

SOA Council Meeting Minutes
August 8, 2017
Ohio History Connection, Paw Paw Room

Attendees: Mark Bloom, Lily Birkhimer, Janet Carlton, Jillian Carney, Ron Davidson, Betsy Hedler, Robin Heise, Gino Pasi, Kristin Rodgers, Adam Wanter

Absent: William Modrow

Call to Order

President Robin Heise called the meeting to order at 10:08am. Robin motioned and Mark seconded the approval of the last meeting minutes.

In-Between Meetings Council Actions

- 5/23/17 – Kristin Rodgers motioned to approve paying the invoice for Quest. Motion seconded, carried.
- 5/23/17 – Mark Bloom motioned to approve paying the invoice for printing the conference program. Motion seconded, carried.
- 6/15/17 – Robin Heise motioned to approve Stacy Lavender as the new chair of the Educational Programming Committee. Motion seconded, carried.
- 6/19/17 – Gino Pasi offered Jessica Cromer the position of Assistant Editor for the Ohio Archivist.
- 6/21/17 – Mark Bloom motioned to reimburse Collette McDonough and Jim McKinnon for the postage stamps they purchased for use with potential sponsors, door prizes, the Silent Auction and thank you letters. Motion seconded, carried.

Treasurer's and Membership Report

- See reports for more details.
- Mark reported currently balance is over \$10,000.
- Earned over \$700 at silent auction.
- Sold 12 t-shirts and 18 tote bags at conference.
- Since the conference, five new members and a student member have joined the organization.
- Mark will add membership spreadsheet to council google drive.

Committee Reports

- **Advocacy and Outreach**
 - See report for more details.
 - Adam Wanter reported the committee is meeting in late August.
 - Sponsored the Found it in the Archives contest.
 - Draft of archives month poster was distributed and briefly discussed during meeting.
 - Working on coordinating regional archives crawl.

- **Anniversary**
 - See report for more details.
 - Jillian reported the committee has met three times.
 - A survey was sent to members. 60 responses were received.
 - An option of a reception the day of or a dinner the night before is being discussed. This decision was turned over to the Educational Programming Committee to determine.
 - A plenary speaker has been discussed, but a decision has not been made.
 - Next meeting of the group is August 28.
 - Digitizing all past issues of the Ohio Archivist.
 - Applying for a SAA Distinguished Service Award.
 - Reaching out to the Ohio Senate and House of Representatives to get a recognition of the 50th anniversary.

- **Awards**
 - See report for more details.
 - Lily Birkhimer reported that starting in November the new nominees will be solicited.

- **Educational Programming**
 - See report for more details.
 - Janet reported Collette has populated the committee for the year. Stacy Lavender is co-chairing the committee with Collette.
 - Collette is also working with the 50th anniversary committee.
 - May 18, 2018 is the date for the meeting. A venue is to be determined.
 - Janet will be following up with Collette regarding the Ohio History Alliance meeting and the need for moderators for the archives track sessions.
 - Jillian will contact SAA to see about acquiring materials for the Ohio History Alliance table.

- **Newsletter**
 - Template report not received.
 - Gino reported first draft of fall newsletter is at OHC. September 1 is the publish date.
 - Jessica Cromer is the new editor for the News and Notes Section.
 - Lindy Smith has submitted her application for the editor position.
 - Discussion ensued about the function of the listserv and membership list email blast.
 - i. Work-flow Process: Betsy gets in touch with database manager and email scheduler. This needs to happen at least two weeks in advance of when you would like the email blast sent.
 - 1. Committee liaisons will share this information with their committees.
 - Newsletter will be sent to the membership list first then a week later it will be distributed everywhere else (ie. Facebook page, website, etc).

- **Nominating**
 - Template report not received.
 - Jillian reached out to Gillian, Jane and Judy to see if they would like to continue to serve on the committee.
 - The slate of candidates is due to council in January.
 - Two council positions come available this year and Ron and Bill are up for re-election.

- **Website/PIC**
 - See report for more details.
 - Ron reported Andrew has updated the Council officers page and added a link to the store page.
 - Producing content is a challenge. Committee liaisons will report back to their committees that content needs to be funneled to Andrew for the website.
 - Betsy will add the deadline dates for the Ohio History Alliance newsletter to the council google drive.
 - When Andrew's term as chair ends in May 2018, Jennifer has expressed an interest in being the chair.
 - Janet created a twitter account for SOA during the meeting. This will be used in conjunction with the 50th anniversary.

Old Business

- OHLA/SOA fall meeting
 - Covered in committee reports.
- Ohio Archivist Editor
 - Covered in committee reports.
- Retention Schedules
 - There is not a way to keep records of the Facebook page. Language of the retention schedule needs to be updated to note this information.
 - Council will look at the records retention schedule and discuss needed changes at the October meeting.
 - Kristin is ultimately responsible for updating the document.
- RAAC
 - Janet attended the meeting which is held at the annual Society of American Archivists meeting.
 - Janet will add RAAC information to the SOA google drive.
 - Robin made a motion to elect Janet as the official RAAC contact. Mark seconded, carried.

New Business

- IFIITA
 - Robin made a motion, seconded by Adam, to invite and pay for the registration of the IFIITA state winner as well as arrange a tour of the Ohio Statehouse. Motion carried.
- Goals for 2017/2018 year
 - Strategic plan (last one expired in 2013).

- Council to lead a two-session long session at the SOA meeting about strategic planning.
- A retreat for council and the committee chairs to be held at OHC was discussed.
- Betsy will contact the local history office to coordinate a strategic planner to assist us.
- Should strategic planning be added into the by-laws for reviewing on a more regular basis?
- Continuity is an issue for the organization, particularly as it relates to strategic planning.
- By-laws need to be updated to reflect how the organization is functioning.

Other Topics

- Need to update our membership brochure and other publications with the new logo. Language needs to be updated.

Upcoming Meetings

- October: retreat may replace the meeting
 - Agenda items: Retention Schedule (Old Business)
- January and April: doodle pool will be sent to find dates

Adjournment

Robin adjourned the meeting at 12:52 pm.

Treasurer's Report

August 8, 2017

FISCAL YEAR 2017-2018:

Previous Account Balance: 5/1/2017

\$11,750.39

***Current Account Balance**

\$10,319.50

Deposits

\$4,235.50

Expenditures

\$5,666.68

Interest

\$0.29

*Plus \$50.00 cash in SOA Cash Box

*Includes scholarship balance: \$102 (carry over) + 100 (OhioNet) + \$753 (raised 2017) = \$955

Transactions – Detail

Date	Type	Memo	Amount
5/08/2017	Deposit	OHC: registration and membership dues	+2,732.50
5/22/2017	Deposit	Annual Meeting onsite and mail in registration (330), and Silent Auction (633), scholarship fund donation (25)	+988.00
5/22/2017	Deposit	T-shirt (180) and bag (180) proceeds	+360.00
6/3/2017	Deposit	Memberships (2)	+30.00
7/1/2017	Deposit	memberships (2), silent auction (105)	+125.00
May-July	Interest	Huntington bank	+0.29
5/16/2017	Expenditure	1836 Yellow Springer Tee's	-500.00
5/17/2017	Expenditure	1837 Miracle Custom Awards – merit award plaques	-160.50
5/17/2017	Expenditure	1838 Barker-New Prof. scholarship	-100.00
5/17/2017	Expenditure	1839 Baker-New Prof. scholarship	-100.00
5/17/2017	Expenditure	1840 Richey - Student scholarship	-100.00

5/17/2017	Expenditure	1841 Yurkowski- Student scholarship	-100.00
5/17/2017	Expenditure	1842 Corrington – History Day junior award (shared)	-50.00
5/17/2017	Expenditure	1843 Williams – History Day junior award (shared)	-50.00
5/23/2017	Expenditure	1846 Quest Business Center – Annual meeting (room and food)	-4,197.62
5/23/2017	Expenditure	1847 Monk’s Copy Shop – conference programs printed	-198.76
7/6/2017	Expenditure	1849 McKinnon re-imburement for silent auction mailings	-9.80
7/6/2017	Expenditure	1850 Mazsilli Cardobo History Day Senior award	-100.00

Conference Income = \$5,187.45

- +45.00 (mail in registration)
- +4,352.45 (on-line registration)
- +240.00 (onsite registration)
- +300.00 (sponsorships)
- +250.00 (Table fees)

Conference Expenditures = \$4,434.78

- 4,197.62 (Quest room rental and food)
- 198.76 (Conference program printing)
- 38.40 (postage reimbursement)

Date:	August 8, 2017		
Committee:	Membership		
Chair:	Cate Putirskis		
Council Liaison:	Mark Bloom		
Members:	Bill Barrow	Kevin A. Caslow	Emily Gainer
	Andrew Harris	Susan Hernandez	Toni Vanden Bos
	Kristina Richey		
Mission/Summary:			
<p>The Membership Committee recruits and supports new members and renewing members. Committee members identify events and/or organizations throughout the state to distribute membership literature. The committee is responsible for writing and updating membership literature, including the annual membership drive letter and the membership brochure.</p>			
Goals for the Year:			
<ul style="list-style-type: none"> - Membership Drive 2017 - write and distribute the membership renewal letter. Communicate with OHC for distributing email blast for membership renewal notifications. - Keep online directory up-to-date - Tabling at archives, local history, or college/university events - Tabling or providing membership information at the SOA/OLHA conference - Encourage members to attend SOA events/conferences 			
Ongoing Issues and Challenges:			
<p><u>128 current SOA Members</u> Individual = 99 members Patron (\$30 - \$49.99) = 7 members Sponsor (\$50 or more) = 5 members Student = 8 members Institutional = 8 members Bridge = 1 members</p> <p>*The numbers above reflect those who have joined or renewed since July 2016.</p>			
Accomplished Goals:			
<ul style="list-style-type: none"> - Online directory was updated on 7/17/2017. 			

Date: 07-21-2017

Committee: Advocacy & Outreach

Chair: George Bain & Elise Kelly

Council Liaison: Adam Wantner

Members: Connie Conner; Foy Scalf; Kevin Grace; Caroline Ibbotson; Jacky Johnson; Jennie Thomas; Pam Gochenour; Ken Grossi; Natalie Fritz; Jennifer Brancato; Nathan Tallman

Mission/Summary:

The Advocacy and Outreach Committee is responsible for promoting advocacy in response to legislative issues that may impact archives, diversity, and the role of archives and archivists within society. The Advocacy and Outreach Committee will facilitate access to resources that will aid archivists in advocating for the profession and collections to administrators and institutional stakeholders. It also communicates news from the National Coalition for History. Additionally, the Advocacy and Outreach committee is responsible for advocating the importance of archives throughout the state of Ohio through programmatic planning such as Statehood Day, Archives Month, and the "I Found it in the Archives" contest.

Goals for the Year:

- Actively recruit new members;
- Increase institutional participation in Archives Month activities;
- Increase awareness, to public and legislators, of Archives Month activities within the state;
 - Establish regional crawls throughout the state
- Increase institutional participation in the "I Found it in the Archives" contest

Ongoing Issues and Challenges:

- Recruiting active members;
- Increasing institutional participation in the "I Found It In the Archives" contest;
- Increasing institutional participation in Archives Month activities;
- Are at work presently on recruiting a member of the Ohio delegation in Congress to join the Congressional History Caucus. We are still reaching out to the OHC Local History Office to draw in Ohio Local History Alliance member groups over time to increase our effectiveness in this goal.

Accomplished Goals:

In the last quarter, members of the Committee:

- Archives throughout the state are sponsoring their local "I Found It In the Archives Contest";
- George Bain wrote an article about Archives Month for the SOA Newsletter;
- The Archives Month poster will soon be finalized;
- Put together a passport for the Regional Archive Crawls throughout the state of Ohio.

Date:	8/4/17		
Committee:	50 th Anniversary		
Chair:	Jillian Carney		
Council Liaison:			
Members:	George Bain	Devhra BennettJones	Jennifer Brancato
	Nora Blackman	Janet Carleton	Robin Heise
	Stacey Lavender	Collette McDonough	Lonna McKinley
	Gino Pasi	Cate Putirskis	Judith Wiener
	Jane Wildermuth		
Mission/Summary:			
<p>The Awards Committee responsible for planning and coordinating the events and activities to celebrate the SOA 50th anniversary. The committee is comprised of representatives from the SOA standing committees including: Advocacy, Awards, Educational Programming, Nominating, <i>Ohio Archivist</i> and Public Information.</p>			
Goals for the Year:			
<ul style="list-style-type: none"> • Plan and coordinate activities to celebrate the 50th anniversary including*: <ul style="list-style-type: none"> ○ Dinner/Reception for current/past members ○ Regional archives crawl ○ Digitizing past issues of <i>Ohio Archivist</i> ○ Public recognition from Ohio legislature <p>(*Note: List is not comprehensive)</p>			
Ongoing Issues and Challenges:			
<ul style="list-style-type: none"> • Determining which activities to offer and which members will work on the activities 			
Accomplished Goals:			
<ul style="list-style-type: none"> • Member survey completed 6/30/17 • Committee has met three time since forming in 2016 			

Date: August 8, 2017

Committee: Awards Committee

Chair: Devhra BennettJones

Council Liaison: Lily Birkhimer

Members: William C. Barrow, Helen Conger, Kevin Grace, Glenn V. Longacre, Jessica Maiberger, Stephanie Shreffler, Pamela Winchell, James S. Zimmerlin, Jodi Kearns

Mission/Summary: The Society of Ohio Archivists Awards Committee is responsible for publicizing the availability and the standards of the SOA Merit Awards, SOA New Professional Scholarship Awards, and the SOA Student Scholarship Awards. Committee members solicit and review applications for these awards, then identify and select awardees according to the criteria set by SOA. The Committee is also responsible for History Day involvement which includes judging for special SOA History Day Awards.

Goals for the Year:

- Publicize the availability and standards of the Merit Awards, New Professional Scholarship Awards, and Student Scholarship Awards
- Solicit award applications
- Review award applications
- Identify and select awardees
- Order SOA Merit Award Plaques
- Present awards at the annual SOA Spring Meeting
- Gather a team to judge nominees for the Special SOA History Day Awards at the annual State History Day Contest

Ongoing Issues and Challenges:

- In the past few years the Committee's primary challenge has been to effectively publicize the awards in order to receive a greater number of applications
- Enlisting History Day Judges

Accomplished Goals:

- SOA Student Award, SOA New Professional Scholarship Award, and SOA Merit Award were presented at Annual Meeting in May
- Lily Birkhimer joined as committee liaison for SOA Council
- Student and New Professional Scholarship winner essays and photographs submitted to Gino Pasi for fall edition of Ohio Archivist
- Descriptions of the Merit Award winners was submitted to Gino Pasi for the fall edition of the Ohio Archivist

Date:	August 8, 2017		
Committee:	Educational Programming Committee		
Chair:	Stacey Lavender, Ohio University / Collette McDonough, Kettering Foundation		
Council Liaison:	Janet Carleton, Ohio University		
Members:	Sarah Aisenbrey, Dawes Arboretum	Karmen Beecroft, Ohio University	Shelley Blundell, Youngstown State University
	Sherri Goudy, Ohio History Service Corps, Armstrong Air & Space Museum	Kayla Harris, University of Dayton	Jim McKinnon, Airstream
	William Modrow, Miami University	Cate Putirskis, The Ohio State University	
Mission/Summary:			
Plan the annual SOA spring conference and professional development workshops. Activities include choosing a conference theme, solicitation and selection of session presenters, selection of plenary speaker, publication and distribution of conference announcements, collecting conference evaluations, and planning professional development workshops of interest to members.			
Goals for the Year:			
<ul style="list-style-type: none"> - Work with the 50th Anniversary Committee on special events related to the anniversary. (Both cochairs are a part of that committee.) - Coordinate planning for the spring conference. - Investigate costs associated with the spring conference and explore venue options to ensure cost efficiency. - Increase external sponsorship of spring conference. - Program spring conference sessions in some alternative formats to increase audience engagement. - Increase marketing of meetings through increased use of social media. 			
Ongoing Issues and Challenges:			
<ul style="list-style-type: none"> - Having a process for soliciting exhibitors. There were exhibitors in some years past (1990s), but this is new to the present time. 			
Accomplished Goals:			
<ul style="list-style-type: none"> - SOA annual meeting will take place on Friday, May 18. - The committee worked with Jillian Carney and OLHA to determine sessions for the SOA track at the joint fall meeting, which will take place on October 6-7 at the Dublin Crowne Plaza in Dublin. 			

Date:	8/4/17		
Committee:	Website / Public Information		
Chair:	Andrew Harris		
Council Liaison:	Ron Davidson and Bill Modrow		
Members:	George Bain	Amber Bice	Jennifer Brancato
	Lily Birkhimer	Janet Carleton	Sasha Griffin
	Jennifer Long Morehart	Greg McCoy	Gino Pasi
	Lisa Rickey		
Mission/Summary:			
<p>The Public Information Committee is responsible for public relations and outreach for SOA through the process of generating content and maintaining the tools to communicate SOA information. Duties and responsibilities include updating the SOA website, maintaining social media accounts (Facebook, Flickr, LinkedIn, Pinterest), assisting in moderation of SOA Listserv, responding to SOA email inquiries, and documenting SOA events through photographs.</p>			
Goals for the Year:			
<ul style="list-style-type: none"> We are currently preparing to set up polling for the I Found It In the Archives Contest. 			
Ongoing Issues and Challenges:			
<ul style="list-style-type: none"> Keeping pages updated with current information Producing content for social media pages 			
Accomplished Goals:			
<ul style="list-style-type: none"> Updated the Council Officers' page (with current officers being listed) Added a link to the Store Front for the Ohio Archivists' Branded goods page (t-shirts, bags, etc) http://yellowspringer.com/soa/ on the right menu navigation. Made a blog post for the Ohio History Fund and posted it to the Facebook page. 			