

## 2000 Minutes

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### **22 September, 2000**

Society of Ohio Archivists Council Meeting  
Ohio Historical Society

The meeting was called to order at 10:30am on Friday, September 22, 2000.

Members present were Dawne Dewey, President; Julie McMaster, Secretary; Kevin Grace Treasurer; Virginia Weygandt, Council Member; Tamar Chute, Council Member, Tom Steman, Council Member, and Maggie Yax, Council Member. Also present was George Bain, Archives Week Coordinator and Fred Lautzenheiser, Ohio Archivist Editor. Absent: Bari Oyler Stith, Vice President.

### **President's Comments**

Dawne Dewey welcomed everyone to the meeting.

Council would like to acknowledge the death of David Van Tassel, retired member of the faculty of the History Department at Case Western Reserve University. He was given a merit award by SOA in the fall of 1997 for his work in the formation of History Day.

### **Secretary's Report**

Minutes from the June 9, 2000 council meeting and business meeting were read and approved with changes.

### **Treasurer's Report**

See Appendix A. Report was approved by council.

### **Budget**

A budget for the next fiscal year (2001-2002) will be set at the February council meeting. The president, Dawne Dewey will have a draft for the next meeting.

### **Programs**

For the fall joint MAC/MARAC meeting in Cleveland, SOA will have an ad in the program, a vendor table with brochures, and the merit awards will be given at the Friday reception at the Cleveland Public Library after opening remarks. The workshop planned was omitted from the program, but Charlie Arp and Anna Truman are still willing to hold it if there is still interest and if a room is available. A concentrated mailing to those in the Cleveland area was to be sent. The cut off date for reservations was October 13th, 2000. Tamar Chute and George Bain agreed to staff the display table during the breaks.

Council also discussed possible sites for the fall 2001 meeting including Hale Farm and Stan Hewitt Hall.

### **Spring meeting**

The spring meeting will be April 5-6, 2001. Rich Hite and Kristen Pool are the program committee for the meeting. Since the lunchtime forum was successful the previous year, it was agreed to hold another forum with possible topics of archival education or publishing archival material.

### **Awards**

No new nominations. Martin Hauserman, Mitch Helms and Diane Marchese nominated and accepted at June meeting, to be presented at MAC/MARAC meeting.

### **Archives Week**

Because of a deal that the designer, Rochelle Slosser, was able to get with a publisher, the cost of the poster was only \$375 for 3300 posters and 6000 bookmarks. Because of the low cost, an ad for Archives Week was placed in the October issue of Ohio Magazine. Next year's theme will be Archives in the Media.

### **Public Information**

Laurie Gemmill is putting the minutes from the council meetings are on the SOA website. The first meeting for the committee was October 13. If anyone has events events for archives week they should send them to Laurie to add to the Website.

### **Membership**

Council needs a non-council member to chair the committee. Nothing else to report.

### **Education**

Anna Truman is taking over the coordination of the educational workshops from Charlie Arp. Council discussed having a EAD workshop at the spring meeting. With the centennial celebration of the Toledo Museum of Art, Julie McMaster will talk to education committee about having workshops held at the Museum to complement other activities.

### **Nominating**

The committee consists of Virginia Wegandt, Ken Grossi, and Tom Culbertson. The slate as of meeting time is: President - Dr. Bari Oyler Stith, no opposition; Vice President - Martin Hauserman, no opposition; Secretary - no candidates yet; Council - Maggie Yax, Rich Hite, Ed Isaly, and Jim Marshall (asked but not responded).

### **Upcoming Meetings:**

Date for spring 2001 meeting at Ohio Historical Society will be April 5-6, 2001. Next council meeting on September 22, 2000 at 10:30 at OHS and then on January 12, 2001 at place to be determined.

### **Committee Descriptions and Responsibilities**

Drafts for the responsibilities for the Nominating, Programs and Membership committees should be in place by spring elections so that there will be a

smooth transition for the incoming members. Copies of all drafts should be to council by November 17, 2000 for council to look over and finalize at the next meeting.

### **Processing SOA archival material**

The SOA archives has 25-30 cubic feet of materials which needs processing and will be done by student workers at OSU. Council decided that 2 copies of each publication should be kept in the archives and that extra copies of the posters and Ohio Archivist should be kept. The same policy standards that are used on other non-OSU collections apply to this collection also. A record schedule of what should be sent to the archives and when will be written.

### **New Business**

A new Ohio Archivist editor needs to be named. Kerrie Moore agreed to do the job if no one else can be found. Fred Lautzenheiser said that the duties of the editor should not be spilt - it makes it too confusing. He will make a list of the editor's duties, responsibilities and procedures. SOA stationary is running out, council would like Mitch Helms to print more.

The next meeting is scheduled for January 12, 2001 at the Ohio Historical Society.

Meeting was adjourned at 1:35pm.

Respectfully submitted, Julie McMaster Secretary

### **Appendix A**

#### **SOCIETY OF OHIO ARCHIVISTS TREASURER'S REPORT**

September 22, 2000

Balance as of 7/31/2000	\$1781.32
Outstanding checks	\$250.00 - MAC/MARAC ad \$450.00 - ETC Editorial Services
Revised balance	\$1081.32
Deposits as of 9/21/00	\$1550.00 (\$500 for Archives Week)
New Balance as of 9/21/00	\$2631.32 (\$500 for Archives Week)

SOA regular balance                 \$2131.32

Membership - 67 paid renewals as of 9/21/00

2nd mailing for membership renewals will be sent on 10/1/00

Submitted by: Kevin Grace

### **9 June, 2000**

Society of Ohio Archivists Council Meeting  
Ohio State University Archives

The meeting was called to order at 10:30am on Friday, June 9, 2000.

Members present were Dawne Dewey, President; Julie McMaster, Secretary; Kevin Grace Treasurer; Virginia Weygandt, Council Member; Tamar Chute, Council Member, and Tom Steman, Council Member. Also present was George Bain, Archives Week Coordinator. Absent: Bari Oyler Stith, Vice President and Fred Lautzenheiser, Ohio Archivist Editor.

### **President's Comments**

Dawne Dewey welcomed everyone to the meeting, especially the new members of council. Added to the agenda was a discussion about the SOA archives and who has responsibility for processing those materials. The alternatives would be to have an OSU student process the collection, possibly paid by SOA, or have SOA members volunteer to process the collection. Tamar Chute will ask Rai Goerler how SOA should handle this matter.

Council also discussed the Forum held at the spring meeting on the topic of the controversial Toledo Blade article on the Ohio Historical Society's handling of certain state records. Feedback about the forum was positive and members liked having a venue to talk about this type of issue. A suggestion that council should make a formal statement was made at the spring meeting. Council discussed this option and decided that the discussion forum was a sufficient way of acknowledging the controversy and would not make a formal statement. Council felt the forum discussion should continue when appropriate topics come up.

### **Secretary's Report**

Minutes from the January 13, 2000 and April 6, 2000 council meeting and business meeting were read and accepted with changes. Virginia Weygandt motioned to accept the minutes with Kevin Grace seconding.

### **Treasurer's Report**

See Appendix A. The treasurer's report is fundamentally the same as at the April 6, 2000 spring business meeting. The records for the treasurer had not

been transferred to Kevin Grace, but once that happened, an updated report including expenses from the spring meeting will be included. Motion made to accept treasurer's report by Tamar Chute, seconded by Virginia Weygandt.

### **Spring Meeting Final Report**

No report available. A budget of \$2000 was approved by council and the next treasurer's report should show the expenses for the meeting. An estimate of about 55 people attended the spring meeting.

### **Fall meeting**

1. Put membership brochures on display on the general information table. 2. Co-sponsor one of the food events. 3. Advertisement in the meeting program. 4. Archives 101 5. Tour to Hale Farm and Village on Friday afternoon, October 20. A transportation fee of six to seven dollars may need to be charged. This tour would be billed as a special SOA tour but anyone would be welcome. The theme of the tour would be to show the use of historical/archival materials in the creation of a first person interpretation program and to showcase Hale Farm and Village's program. Confirmation from Hale Farm has not been received.

SOA would also like to present the two merit awards that were approved at the January council meeting. Discussion about whether SOA would receive the registration fees for members at the conference ensued. If registration fees are received, council will consider conference sponsorship. SOA will also present archives week posters and bookmarks and also books as door prizes.

### **Ohio Archivist**

June 15 is the deadline for council to submit materials for the fall issue.

### **Archives Week**

A mock-up of the poster was shown to council at the spring meeting. Council approved the preliminary design. A run of 2500 posters is estimated this year. Securing funding has been a problem this year. Next year's theme will be Archives in the Media.

### **Merit and History Day Awards**

Mitch Helms and Diane Marchese were approved at the January council meeting to receive merit awards to be presented at the fall joint MAC/MARAC conference. George Bain presented a nomination which will be forwarded to the awards committee and if approved also presented at the fall meeting. History Day awards were judged by George Bain and Charlie Arp and two awards of \$50 were given in the two age categories.

### **Vacated Council Seat**

Since Chuck Piotrowski resigned the position of council member must be filled. Virginia Weygandt had the ballots from the election at the spring

meeting. Maggie Yax was on the slate of candidates and held the next highest vote count. Dawne Dewey will contact Maggie to see if she is interested in serving as council member for the unexpired term.

### **Job Descriptions for Committees:**

**Public Information Committee** (non council member chair, council member on committee)

- Preparation of news releases, i.e. merit awards, history day awards
- Photography at events
- Legislative updates
- Web site maintenance
- Work with Ohio Archivist editor to accomplish similar functions

**Nominating Committee** (Council member chair)

- Recruiting potential candidates
- Preparation of ballot
- Preparation of questions to appear in Ohio Archivist
- Conduct election and tally vote
- Report to council
- Bring ballot of candidates to council for approval
- Witness count of ballot - by committee member and one non-council member
- Candidate statements should be in to Ohio Archivist editor by February 1
- Recruit other members for committee, chair, one non-council member and immediate past president
- Notify winners
- Send thank you letters to non-winners

**Awards Committee** (Vice President chair)

- Merit and history day awards
- Create certificate
- Publicity notification to Public Information Committee
- Serve as judges
- Presentation of award
- Report to council
- Recruit members for committee, must include Vice President as chair, the immediate past president and one other member

**Archives Week** (non council member chair, council member on committee)

- Chair appointed by council must be ex-officio member of council
- Supervise poster and bookmark design and creation
- Supervise selection of theme
- Bring themes to council for approval
- Solicit support/fundraising
- Recruit regional coordinators
- Bring design to council by spring meeting
- Identify institution responsible for designing poster
- Publicity
- Distribution of posters and bookmarks to regional coordinators and members

**Membership** (non council member chair, council member on committee)

- Coordinate duties with treasurer
- Recruit members

- Development of brochures, new and renewal
- Supervise printing of brochures
- Make available brochures through regional coordinators
- Publicize new members
- Welcome new members

**Education** (non council member chair, council member on committee)

- Offer classes
- Recruits teachers for workshops and classes
- Develop curriculum and teach workshops and classes
- Schedule workshops and classes
- Chair is non-council member
- Publicity
- Develop brochures
- Coordinate with treasurer for registration

**Programs** (council member chair)

- Develop programs for meetings
- Recruits and contacts all speakers
- Creates schedule for programs
- Chair is council member
- Develop brochure
- Fund raising
- Work as ex-officio on local arrangements committee Local Arrangements (chair appointed by council)
- Fundraising
- Serve as ex-officio on programs committee
- Council recruits chair
- Make all local arrangements for meetings (Thorough list of duties on web site)

**Committee Assignments:**

- Awards - Bari Oyler Stith
- chair Nominating - Virginia Weygandt
- chair Programs - Tom Steman
- chair Education - Maggie Yax representing council
- Public Information - Laurie Gemmill chair, Dawne Dewey representing council
- Archives Week - George Bain chair, Julie McMaster and Kevin Grace representing council
- Membership - Tamar Chute representing council

**Strategic Planning Report**

Bari Oyler Stith prepared a report summarizing the discussions at the spring meeting strategic planning session which was discussed by council. Council decided that many of the issues brought up at the session were being addressed by the work council was doing to define the duties of the offices and committees.

**Upcoming Meetings:** Date for spring 2001 meeting at Ohio Historical Society will be April 5-6, 2001.

Next council meeting on September 22, 2000 at 10:30 at OHS and then on January 12, 2001 at place to be determined.

**New Business** Committee reports for the past year are due by March 1, 2000. Chairs of the committees will report at the spring meeting. Meeting was adjourned at 2:00pm.

Respectfully submitted, Julie McMaster Secretary

## **Appendix A**

SOCIETY OF OHIO ARCHIVISTS

### **Treasurer's Report**

April 5, 2000

FINANCIAL

The checking account balance as of April 5, 2000 is \$3,285.06

*Income:* 1-5-2000 to 4-05-2000 Deposit 4-5-2000 \$ 855.00

Interest 14.25

TOTAL: \$869.25

#### *Expenses*

#1498 UD Printing \$ 202.00

#1499 Mitch Helms 500.00 Service Charges 131.25

Total: \$833.25

*Membership:* Regular: 85 New: 14 Institutional: 29 Student: 1

## **Appendix B**

### **SOA Merit Award Nominations**

#### *Mitch Helms*

Doing her work for a professional fee, Madeline C. "Mitch" Helms has demonstrated for many years her dedication to excellence in producing our newsletter, The Ohio Archivist. SOA has been fortunate to have her services (and now her membership). With the expertise and guidance she has provided, The Ohio Archivist has moved to a computerized layout, has incorporated an increased amount of photographs and illustrations, has expanded its size, and has taken on an outstanding appearance. She has also provided service with lists of labels and the production of our membership directory. With great appreciation for her high level of professionalism in



service to us, SOA happily awards Mitch Helms its Award of Merit.

### *Ken Grossi*

Through dedicated service to SOA over a number of years, Ken Grossi has exemplified the qualities an organization hopes to see from its members. Ken served first for six years as Secretary & Treasurer (1989-1995). He followed this with a two-year stint as Vice President (1995-1997) and a two year stint as President (1997-1999), and now as the immediate past president. During this time, through his quiet but steady style of leadership, he helped assure a solid financial base and has contributed to the Society's moves into and sustained efforts for connections with Cuban archivists, offering workshops, conducting Archives Week along with our usual services of a semi-annual conference and newsletter. In recognition of this committed and valuable service for more than a decade, SOA happily awards Ken Grossi its Award of Merit.

### *Diane Marchese*

Because of her great and continuing interest in promoting SOA's Archives Week program annually in her county, Trumbull County Recorder Diane Marchese has earned recognition by SOA. She initiated first contact with us in 1996 (when we celebrated genealogy), requesting materials for her office. She has continued this, for instance, by holding an open house in 1997 (when we celebrated local governments). In 1999 (when we celebrated education) she made a particular and imaginative effort to reach all boards of education in Trumbull County. With great appreciation for this devoted service in extraordinary support for one of our programs by a public servant and friend that has gone far beyond the call of duty, SOA happily awards Diane Marchese its Award of Merit

## **13 January, 2000**

Society of Ohio Archivists Council Meeting  
Ohio Historical Society

The meeting was called to order at 10:00am on Friday, January 13, 2000. Members present were Dawne Dewey, President; Bari Oyler Stith, Vice President; Julie McMaster, Secretary; Kerrie Moore Treasurer; Virginia Weygandt, Council Member; and Charlie Arp. Also present were; George Bain, Archives Week Coordinator, and Rich Hite, Spring 2000 Meeting Local Arrangements Committee. Absent: Chuck Piotrowski.

### President's Comments

Dawne Dewey welcomed everyone to the meeting.

### Treasurer's Report

See [Appendix A](#). A balance as of January 13, 2000 is \$3,256.36. There was

discussion about whether to supply the treasurer with Microsoft Excel software and the training needed to perform the duties of treasurer. Will talk with incumbent treasurer to see what training will be needed. Kerrie Moore agreed to write a list of duties and procedures for the next person to follow.

#### Committee Reports:

**Programs Committee** - Fall 1999 workshop of Copyright had an attendance of 26 people. The workshop had very good positive feedback about the speakers, the setting and the format. The timing for the workshop was bad to get the attendance needed because of the other conferences that were happening at the same time. An attendance of 45 was needed to have the workshop break even on expense. The total cost of the workshop was \$1661 at a loss of \$581 to SOA.

Chuck Piotrowski sent a report through Dawne Dewey concerning the Spring 2000 conference in Columbus. The dates are April 6-7, 2000. The title for the meeting is "New Millenium, New Archives." Ken Weisman of the Library of Congress film vault has agreed to be our concluding plenary speaker, showing a film "Keepers of the Frame," a documentary about LC's preservation after his speech. Discussion ensued about the session topics and possible speakers. Council also discussed the topic of having representatives from the Ohio Bicentennial committee speak possibly at the spring 2001 conference. Rich Hite agreed to be local arrangements chairman for the Spring 2000 conference. Chuck Piotrowski is also trying to line up Jim Lindner of Vidipax as the other keynote speaker on the topic of "Magnetic and Electronic Data Preservation." The question of a stipend was discussed, and although stipends have been paid in the past, usually just travel expenses for the speakers are paid by SOA. A budget of \$2000 was approved for the Spring 2000 meeting.

The fall 2000 conference was also discussed. Whether we wanted to have an advanced copyright workshop or attach something to the end of the joint MAC/MARAC conference in Cleveland. More information was needed about the MAC/MARAC conference before a decision is made.

**Nominating** - The proposed slate for spring 2000 elections is:

*President:*

Dawne Dewey

*Vice President:*

Bari Oyler Stith  
Martin Hauserman

*Treasurer:*

Kevin Grace  
Anna Truman

*Council:*

Rich Hite  
Tom Steman  
Tamar Chute

Maggie Yax

**Archives Week** - For 1999 Archives Week, 5000 posters and 6000 bookmarks were printed at a cost of \$1470. George Bain was successful in getting sponsorship from various associations for the Archives Week poster.

**Ohio Archivist** - The main article for the Ohio Archivist will be by Maggie Yax on the Albert Sabin Collection at the University of Cincinnati. This is a major collection of medical papers of the twentieth century housed in a brand new Frank Gehry building. Other features will be an institutional spotlight (to be determined) and candidate statements. A directory will also be published. The editorship of the Ohio Archivist is still in question. Fred has been working on a list of duties to outline the job for perspective candidates.

**Awards** - *Merit awards*: George Bain submitted three merit awards (see [Appendix B](#)). All were approved and are to be awarded at the Spring 2000 business meeting.

- *History Day awards*: an award of \$50 per age group plus a copy of the Archives Week poster was approved. Bari Oyler Stith will call from SOA membership to find a panel of judges for this year's history day judging.

**Membership** - See treasurer's report for membership count.

**Education** - Two workshops were held, one in Cleveland and one in Toledo and both went well. The timing for holding workshops in the spring is bad, perhaps more can be held in the fall.

**Web Site** - SOA Website statistics for 1999 were very encouraging. The total number of hits for the expanded website was 6702. Council would like to thank Laurie Gemmill for all of her work to expand the SOA website.

## **Strategic Plan**

Council discussed how to proceed with updating of the 1995 version of the strategic plan and manual of procedures. In 1995 a retreat with 50-60 people took place with smaller groups working on sections of the plan. A meeting to update the strategic plan is set for Friday, April 7, 2000 from 1:00 to 4:00. All members of SOA are encouraged to attend.

## **New Business**

Committee reports for the past year are due by March 1, 2000. Chairs of the committees will report at the spring meeting.

Meeting was adjourned at 1:15pm.

Respectfully submitted,  
Julie McMaster  
Secretary

## **Appendix A**

## SOCIETY OF OHIO ARCHIVISTS

### Treasurer's Report

13 January, 2000

#### Financial

The checking account balance as of January 13, 2000 is \$3256.36.

**Income:** 9-16-99 to 1-5-2000

Deposit 10-15-99 \$ 1430.00

Deposit 1-11-99 1900.00

Interest 13.56

**Total:** \$3343.56

#### Expenses

#1491 UD Printing \$ 49.00

#1493 Kenneth Crews 1200.00

#1494 Kenneth Crews 234.60

#1495 University of Cin. 1470.00

#1496 WSU Libraries 27.94

#1497 NCC Dues 300.00

Service Charges 68.96

**Total:** \$3,350.86

Membership: Regular: 81 New: 8 Institutional: 27

#### Appendix B

##### SOA Merit Award Nominations

##### Ken Grossi

Through dedicated service to SOA over a number of years, Ken Grossi has exemplified the qualities an organization hopes to see from its members. Ken served first for six years as Secretary & Treasurer (1989-1995). He followed this with a two-year stint as Vice President (1995-1997) and a two year stint as President (1997-1999), and now as the immediate past president. During this time, through his quiet but steady style of leadership, he helped assure a solid financial base and has contributed to the Society's moves into and sustained efforts for connections with Cuban archivists, offering workshops, conducting Archives Week along with our usual services of a semi-annual conference and newsletter. In recognition of this committed and valuable service for more than a decade, SOA happily awards Ken Grossi its Award of

Merit.