

SOA Council Meeting Minutes

August 28, 2018

Conference Call

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

Call to Order

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

In-Between Meetings Council Actions

- 7/27/18 – Elise Kelly resigned her position as co-chair for the A&O Committee. A motion was made by Robin to accept Lindy Smith as the new co-chair. Motion seconded, carried.
- 8/24/18 – Robin made a motion to approve spending \$507.60 to print the 2018 Archives Month poster. Motion seconded, carried.

Old Business

A. Retention Schedule

- a. A motion was made by Robin to accept and approve the retention schedule as submit. Motion seconded, carried.
- b. Robin will update the document from draft form to final.
- c. The retention schedule will be sent out to the membership as well as posted to the website by Robin.

New Business

A. Committee Business

- a. The Anniversary Committee will officially cease in May 2019.

B. Strategic Planning

- a. **Mission Statement – which is more accurate?** – After a discussion of the committee, Robin motioned the 2008 mission is the correct one. A subgroup will be pulled together to work on updating the mission for the future. Motion seconded, carried. Robin will make certain the website is updated.
 - i. 2008 Strategic Planning: To improve the state of archives in Ohio by promoting the archival profession and providing professional development and networking opportunities for Ohio's professional and aspiring archivists.
 - ii. Current website: exchange information, coordinate activities, and improve professional competence in Ohio's archives and manuscript repositories.
- b. **Policy/Procedure Manual**
 - i. Each council member and committee chair will put together a document of what they understand their responsibilities to be in preparation for and to be shared at the October 1 meeting.
 1. Activities within the committee
 2. Tasks you are responsible for
 3. Estimated due dates

c. Establishment/Renaming of Committees

i. Establishment of a Strategic Planning Committee

1. President, Past-President, two committee chairs, and two at-large members was determined to be the ideal make-up of this committee.
2. President will decide who to select among voluntary at-large members.
3. This committee will be a two-year term, quarterly meetings with two of those in-person.

ii. Establishment of a Development Committee

1. IRS Non-Profit Status
2. The committee discussed consulting with a lawyer to determine the options for SOA establishing itself as a non-profit. Mark and Robin will work together to find a lawyer.

iii. Renaming PIC Committee, Marketing and Communications

1. The Membership Committee and the PIC Committee will discuss a possible name change to the PIC Committee as well as what tasks each committee should be responsible.
2. These groups will report back in October.

d. Core Values

i. Historical record?

1. Should this remain as a core value?
 - a. No. Advocacy will be re-written to include historical record.

e. Vision Statement

- i. A vision statement is not necessary. It will be removed in the new strategic plan.

Upcoming Meetings

- October 1, 2018, Greene County's Media Room, 541 Ledbetter Road, Xenia, OH 45385
- December 2018/January 2019

Treasurer's Report

Previous Account Balance: 4/25/2018

\$17,787.26

*Current Account Balance

\$15,130.34

Deposits

\$ 6,608.97

Expenditures

\$9266.36

Interest

\$0.47

*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
5/14/2018	Deposit	Conference Registration and member dues	315.00
5/29/2018	Deposit	Cash box surplus from the Conference, membership dues	632.00
6/18/2018	Deposit	Silent auction	35.00
7/27/2018	Deposit	Revenue from Conference	5,248.67
7/27/2018	Deposit	Revenue from membership	378.30
April-July	Deposit	Interest from Huntington	0.47
5/08/2118	Expenses	Yellow Springer tees	439.00
5/17/2018	Expenses	Miracle Awards and Gifts (Merit Award Plaque)	55.87
5/18/2018	Expenses	New Professional and Student Scholarships	400.00
5/18/2018	Expenses	Polaris Grill for 50 th Anniv. Mixer	786.17
5/22/2018	Expenses	Plenary speakers room and mileage	537.09
5/30/2018	Expenses	Quest Business Center	6,405.60
5/30/2018	Expenses	Conference Printing, Packets, and pre-conference workshop snacks	242.63
7/10/2018	Expenses	OHC annual service fees	250.00
7/10/2018	Expenses	OHC Strategic Planning meeting	150.00

Date:	August 28, 2018		
Committee:	Membership		
Chair:			
Council Liaison:	Mark Bloom		
Members:	Emily Gainer	Ron Davidson	Mark Sprang
	Matt Francis		
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 			
Ongoing Issues and Challenges:			
<p><u>137 current SOA Members</u> Individual = 107 members Patron (\$30 - \$49.99) = 8 members Sponsor (\$50 or more) = 3 members Student = 10 members Institutional = 7 members Bridge = 2 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 8/21/2018. 			

Date: August 28, 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 Award, 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 and present awards during ceremony

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
- Making sure the scholarship essays are submitted in time for the newsletter
- 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
- Non-winning nominees informed of nominations
- Student and New Professional Scholarship winner essays and photographs submitted for fall edition of Ohio Archivist
- Descriptions of Merit Award winners submitted for the fall edition of the Ohio Archivist
- History Day winner write-ups and photos submitted for fall edition of Ohio Archivist

Date:	August 23, 2018		
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	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"> - 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"> - We are still in the process of confirming which current members are remaining on the committee and reaching out to people who have expressed interest in the EPC to fill in the open spots. - We are beginning to work with potential venues in Akron to hopefully confirm the date (likely Friday, May 17) and location relatively soon. 		
Accomplished Goals:	<ul style="list-style-type: none"> - The committee worked with Betsy Hedler and OLHA to determine sessions for the SOA track at the joint fall meeting, which will take place on October 5-6 at the Dublin Crowne Plaza in Dublin. The SOA track is on Friday, Oct 5. <ul style="list-style-type: none"> o 9-9:50 am – Basics of Finding Aids o 10:10-11:00 am – Project STAND o 11:20-12:10 pm – Grant Opportunities for Preservation and Access o 2:00-2:50 pm – Ask an Archivist o 3:10-4:00 pm – Bertie’s Journals: The Dawes Arboretum Digitization Project 		

PIC Committee Report – August 2018
Written by: Sherri Goudy, Council Liaison

Posts for May-August 2018

- Newest Council Members and Council Liaisons

Social Media

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

Other pertinent events

- Strategic Planning/looking at PIC in particular – changes may include changing and updating responsibilities within the committee and with the Liaison.
- Meeting planned for the PIC Committee to examine work responsibilities, web presence/modifications, and social media presence
- Continue to work with Connie Connors 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.