

SOA ANNUAL BUSINESS MEETING

April 14, 2005

1. President, Doug McCabe, opened the annual business meeting of the Society by welcoming all the attendees, thanking the Program Committee, and thanking the host institution, Wright State University. He then introduced the candidates for election to Council:

For President—Jane Wildermuth, Wright State University

For Vice-President—Angela O’Neal, Ohio Historical Society

For Secretary—Gillian Hill, Greene County Records Center and Archives

For Council (2 seats)—Vic Fleischer, Youngstown State University; Miriam Kahn, MBK Consulting; Gwen Mayer, Hudson Library and Historical Society; and Mackensie Wittmer, Wright State University.

2. Treasurer, Judy Wiener, presented the Treasurer’s Report. She announced that, before final conference expenditures and receipts, the balance of the Society’s account stood at \$9,784.42. The report is attached as Appendix A.
3. Secretary, Gillian Hill, reminded members that she posts all minutes of Council meetings to the Society’s website—initially in draft form, and then in the final approved version after the following Council meeting. All members are invited to access the minutes online to keep current with the activities of the Society.
4. Committee Reports:
 - Chair, Lonna McKinley, presented the report of the Archives Week committee. She said that last year 600 posters had been printed, and there had also been a scrapbook contest using items from Ohio Memory. This year’s theme is “Ohio’s Political Memory in the Archives”. Two poster submissions had been received. The winner was the Ohio Historical Society. Archives Week will be celebrated this year the week of October 9-15. Lonna encouraged members from all areas of the state to bring ideas to her. Last year she had increased the mailing list, but she asked for people to let her know if yet others should be included this year.
 - Although the Chair of the Education Committee, Anna Heran, was unable to attend the meeting to present her report, President Doug McCabe said that the work of this committee had been a great money earner for the Society, and that the healthy balance we currently have is due in large part to the hard work of Anna and her committee.
 - Membership Committee Chair, Judy Wiener, announced that the third and final notice for membership renewals was mailed out in January to all those who had not yet

renewed. At this time there are 151 paid up members of the Society, and 208 names on the mailing list. A new membership directory is online. The first notice for next year's membership renewals will be mailed in July.

- Judy Cobb, Editor of the Ohio Archivist, was also unable to attend the meeting. Doug announced that the current edition of the journal is available on the website. He also announced that Judy would like a break from the job of editor. He has had one person who has indicated an interest, but if any others are interested in applying for the job, they should contact the Society. Following a question regarding the term of office, he said that in the past a commitment of five years was requested, but that Council will be looking at that requirement and could amend it.
- Program Co-Chairs, Shari Christy and Angela O'Neal, presented their report on the current conference. So far they felt that everything was going very well. Twenty-five people had attended the pre-conference workshop on grant writing. The Society had made about \$75 profit, after the \$500 sponsorship from OHRAB. With the receipts from the pre-registrants, they were already showing a profit of \$236, but there had since been walk-in registrants, so that figure would increase. They thanked the sponsors, Metal Edge and CBG, and Wright State University for providing the location and sponsoring the reception. All sponsors and contributors would be recognized in the next edition of the Ohio Archivist.

Angela thanked the participants in the student Poster Sessions. She said that all of them had done a fabulous job. The presenters were:

Shannon Bohle, Kent State University
Jennifer Manuel, Wright State University
Shannon Michalak, Wright State University
Benjamin Rancman and Edith Serkownek, Kent State University
Melissa Schmunk, Wright State University
Mackensie Wittmer, Wright State University

The first place prize of \$50 was awarded to Mackensie Wittmer. Her presentation was titled "National Cash Register (NCR) Boys' Gardens, 1897-1934". Melissa Schmunk won the second prize of \$30 with her presentation titled "Medieval Manuscripts: The Care, Handling, and Presentation of Aged Parchment". Shannon Michalak was awarded the third prize of \$20 for "The Trouble with DVDs".

5. Election Results

The election results were announced as follows:

President—Jane Wildermuth
Vice-President—Angela O'Neal
Secretary—Gillian Hill
Council—Vic Fleischer and Mackensie Wittmer

6. New Business

- House Bill 9—Charlie Arp gave a brief update on the current status of the negotiations regarding HB 9. He told members that State Representative, Scott Oeslager, has sponsored a Bill to strengthen Ohio's Public Records law. OHS and OHRAB met with Rep. Oeslager to support his goal of putting teeth in the public records law, but explained to him that funding was needed at the local level to make it work. It would otherwise become yet another unfunded mandate. They suggested resurrecting an old proposal to impose a filing fee at the county level, with the money to be allocated to the counties, to OHS for training, and as a regrant to other needy local government entities, for records preservation and accessibility projects. In subsequent meetings, local government officials were not keen to support raising filing fees now, after the recent increases for other purposes. OHS and OHRAB have since been trying to meet with Larry Long of the CCAO, and as yet no decisions have been made.
- Shannon Bohle, from Kent State University gave a report on the Kent State Student Chapter of SOA. This is the first student chapter of the Society, and its constitution was officially approved at the Council meeting of October 15, 2004. The chapter's annual report is attached as Appendix B.
- Incoming SOA President, Jane Wildermuth, announced that there would be a brief meeting of the new Council at 3:15 PM Friday afternoon.
- Shari Christy asked the members to let Council know if they had any ideas for the location of the Spring 2006 meeting. Doug reminded everyone that there would be no Building Connections conference this Fall in Columbus, and Marjorie McClellan announced that there would be a 30th year anniversary celebration of the Wright State University Public History Program in September.
- George Bain made a motion, seconded by Laurie Gemmill, to have SOA allocate \$1,200 for the printing and mailing of Archives Week posters this year. After some discussion, however, the motion was withdrawn. A new motion was proposed by Charlie Arp, and seconded by Marjorie McClellan, for the Society to pledge to support Archives Week by increasing the funding for the printing and mailing of the Archives Week posters by an amount to be decided by Council.

There followed some discussion on the worth of Archives Week, and ways in which we might strengthen it. There was a suggestion that we involve students from Wright State and Kent State Universities. Council will consider any comments members might have.

- George Bain made a motion, seconded by Marjorie McClellan to commend the Program Committee for their fine work in putting together this conference.

After announcing the raffle and silent auction winners, the Annual Meeting was adjourned.

NOTE: As an addendum to the meeting, on Friday, April 15, at the lunch preceding the plenary speaker, Dr. Herbert Martin, President Jane Wildermuth voiced thanks and appreciation to the outgoing officers of the Society—President, Doug McCabe, Vice-President, Charlie Arp, and Council members Christine Schmidt and Anna Heran, for their years of hard work for the Society.

Respectfully submitted,

Gillian Hill.

Appendix A: Treasurer's Report
January 15, 2005-April 14,2005

Current Account Balance

\$9,784.42

Deposits

\$2,225

Expenditures

\$747.48

Interest

\$7.44

Fees

\$0

Date	Reference Number	Payee Name	Memo	Amount
1/18/2005	Debit Card	PANERA BREAD	Council catering	-21.80
1/31/2005	Interest		INTEREST PAYMENT	2.45
2/7/2005	Deposit		DEPOSIT	425
2/24/2005	Check 1598	National Coalition for History	Membership renewal	-300
2/28/2005	Interest		INTEREST PAYMENT	2.30
3/11/2005	Deposit		DEPOSIT	390
3/14/2005	Deposit		DEPOSIT	335
3/23/2005	Check 1599	Angela O Neal-conference fees	CHECK	-184.39
3/25/2005	Deposit		DEPOSIT	1,075.00
3/31/2005	Interest		INTEREST PAYMENT	2.69
4/13/2005	Check 1600	Cash	Change for conference cash box	-30.00
4/13/2005	Check 1601	Allegra Print Services	Conference Printing Charges	-211.29

Appendix B: ANNUAL REPORT
Thursday, April 14, 2005
The Society of Ohio Archivists, Kent State University Student Chapter

Members

Shannon Bohle – President
Jodi Jameson – Vice President
Mark Bloom - Treasurer
Helena Richardson - Secretary
Colin Mack – Historian
Megan Anderson
Michael Collins
Nicole Laflamme
Pat Rainey
Anne Salsich
Nancy Tresch

--Contact information: soa@kent.edu

* SOA-KSU is the first student chapter of the Society of Ohio Archivists.

Establishment of the chapter

On July 10, 2004 Shannon Bohle contacted Judith Cobb, the official contact person for The Society of Ohio Archivists, to inquire about the requirements for establishing and running a student chapter. Her email was followed by a phone call to Ms. Cobb on July 14. Miss Cobb indicated that the SOA did not have student chapters, but that this might be something that would be of interest to the organization. At that time, Ms. Cobb forwarded the original email to both Charlie Arp and Douglas McCabe.

Beginning in late July, Mr. Arp and Miss Bohle began corresponding through email for the purpose of establishing a chapter constitution, chapter rules, and chapter policies. On July 26, Miss Bohle wrote to Mr. Arp requesting several items to assist with the establishment of a student chapter at Kent State including a letter of authorization on SOA letterhead authorizing her to act on behalf of the SOA to form a student chapter at Kent State University, any existing membership guidelines that the SOA may have for student chapter organizations (of which there were none), and a copy of the SOA's by-laws. Mr. Arp responded saying he was on vacation but would attend to these questions as soon as possible.

On July 28, Miss Bohle posted a message on the KSU School of Library and Information Science (SLIS) listserv announcing the possible formation of a student SOA archives group. Several responses from non-students proved to be of interest. The first response to the announcement was the next day from Bill Barrow, Special Collections Librarian at Cleveland State. Mr. Barrow wrote to wish the chapter luck, to notify the group about the existence of the Cleveland Archival Roundtable, and to suggest beginning a cooperative and collaborative relationship between the two groups. On that same day, Miss Bohle also received an email from Dr. Rubin, the Kent State University School of Library and Information Science (SLIS) Department Chair, requesting a meeting to discuss the new chapter and its possible relationship with the SLIS department. These responses were followed by questions and letters of interest from KSU SLIS students and alumni. Many of these students who responded to this original listserv posting eventually became members.

Mr. Arp replied with some specific guidelines for the student chapter via email. These guidelines answered questions in Miss Bohle's 26 July email (which requested that specific policies be created such as membership fee and other requirements, advisor status, minimum number of members, number of required meetings per year, budget, submission of meeting minutes to the SOA), as well as provided additional guidelines for establishing and running a student chapter. He also indicated in a later email that he would be mailing a letter of authorization.

Beginning in late August, Miss Bohle began posting archives jobs on the KSU SLIS listserv. These job announcements generated more interested individuals to contact her about joining the organization.

The meeting between Dr. Rubin and Miss Bohle took place at the very beginning of the fall semester. At this time they discussed many issues, including whether to be a departmentally affiliated student group or a university-affiliated group. It was decided that due to the interdisciplinary appeal of the archival profession, that a university affiliation would make the most sense. The possibility of hiring a full-time archives teaching faculty member was also discussed. Dr. Rubin suggested that with sufficient and sustained demonstrated student interest, this would be a possibility. When a temporary, grant-funded position was suggested as a means to fund the position by Miss Bohle, Dr. Rubin replied that an endowed chair would be more appropriate. Miss Bohle suggested that the SOA student chapter might be interested in doing grant writing to help achieve this goal, as long as he and the SLIS department would offer assistance as needed. Dr. Rubin agreed to this.

In early September, Miss Bohle contacted Craig Simpson, Assistant Curator, Special Collections and Archives at Kent State, to inquire about the possibility of serving as the chapter's faculty advisor. Mr. Simpson was already a member of the SOA and expressed an interest in meeting. The meeting took place in mid-September, at which time, Mr. Simpson and Miss Bohle discussed what would be required of the faculty advisor and what goals and objectives the student group might establish. By 17 September, Mr. Simpson had agreed to be the faculty advisor and completed the needed university forms for his role in helping to establish the chapter. On that same day, Miss Bohle emailed Mr. Arp with a sample student chapter constitution and inquired whether or not undergraduate students would be permitted to join the student chapter or not. By 20 September, Mr. Arp replied that he had looked over the constitution and would forward it to SOA council for their review. (Prior to the council meeting, Mr. Arp returned a slightly revised constitution, to which Miss Bohle had no objections. The council voted and approved the revised constitution on 15 October). *See attached constitution.*

All documentation was submitted to the for chapter formation by the deadline. Five members by this time had joined the SOA chapter, and on October 1, 2004 Kent State approved the application, making the "Society of Ohio Archivists, Kent State University Student Chapter" an official university organization.

Interim

Lag time—Several months elapsed between the establishment of the chapter and the first meeting of its members. (This was primarily due to the inability of a majority of the members to be able to meet on the same days and times during the first semester. Tuesday evenings proved to work well as meeting times during second semester).

Potential Speakers—In late January, Miss Bohle contacted Syd Verba, Director of the Harvard University Library, to see if he or one of his librarians or archivists would be interested in speaking to the Kent State SOA student group (via teleconference) regarding Harvard's involvement in the Google initiative to digitize library and archival materials. Dr. Verba replied on 31 January wishing the group good luck and that he would forward the request to the University Archivist. On 7 February, Megan Sniffin-Marinoff replied to Miss Bohle stating she was involved in a minor way with the Google digitization project, but that she could speak more directly about the Open Collections Program at Harvard. Ms. Sniffin-Marinoff indicated that she might have trouble accessing the teleconferencing equipment, and that she would be able to be a speaker free of charge. In several emails that followed, Ms. Sniffin-Marinoff indicated her continued interest in being a speaker yet also continued to emphasize difficulties with scheduling the teleconferencing equipment. It is hoped that she will be able to speak to the group before the end of the spring semester, even if by speakerphone.

In mid-February, Miss Bohle met with Dr. Jameson, History Department Chair and professor of Public History courses taught at KSU regarding the SOA chapter and the possibility of being a future speaker for the group. Dr. Jameson seemed familiar with the organization, but did not seem interested in being a speaker, as he did not reply to a follow-up email from Miss Bohle that he requested.

SOA Conference Chair—On 1 February, Judith Wiener contacts Miss Bohle asking her to chair the session, “Workshop: Adobe Photoshop Basics.” Mrs. Wiener and Miss Bohle met at the SAA workshop on EAD in Akron the previous semester.

Meeting Announcements—The first general meeting was announced on the KSU SLIS listserv and on posters that were designed by Jodi Jameson. Miss Jameson placed the announcement on bulletin boards around campus, including the SLIS bulletin board, bulletin boards on the first and second levels of the campus’ Student Center, and announcement boards across from the History department offices. Members were asked to submit their names and a short biographical statement along with the position title of the leadership position they would like to run for. A list of offices along with potential duties was attached along with KSU and SOA leadership rules. A copy of the constitution is also attached and members are asked to read it prior to the next meeting.

On 8 February, Miss Bohle posts announcements regarding the SOA Annual Conference and Poster Session opportunities on the KSU SLIS listserv as well as distributes to the mailing list. (The mailing list consists of members and interested non-members).

First General Meeting – February 22, 2005

Members present at the first general meeting included Mark Bloom, Shannon Bohle, Jodi Jameson, and Helena Richardson, along with our advisor and the evening’s speaker, Craig Simpson. One guest also attended. The meeting ran from 6-8 p.m.

Items on the agenda included: Miss Bohle’s meeting with the History department chair and the need for a membership drive. Voting took place to approve the revised constitution and to select chapter leaders.

After the voting, Miss Bohle introduced Craig Simpson and his talk, “Archival Tradition at Kent State University: The May 4th Collection and Our University’s Archives.”

Mr. Simpson displayed the May 4 Collection and discussed the history of many of the unique collection items. He discussed the role of the university archives in collecting May 4 archival materials and some initial hesitancy that donors had because of political reasons. He also discussed the related May 4 oral history project that is an ongoing project at Kent State’s Archives as well as various May 4 memorial objects and events. Mr. Simpson also discussed typical reference questions regarding the collection, and the fact that this collection is the most heavily used collection in the archives.

Next, Mr. Simpson led the group on a walking tour of the archives which included discussion about current exhibits on display (including a May 4 exhibit) as well as the repository areas on both the 11th and the 12th floors of the library.

Second General Meeting – March 28

Members present at the second general meeting/field trip included Mark Bloom, Shannon Bohle, Helena Richardson, and two guests.

The meeting/activities ran from 10 a.m. at the Cleveland Foundation Center until approximately 5 p.m. at the Cleveland State University Archives.

Mark Bloom, Shannon Bohle, Helena Richardson, , and two guests met at the Cleveland Foundation Center to attend two free grant writing workshops: "Grantseeking Basics" and "Proposal Writing Basics." The sessions included a tour of the Foundation Center’s library and online tools, all of which are available free to the public during visits to the Center. Miss Richardson and Miss Bohle brought snacks and drinks for the group members who attended and offered them to other workshop participants as well. Interestingly, the Foundation Center’s presenters were either KSU students or alumni. The group was told that a free special presentation for the KSU Library Science department—both students and faculty—could be arranged. (Miss Bohle subsequently forwarded this opportunity to Dr. Rubin).

From there, Shannon Bohle, Helena Richardson, and one of the guests (Caroline Bruno) walked to the Cleveland State University’s Archives. While the group was there, Jeanne Grossetti gave a tour of current exhibits and discussed a new musical score donation. William Barrow arrived and we sat and had a long discussion on archival-related issues, including: online initiatives, the Cleveland Press collection, the Consortium for Popular Culture collections in the Midwest, the Cleveland Archival Roundtable, donor policies, deaccessioning, the new physical space in the library for the Archives that is currently under construction, personal collecting and archival ethics, as well as EAD.

Bill Barrow then led a tour of the special collections, archives, and digital production center which was bustling with activity. The group was introduced to the archive's employees who described their role in the archives. A KSU student was there doing her practicum. A particular highlight of the tour was to go into a "vault"-type room which houses materials for the Cleveland Memory project. Another large collection the group viewed was centered around Cleveland's infrastructure, and the problem of boxing and storing oversized (rolled) RTA drawings was discussed.

Next, the group spoke with William Becker, the University Archivist. Mr. Becker discussed how he implements a documentation strategy to stay in contact with various departments around campus. He also discussed the university's records retention schedule and the publication by the CSU library on the history of Fenn College (the name of the private school that evolved into CSU in 1965) that was a good fundraiser.

The tour concluded with an offer to the attending members for the possibility to conduct a practicum as CSU.

First Leadership Meeting – April 5

Members present at the first leadership meeting included Mark Bloom, Shannon Bohle, Jodi Jameson, and Helena Richardson, along with the group's faculty advisor, Craig Simpson.

The meeting ran from 5:30 p.m. to 6:46 p.m.

At the beginning of the meeting a short summary of Robert's rules of order was distributed to help elected leaders be better prepared for speaking and for economizing meeting times. Miss Bohle updated the group as to the status of obtaining speakers for the group. In addition she discussed the upcoming SOA conference and her presentation on EAD and then invited members to attend the conference. She discussed the conference as an opportunity to make connections with the other student chapter members at Wright State for the purpose of promoting a dialog and cooperation between the two chapters.

The next portion of the meeting consisted in individually addressing each leader's role and responsibilities as well as brainstorming ideas for those roles. See the section on "Upcoming Events and Goals" outlined below.

Other:

Poster Sessions—On 24 February, Shari Christy announces there is only one student from Kent State registered for the conference poster session and makes a request for individuals to "help get the word out on poster sessions." In response, Miss Bohle called Miss Christy to discuss the poster sessions. Items discussed that resulted in some changes included: 1) creating an announcement suggesting the use of LIS papers and PowerPoint presentations done in the course of students' programs, and 2) publishing the student poster session abstracts in the conference announcement and in *Archival Outlook*. Six students ended up submitting proposals, including three from Kent State University (one is a joint presentation) and three from Wright State University.

UPCOMING EVENTS AND GOALS

Second Leadership Meeting followed by the Forth General Meeting – April 19, 2005

The agenda for the second leadership meeting will include preparation for the general meeting in terms of organizing and guiding and involving the regular members in terms of each leader's projects and duties. It will also set timetables and deadlines for the completion of their individual projects. The following immediate projects are assigned to each leader:

- President – Report summary of the SOA conference proceedings and provide booklet of handouts available for photocopying by the membership, direct general meetings, arrange for at least one more speaker or event before the end of the semester, organize a committee for a membership drive to ensure survival of the organization into the next academic year, oversee start-up of chapter's web site, work with group members to establish written long-term objectives for the organization.
- Vice President – Post job announcements to the KSU SLIS listserv and address other career issues that the membership might have. Possibly chair a committee on career issues if needed.
- Treasurer – Report status of bank account and due date for dues collection. Discuss with the group the establishment of a scholarship fund for five new or continuing members who will help sustain the chapter next academic year. Discuss the possibility of acquiring a SOA plaque to display on campus with other student group plaques. Discuss the possibility of acquiring certificates of student chapter membership from the SOA, stating they are founding members of the KSU organization.
- Secretary - Report and get approval of group for the minutes and Annual Report. Make notations of corrections and then submit materials to the chapter Historian/Archivist.
- Historian - Acquire, appraise, and arrange relevant original chapter documents. Digitize important documents to be included on the chapter's future web site. Write contents for chapter web site's History of the Chapter web page.