

Society of Ohio Archivists Council Meeting

Holiday Inn, Worthington, Ohio (Ohio Local History Alliance/SOA Conference)

Friday, October 4, 2013

Attendees in Person: Judy Wiener, President; Jillian Carney, Vice-President; Christine Engels, Past President; Gillian Hill, Secretary; Emily Gainer, Treasurer; Lisa Rickey, Council Member; and Janet Carleton, Newsletter Editor. By Telephone: Nathan Tallman.

Call to Order:

President, Judy Wiener, welcomed everyone and called the meeting to order at 4:00 P.M.

Between Meeting Council Actions

- Gillian Hill made a motion on July 19, 2013 to change the SOA website from a wiki to Wordpress format. The motion was seconded by Lisa Rickey and was approved.
- Lisa Rickey made a motion on July 26, 2013 to set up a Google Group meeting list for SOA Council messages. The motion was seconded by Nathan Tallman and was approved.
- Nathan Tallman made a motion on August 1, 2013 to approve the minutes of the June 28, 2013 Council meeting, which had been distributed to Council members. The motion was seconded by Emily Gainer and was approved.
- Emily Gainer made a motion on August 8, 2013 for Council to approve the agreement with OCLC to hold our 2014 Spring Meeting at their location on May 16. The motion was seconded by Lisa Rickey and was approved.
- Judy Wiener made a motion on September 16, 2013 for SOA to pay for the OLHA Friday lunch for speaker Danna Bell. The motion was seconded by Emily Gainer and was approved.
- Gillian Hill made a motion on September 24, 2013 that SOA reimburse the University of Akron for the printing cost of new SOA brochures. The motion was seconded by Jillian Carney and was approved.

Secretary's Report

Secretary, Gillian Hill, presented the minutes of the meeting of June 28, 2013, and reminded Council that the minutes had been approved by a Between Meeting Action on email. They have been posted to the website.

Treasurer's and Membership Report

Treasurer, Emily Gainer, presented the Treasurer's Report for the period June 28, 2013 to September 30, 2013. The current balance is \$13,895.23. *The full Treasurer's Report is included as an addendum to the minutes.*

There are currently 116 current members—101 individual members, 8 student members, 6 institutional members, and one bridge member. Emily said that she is working with OHS to develop an online membership form. It should be available for the 2014 membership drive. The information and photographs on the membership brochure have been updated, and 200 brochures have been printed. They include quotes from members about the value of SOA membership. An updated membership list will be posted to the new Wordpress website now it is up and running. Membership renewal letters will be mailed by OHS in early January.

Jillian Carney, Mark Bloom, and Emily Gainer volunteered at SOA informational tables at recent events sponsored by Kent State University in Columbus and at Kent.

Committee Reports

- **Archives Month:** Judy said that Liaison, Amber Bice, had reported that the poster mailings had gone out on Wednesday, October 2. The cost would be invoiced later. It would be emphasized next year that image specifications are a requirement for those sending photographs for possible inclusion on the poster.
Unfolded current posters were available at the conference for attendees to take home with them. Copies of posters from previous years will be brought to the Spring meeting for distribution and any leftover ones will be recycled.
- **Website / Public Information:** Liaison, Lisa Rickey, described the various projects the committee has been working on. Completed projects include the committee report template, and the wiki updates regarding the fall meeting and archives month. In progress are guideline recommendations for the listserv, and work on transferring material from the wiki to the new Wordpress website. Jillian said that she would talk to Dan Noonan about this, and Nathan offered to help. Lots of photographs were being taken at the fall conference. Maintenance of SOA email, Facebook, Pinterest, LinkedIn, Flickr, and the listserv is ongoing.
Lisa asked where the logins for passwords for the social media are being kept. Jillian thought that they should be given to the Secretary
- **Nomination:** Liaison, Gillian Hill, said that she would talk to the Chair of the committee, Jane Wildermuth, before the end of the year to begin the preparations for next year's election process.
- **Newsletter:** *Ohio Archivist* editor, Janet Carleton, said that she appreciates the people who have contributed material for the newsletter. Emily has agreed to write an article on membership for the next issue, which Janet plans to get out in late March. Tutti Jackson, at OHS, has told her that the due date for submissions will most likely be March 14. This will include candidates for election's statements, annual meeting news, award nominations and suchlike. News articles should be submitted to Lisa Rickey, features to George Bain, and electronic records issues to Dan Noonan. Access to the newsletter is at <http://bit.ly/SOANews>. There have been 387 click-throughs since the short link has been up last fall, and 169 so far for the fall issue.
- **Education:** Liaison, Jacky Johnson, was not at the meeting as she was taking speaker, Danna Bell to the airport, but Suzanne Maggard had sent Judy a report about the ongoing arrangements for the Spring meeting. There are nine members on the committee—Jacky Johnson, Jillian Carney, Katy Klettlinger, Liz Plummer, Nathan Tallman, Stephanie Bricking, Cathy Flohre, and Lisa Wood. The date is May 16, 2014, and the meeting will take place again at the OCLC Conference Center. The committee decided on the theme of "Building Capacity: Discovering Archival Material in the 21st Century". Save the date flyers will be sent out soon, and a call for proposals will be going out on listservs near the end of October. Stephanie Bricking at UC will be working with the committee to put together a call for poster presentations that will be sent out in November. Jillian Carney and Katy Klettlinger will work on the Silent Auction, and Liz Plummer will work on the Registration Desk. The committee is also working to determine a plenary speaker.
- **Awards:** Liaison, Jillian Carney, said that requests for recommendations will be sent out in January. The applicants will be reviewed in February. Janet asked for photographs of those receiving awards for the newsletter.
- **Advocacy:** Liaison, Nathan Tallman, said that he had sent out a committee description for the new Advocacy Committee and would now like to know what people think of it. Judy said that she has not yet reviewed the committee descriptions. She will send them all out to Council members first, so that we can review them before sending them out for membership review.

New Business

- **Statehood Day:** Recommendations for a keynote speaker are needed.
- **Distribution of Archives Month Posters to Legislators:** George Bain had reported that Todd Kleismit of OHS had thought that this would be a great idea.

Old Business

- **Alliance Fall Meeting 2013:** Judy reported that 23 SOA members had registered for this fall conference. The Ohio Local History Alliance would like to have a follow up telephone conference call with us to see if we would like to continue meeting with them. Christine offered to write an article about the collaboration with the Alliance. Janet would like a synopsis of the sessions for the Fall meeting for the newsletter.
- **Follow-up on Action Items from the last meeting:**
 - i. **Bylaws Committee:** Gillian and Janet said that they would start working on this in January.
 - ii. **Financial Planning Committee:** Emily will put out a call for participants.
 - iii. **State Organizations Meeting:** Janet, Jillian, and Judy will discuss the purpose, draw up an agenda, and present it at the next meeting.
 - iv. **Committee Summaries:** Any updated committee description summaries should be sent to Judy, who will then send them all out together to everyone to check them. Janet would like to put the committee information, including headshots of the Chairs of the committees, in the newsletter.
 - v. **SAA Groups:** Janet attended this meeting at SAA. She will write it up for us. SOA will be a sub group of SAA, as will other archival organizations in different regions of the country.

The meeting was adjourned at 4:45 PM.

Respectfully submitted,

Gillian Hill, Secretary.