

**Society of Ohio Archivists Council Meeting
Telephone Conference Call
April 15, 2016**

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

Call to Order

President Jillian Carney called the meeting to order at 10:02am.

In Between Council Actions

- On April 4, 2016, Emily motioned to approve the nominations for the following awards (see below). The motion was seconded and carried.
 - Merit Award: Margaret Burzynski-Bays
 - New Professional Scholarship Award: Jessica Cromer
 - Student Scholarship Awards: Kelly Francis-Love, Madeleine Fix, Ellen Mitchell

- On April 6, 2016, Emily motioned to pay Miracle Awards \$55.87 for the Merit Award plaque. Motion was seconded and carried.

Minutes from January 29, 2016

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

Treasurer's and Membership Report

Emily reported an account balance of \$10,871.97. The only expenditure is National Coalition for History membership dues of \$500. Deposits consist of mail-in membership renewals and conference registrations. We will soon receive \$1,246.45 from the Ohio History Connection from online membership renewals and conference registrations. Please see attached report.

From January to March Emily coordinated our annual membership renewal drive. Currently we have 129 members. SOA staffed tables at 2016 Statehood Day program and Kent State Practicum Fair to promote SOA. Please see attached report.

Committee Reports

- **Website/Public Information:** Andrew was unable to attend. Several new posts have been added to our website concerning the membership drive and spring meeting. There was brief discussion about finding a committee chair, Andrew, who rotates off Council this year, previously stated he was happy to serve as chair of PIC after his term.

- **Nominating:** Judy reported on the slate of candidates for the 2016 elections. Candidate statements will appear in the next issue of *The Ohio Archivist* and will also be placed on tables at the annual meeting. Judy will lead the election at the meeting with assistance from Nathan. Judy would like to give a preamble about why members should run for Council and the role of the Nominating Committee. See attached report.

Judy also asked council, generally, how are people tracking documents. It's easy to lose track of document in email. Nathan reminded Council that we have a Google Drive, but not all council members are able to access Google Drive from their work PCs due to security requirements. Nathan suggested that we could use our WordPress website to setup private pages where we could store documents, but that Andrew should be involved in that decision.

- **Newsletter:** Gino reported that the next issue is ready to go; it includes 2 short feature articles, content about the annual meeting, fall meeting notes, candidate statements, and other articles. The newsletter has been uploaded to Issu, Nathan will assist Gino in getting it on the SOA website in Andrew's absence. The Ohio History Connection has had some turnover in graphic design, we will be working with a temporary designer for the next issue before they hire a permanent replacement. Gino suggested some small changes to the SOA Website regarding *The Ohio Archivist*, he will discuss the changes with Andrew when he returns from vacation.
- **Educational Programming:** Suzanne reported that tiered registration for the annual meeting was open (48 currently registered) and that session descriptions were soon joining the at-a-glance schedule online. We have one bronze level sponsor and some other donations for the silent auction. Donations still being solicited. Mandy Altimus Pond (plenary speaker) has asked that SOA pay for a hotel room the night before the conference. In addition to waiving her registration fee and receiving an institutional membership for the Massillon Museum (her institution), Mandy is expected to receive about \$120 for mileage. If she stays overnight, she may also incur food costs. Nathan motioned that we pay up to \$300 in travel expenses for Mandy. The motion was seconded and carried. There was brief discussion on the agenda for the business meeting. Planning for the fall meeting, held with the Local History Alliance, has begun. See attached report.
- **Awards:** (See In-Between Council Actions.) Lonna notes that we received more applications for student scholarships than in previous years. The committee chair had asked if we could award an additional scholarship this year, but it is not in the budget. We had less nominations for merit and new professional awards, this area will be targeted next year. 5-6 SOA members will be attending History Day 2016 and be involved in judging and awarding student projects. It was suggested that award guidelines should be reviewed at the October meeting. See attached report.

- **Advocacy and Outreach:** Robin and Jennifer reported that members will soon receive a poll concerning images for the 2016 Archives Month poster, 40 submissions were received. Robin and Jennifer would like to improve communication and engagement with the two sub-committees and will explore a Google Group mailing list with Andrew. They will also contact current committee members to see if they would like to remain active. After asking if they could create a 1-pager about the committee and its activities to leave on tables at the annual meeting, it was suggested to do this for all committees. Jillian said she'd mention this before bringing up committee reports at the business meeting. In addition to improving communication and engagement. Robin and Jennifer would like to meet with the both sub-committees at the same time to discuss the group structure moving forward.

The timeline for the I Found It in the Archives contest has been established and Robin and Jennifer would like to promote it at the annual meeting. Other advocacy issues include promoting the Ohio History Fund tax-return checkoff program. The National Coalition for History would like us to contact congressional representative to encourage them to join the history caucus.

Old Business

- **Revenue Generation:** At the last council meeting we discussed running a t-shirt design contest. We did not get this off the ground in time for a contest in advanced of the annual meeting, but Robin suggested that her husband could come up with some designs so that we could still sell t-shirts at the annual meeting. This prompted Gino to suggest that we also consider refreshing the SOA logo. He will discuss this with Betsy and our graphic designer.
- **National Coalition for History (NCH):** Three years ago we decided to join NCH and to evaluate our membership after three years. Jillian would like to discuss pros/cons of staying members at the business meeting. Emily observed that our NCH membership costs as much as 34 individual SOA memberships, our primary source of income; a full third of our membership income goes to paying NCH dues. George Bain has been asking Judy to advocate for RAAC to join NCH, but Judy hasn't felt comfortable doing that. Judy is interested in seeing the benefits of membership articulated. Gino mentioned that the upcoming issue of *The Ohio Archivist* includes an article doing just that from George. NCH is a national advocacy organization and includes SAA Executive Director Nancy Beaumont on their board. George has also been serving on the board for two years. Jillian would like to present this issue to membership in a balanced manner and will continue to think on how best to do this.

New Business

- **Revisions to Constitution and Bylaws:** In the spring of 2015, Council members Andrew Harris, Gillian Hill, and Nathan Tallman conducted a review of

the SOA constitution and bylaws. Two proposed changes are made to clarify the role of the managing editor of *The Ohio Archivist* and to specify a renewable term for committee chairs. It is thought this might assist in recruiting volunteers in future. Nathan will prepare a 1-pager for tables at the conference and email membership regarding the issue. The proposals will be voted on at the business meeting.

- **Regional Archival Association Consortium (RAAC):** [RAAC](#) is sponsored by SAA and aims to bring the state organization together as a type of advocacy. Judy and Janet Carleton have attended RAAC meetings in the past as liaisons from SOA. Judy currently serves on the grants sub-committee RAAC is formalizing and would like to establish terms for a 2-year representative from each state organization. Judy is happy to continue representing SOA but is also willing to step down if someone else is interested. (Judy knows that she will not be able to attend SOA 2017, though we are permitted to send substitutes.) Jennifer mentioned that she almost always goes to SAA and would be happy to represent SOA. Jillian appointed Jennifer to be the SOA representative.
- **SOA Retention Schedule:** Robin and Jenni had some questions about the retention schedule, but decided to ask them over email.

Adjournment

Lonna motioned to adjourn the meeting at 12:05pm. The motion was seconded and carried.

Upcoming Meetings

SOA Council will hold a brief meeting immediately following the business meeting on May 20, 2016.