

SOA Council Meeting Minutes
January 23, 2018 and February 7, 2018
Conference Call

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

Call to Order

President Robin Heise called the meeting to order at 10:00am.

In-Between Meetings Council Actions

- 10/12/17 – Mark made a motion to financial support the Ohio History Day project winners. Motion seconded, carried.
- 10/19/17 – Mark motioned to spend \$100 for a deposit for the Polaris Grill banquet room on the evening of May 17, 2018. Motion seconded, carried.
- 12/1/17 – Robin motioned we charge an exhibitor fee of \$100 for non-profits rather than \$250 for companies. Motion seconded, carried.
- 12/18/17 – A discussion of whether or not to establish a GoFundMe account for those interested to contribute toward the cost of the plenary speaker ensued. No decision was reached.
- 1/9/18 – Kristin motioned the 2018 slate of candidates be approved. Motion seconded, carried.
- 1/23/18 – Kristin motioned to eliminate the I Found It in the Archives Contest given the low participation. Motion seconded, carried.
- 1/25/18 – Lily motioned to maintain the registration rates for the 2018 conference as the same from the 2017. Motion seconded, carried.
- 1/25/18 – Kristin motioned for Robin to sign the OSU Knowledge Bank agreement. Motion seconded, carried.
- 1/25/18 – Robin motioned we use the non-commercial use and distribution license for the Knowledge Bank project; to accept the modified language for the notification of intent and update our submission guidelines, including the CC license information; and, to adopt the sample Author Agreement sent by OSU. Motion seconded, carried.

Treasurer's and Membership Report

- See reports for more details.
- IRS specified that we are indeed a tax-free organization, but people's contributions to SOA are not tax-deductible.
 - Mark will let Kristin know more details about the original IRS letter the organization we received in the 1970s so she can contact OSU Archives to see if it's part of the SOA collection there.
 - Kristin checked with OSU Archives and the letter was not located within the SOA collection there.

Committee Reports

- **50th Anniversary Committee**
 - See report for details.
- **Advocacy & Outreach**
 - See report for details.
- **Awards**
 - See report for details.

- **Educational Programming**
 - See report for more details.
 - Overall, the conference is coming together. There are more sponsorships than in past years.
 - Archives 101: many questions have come about with the feasibility of this.
 - Registration for this is not part of the current contract with OHC.
 - Handouts and marketing is also something that needs considered in relation to these.
 - This topic was tabled for a future meeting or as an email discussion.
- **Newsletter**
 - Gino reported content is due to him February 23 for the next issue.
 - If any council member or committee head has any content, please provide it to Gino and cc Kayla Harris as she takes over editorship in the Fall.
- **Nominating**
 - See report for more details.
 - Jillian waiting on candidate write-ups for inclusion in *Ohio Archivist*.
- **Website/PIC**
 - Ron has not heard an update since the last meeting.

Old Business

- **2018 Annual Meeting**
 - Looking forward to getting the program set.
- **Digitization Project with OSU**
 - Robin and Jillian met with OSU staff about this project.
 - OSU needs a signed copy of the agreement to be returned to them before they move forward.
 - A notice of this should be sent out to all SOA distribution channels to let members know.
 - The project has started at OSU. A phone call with Maureen will be arranged so she can explain SOA's options in relation to the type of license.
- **Social Media Passwords**
 - Google Drive can be setup with committee folders. Each liaison should create a folder for their committee, and consolidate their committee information into it.
 - Janet has most of the passwords. She will create a document and add it to the Google Drive folder.
- **Retention Schedules**
 - Robin noticed the schedule says the website and facebook page are supposed to be captured every six months. Is this being done?
 - OHC does a regular backup in case the server crashes, but this is not meant as an archival snapshot.
 - Jillian will consult with Jenny regarding how the website is captured.
 - Update schedule to say: council meeting minutes and committee reports are kept on the website for three years, but they are retained permanently.
 - Language of this retention schedule needs to be revised to make it clear.
 - Need to remove facebook from the website category and make it a separate social media category.
 - Robin will make a first draft of an updated retention schedule, and then share with group for discussion.

New Business

- **IFIITA**
 - Adam discussed the report he submitted regarding this contest. (See report later in the minutes for more details.)
 - Agreement was reached that contest itself has run its course.
 - Robin will follow up with an email to vote on officially ending this contest.
- **GoFundMe page**
 - Janet did not have an update about this as she has not heard from Collette.
 - If IRS determination letter is sorted, we could apply for an organization PayPal account.
 - This topic is tabled until IRS tax exempt status can be determined.
 - Miami Valley group will be advised to make donations directly to SOA by contacting Mark.
- **IRS Status**
 - Based on looking at other similar organizations, it seems they all have a foundation.
 - Janet will look into what SAA does before the next meeting and report back.
- **Dues**
 - Janet wondered if we should consider raising dues as they have been the same price for at least 20 years.
 - Raise the individual and institutional rates, but not the others. If this is something we desire to do, council needs to show what the money will be used for.
- **Strategic Planning**
 - Robin is working to get this scheduled.
 - Retreat can be held at OHC. It will be an all-day retreat (9am-4pm).
 - Dates need to be provided to Anthony to arrange a time for the retreat.
 - The chairs of the committees will be invited to attend.
- **Internship List Update**
 - The internship list needs to be updated.
 - This list will be updated by the Membership Committee moving forward.
 - Mark will write something for the newsletter and provide to Gino about a call for internship opportunities.

Upcoming Meetings

- April 25, 2018 11am-12pm (conference call)
- May 18, 2018 (at annual meeting)
- August –TBD
- October – TBD

Treasurer's Report

January 20, 2018

FISCAL YEAR 2017-2018:

Previous Account Balance: 10/6/2017

\$12,966.04

***Current Account Balance**

\$13,947.62

Deposits

\$1081.25

Expenditures

\$100.00

Interest

\$0.33

*Plus \$50.00 cash in SOA Cash Box

*Includes scholarship balance: \$102 (carry over) + \$853 (raised 2017) + 100 (2018) = \$1055.00

Transactions – Detail

Date	Type	Memo	Amount
11/06/2017	Expenditure	#1853 Polaris Grill Banquet room deposit	\$100.00
1030/2017	Deposit	OHC membership revenue	\$121.25
12/11/2017	Deposit	Membership revenue	45.00
12/12/2017	Deposit		250.00
1/20/2018	Deposit	(Vendor Table fee, Sponsor Reception, Student Scholarship, membership)	665.00
Oct.-Dec.	Deposit	Huntington interest	.33

Date:	January 24, 2018		
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 2018 - 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 - Update Membership Brochure for 2018 - Calendar of Membership committee deadlines. 			
Ongoing Issues and Challenges:			
<p><u>134 current SOA Members</u> Individual = 102 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 November 15, 2016.</p>			
Accomplished Goals:			
<ul style="list-style-type: none"> - Online directory was updated on 1/18/2018. - Membership Email blast went out and we are getting renewal memberships - Calendar of Membership committee action deadlines 			

Date:	1/22/18		
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:			
The Awards Committee responsible for planning and coordinating the events and activities to celebrate the SOA 50 th 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.			
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"> • Janet, Robin, Gino, Kayla and Jillian spoke with OSU staff regarding digitization of the <i>Ohio Archivist</i>. • Committee met 12/6/17 <ul style="list-style-type: none"> ○ Discussed public recognition from state legislature and SAA. ○ Provided update on digitizing past issues of the <i>Ohio Archivist</i> ○ PIC looking into how they will schedule regular social media posts. First posts should go live in February. Goal to have one post per month with possibility of blogs posts 1-2 times per quarter. ○ Regional Archives 101 workshop was picked up for the Region 7 Ohio Local History Alliance meeting. Collette McDonough will present on SOA's behalf. ○ Collette provided an update on Annual meeting planning. • Next meeting – Wednesday, January 31st. 			

Date: January 10, 2018

Committee: Advocacy & Outreach

Chair: Elise Kelly & George Bain

Council Liaison: Adam Wanter

Members: Connie Conner; Caroline Ibbotson; Jacky Johnson; Jennie Thomas; Ken Grossi; Natalie Fritz; Jennifer Brancato

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;
- Come up with a theme for the Archives Month poster
 - Select images for the poster sent in by various Ohio repositories
- Increase institutional participation in Archives Month activities;
- Increase awareness, to public and legislators, of Archives Month activities within the state;
 - Continue to establish regional crawls throughout the state

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 to put up images and text of the 2016 and 2017 Archives Month posters on the SOA website
- Are at work presently to put up images and text of the History Day Winners from 2015-2017 on the SOA website
- 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:

- The state "I Found it In the Archives" Contest occurred and a winner was chosen
- The Archives Month poster was published and sent out;
- Archives crawls occurred throughout the state of Ohio using the online passport published on the SOA website

SOA Advocacy & Outreach Committee

I Found It in the Archives State Contest Report – November 14, 2017

- I. The I Found It In the Archives State Contest started in 2014. It began after SAA ended hosting a contest.
- II. Every year the state contest had two to three participants. In 2017, the state contest received two entries.
- III. The institution where the participants were from during the contest's first year included: Greene County Records Center & Archives; the Ohio History Connection and the University of Akron. For the following years other participants include: Clark County Historical Society; Oberlin College; Greene County Records Center & Archives; and Ohio History Connection.
- IV. The contest is a wonderful way to promote your institution's archives through social media. It's a great outreach tool.
- V. The challenges of the contest include: not having enough time to properly promote the state competition. Not as many people are interested in writing an essay or doing a two-minute video at the local level and therefore, many institutions are not submitting an entry to the state competition. Not all participants want to have their submissions viewed by the public. Voting is often not fair because of the voting mechanism (same person casting multiple votes). Volunteers and staff can't participate which hinders participation in contest.
- VI. A possible solution is not having it be a contest anymore. Instead SOA can provide a platform (perhaps WordPress or the SOA website) and have people post short blurbs or photos of what they discovered in the Archives. This can be done all throughout the year. During Archives Month, SOA can have a drawing from the past year's online posts and the winner will receive a prize. (Possibly an item from Gaylord). Another prize can go to the institution that has the most posts during the year.

Date: January 23, 2018
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:

- Student and New Professional Scholarship scholarship announcements distributed
- Call for Merit Award nominees distributed - Flyer created/distributed for Student Scholarship- Currently receiving applications, will review in February- Planning to extend due date to 2/28

Date:	January 23, 2018		
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, Logan County History Center	Kayla Harris, University of Dayton	Jim McKinnon, National Afro-American Museum & Cultural Center
	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"> - Registration fees will likely remain the same--group will make a decision soon and send to Council for approval. - Still planning on Polaris Grill for reception the night before the conference. Still working on developing a price structure. - Received a good range of session/poster proposals and will release the program in late February (after getting the newsletter article to Gino!) - The Archives 101 workshops were offered as a session for the Ohio Local History Alliance Regional meeting planners. Two regions requested them and are on the program. We are submitting a proposal for a separate 101 workshop to Council, but there are a number of things to be decided before moving forward with it. See Council agenda. - Working on sponsorships—so far very successful. <ul style="list-style-type: none"> o MVAR - \$ TBD – for plenary speaker o ARMA (local chapter) - \$125 – for plenary speaker o University Products - \$250 breakfast sponsor o NEDCC - \$200 – Breakfast 			

- o Gaylord - \$200 – Reception
- o SAA - \$200 – Reception
- o Archival Methods - \$200 – Reception
- o OhioNET \$100 – scholarships
- o OhioLINK - \$200 – scholarships

Accomplished Goals:

- Quest is our location for this year.
- We have a room block at the Fairfield Inn & Suites, right behind Quest for \$119 a night. Only 10 rooms but can get more. Not penalized if we don't make the block.

Date:	1/22/18		
Committee:	Nominating		
Chair:	Jillian Carney		
Council Liaison:	Jillian Carney		
Members:	Gillian Hill	Jane Wildermuth	Judy Wiener
Mission/Summary:			
<p>The Nominating Committee annually prepares and submits a slate of candidates for vacant officer positions and Council seats. The committee is made up of one Council member and two additional SOA members appointed by the president. Committee members must serve at least one year.</p>			
Goals for the Year:			
<ul style="list-style-type: none"> • Nominate a slate of candidates for treasurer and two council positions • Run elections during the business meeting at the annual meeting. 			
Ongoing Issues and Challenges:			
<ul style="list-style-type: none"> • The nominating process can be challenging – finding enough qualified candidates to run for positions. • Meeting various deadlines. There are a lot of moving parts to the process. • Transfer of information with members roll off of the committee 			
Accomplished Goals:			
<ul style="list-style-type: none"> • Committee met in December to discuss nominating process • Call for nominees ran from Friday, December 8, 2017 to Friday, January 5, 2018. • Committee met January 8, 2018 and selected four candidates for Council and one for Treasurer. • Slate of candidates approved by Council on January 10, 2018. • Candidates notified and given a deadline of Thursday, February 1, 2018 to complete their candidate statements for inclusion in the <i>Ohio Archivist</i>. 			