

2001 Minutes

22 June 2001

Society of Ohio Archivists Council Meeting

Ohio State University Archives

The meeting was called to order at 10:35 a.m. on Friday, June 22, 2001.

Members present were Maggie Yax, President; Doug McCabe, Vice President; Kevin Grace, Treasurer; Gillian Hill, Secretary; Tamar Chute, Melinda McMartin, John Sanford, and Tom Steman, Council Members. Also present were George Bain, Archives Week Coordinator; Judy Walker, Ohio Archivist Editor; Anna Truman, Education Committee Chairperson; and Janet Carleton, Public Information Committee Chairperson.

President's Comments

Maggie Yax welcomed everyone and thanked Tamar Chute for hosting the meeting.

Secretary's Report Minutes from the January 12, 2001 council meeting prepared by Tamar Chute in Julie McMaster's absence were read and approved. New secretary, Gillian Hill, said that she would contact Dawne Dewey for any minutes that might have been taken at the Spring Meeting in April and for the appendices to the January minutes. Dawne is presently out of the country. It was decided that a draft copy of today's minutes would be sent to council members electronically for approval. The Treasurer and committee chairpersons would send copies of their reports to Gillian. She would then forward the approved minutes, with the appendices, to Laurie Gemmill at OHS for posting to the SOA web site to allow SOA members access to them as soon as possible.

Treasurer's Report

Kevin Grace said that he would be finding a new bank to replace Huntington. It will have to be a bank with statewide branches to avoid problems when there is a change of treasurer. Kevin said that expenses for the Spring Meeting were about \$3,000, while the revenue was about \$2,000. It is usual for the Spring Meeting not to make money, but the Fall Meeting usually generates more income than expenses. He said that the society is in roughly the same financial health as is usual at this time of the year. Projected income from the workshops will help the budget considerably, however. He also said that council should consider putting the newsletter online on the SOA web site, rather than printing it and mailing it to members. This would save the society about \$2,000 per year. Judy Walker would say more about this in her

presentation.

Membership renewals will be sent the first week in July. Total income from membership renewals, after reminders, will total between \$2,500 and \$2,800. Anna Truman will be helping Kevin with the new electronic mailing list, which can be kept up to date easily. Kevin reminded council that we are spending \$350.00 per annum for the report of the National Coordinating Committee in Washington. George Bain pointed out the benefits of belonging to a lobbying committee. Continuing membership would be decided by a vote of the membership at the next annual general meeting.

The Treasurer's report was approved and is attached as [appendix A](#).

Budget

Maggie wants to finish the work on a budget that Dawne Dewey had started. George Bain suggested that committee chairs put in an estimate of their expenses at the beginning of the calendar year, at the same time they submit their annual reports. In that way, the treasurer would be able to set a budget for the society's fiscal year by the June meeting. For this year, Maggie asked committee chairs to submit their estimated expenses as soon as possible. She also asked for estimates of financial contributions from members' institutions. For example, the University of Cincinnati pays the mailing costs for the membership renewal letters.

Committee Reports

Program Committee

Melinda McMartin said that Fred Lautzenheiser would continue as a member of this committee. The Fall Meeting is planned for Friday, October 5. It was to be held at Hale Farm, but as archives students were to be encouraged to attend, it was felt that the meeting should be held closer to Wright State University. Sinclair Community College was chosen. A series of workshops will be held. Tentative dates of April 18, 19, & 20, 2002, were suggested for the Spring Meeting. Melinda will put out a call for proposals for sessions on the SOA web site. Athens was suggested as a possible location for the Fall 2002 meeting.

Tamar suggested that we use evaluation forms at the conferences and workshops. She also suggested that participants in the workshops receive certificates of attendance. The value of networking and how to give people sufficient time for networking was discussed. Maggie suggested that we cut off the Fall Meeting at 3:00 p.m. and have some kind of party or reception at that point.

The Program Committee report is attached as [appendix B](#).

Public Information Committee

Janet Carleton said that she and Jane Wildermuth are co-chairs of this committee and will alternate attendance at council meetings. They had had a

meeting together earlier in the month, and they plan for the full committee to meet quarterly. Janet reported that Laurie Gemmill's web site is getting lots of hits and the committee would like the SOA list serve to become more active. Web site statistics are attached as [appendix C](#).

Ohio Archivist

Judy Walker explained that it costs a lot of money to publish the newsletter. She asked why we were still doing it this way and suggested that we move to distributing it electronically. She said that some members don't even receive it right now, because of problems with keeping the membership directory updated. Print copies would still be required for the SOA's own archives, but institutions could be asked if they would accept an electronic copy. Having a smaller print run would not save much money. It would be easier and cheaper to print off copies, when necessary, from the computer. She asked whether we still need to put conference session reports in the newsletter. Although intended for those members who were unable to attend the meeting, there is not usually much content there. There was a suggestion that a complete report of each meeting be put on the web site as a separate item, not part of the newsletter.

Related to the discussion regarding documentation of society meetings, Tom Steman interjected that he is putting together a history of them, including all the sessions given over the years, with the names of the speakers. There are many missing years. Tamar said that there were also many gaps in the archival record of the society. They will put out a call for missing material. Printouts of the web site are also needed for the archives. Gillian Hill suggested that council needed a records retention schedule, to enable council members to know which records they should keep to pass on to their successors, which they should transfer to the SOA archives, and which they could safely throw away. She offered to work on this.

John Sanford made a motion to make the Ohio Archivist and the society's membership list electronic, with hard copies to be printed out on demand. The motion passed with one vote against it. The next issue will be electronic. Everyone on the mailing list will be notified. Mitch Helms, who has assisted with the newsletter's publication for many years will be informed about the decision.

Membership Committee

Tamar Chute reported that she, Connie Conner, and Kevin Grace had talked about a new membership brochure. Anna Truman showed council a draft membership brochure she had prepared, similar in design to the one she had prepared for the Education Committee, and offered to work with Kevin with the aim of sending it out to members with the membership renewals. The membership committee would like to have the new brochures available for distribution at institutions around the state.

Nominating Committee

Tom Steman said that he had not yet formed a committee. It was mentioned that it is traditional for the ex-president to sit on the nominating committee, so

Dawne would be asked to serve.

Archives Week Committee

George Bain said that he would get the web site up for this year's Archives Week soon. The theme is Celebrating the Media in Ohio. He passed around a mockup of the poster. It was admired by everyone, but with one suggestion being to have the name of the institution that designed the poster in a smaller font, because otherwise it might give the impression that Archives Week is to be a Cleveland event only. Printing expenses were to be \$1,700 maximum for 5000 posters and bookmarks. \$500 of this sum has already been contributed.

George said that the proposal to the Humanities Council for a symposium at OHS has to be in by July 2. The title of the symposium is to be "Ohio Newspapers: Their Roots and their Future." He should hear from the Humanities Council by early August. The proposed date for the symposium is Friday, October 12.

Awards Committee

Doug McCabe said that he does not yet have a committee. Kevin Grace suggested that the past president should be on the committee because that person would have some good ideas to contribute. Maggie Yax suggested that a message could be put on the list serve asking for nominations for awards. Doug emphasized that it is not mandatory that awards be given every year. They are supposed to be for outstanding work. He would like to concentrate more on people from outside the profession who have contributed to it in significant ways.

Education Committee

Anna Truman said that the upcoming workshops are listed on the web site. She would like to develop some new additional workshops geared more towards working professionals, rather than newcomers to the field. She is planning a new brochure that would go out with a mailing after the first of the year. The Education Committee report is attached as [appendix D](#).

Other Business

Procedures Manual for Committees

Maggie Yax has information from the committee chairs and is now seeking information from the officers.

SOA Activities for Ohio Bicentennial

A committee is being formed to work on ideas.

Books and Buttons

Tamar Chute gave the extra 25th anniversary books to George Bain to take to SAA. They will be sold for \$1 each. Buttons will be given away at future

meetings.

Funding Committee

This new committee would be headed by the president and treasurer to work on ideas to get money from outside the society for development, such as sponsorship for programs

Letterhead

Maggie Yax showed an example of new letterhead that she had designed recently when she had to write a letter as president of the society, but had no printed letterhead stationery available. It was decided that Gillian Hill, as secretary, would keep an electronic version of the letterhead, which could be sent to council members as and when they needed it. It could be altered to show their name and title, rather than Maggie's, as necessary.

American Originals Exhibit

The Ohio Historical Society is to host NARA's "American Originals" exhibit from May to September of 2002. They are talking about doing a sidebar exhibit on "Ohio Originals."

Next Meeting

Maggie set the next two meetings of council for Friday, September 21, 2001, and for Friday, January 18, 2002. There being no further business, the meeting was adjourned at 2:10 p.m. Respectfully submitted, Gillian Hill Secretary

Appendix A

SOCIETY OF OHIO ARCHIVISTS TREASURER'S REPORT

| | |
|--|-----------|
| Balance as of June 12, 2001 | \$1264.24 |
| Outstanding bills | -0- |
| Spring expenses: | |
| History Day Awards | \$ 100.00 |
| Spring newsletter and membership directory | \$1602.81 |
| Spring meeting | \$1295.94 |
| TOTAL | \$2998.75 |

Archives Week 2001: We have just received a check from the Ohio Newspapers Foundation for \$500.00.

Membership renewals for 2001-2002 will be mailed the first week of July.
Estimated income from this source: \$2400.

Respectfully submitted, Kevin Grace

Appendix B

PROGRAM COMMITTEE REPORT

For the fall SOA meeting, it's been proposed that we have a series of workshops. This will be a one-day event, with perhaps two in the morning and two in the afternoon with a common meeting during lunch. The location will be somewhere near Wright State so that graduate students can be encouraged to attend. We were trying not to duplicate workshops offered by the education committee (although, who knows, if these are popular, they might end up there.) These programs are all revolving around the theme of the non-processing part of archives (there has to be a catchier way to phrase this.) They are designed to appeal to different types of people.

The slot for the fourth session is very wide open. We might also want to add in as a fourth offering the basic Archives 101. Or another suggestion was a fourth session targeted specifically at the graduate students about the realities of being an archivist. We might want to get a recent Wright State grad for this one.

Session 1-Digitization, Technology and the Archives.

Many archives these days have websites. These websites, with online catalogs, online exhibits and information about the archives serve as a useful publicity tool. They can also serve as a basis for collaboration with other similar institutions (i.e.) Ohio Memory Project. This workshop could provide some practical information about what it requires, in terms of both technology and labor to begin to use online exhibits or digitization of materials for the collections. Should an archives invest in this? Why? Benefits and drawbacks to digitization could also be discussed.

Session 2-Oral History: Archivists and the Local Historians.

Oral history is one function in which archivists often collaborate with local historians/ amateur groups. It provides the opportunities to increase valuable collections, but involves a considerable amounts of time. This workshop could focus on two things: some of what it takes to start an oral history program by the archives itself, and ways in which archivists can advise local groups that want to take on projects

Session 3-The Vision of the Archives.

Much of what the archives does is to recast itself in the eyes of the general public. Some complain that the archives only hits the news when bad things happen. This session will entail describing ways in which the archives "thinks

outside the box" in terms of programmatic and publicity purposes.

Appendix C

SOA Public Information Committee Report

Janet Carleton, Co-Chair

| Web Page | Jan | Feb | March | April | May | June | Total |
|----------------------------|-----|-----|-------|-------|-----|------|-------|
| Archives Week | 52 | 80 | 55 | 82 | 70 | 71 | 410 |
| About Archives Week | 14 | 18 | 12 | 19 | 25 | 17 | 105 |
| Archives Week 2000 | 11 | 22 | 23 | 17 | 23 | 27 | 123 |
| Archives Week 1999 | 13 | 17 | 16 | 18 | 16 | 20 | 100 |
| Archives Week 1998 | 8 | 15 | 5 | 19 | 14 | 21 | 82 |
| Archives Week 1997 | 11 | 9 | 14 | 14 | 17 | 15 | 80 |
| Archives Week 1996 | 9 | 10 | 14 | 18 | 13 | 16 | 80 |
| Archives Week 1995 | 10 | 10 | 18 | 19 | 13 | 20 | 90 |
| Archives Week 1994 | 10 | 11 | 15 | 16 | 10 | 10 | 72 |
| Coordinator list | 11 | 10 | 23 | 19 | 18 | 20 | 101 |
| Event form | 6 | 9 | 8 | 12 | 15 | 12 | 62 |
| Model PSA | 13 | 12 | 17 | 14 | 21 | 12 | 89 |
| Model resolution | 8 | 14 | 17 | 18 | 23 | 15 | 95 |
| Poster Exhibit | 14 | 30 | 29 | 23 | 25 | 34 | 155 |
| AW 2000 Exhibit | 14 | 8 | 12 | 18 | 22 | 27 | 101 |
| AW 2000 Exhibit page 1 | 8 | 1 | 13 | 19 | 13 | 12 | 66 |
| AW 2000 Exhibit page 2 | 1 | 2 | 5 | 8 | 11 | 13 | 40 |
| AW 2000 Exhibit page 3 | 6 | 3 | 4 | 8 | 14 | 13 | 48 |
| AW 2000 Exhibit page 4 | 8 | 2 | 4 | 5 | 12 | 12 | 43 |
| "AW 2000 Exhibit ""Et Tu"" | 15 | 8 | 5 | 14 | 12 | 10 | 64 |
| AW 2000 Events List | 26 | 16 | 21 | 23 | 29 | 25 | 140 |
| Constitution | 39 | 22 | 35 | 51 | 45 | 43 | 235 |

| | | | | | | | |
|-------------------|-----|-----|-----|-----|-----|-----|-----------|
| Election | 17 | 31 | 66 | 65 | 33 | 28 | 240 |
| Index (Main Page) | 355 | 342 | 362 | 379 | 276 | 299 | 2013 |
| History Day | 25 | 30 | 34 | 37 | 80 | 53 | 259 |
| Links | 225 | 238 | 248 | 240 | 222 | 210 | 1383 |
| Listserv | 30 | 33 | 31 | 34 | 49 | 41 | 218 |
| Meetings | 45 | 93 | 126 | 115 | 65 | 54 | 498 |
| Membership | 34 | 40 | 33 | 44 | 66 | 38 | 255 |
| Merit Awards | 22 | 18 | 24 | 30 | 42 | 30 | 166 |
| Minutes - 2000 | 21 | 30 | 24 | 52 | 73 | 73 | 273 |
| Minutes 1999 | 11 | 9 | 8 | 10 | 11 | 17 | 66 |
| Minutes 1998 | 12 | 6 | 10 | 11 | 18 | 16 | 73 |
| Minutes 1997 | 8 | 4 | 5 | 4 | 12 | 13 | 46 |
| News | 15 | 35 | 26 | 47 | 53 | 46 | 222 |
| Roster | 60 | 54 | 53 | 89 | 62 | 61 | 379 |
| Strategic Plan | 19 | 12 | 23 | 27 | 37 | 22 | 140 |
| Workshops | 52 | 85 | 64 | 54 | 73 | 62 | 390 |
| TOTAL | | | | | | | 8540 hits |

Appendix D

SOA Education Committee Report

Anna K. Truman, Chair

Council Meeting, June 22, 2001

Upcoming Workshops

Archives 101

- Toledo Museum of Art, October 27 (Anna Truman)
- Toledo Museum of Art, April 12, 2002 (Anna Truman)

Appraisal

- Wood County Historical Society, September 22 (Charlie Arp)

Arrangement & Description

- Wood County Historical Society, September 22 (Bob Schmidt)

Rare Books

- The Great Lakes Historical Society, October 13 (Maggie Yax)

- Mahoning Valley Historical Society, May 13, 2002 (Maggie Yax)

Security

- The Great Lakes Historical Society, October 13 (Melinda McMartin)
- Mahoning Valley Historical Society, May 13, 2002 (Melinda McMartin)

Preservation Basics

- The Castle, Marietta, October 17 (Scott Gampfer, of Cincinnati Museum Center, graciously volunteered his time and effort for this one)

Publicity Issues

Laurie Gemmill has been helpful, as always, in updating the website with all the new info as I get it

Press Releases from PIC - this has been discussed further, but not much has gone forward on it - budget issues are at issue

Charlie Arp will be forwarding a state-wide email list to me soon, and this will be divided regionally so that we can publicize workshops, hopefully with the assistance of PIC New Workshops

Preservation Basics was developed due to expressed interest from the public - I would like to see if Scott Gampfer is willing to do this on a per request basis.

I sent an email to the EC on June 14 in re possible new workshops with these possible ideas attached (based on a discussion with Kevin Grace some time ago) - some of these could be designed for a Spring Meeting seminar, but I think the Education Committee should be involved, even if it isn't one that we charge for.

- Grant Writing
- Leadership & Management of College & University Archives
- Problem Patrons and How to Deal with Them
- Oral History § Doug McCabe responded saying he has been doing some of this and would be willing to develop an Oral History 101 for SOA
- Web Design and Promotion. - Bob Schmidt responded asking if we could develop two new workshops
- "So You want to be an Archivist?" - to introduce possible new archivists to the field - I assume this would be geared toward college students, though, of course, open to the public
- Copyright Issues - with a brief history of copyright, an overview of legislation, and current topics Instructors - We're looking for people who can help with presenting workshops so the same people don't have to do it all the time - spread out the responsibility so it doesn't get onerous

Upcoming Meetings

I am working to schedule an all committee meeting (w/o Bob Schmidt, who

cannot get away from Miami), possibly tagged onto the next Council meeting or the fall meeting to discuss these in depth, write descriptions, and update the brochure. We may have to go to a four-fold brochure if we're going to off this many workshops Committee Membership Issues

I have had no contact from two committee members since I became committee chairperson and want to know the procedure for removing them from the committee.

- Jennifer Nieve
- Bari Oyler Stith

Budget

What we expect to bring in for the rest of the year

- September 22 \$200-300
- October 13 \$200-300
- October 17 \$300
- October 27 \$600

Grand total

- \$1300-1500

This does not include the workshops already scheduled for next year

Expenses

- Travel reimbursement for instructors for all but the October 27 date, which Toledo is paying
- Brochure printing and mailing - one of the issues the EC will have to discuss is whether or not we can get these items donated again.

21 September 2001

Society of Ohio Archivists Council Meeting
Ohio Historical Society

The meeting was called to order at 10:45 a.m. on Friday, September 21, 2001. Members present were Maggie Yax, President; Doug McCabe, Vice President; Gillian Hill, Secretary; Tamar Chute, Melinda McMartin, John Sanford, and Tom Steman, Council Members. Also present were George Bain, Archives Week Coordinator; Connie Conner, Membership Committee Chair; Judy Walker, Ohio Archivist Editor; Anna Truman, Education Committee Chair; Jane Wildermuth, Public Information Committee Co-Chair; and Charlie Arp, State Archivist. Absent was Kevin Grace, Treasurer

President's Comments

Maggie Yax welcomed everyone and thanked Judy Walker for hosting the

meeting.

Secretary's Report

Minutes from the June council meeting were read and approved.

Membership Committee Report

This committee report was brought forward on the agenda so that Connie Conner, the committee chair, could return to work. Connie said that Jim Oda, and Doug McCabe had agreed to be on the committee. She has not yet contacted Jennifer Nieves. She also reported that the new membership brochure, designed by Anna Truman, has been posted to the web site. Melinda McMartin's organization will print the brochures. Doug requested that each member of the committee receive about 25 copies for distribution. It was expected that they would be ready in time for the Fall Meeting.

Tamar suggested that it would be more appropriate for the Treasurer to be the council liaison to the membership committee, as he is responsible for the membership database. Gillian Hill suggested that the Treasurer should also be responsible for reporting on the membership at the annual meeting, as he holds all membership information. Maggie thought that the listed duties of the Secretary and Treasurer should be re-written and asked Tamar and Gill to come up with some language before the January meeting. She said that she would like the by-laws to include the duties of all council members, not just the officers. Council can authorize any changes to the by-laws, as they would not involve an amendment to the society's constitution.

Treasurer's Report

Anna presented the Treasurer's report in Kevin's absence. Melinda pointed out that the \$300.00 donation from Central Business Group, which Kevin had noted as being for Archives Week, was actually for the Fall Meeting. Kevin had made inquiries with several other banks about changing the society's account, but had found that fees would be very comparable to the Huntington. The society's account does not have enough action to be eligible for a waiver of fees from any of the contacted institutions. Therefore, the society's bank account will remain at the Huntington for the time being.

The Treasurer's report was approved with the amendment of the destination of the \$300.00 donation, and is attached as an appendix.

There was some discussion of grace periods for paying membership dues, mentioned in one of Kevin's notes on his report. It was decided that this would be done informally. A letter of reminder would say that if the dues weren't paid by a certain date (for example, December 1st?), the person would be dropped from the membership list.

Budget

Charlie Arp announced that OHRAB (Ohio Historical Records Advisory Board) has some NHRPC (National Historical Records Publication Committee)

money that could be available for a suitable SOA project. This could be used, for example, to finance a plenary speaker, or a workshop, for the Spring Meeting. We would need to come up with a proposal. The next OHRAB meeting is on October 12. A proposal could be presented by Charlie or a council member, in general terms, at this meeting, with more details to be given at the following meeting in February 2002. Charlie also suggested that Melinda might request that OHRAB also pay for the reception at the Spring Meeting. Maggie said that council would discuss this further in the New Business section of the meeting.

Maggie then asked committee chairs if they were satisfied with the amounts she had included for their estimated expenses in the draft budget document she had distributed. All agreed, although Tamar said that membership committee expenses could go up if they would be required to pay for printing or additional mailings at some point. There then followed some discussion of in-kind donations from council members' institutions, which had not been included in the expenses. Doug suggested that in-kind donations should be shown somewhere on the budget form, in a separate column, perhaps. Maggie asked Doug to come up with a more detailed statement for the next meeting.

Other Committee Reports

Program Committee

Melinda asked whether the society could apply for a bulk mailing ID. Judy Walker said that OHS already has one. They could do the mailings for us and charge us back. All agreed that this would be a good idea.

Melinda said that thanks should go to Julie Orenstein for hosting the Fall Meeting on Friday, October 5, at Sinclair Community College, and to Central Business Group for their donation. Because there will be no outside plenary speakers, the Fall Meeting will only cost the society \$165.00. That is without any registrants, so there should be a profit for this meeting. The open meeting scheduled for Friday morning would perhaps be used to ask members for their comments regarding the electronic version of the Ohio Archivist, and to receive comments about the continuation of the subscription to the newsletter from the National Coordinating Committee for the Promotion of History.

Melinda proposed that the society's Bicentennial Committee have a session at the Spring Meeting. Her goal is to have all the speakers and sessions settled by the January council meeting. Tamar offered to help with local arrangements. There was discussion about holding a one-day Fall Meeting, 2002, in Athens, at Ohio University. The date should be decided as soon as possible, so that it can be included in MAC's 2002 calendar.

The Program Committee report is attached as an appendix.

Public Information Committee

Jane Wildermuth announced that Janet Carleton has resigned as co-chair of this committee. Judy Walker has offered to take the position. Judy is also to be the new web master for the society. Jane said that she had worked with Anna to ensure that all historical associations in the state received notification of the workshops on offer. OAHSM (The Ohio Association of Historical

Societies and Museums) wants to put the SOA workshop listing on their web site.

Maggie asked for a description of the PIC committee's duties. Jane said that she was not really sure of how the PIC should work, i.e. should all announcements for meetings and Archives Week be funneled through the PIC, and should the PIC call for papers for conferences, etc? The PIC is to hold a meeting after council meeting this afternoon and will discuss such matters then.

Ohio Archivist

Judy Walker, the Editor, said that the first electronic version of the Ohio Archivist would be up by October 1st. There will be a printer friendly version available too. The electronic version of the newsletter will be accessioned by the OHS. Melinda and/or Anna will send Tamar a color printout for the SOA archives. Postcards will be sent to the entire membership today to let people know that the OA will be online. Postcards will be sent each time the newsletter is produced. The procedure will be revisited in a couple of years, but at this time it was felt that some members would not see the newsletter without a reminder. Judy said that she would be the contact person for members who would not be able to receive the newsletter electronically, and who would therefore need to be mailed a printout.

Judy said that she had received \$100.00 from the Hollinger Corporation for an advertisement in the newsletter. She has included a link to their web site. She said that there should be a formal policy for links. For example, for \$25 there could be a link on one page, and for \$100 there could be a link on every page. She would work on something. She also said that this edition would break even, because the \$100 received from Hollinger would offset the cost of mailing the postcards.

Judy will contact Kevin or Fred Lautzenheiser, the previous editor, for the names of institutions who received the Ohio Archivist in the past, but who are not listed in the membership database.

Judy also said that she has an OHS volunteer working on a possible new logo for the society. Anna will e-mail Judy the current logo to start with. When they have some mockups, Judy will send them to council members for their opinions.

Nominating Committee

Tom Steman said that Ken Grossi, Tom Culberston, and Dawne Dewey have agreed to be on the nominating committee. Maggie and Doug have offered to run for election again next year, but Kevin will not be running. Jane Wildermuth offered to run as Treasurer, and be on the membership committee. Four candidates for two council positions will be needed.

Archives Week Committee

George Bain showed the new poster for Archives Week, and passed out bookmarks. George was expecting the printing expenses to be about \$1,500, but they could inch closer to the earlier proposed figure of \$1,700 when adjustments and shipping costs were included. He said that he was hoping to put a calendar of events on the web site. Unfortunately, the proposal

submitted to the Ohio Humanities Council for a symposium on October 12 was turned down, as they have taken a budget hit this year.

George distributed a letter sent by the State of Georgia Archives Week Committee, which included some good ideas. The envelope their poster was mailed in had a big yellow sticker on it saying that the poster was included. Maggie particularly liked that the Georgia committee makes an Event Planning Guide available. She thought that might be very helpful for Ohio institutions that would like to do something for Archives Week.

George indicated that he would be looking for corporate sponsors for next year's Archives Week, the theme of which will be Business and Labor. John Sanford said that we should emphasize that it will be business and labor archives that we will be celebrating.

Awards Committee

Doug McCabe said that he has received one nomination. The nominee is a member of SOA. He said that, while he is not averse to members of SOA receiving awards, the original idea had been to celebrate and recognize people outside the archival profession who had contributed to it. Doug asked for any further nominations to be sent to him. He would like some brief biographical information also, if possible, with the reason why the person might deserve an award. He would like this information before the next council meeting.

George proposed increasing the prize money for History Day winners from \$50 to \$100 each. Doug said that it would be great if we could build up the finances sufficiently to provide scholarships to archival students in Ohio. George thought that we should consider starting a foundation with this goal in mind.

Doug had to leave for another engagement, but first Maggie asked him if he had any ideas for the possible OHRAB grant. Doug said that he felt it should be used for something that would be educational for more than just the society's membership. In other words, the program should appeal to people other than archivists and records managers. Further discussion on OHRAB and awards was tabled for new business.

Education Committee

Anna announced that all the workshops are listed on the web site. She had polled her committee to see if there should be a no refund policy for workshop applicants. Council agreed that that would be a good idea.

She is planning to call a meeting of her committee for sometime this fall to discuss future plans. One idea is to expand the Archives 101 workshop to two days. It might be a possible use of OHRAB money to subsidize such a project.

The Education Committee report is attached as an appendix.

Bicentennial Committee

Maggie announced that a committee has now been formed comprising herself, Anna, George, Christine Crandall, Angela O'Neal, and Dave Roepke. They would be holding their first meeting today at 2:00 p.m.

Other Business

Awards

Council will revisit the proposal to increase the prize money for History Day winners from \$50 to \$100 each at the January 2002 meeting.

OHRAB Grant

John proposed that we could consider charging \$50 for an OHRAB sponsored workshop, with the goal of beefing up the treasury in order to provide scholarships in the future.

George suggested a symposium for Archives Week for 2003 or 2004.

Anna suggested a workshop on digital copyright issues for the Spring Meeting, 2002. There could perhaps be a plenary speaker for Friday, preceding a workshop in the afternoon, with a possible charge of \$50. Besides archivists, this workshop could be of interest to records managers, librarians, IT people, electronic records committee members, and other people from state government who are not archivists. Related professional groups could be invited. George suggested that we might need a program committee to thrash these ideas out, but in the meantime a more general statement could be given to Charlie for the October meeting of OHRAB. Melinda will write up the proposals.

Next Meeting

The next meeting of council is set for Friday, January 18, 2002. The location is as yet not determined.

There being no further business, the meeting was adjourned at 1:15 p.m.

Respectfully submitted,
Gillian Hill Secretary

Appendix A

Treasurer's Report
Society of Ohio Archivists Council Meeting, September 21, 2001

Balance as of September 20, 2001 - \$4362.25

Outstanding checks-OCLIS dues - 25.00

Balance - \$4337.25

Of the \$4337.25 total:

Balance previous to membership renewal - \$1127.25
2001-2002 memberships - \$1735.00

Archives Week 2001 - \$1300.00
Fall workshops - \$ 65.00
Hollinger ad for newsletter - \$ 100.00
Fall 2001 Meeting registration - \$ 10.00

TOTAL: \$4337.25

- The Ohio Library Council, Ohio Newspapers Foundation, and the Central Business Group have made contributions to Archives Week.

- The membership roster has been entered on Access 2000, and is available on Access 97 and Excel. Many thanks to Anna Truman for setting this up for the Treasurer. The roster has been sent to Laurie Gemmill for the website, to Judy Walker for The Ohio Archivist, and to Melinda McMartin for the Fall Program. Any updates/corrections should be sent to me, and they will be immediately made.

- As of September 21, 2001, the membership (active and inactive) stands at 196. Of this number, 109 are active, including three life members.

- Second notices for dues were mailed September 14. I suggest that Council consider a rule for grace periods for the membership, after which inactive names will be dropped from the directory and mailing lists.

Appendix B

Program Committee Report for Fall Council Meeting
21 September 2001

Fall Meeting: 5 October 2001

Fall meeting programs have been mailed last week and should be at most member institutions. At this point, no mailings were returned for improper addresses. If they are, they will be passed on to the treasurer so that the database can be corrected. There has been several email questions about the conference. The program has been forward to the list and the website manager.

Spring Meeting: 18-19 April 2002

The Spring meeting will be held 18-19 April at the Ohio Historical Society. One suggestion for a plenary speaker is a psychologist or someone who might give workshops to staff members on dealing with difficult people. I spoke with the Organization and Human Resource Development Office at Ohio State, but they were unable to help me because I was not an OSU employee. I do know that Wright State also has a Center for Psychological Services. If we cannot work through OSU, this is another option. A second potential plenary speaker, Tom Crouch, was suggested as a speaker on grant writing.

The call for committee members/ program proposals yielded one lone proposal. With the proposal from George last spring, that makes 2. It is suggested that at the open meeting at the fall meeting, members be urged to give more proposal ideas. Any suggestions from the Council would also be

very helpful. The committee will meet in early November to sift through proposals and decide on speakers.

Fall Meeting: 20 September 2002

A tentative date has been set for the fall meeting of 20 September 2001. Ohio University at Athens has been suggested as the location for this meeting. If this is acceptable to George Bain, and Doug McCabe, and the other council members, we should go ahead and confirm the location and date. If we can set this date, we can email MAC and get it on the calendar for next year.

Appendix C

SOA Council Meeting
21 September 2001
Education Committee Report

Workshops are going as scheduled (these are for the rest of this calendar year):

September 22
October 13
October 16
October 27

Refund Policy: I would like to institute a "no refunds policy" for workshops. We charge very little, and are dependent on some basic numbers of registrants and their money to reimburse the instructors for their time and trouble.

Two-day Workshops: Now that we've gotten a fairly decent line-up of workshops, I would like the Education Committee to sit down and talk about expanding the sorts of workshops we do. This notice was recently posted to the Archives listserv, and I'd like to see if we couldn't come up with something similar. I'm working on scheduling a committee meeting for late fall, possibly at Miami University.

"Register now for ARCHIVES 101 - two days of basic training in archival collections care and processing. 8 a.m. - 4 p.m. November 8 and 9, 2001, Arvada Center For the Arts & Humanities.

Have you been given responsibility for archival collections but have no clue where to begin? Then this is the workshop for you. Two days of intensive basic training. Instructors are:

Reference and Access. Steve Fisher - University of Denver. The Archival Lexicon.
Collection and Appraisal. Lisa Backman - National Cable Television Center and Museum.
Arrangement and Description. Keith Schrum - Colorado Historical Society.

Preservation and Security. Karen Jones - Jefferson County Public Library.

Legal Issues. Dr. Mary Elizabeth Ruwell - Peterson AFB Museum.

Introduction to Oral History. Fred Calabretta - Mystic Seaport Museum.

Identification and appraisal of photographs. Jennifer Thom - Denver Public Library Western History.

Registration cost for both days is \$65 and includes two lunches and two continental breakfasts. The Central Colorado Library System (CCLS) is subsidizing this workshop to keep registration cost low."

This may be a possibility for the OHRAB money that SOA has been offered??