

SOA Council Meeting Minutes

March 27, 2019

Conference Call

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

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

Call to Order

President Robin Heise called the meeting to order at 1:02pm.

In-Between Meetings Council Actions

- 3/6/19 – Robin motioned for acceptance of Judith Wiener to fill one of the at-large Strategic Planning Committee member slots. Motion seconded, carried.
- 3/6/19 – Robin motioned for approval of the pre-conference workshops at Kent State University. Motion seconded, carried.
- 3/18/19 – Robin motioned for approval to pay for a hotel room for Betsy Hedler as part of the SOA contract with the Ohio History Connection. Motion seconded, carried.
- 3/22/19 – Robin motioned for approval of the proposed plans and MOU for the pre-conference mixer on May 16 at the University of Akron Cummings Center for the History of Psychology. Motion seconded, carried.

Committee Business

- **Advocacy and Outreach** – Natalie reported the deadline for poster image submission is March 29. Lindy will be putting the images together for voting which will go out in early April. Suggestion was given to the committee to create a flyer for institutions to have to provide to their customers about the *I Found It In the Archives* blog. Natalie will send the passport out in the summer to get updates/promote awareness.
- **Awards** – All applications and nominations are in. The committee is reviewing and will pass them along to council to vote once finalized.
- **Educational Programming** – Stephanie reported the pre-conference workshops are finalized. The pre-conference mixer is also set. \$750 has been raised from external businesses and organizations toward the annual meeting. Plan to open registration for the meeting this week.
- **Marketing and Communications (formerly PIC)** – Adam and Janet reported they have been working on updates to the SOA website, adding *I Found It in the Archives* blog post, maintaining the Facebook page, promoting SOA on Twitter (3,239 tweets; 506 followers), and continuing to update the annual meeting page as more information is available.
- **Membership** – Matt reported membership renewals are still coming in. The membership brochure is being updated and is nearly finished.

- **Newsletter** – Andrew reported on Kayla’s behalf. Kayla just got the draft of the newsletter back and it should be ready to go live April 12.
- **Nominating** – Jillian will need people the day of the meeting to help her count votes. Mark and Janet have volunteered.
- **Treasurer** – SOA funds are sufficient at this time with member renewals.

Old Business

A. Strategic Planning Committee

- a. Judith Wiener volunteered for and has been approved for one of the at-large positions.
- b. The remaining at-large position is still vacant. Robin has been trying to recruit to fill this position but has not yet been successful. It was suggested Emily Gainer be approached. Robin will contact her. Janet is willing to fill the vacancy if Emily is not.

B. Update on Change in Non-Profit status

- a. Robin heard back from the lawyer she had been speaking to. She was referred to a specialized lawyer in Cincinnati to discuss our case. Robin will send the information to Mark and Andrew for follow-up.

C. Draft Council Manual

- a. Robin has been consolidating information into this document.

D. Updates to Constitution and Bylaws

- a. This document was reviewed. A few editorial changes were made to the document for clarity. Robin will make these changes and send to council for any final thoughts before it is disseminated to membership.

New Business

A. Email from MARAC re: NCH dues

- a. See email on page three for details.
- b. This group is looking for partners to supply money to the organization. SOA is already contributing \$100 to this organization through RAAC. Robin will reply to the email informing them about how we are already contributing.

B. RAAC Update

- a. See email on page four for details.
- b. Janet’s term on RAAC ends in 2019. She is willing to serve another term, but is also open to having a new person as the representative.
- c. The RAAC representative needs to attend the Society of American Archivist annual meeting as the RAAC meeting happens at the SAA meeting. Willingness to participate in the RAAC committees is also very important.

C. Contracts

- a. As part of the records retention schedule, contracts are to be maintained for eight years by the Secretary. Since the Secretary rotates every two years, a folder in the google drive was created to maintain these.

Upcoming Meetings

- April 23, 2019
- May 17, 2019 at annual meeting

Email from MARAC re: NCH dues

Hi, Everyone!

I am the current Chair of the Mid-Atlantic Regional Archives Conference (MARAC) and our Steering Committee is exploring the idea of having a seat on the National Coalition for History (NCH) which requires a membership at the sustaining level of \$4,000. At this time, MARAC is willing to increase our donation to NCH from \$1,500 to \$2,000 but would like to partner with any or all of you to meet that \$4,000 level. Currently, the only archival organization on the board is SAA.

The benefits of a membership at the sustaining level are:

- (1) Part of the NCH Policy Board listserv (up-to-date information on issues and a vote in how to respond to those)
- (2) Allows group to promote two events/year on the NCH website (perhaps workshops)
- (3) Allows group to send a representative to the Congressional History Caucus every year
- (4) NCH defends funding for major granting programs that many members of our organizations apply for and use

If your organization is interested in a possible partnership with MARAC, please let me know as soon as you can.

Molly, you received this because you were the past president or chair of the Archivists of Central Texas. I apologize that I was unable to determine the current email address of that individual. Please forward this email to the current president or chair of ACT.
Thanks!

Thank you in advance for your cooperation and consideration!

Rebecca Collier
MARAC Chair

Regional Archival Association Consortium (RAAC) Recommendations for Choosing & Expectations of RAAC Representatives

Recommendations for Choosing RAAC Representatives

Archivists serving on RAAC are appointed by the regional association they represent, with one representative per association. RAAC recommends that the regional association choose representatives that are reliable and knowledgeable about their regional association. Some individuals may be involved in multiple associations represented in RAAC. However, an individual may only serve as a RAAC regional representative for one association. Such archivists often serve the regional association in different capacities, such as:

- Past President
- Secretary
- Treasurer
- Members-at-Large

RAAC recognizes the amount of work that it takes to run a regional association and thus discourages the Presidents and Vice-Presidents of regional associations from being selected as the RAAC representative.

Expectations of RAAC Representatives

Before a RAAC representative is chosen, they must agree to the following:

1. They must serve a two-year term and may only serve two consecutive terms.
2. They must serve on one of the RAAC subcommittees (found [here](#)).
 - a. They must contribute work towards the subcommittee's goals.
 - b. They must attend the subcommittee's meetings, which will take place via phone or online.
3. They must attend RAAC's annual general meeting, which takes place during the Society of American Archivists' annual meeting.
 - a. If the RAAC representative is unable to attend, they must find another attendee to represent them at the annual general meeting.
4. They must forward pertinent RAAC emails to either their regional association's listserv or executive board.
5. They must respond to pertinent RAAC emails in a timely manner.

If RAAC representatives aren't fulfilling expectations, then the RAAC co-chairs will inquire with the RAAC representative. If there is no response, the RAAC co-chairs will inquire with the RAAC representative's regional and ask to provide a new representative.

Society of Ohio Archivists Committee Reports

Date:	March 27, 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. • Currently soliciting entries for the Archives Month poster. 			
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 in an archives. • One new member has joined with a possible second. • SOA representatives attended Statehood Day • Selected <i>Small Steps, Giant Leaps: Ohio's Role in Space Exploration</i> as the theme for the 2019 Archives Month poster. 			

Society of Ohio Archivists Committee Reports

Date:	March 26, 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:			
<p>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.</p>			
Goals for the Year:			
<ul style="list-style-type: none"> - 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. 			
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 announcements distributed; - Call for Merit Award nominees distributed; - PDF flyers created for each award; - Received applications; - Currently the Committee is reviewing the applications. Reviews due date April 1, 2019; - Awards pages on ohioarchivists.org updated; - Judges recruited for SOA awards at State History Day. 			

Society of Ohio Archivists Committee Reports

Date:	March 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 Center
	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 use of social media. 			
Ongoing Issues and Challenges:			
<ul style="list-style-type: none"> - Took longer than expected to solidify mixer and preconference details, so registration will not open until week of March 25, 2019. The SOA EPC timeline suggests that registration opens at least 8 weeks before the conference, which would have been March 22, 2019. We are slightly behind where we have been the past 2 years. In 2018, the registration link was live on the SOA website on March 15, and promotion on various listservs began on March 26. In 2017, a registration announcement was sent out to the SOA listserv on March 8. We don't anticipate that the delay will impact registration numbers. <ul style="list-style-type: none"> o Part of the delay was because SOA did not have a contract or MOU already drawn up that could be repurposed for the pre-conference workshops. We had to rely on Kent State to provide that documentation for us. Now that we have these documents, they can be used as examples for future contracts and MOUs. 			

- Potential sponsors were slow to respond at first, but eventually the Sponsorship subcommittee secured 5 sponsors for the meeting (see below for more information). The number of donors and the amount of money toward sponsorships is lower than last year, as to be expected since it is not an anniversary celebration year.

Accomplished Goals:

- Annual meeting registration fees will remain the same as last year, at the early bird rate of \$45 SOA members/ \$65 nonmembers/ \$30 students; and the rate will go up \$5 for each group for regular registration (after April 30th). Onsite registration will be available at the rates of \$60 SOA members; \$80 nonmembers; \$40 students.
- Pre-conference workshops on Thursday, May 16th, will be led by Drs. Karen Gracy and Heather Soyka of Kent State University. Kent State University will be providing space in their library at no cost, as well as parking for those taking the workshops. A morning workshop, geared toward beginners, is called, "Fundamentals of Born-Digital Archiving." The afternoon workshop focuses more on the intermediate and advanced, is called, "Beyond the Basics: More Concepts and Strategies for Digital Archiving." (See the chart below for the breakdown of fees for the workshops.)
 - o The instructors are being compensated \$750, per the contract signed with SOA. A cost recovery analysis estimates that we would need 30 SOA members to register for one session at the early bird rate of \$30 to recover the cost of the instructors, as well as extra funds to provide coffee/water and light snacks during the workshops.
 - o The MOU includes the ability to cancel the workshop if we do not get sufficient registrations by the Early Bird registration deadline.
- The Thursday night (May 16th) mixer will be held at the Drs. Nicholas and Dorothy Cummings Center for the History of Psychology at the University of Akron. The plan is to charge \$25/person for the mixer, which includes drinks (wine, soda, and water) and light appetizers. Attendees will also be able to explore the museum (usually \$10 admission), and (depending on staff availability) take a tour of the Archives area. The Cummings Center has agreed to waive the University of Akron dining services requirement and provide free parking for those in attendance.
 - o SOA is required to have a member over 21 to monitor the bar area during the event.
 - o There is a \$150 "donation" included for the use of the Cummings Center.
- The Sponsorship subcommittee has raised \$750 toward the annual meeting through 5 donors:
 - o LYRASIS
 - o NEDCC
 - o OhioLINK
 - o OhioNET
 - o Society of American Archivists
- The Silent Auction subcommittee has started contacting potential businesses and organizations for donations and has already received an agreement for one donation (University Products).

Pre-Conference Workshop fees

	SOA member (1 session)	Non-member (1 session)	Student (1 session)	SOA member (both sessions)	Non-member (both sessions)	Student (both sessions)
Early Bird	\$30	\$35	\$25	\$50	\$55	\$45
Regular	\$40	\$45	\$35	\$60	\$65	\$55

Society of Ohio Archivists Committee Reports

Date:	March 27, 2019		
Committee:	Marketing and Communications		
Chair:	Andrew Harris		
Council Liaison:	Sherri Goudy		
Members:	Janet Carleton	Michelle Sweetser	Nick Pavlik
	George Bain		
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"> - Keep online directory up-to-date - Meeting with members of the Marketing and Communications (either in person or via conference call) - 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:			
<ol style="list-style-type: none"> 1. Assist with publicizing events for SOA and its committees through both the SOA Website and continually updating the various social media channels 2. Perform regular maintenance and update the pages on the SOA Website 3. Assist SOA in maintaining public relations and outreach 4. Moderate the SOA listserv and respond to SOA email inquiries 5. Documenting SOA public events via photographs 			
Accomplished Goals:			
<ol style="list-style-type: none"> 1. Performed regular updates of the SOA website and updated logins and other measures after a security breach of the website. 2. Uploaded the first post to the I Found It in The Archives – Blog (created a category page to collect all IFIITA posts in a central area http://www.ohioarchivists.org/category/advocacy-and-outreach/ifiita_blog/) 3. Updated Merit Awards and Scholarship pages 4. Maintained the SOA Facebook page. 5. Managed the SOA listserv. 6. Worked with Sherri to share information about website management, listserv, management and more. 			

Society of Ohio Archivists Committee Reports

Date:	March, 27 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 = 73 members Patron (\$30 - \$49.99) = 7 members Sponsor (\$50 or more) = 2 members Student = 3 members Institutional = 7 members Bridge = 4 members</p> <p>Total = 96 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"> - Online directory last updated 3/27/2019 - Finalizing a draft update of the membership brochure that will be share with Marketing & Communications Committee in near future. 			

Treasurer's Report

March 27, 2019

FISCAL YEAR 2018-2019:

Previous Account Balance: 1/29/2019

\$15,093.81

*Current Account Balance

\$15,837.47

Deposits

\$767.00

Expenditures

\$23.59

Interest

\$0.25

*Plus \$50.00 cash in SOA Cash Box

*Includes scholarship balance: \$1055.00

Transactions – Detail

Date	Type	Memo	Amount
2/11/2019	Deposit	Membership revenue	202.00
3/11/2019	Deposit	Conference sponsorships *	450.00
3/11/2019	Deposit	Membership revenue	70.00
3/23/2019	Deposit	Membership revenue	45.00
Jan and Feb	Deposit	Huntington Bank: January and February interest	.25
2/13/2019	Expenses	Reimbursement to OHC for refreshments at Strategic Planning meeting.	23.59

*SAA, Lyrasis, NEDCC.