

Society of Ohio Archivists Council Meeting
Telephone
May 12, 2017

Attendees: Mark Bloom, Jennifer Brancato, Jillian Carney, Ron Davidson, Betsy Hedler, Robin Heise, Lonna McKinley, William Modrow, Gino Pasi, Kristin Rodgers, Judith Wiener

Call to Order

President Jillian Carney called the meeting to order at 10:02 am. She thanked outgoing council members for their work.

In Between Council Actions

- 3/22/17 – Mark Bloom motioned to approve the Awards Committee Recommendations for Merit Awards, New Professional Scholarships and Student Scholarships. Motion seconded, carried. Robin Heise absented from voting due to a conflict of interest.
- 3/22/17 – Ron Davidson motioned to send a letter of support for amending ORC 149.43 to ensure that permanent records older than 100 years are open to the public without restriction, to ensure fair and equal access to records throughout the state. Motion seconded, carried. Robin Heise abstained from voting due to a conflict of interest.
- 3/28/17 – Mark Bloom motioned to approve the printing of 200 membership brochures for the OMA conference. Once the new SOA logo is finalized and approved additional brochures will be printed to have on hand. Motion seconded, carried.
- 3/30/17 – Kristin Rodgers motioned to approve a SOA 2018 conference registration as a silent auction item. Motion seconded, carried.
- 5/6/17 – Lonna McKinley motioned to approve the purchase of SOA logo t-shirts and tote bags for sale at the conference. Motion seconded, carried. Robin Heise absented from voting due to a conflict of interest.

Treasurer's and Membership Report

- Mark reported an update of the finances. See report for more details.
- Mark will bring petty cash box for conference for sale of the t-shirts and tote bags. If possible a record will be kept of what sizes/styles were sold.
- 116 members. Online directory has been updated to add new members, but no one has been removed yet. See report for more details.

Committee Reports

- **Advocacy and Outreach:**
 - a. Robin reported the t-shirt design contest was not a huge success; of the two entries only one was valid.
 - b. Passports are being worked on now for the Archives Crawl.
 - c. Difficulty recruiting new members.

- d. What should be sent to Archives Month poster contest semi-finalists?
 - e. Betsy's preference would be to receive all of the images/text for the Archives Month poster by one committee member rather than her working with all of the individual submitters.
- **Anniversary:**
 - a. Jillian reported the group met once and is planning to put out a survey to members. The survey is being revised and will be able to send soon to membership.
 - b. Robin, Lonna and Gino would like to join committee.
- **Awards:**
 - a. Lonna provided an update. See report for details.
 - b. Are the History Day awards supposed to be part of this committee? Historically it has been, so Lonna will begin reporting on this award.
 - c. Lonna made a motion, Mark seconded, and it was carried that a check be cut for the History Day winners.
- **Educational Programming:**
 - a. William reported 93 people registered for conference. See report for details.
 - b. Jillian will look into the determination letter (non-profit status letter to acquire donations) and tax exempt form to provide to committee.
 - c. Lunch time elections will be conducted, award winners and t-shirt winner will be announced.
 - d. Discussion of whether to produce the program in color or black/white was had. Lonna made a motion to print in color, Bill seconded, motion carried.
- **Newsletter:**
 - a. Gino reported that the newsletter went out on schedule about a month ago. There was no feature article this time.
 - b. Gino will be unable to attend the conference next week due to a previously scheduled vacation.
 - c. An announcement will be made at the conference seeking editors. Gino will also be sending an email out to all members after conference with the announcement.
 - d. Newsletter will be updated with the new logo, colors, slight font. A design refresh.
- **Nominating:**
 - a. Judy reported we are ready for elections with a full slate of candidates.
 - b. All officers are running unopposed.
 - c. Jillian will announce the winners at the beginning of the business meeting.
 - d. Judy, Jillian, and Mark will count the ballots following the election during lunch.

- e. Candidate descriptions will be printed and included on the registration table and on the tables during lunch.
- **Website/PIC:** Jennifer reported there were a few issues with inappropriate ads appearing on website, but it has been handled by Andrew. Judy's account also seemed to be compromised which drew attention to the need to close accounts that were no longer necessary. Everyone also changed their passwords to ensure security.

Old Business

- **Retention schedules:** Jennifer has not been in contact with Dan Noonan. She will follow up with him regarding the best way to keep records of the Facebook page.
- **SOA Logo Refresh:** Jillian sent an email to council with wording about the new logo to go to all members. She plans to send this email to all members this afternoon. Logo will also be placed in the Google Council Drive group.
- **Council Position Descriptions:** Jillian put together a document of council position descriptions. Council agreed the document is very helpful and clarifies the roles of positions. Jillian will upload this document into the Google Council Drive group.

New Business

- None.

Upcoming Meetings

To be determined by incoming president.

Adjournment

Ron motioned to adjourn the meeting at 11:05 am. The motion was seconded by Jennifer and carried.

**Treasurer's Report
FISCAL YEAR 2017-2018:**

Previous Account Balance: 2/2/2017

\$11,509.36

***Current Account Balance**

\$14,663.64

Deposits

\$3732.50

Expenditures

\$578.50

Interest

\$0.28

*Plus \$50.00 cash in SOA Cash Box

*Includes scholarship balance: \$139 (carry over) + \$363 (raised 2016) + 100 (2017) = \$602

Transactions – Detail

Date	Type	Memo	Amount
After Feb 7			
3/13/2017	Deposit	Hollinger Metal Edge Table fee	+\$250.00
3/17/2017	Deposit	SAA—Conference sponsorship	+150.00
	Deposit	Membership dues Feb06-May08	+620.00
5/08/2017	Deposit	Membership dues from OHC	+1,125.20
5/08/2017	Deposit	Conference Revenue from OHC	+1,542.30
5/08/2017	Deposit	Conference revenue-direct	+45.00
	Interest	Huntington – February-April 30	+0.28
4/03/2017	Expense	Monk's Copy Shop- Brochures printed for OMA packets	-78.50
5/09/2017	Expense	Yellow Springer Tees- SOA tee shirts and bags for Conference	-500.00

Society of Ohio Archivists Committee Reports

Date:	May 2, 2017		
Committee:	Membership		
Chair:	Cate Putirskis		
Council Liaison:	Mark Bloom		
Members:	Bill Barrow	Kevin A. Caslow	Emily Gainer
	Andrew Harris	Susan Hernandez	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 2017 - 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>116 current SOA Members</u> Individual = 86 members Patron (\$30 - \$49.99) = 7 members Sponsor (\$50 or more) = 5 members Student = 6 members Institutional = 8 members Bridge = 1 members</p> <p>*The numbers above reflect those who have joined or renewed since July 2016.</p>			
Accomplished Goals:			
<ul style="list-style-type: none"> - Cate Putirskis became the Chair of the Membership Committee - Online directory was updated on 5/2/2017. - 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. 1/2017 - Follow up membership renewal emails through OHC sent 2/2017 - Membership brochures sent to Ohio Museum Association for inclusion in their conference packet. 			

Committee interest expressed on Membership Renewal 2017

Advocacy & Outreach

Connie Conner cconner@ohiohistory.org (5/2016)
Foy Scalf fscalf@gmail.com (7/2016) Archives month
Stephen Ammidown sammidown@gmail.com (7/2016)
Rachael Acheson rlacheson@gmail.com (8/2016)
George W. Bain bain@ohio.edu (1/2017)
Natalie Fritz nataliemfritz3@gmail.com (2/2017)
Karmen Beecroft beecroft@ohio.edu (3/2017)
Kristina Schulz kschulz1@udayton.edu (3/2017)

Awards

Elizabeth Plummer lplummer@ohiohistory.org (4/2016)
Helen Conger hconger@case.edu (1/2017)

Public Information

Madeleine Fix mfix1@kent.edu (5/2016)
Linda Porter, schoodless@gmail.com (8/8/2016)
George W. Bain bain@ohio.edu (1/2017)
Nick Pavlik npavlik@bgsu.edu (1/2017)
Andrew Harris andrew.harris@wright.edu (4/2017)

Educational Programming

Madeleine Fix mfix1@kent.edu (5/2016)
Leisa Gibbons lgibbon3@kent.edu (6/2016)
Jolie Braun braun.338@osu.edu (8/2016)
Michelle Sweetser msweets@bgsu.edu (1/9/2017)
Justin Risner JustinRisner@woh.rr.com (12/28/2016)
Sherri Goudy sgoudy@armstrongmuseum.org (2016)
Jennifer Thomas archivesgirl@gmail.com (1/2017)
Kristin Wright 91kwright@gmail.com (1/2017)
Tanya Maus, prc@wilmington.edu (1/2017)
Kristina Schulz kschulz1@udayton.edu (3/2017)

Membership

Emily Gainer erlockh@uakron.edu (11/2016)

Nominating

Judy Wiener Judith.wiender@osumc.edu (1/2016)

Date: 05-1-2017

Committee: Advocacy & Outreach

Chair: George Bain & Elise Kelly

Council Liaison: Ron Davidson & Robin Heise

Members: Connie Conner; Foy Scalf; Kevin Grace; Caroline Ibbotson; Jacky Johnson; Jennie Thomas; Pam Gochenour; Ken Grossi; Natalie Fritz; Jennifer Brancato; Nathan Tallman

Mission/Summary:

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.

Goals for the Year:

- Actively recruit new members;
- Increase institutional participation in Archives Month activities;
- Increase awareness, to public and legislators, of Archives Month activities within the state;
 - Establish regional crawls throughout the state
- Increase institutional participation in the "I Found it in the Archives" contest;

Ongoing Issues and Challenges:

- 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:

In the last quarter, members of the Committee:

- Set up a table at Ohio Statehood Day and helped promote CARMA's proposed legislative changes;
- Had an SOA member submit a winning design for the SOA t-shirts;
- Working on putting together a passport for the Regional Archive Crawls throughout the state of Ohio.

Date: April 20, 2017

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 Shreffler; Pamela Winchell; James S. Zimmerlin

Mission/Summary:

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.

Goals for the Year:

- 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

Ongoing Issues and Challenges:

- We received two Merit Award applications and one late award application. The 2017
- Merit Awardees are Jon Endres, Jamie Newhall, and the Greene County Records Center
- and Archives' Educational Outreach Program. The late award application nomination was
- for Nicholas Durda of the Cleveland Public Library. The nominator was encouraged to
- submit the application again in 2018.
- We received four New Professional Award applications and three Student Award scholarship applications. The 2017 Scholarship Awardees are Jenifer Baker, Ivey Barker,
- Kristina Richey, and Cara Yurkowski. Their essays and photograph are due on July 5th

Accomplished Goals:

- Announced the availability of the awards.
- Committee members publicized the availability of the awards at their institutions

- and in their geographic areas.
- The Committee reviewed the applications and made their recommendations to
- the SOA Council.

Date: May 10, 2017

Committee: Educational Programming Committee

Chair: Janet Carleton, Ohio University / Collette McDonough, Kettering Foundation

Council Liaison: William Modrow, Miami University

Members: Lily Birkhimer, Ohio History Connection; Shelley Blundell, Youngstown State University; Karen Glenn, The Ohio State University; Sherri Goudy, Ohio History Service Corps, Armstrong Air & Space Museum; Jacqueline Johnson, Miami University; Stacey Lavender, Ohio University; Jim McKinnon, Dayton History/ Kettering Foundation; Cate Putirskis, The Ohio State University; Adam Wanter, MidPointe Library System

Mission/Summary: Plan the annual SOA spring conference and 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.

Goals for the Year:

- Partner with OLHA for the fall 2016 conference. (Completed)
- Coordinate planning for the spring conference. (Completed)
- Investigate costs associated with the spring conference and explore venue options to ensure cost efficiency. (Completed)
- Increase external sponsorship of spring conference. (Completed)
- Bring back the option of preconference workshop for the spring conference (Completed)
- Partner with Ohio Preservation Council for programming (spring conference preconference and session). (Completed)
- Program spring conference sessions in some alternative formats to increase audience engagement. (Completed)
- Increase marketing of meetings through increased use of social media. (Completed)
- Bring in "name" plenary speaker from outside the area to encourage wider appeal. (Completed)
- Offer additional networking opportunities by hosting informal dinner the night prior to the spring conference (Completed)

Ongoing Issues and Challenges:

- Cmte spent most of the year without an active Council liaison as was on medical leave and then needed to resign from Council. Cmte appreciates EPC member Bill Modrow stepping into that role late in the process.
- Silent Auction committee reported that they had difficulties in soliciting donations from larger companies due to missing documentation of SOA nonprofit status.
- Having a process for soliciting exhibitors. There were exhibitors in some years past (1990s), but this is new to the present time.

Accomplished Goals:

- SOA annual meeting will take place on Friday, May 19, at Quest Conference Center. As of 1 week prior to online registration closing, 92 were registered. That number

includes 3 workshop-only, 3 complementary, and 4 scholarship awardees. Tiered registration was offered again following on the success of its introduction last year at the same prices--early bird \$45/\$65/\$30; regular online \$50/\$70/\$35; onsite \$60/\$80/\$40.

- The preconference workshop, Simple Supports for Dynamic Exhibits, in collaboration with the Ohio Preservation Council, will be offered May 18, the afternoon prior to the annual meeting. OPC members Miriam Nelson, Ohio University & Catarina Figueirinhas, University of Cincinnati, will teach the hands-on workshop. OPC provided the materials and a donor contributed travel costs for one instructor. As of 1 week prior to online registration closing, 15 (out of 20 available seats) were registered. The Ohio History Connection will host the workshop at the Ohio History Center at no charge. Non-tiered registration was \$20 SOA/OPC members, \$25 nonmembers, \$10 students.
- The publicity for the conference was shared often on the SOA website, SOA Listserv, and other cultural heritage-related Listservs and newsletters, as well as through Facebook and Twitter using the hashtag #soaam17.
- Increased sponsorship levels from \$250 in 2016 to \$650 in 2017, which helped keep costs down. Hollinger Metal Edge is the first exhibitor in recent memory. Cash sponsors were OhioLINK and the Society of American Archivists, while Ancestry.com donated door prizes and OhioNET donated a student scholarship.
- Items solicited for the Silent Auction included donations from 17 companies/institutions, and 5 individuals.
- The committee will be working with Jillian Carney and OLHA to determine sessions for the SOA track at the joint fall meeting, which will take place on October 6-7 at the Dublin Crowne Plaza in Dublin.

Date:	May 12, 2017		
Committee:	Nominating		
Chair:	Judy Wiener		
Council Liaison:			
Members:	Jane Wildermuth	Gillian Hill	
Mission/Summary:			
<p>The Nominating Committee annually prepares and submits to Council a slate of candidates for the open positions for officers and Council members. The committee should be made up of one Council member and two other members of the Society. The election of officers takes place at the Spring Annual Business Meeting of SOA.</p>			
Goals for the Year:			
<ul style="list-style-type: none"> - Select potential candidates who are members in good standing of the Society. - Contact potential candidates to ascertain their willingness to run for Council. - Compile questions to which candidates should respond in writing for inclusion in <i>The Ohio Archivist</i> - Endeavor to structure nominations so that no institution has more than two representatives on Council at the same time, however when a single institution does have two representatives, no more than one of them can be an officer. - Present Council with the slate of candidates by January 31 each year. - Prepare paper ballots for the Annual Business Meeting, and count the vote. 			
Ongoing Issues and Challenges:			
<ul style="list-style-type: none"> • Finding members willing to run for office. This year, we did not receive any self-nominations and needed to round out the offices from contacts and suggestions from the nominating committee. All officer positions are running unopposed. 			
Accomplished Goals:			
<ul style="list-style-type: none"> - A slate of candidates has been approved by council and will be voted on at our annual meeting: Robin Heise (president); Janet Carleton (VP); Kristin Rodgers (Treasurer); Cate Purtirskis; Adam Wanter; Lily Birkhimer; and Collette McDonough (council members). - Candidate statements have been sent and are in the recent issue of the Ohio Archivist. - Ballots have been created. - Elections will take place at the annual meeting during lunch and announced at the beginning of the business meeting. Judy W. and Jillian C. are counting the vote. One additional non-running volunteer is needed. - There will be a SOA council meeting right after the business meeting concludes. All nominees have been notified. 			

