

Society of Ohio Archivists Council Meeting

Friday, January 11, 2008 – Online Computer Library Center (OCLC), Columbus

Members Present: Angela O'Neal, President; Jane Wildermuth, Past President; Vic Fleischer, Vice-President; Gillian Hill, Secretary; Katy Klettlinger, Ron Davidson, Erik Mayer, and Judy Cobb, Council members, and Beth Kattelman, Editor, *Ohio Archivist*. Absent: Steve Paschen, Treasurer.

President, Angela O'Neal, called the meeting to order at 10:10 A.M, and welcomed everyone.

Between Meeting Council Actions

There have been no actions by Council since the last meeting.

Secretary's Report

Secretary, Gillian Hill, presented the minutes of the July 2007 Council meeting. Judy made a motion to approve the minutes, seconded by Katy, and the motion was approved by all.

Treasurer's Report

In Treasurer, Steve Paschen's absence, President, Angela O'Neal, presented the Treasurer's Report. The current bank account balance is \$8,536.50. We still have not received our share of the revenue from the MAC meeting last Spring, and there will also be more expenditures to be deducted relating to Archives Month poster printing and postage. Angela will ask Steve to contact MAC soon. *The full report is attached as an appendix.*

Committee Reports

i) Archives Month

Angela reported for Chair, Louise Jones. OHRAB donated \$750.00 towards postage and the Society paid another \$300.00. 1500 posters were mailed. Angela said that we will need a new Chair of this committee for this year. There was some discussion regarding a possible theme. Gill suggested that we look into sharing the theme that SAA will use. Angela will contact SAA to find out what their theme will be. She will also put out a call on the SOA list serv to see if anyone would like to volunteer to chair the committee.

ii) Awards Committee

Vic Fleischer, Chair, distributed a draft form for nominations, which he will put on the website. He will send an e-mail to the SOA list also requesting nominations. Angela suggested that he post a message on the Archives and Archivists list too, and put something in the MAC newsletter.

Judy suggested that we should standardize the format of the award itself (plaque, certificate, etc.). The format has varied from year to year. Some have been very nice, others not so nice. Vic will do some research into finding something that we can use every year.

There followed some discussion about making some changes to the award system for next year, such as the possibility of renaming the award (perhaps for a famous Ohio archivist), and for having a second award (perhaps to recognize specific contributions of an SOA member). Beth thought that it would be a good idea to have one award based on nominations and another that would be decided by Council. Vic will head a

group to come up with a proposal to amend the awards that can be put before the full membership at the Spring Meeting.

iii) Education Committee

Council Liaison, Katy Klettlinger, said that Charlie Arp would be giving a Processing workshop on February 22 at Case Western Reserve. There had been a question about the possibility of institutions upcharging Council's charge for a workshop to generate revenue for themselves. Some discussion followed. Council has not really viewed workshops as a way to make money (although we have made money from them), but rather as outreach and the ability to provide educational opportunities for people. Katy will do some research into what other institutions do. Judy felt that most charge a flat fee, with a minimum attendance requirement.

iv) Nominating Committee

Council Liaison, Gillian Hill, said the Nominating Committee consisted of Chair, Jane Wildermuth, and Deanna Ulvestad of the Greene County Room of the Greene County Public Library. They had had a meeting earlier in the week and came up with a number of people to ask to run as candidates for the two Council positions that will be open this year. They had divided the names amongst themselves and had started to contact the prospective candidates. Several people have expressed an interest and the committee felt that there would be no problem in providing a slate of candidates for Council to see by the deadline of January 31.

v) Website Committee

Chair, Vic Fleischer, said that he had no report. He will approach the other committee members, George Bain and Janet Carleton, to get them more involved, and they will go through the website carefully to update all the information it contains before the Annual Business Meeting.

Angela said that OHS had decided not to renew the old domain name of ohiojunction, although it still exists right now. Starting January 1, people going there have been taken to Ohiohistory.org/ohiojunction/ohioarchivists. She will send a notice to people to update their bookmarks.

Angela then mentioned the blog that had been started some time ago. It only contains two entries. She thought that we should make a decision as to whether to continue it. We decided to pull it. Vic will take the link down from the website and Angela will delete the blog itself.

Vic distributed a letter from someone who wanted to put a link to the SOA website on his website about wars and veterans. Council decided that he could include a link to our site if he wanted, but that we would provide no endorsement of his work. Vic will reply to him to this effect.

vi) Membership Committee

In Chair, Steve Paschen's, absence Angela presented the report. There are currently 173 members. Steve plans to send out invoices before the end of January for 2008. After the billing is complete, he plans to review OAHSM lists for organizations that include any archival function in their directory descriptions. He will then e-mail Council with his proposal to approach these potential institutional members.

vi) Ohio Archivist

Chair, Beth Kattelman, said that she will put out the next full *Ohio Archivist* after the Spring Meeting, as she did last year, but she will also do a mini edition before the Meeting which will include the statements of candidates for office, once these are available.

vii) Program Committee

Fall 2007—Erik said that the Archives 101 workshop had been fine. Although attendance wasn't great, people had said that they enjoyed it and that it should be offered again. Angela said that the instructors had commented that the canned workshop used wasn't particularly appropriate for historical societies as there was too great an emphasis on collection development.

Angela said that she was sorry that the Web2 workshop had been canceled, but that the speakers would be willing to try again later. She would see if it we could arrange a Web2 session at the Spring Meeting.

Spring 2008—Angela said that this would be SOA's 40th anniversary. Judy and Erik said that they would look into the possibility of using the OCLC conference room as the location. The dates of April 24 and 25, with a preconference workshop to be held on April 23 were discussed. Beth had proposed a workshop on EAD and electronic finding aids. She had potential speakers, but would need a space with computers for all attendees, if possible. OCLC would be able to provide the necessary facilities if the dates are available.

Judy volunteered to head local arrangements, and Erik said that he would help her. He would also work on the Program Committee. Ron, Vic, Beth and Jane offered to help too, and Angela will approach other members and arrange a meeting of the committee.

Katy and Judy will work on designing 40th anniversary t-shirts.

Fall 2008—Angela will ask someone off Council to take this on. The possibility of holding it at Kent State was discussed, with the Akron Public Library as a possible backup location. Angela would like to be able to announce this at the Spring Meeting.

Old Business

i) Statehood Day

Angela said that Statehood Day this year will be held on Wednesday, March 5, and she encouraged as many Council members as possible to attend.

ii) Strategic Planning

As the Fall Meeting was canceled, the strategic planning session did not take place. A summer 2008 date was discussed for a day long session, with the possibility of a 2 hours or afternoon long preliminary SWOT analysis to be held at the Spring Meeting.

iii) Resolution for George Bain

Angela and Judy had drafted the language for the resolution to honor George on his retirement. Katy made a motion to approve the resolution, which was seconded by Gill and approved by all. The resolution will be presented to George at the Spring Meeting.

New Business

i) History Day 2008

Ron made a motion that SOA would continue to participate in History Day. The motion was seconded by Erik and approved by all. As always there will be two prizes given--\$100.00 for a junior award and \$100.00 for a senior award. Angela said that the prize money is a great incentive for students to use primary sources in their projects. Judges will be needed. Angela will resend the information to the list.

ii) Distinguished Service Award

George Bain had sent a note saying that he was interested in nominating SOA on their fortieth anniversary to SAA for a Distinguished Service Award.

iii) Support Diversity Proposal

George had also sent a proposal for SOA to commit to a five year \$500.00 annual contribution to support graduate education scholarships for minority students by giving a first contribution this year to MAC's Archie Motley fund, with further contributions to be given to either the MAC fund or a proposed SAA Foundation fund to provide scholarships for minority students. After some discussion, Gill made a motion, seconded by Judy, that SOA would revisit this proposal once SAA has a concrete structure for their proposal in place. All approved the motion.

iv) MAC Presidents Award

Laurie Gemmill had sent Angela a note asking if SOA had any nominations for the MAC Presidents Award, but there were no suggestions.

v) Next Meeting

The next meeting of Council will be the Annual Business Meeting at the Spring conference.

There being no further business, a motion was made to adjourn the meeting by Judy, seconded by Katy and approved by all at 2:10 P.M.

Respectfully submitted,

Gillian Hill, Secretary.

SOCIETY OF OHIO ARCHIVISTS

Resolution Recognizing George Bain

Whereas, George Bain has been a longstanding, dedicated, and much-respected member of the Society of Ohio Archivists and the archival community, and

Whereas George Bain has been an ardent and active supporter of, and tireless advocate for, Archives Week and History Day in Ohio, contributing both his time and himself to the ongoing need for archival outreach and awareness to the broader community, and,

Whereas, through his personal interactions with both archivists and non-archivists, George has taught and mentored countless individuals about the importance of archives and of being an archivist, and

Whereas, through these and other innumerable other actions on behalf of archives and archivists, George has furthered the mission of the Society of Ohio Archivists "to exchange information, coordinate activities, and improve professional competence in Ohio's archives and manuscript repositories"

Therefore, be it resolved that the Council of the Society of Ohio Archivists, on behalf its membership, offers George Bain, upon his retirement from the archival profession, its appreciation for his years of dedicated service; respect for his unwavering commitment; and genuine thanks for his personal and professional commitment to the archival community.

Angela O'Neal, President

Date

Vic Fleischer, Vice-President

Date

