

1998 Minutes

13 November, 1998

Society of Ohio Archivists Council Meeting
Ohio Historical Society

The meeting was called to order at 10:30am on Friday, November 13, 1998. Members present were Ken Grossi, President; Dawne Dewey, Vice President; Julie McMaster, Secretary; Kerrie Moore Acting Treasurer; John Brannick, Council Member; Charlie Arp, Council Member; and Martin Hauserman, Council Member. Also present were Tom Steman, Spring 1999 Program Committee; George Bain, Archives Week Coordinator; and Fred Lautzenheiser, Ohio Archivist Editor.

Treasurer's Position

Ginny Welton resigned the position of treasurer. Council appointed Kerrie Moore to take over the responsibilities of treasurer. She is willing to hold the post until the term is expired in the spring of 2000. Council thanked Kerrie for all of her work and her willingness to take on the position and for making the transition go smoothly.

Treasurer's Report

See [Appendix A](#). Kerrie received an invoice from the National Coordinating Committee for \$300 along with a letter from Page Miller stating that the invoice was based upon the previous year's contribution. Kerrie stated that the previous year's contribution was \$250 not \$300. Council decided to send a contribution of only \$250 based on last year's contribution. Kerrie also included a preliminary membership report counting 105 paid members.

Ohio Archivist Report

Fred Lautzenheiser reported that the spring 1999 issue would include an article by Bessie Karras concerning the records management/electronic records project for ARMA, as well as book reviews by Ann Sindelar on two genealogy reference works by Tom Kemp. The issue may also include an article by Virginia Krumholz that will address the concept of intellectual capital. Fred will ask Ed Isaly to do an institutional spotlight article on the Lake Erie Islands Historical Society.

Fred also reported that he has had multiple requests for Ohio Archivist articles. The fall 1994 article concerning outreach to schools titled "*Teach Your Children Well*" was requested by five people from around the country. Additionally, five other individuals requested Sharon Ochsenhirt's piece on Friends of the Archives groups, which was also from the fall 1994 issue. Fred pointed this out because of the seemingly widespread interest in these topics.

A successor for the position of Ohio Archivist editor has not been identified. Fred is willing to continue with the position until a successor is found. Because his position requires continuity and a great deal of training, Council would like to see a new editor commit to at least a five-year term. Announcements about the editor's position will be put onto the listserv, into the Ohio Archivist, and made at the spring meeting. Council members agreed that all SOA members should be given the opportunity to seek the editor's position. Council thanked Fred for his continued work on the Ohio Archivist.

Fall Meeting 1998, Final Report

57 members attended the fall meeting at the Hebrew Union College in Cincinnati. Council members who attended commented on the high quality of the sessions and the facility.

Spring Meeting 1999

See [Appendix B](#). Tom Steman and John Brannick gave a preliminary outline for the spring 1999 meeting which is scheduled for Ohio Historical Society on April 22-23, 1999. The theme for the meeting will be "Contemporary History and Popular Culture." Session topics were discussed and several council members offered suggestions. A budget of \$1600 was approved for the meeting.

Fall Meeting 1999

Council discussed having a full-day workshop instead of a traditional meeting format. The Society of American Archivists gives a copyright workshop and council felt there would be enough interest among members to warrant this type of workshop. Because of the subject matter and the proximity of the law school, Wright State could be a good venue for the workshop. Kerrie Moore is looking into the options.

Committee Reports

Archives Week - George Bain gave a summary of the amounts given by various groups to support Archives Week, including a \$500 donation from Ohio Library Council, \$50 from the National Organization of Women, \$50 from Diane Mallstrom from Kappa Kappa Gamma, and possibly \$250 from Ohio Women's Policy and Research. In addition to 2000 posters printed, bookmarks were printed, a symposium and four workshops were held. Hollinger Corporation and University Products gave startup kits with archival products for the workshop participants. The theme for archives week in 1999 is celebrating education in Ohio.

Education - Charlie Arp reported that three workshops were held in conjunction with Archives Week. These were not particularly successful because they were too focused specifically on women's groups. He suggested that we ask the Ohio Library Council, as well as other groups, what we can do to tailor workshops to fit their needs. Ohio State University requested a workshop on arrangement and description for their special collections staff.

Membership - Kerrie Moore discussed a mentoring program for new members. She contacted SAA to learn more about their mentoring program.

Merit Award- Dawne Dewey reported that she had not received any nominations. Charlie Arp made a verbal nomination and Ken Grossi asked Arp to submit the nomination in writing. That nomination will be discussed at the next council meeting. Dawne led the discussion concerning SOA's involvement in the History Day Awards. Council decided to give two awards of \$50, one per age division per year. Dawne will do more research to finalize the criteria for selection of winner and report her findings at the next meeting.

Nominating - Martin Hauserman discussed candidates for Council for the spring election. He will develop a list of candidates and will forward the list to Ken Grossi.

Programs - John Brannick thanked Tom Steman, Claire Balawajder, and John Brannick for their work on organizing the Spring 1999 meeting sessions.

Public Information - Charlie Arp said that updates to the web site should be completed by the January council meeting.

Other Business

The next council meeting was set for either January 15 or 22, 1999 at 10:30am at the Ohio Historical Society. With no other business a motion was made and carried to adjourn. Council adjourned at 12:45 p.m.

Respectfully submitted.
Julie McMaster, Secretary

Appendix A

Society of Ohio Archivists

Treasurer's Report

13 November, 1998

Financial

The checking account balance as of November 12, 1998 is \$5,446.46.

Income: 6-5-98 to 11-13-98

Deposit 8-17-98 \$1,165.00

Deposit 9-4-98 755.00

Deposit 9-11-98 370.00

Deposit 10-15-98 1,285.00

Interest 35.35

TOTAL: \$3,610.35

Expenses

#1453 \$42.75 OHS
#1454 400.00 MC Helms
#1455 18.11 Kinko's
#1456 3.30 Office Depot
#1457 70.40 Post Office
#1459 101.00 Charles Arp
#1460 200.00 MC Helms
#1461 37.20 OHS
#1462 24.23 Kinko's
#1463 34.91 Office Depot
Money Order 713.05 MC Helms
#1464 97.59 OHS
#1466 300.00 Hebrew Union
#1467 40.00 Donna Rock
#1468 133.61 Hayes Center
#1469 934.50 All About Catering
Service Charges 76.45

TOTAL: \$3,227.10

Appendix B

SOA Spring Meeting Preliminary Schedule
April 22-23, 1999
OHIO HISTORICAL SOCIETY, COLUMBUS

Theme: "Contemporary History and Popular Culture"

Thursday, April 22

9:30 - 10:00 Registration

10:00 - 10:30 Welcome and Candidates' Statements

10:30 - 12:00 Speaker from Bowling Green on their contemporary collections

12:00 - 1:30 Lunch

1:30 - 2:45 Concurrent Sessions

#1 Archival Collection Management in small historical societies - one idea is having someone from the Montgomery County Historical Society speak about the NCR records they recently acquired

#2 Roundtable discussion of scanning and indexing archival documents and their use in Web exhibits

2:45 - 3:30 Break

3:30 - 4:45 Concurrent Sessions

#1 Managing and preserving photographic and film collections in non-profit organizations - ideas for speakers include: the new curator of photographs at OHS, Tom House, someone from Library of Congress Film Vault at WPAFB, someone from Cleveland Public Library

#2 Access and usage of records in corporate archives - perhaps someone

from Nationwide Insurance, Reynolds and Reynolds, or Proctor and Gamble could speak on their separate experiences

4:45 - 5:00 Break

5:00 - 5:30 Business Meeting

Friday, April 23

8:30 - 9:15 Registration

9:15 - 10:30 Concurrent Sessions

#1 Preserving architectural records in an archival setting

#2 Legal issues surrounding the creation and use of oral histories - Dr. Nancy Garner from the WSU history department is doing an oral history project

10:30 - 10:45 Break

10:45 - 12:00 Concluding Plenary Session

Speaker from the Gerald Ford Presidential Library on "Accessioning Contemporary Presidential Records"



5 June, 1998

Society of Ohio Archivists Council Meeting
Ohio Historical Society

The meeting was called to order at 10:30am on Friday, June 5, 1998. Members present were Ken Grossi, President; Dawne Dewey, Vice President; Julie McMaster, Secretary; Ginny Welton Treasurer; Kerrie Moore, Council Member; John Brannick, Council Member (filled vacancy left by Jim Oda, resigned 4/98); and Martin Hauserman, Council Member. Also present were Tom Culbertson, Fall 1998 Conference Committee, George Bain, Archives Week Coordinator; and Rich Hite, Spring 1998 Conference Committee. Absent: Charlie Arp, Council Member and Fred Lautzenheiser, Ohio Archivist Editor.

President's Comments

Ken Grossi brought up whether SOA should be having one or two meetings per year. Several alternatives were discussed including having only one meeting per year and invite high-profile speakers, and workshops in the fall; having two meetings per year but not having concurrent sessions; or limiting the meetings to one day instead of two. If Council agreed on having one meeting per year, that meeting could rotate to different places within the state and come back to Columbus every third year. The positive and negative aspects of each alternative were discussed, but no decisions were made. Council was asked to think about the subject, and Ken Grossi will contact members sometime in July as a follow up.

Secretary's Report

Julie McMaster submitted the minutes for the April 16, 1998 Council Meeting for discussion and approval. George Bain made a correction which changed the amount generated by Archives week to be \$1300. The Council then approved the minutes.

Treasurer's Report

Ginny Welton gave the Treasurer's report (see [Appendix A](#)). Ginny Welton reported that the SOA account was only receiving 1.5% interest and asked Council if she could investigate other more lucrative alternatives. She also asked if other members of Council would be willing to take turns at the sign-in desk at conferences. Council agreed with both requests. Ken Grossi gave Council an estimated budget for the 1998-1999 fiscal year (see [Appendix B](#)). Council approved the proposed budget.

Ohio Archivist Report

Ken Grossi reported for Fred Lautzeneiser. The deadline for the August 1998 issue of Ohio Archivist is July 1, 1998. The Fall 1998 issue will include the following special features: an article on the Sammy Kay Papers at Ohio University by Christopher Popa; book reviews by Ann Sindelar on two genealogical reference books by Tom Kemp - Virtual Roots: a guide to genealogy & local history on the WWW and Genealogy Annual: a guide to published sources; and a report on the rescue of architectural records by Martin Hauserman. Two articles that have yet to be confirmed are an institutional spotlight on the Local History Department at the Toledo Lucas County Public Library, and an article on the concept of intellectual capital by Virginia Kromholz.

The spring 1999 issue may have one of the above articles if room is not available in the fall issue. The spring issue will also include an article on the archives in Spain, Toledo and Granada, as well as candidate statements for the spring election.

Through Ken Grossi, Fred Lautzenheiser also announced that he would like to hand over the editorship of the Ohio Archivist to someone else, probably with the fall issue, 2000. The goal is to have this transition be well planned so that the new editor can work along with Fred for a year, starting with the fall 1999 issue. Some qualities to look for in an editor are enthusiasm, commitment, and an ability to see the big picture, both geographically and professionally. Because of the amount of training involved, Council would like to see a new editor commit to at least a five year term.

Spring Meeting 1998

Rich Hite (Program Committee) told Council that SOA received \$500 from Ameritech as a sponsor for the conference, but this led to some problems. Ameritech agreed to provide a speaker for the opening plenary session, but backed out two weeks before the conference. They also agreed to do equipment demonstrations on Thursday, which they also backed out of. One of the scheduled participants in the Thursday afternoon session failed to

attend, never giving any explanation.

Several OHS staff expressed a preference for having a reception instead of a mixer since most of those who attended the mixer were those staying at the hotel. For the spring 1999 meeting, a reception will be held instead of the mixer.

Fall Meeting 1998

Tom Culbertson (Program Committee) reported that the fall meeting would be held at the American Jewish Archives on September 24-25, 1998. The committee is working with a budget of \$1600, and is seeking corporate support but nothing had been set. Session topics are finalized, but the committee has had some difficulty in securing speakers for the sessions (see [Appendix C.](#))

Spring Meeting 1999

The spring 1999 meeting in Columbus is now beginning to be planned. Council is looking for members who would like to serve on this committee. Although the local arrangements committee needs to be from the area, members serving on the planning committee do not necessarily need to be local, they just need to have fresh and enthusiastic ideas. Dawne Dewey and Ken Grossi volunteered to contact members to serve on the Program Committee.

Committee Reports

Archives Week - George Bain gave a proposal of "One day in Ohio" for the 2003 Archives Week theme in keeping with Ohio's bicentennial celebration. People would be encouraged to submit essays, photographs, or videos about their lives in the context of the bicentennial. This collection would be compiled together in some form, probably a book. Discussions followed on how SOA would support this proposal. Council asked George Bain to research this project further. Dawne Dewey displayed a mock-up design for the Archives Week 1998 poster. Dawne Dewey also announced that the Dayton roundtable was hosting a Women's History Symposium on October 22, 1998 and asked that SOA host a modified Archives 101 workshop focusing on preserving women's history on October 23, 1998. Council agreed to advertise the workshop in the same brochure and to help with the cost of mailing.

Education - no report.

Membership - The Membership committee will be working with the treasurer, Ginny Welton and Doug McCabe to focus on the areas of membership which are falling.

Merit Award - Dawne Dewey - no nominations have been received. Council is looking for another member to serve on this committee.

Nominating - Martin Hauserman was appointed to serve on this committee. Candidates for Council for the spring election were discussed.

Programs - John Brannick was appointed the liaison between Council and the planning committees.

Public Information - Council discussed whether the web site is becoming a burden for OHS staff. The constitution needs to be updated. Ken Grossi will contact OHS to discuss the procedures for maintaining and updating the web site.

Other Business

George Bain proposed that SOA's logo be updated or changed. Council discussed this idea, but no conclusion was reached. Further discussion is needed. With no other business a motion was made and carried to adjourn. Meeting adjourned at 1:30pm.

Respectfully submitted.
Julie McMaster

Appendix A

Society of Ohio Archivists
Treasurer's Report
5 June 1998

Financial

The checking account balance as of 5 June 1998 is \$5145.45.

Income: 4-15-98 to 6-5-98

Deposit 4-17-98 \$490.00

Deposit 4-17-98 35.00

Deposit 4-26-98 50.00

Deposit 5-9-98 15.00

Deposit 5-12-98 150.00

Deposit 6-4-98 15.00

Interest 7.54

TOTAL: \$762.54

Expenses

#1444 \$149.98 Big Bear

#1445 72.16 Factory Card Outlet

#1446 82.52 Tim Horton's

#1447 36.40 Whole World

#1448 547.00 Shane's

#1449 75.00 Comfort Inn

#1450 8.19 Melissa Wilford

#1451 1057.56 MC Helms

TOTAL: \$2028.81

Service Charge: \$14.31

GRAND TOTAL: \$2043.12

MEMBERSHIP: 151 paid members: 107 individual; 15 new; 3 patrons; 25 institutional; 1 corporate
Ginny Welton, Treasurer

Appendix B

Society of Ohio Archivists
Estimated Budget for 1998-1999

Income: \$5450.00

130 regular members x \$15.00 = \$1950.00

10 students x \$5.00 = \$50.00

30 institutional x \$25.00 = \$750.00

Fall Meeting 50 registrants @ \$20.00 = \$1000.00

Spring Meeting 60 registrants @ \$20.00 = \$1200.00

Sponsors for meetings = \$500.00 (both meetings)

Workshops?

Expenditures: \$6950.00

Ohio Archivist \$3200.00

Archives Week \$500.00

Fall Meeting \$1600.00

Spring Meeting \$1400.00

NCC Membership \$250.00

Education Committee Workshops ?

Mailing charges - i.e. dues notices?

Appendix C

SOA Fall Meeting Preliminary Schedule
September 24 & 25, 1998
Hebrew Union College, Cincinnati

Thursday, September 24

9:30 - 10:30 Registration

10:30 - noon Keynote - Gary Zola, Director, American Jewish Archives

noon - 1:30 Lunch

1:30 - 3:00 Concurrent Sessions
EAD - Jill Tatem and Dorothy Smith
Cincinnati Religious Archives - Don Buske, Kevin Proffitt

3:00 - 3:15 Refreshment break

3:15 - 4:30 Concurrent Sessions
Remembering 1968 - Doug McCabe, Nancy Birk
Urban Appalachia - Maggie Yax

4:30 Business Meeting

5:00 Reception and tour - American Jewish Archives

Friday, September 25

9:00 - 10:00 Keynote - Dr. Randy Runyon - Underground Railroad Museum

10:15 - 11:30 Concurrent Sessions
Electronic Records - Amy Fischer, Fred Lautzenheiser, Bob Smith
Ethnic Cincinnati - Kevin Grace

Motel: Days Inn, 2880 Central Parkway, Cincinnati. Half-mile from campus.
Thursday - \$45.00 single, \$60.00 double (25% discount if 20 rooms booked)
Friday - \$60.00 single, \$75.00 double



16 April, 1998

Society of Ohio Archivists
Business Meeting

Meeting called to order at 5:00pm.

George Parkinson received the Merit Award for his efforts on 2003 project and for strengthening SOA by bringing the focus, especially for the spring meetings, back to Columbus.

Dennis Harrison was elected to SAA council.

Kerrie Moore announced the candidates for council who then spoke about their vision for SOA and what they would bring to council. SOA members voted.

The following were elected to council:

President: Ken Grossi

Vice President: Dawne Dewey

Treasurer: Ginny Welton

Council Member: Charlie Arp

Council Member: Martin Hauserman

Because Jim Oda stepped down from his position as council member, council decided to ask John Brannick to fill his position on council.

Diane Mallstrom gave the treasurer's report (see [Appendix](#))

Tom Culbertson thanked Randy Gooden, Laurie Gemmill, and the other local arrangement committee members for all of their work for the fall 1997 meeting in Youngstown. Rich Hite and Mike McCormick were also thanked for their work on the spring 1998 meeting. The fall 1998 meeting will be September 24, 25, 1998 in Cincinnati at the American Jewish Archives. The theme is Cincinnati and regional history.

George Bain reported that 1300 posters were generated for Archives Week 1997. Wright State University will be designing the poster the 1998 poster with the theme of women's history. Archives Week 1998 will be October 18-24.

Charlie Arp from the education committee reported that a digitization workshop would be held on April 18, 1998. The committee will be working with George Bain in creating workshops for Archives Week. The committee also plans to run several Archives 101 sessions this fall.

Mike McCormick discussed the Ohio Guide project.

With thanks to members of council who are leaving and coming on, the meeting adjourned at 5:45pm.

Respectfully submitted,
Julie McMaster, Secretary

Appendix

Society of Ohio Archivists

Treasurer's Report

Annual Spring Meeting
April 16, 1998

FINANCIAL

The checking account balance as of April 15, 1998 is \$6,426.03.

Income: 1/10/1998 to 4/15/1998

Spring meeting: \$1,360.00 includes wkshp (\$105)

Dues: \$140.00

Archives Week Poster: \$13.00

Interest: \$13.43

TOTAL: \$1,526.43

Expenses: 1/10/1998 to 4/15/1998

OHS #1437 \$282.00 copying

NCC #1438 \$250.00 dues

RH #1439 \$177.66 copying
ETC #1440 \$400.00 OH Archivist
OHS #1441 \$74.10 mailing
TOTAL \$1,183.76

Service charge: \$28.14

GRAND TOTAL: \$1,211.90

MEMBERSHIP = 150 paid members: 107 individual; 14 new; 3 patrons 25 institution; 1 corporate

Respectfully submitted.
Diane Mallstrom



9 January, 1998

Society of Ohio Archivists Council Meeting
Kappa Kappa Gamma Fraternity

The meeting was called to order at 10:30am on Friday, January 9, 1998. Members present were Ken Grossi, President; Dawne Dewey, Vice President; Julie McMaster, Secretary; Diane Mallstrom Treasurer; Kerrie Moore, Council Member; Tom Culbertson, Council Member; Gillian Hill, Council Member; and Jim Oda, Council Member. Also present were George Bain, Archives Week Coordinator; Rich Hite, Spring 1998 Conference Committee; and Charles Arp, Education Committee.

President's Comments

In October, Ken Grossi had a conversation with J.D. Britton of The Ohio Historical Society about an agreement with Ohio Academy of History (OAH) that SOA would send a representative to OAH's Historical Societies and Archives Committee. Since no SOA member has been present at these meetings, and SOA council was not aware that such an agreement existed, OAH proposed to change its constitution eliminating "SOA" from the wording in the clause describing the committee members. Ken Grossi responded with a letter agreeing to the proposed changes.

Abby Shaw from the marketing department of Conservation Resources contacted Ken Grossi about obtaining SOA's mailing list so that a catalog could be sent to members. Council decided only to give the mailing list for institutions, not individual members of SOA. Ken Grossi agreed to pursue the possibility of charging a fee for the use of the list of institutions.

Ken Grossi also asked if the fees to the National Coordinating Committee have been paid for the year. Diane Mallstrom said that they hadn't because she never received a bill. Diane will investigate and pay the fees.

Secretary's Report

Julie McMaster submitted the minutes for the September 25, 1997 Council Meeting for discussion and approval. George Bain made a correction which changed the number of posters sent to the Library Council from 300 to 700. The Council then approved the minutes.

Treasurer's Report

Diane Mallstrom gave the Treasurer's report (see attached). She stated that the membership numbers were not current, but will be updated for the spring directory.

Ohio Archivist Report

Since Fred Lautzenheiser was unable to attend the meeting, Ken Grossi gave an update. The Spring 1998 issue of Ohio Archivist will feature an article by Mike McCormick on keeping up with the Joneses in computer systems; why WRHS isn't doing it. Virginia Kromholtz will report on her project for ARMA in Rome - archival and records management education in Italy. A short descriptive list of Spanish-American War sources in Ohio Archives will be featured, as well as Carlos Suarez Balseiro's notes on archives that he has been visiting in Spain (Toledo, Granada). Space permitting, book reviews of two books dealing with genealogy and the Internet by Tom Kemp, Head of Special Collections, University of South Florida, Tampa, will be given. The regular items will include: candidate statements from SOA spring elections, a report on Archives Week 1997, News Notes, Listserv Sampler, notes on meeting program, etc. The deadline for Ohio Archivist articles for the Spring 1998 issue is February 1, 1998.

The Fall 1998 issue will feature an article by Christopher Popa on the Sammy Kay Papers at Ohio University. Another possible feature would be an article with an institutional spotlight, perhaps from the Toledo Lucas County Public Library Local History Department or another local historical society.

Cuban Archivist's Visit

The visit by the Cuban archivist, Carlos Suarez Balseiro's, unfortunately has had to be cancelled. Carlos had the opportunity to go to Spain on a year-long research grant. The SOA council would like to thank Fred Lautzenheiser for all of his long and hard work to have this project go forward.

Spring Meeting 1998

Rich Hite submitted a tentative program schedule for the April 16-17, 1998 meeting. Since Carlos will not be able to conduct the concluding plenary session, Rich Hite suggested Michael Lucas of the State Library of Ohio to speak on funding for Library Services Technical Association (LSTA) grants. Rich will ask Michael Lucas if he is interested in speaking. Ameritech has agreed to sponsor the spring conference, however the amount of sponsorship has not yet been settled. Ameritech will have a demonstration and literature available for those attending the conference. The Ohio Genealogical Society asked if SOA would like to have a display table at their meeting at the cost of \$40. Council decided against renting the table, but would offer to send SOA

brochures for distribution at their meeting and ask OGS to send their brochures to SOA's meeting. Council approved a budget of \$1200 for the catering of lunch on Thursday, April 16. Registration brochures will be sent out the first week of February. Council decided that the digitization workshop would be held on Saturday morning, April 18.

Fall Meeting 1998

The fall meeting will be held at the American Jewish Archives on September 24-25, 1998. A budget of \$1600 was approved for the meeting. The local arrangements committee is currently planning the sessions.

Committee Reports

Archives Week - George Bain - 2200 posters were printed for 1997 Archives Week. The 1998 theme for Archives Week celebrates women's history. The estimated cost of the program for 1998 is \$2000. The committee also suggested printing Archives Week bookmarks for distribution across the state, which may make the total costs of the program exceed the \$2000 proposed budget. Contributions from women's groups (as well as other groups) will be sought for the additional support needed. The Archives Week Committee requested from Council that the contribution from SOA be raised to \$500. Council approved this request.

Education - Charlie Arp - The Education Committee will be working with the Archives Week Committee on a series of up to five workshops intended to encourage women's groups to organize their records sensibly. These workshops are intended to expand the impact of Archives Week and SOA. These workshops would be held in different parts of the state and would begin in the late summer and run through fall.

Membership - Jim Oda - The Membership committee will be approaching corporate archives and public libraries to encourage membership. Mailings will be sent to a list of about 75 institutions and individuals to inform and encourage membership in SOA.

Merit Award - Dawne Dewey - David Van Tassel was given the Merit Award at the fall 1997 meeting for his work on History Day. George Bain suggested that SOA create a certificate for students who do exceptional work using primary resources for the History Day Program. The judges at the History Day celebrations will choose and fill out a certificate for the winners. Dawne Dewey will design a certificate and supply six to eight certificates to the History Day coordinators. **George Parkinson will be presented the Merit Award at the Spring 1998 meeting. No other nominations have been given. **

Nominating - Kerrie Moore - A list of confirmed nominations for the offices of President, Vice President, Treasurer, and two Council positions was given along with a list of possible candidates. Kerrie Moore will be contacting these people to see if they would be interested in running. The candidates who have agreed to run are as follows: President: Ken Grossi (Oberlin College); Vice-President: Dawne Dewey (Wright State University) and Diane Mallstrom (Kappa Kappa Gamma); Treasurer: Ginny Welton (Consultant); and two Council Positions: Charlie Arp (Ohio Historical Society) and John Brannick

(Consultant).

Programs - Tom Culbertson - Nothing further than that which was previously discussed about the Fall 1998 meeting.

Public Information - Matt Benz - Julie McMaster will post the draft of Council meeting minutes onto the listserv. Matt Benz is continuing to update the SOA web page.

Other Business

Diane Mallstrom received a request to update the Gale Research Encyclopedia. They requested a contact person and Council decided to leave OHS as the mailing address and put Public Information Officer as the contact person. With no other business a motion was made and carried to adjourn.

Respectfully submitted.
Julie McMaster