

SOA Council Meeting Minutes October 6, 2017

Minutes taken by Robin Heise

Attendees: Lily Birkhimer, Mark Bloom, Janet Carleton, Jillian Carney, Ron Davidson, Robin Heise, Gino Pasi, Adam Wanter

Absent: Betsy Hedler, William Modrow, Kristin Rodgers

Call to Order

President Robin Heise called the meeting to order at 4:18 pm. Robin motioned and Adam Wanter seconded the approval of the last meeting minutes.

In-Between Meetings Council Actions

- 8/31/17-Robin initiated a discussion of which strategic planning option should be selected. Option two was the favorite.
- 9/14/17-Mark Bloom made a motion to pay Monk's Copy Shop \$476.50 for printing of the Archives Month poster. Motion seconded, carried.

Treasurer and Membership Report

- See reports for more details.
- Mark reported that current balance is over \$12,000.
- Brought in \$3252.25 from conference registration and membership dues.
- Mark updated the membership directory on September 25, 2017.
- The committee will be updating the membership brochure over the next few months.

Committee Reports

- **50th Anniversary Committee**
 - See report for more details.
 - Jillian reported that many of the details are still up in the air pending on the decision on the location of the event.
 - The committee is working with PIC to determine if they will be able to support the development of SOA Pinterest boards to highlight Ohio Archives.
 - Jillian will be following-up with Ohio State University to determine if they will be able to digitize the newsletters.
 - Jillian reminded us that OHC might be a possible location for the evening reception, but it would probably be cost prohibitive.
 - Robin will check with George to see if he would like to submit the nomination for the SAA Distinguished Service Award.
 - Robin will talk with George about requesting proclamations from the Governor, the Ohio House of Representatives, and the State Senate.

- **Advocacy & Outreach**

- See report for more details.
- Adam reported that the Archives Month poster has been sent out and Fred and George will be distributing to the State Representatives and Senators next week.
- Natalie Fritz has sent out the passport for the State Archives Crawl. The passports list archival repositories across the state (those that have submitted their information).
- The committee is presently working on recruiting a new member of the Ohio delegation in Congress to join the Congressional History Caucus.
- The committee will be discussing the statewide “I Found It In the Archives” contest and ideas to increase participation and report back to Council in January.

- **Awards**

- See report for more details.
- Lily reported that new nominees will be solicited beginning in November.

- **Educational Programming**

- See report for more details.
- Janet reported that Collette had been busy gathering proposals for the Annual Meeting. Council needs to make a decision today on the location and date so that the Committee can move forward with planning.
- There was a discussion about moving the annual meeting around the state for future meetings after the 2018. Jillian reported that the data that she could find (1968-1998, data on 2-day meetings) suggested that regardless of location, we averaged only about 55 attendees. Data after 1998, was inconsistent and difficult to gather. In 2010, we moved to a one-day meeting.
- There were questions regarding the proposed regional Archives 101 workshops. Details need to be worked out in order for the group to begin planning. It was suggested that we partner up with OLHA to hold these at their regional meetings.
 - Jillian will check with Betsy on who to contact with OLHA and follow-up with Council.

- **Newsletter**

- Template report not received.
- Gino reported that Kayla Harris will be the new editor. She will take over completely in the fall 2018.
- Gino suggested that the newsletter should also have a GoogleDrive available for people to add articles, etc. for publication in the newsletter.

- **Nominating**

- See report for more details.

- Jillian has confirmed that Gillian, Jane, and Judy will continue to serve on the committee.
- The committee will be meeting in November to confirm a slate of candidates to run for treasurer and two council positions.
- The slate of candidates will be brought to the January Council meeting.
- **Website/PIC**
 - See report for more details.
 - Ron reported that in a recent phone call the committee discussed having a central site to track and share information for committees (ie. GoogleDrive or Trello).
 - Robin will check to see if setting up individual folders in Google is within our contract with OHC.
 - The committee will be working closely with the 50th Anniversary committee to create social media content.
 - The committee needs to confirm that the necessary tools for social media sites (i.e., passwords, permissions, etc) are being maintained by the Secretary, to ensure continuity through personnel changes.

Old Business

- Retention Schedules
 - These are in the GoogleDrive, please review for discussion at the January meeting.
- RAAC
 - Dues are paid for the current year.
- Strategic Planning
 - Robin is waiting to hear from OHC on details and will update Council once she has any information.

New Business

- 2018 Annual Meeting
 - Collette had sent proposals to Council and recommended Quest Conference Center which is available on our original date of May 18, 2018.
 - Janet motioned that we accept Collette's recommendation for holding the Annual Meeting on May 18, 2018 at the Quest Conference Center in Columbus. Mark seconded and the motion carried.
- 50th Anniversary Evening Reception
 - Collette recommended that we hold the evening reception for the 50th Anniversary celebration at the Polaris Grill, in close proximity to Quest, on May 17, 2018. The Polaris Grill has a room that would hold a maximum of 50 people and we would have to spend at least \$600 in food / beverages.
 - Robin motioned that we accept Collette's recommendation of holding the evening reception on May 17, 2018 at the Polaris Grill. Ron seconded and the motion carried.

- Jillian suggested that we may want to contact a local hotel (i.e. Hampton Inn) to see if they could hold a block of rooms, at a discounted rate, without us having to pay a fee.

Upcoming Meetings

- January 23, 2018, 10-11 AM (phone call)
- April 25, 2018, 11-12 (phone call)
- May 2018 (at the annual meeting)

Adjournment

Robin adjourned the meeting at 5:20 pm.

Treasurer's Report
 October 6, 2017

FISCAL YEAR 2017-2018:

Previous Account Balance: 8/8/2017
 \$10,319.50

***Current Account Balance**
 \$12,966.04

Deposits
 \$3252.25

Expenditures
 \$605.90

Interest
 \$0.19

*Plus \$50.00 cash in SOA Cash Box

*Includes scholarship balance: \$102 (carry over) + \$753 (raised 2017) + 100 (2017) = \$955

Transactions – Detail

Date	Type	Memo	Amount
8/14/2017	expenditure	#1849 McDonough-stamp reimbursement	-\$29.40
9/19/2017	expenditure	#1851 Monk's Copy Shop-posters for Archives Month	-476.50
9/29/2017	expenditure	#1852 RAAC Dues	-100.00
9/5/2017	deposit	OHC- conference registration and membership dues	+\$3252.25
Aug-Sept	deposit	Huntington interest	+0.19

Date:	October 6, 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 - Update Membership Brochure for 2018 - Calendar of Membership committee deadlines. 			
Ongoing Issues and Challenges:			
<p><u>134 current SOA Members</u> Individual = 105 members Patron (\$30 - \$49.99) = 7 members Sponsor (\$50 or more) = 5 members Student = 8 members Institutional = 8 members Bridge = 1 members</p> <p>*The numbers above reflect those who have joined or renewed since August 2016.</p>			
Accomplished Goals:			
<ul style="list-style-type: none"> - Online directory was updated on 9/25/2017. - Posted membership data on Council google doc drive. 			

Date: 09-25-2017

Committee: Advocacy & Outreach

Chair: George Bain & Elise Kelly

Council Liaison: Adam Wanter

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

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

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:

- Archives throughout the state sponsored their local "I Found It In the Archives Contest";
- The Archives Month poster was published and sent out;
- A passport has been finalized and sent out through various list-servs for the Regional Archive Crawls throughout the state of Ohio.

Date: October 6, 2017
Committee: Awards Committee
Chair: Devhra BennettJones
Council Liaison: Lily Birkhimer
Members: William C. Barrow Helen Conger Kevin Grace

Glenn V. Longacre Jessica Maiberger Stephanie Shreffler
Pamela Winchell James S. Zimmerlin Jodi Kearns

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 SOA. 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 Plaques
- 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:

- 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
- Enlisting History Day Judges

Accomplished Goals:

- Student and New Professional Scholarship winner essays and photographs published in the fall edition of *Ohio Archivist*
- Descriptions of the Merit Award winners published in the fall edition of the Ohio Archivist- Awards announcements to be sent out in late October/early November

Date:	October 4, 2017		
Committee:	Educational Programming Committee		
Chair:	Stacey Lavender / Collette McDonough		
Council Liaison:	Janet Carleton		
Members:	Sarah Aisenbrey	Karmen Beecroft	Shelley Blundell
	Sherri Goudy	Kayla Harris	Jim McKinnon
	William Modrow	Cate Putirskis	
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:			
<ul style="list-style-type: none"> - Work with the 50th Anniversary Committee on special events related to the anniversary. (Both cochairs are a part of that committee.) - Coordinate planning for the spring conference. - Investigate costs associated with the spring conference and explore venue options to ensure cost efficiency. - Increase external sponsorship of spring conference. - Program spring conference sessions in some alternative formats to increase audience engagement. - Increase marketing of meetings through increased use of social media. 			
Ongoing Issues and Challenges:			
<ul style="list-style-type: none"> - Having a process for soliciting exhibitors. There were exhibitors in some years past (1990s), but this is new to the present time. - There are many issues with planning the meeting that are still up in the air. Collette has been hard at work trying to find a location. More than twenty locations have been contacted but many of them did not have the room for our organization or did not have the dates that we need. Collette received two proposals. The first from Quest, where we have been the last two years, and the second from the Roberts Centre in Wilmington Ohio. Other locations were considered but were on southeastern Ohio and were not centrally located for our attendees. - Quest had May 6-7, 2018 and also just May 18th. If we were to choose the 18th the Polaris Grill would be willing to host us for a reception on the 17th. They have room for 50 people maximum and there is no charge for the room rental. SOA would have to spend at least \$600 in food and drink which would not be an easy for hor d'oeuvres and drinks for 50 people. - The Roberts Centre is not as centrally located but is within an hour drive for many of our attendees. They had May 3-4, 2018 available for us. We will have to get a block of rooms with them at the adjoining Holiday Inn. Room rental fee will total \$700 plus food. Would need to spend at least \$4,200 in food and drink 			

for our two events. Food prices are very reasonable.

Accomplished Goals:

- The EPC held its first committee meeting on September 14. We discussed subcommittees and asked members to select the ones they're interested in.
- The Archives 101 workshop planners met for their first meeting on September 22. We would like to have the workshops take place between February and early May leading up to our annual meeting. On the phone call, we covered the locations that have volunteered. We will have workshops taking place at the Auglaize County Public Library (Waynesfield branch), Greene County Records Center and Archive, Belpre Historical Society, and the Cleveland Public Library. All locations can house at least 20 people. Other topics that were discussed were the objective of the workshops and budgeting. We had many questions that we could not answer, which we will need to bring to the 50th Anniversary Committee. So far, Robin Heise and Sherri Goudy have volunteered to teach a workshop.

Date:	10/3/17		
Committee:	Nominating		
Chair:	Jillian Carney		
Council Liaison:	Jillian Carney		
Members:	Gillian Hill	Jane Wildermuth	Judy Wiener
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 a slate of candidates for treasurer and two council positions • Run elections during the business meeting at the annual meeting. 			
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 to the process. • Transfer of information with members roll off of the committee 			
Accomplished Goals:			
<ul style="list-style-type: none"> • Committee members confirmed • Will be scheduling meeting for November/December to work on a new slate of candidates. 			

Date:	October 6, 2017		
Committee:	Website / Public Information		
Chair:	Andrew Harris		
Council Liaison:	Ron Davidson		
Members:	Jennifer Brancato	George Bain	Lily Birkheimer
	Janet Carleton	Sasha Griffin	Bill Modrow
	Gino Pasi	Jennifer Long Morehart	Greg McCoy Lisa Rickey
Mission/Summary:			
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.			
Goals for the Year:			
<ul style="list-style-type: none"> • Ensure that necessary tools for social media sites (i.e., passwords, permissions, etc.) are maintained by the Secretary, to ensure continuity through personnel changes • A central site to track and share information among committees (Google Drive and Trello were discussed) for ease of communication between providers of content and webmaster/PIC • Working closely with 50th Anniversary committee and others to create social media content 			
Ongoing Issues and Challenges:			
<ul style="list-style-type: none"> • Obtaining sufficient content for social media sites • Coordinating with Council and committees • Developing a centralized infrastructure for ownership and management of social media 			
Accomplished Goals:			
<ul style="list-style-type: none"> - Twitter account created - Website maintained/updated - Facebook page maintained 			