

SOA Council Meeting Minutes

April 23, 2019

Conference Call

Attendees: Lily Birkhimer, Janet Carleton, Sherri Goudy, Betsy Hedler, Robin Heise, Jillian Ramage, Kristin Rodgers, Adam Wanter

Committee Chairs: Devhra BennettJones (Awards), Stephanie Bricking (Educational Programming), 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 1:05pm.

In-Between Meetings Council Actions

- 3/28/19 – Robin motioned for acceptance of Emily Gainer to fill the second at-large Strategic Planning Committee member slot. Motion seconded, carried.
- 4/1/19 – Kristin motioned for approval of March Council Meeting Minutes. Motion seconded, carried.
- 4/9/19 – Lily motioned for approval of the New Professional Scholarship awards and the Merit awards submitted to Council by the Awards Committee. Motion seconded, carried.
- 4/9/19 – Janet motioned for approval of the plenary speaker's travel expenses including SOA paying the hotel directly for her lodging. Motion seconded, carried.

Committee Business

- **Advocacy and Outreach** – See attached report for an update.
- **Awards** – Review went smoothly and the winners have all been notified. The Ohio shaped plaques will be ordered. Council will be sent the quote once received to vote upon the plaque expenses.
- **Educational Programming** – They are working to finalize the catering for the Thursday evening reception. It will be sent to Council for a vote once finalized.
- **Marketing and Communications (formerly PIC)** – They are working on the membership brochure.
- **Membership** – See attached report for an update.
- **Newsletter** – Andrew reported on behalf of Kayla that the newsletter will be posted to the SAA announce list. Please take pictures of the sessions for the Fall newsletter.
- **Nominating** – Running the election from the time people check in to the registration desk until 11:05am, then counting ballots, and reporting on the results during the business meeting at lunch. 2:30pm break time the new and existing council members are meeting to touch base and meet one another. Betsy may be offering people the option to renew their membership in-person at the conference.
- **Treasurer** – Robin reported on Mark's behalf that he is working with the hotel to pay for the plenary speaker's expenses.

Old Business

A. Strategic Planning Committee

- a. Judith Wiener and Emily Gainer have volunteered for the positions. Wiener was voted on and approved at the March meeting. Gainer was voted upon via email.
- b. Andrew will be in touch with Judith and Emily after the annual meeting regarding this committee.

B. Draft Council Manual

- a. This continues to be updated.

C. Updates to Constitution and Bylaws

- a. Andrew, Stacey, and Kristin volunteered to propose these changes in writing. Robin needs two others to do so too.

New Business

A. OHRAB Representative

- a. These meetings are quarterly, in-person in Columbus, plus some additional commitments like History Day and grant review.
- b. This will be added to the business meeting agenda for volunteers. If more than one person volunteers then Council will vote and select the candidate.

Upcoming Meetings

- May 17, 2019 at annual meeting, Kristin will send a meeting minute template to Sherri to take minutes at the business meeting.

Society of Ohio Archivists Committee Reports

Date:	April 23, 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"> • Will begin planning a state-wide archives crawl for Archives Month at the upcoming May meeting. • 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. • Voting for the SOA Archives Month poster images is currently open. We have received 80 votes so far with a few days left compared to 92 total last year. 			
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:	April 19, 2019
Committee:	Awards Committee
Chair:	Devhra BennettJones
Council Liaison:	Lily Birkhimer
Members:	William C. Barrow; Helen Conger; Kevin Grace; Glenn V. Longacre; Stephanie Shreffler; Pamela Winchell; James S. Zimmerlin
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, especially from students; - 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; - Committee reviewed the applications, submitted recommendations to the SOA Council; - Notified Brianna Treleven, Elizabeth James, Lisa Smilnak, Stacy Chaney-Blankenship of their New Professional Scholarship Awards; - Notified Missy Lodge and the Ohio History Connection, Digital Services Department of their Merit Awards; - Coordinated New Professional Scholarship Awards recipients' conference registration; - Merit Award plaque text for Missy Lodge and the Ohio History Connection, Digital Services Department written and submitted; - Awards pages on ohioarchivists.org updated; - Judges recruited for SOA awards at State History Day. 	

Society of Ohio Archivists Committee Reports

Date:	April 22, 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"> - Registration is ahead of this time last year, with 51 for the conference, 18 each for the 2 workshops (which means we met our break even point), and 17 for the mixer. - Early Bird ends on April 30 and the Marketing Committee will be engaged in a push to remind potential attendees of that. Since the tiered registration system was implemented a few years ago, by far the most registrations come in during the Early Bird period. - Committee is still finalizing refreshments for the pre-conference workshops on Thursday, May 16th. This will not be a catered event, but rather drinks and small snacks brought in by committee members. - Committee is still finalizing catering for Thursday night mixer at the Cummings Center. They have asked for quotes from two restaurants suggested by Cummings Center staff and hope to have that ready for Council vote soon. - Committee will send out email to those registered after the early bird deadline has passed, in order to gauge interest in the archival mock interviews planned for the afternoon of the SOA 			

meeting. The committee is hoping to have both interviewees and interviewers sign up for the event prior to the meeting.

- Committee currently working on printed program, which is due to Betsy by May 6th, in order to be printed on time for the meeting.

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 at Kent SLIS. Instructors would like to send out a survey to participants prior to the workshop, which will be done after the early bird deadline.
- The Thursday night mixer will be held at the Drs. Nicholas and Dorothy Cummings Center for the History of Psychology at the University of Akron. Committee has secured volunteer bartenders for the event.
- 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 received an agreement for 10 donations.

Society of Ohio Archivists Committee Reports

Date:	April 23, 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 = 86 members Patron (\$30 - \$49.99) = 7 members Sponsor (\$50 or more) = 2 members Student = 4 members Institutional = 7 members Bridge = 4 members</p> <p>Total = 110 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 4/18/2019 - Shared a draft version of an updated membership brochure with the Marketing & Communications Committee for their feedback. 			