

2002 Minutes

28 June 2002

Society of Ohio Archivists Council Meeting

Friday, June 28, 2002, Ohio Historical Society

The meeting was called to order at 10:45 AM on Friday, June 28, 2002. Members present were Maggie Yax, President; Jane Wildermuth, Treasurer; Gillian Hill, Secretary; and Judy Wiener, Council Member. Absent were Doug McCabe, Vice-President; Melinda McMartin, John Sanford, and Kristen Pool, Council Members.

President's Comments

Maggie Yax welcomed everyone present and thanked State Archivist, Charlie Arp, for providing coffee. She expressed her disappointment at the small attendance. While some people had let her know that they would be unable to attend in advance, others did not let her know until the last moment. There were insufficient voting members present to have a quorum.

Secretary's Report

Gillian Hill read the reports of January 18 and April 18 (the Annual Meeting). Neither report could be voted on for lack of a quorum. The Secretary said that she would try to get approval of the January minutes by e-mail as everyone had already seen them and any corrections or amendments had been taken into account. The April minutes, however, would be brought to the next Council Minutes. The Secretary would ask the past Treasurer, Kevin Grace, for a copy of the annual Treasurer's Report to attach to the April minutes. Kevin had to leave the Annual Meeting before his report was given.

Treasurer's Report

Jane Wildermuth presented the Treasurer's Report. The current balance was \$2,761.34. A sum of \$874.97 was yet to be sent from OHRAB for the workshop speaker at the Spring Meeting. Maggie said that she would send a letter of thanks to OHRAB, which she will give to Charlie Arp to pass on to them.

Expenses were \$394.11 to Melinda McMartin for the Spring Meeting and workshop expenses, \$322.67 to Christine Crandall for workshop expenses, and \$50.00 to the Ohio Secretary of State for reinstatement as a non-profit corporation, and for designation of a corporate agent. Jane has used her name as agent, replacing Rai Goerler, who had been named as the agent

since 1990.

Jane reminded Council that the Society, as a non-profit organization, is exempt from Federal Income Tax. Those who pay bills on behalf of the Society should be aware of this. The Federal ID number is 23-726160. She also informed Council that she has started an on-line checking account for convenience and accountability.

Jane said that she has received some boxes of records from Kevin Grace. She had been planning to forward the older material to Tamar Chute, who keeps the SOA Archives at Ohio State University. After some discussion, however, it was agreed that we need to have a retention schedule first. Gillian will prepare one, and once we have it, records that can be destroyed will be, so that only records with permanent retention will be sent to the Archives.

Without a quorum, there could be no vote on the Treasurer's Report

Committee Reports

Membership Committee

Jane reported that there were currently 168 members, seven of which are institutional. There are three new members: Marilyn Kosier, Mona Chapin, and Brian DeLuca. Renewal notices are to be sent at the beginning of July. Jane will put a notice on the list serve when the renewals have been put in the mail.

The new membership brochures are being prepared. Jane said that the membership categories on the current brochure don't correlate with the membership categories listed in the Society's constitution. As the constitution has not been changed, the new brochure will use the constitution's categories. The dues for a Patron will be \$30, and for a Sponsor \$50 and over. Melinda McMartin has told Jane that her institution would cover the printing costs. If there is a problem with this, the society will pay. Jane will also put the membership form online.

Program Committee

As Melinda was absent, there was no Program Committee report. The [report](#) was submitted after the meeting.

Public Information Committee/Ohio Archivist/Website

As Judy Cobb was also absent, these reports also were not given. Judy, however, sent in her report the day following the meeting, and it is attached as an appendix.

Judy Wiener said that she would contact Judy Cobb to ask her about the formats in which she would prefer that information to be sent to her. This is especially important as she is now working on Council material at home.

Nominating Committee

Although John Sanford was on vacation, he sent in his report to Council. He said that the committee members are Dawne Dewey and Ken Grossi, with John as Chair. He thanked outgoing member, Tom Culbertson, for his efforts. The committee is presently collecting names and encouraged all council members to forward any ideas to the committee before September 15, if possible. Ten candidates are needed, two for President, two for Vice-President, two for Secretary, and four for Council.

Archives Week

Chair, Kristen Pool, was absent, but had also sent in her report. It is attached as an appendix. The main point is that the theme has been modified slightly, by being changed from Business and Labor Archives to Business and Labor in Archives. Awards Committee As Chair, Doug McCabe was absent, there was no Awards Committee report.

Education Committee

Judy Wiener presented the Education Report, which is attached as an appendix. Judy said that she and Anna Truman had divided up their responsibilities on the committee. Anna would continue to arrange the workshops and Judy would be responsible for new initiatives. Judy showed an evaluation form, which had been used at the recent Geauga County workshop. It is also attached as an [appendix](#).

Council agreed that it is a good idea to use evaluations. Jane suggested that we also go back to using evaluation forms at our SOA meetings too. She thought that the feedback would be valuable for Program Committees. Maggie said that she would ask Melinda to draw one up for the Fall Meeting. Judy said that as far as new ideas were concerned, the Education Committee would be working on procedures for a mentoring program and an intern program. She hoped that the Education Committee might be able to arrange their next meeting during the Fall Meeting at Ohio University.

Bicentennial Committee

Maggie said that there had been no further meetings of this committee since March 15. She had given a report on this at the Annual Business Meeting on April 18. She hoped that there would be another meeting before the next Council meeting in September. She reminded everyone of the projects in progress. Christine Crandall is the coordinator for producing a guide for archivists wishing to do visitation in classrooms or host presentations for classes in the Archives. Anna Truman is writing a grant to OHRAB requesting funding for preservation workshops in 2003. The Ohio Bicentennial Commission had a project called "Bicentennial Moments", which has been put on hold because of budget restrictions, so SOA's similar project, that has been planned to work in conjunction with the State's has also been put on hold.

Old Business

Budget

This issue could not be addressed, as Doug was absent.

New Business

Treasurer Question

Jane asked whether expenses should be cleared with Council and agreed before the money is spent. Council will look into this.

New Committee Structure

Maggie explained the new committee structure. She has assigned certain Council members to chair certain committees related to their duties, for example the Treasurer is to be Chair of the Membership Committee (as the treasury is so dependent on membership), the Secretary is to be Chair of the Public Information Committee and, following custom, the Vice-President is to Chair the Awards Committee.

Council members were assigned to other committees according to their interest: Kristen Pool to Archives Week, Judy Wiener to Education Committee, John Sanford to Nominating Committee, and Melinda McMartin to Program Committee. The Chairs of the committees will present the reports to Council. The Co-Chairs, who are not on Council, will provide some continuity for the committees as Council members leave office. This arrangement will also help keep Council meetings more manageable, as there will be fewer people who need to be present.

Next Meeting The date of the next meeting will be arranged later.

The meeting adjourned at 12:45 PM. Respectfully Submitted, Gillian Hill
Secretary

Appendix A

Report from Archives Week Committee 2002

June 28, 2002

Co-Chairs Mary Oliver and Kristen Pool

2002 Regional Coordinators are:

- o Central: Phil Sager, Ohio Historical Society
- o Northeast-Cuyahoga County and Area: James Banks, Cuyahoga Community College
- o Northeast-Akron Canton Youngstown: Elizabeth Swartz, Barberton Public Library
- o Northwest: No confirmation yet from Julie McMaster or Jim Marshall
- o Southeast: George Bain, Ohio University
- o Southwest-Cincinnati Area: Christine Crandall
- o Southwest-Miami Valley: Mary Oliver, Montgomery County Historical Society

The theme this year has been modified slightly to be "Business and Labor in Archives," rather than "Business and Labor Archives." After discussion among Kristen, Mary, and Margaret, we decided that the broader theme would encourage participation from more institutions (i.e., not just actual business and labor archives).

There will be no poster this year, because of time and budget constraints. Instead, we will post images and text on the SOA website that institutions can use to create their own fliers and posters. Mary and Kristen will begin soliciting these images over the summer.

Appendix B

Public Information Committee Report

My apologies for not making the Council meeting on Friday. I do have a few things to report from the Public Information Committee.

Web and OA Statistics

April 2002

Main Page 549

OA Main Page 195

Membership Directory 121 (downloaded pdf)

Entire Spring OA 292 (downloaded pdf)

May 2002

Main Page 474

OA Main Page 117

Membership Directory 65 (downloaded pdf)

Entire Spring OA 83 (downloaded pdf)

What's new on the web:

Membership directory

PIC Form

Next issue of OA:

Feature/Focus: Getting ready for Ohio's bicentennial

Upcoming workshops

News and Notes

History Day

OHRAB

Ohio ERC

President's Message

There haven't been any updates to the web site since the beginning of May since I didn't have the right kind of software at my new job. But, I have it now and will be able to get the updates done. (Give me a couple of weeks to get caught up!) Please be aware that I will be working on any changes and updates on the weekends, so immediate changes won't be possible like they were when I was at OHS.

Appendix C

Education Committee Activities

Workshops – April 12 – Intro to Archives (Christine Crandall) at Toledo Museum of Art (20 attendees)

April 20 – Archives 101 (Charlie Arp) at OHS (~5 attendees)

May 13 – Rare Books in the Archives (Maggie Yax) and Security (Melinda McMartin) at Mahoning Valley Historical Society (~5-7 attendees each)

June 8 – Archives 101 (Christine Crandall) at Geauga County Historical Society (21 attendees)

October 21 – Photo Collection Management and MARC Cataloging for Archival Collections (John Sanford) at Warren-Trumbull County Public Library

November 9 – Photo Collection Management (John Sanford) and Grant Writing (Kristen Pool) at Clermont County Historical Societies (actual location still to be determined)

Cleveland Archivists Roundtable has expressed interest in scheduling workshops through us, as has the Berea Historical Society – we're still working out the details.

Income – approx. \$1480 April – June

New Activities-

On June 8 we conducted our first workshop evaluation. Please see attached for results.

Overall, the response was pretty good with some odd comments here and there and there were clear cases of respondents not knowing what "101" means. Also, the evaluation marked that there is lack of knowledge of other workshops that we offer. No one marked "Student" as a skill level – though we know there were students there from Kent State.

Preservation Workshops

Because of overlapping committee membership, the EdComm is working with the Bicentennial Committee on a proposal to OHRAB for money to fund preservation workshops next year. We need volunteers to teach this around the state so one person isn't doing it all, though we will have the curriculum in place.

The education committee is looking at exploring new areas of outreach to students and new professionals

The chair is looking into methods that will make mentorship program more active and for ideas on how to increase student involvement.

Society of Ohio Archivists Annual Business Meeting

Thursday, April 18, 2002, Ohio Historical Society

The meeting was called to order at 4:15 p.m. on Thursday, April 18, 2002. Officers present were Maggie Yax, President; Doug McCabe, Vice President; Gillian Hill, Secretary; Tamar Chute, Melinda McMartin, John Sanford, and Tom Steman, Council Members. Absent was Kevin Grace, Treasurer.

President's Report

Maggie Yax welcomed everyone and read her report, which is attached as an [appendix](#).

Secretary's Report

Gillian Hill reminded members that minutes of all meetings of Council are posted to the Society's website. For those who cannot access the website, she will provide copies on request.

Treasurer's Report

The Treasurer had to leave before the business meeting began. Maggie read his report. After writing checks for the meal at Boca di Beppo for the Spring Meeting, and to U.C. for duplicating costs, the balance of the Society's account was \$3,572.89. Kevin said that, after the April meeting revenues, we would have the highest balance ever. The other good news was that there were now over 200 members

Amendment to the Constitution

Tamar Chute read the proposed amendment, which had been endorsed by Council. The amendment would be able to be approved by a simple majority vote. A draft of the proposed amendment is attached as an [appendix](#).

Committee Reports

Nominating Committee

Tom Steman read the slate of officers for the election and ballots were collected.

Program Committee

Melinda McMartin announced that the Fall Meeting was to be held at Ohio University in late September.

Education Committee

John Sanford drew members' attention to the report, particularly to the new brochures and the slight fee adjustment. The report is attached as an [appendix](#).

Public Information Committee, Ohio Archivist, and Website

Judy Cobb announced that there is a new form, the Public Notice Request Form, to be used for input to the PIC. She mentioned all the information that is available on the website, including the membership directory, the Ohio Archivist, and Tom Steman's history of the SOA. There have been around 5000 hits in the past year, with definite spikes around meeting time.

Archives Week

George Bain announced that the theme for Archives Week for 2002 is Celebrating Business and Labor in Ohio. There will be no poster this year.

Membership Committee

Connie Connor said that Anna Truman has designed new membership brochures and Melinda has printed off copies to have them available for members. She thanked OHS for putting the membership directory online.

Bicentennial Committee

Maggie Yax read the report of the committee. It is attached as an [appendix](#).

Old Business

NCC Dues

Maggie reminded members that at the Fall Meeting she had taken a poll to see whether people were content to continue the Society's payment to the NCC to receive their newsletter. The annual dues for this service are now \$350.00. At that time there had been only one objection. George Bain made a motion that members authorize the Treasurer to continue paying dues for this service for the next three years. The motion was seconded by Tamar Chute, and passed unanimously.

New Business

Results of Voting

The amendment to the constitution passed unanimously.

The officers elected were as follows:

Maggie Yax, reelected as President
Jane Wildermuth, Treasurer
Kristen Pool, Council
Judith Wiener, Council

George Bain commended Tamar Chute and Tom Steman for their work on the Nominating Committee.

The meeting was adjourned at 5:30 PM.

Respectfully submitted,

Gillian Hill
Secretary

18 January 2002

Society of Ohio Archivists Council Meeting

Friday, January 18, 2002, Ohio Historical Society

The meeting was called to order at 10:45 a.m. on Friday, January 18, 2002. 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 Judy Walker, Ohio Archivist Editor; Anna Truman, Education Committee 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 September, 2001 council meeting were read and approved.

Treasurer's Report

Anna presented the Treasurer's report in Kevin's absence. Kevin relayed the message through Anna that he would bring all the Treasurer's papers to the April meeting, including the bank information cards, in order to turn everything over to his successor. Regarding the statement on the Treasurer's report concerning institutional membership, Judy said that only one institutional member had voiced concern over the Ohio Archivist being online. When told that it could be accessed via the website, the person was satisfied. The Treasurer's report was approved, and is attached as an appendix.

Committee Reports

Program Committee

Melinda said that we were to receive about \$1,000.00 as a grant from OHRAB. The money would be used to pay for the expenses, plus a small honorarium, for the plenary speaker at the Spring Meeting. Melinda was hoping to get an announcement to the members regarding the Spring Meeting by the middle of February. The Fall Meeting for 2002 is to be held at Ohio

University, but she had nothing to report on this meeting yet. There followed some discussion on arrangements for the Spring Meeting regarding food, hotel rooms, and the relative advantages of a reception, mixer, communal dinner, etc. Tamar, as local arrangements liaison, and Melinda will work on the details. Tom asked about attendance at the Fall 2001 Meeting and was told that about 65 people showed up. It had been a good meeting, despite some technical difficulties and problems with the available space.

Public Information Committee

Co-Chair, Judy Walker, gave council members a copy of the new Public Notice Request Form, to be used when asking for the committee to publicize certain SOA information, e.g. workshops, and dues information. The form will be available online as a PDF file, which can be printed out or saved as a Word document. When filled out, it can be e-mailed to Jane Wildermuth, at WSU. It was suggested that Jane's fax number be added to the form. Other more personal announcements, or those relating to members' institutions, should be sent to the SOA list serve, rather than the PIC.

Ohio Archivist and Website

Editor, Judy Walker, said that the next deadline for the Ohio Archivist is March 15. She had only received about four complaints after the first electronic version was made available. About 60-70 people have looked at it online each month, and nobody has yet asked her for a hard copy. The electronic version has been accessioned by the OHS. Melinda will send Tamar a color printout for the SOA archives.

The membership list is to be put online, but members will be given the option not to be listed if they don't want to be.

Judy also said that she would set up a list serve for council members.

Nominating Committee

Tom Steman presented a slate of candidates for the election in April. He had not yet solicited candidates, however, to run against the sitting President and Vice President. He said that it is very difficult to ask someone to run against incumbents who usually wish to run again themselves for a second one-year term. He asked for council's opinion on amending the constitution to have the President and Vice President run for one two year term. Council agreed in principle, so he and Tamar will work on the language of the amendment and submit it to council members via e-mail for discussion. Council approved the slate of candidates as presented:

President: Maggie Yax, Cincinnati Historical Society

Vice-President: Doug McCabe, Ohio University

Treasurer: Jane Wildermuth, Wright State University; and Bertha Ihnat, Ohio State University

Council: Kristen Pool, Shaker Heights Public Library/Shaker Heights Historical Society; Judy Weiner, Medical Heritage Center, Ohio State University; Connie Connor, Ohio Historical Society; and Jim Marshall, Toledo Public Library.

Awards Committee

Doug McCabe said that he has received no other nominations, so had nothing further to report. Melinda moved to increase the two History Day awards from \$50 to \$100 each. The motion was seconded and approved.

Membership Committee

Tamar reported for Connie. The new membership brochures will be mailed out this month.

Education Committee

Anna said that the committee had met in November. New workshops had been added. She showed Council members a copy of the proofs of the proposed new brochure, which had arrived shortly before the meeting. A motion was made and approved to accept the expenditure for the mass mailings.

Anna requested that council authorize the Treasurer to issue a letter for her own tax purposes confirming that the money she had received personally from workshops at the Toledo Museum of Art had been donated to the SOA. The motion was made, seconded and approved. Council noted that the workshops are doing very well and bring in money for the society. Melinda suggested that the announcement of the new education brochures should be posted by the PIC.

The full Education Committee Report is attached as an appendix.

Bicentennial Committee

Maggie announced that Bob Schmidt is a new addition to this committee. At the committee's meeting, they had discussed various projects, e.g. an online preservation video, for which they have submitted an application for a Legacy Grant; the development of an SOA Foundation, and SOA 35th anniversary projects. They have also submitted two bicentennial program proposals for the SOA Spring Meeting-one of which will be accepted. There is also the possibility of asking OHRAB for a grant for a bicentennial project. An example would be a workshop to be given in several places in the state during 2003. Charlie Arp suggested that they could ask for up to \$3,000-\$4,000 for such a project.

Old Business

Anniversary Books

Tamar asked about the box of 25th anniversary books. Council suggested that they be given away at the Spring Meeting. Any left over could be distributed to

public libraries.

Secretary/Treasurer Duties

Tamar will rewrite these duties and submit the changes to everyone by e-mail. Once agreed, Maggie will then change them on the website.

New Business

PDQ Request

Maggie had circulated an e-mail message from AASLH proposing to develop PDQ-a Professional Development Quick-reference network. They will put online a searchable database of workshops, seminars, and meetings across the country. They asked for our society to become a network participant, and send a letter of support. A motion was made and approved to support this initiative for two years, and then to revisit it. Maggie will write the letter of support.

Program History

Tom announced that he is writing a history of sessions given at every meeting SOA has held since the inception of the society. He will distribute it to council members when it is finished. Next Meeting The next meeting of council is set for Thursday, April 18, 2002, at the Ohio Historical Society. There being no further business, a motion was made and approved to adjourn the meeting 12:45 p.m.

Respectfully submitted,
Gillian Hill Secretary

Appendix A

Society of Ohio Archivists Council Meeting

Treasurer's Report

January 18, 2002

Balance as of January 17, 2002 - \$5480.08

Outstanding checks

National Coordinating Committee for the Promotion of History -
\$300.00

State of Ohio Non-Profit Filing Fee - \$25.00

TOTAL - \$325.00

Revised Balance - \$5155.08

Renewal of the non-profit status of SOA with the State of Ohio has been made, and we await the paperwork. Upon receipt, Council should decide whether the number should be listed on the website for informational purposes for the membership.

An update of the membership status has been made. By the end of January, the database will be sent electronically to the Membership Chairperson, to the SOA website, and to the Ohio Archivist editor.

Membership currently stands at 206, representing 198 individual members and 8 institutional members. Council should be aware that the institutional membership category may become obsolete as SOA now publishes the Ohio Archivist online, and institutional members have enrolled for this category as hard-copy recipients of the Ohio Archivist.

When the current treasurer's term expires in April 2002, files and appropriate forms for transfer of signature cards, etc. will be made with the new treasurer.

Respectfully submitted,

Kevin Grace,
Treasurer, Society of Ohio Archivists

Appendix B

Education Committee Report

SOA Council Meeting 1

8 January 2002

1. The committee actually got to meet face-to-face in November at Miami University Archives, where Bob Schmidt graciously hosted us.

2. New workshops added to repertoire.

211 - Finessing the Big Move - Virginia Weygandt

212 - Managing Photographic Collections - John Sanford

301 - Digitizing Historic Collections - John Sanford

302 - Grant Writing: How to find and get the money you need -
Kevin Grace

303 - Management Issues - we're working on finding an instructor

3. Slight price increase A new fee schedule will be in effect for any workshops scheduled after the new ones are announced. \$20 for the 3-hour workshops \$30 for 101 \$45 for the Preservation Basics

4. Brochure - available online, or will print if requested. Also, a PDF will be

available online (we hope) so that people can print their own copy of it. The mass mailing is "iffy" this year - I have gotten a potential quote of about \$240 for 1000 (which is better than the \$2000 quote I got earlier), but I have to see the proofs. Would council approve of this expenditure without seeing the proofs firsthand? Otherwise, it will be too late, I think, and we'll just try going strictly online.

a - It's been redesigned to match the website a little better - new colors

b - It's larger to accommodate the expanded number of workshops

c - If anyone would like a stack to keep in their institution - please notify Anna Truman, who will print some and mail them to you (or provide you with ones we get printed)

5. 2 Day Super Archives 101 - we'd like to have this in conjunction with the Spring '03 conference as a pre-conference workshop and then work out some kind of deal for waiving conference fees (or reduced fees) for workshop attendees.

6. Fall '02 workshops - again pre-conference - double track - Managing Photographic Collections and either Management Issues or Grant Writing - something for professionals and something for laypersons.

7. Charlie Arp asked the committee about testing beta versions of a cooperative effort to put courses online and we agreed this would be a good way to spend out time.

8. Workshops for OAHSM - Charlie Arp proposed this as OAHSM is interested and we agreed that this would be a good way to get to know others in allied fields.

9. The committee had a brief discussion about the possible necessity of creating policies relating to scheduling/holding workshops and the question of having to notify SOA members of impending workshops if the workshops are in their area or even perhaps at the same larger institution (even when no collecting conflict exists). The committee was solidly unanimous about the fact that there is no need to change how we do things.

10. Development of a workshop evaluation system/form to see where we can improve workshops and develop new ones in the future. Anna Truman is working on this and the committee will be discussing it virtually in the near future.

11. Web site issues:

- Need to get the brochure available as a pdf so people can print it from the site and get rid of the workshop sign-up pdf that's there now (and connected text)

- Submit button on the online form for signing up or expressing interest in the workshops (which would be sent to the EC chairperson)

12. Donation Letter When Toledo Museum of Art paid us for the workshops we did there, the check was made out to the instructor, who, in turn, wrote checks to SOA totally \$1200. TMA is issuing a statement of income for the whole amount paid (over \$1400) to the instructor, who will have to declare this on the taxes for 2001. Will Council authorize the issuance of a letter by the Treasurer stating that the instructor donated \$1200 to SOA?

13. New Committee Member Christine Crandall has joined the Education Committee and will be assisting the chair initially in developing the evaluation forms for the workshops we give. She is also more than willing to teach some workshops, so this is a welcome addition to an already excellent team.