

Society of Ohio Archivists Council Meeting
Ohio History Center
July 22, 2016

Attendees: Jillian Carney, Gino Pasi, Jennifer Brancato, Robin Heise, Nathan Tallman, Betsy Hedler, Sasha Griffin, Ron Davidson, Mark Bloom

Absent: Lonna McKinley, Judith Wiener

Call to Order

President Jillian Carney called the meeting to order at 10:06am.

In Between Council Actions

- 5/18/2016 -- Lonna McKinley motioned to accept the language below for a Council recommendation at annual business meeting. The motion was seconded and carried.
 - 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.
- 5/19/2016 -- Andrew Harris motioned to accept the minutes of the April 15 council meeting. The motion was seconded and carried.
- 5/24/2016 -- Jillian Carney motioned to pay Quest Business Center \$3,890.76 for annual business meeting expenses. The motion was seconded and carried.
- 5/25/2016 -- Robin Heise motioned to establish the SOA Anniversary Committee. The motion was seconded and carried.
- 6/6/2016 -- Nathan Tallman motioned to pay Ohio History Connection \$357.29 for annual business meeting expenses. The motion was seconded and carried.
- 6/28/2016 -- Mark Bloom motioned to approve the Presidential appointment of Elise Kelly as co-chair of the Advocacy and Outreach Committee. The motion was seconded and carried.

- 6/29/2016 -- Lona McKinley motioned to accept the renewal agreement between Ohio History Connection and SOA. The motion was seconded and carried.
- 7/14/2016 -- Mark Bloom motioned to approve the Presidential appointment of Cate Putirskis as chair of the Membership Committee. The motion was seconded and carried.
- 7/21/2016 -- Ron Davidson motioned to approve the Presidential appointment of Janet Carleton and Collete McDonough as co-chairs of the Educational Programming Committee. The motion was seconded and carried.

Minutes from Annual Business Meeting, May 20, 2016

Minor corrections to the draft minutes were made. Robin motioned to approve the minutes as corrected. The motion was seconded and carried.

Treasurer's and Membership Report

Mark reported that our account balance was \$11,509.36. The annual meeting raised \$4,288.75 in revenue and generated \$4,524.68 in expenses for a net loss of \$235.93. Please see attached report.

President Carney would like to seek corporate sponsors for the annual meeting earlier in the year, perhaps the previous calendar year. Many corporations, including Hollinger, plan their corporate giving and sponsorships in the previous fiscal year.

Currently we have 144 members, gaining 5 individual memberships since the annual meeting. The online directory was updated on July 19. We are at or slightly above our average memberships. Please see attached report.

Committee Reports

- **Public Information/Website:** Jennifer motioned to confirm the Presidential appointment of Andrew Harris as Chair of the Public Information Committee. The motion was seconded and carried. The SOA Flickr page will be updated to include images from the annual meeting. Council previously discussed using the SOA WordPress website for internal committee communication and resource sharing through member logins. PIC will look into this. Jenni Salamon is continuing to back up the SOA website.

Andrew (through Jennifer) reminded other committee chairs that the committee report template was intended for annual use and is not necessary to send one for every council meeting. President Carney suggested that each committee meet at least quarterly and include at least one face-to-face meeting each year to help keep committee members engaged. Scheduling meetings far in advance

might help keep members engaged. Council liaisons should check in with chairs before each Council meeting. Please see attached report.

- **Nominating:** Judy was unable to attend. The committees will begin working on the next slate of candidates in late fall, though they have some thoughts.
- **Newsletter:** Gino is aiming to have the next issue published by September 1 and it will include content regarding the annual meeting. Gino has been emailing calls for content to the assistant editors, who each have their own strategies to recruit content. After discussion, it was suggested that Gino include committee chairs in the content call as well.
- **Educational Programming:** Sasha, President Carney, and past council liaison Suzanne Reller recently had a conference call regarding the transition and duties. Suzanne's documentation is very helpful and Sasha is going to approach it with a fresh perspective with Janet Carleton and Collette McDonough, the new co-chairs. Janet and Collette initially committed to 1-year terms, though it's preferred if they could finish a complete term. The desire to post slides from the annual meeting presentations was expressed. Sasha will have President Carney copied on emails regarding annual conference planning, to keep her in the loop.

President Carney suggested that all committee chairs should send a note to current committee members to ascertain if they are still interested in serving on the committee. President Carney also suggested a general message to the SOA emailing list with descriptions of each committee, directing interested parties to council liaisons or committee chairs.

- **Awards:** Lonna was unable to attend. This is generally a slow period for the committee. Although the committee received a higher number of scholarship applications, only one merit award nomination was received. President Carney would like to see more merit award nominations. Council can be solicited for nominations.
- **Advocacy and Outreach:** Images and text for the 2016 Archives Month poster have been sent to Betsy and the graphic designer is working on initial layouts. 2 additional institutions participated in the I Found it in the Archive contest this year, although no entries were submitted. Jennifer mentioned that at her last institution, they would keep notecards about the contest year-round and would ask patrons if they were interested in participating; perhaps a template can be made and shared with Ohio institutions.

George Bain is trying to promote the US Congressional history caucus amongst Ohio legislatures. His previous contact has moved away, President Carney suggested he contact Beth Weinhardt at Westerville Public Library and Todd Kleismit at Ohio History Connection. Please see attached report.

Ohio History Connection Liaison Update

- OHC-SOA Membership Agreement
 - Betsy reported the agreement has been signed. An electronic copy has been added to the Council Google Drive.
- SOA Archives/Records Retention
 - Betsy is trying to clarify the role of the OHC liaison on selecting material for transfer to the SOA Archives at Ohio State University.
 - The membership agreement states the OHC liaison will transfer materials and SOA has a records retention schedule online. But is there anything not on the retention schedule that should be transferred to the archives?
 - It was recommended that any OHC produced documents (programs, posters, newsletter) be printed and included in the transfer. (Electronic copies may already be retained at OHC.)
 - The SOA Secretary is responsible for maintaining the retention schedule. Nathan will take a look at the current schedule and make recommendations for changes to Council.
 - Nathan will also contact Ohio State University to discuss digital records.
 - Although not all committees record minutes, when they do, it was unclear whose responsibility it was to transfer them to the SOA Archives. Transferring them is the OHC liaison responsibility but the liaison needs to receive them first.
 - President Carney suggested that it would be good for committees to get into the habit of recording minutes. Committee chairs should send all committee documents to OHC liaison at the end of their term.

Old Business

- **OLHA/SOA Joint Fall Meeting:** The meeting brochure recently went out. There were some misprints that will be corrected online. Jillian will send some content to Gino for the newsletter. There will not be a council meeting afterwards, though council members are encouraged to attend. SOA will have a table with membership brochures. The meeting is in a new venue this year. SOA conference sessions will include:
 - Bringing History Home: Using Local Government Records in the Classroom with Elise Kelly, Greene County Records Center & Archives
 - A Private Matter: Dealing with Privacy-Sensitive Materials in the Archives with Judith Wiener, Health Sciences Library, The Ohio State University and Emily Gainer, Cummings Center for the History of Psychology
 - Preserving & Digitizing the Kent Tribune Newspaper with Jenni Salamon, Ohio History Connection and Sandy Halem, Kent Historical Society

- Thinking Outside the Hollinger Box: Creative Ways to Promote Your Archives with Natalie Fritz, Clark County Historical Society; Kevlin Haire, The Ohio State University; Elise Kelly, Greene County Records Center and Archives; and Karen Robertson, Ohio History Connection
- Perspectives on Archival Processing with Connie Conner, Ohio History Connection; Cara Gilgenbach, Kent State University Libraries; Abigail E. Miller, Kenyon College; and Rhonda Rinehart, Cummings Center for the History of Psychology
- **Revenue Generation:** Council discussed ideas for revenue generation last year, though were never able to initiate anything.
 - T-Shirt Design Contest: The Advocacy and Outreach Committee will take ownership of this project, in coordination with the Public Information Committee. The goal is still to have the winning design announced at the annual meeting. It would be good to run an article in the newsletter about the contest and maybe have a teaser promotion at the fall meeting. Can this be connected with the silent auction at the annual meeting? If we build up a collection of winning designs, we could potentially launch an ecommerce website. Income could be used for the 50th anniversary commemoration.
 - Webinars: OHC does have webinar software, but it usually charges a hosting fee. Nathan offered WebEx provided by University of Cincinnati which can host up to 1000 attendees. Speakers could be asked to donate their time and be introduced by Educational Programming Committee members. We could ask conference presenters to lead webinars or record presentations at the annual meeting and provide them streaming, on demand. Whether or not to charge SOA members a fee was discussed, might undercut our effort to generate revenue. Sasha pointed out that there are a lot of webinars out there and ours would need to be different to draw people in. It would be a good to do a pilot, free of charge, just to test out interest and our ability to produce a webinar. SOA members could be polled for interested topics if the pilot is a success. Sasha will bring this up in the Educational Programming Committee.
 - Cost Savings: We have already reduced the size of the Archives Month poster to save printing and mailing costs. It might be possible to reduce the number of posters printed and mailed if we de-duped the poster mailing list or only send 1 copy to an institution, though these savings may be insignificant. Many people enjoy the posters. Midwest Archives Conference, during their membership drive, asked if members were interested in receiving printed copies, we might be able to do the same.

- **National Coalition for History (NCH):** Council is unsure of the current status of the Regional Archives Association Roundtable effort for a consortia membership. Jennifer and Judy should find out more information at SAA this year. When our current membership term is nearing its end, President Carney will inform NCH of our decision to not renew.
- **50th Anniversary Committee:** President Carney will issue a call for participation to the emailing list, four people have volunteered so far. Sasha recommended that each committee send representatives.

New Business

- **Committee Chair and Council Liaisons:** We need to improve documentation about the roles and responsibilities of each. President Carney will send out something that Past Council Liaison Suzanne Reller had created when she worked with the Educational Programming Committee as a possible template for other committees. In general, committee activity reports only need to be completed annually, in the beginning of the year.
- **Goals for 2016/2017 Year:**
 - Increase student memberships: Sasha mentioned that undergraduate students are an untapped source of potential members. Many majors would have reasons to join, including museum studies. It is affordable for them to join and can help them be prepared for graduate school. Mark volunteered to draft a 1-pager explaining why undergraduate students should become members and what's in it for them, juniors and seniors will be targeted. This might not help with revenue, but will be good for SOA and the profession. Our membership registration form does not currently distinguish between undergraduate or graduate students or include their institutional affiliation. The Membership Committee was charged with reviewing the current registration form and recommending changes.
 - President Carney asked that each committee choose a focus area or top goal for the year and to report back to Council.

Adjournment

Sasha motioned to adjourn the meeting at 12:38pm. The motion was seconded and carried.

Upcoming Meetings

Council will meet by conference call on Wednesday, September 28, 10 am-12 pm. If too many people have conflicts, it can be rescheduled. President Carney will send out a poll for our 3rd and 4th quarterly meetings in September.

Treasurer's Report

July 22, 2016

FISCAL YEAR 2016-2017:

Previous Account Balance: 4/15/2016

\$10,871.97

*Current Account Balance

\$11,509.36

Deposits

\$5,823.20

Expenditures

\$5,186.06

Interest

\$0.25

*Plus \$50.00 cash in SOA Cash Box

*Includes scholarship balance: \$139 (carry over) + \$363 (raised 2016) = \$502

Transactions – Detail

Date	Type	Memo	Amount
4/18/2016	Expenditure	#1821 Ohio History Connection – Ohio History Day sponsorship	-200.00
4/30/2016	Deposit	Membership reimbursement from online registration (Jan. – March)	+1,246.45
4/30/2016	Interest		+0.09
BELOW	BEGINS THE	2016-2017 ANNUAL REPORT	DATA
5/19/2016	Expenditure	1826 Miracle Custom Awards – 1 plaque for the Merit Award	-61.38
5/20/2016	Expenditure	1822 Jessica Cromer – New Professional Scholarship	-100.00
5/20/2016	Expenditure	1823 Kelly Francis-Love – Student Scholarship	-100.00
5/20/2016	Expenditure	1824 Madeleine Fix – Student Scholarship	-100.00
5/20/2016	Expenditure	1825 Ellen Mitchell–Student Scholarship	-100.00
5/20/2016	Expenditure	1827 Amanda Pond – plenary speaker mileage	-115.56
5/20/2016	Expenditure	1828 Massillon Museum – plenary speaker hotel	-161.07
5/24/2016	Deposit	Annual meeting sponsorships (150 from SAA; 100 from The Aldus Society) + 190 conference registration + 363 silent auction	+803.00
5/24/2016	Expenditure	1829 Quest Business Center – Annual meeting venue & food	-3,890.76
5/31/2016	Interest		+0.10
6/9/2016	Expenditure	1830 Ohio History Connection – annual meeting printing & name badges	-357.29

Treasurer's Report

July 22, 2016

6/30/2016	Interest		+0.06
7/15/2016	Deposit	3,758.75 Annual online registration + 15 membership	+3,773.75

Conference income = \$4,288.75

+220.00 (mail-in registration)

+3,758.75 (online registration)

+60.00 (onsite registration)

+250.00 (sponsorships)

Conference expenditures = \$4,524.68

-3,890.76 (Quest room rental and food)

-357.29 (OHC printing, name badges, name badge flags)

-276.63 (hotel room, mileage for plenary speaker)

Society of Ohio Archivists Committee Reports

Date:	July 22, 2016		
Committee:	Membership		
Chair:	Ron Davidson &		
Council Liaison:	Emily Gainer & Mark Bloom		
Members:	Bill Barrow	Kevin A. Caslow	Steve Charter
	Andrew Harris	Susan Hernandez	Toni Vanden Bos
	Kristina Richey	Cate Putirskis	
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>144 current SOA Members</u> Individual = 109 members Patron (\$30 - \$49.99) = 5 members Sponsor (\$50 or more) = 2 members Student = 14 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 7/19/2016. - 			

Society of Ohio Archivists Committee Reports

Date:	July 21, 2016		
Committee:	Public Information Committee		
Chair:	Andrew Harris		
Council Liaison:	Jennifer Brancato		
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"> - Keep online directory up-to-date - Meeting with members of the PIC (either in person or via conference call) - 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 chair for the PIC 2. Jennifer Brancato became council liaison for the PIC. 3. Edited the SOA website, including updates to the Advocacy and Outreach member list and announcing new members of the SOA council. 4. Maintained SOA email, the SOA Facebook page, and moderated the SOA listserv. 			

Society of Ohio Archivists Awards Committee July 2016 Report

Date:	April 15, 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:	
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.	
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:	
<ul style="list-style-type: none">• The primary activity has been requesting the scholarship essays from the recipients.	
Accomplished Goals:	
<ul style="list-style-type: none">• Last year our goal was to increase the number of Student Scholarship award applications. We increased that number by six.• The Committee reviewed and ranked eight award applications and submitted their recommendations to the SOA Council.	

Society of Ohio Archivists Committee Reports

Date:	07/21/2016		
Committee:	Advocacy & Outreach		
Chair:	George Bain & Elise Kelly		
Council Liaison:	Ron Davidson and Robin Heise		
Members:	Connie Conner	Foy Scalf	Kevin Grace
	Caroline Ibbotson	Jacky Johnson	Jennie Thomas
	Elise Kelly	Pam Gochenour	Ken Grossi
	Jennifer Brancato	Natalie Fritz	Kayla Harris
	Ken Grossi	Nathan Tallman	
Mission/Summary:			
<p>The Advocacy and Outreach Committee 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 and Outreach Committee 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. Additionally, the Advocacy and Outreach committee 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; • Are at work presently on recruiting a member of the Ohio delegation in Congress to join the Congressional History Caucus. We are still reaching out to the OHC Local History Office to draw in Ohio Local History Alliance member groups over time to increase our effectiveness in this goal; 			
Accomplished Goals:			
<p>In the last quarter, members of the Committee:</p> <ul style="list-style-type: none"> • Elise Kelly has been named the new Committee Co-chair; • Started a Google Group for improved communication; • Have sent out to all group members a list of important archives related dates for 2016; • Planned another year of the “I Found It in the Archives” contest; • Submitted the top five photographs to the designer to begin designing the 2016 Archives Month poster. 			