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Society of Ohio Archivists Council Meeting

Friday, February 10, 2006, Online Computer Library Center (OCLC), Columbus

Members Present: Jane Wildermuth, President; Angela O'Neal, Vice President; Gillian Hill, Secretary; Judy Wiener, Treasurer; Shari Christy, Laurie Gemmill and Gwen Mayer, Council members; and Beth Kattelman, Ohio Archivist. Absent: Vic Fleischer, Council member.

President, Jane Wildermuth, called the meeting to order at 10:05 AM, and welcomed everyone. She gave a special welcome to Gwen Mayer, who has stepped in to replace Mackensie Wittmer. Mackensie resigned as a Council member last November. Gwen will serve out the remainder of her term, that is until April 2007.

Between Meeting Council Actions

Council has dealt with one item of business by electronic mail since the last business meeting.

- i) Scholarship/Continuing Education Stipend to help support a member to attend conference.

There had been some discussion on this topic by e-mail resulting in a motion proposed by Angela O'Neal to offer one award of \$150.00 cash, plus free registration, for a SOA member. Gwen Mayer seconded the motion, which passed unanimously.

Secretary's Report

Secretary, Gillian Hill, presented the minutes of the September Council meeting. Shari Christy made a motion to approve the minutes, which was seconded by Angela O'Neal and approved by all.

Treasurer's Report

Treasurer, Judy Wiener, presented her report. The current account balance for the Society is \$9,886.16. Judy passed around letters from SAA and the Society of Southwest Archives thanking us for our donation for Hurricane Katrina relief. Gill mentioned that in Archival Outlook, the credit for the donation was given to Judy as a private individual, rather than to the Society. Judy said that she would contact SAA to run a correction. Gill then made a motion to approve the Treasurer's report, which was seconded by Shari, and approved by all. The full report is attached as an appendix.

Committee Reports

Jane announced some changes to the committees. New Council member, Gwen Mayer will chair the Awards Committee, and will serve on the Program Committee. Mary Manning and Christine Schmidt are still the co-chairs of the Education Committee, but Angela O'Neal will be their liaison to the Council.

- i) Archives Week

Shari, reporting for Chair, Lonna McKinley, first asked that Archives Week be added to the committees listed on the society's membership brochure so that interested members could sign up to help.

The topic for the 2006 poster is African Americans in Ohio, in coordination with the 100th anniversary of the death of poet, Paul Laurence Dunbar. Shari mentioned that they were going to try to get suitable photographs from the Afro American Museum. Angela suggested that they should go through OHS, which would need to record the requests. Angela also recommended that we ask Stephan Langer at Worthington Library to do the design work. We could just give him the photographs we would like to use. Gwen made a suggestion that in future years we might have the students at the library schools or the Wright State Public History Program be involved in the poster design.

ii) Awards Committee

Angela announced that she had received one formal nomination for the SOA Merit Award. Gwen will post a message on the list serve asking for other nominations.

iii) Education Committee

Angela reported that Mary Manning and Christine Schmidt have been busy. They have proposed that a couple of workshops be co-sponsored by the Ohio Preservation Council (Security and Disaster Preparedness and Preservation Basics). The speakers for those workshops would be provided by the OPC. In such cases, all profits would go to the OPC, after our expenses were met, unless the speaker was also a member of SOA, when the profits would be divided 50/50. Speakers are to be reimbursed for mileage, but receive no other payment.

Angela made a motion that SOA should do co-sponsored workshops with the Ohio Preservation Council, which was seconded by Gwen and approved by all. We will notify OPC of our decision before their next meeting on March 16. Once approved by OPC Council, the workshop partnership can proceed.

Laurie Gemmill asked about joint publicity efforts for the workshops. Angela O'Neal said that OPC would put a PDF of our workshop brochure on their website for marketing purposes.

Jane said that in a recent conversation with Charlie Arp, he had told her that he had some 600 CDs of the NFACE (National Forum on Archival Continuing Education) workshops (beta testing workshops were held in 2000) that we could distribute to our workshop participants.

Angela then provided several quotes for printing the workshop brochure. Judy made a motion for Council to approve the printing of 1000 two-color brochures, which was seconded by Gill and approved by all.

iv) Nominating Committee

Chair, Shari Christy, presented the slate of candidates for the upcoming elections. Judy said that others had also indicated an interest in running for office on their membership survey. There was some discussion about this. We want to make sure we have the names of possible future candidates on file in case of resignations and for future elections.

Shari was ready to prepare the questions for candidates. It was recommended that she request that the responses be relatively brief—250 words or fewer.

v) Website / Public Information Committee (PIC)

Jane said that Website/PIC Chair, Vic Fleischer, had been working hard on the website update. He was currently on vacation in Florida. She will announce the revamped website once the revised version of the membership brochure has been added. She will also request that the Home Page banner be clickable.

Ohio Archivist

As Beth Kattelman had to leave early, her report was brought forward. Beth said that she was going to call for information for the next issue of the *Ohio Archivist* by the beginning of March, and hoped to have the newsletter ready for publication right after the Spring meeting (rather than before the meeting, as in the past). Conference session reports will be included, as well as photographs. Angela offered to take photographs at the workshop, and Beth and Vic will take some at the meeting. The Program Committee will prepare the session reports. Council will issue an e-mail to the membership to let them know that the OA will be published after the Spring meeting this year, and to tell people to check the website for the candidate statements.

Committee Reports, continued

vi) Membership Committee

Judy distributed the results of the membership survey and there followed some discussion on the comments received. It was agreed that the results of the survey would be put on the website as a PDF file.

vii) Program Committee

Fall 2005—Laurie distributed a report on the Fall 2005 workshop, Sustainability: Business Planning for Cultural Heritage Repositories, which had replaced the previously planned workshop on Copyright because there had been competing presentations on the same subject offered on the same date. The workshop broke even, helped by the donation of \$1,500.00 from OHRAB. Although the workshop was widely advertised on various list serves, there were only 24 attendees, half of them from SOA. Laurie felt that the relatively low attendance was partly because the workshop was held at a particularly busy conference time. The main speaker was Liz Bishoff from the University of Colorado, who had co-authored *Business Planning for Cultural Heritage Institutions* with Nancy Allen in 2004. Other speakers were Tom Claeson from Palinet, Laurie Gemmill from OCLC, and Jane Wildermuth from Wright State University.

Spring 2006—Angela announced that the dates of the Spring meeting will be April 20 and 21. The meeting will be held at the Ohio Historical Society in Columbus. The members of the Spring Program Committee are Jody Blankenship, Kimberly Hieronimus Brownlee, Betsy Butler, Connie Connor, Ron Davidson, Laurie Gemmill, Mary Manning, Erik Mayer, and Judy Wiener.

Angela asked for Council to approve a proposed pre-conference half-day workshop for Wednesday, April 19, on scrapbook preservation. It would be co-sponsored by the Ohio Preservation Council, and led by Brian Meggit of the Inter Museum Conservation Association. The number of attendees would be limited to 25. The first \$370 in profits would go back to OPC to cover Brian's expenses. Gill made a motion to approve the workshop, seconded by Shari. Our yes vote will be taken to the OPC meeting on March 16.

The call for applicants for the Continuing Education Stipend will be put on the Ohio Archivists list serve. The Program Committee will forward their recommendation to Council for a vote. Applicants will be expected to attend both the Thursday and Friday sessions, and the winner will be asked to make a contribution to the *Ohio Archivist* on his or her experience at the conference. The stipend will not include registration for the pre-conference workshop.

The Spring meeting student poster sessions will be held again this year. Angela moved that the first prize would be \$100, the second prize \$50, and the third prize \$25. Judy seconded the motion and all agreed.

Angela asked Council members to try to get their institutions to donate items for the silent auction, and to let Judy know if we have something.

The budget presented was based on an estimate of 80 attendees over the two-day period. Last year, the conference charge was \$35.00, to include lunch on one of the days. This year, the charge is to be \$40.00, but will include lunch on both days, plus parking. The charge for a one-day only attendance will be \$25.00. Angela moved for Council to approve the budget. Gwen seconded the motion, which was approved.

Spring 2007—Jane said that we should vote on the Ohio Resolution drafted by the MAC Program Committee to hold a combined MAC/SOA Conference in Columbus. After some discussion regarding details, Shari moved to approve the Ohio Resolution. Angela seconded it, and it was approved by all. Jane said that she would let Paul Eisloeffel of MAC know we passed it, so he can take the message to the MAC Council. We are now ready to discuss revenue sharing. Gill will ask Tamar Chute at the Ohio State University Archives to check the archives of the Society to see how revenue was divided at past MAC/SOA meetings. We will need some Council members and former Council members to step up to volunteer for the Local Arrangements Committee, especially those SOA members who are also members of MAC.

Fall 2006—Jane asked whether there had been any thought given to holding a seminar or workshop in the Fall of 2006. There will probably not be a Building Connections conference in 2006. Angela said that they were thinking of trying again to hold a copyright seminar, possibly to be held in the Cleveland area. Gwen recommended that we should commit to Cleveland. Angela is planning to attend a seminar on copyright in Muncie, Indiana in a couple of weeks, which could be helpful.

viii) Constitution and By-Laws Committee

Gill distributed the amendments to the Constitution and Bylaws that she and Jane had worked on. A few further amendments were agreed. Gill said that she would make the changes, then forward the document to Gwen, who would send it to Shari, who would send it to Judy, who would send it to Angela for signature. We would then have the five members required by the current constitution to propose changes. The amendments will then be sent to the full membership with the notification of the annual meeting.

New Business

Jane announced that March 1st is to be Statehood Day in Ohio. Jane had attended a meeting regarding Statehood Day, which will focus on advocacy for the State's historical organizations. Members were to be encouraged to attend. Gill made a motion for the Society to support Statehood Day, which was seconded by Judy and approved. Gwen said that she would like SOA to have more of a voice in the planning of this event next year.

There being no further business, Shari made a motion to adjourn the meeting at 2:35 PM, which was seconded by Angela, and approved by all. The next meeting will be arranged by e-mail.

Respectfully submitted,

Gillian Hill, Secretary.