

Society of Ohio Archivists Council Meeting

Telephone Conference Call

Tuesday, July 27, 2010

Members participating : Judy Cobb, President; Gillian Hill, Secretary; Emily Lockhart, Treasurer; Christine Engels, Lonna McKinley and Jillian Carney, Council Members. Absent: Angela O'Neal, Immediate Past President; Judy Wiener, Vice-President; and Beth Kattelman, Council Member and Editor of the *Ohio Archivist*.

President, Judy Cobb, called the meeting to order at 2:00 P.M.

Between Meeting Council Actions

There were no between meeting Council actions.

Secretary's Report

Secretary, Gillian Hill, asked for a motion to approve the minutes of the telephone meeting of May 18, 2010. The minutes had previously been distributed to Council by e-mail for discussion. Lonna McKinley made a motion to approve the minutes, which was seconded by Christine Engels and approved by all.

Treasurer's and Membership Report

Treasurer, Emily Lockhart, presented the Treasurer's Report for the period May 18 until July 27, 2010. The current bank account balance is \$11,729.27. *The full report is attached as an appendix.* Emily also reported that there are 152 current members. The membership directory on the SOA wiki was updated on July 26. An updated membership brochure that is now interactive and can be completed online was added to the top of the wiki membership page. Emily also reported that Rachel DeHart, Archivist of the University of Dayton has joined the committee.

Committees

- Archives Month: Council liaison, Jillian Carney, said that the chair of the committee, Lisa Wood from OHS, told her that the committee had come up with three possible topics for Archives Month—music, science, or home movies. They narrowed the topics to the first two, music or science, as it was thought that not many archives institutions would hold collections of home movies.. Lisa will poll the membership to get a first choice.

Lonna asked what the agreement with OHS said about Archives Month. Judy replied that it says that there should be an agreed schedule approx four months prior to Archives Month. Jillian will find out whether Jackie Barton and Lisa have already got together with a schedule that everyone can agree to. Jackie should also give SOA a production cost. There was something in the agreement about mailing a Fall Workshop flyer with the Archives Months posters, but it will be too late to do that this year. Also it was mentioned that Louise Jones had said that OHRAB would contribute \$500.00 per year towards the cost of the Archives Month posters.

- Website: there was no report as Council liaison, Angela O'Neal was not present.
- Nomination: Council liaison, Gillian Hill, said that she also had nothing to report at this time. There was some discussion about the number of positions that would be needed and of some

members who might be interested in applying. Gillian said that she would hold an initial discussion with Jane Wildermuth soon.

- Awards: Council liaison, Christine Engels, said that she had been working with her committee, Roland Baumann and Kevin Grace. They have nominated 5 possible award winners. She will email the list to Council members. The award will be given in the spring..
- Newsletter: *Ohio Archivist*: In Beth's absence, Judy C. reported that Beth had had a telephone meeting with Jackie Barton and they had set up a schedule of deadlines for the next two SOA newsletters. The Fall issue will be published online on October 13, with a deadline for submissions to OHS of September 23. Gill said that she had been contacted by George Bain and had agreed to write an article about CARMA, the County Archivists and Records Managers Association.
- Program:--Fall Meeting 2010: Council Education Committee liaison, Judy W., was on vacation, but she had sent Judy C. some information about the Fall workshop. Michelle Deis was happy to do a half day session on copyright. She would charge \$500.00 and the cost of hotel, if it was necessary for her to stay overnight. She would not charge for any transportation costs in addition to her fee. The other half day would be a session on digitization by OHS. A possible date of October 8 was suggested. This would not conflict with MAC or CARMA meetings, which are also to be held in October. Emily will be in charge of local arrangements and will check with the two possible locations she had suggested in Akron—the Martin University Center and Quaker Square. There followed some discussion about food requirements. We should get out a “save the date” communication by the middle of August, and more information by the end of August. We will also need to decide on a registration fee. We don't need to make money, but we don't want to lose money.
- Program:--Spring Meeting 2011: Judy C. said that she would be able to provide a free location at OCLC again. Everyone agreed that it was a great location for the meeting. Judy said that she would also be happy to deal with the local arrangements, but that we would need a program committee. There followed some discussion on this topic.

Old/New Business

Judy C. said that it was time to renew the agreement with OHS. She made a motion to present a proposed amendment to the agreement to Jackie Barton of OHS. Gill seconded the motion and it was approved by all. The proposed amendment will form an additional clause and reads as follows:

2h) Upon request of the SOA, OHS will use its web-based e-commerce system to facilitate online registration for the Fall Program and/or Spring Annual Conference. Upon request, the OHS will provide reports of persons registered to the SOA. The OHS will distribute the monies paid for SOA registration, less 3% per transaction to the SOA Treasurer no later than 30 days after the date of the event.

Judy will talk to Jackie to see if she is OK with the addition to the agreement. If so, Council can vote on it sometime in the Fall.

As there had been some previous concern expressed that this proposed addition to the agreement would conflict with the duties of the SOA treasurer as they are written in the SOA bylaws, it was decided that we should modify the description of treasurer duties to read as follows:

*The treasurer shall follow the budget presented by the president and approved by the council, shall have **responsibility** for all monies belonging to the Society and pay them out only upon the authority of the council, shall **manage** the membership dues, and shall keep an accurate list of all members. At the annual meeting the treasurer shall present a financial report, and make a report on the membership status of the Society.*

This amendment to the bylaws, if approved by Council, would be submitted to the full membership for approval at the Spring 2011 annual business meeting. If the full membership approves the amendment to the constitution and bylaws, OHS will be able to take over online registration duties for SOA.

There being no further business, Gill made a motion, seconded by Christine and approved by all, to adjourn the meeting at 2:55 P.M.

Respectfully submitted,

Gillian Hill, Secretary.