

**Society of Ohio Archivists Council Meeting
Holiday Inn, Worthington, Ohio
October 2, 2015**

Attendees: Jillian Carney, Emily Gainer, Robin Heise, Lonna McKinley, Jenni Salamon, Suzanne Reller, Andrew Harris, Shelly Blundell, Gino Pasi

Call to Order

President Jillian Carney called the meeting to order at 3:50pm.

In Between Council Actions

- On August 10, 2015, Lonna McKinley motioned to confirm Jennie Thomas as Co-Chair of the Advocacy and Outreach Committee. The motion was seconded and carried.
- On September 14, 2015, Robin Heise motioned to approve the minutes of the July 24th Council meeting. The motion was seconded and carried.
- On September 22, 2015, Lonna McKinley motioned to pay the Ohio History Connection \$1,054.48 for Archives Month poster printing and mailing costs. The motion was seconded and carried.

Treasurer's and Membership Report

Treasurer Emily Gainer reported an account balance of \$11,603.01. Emily is concerned over our balance and does not want to drop below \$10,000. We have 148 members as of August 2014. Please see attached reports.

Committee Reports

- **Website/Public Information:** Council Liaison Andrew Harris reports that so far it's working out not having a committee chair, Andrew is able to keep up with change requests for the website. All web requests should be sent to Andrew. Please see attached reports.
- **Nominating:** Secretary Nathan Tallman reported for Council Member and Committee Chair Judith Weiner that no meetings of the Nominating Committee had been held since the last Council meeting. The Committee's work will ramp up this fall and winter.
- **Newsletter:** Editor Gino Pasi reported that the latest newsletter had been published this week and commented that the publication schedule isn't convenient for advertising the fall meeting with the Ohio Local History Alliance. Gino would like to conduct a survey of membership about newsletter reading interests and explore other formats, such as a news magazine.
- **Educational Programming:** Council Liaison Suzanne Reller thanked moderators and presenters participating in the fall meeting and welcomed Committee Chair Shelly

Blundell. Shelly is exploring alternative venues for the spring meeting as costs have risen at OCLC. It is important to have a venue located centrally in the state. It may be possible to obtain a discount by signing a multi-year contract as the Ohio Local History Alliance had done with the Holiday Inn in Worthington. The Committee is meeting regularly and using a wiki. Please see attached reports.

- **Awards:** Vice President and Council Liaison Lonna McKinley gave the attached report.
- **Advocacy and Outreach:** Council Liaison Robin Heise was excited to have Jennie Thomas as Co-Chair of the committee, leading the Advocacy group. Outreach leader George Bain has requested that we send an Archives Month poster to Senator John Glenn, who is featured on the poster.

Old Business

- **Committee Chairs:** The Public Information Committee still lacks a Chair, but Council Liaison Andrew Harris reports that himself and the committee are handling the work. Stephanie Bricking was recommended as a Chair, Council Liaison Suzanne Reller will contact her about her interest.

New Business

- **Regional Archival Association Consortium (RAAC) Proposal:** George Bain has requested that SOA contact the leadership of RAAC to distribute information on the National Coalition for History's effort to establish a History Caucus in the United States House of Representatives. Please see attached proposal. It was felt that this activity is best handled by the Society of American Archivists Issues and Advocacy Roundtable. President Jillian Carney will refer George to the Roundtable leadership.
- **Ohio Resource Center (ORC) Proposal:** The ORC is requesting a letter of support from President Jillian Carney in support of their grant request to the National Historical Publications and Records Commission. Please see attached proposal. Andrew Harris motioned to authorize President Jillian Carney to write a letter of support. The motion was seconded and carried.
- **Cutting Costs and Raising Revenue:** Many ideas for taking these measures were discussed, including no longer purchasing gifts for outgoing council members, t-shirt design contest and sales, reducing direct mail, corporate sponsorship, and educational programming.

Adjournment

Andrew Harris motioned to adjourn the meeting at 5:02pm. The motion was seconded and carried.

Treasurer's Report

October 2, 2015

FISCAL YEAR 2015-2016:

Previous Account Balance: 7/24/2015

\$11,500.47

***Current Account Balance**

\$11,603.01

Deposits

\$272.35

Expenditures

\$170.00

Interest

\$0.19

*Plus \$50.00 cash in SOA Cash Box

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

Transactions – Detail

Date	Type	Memo	Amount
7/31/2015	Interest		+0.09
8/31/2015	Interest		+0.10
9/30/2015	Deposit	Online membership reimbursement from OHC (\$247.35) + Individual membership (\$15) + Bridge membership (\$10)	+272.35
10/2/2015	Expenditure	#1817 - Aaron Buckles, I Found it in the Archives contest winner stipend	-100.00
10/2/2015	Expenditure	#1818 - Ohio History Connection – fall meeting registration for Aaron Buckles, I Found it in the Archives contest winner	-70.00

Society of Ohio Archivists Committee Reports

Date:	September 28, 2015		
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 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:			
<p><u>148 current SOA Members</u> Individual = 113 members Patron (\$30 - \$49.99) = 4 members Sponsor (\$50 or more) = 3 members Student = 18 members Institutional = 7 members Bridge = 3 member</p> <p>*The numbers above reflect those who have joined or renewed since August 2014.</p>			
Accomplished Goals:			
<ul style="list-style-type: none"> - Online directory was last updated September 29, 2015. - SOA will have a table at the OLHA/SOA meeting on October 2. Membership brochures, pencils, and other information will be available. 			

Society of Ohio Archivists Committee Reports

Date:	October 1, 2015		
Committee:	Public Information Committee		
Chair:			
Council Liaison:	Andrew Harris		
Members:	George Bain	Amber Bice	Lily Birkhimer
	Janet Carleton	Sasha Griffin	Greg McCoy
	Gino Pasi	Lisa Rickey	Jennifer Long Morehart

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:

- 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:

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
6. Documenting tasks and responsibilities of PIC Chair
7. Replacing committee chair, Jennifer Long Morehart
8. Meeting with committee members

Accomplished Goals:

1. Posted for the following:
 - I Found it in the Archives Competition voting,
 - SOA Fall Meeting
 - I Found it in the Archives Voting results
 - Update Council Officers List
 - Publicizing the Fall 2015 issue of the Ohio Archivist
2. Added Merit Award Recipients for Spring 2015 to website
3. Added slides from multiple presentations to the Annual Conference page.
4. Updated Archives Month page to reflect this year's events.
5. Added events to Archives Month Calendar.
6. Created previous Archives Month Events page to archive previous year's events.
7. Added new poster to the Archives Month posters page.
8. Posted Fall 2015 Ohio Archivist Newsletter and updated Issuu viewer to the new issue as well.

Society of Ohio Archivists Committee Reports

Date:	10/2/2015		
Committee:	Educational Programming Committee		
Chair:	Shelley Blundell		
Council Liaison:	Suzanne Reller		
Members:	Lily Birkhimer	Jacky Johnson	Cate Putirskis
	Jillian Carney	Jodi Kearns	Kristin Rodgers
	Eve Davis	Katy Klettlinger	Jenni Salamon
	Amy Dawson	Ruth Lichtensteiger	Kevin Steinbach
	Shelby Dixon	Shanee' Yvette Murrain	Steven Stewart
	Natalie Fritz	Collette McDonough	Camila Tessler
	Karen Glenn	Liz Plummer	William Modrow
Mission/Summary:			
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.			
Goals for the Year: [tentative]			
<ul style="list-style-type: none"> • Partner with OLHA for the Fall Conference. • Coordinate planning for the Spring Conference. • Investigate costs associated with the Spring Conference and explore venue options to ensure that we are cost efficient. • Investigate new options for committee calls including web conferencing. 			
Ongoing Issues and Challenges:			
An ongoing challenge for this committee is Spring Conference planning. Planning for the Spring Conference takes up the majority of the committee's time leaving little time for other educational efforts.			
Accomplished Goals:			
<ol style="list-style-type: none"> 1. Shelley Blundell has been appointed as the new chair of the committee. 2. The Fall Conference with the Ohio Local History Alliance will take place on October 2nd and 3rd. Sessions and speakers for the SOA track will include the a session on the I Found it in the Archives Contest including the 2015 winner; an Ask the Archivist panel; a preservation/disaster planning session with Holly Prochaska from UC; a session on digital curation with Sasha Griffin from Dennison; and a grants session with Andy Verhoff and Fred Previts. Jennie Thomas from the Rock Hall will also be speaking about a grant project to digitize the Jane Scott papers on the OLHA track. 3. Shelley Blundell with assistance from Suzanne Reller has been exploring costs and venue options for the Spring Conference and comparing prices. A date and venue still need to be determined. 4. Planning has begun for the Spring Conference. The committee will be holding monthly conference calls. 			

Educational Programming Committee Information on Venues

SOA Requirements for a Venue

- Two rooms with computers and overhead projection capabilities
 - Room 1: Capacity for 90+
 - Room 2: Capacity for 40-50
- Catering
 - Continental Breakfast
 - Lunch
 - Break
- Area for registration table, silent auction, posters
- Wifi
- Venue Availability in May 2016: Best dates – May 6, 20, 27 (Kent State Commencement is the weekend of the 13th)

Preliminary Findings

OCLC room costs are reasonable compared to other venues, but their catering prices are higher, especially for breakfast prices. There are less expensive facilities out there, but their location is not as convenient as OCLC.

Recommendations

Option 1: Stick with OCLC, try to reduce costs through less expensive food options, find a sponsor for lunch or increase registration costs

Option 2: Explore options with Ashland University, Possibly decrease registration costs to account for attendees who may need to stay overnight somewhere

Venues Explored ***

***We have not requested detailed price proposals. Cost estimates are just our best guess and have not figured in service fees, and additional fees.

Columbus State Community College

- Date Availability:
- Room Costs: approximately \$1870 (This is for two sections of the ballroom, we may be able to figure out a cheaper combination of rooms)
- Catering fees: Must use approved vendor
 - Example: L.A. Catering
 - Continental Breakfast: \$8.00/person
 - Lunch: \$12.50/person (sandwich platters and sides)

- Break: \$135 (beverages) (if we can use dessert from lunch)
- Cost Include: Tables, chairs and standard initial set-up, Computer, Microphone (Ballroom), LCD Projector & Screen (ceiling mounted), DVD/VHS, Wireless Internet Access (for all) Parking
- Cost Estimate (before service fees, additional fees, and taxes): somewhere around \$3900??

Wright State University

- Date Availability: May 20, 27
- Room Costs:
 - **SU Endeavour Room** - Theater Seating for 150/Banquet Seating 90/Classroom Seating 72 Room Costs with Audio Visual Services (Podium/Mic, Video Projector/Screen, Speakers, Computer) = **\$725.00**
 - **SU Discovery A Room** - Fixed Theater Seating w/ Flip-Up Writing Surface for 45 Room Cost with Audio Visual Services (Podium/Mic, Video Projector/Screen, Speakers, Computer) = **\$425.00**
- Catering Fees (Catering by campus caterer)
 - Breakfast: \$6.25/person + beverages (estimate \$110)
 - Lunch: \$16.00/person (cold sandwich buffet)
 - Break: \$76 (beverage estimate) (if we are able to hold desserts from lunch)
- Cost Estimate(without service fees, and any additional fees): around \$3400??

OCLC Conference Center

- Availability: May 6, 13, 27, all Fridays in June
- Room Rental: \$600 (includes all audio visual) - **\$200 increase over 2015**
- Catering Costs: \$2000 minimum
 - Breakfast: \$10.50/person (without the fruit we had 2015), includes beverages
 - Lunch: \$17.95/person (different lunch option, picnic-style lunch)
 - Break: hold desserts from lunch, Beverages: \$75.50
 - Table Fees: \$40
- Estimated Costs: \$3300 (Plus 21% service fee = somewhere around \$3993)
- Pros: Central location, great technology, great staff
- Cons: Increasing price

Ashland University (Ashland, Ohio)

- Availability: May 6 and 27
- Room Rental: No cost
- Catering Costs:
 - Breakfast: \$5.75/person includes beverages
 - Lunch: \$11.95/person (Pasta bar)
 - Break: \$3.00/person

- Estimated Costs: somewhere around \$2000?? (Plus 12% service fees and any table and linen fees = \$2300+)
- Pro: Costs
- Con: Distance from the Southern parts of the state

Society of Ohio Archivists Awards Committee Report

Date:	September 25, 2015
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:	
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 has been the most challenging category in receiving multiple applications.	
Accomplished Goals:	
<ul style="list-style-type: none"> • Called for Awards Committee Membership—8 members; • Will request Committee Members to publicize the call for awards applications in their local areas, November 2015; • Will publicize the call for awards applications at Ohio regional colleges and universities, post on archives and history listservs, and distribute a descriptive flyer to the Committee Members, November 2015. 	

Society of Ohio Archivists Committee Reports

Date:	October 2, 2015		
Committee:	Advocacy & Outreach		
Chair:	George Bain and Jennie Thomas		
Council Liaison:	Jennifer Brancato and Robin Heise		
Members:	Kayla Harris	Shanee' Murain	Caroline Ibbotson
	Pam Gochenour	Michele Tollie-Porter	Kelly Brown
	Elizabeth Campbell	Kevin Caslow	Alexandra Coley
	Connie Connor	John Crissinger	Jeremy Feador
	Kevin Grace	Ken Grossi	Jacky Johnson
	Laney Knight	Chad Statler	Kevin Steinbach
	Jennie Thomas	Jeff Risner	Amber Bice
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"> • 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"> • Increasing institutional participation in Archives Month activities; • Increasing awareness, to public and legislators, of Archives Month activities within the state; • Increasing institutional participation in the "I Found it in the Archives" contest. 			
Accomplished Goals:			
<ul style="list-style-type: none"> • Successfully held the 2015 State-wide "I Found It In the Archives" contest; • Designed and printed the 2015 Archives Month poster; • Promoted Ohio History Connection's Legislative Action Center; • Set up table at Ohio Statehood Day and help promote CARMA's proposed legislative changes. 			

RAAC Proposal

Submitted by: George Bain

This is a request for SOA to contact the leadership of the Regional Archival Associations Consortium (RAAC) asking it (either the Advocacy Subcommittee chair or the group's co-chairs) to distribute information to the RAAC member groups to urge these groups to support the National Coalition for History's effort to establish a History Caucus in the US House of Representatives.

The National Coalition for History (NCH) is the primary advocacy group currently available for archival groups. SAA is one of its major supporting organizations and a few RAAC groups are members. One of NCH's main goals—working with Members of Congress—this year is to foster a History Caucus that has the potential to advance legislative objectives helpful to the historical community. By having interested members familiarize themselves with the work of agencies such as NARA, the NHPRC, the NEH, the IMLS, the easier it will be over time to promote our interests or to stymie efforts detrimental to our interests (e.g., the current effort to preserve NHPRC's budgetary allocation). So far it has proven a struggle to interest enough Congressional representatives to join the effort. (This is the second Congress with which NCH has worked on this goal.) According to NCH an ideal number of members for the caucus would be approximately 50 but as of early September the number is less than 25.

This is where regional archival groups could prove very helpful. Sometimes it only takes a handful of constituents to get an elected official's attention. If regional associations adopt this effort as an advocacy objective and encourage their members to make contacts, it is very possible that more will join the Congressional History Caucus. (Conversely, it would do as well to express appreciation for MC's who have joined.)

The NCH's web site <historycoalition.org> has information about this effort, including a statement on why this is important and a list of those members who have joined in the Congress, the names of the leaders for the caucus, and a link to the "Dear Colleague" letter sent to all members.

Ohio Resource Center proposal
Submitted by: Daniel Langdon

Jillian,

By way of quick introduction, I serve as the Social Studies Content specialist at The Ohio Resource Center, and I am partnering with the Jodie Engle and Betsy Hedler at the Ohio History Connection to submit a grant proposal to the National Historic Records Preservation Commission. ORC is housed in the College of Education and Human Ecology at The Ohio State University. We professionally review classroom resources, content supports, apps, collections and digital textbooks to provide Ohio's teachers quick reviews and easy access to effective, standards-aligned free resources. I also serve as the Executive Director of the Ohio Council for the Social Studies.

The National Historic Records Preservation Commission has competitive grants in several categories. The Ohio Resource Center and the Ohio History Connection have elected to pursue a grant to develop effective classroom resources and professional development for teachers to promote student use of archives and digital collections sponsored by archives. I am writing to you in your role as the President of the Society of Ohio Archivists to explore the possibility of SOA writing a letter of support for our grant. I recognize that the information below may be too brief to take to your Board, so I would welcome the opportunity to discuss this request by phone to answer any questions you may have.

Research and classroom experience indicate:

- While there are resources for teaching and promoting general research plans/approaches (The Big Six comes to mind), most of the specific resources to promote the use of archived materials is not classroom-friendly. Many focus on a level of details and complexity that would appeal only to those conducting advanced research projects, and would take more time to introduce and use than most social studies classroom teachers are able to devote for research projects they embed within a course.
 - ORC and OHC will draw from resources of the Society of American Archivists, the Library of Congress, and the National Archives to create classroom-friendly resources that effectively promote the use of archives but also reflect the time constraints teachers face and the need for student-friendly language and depth of detail. In addition to face-to-face workshops for teacher, librarians, and local history collection specialists, our trainings and resources would be translated into a digital professional development module that will be free to teachers and students.
- Students growing up in the age of Google and other search engines are reluctant to explore beyond the initial results, partly because they don't understand what archives are, why they should access them, and how to access them.
- College and career-ready standards in Ohio and the Common Core Standards in English/Language Arts for Literacy in Social Studies emphasize the need for students to effectively locate information from a variety of sources and interpret primary sources.
- Key archives like the Library of Congress archives and the National Archives (NARA) have responded to teachers and students in the past by organizing collections of resources for them. While this is laudable at one level, it also leaves many students prepared only to use resources others have culled for them, gimmicking the Google issue. We believe college and career ready students must be able to identify sources of information for themselves and develop skills to access those resources in order to critically think about information they see presented in the media and by campaigns.

Ohio Resource Center proposal
Submitted by: Daniel Langdon

If awarded, the 18 month grant would allow us to develop materials, host professional development for a pilot group of teachers, refine materials and professional development based on the pilot results, offer professional development to 40 teachers, librarians, and local history site administrators, and finally convert the training and resources into a free online module for teachers and students.

We believe that providing the right classroom-friendly resources will encourage teachers to include archival searches as part of their research projects and will remove both the mystery surrounding and the daunting nature of archival searches for students. This will promote student skills in purposefully identifying and selecting resources from digital archives and collections, rather than accepting search engine results or resources selected by a third party as their main source of information.

I look forward to speaking with you about our grant proposal.

Best Regards,

Dan Langen

Social Studies Specialist

Ohio Resource Center

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