enhance SOA’s presence at the event; • Help lead SOA’s support for CARMA’s legislative initiative should it be introduced in the Legislature; • Work to get an Ohio representative to join the Congressional History Caucus; • Increase institutional participation in Archives Month activities; • Increase awareness, to public and legislators, of Archives Month activities within the state; • Increase institutional participation in the “I Found it in the Archives” contest. 			
Ongoing Issues and Challenges:			
<ul style="list-style-type: none"> • Recruiting new members ready to work on the projects of the Committee. • Getting more involvement and participation by SOA members in the committee’s efforts. • Continue to ensure that the two subcommittees work together to support each other in meeting their goals and mission. 			
Accomplished Goals:			
<p>The primary accomplishment by the committee this past year was the meshing of the two subcommittees into an identifiable and active Advocacy & Outreach Committee. On-going activities (Archives Month, I Found It in the Archives) were steady state—no major breakthroughs but no backsliding either.</p>			