

**Society of Ohio Archivists
Annual Business Meeting
May 20, 2016**

Call to Order

President Jillian Carney called the meeting to order at 3:55 pm.

Election Results

President Jillian Carney read the election results bellow and recognized outgoing treasure Emily Gainer, council member Suzanne Reller, and council member Andrew Harris.

Treasurer: Mark Bloom, University of Akron

Council Member: Ron Davidson, Sandusky Library

Council Member: Sasha Griffin, Denison University

Secretary's Report

Secretary Nathan Tallman reminded everyone that once council meeting minutes have been approved they are posted on the SOA website, we all current minutes may be found.

Treasurer's and Membership Report

Emily Gainer announced that our current account balance was \$11,918.51, which includes \$539 in scholarship funds. In the past year our income was \$7,3750.95 and we had \$7,170.95 in expenditures. Please see attached report.

Committee Reports

- **Membership:** Ron Davidson reviewed the committee's charges and goals. We currently have 135 members, consistent with the past few years. SOA has had tables at Statehood Day and the Kent State Career Expo (special thanks to Bill Barrow). Please see attached report.
- **Nominating:** Judith Weiner encouraged SOA members to run for leadership positions and to contact outgoing council members or Judy if interested. Please see attached report.
- **Awards:** Lonna McKinley reviewed the committee's charge and noted that the committee received 8 student scholarship submissions, higher than usual. Please see attached report.
- **Newsletter:** Gino Pasi reported that the spring issues of *The Ohio Archivist* was released about a month ago. Deadlines for the 2016 spring and fall issues are pushed up due to staffing changes at the Ohio History Connection.

- **Advocacy and Outreach:** George Bain reported on the success of the 2015 Archives Month, including the first thank you note received from a state legislator. Other activities included the I Found it in the Archives! contest and Statehood Day. An Ohio Hopewell Native American site is currently up for world heritage status in the House of Representatives. The County Archivist and Records Manager Association (CARMA) is lobbying the Ohio legislature to open adoption and mental health records over 100-years old. George encouraged everyone to advocate to their congressional representatives to join the History Caucus in the House of Representatives. The Advocacy and Outreach Committee is looking for a co-chair. Please see attached report.

The 2016 Archives Month poster (focused on Presidential Elections and Ohio) voting has concluded. The winning images are James Garfield (1880), Car in Cleveland at the Republican convention (1936), William McKinley and Garret Hobart on the campaign (circa 1896), Case Western Reserve students supporting Eisenhower and Stevenson (1952), and John F. Kennedy speaking at Miami University (1959).

- **Educational Programming:** Suzanne Reller thanked the Committee for planning the 2016 annual spring meeting. SOA will again hold a join meeting with the Ohio Local History Alliance in the fall. Suzanne also thanked Quest Conference Center for hosting; Quest was chosen as a new venue after cost analysis. Suzanne thanked donors for silent auction items (\$356 raised!) and announced that we now offer multiple levels of corporate sponsorship. Please see attached report.

The Committee is interested in establishing a webinar series that would be delivered asynchronously for a nominal fee. The could potentially generate additional revenue for SOA and offer professional development opportunities between conferences. If you are interested in leading a webinar, contact Shelly Blundell.

- **Public Information:** Please see attached report.

Old Business

- **Proposed Changes to the Constitution and Bylaws:** Council Members Andrew Harris, Gillian, Hill, and Nathan Tallman reviewed the SOA constitution and bylaws in 2015. Two minor changes have been vetted by council and distributed to members. (Please see attached.) Janet Carleton motioned to accept the proposed changes; the motion was seconded and carried.
- **National Coalition for History (NCH):** After a 3-year trial and evaluating the costs and benefits of SOA membership in the NCH, Council recommends discontinuing organizational membership when our current term ends. The Regional Archival Association Consortium is exploring opportunities to allow

consortium members to join NCH at reduced costs, Council recommends exploring this option if SOA members would like to remain affiliated with NCH. Nathan Tallman motioned to accept the Council recommendations; the motion was seconded and carried.

New Business

- **SOA's 50th Anniversary:** President Jillian Carney announced that she intends to create an ad-hoc 50th Anniversary Committee that would be preparing and plans for commemorating the 50th anniversary of SOA in 2018. The Committee's work will be fun and anyone interested should contact Jillian.

Adjournment

George Bain motioned to adjourn the meeting at 4:26pm; the motion was seconded and carried.

Society of Ohio Archivists Annual Business Meeting



Friday, May 20, 2016
3:50 p.m. - 4:30 p.m.

Agenda

- Election Results
- Secretary Report
- Treasurer Report
- Committee Reports
- Old Business
- New Business

Election Results

Candidates

- Mark Bloom - Treasurer
- Ron Davidson - Council
- Sasha Griffin - Council
- William Modrow - Council
- Kristin Rodgers - Council

Secretary Report

Treasurer Report

Previous Account Balance (4/30/15):	\$11,717.84
Current Account Balance (4/30/15):	\$11,918.51*
Income:	\$7,370.95
Expenditures:	\$7,170.95
Interest:	\$1.12

**Plus \$50.00 in SOA Cash Box

*Includes scholarship balance \$155 (Carry over) + \$384 (raised 2015) = \$539.00

Committee Reports

- Membership
- Nominating
- Awards
- Newsletter
- Advocacy and Outreach
- Educational Programming

Old Business - Constitution and Bylaws

Constitution - Officers and Government - Article 7

The government of the Society, the management of its affairs, and the regulation of its procedures, except as otherwise provided in this constitution, shall be vested in a council composed of the four officers and four members elected by the Society, and by the managing editor of the *Ohio Archivist*, who shall serve as an ex-officio [\(non-voting\)](#) member of the council.

Bylaws - Committees - Article 6

Standing committees shall be created as required by vote of the council. The president shall appoint the chair of each standing committee, the appointments to be confirmed by a majority of the council, [for a renewable two-year term.](#)

Old Business - NCH Membership

- The National Coalition for History (NCH) is a consortium of over 50 organizations that advocates on federal, state and local legislative and regulatory issues. The coalition is made up of a diverse number of groups representing historians, archivists, researchers, teachers, students, documentary editors, preservationists, political scientists, museum professionals and other stakeholders.
- In 2013 SOA voted to renew its independent membership with NCH through 2016.
- SOA's annual fee is \$500.00 for a "Basic Membership."

Old Business - NCH Membership

Council Recommendations

- Due to financial concerns, SOA Council recommends discontinuing SOA's organizational membership with the National Coalition for History (NCH) beginning in 2017.
- If membership supports continued financial contributions to NCH, SOA Council recommends supporting the Regional Archival Associations Consortium (RAAC) efforts to join the National Coalition for History (NCH) as an organizational member by providing RAAC with an annual contribution of up to \$100.00 to be applied to the NCH membership fee beginning in 2017.

Old Business - NCH Membership

Pros of independent membership

- Receive advocacy action alerts
- May place issues on the Policy Board's agenda for its quarterly meetings.

Cons of independent membership

- Cost of membership
 - SOA's only income is about \$2,000/year from membership dues. NCH membership accounts for $\frac{1}{4}$ of our yearly income.
 - Continuing to sustain our own membership would not allow SOA to have the funds to join NCH at a sustaining membership level through a larger consortium (RAAC).
- Communication

Old Business - NCH Membership

Regional Archival Associations Consortium (RAAC)

- Asked its representatives, which includes SOA, to consider supporting a sustaining membership for the RAAC constituents..
- This is a higher level of membership than the level the SOA currently supports and provides us with more benefits through the RAAC.
- If all representatives participated, we would be asked to support NCH through a gift of \$100 annually.

Refer to handout on table for further details.

New Business - SOA 50th Anniversary

Volunteers needed to serve on a temporary committee that will plan the 50th anniversary commemoration.

Interested in volunteering? Have an idea for a commemoration event/project? Contact:

Jillian Carney - jcarney@ohiohistory.org or 614-297-2578

Thank you!

SAVE THE DATE

Ohio Local History Alliance/Society of Ohio Archivists Fall Meeting

Friday, October 7, 2016

Dublin Crowne Plaza Hotel

Dublin, Ohio

Treasurer's Report
April 30, 2015 – April 30, 2016

YEAR-END SUMMARY 2015-2016

Previous Account Balance (4/30/2015)

\$11,717.84

Current Account Balance (4/30/2016)

\$11,918.51*

Income

\$7,370.50

Expenditures

\$7,170.95

Interest

\$1.12

*Plus \$50.00 cash in SOA Cash Box

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

Type	Memo	Amount
<i>Income</i>	2015 Spring Conference – registrations	+3,538.05
<i>Income</i>	Memberships (2015 & 2016)	+3,358.45
<i>Income</i>	2016 Spring Conference - registrations	+90.00
Expenditure	2015 Spring Conference (OCLC & printing/supplies)	-3,952.47
Expenditure	Archives Month poster printing & mailing	-1,054.48
Expenditure	National Coalition for History – membership 2016	-500.00
Expenditure	OHC agreement for supplies (\$100) & maintenance (\$250)	-350.00
Expenditure	Outgoing Council, program committee, plenary speaker gifts	-225.00
Expenditure	Ohio History Day awards 2015	-202.00
Expenditure	Ohio History Day awards 2016	-200.00
Expenditure	I Found it in the Archives contest	-170.00
Expenditure	Merit Award plaques 2015 (2)	-117.00
Scholarship – Expend.	Scholarships - 2015 conference	-400.00
Scholarship – Income	Scholarship – 2015 conference	+384.00

Society of Ohio Archivists Committee Reports

Date:	May 20, 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>135 current SOA Members</u> Individual = 103 members Patron (\$30 - \$49.99) = 5 members Sponsor (\$50 or more) = 2 members Student = 11 members Institutional = 7 members Bridge = 7 members</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 was updated on May 16, 2016. - Membership drive emails were sent out in early January and early February. An announcement was posted to the SOA listserv and the SOA facebook group. The notification also went out to the Ohio Digitization Interest Group's email list and facebook group. - An SOA table was set up at Statehood Day on March 1 and at Kent State University, College of Information and Communication's Career Expo on March 4. In 2015, a table was set up at the OLHA/SOA meeting on October 2. 			

Society of Ohio Archivists Committee Reports

Date:	May 17, 2016		
Committee:	Nominating		
Chair:	Judy Wiener		
Council Liaison:	Judy Wiener		
Members:	Gillian Hill	Jane Wildermuth	Janet Carleton
Mission/Summary:			
<p>The Nominating Committee annually prepares and submits a slate of candidates for vacant officer positions and Council seats. The committee is made up of one Council member and two additional SOA members appointed by the president. Committee members must serve at least one year.</p>			
Goals for the Year:			
<ul style="list-style-type: none"> • Nominate slate of candidates for one open treasurer position and two candidate positions. • Run elections during the business meeting at the annual conference. 			
Ongoing Issues and Challenges:			
<ul style="list-style-type: none"> • The nominating process can be challenging-finding enough qualified candidates to run for positions. • Meeting various deadlines. There are a lot of moving parts and pieces in the process. • Information transfer when members roll off of the committee. 			
Accomplished Goals:			
<ul style="list-style-type: none"> • Slate of candidates was approved by council and elections are to be run at the May 20 SOA Annual meeting. • This slate includes: Mark Bloom from the University of Akron for Treasurer; Ron Davidson from the Sandusky Library for Council; Sasha Griffin from Dennison University for Council; William Modrow from Miami University for Council; and Kristin Rodgers from OSU Medical Heritage Center for Council. 			

Society of Ohio Archivists Annual Awards Committee Report May 2016

Date:	May 16, 2016
Committee:	SOA Awards Committee
Chair:	Devhra BennettJones
Council Liaison:	Lonna McKinley
Members:	William C. Barrow Helen Conger Kevin Grace Glenn V. Longacre Jessica Maiberger Stephanie Soule Pamela Winchell James S. Zimmerlin
Mission/Summary:	
<p>The Society of Ohio Archivists Awards Committee is responsible for publicizing the availability and the standards of the SOA Merit Awards, SOA New Professional Scholarship Awards, and the SOA Student Scholarship Awards. Committee members solicit and review applications for these awards, then identify and select awardees according to the criteria set by the Society of Ohio Archivists. The Committee is also responsible for History Day involvement which includes judging for special SOA History Day Awards.</p>	
Goals for the Year:	
<ul style="list-style-type: none"> • Publicize the availability and standards of the Merit Awards, New Professional Scholarship Awards, and Student Scholarship Awards • Solicit award applications • Review award applications • Identify and select awardees • Order SOA Merit Award Plaque • Present awards at the annual SOA Spring Meeting • Gather a team to judge nominees for the Special SOA History Day Awards at the annual State History Day Contest 	
Ongoing Issues and Challenges:	
<ul style="list-style-type: none"> • 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 had been the most challenging category in receiving multiple applications. This year we received eight student applications. We received one Merit Award application and one New Professional Scholarship application. In the future we need to increase the number of Merit Award and New Professional Scholarship applications, while continuing to keep our Student Scholarship Award application numbers at this year’s high level. 	
Accomplished Goals:	
<ul style="list-style-type: none"> • Recruited SOA Awards Committee Membership—8 members; • Composed and distributed a descriptive flyer of the three award categories to the Committee members; • Committee members publicized the awards applications’ availability in their local areas; 	

- Publicized the awards availability and required standards on eight archives and history listservs;
- Increased the number of SOA Student Scholarship Award applications;
- The Committee members reviewed and ranked eight SOA Student Award Applications, one SOA New Professional Scholarship Award application, and one SOA Merit Award application;
- The Committee submitted their award recommendations to the SOA Council
- SOA Merit Award: Margaret Burzynski-Bays
- SOA New Professional Scholarship Award: Jessica Cromer
- SOA Student Scholarship Awards: Kelly Francis-Love, Madeleine Fix, & Ellen Mitchell.
- Composed and submitted four SOA Awards Committee reports.
- History Day Awards – Team of five judged morning general sessions & then judged the submissions for the SOA specific Awards (demonstrates exceptional research & use of primary sources with at least one on-site visit at a research institution housing the primary sources.) Awarded 2 – 1 Junior Division & 1 Senior Division – certificate and \$100 check each

Society of Ohio Archivists Committee Reports

Date:	05/20/2016		
Committee:	Advocacy & Outreach		
Chair:	George Bain		
Council Liaison:	Jennifer Brancato and Robin Heise		
Members:	Connie Connor	John Crissinger	Kevin Grace
	Caroline Ibbotson	Jacky Johnson	Foy Scaif
	Elise Kelly	Pam Gochenour	Ken Grossi
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"> • Set up table at Ohio Statehood Day and help promote CARMA’s proposed legislative changes; • Actively recruit new members; • 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 active members; • Increasing institutional participation in the “I Found It In the Archives” contest; • Increasing institutional participation in Archives Month activities; • Co-chair Jennie Thomas has had to step down from this position (but remains a member of the committee), so we are in the process of seeking a new co-chair. 			
Accomplished Goals:			
<p>Since the beginning of the calendar year, members of the Committee:</p> <ul style="list-style-type: none"> • Assisted with promoting SOA at the Statehood Day event; • Have set a theme for Archives Month—“As Ohio Goes So Goes the Nation: Presidential Campaigning in the Buckeye State”. The group working on this will report soon on the images selected for this year’s poster; • Are working on plans for another year of the “I Found It in the Archives” contest; • Are at work presently on recruiting a member of the Ohio delegation in Congress to join the Congressional History Caucus. We are in conversation with the OHC Local History Office to draw in Ohio Local History Alliance member groups to increase our effectiveness in this goal; • Have formed a Google group to improve committee communication. 			

Society of Ohio Archivists Committee Reports

Date:	5/20/2016		
Committee:	Educational Programming Committee		
Chair:	Shelley Blundell		
Council Liaison:	Suzanne Reller		
Members:	Betsy Hedler	Camila Tessler	Cate Putirskis
	Collette McDonough	Jacky Johnson	Jenni Salamon
	Jillian Carney	Jodi Kearns	Karen Glenn
	Lily Birkhimer	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 2016 Conference. (Ongoing) • Coordinate planning for the Spring Conference. (Completed) • Investigate webinar options for Spring Conference sessions (Ongoing- will continue next year) • Investigate costs associated with the Spring Conference and explore venue options to ensure that we are cost efficient. (Completed) 			
Ongoing Issues and Challenges:			
<p>An ongoing challenge for this committee is Spring Conference costs. The committee has attempted to mitigate costs by implementing tiered registration fees, and soliciting sponsorships from vendors.</p>			
Accomplished Goals:			
<ol style="list-style-type: none"> 1. SOA Spring Conference took place on Friday, May 20, at Quest Conference Center. 89 people pre-registered for the conference. 2. The publicity for the conference was shared on the SOA website, SOA Facebook, SOA listserv, and other listservs and newsletters. 3. Items were solicited for the Silent Auction and include donations from the Society of American Archivists, Gaylord, Hollinger Metal Edge, the Ohio History Connection, The Ohio State University Wexner Medical Center, NASA, Kent State School of Library and Information Science, and Motophoto. 4. The Society of American Archivists and the Aldus Society kindly sponsored this year's Spring Conference at the Bronze Level, and provided funds which helped the committee to keep registration costs low and affordable for attendees. 5. The committee will be working with OLHA to determine sessions for the SOA track at the Fall meeting. The meeting will take place on Friday October 7 and Saturday October 8 at the Dublin Crowne Plaza in Dublin, Ohio. 			

Society of Ohio Archivists Committee Reports

Date:	May 18, 2016		
Committee:	Public Information Committee		
Chair:	Andrew Harris		
Council Liaison:	Andrew Harris		
Members:	George Bain	Amber Bice	Lily Birkhimer
	Janet Carleton	Sasha Griffin	Greg McCoy
	Gino Pasi	Lisa Rickey	
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. Documenting SOA public events via photographs 			
Accomplished Goals:			
<ol style="list-style-type: none"> 1. Andrew Harris became acting chair in addition to being liaison for the PIC 2. Undertook numerous edits for the SOA website, including updates for the "I Found it in the Archives" contest, Fall Meeting, upcoming Spring Meeting, and Archives Month. 3. Maintained SOA email, the SOA Facebook page, and moderated the SOA listserv. 			

Society of Ohio Archivists

Proposed Changes to Constitution and Bylaws

May 20, 2016

In the spring of 2015, Council members Andrew Harris, Gillian Hill, and Nathan Tallman conducted a review of the SOA constitution and bylaws. We are proposing two minor changes to clarify the role of the managing editor of *The Ohio Archivist* and to specify a renewable term for committee chairs.

Below are the relevant sections from our constitution and bylaws, along with the new, proposed language in red. The full, current constitution and bylaws may be viewed online at <http://goo.gl/cveSud>.

Constitution, Article 7

7. The government of the Society, the management of its affairs, and the regulation of its procedures, except as otherwise provided in this constitution, shall be vested in a council composed of the four officers and four members elected by the Society, and by the managing editor of *The Ohio Archivist*, who shall serve as an ex-officio (non-voting) member of the council. The president shall vote in council only to break a tie. Two members of the council shall be elected at each annual business meeting for a term of two years. The four elected members of the council shall be ineligible for immediate re-election. The managing editor of The Ohio Archivist shall be appointed by the council.

Bylaws, Article 6

6. Standing committees shall be created as required by vote of the council. The president shall appoint the chair of each standing committee for a renewable two-year term; the appointments to be confirmed by a majority of the council.