

SOA Council Meeting Minutes

April 25, 2018
Conference Call

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

Call to Order

President Robin Heise called the meeting to order at 11:00am.

In-Between Meetings Council Actions

- 2/7/18: Kristin motioned for approval of the January/February council meeting minutes. Motion seconded, carried.
- 2/15/18: After a discussion of which 50th anniversary logo design to choose, Robin motioned we adopt the one agreed upon. Motion seconded, carried.
- 3/1/18: Robin motioned a preconference workshop price of \$20 members, \$25 non-members, and \$10 students. Motion seconded, carried.
- 3/8/18: Robin motioned the price of the mixer be \$20 per person. Motion seconded, carried.
- 3/20/18: Lily motioned for approval for the Awards Committee's recommendations of candidates for the 2018 awards. Motion seconded, carried.
- 4/18/18: Robin motioned that we approve spending an additional \$200 for the annual meeting breakfast so it includes some additional options as well as unlimited coffee all day. Motion seconded, carried.

Treasurer's and Membership Report

- See reports for details.
- Mark motioned we pay for the plenary speaker's hotel room using the funds we were provided for that purpose. Motion seconded, carried.

Committee Reports

- **50th Anniversary Committee**
 - See report for details.
 - Putting a call out for photographs to show during breakfast and other downtimes during the meeting. Fun shots in the archives, pics of past meetings, etc are welcome.
 - Certificates of appreciation are being created. Robin will award these at the meeting during lunch.
 - Robin motioned we spend \$100 on anniversary buttons to give to all attendees. Motion seconded, carried.
 - Robin will provide pricing to Jillian for tote bags and t-shirts to have at the meeting for sale.
- **Advocacy and Outreach**
 - See report for details.
- **Awards**
 - See report for details.
- **Educational Programming**
 - See report for details.

- If anyone has silent auction items to donate, please let Collette know. Currently they have thirteen items. Last year there were 20. Would prefer to have a few more for this year.
- **Newsletter**
 - Gino was thanked for all of his hard work and Kayla Harris was welcomed by the council as the new editor.
 - Dan Noonan will no longer be writing the digital column. Kayla will reach out to people at OhioDIG to see if anyone is interested in writing an article. If the column continues the recommendation is to seek an assistant editor to help.
- **Nominating**
 - See report for details.
 - Elections will be run at lunch. Jillian will coordinate people to count the votes, and the announcement of those elected will take place during the business meeting.
- **Website/PIC**
 - See report for details.

Old Business

- **2018 Annual Meeting**
 - Topics were discussed during committee reports.
- **Retention Schedule**
 - Robin updated the format of the document.
 - Points of the schedule were clarified and updated by Robin.
 - Under the newsletter section general correspondence, drafts, and author agreements will be added.
- **Dues**
 - This topic was tabled under after the strategic planning meeting in July.
- **IRS Non-Profit Status**
 - This topic was tabled to the next meeting.

New Business

- **Merit Awards**
 - There are five candidates. These will be shared next week with council and the winning candidates. The non-winning candidates will also be notified.
- **Strategic Planning**
 - July 10, 2018, tentative 9am-5pm at Ohio History Connection

Upcoming Meetings

- May 18, 2018 – At annual meeting
- July 10, 2018 – Strategic Planning Workshop at OHC
- August 2018 – TBD
- October 2018 – TBD
- January 2019 – TBD

Treasurer's Report
FISCAL YEAR 2017-2018:

Previous Account Balance: 1/23/2018

\$ 13,947.62

***Current Account Balance**

\$17,787.26

Deposits

\$3,839.29

Expenditures

\$0

Interest

\$0.35

*Plus \$95.00 cash in SOA Cash Box

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

Transactions – Detail

Date	Type	Memo	Amount
1/27/2018	deposit	Membership dues and Conference donations	\$585.00
2/24/2018	deposit	Membership dues and tee shirt sales	186.20
3/10/2018	deposit	Membership dues and Conference donation	230.00
3/24/2018	deposit	Membership dues and Conference donations	245.00
4/23/2018	deposit	Membership dues, Conference registration and Conference donation	280.00
4/24/2018	deposit	Membership dues and Conference donations	2313.09
Jan – Mar	deposit	Huntington interest	.35

Date:	April 25, 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>115 current SOA Members</u> Individual = 91 members Patron (\$30 - \$49.99) = 6 members Sponsor (\$50 or more) = 3 members Student = 10 members Institutional = 4 members Bridge = 1 members</p> <p>*The numbers above reflect those who have joined or renewed since October 12, 2017.</p>			
Accomplished Goals:			
<ul style="list-style-type: none"> - Online directory was updated on 4/17/2018 			

Date:	4/23/18		
Committee:	50 th Anniversary		
Chair:	Jillian Ramage		
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"> • Committee met – 1/31/18, 3/14/18 and 4/17/18 • Committee worked with the Ohio State University Libraries to digitize and make the <i>Ohio Archivist</i> available in the Knowledge Bank: https://kb.osu.edu/dspace/handle/1811/81927 • Committee contacted past Council members to invite them to attend the reception and annual meeting. • Committee has been actively sharing information about the organization on social media. • Committee has received public recognition from the Ohio Senate. • Committee submitted nomination to SAA for a Distinguished Service award. 			

Date: April 20, 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; Lindy Smith; Melissa Dalton

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 a digital “I Found it in the Archives” platform.

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
- Create a digital “I Found It In the Archives” platform on the SOA website

Ongoing Issues and Challenges:

- Increasing institutional participation in Archives Month activities;
- Presently working 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.
- Presently working on putting up images and text of the History Day Winners from 2015-2017 on the SOA website
- In the process of creating a digital platform for “I Found It In the Archives” on the SOA website. Actively working with the SOA website administrator on this. Institutions and individuals will have a chance to submit a short blurb and photo of what they found in an archives.

Accomplished Goals:

In the last quarter, members of the Committee:

- Selected a theme for Archives Month poster.

- Over twenty institutions submitted photographs/documents for the SOA Archives Month poster
- Email announcements went out asking individuals and institutions to vote for their “top ten” photographs/documents for the poster
- Institutions will be informed if their images/documents were selected or not for the SOA Archives Month Poster
- Members of the Advocacy and Outreach Committee attended Statehood Day
- Images of the 2016 and 2017 Archives Month posters have been added to the SOA website

Date: April 25, 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 applications received and reviewed by committee
- Scholarship winners selected and approved by Council (2 of each category) - Judges recruited for SOA Award at State History Day contest- SOA Award junior and senior winners selected (4/21) and presented at awards ceremony- Merit award deadline extended to 4/16, nominations currently under review and will be brought to Council for approval by end of April

Date:	4/24/18		
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:			

- Registration. Prices: early bird meeting registration (ends April 30, 5 PM): \$45 SOA members, \$65 nonmembers, \$30 students. Regular meeting preregistration (May 1–May 11, 5 PM): \$50 SOA members, \$70 nonmembers, \$35 students. Onsite meeting registration (May 18): \$60 SOA members, \$80 nonmembers, \$40 students. Workshop preregistration (ends May 11, 5PM): \$20 for members of SOA/ALAO, \$25 for nonmembers, and \$10 for students. No onsite registration available for workshop. Limited to 40. Mixer registration (ends April 30, 5pm): \$20.
- We have 64 registered for the meeting so far, which is a little ahead of last year at this time. We found that last year most people registered by the early bird deadline and expect that again this year.
- Mixer. We have 25 registered for the mixer at the Polaris Grill this time.
- Preconference workshop. We are partnering with ALAO's Special Collections and Archives interest group to hold a workshop on Thursday afternoon, Finding Aids for the Future. Thank you to OHC for hosting us! We have 27 registered at this time (40 is limit).
- Released the program in late February (after getting the newsletter article to Gino!)
- Plenary speaker. At around \$555, the expenses for the speaker, Tanya Zanish-Belcher, this year are much higher than usual due to paying travel for her to come from NC (mileage and hotel). We will not be able to afford such normally—we are using donations and sponsorships to cover most of it in this special 50th anniversary year.
- Photography. Andrew Harris will shoot in the morning and Jessica Cromer in the afternoon
- Cake. We'll have 2 cakes for the 50th celebration in the afternoon of the conference, plus a gluten-free alternative. EPC members will cut and serve the cake.
- The Archives 101 workshops were offered as a session for the Ohio Local History Alliance Regional meeting planners. One region requested it and Collette 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.

Accomplished Goals:

- Due to fundraising efforts resulting in sponsorships, we are able to contribute more than \$1,500 to the meeting expenses.
- 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.
- Payment methods for onsite purchases now updated (registration, silent auction, etc.). We can now accept credit cards onsite through OHC's mobile unit!
- Social media. We are making the best of SOA's new Twitter account for PR, and plan to also live tweet the conference. Hashtag is #soaam18

Date:	4/23/18		
Committee:	Nominating		
Chair:	Jillian Ramage		
Council Liaison:	Jillian Ramage		
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"> • Candidate statements submitted to <i>Ohio Archivist</i> staff • Candidates sent reminders to register as a member prior to annual meeting. • Committee will run election at the meeting. 			

PIC Committee Report - April 25, 2018

Posts for January 2018

None

Posts for February 2018

1. Posted notice of intent to archive the Digital Versions of the Ohio Archivist in OSU's Knowledge bank
2. Announcement for SOA's 50th Anniversary and posting of the new Logo

Posts for March 2018

1. Notice for SOA Spring Conference Registration being open
2. Notice of the Issues of the Ohio Archivist being online from 1970-2001 in Knowledge Bank

Posts for April 2018

1. Post from SOA president about the SOA Annual Meeting
2. Notice of Nominations for the SOA Merit Award being extended
3. Notice of the Archives Month Posters for 2016 and 2017 being added
4. Notice of publication of the Spring 2018 Ohio Archivist Newsletter being online

Social Media

- Social Media channels for Facebook and Twitter are updated semi-regularly

Other pertinent events

- Ohio Archivist added to the ohioarchivists.org and the
- New issue of the Ohio Archivist in issue was updated
- Working with Connie Connors, Elise Kelly and Ken Grossi of Advocacy and Outreach to convert the "I Found It in the Archives" Contest to a regular feature on the website with a submission form.