

Society of Ohio Archivists Council Meeting

Telephone Conference Call

Friday, August 28, 2009

Members Participating: Judy Cobb, President; Angela O'Neal, Past President; Louise Jones, Vice-President; Gillian Hill, Secretary; Steve Paschen, Treasurer; Kim Brownlee, Judy Wiener, Christine Engels, and Beth Kattelman, Council Members.

President, Judy Cobb, called the meeting to order at 1:05 P.M.

Between Meeting Council Actions

There had been no Council actions since the June Telephone Conference Call Meeting.

Secretary's Report

Secretary, Gillian Hill, asked for a motion to approve the minutes of the June 29, 2009 Telephone Conference Call Council meeting, which had previously been distributed to Council by e-mail for discussion. Louise Jones made a motion to approve the minutes, which was seconded by Beth Kattelman and approved by all.

Treasurer's Report

Treasurer, Steve Paschen, presented the Treasurer's Report for the period ending August 28, 2009. The current bank account balance is \$9,574.36. *The full report is attached as an appendix.* Judy Wiener said that she has received a check for \$1,500.00 from OHRAB for mailing the Archives Month posters, which she will send to the Treasurer.

Committees

- Awards Committee: Louise Jones had nothing to report at this meeting.
- Archives Month: Louise Jones said that this year's theme is "Taking a Stand: Abolition in Ohio", in honor of the 150th anniversary of John Brown's raid on Harper's Ferry. OHS is in the process of designing the poster and will have it ready to send out by the middle of September. Louise asked whether we could put OHRAB's name on the poster this year as they contribute to the cost of mailing.
- Education: Judy Wiener said that she was a little confused because the SOA website still showed Charlie Arp as being the chair of this committee. She explained that Gillian Hill had forwarded some communications to her that Charlie had sent on. He had received a couple of inquiries about Archives workshops and had said that as he was no longer affiliated with SOA perhaps someone else could deal with them. One person wanted to attend a basic Archives 101 workshop and the other person was interested in oral history. Some discussion followed about the Education Committee generally and whether we should continue with the previous model of providing many different workshops on request. Gill suggested that we send an SOA member who could deal with the topic to talk to people who needed help. Angela thought that maybe the Education Committee could be more of a mentoring group. Others agreed. The old system had worked very well for several years and had brought money into the Society, but it was time for a change. Judy said that she would come up with some language, and get Charlie's name off the website, but she would still need a chair for the committee.

- **Nomination:** Gillian Hill said that she would get a couple of members to join the committee and come up with a slate of candidates by the beginning of the New Year.
- **Website:** Angela O'Neal asked what people thought of the wiki page she had sent Council to enable people to update web information themselves. Everyone liked the idea. She said that we would be able to move over to the wiki format soon if we all agreed it would be a good idea. Judy W. wondered whether we might need to change the wording of the proposed partnership with OHS if we had a wiki. Judy C. thought we might have to amend Item 3b of the agreement. Angela felt that it would still be important to have a webmaster. The wiki would make it easier for council members to make minor changes only, such as names on committees. Judy W. made a motion that we move the website to a wiki, Christine Engels seconded the motion and all approved. Angela said that it should be up and going by the Fall Meeting.
- **Membership:** Steve Paschen said that the current membership stands at 151, including, besides regular members, students, life members and institutional memberships.
- **Ohio Archivist:** Beth Kattelman said that George Bain is helping with the newsletter. They are in the process of drafting content and format guidelines. Guidelines for the publication of the newsletter will also help with the proposed agreement with OHS. Judy C. suggested that Beth could put something on the listserv asking for comments. The next issue of the *Ohio Archivist* will be out at the end of September.
- **Fall Meeting 2009:** Christine Engels said that the Fall Workshop will be held on October 2 at OCLC with the theme of management of volunteers. It will be in two parts with a morning and afternoon session. A Society business meeting will be held over the lunch period. A discussion followed concerning whether registrations could be held online and how to deal with lunches. Christine said that the registration fee would be \$40.00 and she would put something regarding the Fall Meeting on the listserv soon.

Old Business

i) Spring 2010 Program

Judy Cetina of the Cuyahoga County Archives was planning to ask the Cleveland Roundtable participants for a location in the Cleveland area. Roland Baumann is willing to give his workshop (that was cancelled this year).

ii) Procedures Manual

Council liaisons were reminded to contact their committee chairs to ask them to send the duties of their committees to Council, with the goal of being able to provide new committee members with a clear explanation of their expected duties and a timeframe for providing needed information.

iii) Strategic Plan

Angela O'Neal said that she had received 21 responses to the survey on uses for the proposed endowment fund. She will send out a reminder in the hope of getting some more comments.

iv) Agreement with the Ohio Historical Society

Judy Cobb said that Jodie Blankenship has taken a new position as Director of Outreach and Education at the Kentucky Historical Society. Jim Strider will be the person working with SOA regarding the proposed agreement until Jodie's replacement, Jackie Barton, can take over. Jim Strider is also acting Executive Director of OHS following the unexpected death of Bill Laidlaw. Judy said that she has a meeting with

Jackie Barton next week. Jackie's first suggestion was that SOA needs to buy some general liability insurance.

New Business

i) Statehood Day

Judy said that she will be attending a Statehood Day planning meeting in September.

Next Meeting

It was agreed that there should be another brief Council meeting before the Fall Workshop. Another conference call was therefore scheduled for September 25, 2009 at 10:00 A.M.

There being no further business, the meeting was adjourned at 2:20 P.M.

Respectfully submitted,

Gillian Hill, Secretary.