

DRAFT

Society of Ohio Archivists Council Meeting

Friday, June 10, 2005, 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 Vic Fleischer, Council members; Judy Cobb and Beth Kattelman, Ohio Archivist.

Absent: Mackensie Wittmer, Council member.

President, Jane Wildermuth, called the meeting to order at 10:10 AM, and welcomed everyone.

Between Meeting Council Actions

Council has dealt with two items of business by electronic mail since the last Council meeting:

i) SOA Listserv.

Angela O'Neal made a motion, seconded by Laurie Gemmill, to move the SOA listserv from OSU to OPLIN, to eliminate the increasing spam problems. The motion passed.

ii) Copyright Workshop

Laurie Gemmill made a motion, seconded by Angela O'Neal for SOA to hold a one-day symposium focusing on copyright issues in October 2005. The motion passed.

Secretary's Report

Gillian Hill presented the minutes of the Spring Business Meeting of April 14, 2005, and of the Council Meeting of April 15, 2005. There were no additions or corrections. Laurie Gemmill made a motion to approve both sets of minutes, which was seconded by Angela O'Neal and approved by all.

Ohio Archivist

As Judy Cobb had to leave early, this item of new business was dealt with first. Judy introduced Beth Kattelman, who has volunteered to become the new editor of the Ohio Archivist. President, Jane Wildermuth, officially appointed Beth as editor. She explained that the editor position is ex officio. The editor enters Council discussions, but does not have a vote. Judy said that Beth will take the lead on the next issue of the Ohio Archivist in the fall, but Judy will act as backup, to help Beth with her first issue.

Treasurer's Report

Treasurer, Judy Wiener, presented her report. The current account balance for the Society is \$9,964.51. There is one more conference bill to be paid, but the balance is very healthy. Gillian made a motion to approve the Treasurer's Report, which was seconded by Shari Christy, and approved by all.

Committee Reports

i) Archives Week

Shari Christy read Chair, Lonna McKinley's report. OHS designed this year's poster, which was passed around and admired by Council members. Lonna had received a quote of \$485.00 to print 2000 posters. Judy Wiener made a motion to approve this expenditure, which was seconded by Laurie Gemmill, and

approved by all. George Bain had suggested that we also print bookmarks, but Council decided against that this year, agreeing that money should instead be used for publicity for the Fall Conference, which we are holding as a promotional event during Archives Week.

Jane Wildermuth offered to make inquiries regarding Wright State University providing bulk mailing services for the Society.

ii) Awards Committee

Chair, Angela O'Neal has started researching for this committee, and will report at the next meeting. Gill reminded everyone that in 2004 Council had reviewed the criteria for receiving awards, and amended the language to read that awards could be presented to organizations as well as individuals.

iii) Education Committee

In Mackensie Wittmer's absence, Jane Wildermuth read the report of the Education Committee. Mackensie had received the education brochures from Anna Heran. She had made a comparison of other archival organizations' archives classes, and speakers' bureaus, which she will bring to the next Council meeting, and had also talked to some institutions about having Archives 101 classes, and to SOA members about being listed as potential presenters in a speakers' bureau. She apologized for missing the meeting, and said that she was open to suggestions and comments about what the education committee should be doing to further the goals of SOA.

iv) Nominating Committee

Shari Christy said that she has asked Gwen Mayer to be on the committee, and plans to ask Janet Carleton too. Jane commented that it would be a good idea to recognize outgoing officers more formally than it has been done in the past. Everyone agreed that this would be a good idea. Shari said that she would develop certificates that could be presented at lunch on the second day of Spring Conference, along with a passing of the gavel from the outgoing President to the incoming President.

v) Public Information Committee

Vic Fleischer said that he has talked to Phil Sager. Phil is happy to turn over maintenance of the SOA website to Vic. Phil is trying to obtain a password to enable Vic to have access to OHS's server. There was some discussion as to whether to have a PIC as such. The committee could be renamed to reflect the website work instead. Most committee chairs have been putting out their own announcements on the listserv. Vic would update information on the website. There will be more discussion on this topic during the new business item regarding the Constitution and Bylaws.

Vic distributed his draft survey, which is to be sent out to members. Council was asked to look it over in the next few days and discuss any changes or additions via e-mail. It can be put on the website.

Vic intends to recruit more members for his committee.

vi) Program Committee

Angela O'Neal announced that the Fall Workshop was originally to be hosted by Kent State University, but the date conflicts with a Ohio Preservation Committee meeting that Kent is hosting. OCLC has offered to host the SOA meeting instead.

Jane has received only two submissions for the Spring 2006 conference. One was from the Portsmouth Visitor's Bureau, and the other from the Ohio Historical Society. After some discussion on the pros and cons of each location, Shari Christy made a motion, seconded by Vic Fleischer, to hold the Fall 2005 workshop at OCLC, and the Spring 2006 conference at OHS. It had been hoped that there would have been more submissions from other parts of the state. There was a suggestion that we keep the submission form

permanently online, so that people could submit at any time, in the hope that next time we will have more locations to choose from.

Old Business

i) Final Report—Spring 2005 Conference

A draft of the final report was distributed. Angela said that there were still some items to add before it would be put online. They were still waiting for session reports, and hoped to include some photographs. At this point the financial statement shows a profit of \$676.05, and if the workshop is also included the profit is \$915.19. Evaluations were generally very good, and the consensus was that the Conference had been very successful.

A three-page paper on things learned from the conference was distributed to Council members. Several suggestions, including having funds from the silent auction be used to go towards an education fund in the future, and establishing an additional small charge for tours, to offset the cost of vans, were discussed by Council.

ii) History Day

Angela said that she and George Bain represented the SOA at the State History Day competition. Two students were awarded SOA awards for exemplary use of primary sources. Hannah Stofan, from Birchwood School, Cleveland received the junior division award with *The Newsboys' Strike of 1899: Communicating the Need for Change*, and Hyunho Richard Lee, from Shaker Heights High School, received the senior division award for *Louis Armstrong: Civil Rights Pioneer*.

iii) H-Ohio

Angela has received a proposal from H-Ohio, a listserv run by H-Net, for SOA to become a sponsor of the list, along with other historical organizations in the state. Council will address this proposal once more details about it are known.

iv) New Listserv

Angela demonstrated how to log on to the new OPLIN listserv, and showed Council the Administration page. She announced that at present the new list is running concurrently with the old list hosted by the Ohio State University, but the OSU list will be terminated on June 30. She will send list members a message announcing the transfer to OPLIN.

v) Membership Benefits

Judy Wiener said that the 2005-2006 membership drive has been suspended until decisions are made regarding membership benefits. She distributed a list of benefits offered by other organizations similar in size and purpose to SOA. Most are benefits that SOA membership already provides. After some discussion, Judy said that she would redesign the membership brochure, including a list of membership benefits, and then send it to Angela, who offered to work with professional printers to get it printed. It will then be mailed.

New Business

i) How to handle electronic motions and voting

Gill asked how Council would like to record business that was conducted by e-mail between official Council meetings. It was agreed that e-mail business would be listed at the beginning of the minutes of the next Council meeting. Shari suggested that we use the same terminology as the Midwest Archives Conference (MAC) uses for such business—Between Meeting Council Actions.

ii) Student Chapter

This item was tabled until the next meeting.

iii) Update to the SOA Website

Vic said that he would work on improving the Home Page.

Gill will update the Constitution as it appears presently on the website to include changes that have been voted on and approved by the membership in the past few years. She will then send it to Vic so that the website can be updated to reflect the current situation.

Gill made a motion, seconded by Judy Wiener, to have Council appoint a Constitution and Bylaws committee to work on examining the constitution, and updating the bylaws and duties of officers and committees, and report back to Council. The motion passed, and Gill, Jane, and Shari were asked to serve. They will arrange to meet soon. Jane asked each Council and committee member to look at the duties of their position as they are presently written, and submit any changes to the Bylaws committee.

Jane made a motion to adjourn the meeting at 3:00 PM, seconded by Shari, and approved by all. The next meeting will be held before the Fall Workshop. The date will be arranged by e-mail.

Respectfully submitted,

Gillian Hill, Secretary.