

1999 Minutes

4 June 1999

Society of Ohio Archivists Council Meeting
Ohio Historical Society

The meeting was called to order at 10:30am on Friday, June 4, 1999. Members present were: Dawne Dewey, Charles Arp, Kerrie Moore, Chuck Piotrowski, Bari Oyler Stith, Virginia Weygandt. Also present were George Bain, Archives Week coordinator; Laurie Gemmill, new Public Information Officer; and Fred Lautzenheiser, Editor, Ohio Archivist. Absent: Martin Hauserman, Julie McMaster.

President Dawne Dewey welcomed the new members of Council, Chuck Piotrowski and Virginia Weygandt.

Meeting Schedule

Council's meeting schedule (about four times a year) was discussed and meetings were scheduled for September 24, December 3, and February 4, 2000, all at 10:30 AM.

Treasurer's Report

The balance in the checking account is \$2580.32. There was discussion about keeping the balance low and putting the rest in certificates of deposit, although CDs are more profitable if they contain \$5000 or more. The present checking account is interest-bearing, but the fees total much more than the interest. Leaving Huntington Bank was discussed, but SOA needs a bank which has branches in all parts of the state. No action was taken.

Membership Report

The membership is down slightly, although it is difficult to tell exactly what it is at this point. After the new dues notice goes out in July and the Treasurer is able to see who renews, we will have a better idea of membership numbers. She is still trying to straighten up membership records from the vicissitudes of last year.

Spring Meeting 1999

John Brannick was not able to be present to give a report on the spring meeting, but the consensus was that it was a very good one, with an excellent program and good local arrangements. The workshop was excellent and inspired attendees to get busy in their own shops. Attendance at the meeting was estimated at between 70 and 80 people.

Fall Meeting, 1999

The fall 1999 workshop on copyright will be held (in lieu of a meeting) at the University of Dayton, but the date has had to be changed to October 16 because of a conflict with scheduling. The two speakers are well recommended: Kenneth Cruise and Mr. Krist of the UD Law School.

Marketing the workshop will probably include notifying the Society of Indiana Archivists as well as the Kentucky Council on Archives. Since the speakers' fees are expected to be high, Council members are going to look into cooperation with other organizations as well as possible commercial sponsors.

Spring Meeting, 2000

The Spring 2000 meeting will have a program committee chaired by Tamar Galed at the OSU Archives. Ed Isaly and Janet Carleton will be asked to serve on this committee.

Committee Assignments

Archives Week

- George Bain. He will appoint new coordinators in some regions.

Education

- Charlie Arp

Membership

- In the past, Doug McCabe was chair and Kerrie Moore was Council liaison; Martin Hauserman will take over this responsibility.

Merit Award

- (Since SOA has established other awards, it will now be known as the Awards Committee) - the Vice President

Nominating

- Virginia Weygandt and Charlie Arp will cooperate on this .

Program

- Chuck Piotrowski (This is the overall Program Committee that in turn works with program committees individually appointed for each particular meeting.)

Public Information

- (Officer, not Committee) - Laurie Gemmill

Manual of Procedures - Update

Council will produce a new edition of the constitution and bylaws which includes the changes voted by the membership at the spring meeting. Some kind of guide will also be put together for each committee chair. Dawne Dewey, Bari Stith and Fred Lautzenheiser are to do this work. A copy of Rai Goerler's 1993 book will also be given to each chairperson.

Ohio Archivist Report

(See attachment for report on upcoming issues.)

A candidate for a new editor has not been found. Outside interest still exists in bringing a Cuban archivist to Ohio, NARA (Center for Electronic Records), and other points. There may be already-established programs on which an SOA tour could piggyback (Rotary, NEDDC, etc.).

Committee Reports

Education - There will be a national conference in Atlanta next year under the aegis of SAA for all groups involved in education programs. Charlie Arp has been invited to represent SOA. One goal is to set up a national clearinghouse for these programs. Among other things, the Education Committee has workshops on appraisal and other topics that can be purchased for a one-time use by other groups. The package contains all the materials needed and takes care of such details as copyright issues.

Public Information - Laurie Gemmill will be updating the SOA web site, with the help of Jane Wildermuth and Judy Walker. A section will be added on the History Day awards, and the version of the constitution now up will be updated to reflect changes made at the spring meeting. The new manual of procedures and a section on the duties of the officers will be included.

Awards - The first awards have been given (History Day was the same weekend as the spring meeting). Judges this year were Ben Heller and Laurie Gemmill (both OSU) and George Bain, Ohio University. The senior division winning paper, on Rosie the Riveter (women in World War II), made use of primary sources and oral histories. The topic of the junior division paper was the "Denora Smog" of 1948, which alerted the public to the dangers of environmental pollution in the heavily industrial city of Pittsburgh. This paper also used oral histories, along with journal articles and clippings.

Archives Week - The topic this year is "Celebrating Education in Ohio" (October 17 - 23, 1999). Council discussed the problem of financing the poster and increased its contribution from \$500 to \$700. Contributions have been promised by the Academic Library Association of Ohio (\$200) and the Ohio Council for Social Studies (\$500). George Bain would like to print 7000 posters and the goal is to put one in every school in the state (5000-6000 schools in all).

The poster design will be done at the University of Cincinnati under Kevin Grace's direction. The Ohio Education Association will be asked to distribute it to the schools. A list of organizations to be approached for sponsorship will be produced.

Regional coordinators will be changed in the Northeast/Cleveland and Dayton regions, since Dawne, Jennie and Martin are resigning.

Membership - The mentoring program needs to be evaluated and revived. In the past, Ginny and Kerrie both handled it themselves. This involved basically introducing new members to colleagues and getting them together socially at the meetings. It worked very well; brochures for both mentors and "mentees" are available; the new Membership Committee chair will be asked to follow this up.

Schedule for 2000

The spring meeting in 2000 will be held April 6 - 7 (Passover is April 20 and Easter is April 23).

The Fall 2000 meeting will take the form of an adjunct activity to the MAC/MARAC meeting in Cleveland during the week of October 15.

Archives Week will be October 8 - 14 (the week including Columbus Day). A major activity could take the form of a social event; another idea discussed was to have something centering around the creative use of archives in education, particularly in "living museums" such as the Hale Farm. The Cuyahoga Valley Railroad could also be involved.

Old business

- The updating of position descriptions for officers and job manuals will be done by Dawne, Bari and Fred (see above).

New business

- The suggestion was made that it is time for more brainstorming. The strategic plan is now 4 or 5 years old and an evaluation should be made both of the plan and of SOA's progress. Bari and Dawne are going to produce something and it can be printed in the Ohio Archivist. Membership numbers and ties with related organizations were discussed (The Ohio Preservation Council, the Ohio Association of Historical Societies & Museums, the Ohio Genealogical Society). The questions of whom we serve and what they want were considered. Repeated requests for basic information about archives were noted, and Council members observed that we serve the general public through the profession.

After the above discussion, Bari Stith made a motion to adjourn the meeting and Kerrie Moore seconded it. The meeting was adjourned.

Respectfully submitted,
Fred Lautzenheiser

22 April 1999

Society of Ohio Archivists
Annual Business Meeting
Thursday, April 22, 1999, 5 PM

1. Elections

Elections for officers were held (candidate introductions and statements were given at the opening of the program on Thursday morning). Results were:

President: Dawne Dewey

Vice President: Bari Oyler Stith

Secretary: Julie McMaster

Council: Chuck Piotrowski, Virginia Weygandt

Going off Council were John Brannick and Kerrie Moore (who remains on Council as Treasurer).

2. The resolution proposing a change in the SOA constitution regarding the number of people who can be nominated for office from one institution was passed. The change is as follows:

Previous language:

No two nominees should be from the same institution, or from an institution represented by a continuing council member.

Newly approved language:

Nominations should be structured so that no institution can have more than two representatives on council at the same time. When a single institution does have two representatives on council, no more than one of them can be an officer.

3. The budget for Archives Week in Ohio was discussed in view of the unexpectedly high cost of the poster in 1998. The current annual contribution by SOA to the project is \$500. This mainly goes to support production of the poster, but in recent years the poster has cost many times this amount, and the Archives Week Committee chairman has had to do major amounts of fund raising to make up the difference. The President suggested that more financial support would be in order. One comment from the floor was that the poster should, if possible, be mailed earlier to make better use of the money spent. Suggestions of a *modest increase* (in view of SOA's modest budget) and an additional \$250 were made; concerns were voiced that the amount not be so

high that in case of lean years ahead, it would become a burden on the treasury. No final decision was reached, and Council is to discuss the matter further.

4. The National Coordinating Committee increased its dues without prior notice to \$300, and Council wanted to make sure the membership accepted this increase before allotting this amount for SOA's 1999 dues. The amount has been \$250 for the last several years (dues when SOA joined were \$200), and that first increase had not been brought to the membership. Several members doubted that getting the digest on OHIOARV was worth this amount. George Parkinson pointed out that it was not just the receipt of the digest which was important, but more the support of a history interest group in Washington and solidarity within the profession. No vote was taken.

5. NAGARA is having its annual meeting in Columbus this summer, and the possibility of a \$250 contribution or at least a presence at the meeting had been discussed by Council. The general tenor of the discussion was that it would be good to be present at the meeting, but no contribution was suggested.

6. Dawne Dewey presented information on Ohio History Day and Council's establishment of an award in each age category of the state competition. On Saturday following the meeting, SOA would present two \$50 cash awards, one in the junior and one on the senior category. George Bain and Laurie Gemmill were the judges for SOA. SOA members will be called upon in future years to serve as judges. No vote was needed on this issue.

7. A discussion followed on whether to discontinue the listserv reviews and summaries in the Ohio Archivist. Many comments were favorable to the reviews in the past, especially as a way to save people time in getting through all the messages; originally the reviews were run because many Ohioans did not have access to the list. Most commenters, however, seemed to think the feature had run its course. The Internet is widely available and should soon be universally available at public libraries in Ohio. The Archives list has its own archives where specific topics can be researched. The feature will be discontinued in future issues.

8. Committee reports were given.

Archives Week (G. Bain) - The main thrust will be in contacting groups earlier in order to raise more money. The University of Cincinnati will do the design for this year's poster.

Education (C. Arp) - Workshops done for the 1998 Archives Week were not successful because they were targeted at too narrow an audience. A list of workshops was given; there were 18 registrants for the Archives 101 being given the day after the meeting; This fall, workshops will be given at the University of Toledo and probably the Western Reserve Historical Society, and they can be given for a minimum of five people. Charles Arp attended the meeting of the Committee of State Historical Records Coordinators. This group had a report done by Victoria Irons Walsh entitled *Where History Begins*. It revealed that people taking care of the nation's records were often not adequately trained (SOA runs its programs with that in mind), and that

SOA is one of the few groups nationwide which reaches out to these people in its education program.

Merit Award (D. Dewey) - Dawne Dewey, Florence Hoffman, and Michael McCormick served on this committee in 1998. The two Merit Awards were to be given to the recipients at the reception following the meeting.

Nominating (M. Hauserman) - Martin Hauserman noted that our accomplishments are your new Council and President, and officers, and noted the need for the new amendment.

Program (J. Brannick) - Tom Steman, Clare Balawajder, and John Sanford were thanked by the chairman, who also provided information on the workshop on copyright to be held at the University of Dayton in the fall. This workshop will take the place of the fall meeting and will be taught by Kenneth Cruise of Indiana University and a faculty member from the University of Dayton.

President Grossi reported for the Public Information Committee. He reported that the SOA web site had changed its URL, which is now www.ohiojunction.net/soa. The site will be updated. George Bain suggested that the SOA logo be added to the site.

9. Treasurer Kerrie Moore gave a summary report, noting that as of April 21, the treasury contained \$3995.59. Membership for the 1998-99 year stood at 116 individual and 20 institutional members. The membership gave Kerrie an accolade for her work in organizing the treasury and the membership rolls.

10. There was no new business, except for two expressions of thanks. George Bain moved that SOA thank Ken Grossi for his long service as an officer and member of Council. Diane Mallstrom moved to thank Doug McCabe for writing a memorial to Ginny Welton and noting her contribution to SOA.

Respectfully submitted,
Fred Lautzenheiser
(Acting Secretary)

19 February 1999

Society of Ohio Archivists Council Meeting
Ohio Historical Society

The meeting was called to order at 10:00am on Friday, February 19, 1999. Members present were Ken Grossi, President; Dawne Dewey, Vice President; Julie McMaster, Secretary; Kerrie Moore Treasurer; John Brannick, Council Member; Charlie Arp, Council Member; and Martin Hauserman, Council Member. Also present were Tom Steman, Spring 1999 Program Committee; Rich Hite, SOA member; and Fred Lautzenheiser, Ohio Archivist Editor.

President's Comments

Minutes from November 13, 1998 council meeting approved with corrections. Discussion concerning the budget for Archives Week followed. Council discussed raising the amount of the SOA contribution to Archives Week since it is the primary sponsor, but was concerned with the impact this would have on SOA's total budget. The costs for the poster vary from year to year due to the design of the poster, printing costs, etc. The current contribution is \$500, and the costs have reached up to \$2400, putting great pressure on the chairman to raise the money to meet the difference. The ways in which SOA earns income for projects such as this is generally through membership dues, workshop fees and sponsorships. Council decided to bring up the idea of raising membership dues at the spring business meeting to cover the cost of such projects.

Treasurer's Report

See [Appendix A](#). A payment of \$250 was sent with the invoice from the National Coordinating Committee. Since the NCC raised the minimum membership fee Council felt that members should decide whether this was an organization to which SOA should continue paying dues. It will be brought up as an item at the spring meeting business meeting.

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. An institutional spotlight article on the Lake Erie Islands Historical Society by Ed Islay will appear. Also included will be a notice of the proposed amendment to the SOA constitution submitted by Mike McCormick, as well as a notice about Ginny Welton by Doug McCabe. The regular features include the listserv summary, candidate statements for spring elections, and session reports from the fall 1998 meeting.

The fall 1999 issue will include special features. The first will be an institutional spotlight by Diane Mallstrom on Kappa Kappa Gamma. The second will be an article on intellectual capital by Virginia Krumholtz.

Fred has had no recent emails from Carlos Suarez Balseiro. Some of the partners of the Cuba project have urged Fred to continue to pursue having Carlos tour, however Fred is not comfortable with this. Although Council discussed that if another institution wanted to pursue having Carlos come, SOA would contribute to the project, but not at the same level as previously. Council approved money for postage to send back copies of the American Archivist to Cuba.

Several possible candidates for the position of editor of the Ohio Archivist to succeed Fred have been identified. These candidates will be approached to see if they have any interest in the position. If so, council would like to have at least a five-year commitment from that person due to the amount of training needed for the position.

Spring Meeting 1999

Tom Steman gave Council a sample of the brochure 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." Council discussed the details for the brochure, sessions, budget, and local arrangements for this meeting.

Fall Meeting 1999

The format for the fall meeting will be changed to a copyright workshop. Council discussed possible speakers. SAA offers a copyright workshop, however this option was ruled out since SAA does not reimburse for local arrangements, and all the fees for the workshop go back to SAA. Several other possible speakers were identified and will be contacted to find out if they are interested. Kerrie Moore will further pursue the local arrangements at the University of Dayton.

Committee Reports

Archives Week - George Bain not present, see memos in [Appendix B](#).

Education - Charlie Arp reported that there would be a workshop at OSU the third week of March. Also a set of workshops is being planned for October/November. Charlie also brought up that the costs associated with workshops is increasing (i.e. handouts, supplies), and perhaps raising fees to attend should be discussed. The education committee is always open to suggestions for workshop ideas.

Membership - Kerrie Moore stated that if anyone needed membership brochures to contact her for supplies. It was also brought up that it would be helpful to have the addresses for institutional members listed in the directory.

Merit Award - Dawne Dewey reported that she had two nominations for merit awards that were approved and will be presented at the spring business meeting in Columbus.

Nominating - Martin Hauserman stated that everyone answered the candidate questions and that they would appear in the spring issue of the Ohio Archivist. He also mentioned the difficulty he had in finding people to run for office.

Programs - Ken Grossi thanked John Brannick , Tom Steman, Claire Balawajder, and the local arrangements committee for their work on organizing the Spring 1999 meeting.

Other Business

Proposed amendment to SOA's constitution:

Michael McCormick proposed and Rich Hite, Fred Lautzenheiser, Bari Oyler

Stith, and Raimund Goerler endorsed an amendment to SOA constitution. See appendix C for the proposal sent to Council and reasons given for proposing the amendment. A motion to approve the amendment was made and passed through Council. This issue will be brought up at the spring business meeting. A majority vote of the members is necessary for the amendment to become a part of the constitution.

NAGARA Annual Meeting Sponsorship

The NAGARA annual meeting will be held in Columbus July 14-17, 1999. Council discussed sponsoring this meeting with a contribution of \$250. Sponsorship would include SOA brochures being placed in meeting packets and recognition of SOA at their reception. This issue will be added as an agenda item at the spring business meeting.

Ohio History Day Award

A special award for Ohio History Day is being presented by SOA for state award winners who have demonstrated exceptional use of primary resources/manuscripts in researching and developing their project. The award would consist of a certificate and a monetary award of \$50 per project per division. There are two divisions, a junior division consisting of grades 6, 7, and 8 and a senior division consisting of grades 9, 10, 11, and 12. Council decided to ask a volunteer from Council to act as a judge and present the award to the winners. The 1999 awards ceremony will be held at Capital University on April 24, 1999.

Ginny Welton

Council approved to give flowers in the amount of \$50 to the Ohio University Alumni Association in her memory. A memorial announcement will appear in the Ohio Archivist spring 1999 issue.

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

Treasurer's Report

12 January, 1999

Financial

The checking account balance as of February 18, 1999 is \$2896.91.

Income: 11-14-98 to 2-18-99

Deposit 1-11-98 \$ 453.40

Deposit 1-11-99 100.00

Interest 19.54

Total: \$572.94

Expenses

#1470 \$250.00 NCC 1998 Dues

#1471 83.40 Cinci Faculty Club

#1472 2244.00 WSU Libraries

#1473 500.00 MC Helms

Service Charges 45.10

Total: \$3,122.50

Membership: Members 107 Institutional 19

Appendix B.

Appendix B

February 17, 1999

Memo To: SOA Council

From: George Bain, Chair, Archives Week Committee

Subject: Budget Request for Archives Week in 1999

The Archives Week Committee requests \$500 from Council for the program this year, which "celebrates education in Ohio."

It estimates a cost of approximately \$2500 (possibly more) for the program this year, for printing the poster and for bookmarks if funds can be secured. We request your approval, so long as we generate funds to cover costs above the base \$500 as so long as we receive sufficient contributions prior to printing the poster. Let me add, however, that we again expect \$500 from the Ohio Library Council. We are also seeking contributions from educator's groups for the additional support - and from our own academic institutions to - needed to accomplish these objectives. Our goal will be to place a poster in each K-12 school building and college and university in the state.

We understand the Education Committee expects to continue its series of workshops intended to encourage groups to organize their records sensibly. We encourage the committee to move ahead with these plans.

STIPULATED TEXT AND CRITERIA for the SOA ARCHIVES WEEK POSTER

The text used for SOA's Archives Week poster must include the following text:

- The phrase Archives Week [The "Archives Week" text should be eye legible from 10 yards away.]
- The Theme of the Week
- Week and Year Dates
- SOA Logo (also logos of sponsor groups where appropriate)

- Photo Credit (Name of repository creating the design)

The finished folder poster should be able to fit into a regular mailing envelope.

In 1996, for example, the lines read as follows:

- Archives Week in Ohio **
- October 19-25, 1996
- Celebrating Family in Ohio
- SOA logo
- Credit for Western Reserve Historical Society (+ plug for SOA Web page)

** This should say "Archives Week" alone when the theme includes "Ohio,"
i.e., "Celebrating Local Government in Ohio"
6/97, revised 2/99

Appendix B (cont.)

Date: 17 January 1999

To: SOA Council

From: George Bain, Archives Week Coordinator

SUBJECT: Change of Date for Archives Week

Several years ago the committee adopted the third full week in October for Archives Week in Ohio. We propose now to change this to the week (Sunday-Saturday) in October that includes October 12, Columbus Day, effective in the year 2000.

The rationale is this: Last fall there were several who wrote to the Archives list wanting to know when Archives WEEK was. Wisconsin had the first week; MARAC and some others, the second week (around the 12th), and we (perhaps not alone), the third week. MARAC's idea has merit. It will be easy to remember, regardless of how folks may feel about Columbus and his place in history. The more there is a consistent date, the more this may encourage archivists across the land to participate.

In the short run, we will certainly need to change our date for 2000, since the joint MAC-MARAC meeting in Cleveland will be during the third week. Also, the bicentennial of statehood will conclude the week of Columbus Day in 2003. Adopting the change regular, we will cut down on the confusion. As a consequence, if Council has no objection, we will make this change effective next year.

Appendix C

Proposed Amendment to SOA Constitution

I propose replacing the following language in the SOA constitution:

"No two nominees should be from the same institution, or from an institution represented by a continuing council member."

This statement, as it stands, is flawed. It does not state that one nominee cannot be from the same institution as a continuing council member, even

though that is how it has been interpreted. The language I propose to substitute is as follows:

"Nominations should be structured so that no institution can have more than two representatives on council at the same time. When a single institution does have two representatives on council, no more than one of them can be an officer."

Proposed by:

Michael McCormick

Endorsed by:

Richard Hite

Fred Lautzenheiser

Bari Oyler Stith

Raimund Goerler

Appendix C (cont.)

Reasons for Amending SOA's Constitution

There are two major reasons for amending SOA's constitution in this way. First of all, it has become increasingly difficult to put together a slate of candidates. I think anyone who has served on the nominating committee will attest to this. Many times, a name has been mentioned as a good candidate for SOA Council only to be quickly ruled out when someone realized that the person had a colleague who was already serving. Putting together a complete slate of willing and capable candidates will be difficult enough without this restriction. Having this restriction in place adds unnecessarily to the problem.

The second reason is that the existing rule often keeps qualified people from serving on Council for too long. It has become standard in SOA that Vice-Presidents, after serving two years, succeed to the Presidency for two years. This locks anyone else working for that same institution as the Vice-President out for four years. It is also evident that the offices of Secretary and Treasurer may be held by the same people for numerous consecutive two-year terms. This, of course, can lock any colleagues of the Secretary or Treasurer out of consideration for a long period of time.

There are certainly valid reasons for objecting to this amendment. The fear that the larger institutions could dominate SOA Council is certainly a valid one. No one would want to see Council composed entirely of employees of just one or two institutions. This particular amendment, however, would not allow any more than two representatives from one institution at a time, which is only one-fourth of the membership - hardly a majority. Also, members who oppose having two representatives from the same institution could still express their opposition with their votes. Presumably, this amendment would reduce, if not eliminate, instances in which a candidate ran for an office unopposed.

