

SOA Council Meeting Minutes

January 29, 2019

Conference Call

Attendees: Mark Bloom, Lily Birkhimer, Janet Carleton, Sherri Goudy, Kayla Harris, Betsy Helder, Robin Heise, Cate Putirskis, Jillian Ramage, Kristin Rodgers, Adam Wanter

Committee Chairs: Stephanie Bricking (Educational Programming), Matt Francis (Membership), Natalie Fritz (Advocacy and Outreach), Andrew Harris (Marketing and Communications), Stacey Lavender (Educational Programming)

Call to Order

President Robin Heise called the meeting to order at noon.

In-Between Meetings Council Actions

- 11/15/18 – Janet motioned for approval of the contract for the Hilton Akron/Fairlawn Hotel and Suites for the 2019 conference. Motion seconded, carried.
- 1/15/19 – Robin made a motion to approve the Nominating Committee's slate of candidates for 2019. Motion seconded, carried.
- 1/29/19 – Robin motioned to approve the October meeting minutes. Motion seconded, carried.

Committee Business

- **Advocacy and Outreach** – Nothing to report beyond the report.
- **Awards** – Updated website with the current call for nominations.
- **Educational Programming**
 - Reviewing submissions for presentations and deciding on who to select, and then determine the conference schedule.
 - They are also working on securing the funds for the plenary speaker.
 - Robin motioned we accept Kathleen Roe as the plenary speaker and pay for her lodging and transportation. Motion seconded, carried.
 - Working out details of a mixer the night before the conference.
 - Pre-conference workshop: working out what specifically to discuss at the workshop regarding born-digital records. Suggestion was made to reach out to Karen Gracy at Kent State to see if she could teach the course.
- **Marketing and Communications (formerly PIC)** – Sherri reported they are working on decided on activities and the breakdown of them assuming Andrew is elected president in May.
- **Newsletter** – Kayla reminded the date for the newsletter submissions is coming up soon.
- **Nominating** – Jillian is waiting on candidate statements.
- **Treasurer and Membership** – Robin motioned we pay OHC the roughly \$25 we owe them for food from the Strategic Planning retreat.

Anniversary Logo

- Since the anniversary is over we need to use our non-anniversary logo. Robin made a motion for these updates to happen on all social media accounts and the website. Motion seconded, carried.

Old Business

A. Strategic Planning

- a. Robin has started working on updating the council manual.

B. Update on Change in Non-Profit status

- a. Robin is waiting for a referral for a lawyer who can help SOA with this.

C. Council Manual

- a. Committee member – tasks and status
 - i. A description of what each committee chair does needs to be added to the manual.
 - 1. Each chair will work on these descriptions before the next meeting.

D. Draft Council Manual

- a. Kristin updated the manual with secretary duties two days ago. Mark and Janet will work to update their roles in the manual before the next meeting.
- b. Robin motioned that committee chairs sent reports to the council rather than council liaisons. Motion seconded, carried.
- c. No progress has been made yet regarding online voting.

E. Perpetual Calendar

- a. Meant to be an internal document/calendar rather than external facing.
- b. Using the timeline of the Educational Programming Committee as the basis of this and fleshing out was discussed.
- c. Advocacy and Outreach will work with Marketing and Communications to investigate adding a calendar to the website.

F. Updates to Constitution and Bylaws

- a. Twerking what we already have rather than going in a whole new direction was decided upon. Robin will continue to update this document before the next meeting.

Upcoming Meetings

- February, March, and April 2019 – Robin will send Janet her availability and she will create doodle polls for meetings in these months.

Society of Ohio Archivists Committee Reports

Date:	January 18, 2019		
Committee:	Advocacy and Outreach		
Chair:	Natalie Fritz and Lindy Smith		
Council Liaison:	Adam Wanter and Cate Putirskis		
Members:	Connie Conner	Caroline Ibbotson	Jacky Johnson
	Amy Rohmiller	Ken Grossi	Melissa Dalton
	Karmen Beecroft	George Bain	Jenifer Baker
Mission/Summary:			
<p>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.</p>			
Goals for the Year:			
<ul style="list-style-type: none"> • 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 • Use and promote "I Found It In the Archives" platform on the SOA website • Send out the Archival Passport in the fall to gather updates and new entries for October 			
Ongoing Issues and Challenges:			
<ul style="list-style-type: none"> • Increasing institutional participation in Archives Month activities; while some may be holding events, there is not active sharing of those activities across the state. • Presently working on recruiting a member of the Ohio delegation in Congress to join the Congressional History Caucus. • Working on soliciting "Found it in the Archives" stories for the new online submission portal. 			
Accomplished Goals:			
<ul style="list-style-type: none"> • A digital platform for "I Found it in the Archives" has been created, but there is not yet content. SOA members will be encouraged to submit stories and to share with their users. Institutions and individuals will have a chance to submit a short blurb and photo of what they found. • One new member has joined with possibly two more. • SOA representatives will be at Statehood Day 			

Society of Ohio Archivists Committee Reports

Date:	January 29, 2019		
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:			
<ul style="list-style-type: none"> - 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:			
<ul style="list-style-type: none"> - 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:			
<ul style="list-style-type: none"> - Student and New Professional Scholarship scholarship announcements distributed - Call for Merit Award nominees distributed - PDF flyers created for each award - Currently receiving applications which are due by February 25--will review in March - Awards pages on ohioarchivists.org updated 			

Society of Ohio Archivists Committee Reports

Date:	January 25, 2019		
Committee:	Educational Programming Committee		
Chair:	Stacey Lavender, Ohio University / Stephanie Bricking, Public Library of Cincinnati & Hamilton County		
Council Liaison:	Janet Carleton, Ohio University		
Members:	Karmen Beecroft, Ohio University	Rachael Bussert, Dayton Metro Library	Madeleine Fix, Nationwide Insurance / National Underground Railroad Freedom
	Collette McDonough, Kettering Foundation	Ashleigh Minor, The Ohio State University	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"> - Continue to coordinate planning for the spring conference, as well as the fall joint conference with OLHA. - Investigate costs associated with the spring conference to ensure cost efficiency. - Increase external sponsorship of spring conference. - Create spring conference program with well-rounded and diverse sessions to increase interest and engagement among SOA members. - Increase marketing of meetings through increased use of social media. 			
Ongoing Issues and Challenges:			
<ul style="list-style-type: none"> - In the process of selecting proposals for the annual conference and will be notifying the participants shortly. - Still trying to solidify sponsors and/or exhibitors for the conference, which will help determine if we can secure our preferred plenary speaker. We would need around \$600-650 to do so. - Need to finalize plans for the Thursday night mixer, including the venue for it. - Sent out surveys regarding our pre-conference workshop and will be using that data to determine topic of the born-digital workshop. <ul style="list-style-type: none"> o Other issues surrounding the workshop include the venue, who will teach the workshop, and the cost we will charge for it. 			
Accomplished Goals:			
<ul style="list-style-type: none"> - Finalized the EPC roster in October 2018. - Confirmed date, location and theme of SOA Annual Meeting (May 16-17, 2019, (Hilton Akron Fairlawn, "Invention and Innovation") - Selected Kathleen Roe as plenary speaker, depending on sponsorship money availability. - Marketed the CFP through listservs, Facebook, Twitter, and the SOA website. We also shared the CFP with other state, regional, and national organizations to spread the word about the call for proposals. 			

- Received 16 proposals through the CFP, which was open from December 19, 2018, to January 21, 2019.
- Sent out two surveys to gather information about a pre-conference workshop, which has resulted in researching workshops on the broad topic of born-digital records.

SOA PIC Committee Report

January 25, 2019

Updates and activity since August 2018

Members: Sherri Goudy (liaison), Andrew Harris (chair), Janet Carleton, Michelle Sweester, Nick Pavlik

1. Posts, Updates, and Accomplishments for September 2018-January 2019

- September 2018 – Updated website to include the 2018 Archives Month poster; follow up with December 2018 update to link from the Archives Month general page and Archives Month posters page
- January 2019 – Uploaded new SOA membership invoice/form and link to webpage. Updated Merit Awards and Scholarships pages. Added information about Merit Award winners from 2016-2018. Collecting photos of Merit Award winners currently.
- Social Media account activity – posts about SOA 2019 Annual Meeting call for proposals
- Twitter - 469 followers
2,989 tweets since account began in August 2017
Our tweets earned 7.4K impressions or 263 impressions per day in last 28 days

2. Committee Discussion

- September 11-27, 2018 – Andrew initiated communication with members via email to look at roles and responsibilities of liaison, chair, and members. Membership responsibilities are falling largely on the chair, need to divide among members more. Created a Policy Procedures working google doc for all members to contribute. Last updated September 28, 2019 (see attached).
- January 2, 2019 – Communication with members about making website easier to navigate, taking example from Florida Archivist webpage. Plans to discuss further ongoing.

3. Other

- Name change from PIC to “Marketing and Communications” pending
- Collaboration with Membership Committee pending

Society of Ohio Archivists Committee Reports

Date:	January 29, 2019		
Committee:	Membership		
Chair:	Matt Francis		
Council Liaison:	Mark Bloom		
Members:	Emily Gainer	Mark Sprang	Ron Davison
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 2019 - 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 - Collaborate with Website/Public Information committee to update Membership Brochure for 2019. - Begin exploring the feasibility of a SOA Mentoring Program. 			
Ongoing Issues and Challenges:			
<p><u>New and Renewing 2019 SOA Memberships</u></p> <p>Individual = 35 members Patron (\$30 - \$49.99) = 4 members Sponsor (\$50 or more) = 1 member Student = 3 members Institutional = 1 member Bridge = 3 members</p> <p>*The numbers above reflect those who have joined or renewed since November 17, 2018.</p>			
Accomplished Goals:			
<ul style="list-style-type: none"> - Wrote and distributed the membership renewal letter. Communicated with OHC for distributing email blast for membership renewal notifications. - Online directory last updated 1/25/2019 			

Society of Ohio Archivists Committee Reports

Date:	1/28/19		
Committee:	Nominating		
Chair:	Jillian Ramage		
Council Liaison:	Jillian Ramage		
	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 president, vice-president, secretary 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. Jillian will need assistance counting ballot results at the annual meeting. Both Judy and Jane are unable to attend. 			
Accomplished Goals:			
<ul style="list-style-type: none"> Committee members confirmed. Gillian Hill has resigned from her membership on the Committee. Committee met December 17, 2018 and January 11, 2019 and selected four candidates for Council and one for President, Vice-President and Secretary. Slate of candidates approved by Council on January 16, 2019. Candidate statements will be submitted to <i>Ohio Archivist</i> staff the first week of February. Candidates will sent reminders to register as a member prior to annual meeting. 			

Treasurer's Report

January 29, 2019

FISCAL YEAR 2018-2019:

Previous Account Balance: 8/228/2018

\$15,130.34

***Current Account Balance**

\$15,093.81

Deposits

\$470.20

Expenditures

\$507.34

Interest

\$0.61

*Plus \$50.00 cash in SOA Cash Box

*Includes scholarship balance: \$1055.00 (2018)

Transactions – Detail

Date	Type	Memo	Amount
12/10/2018	Deposit	OHC member revenue and tote bag sales at OLHA conference	215.20
1/29/2019	Deposit	Membership renewals	255.00
	Deposit	Huntington interest	.61
9/07/2018	Expenses	Ck#1868 Monk's Copy Shop	507.34

50th Anniversary Conference

Income \$9179.07

Conference revenues: \$6,320.07

4/04/2018 deposit of conference pre-registration \$786.40

6/30/2018 deposit of Conference Registration \$5,248.67

Member registration @ con...50.00

Two non-member registration @ con....140.00

Member pre-registration....45.00

Member registration....50.00

Conference donations: \$1,980.00

\$105.00 sponsor of plenary speaker from Miami Valley Roundtable

\$125.00 from the Dayton chapter of ARMA for the spring meeting

\$200.00 sponsorship for the 50th anniversary meeting from Bain.

\$200.00 sponsorship for the 50th anniversary meeting from Northeast Document Conservation Center

\$200.00 sponsorship for the 50th anniversary meeting from Society of American Archivists

\$200.00 sponsorship for the 50th anniversary meeting from Archival Methods

\$300.00 Sponsorship for the 50th anniversary meeting from Gaylord Brothers.

\$250.00 Sponsorship for the 50th anniversary meeting from University Group.

\$300.00 OhioNET donation

\$100.00 Student sponsorship fund from OhioNET

Silent Auction income: \$879.00

Expenses \$8,522.36

Plenary speaker Hotel: \$125.07

Plenary speaker Mileage: \$412.02

Polaris Grill for Thursday night mixer: \$886.17 (including \$100 down payment to hold the room.)

Quest Conference center: \$6,405.60

Cake for 50th: \$45.00

Conference printing and packet assembly: \$169.34

Pre-conference Workshop snacks and drinks: \$23.29

Scholarships (2 new professionals, 2 students): 400.00

Merit Award Plaque: \$55.87

Net gain = \$656.71