

Society of Ohio Archivists Council Meeting

Friday, February 9, 2007, Online Computer Library Center (OCLC), Columbus

Members Present: Jane Wildermuth, President; Angela O'Neal, Vice President; Gillian Hill, Secretary; Steve Paschen, Treasurer; Vic Fleischer, Erik Mayer, and Judy Cobb, Council members, and Beth Kattelman, Ohio Archivist. Absent: Gwen Mayer, Council member.

President, Jane Wildermuth, 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 October Council meeting. She mentioned that she had used Gwen Mayer's name, instead of Erik Mayer's name, in the report of the Nominating Committee, and would change this for the official record. Erik made a motion to approve the minutes with the amendment, which was seconded by Angela O'Neal and approved by all.

Treasurer's Report

Treasurer, Steve Paschen, presented the Treasurer's Report. Steve explained that some checks had been sent to the previous treasurer, Judy Wiener, in April and May, and didn't get to him for a while. This caused the fees that show up on the statement. He explained that membership dues trickle in and he holds them for a while, until he has several, because the bank charges for the number of deposits made, although he doesn't like to hold people's checks for too long. He has not yet activated the Society's credit card. The current account balance is \$9,600.59. The full report is attached as an appendix.

Committee Reports

i) Archives Week

State Archivist, Jelain Chubb, has withdrawn as new Chair of the Archives Week Committee. There followed some discussion regarding a replacement. It was agreed that a committee should be in place by the May conference.

ii) Awards Committee

In the absence of Gwen, there was no Awards Committee report.

iii) Education Committee

Erik said that Christine Schmidt has resigned as Chair of the committee and has been replaced by Charlie Arp. The Kent University SAA student chapter had expressed an interest in having a workshop on photography. Erik said that he will see if Christine has sent a list of possible teachers to Charlie. Vic suggested contacting Eric Honneffer, who spoke at the last conference, as a teacher.

iv) Nominating Committee

Erik presented a slate of candidates for the next election, but he is still looking for other nominations. He said that Laurie Gemmill has agreed to serve on the committee and there was some discussion about getting another person to serve also. The next step is for the committee to come up with questions for the candidates and for Beth to get their responses in the next issue of the *Ohio Archivist*. The final list of candidates should be ready to post on the SOA list serv by April.

v) Website Committee

Vic Fleischer, Chair of the committee, said that he is keeping the site updated. Sometimes older pages and versions seem to reappear. He had investigated file sharing and document management through Yahoo and Google to ensure that all Council members would all be able to access the current version of the website. Google seemed to be the most user friendly, so Council agreed that he should sign up. Vic said that he was also working on keeping the membership directory updated.

vi) Program Committee

Spring 2007—Co-Chair, Judy Cobb said that the local arrangements are coming along well. They are getting down to the details now. She will soon draft people to help with the registration. Angela said that there has been a big push to get the program together and now they will work to get volunteers for various jobs. There was some discussion about how we would handle new memberships at the conference and whether new members would get the conference rate. Council decided that we needed a better time frame for our membership year. Angela made a motion that we change our membership year to the calendar year, i.e. January 1 until December 31. Judy seconded the motion, which was approved by all. People who join the Society at the conference will be able to pay at the members' rate and their memberships will last until the end of 2007.

Fall 2007—Jane had talked to the Michigan Association of Archivists (MAA) regarding a joint meeting with them. She will contact them again to see if they are still interested in the idea.

vi) Membership Committee

Chair, Steve Paschen, gave his report. He said that 147 members have renewed this year; there have been 43 new members, and there are 20 student members. The second membership mailing was sent on 10/10/2006. A third reminder will not be sent by mail, but there will be a notice on the list serv before the Spring conference. If people do not renew after two years, they will be taken off the membership list, but will still be contacted for seminars, and such like. Jane asked Steve whether Janet Carleton is continuing to send out welcome letters to new members, and Steve said that he would contact her and find out whether she wishes to continue.

vii) Ohio Archivist

Editor, Beth Kattelman, said we should decide when we want the next edition to be sent out. She said that we had talked about doing post conference newsletters that would include conference session reports. This year, however, Council thought it would be a good idea to promote the joint conference and include candidate reports prior to the election. Erik said that he would have the questions ready for the candidates for election by early March. It was decided that there would be a mini newsletter sent out in early April, and another longer newsletter in the summer.

Jane had received a contract from EBSCO Publishing to enable us to include our newsletter in their databases, which are sold to libraries. After some discussion about copyright issues, Judy made a motion that SOA will agree to put the newsletter in the EBSCO database. Angela seconded the motion, and all agreed. A copy of the contract will be sent to Tamar Chute at the Ohio State University for deposit in the Society's archives.

viii) Bylaws Committee

Gill presented the wording of the bylaws amendment. It was signed by five council members after the addition of a clause indicating that any between meeting deliberations will be reflected in the next minutes. The exact wording follows:

Proposed Revision to the SOA Constitution and Bylaws

Insert as a second paragraph under Item 11 (regarding meetings of Council):

Special deliberations of Council between official Council meetings may be held by electronic means (such as e-mail or other Internet communication systems) to vote upon a particular issue brought before Council for a decision. These deliberations are subject to the following:

- A majority of the Council members shall have access to the appropriate electronic media, as verified by their response to a call for any particular deliberation. This majority shall constitute the quorum for the deliberation and, once established, shall be present until the deliberation is adjourned.
- The technology used for the electronic deliberations shall allow the members full access to and full participation in all deliberation transactions either continuously or intermittently throughout the specified time of the deliberation.
- The affirmative vote of a majority of the quorum shall be the minimum vote requirement for the adoption of any motion.
- The secretary will ensure that special deliberations will be reflected in the next minutes.

Signed:

Gillian Hill
Stephen Paschen
Judith Cobb
Beth Kattelman
Erik Mayer

Vic made motion to accept the amendment, which was seconded by Angela and approved by all.

New Business

i) Statehood Day

Angela said that the agenda for Statehood Day (March 1) is on the website. The Ohio Historical Society will be leading again this year, and Todd Kleismit will be coordinating the events. An additional organization involved this year will be the Ohio Genealogical Society. All events will be held at the State House.

The priorities to be brought before legislators are as follows:

- To increase to the full 40% the state share of a 60/40 federal-state funding split for the Ohio Historic preservation Office. The state is currently providing a 25% cash match.

- To provide a significant funding increase for the state archives program, a category in which Ohio now ranks last nationally.
- To strengthen state policy for conservation of archeological and historic properties that public improvements effect.
- To create a competitive matching grants program for local historical, archival and preservation groups.
- To encourage preservation of historic schools, allowing buildings vacated under the state's school facilities program to be transferred to non-profit entities.
- To create a statewide cultural and heritage tourism program, including increased funding for the state's travel and tourism office.
- To acquire state planning money for the upcoming Civil War sesquicentennial in order for Ohio to fully engage in statewide activities and educational programs.

Angela said that the Ohio Historical Society will be funding the bulk of the Statehood Day expenses, but they are asking participating organizations to pay \$213 each, to be used primarily for the lunch. Gill made a motion that the Society should give \$213 to OHS for Statehood Day. Vic seconded the motion, which was approved by all.

Some discussion followed regarding spending time on advocacy issues throughout the year, with perhaps holding a retreat to design and promote a formal advocacy brochure.

iii) History Day

Angela said that History Day is Saturday, May 5—the last day of the Spring Conference. The conference ends at noon, but History Day is all day from 8:00 am until 4:00 pm. Megan Wood, from New York State, is the History Day coordinator. There will be a new award this year for websites. Also new this year is that students can self nominate their projects. Judy made a motion that SOA continue to offer a prize of \$100 in the Junior Division and \$100 in the Senior Division this year. The motion was seconded by Erik and approved by all.

There being no further business, the meeting was adjourned at 2:15 pm.

Respectfully submitted,

Gillian Hill, Secretary.

Appendix

SOA Treasurer's Report

February 9, 2007

Account Balance

\$8,495.61

***Current Account Balance**

\$9,600.59

Deposits

\$2,086.30

Expenditures

\$953.22

Interest

\$13.54

Fees

\$41.64

*Plus \$50.00 cash in SOA Cash Box

Transactions – Detail

Date	Reference Number	Type	Memo	Amount
10/11/2006	12161475	DEPOSIT		+\$335.00
10/11/2006	1661	Check	Gwen Mayer DACS wkshp	-16.61
10/16/2006	1891669730	Fee	Deposited items fee	-13.52
10/17/2006	1659	Check	Angela O'Neal postage	-529.46
10/24/2006	12161476	DEPOSIT		+580.00
10/24/2006	1660	Check	Hudson Library DACS wkshp	-170.50
10/27/2006		Returned Deposit Item	Wooster Check May 2006	-15.00
10/31/2006		INTEREST PAYMENT		+3.26
11/15/2006	1891669730	Returned Item Fee	See 10/31/2006	-10.00
11/15/2006	1891669730	Deposited Items Fee		-3.12
11/21/2006	1662	Check	Charles Arp Archives 101	-142.24
11/29/2006	1656	Check	Arabica DACS wkshp	-94.41
11/30/2006		INTEREST PAYMENT		+3.18
12/04/2006	12161477	DEPOSIT		+821.30
12/28/2006	12161478	DEPOSIT		+105.00
12/29/2006		INTEREST PAYMENT		+3.50
01/17/2007	12161479	DEPOSIT		+150.00
01/31/2007		INTEREST PAYMENT		+3.60
02/08/2007	12161480	DEPOSIT		+95.00