

SOA Business Meeting Minutes

May 17, 2019

Hilton Akron/Fairlawn Hotel

Call to Order

President Robin Heise called the meeting to order at 12:36 pm. New Professional and Merit awards were presented.

Election Results

- Jillian Ramage provided the results of the election. Andrew Harris was elected President. Adam Wanter was elected Vice-President. Lily Birkhimer was elected Secretary. Stacey Lavender and Amy Rohmiller were elected to Council.

Secretary's Report

- Robin Heise on behalf of Kristin Rodgers provided the report that all approved meeting minutes are on the website.

Treasurer's and Membership Report

- Mark Bloom provided the treasurer's report.
- Matt Francis provided the Membership report.
 - 125 members (100 individual; 25 dispersed across others)
 - brochure recently updated (Council reviewing)
 - looking into feasibility of re-establishing a mentorship program (may have updates by end of year)

Committee Reports

- **Advocacy & Outreach**
 - Natalie Fritz provided the report.
 - Archives Month poster voting (winners selected, notified, sent to OHC and currently poster is being made)
 - Archives Month: working on organizing a state-wide crawl (reminder that there's a list of repositories on the SOA website & used for the passport—there will be a call coming out to collect more entries to add)
 - I Found it in the Archives: no longer a contest, now people can just submit stories as they are uncovered (cards available with info at the desk)
 - Started a shared SOA calendar where events, dates, notable topics can be promoted (like novelty 'official days')--more info to come
- **Awards**
 - Lily Birkhimer provided the report.
 - last year's Awards winners featured in 2018 fall SOA newsletter
 - updated info about previous awards on the SOA website
 - solicited nominees for this years' awards
 - state History Day awards: one for junior and one for senior

- **Educational Programming**
 - Stacey Lavender provided the report.
 - planned SOA's track at fall OHLA conference
 - planned this years' conference (2 pre-conference at Kent: 25 people at the AM session/27 people at the PM session; mixer: 27 people attended; conference ~92 attendees; \$750 sponsorships; ~20 silent auction donations)
 - will be planning track for this fall's OHLA SOA track
 - next year's conference will probably be at CML Main Library

- **Newsletter**
 - Andrew Harris on behalf of Kayla Harris provided the report.
 - fall 2018 being posted to SOA listserv
 - SAA director of education gave praise for fall 2018 issue
 - spring 2019 issue recently shared
 - fall 2019 issue currently being worked on (contact Kayla Harris to submit if interested)

- **Nominating**
 - Jillian Ramage provided the report.
 - reminder of results
 - Robin now assumes chairship of this committee

- **Marketing and Communication**
 - Andrew Harris provided the report.
 - About 47 posts to website
 - About 279 Facebook members
 - 532 Twitter followers
 - Thanks to Sherri Goudy and Janet Carleton for assistance with social media content
 - looking to increase committee membership
 - worked with Advocacy & Outreach on I Found it in the Archives blog posts
 - reviewed membership brochure

Old Business

- **RAAC Update**
 - Nothing new to report at this time, but there will be more information at a later date

New Business

- **Strategic Planning**
 - 7/10/2018: Council and committee chairs workshop, have been working on improving position and committee roles and documentation
 - strategic planning committee created (Judy Wiener & Emily Gainer)
 - changed name of PIC to Marketing & Communications
 - council being reorganized

- **Constitution/By-Laws Amendments**
 - increase continuity & provide more opportunities:
 - Discontinue institutional memberships
 - Change in positions: president/president-elect/secretary/treasurer (1 year presidency), past president stays on for one year as a non-voting member; reduce Council from 4 to 2; committee chairs join council as non-voting members
 - Historical records held at OSU
 - In favor; no opposition (new constitution approved)

- **OHRAB Representation**
 - Needs representative from SOA (would serve 3-year term; meets in Columbus quarterly and member would serve on up to 2 OHRAB committees)--if interested, talk to Robin

Other Business

- George Bain recognized the outgoing council members
- Robin Heise recognized current council members

Adjournment

- Robin adjourned the meeting at 1:11 pm.

Treasurer's Report
April 30, 2018-April 30, 2019
 End of Year Summary 2018-2019

FISCAL YEAR 2018-2019:

Previous Account Balance: 3/30/2018

\$17,787.39

***Current Account Balance**

\$ 18,226.58

Deposits

\$10,235.02

Expenditures

\$9797.29

Interest

\$1.46

*Plus \$50.00 cash in SOA Cash Box

*Includes scholarship balance: \$1055.00

Transactions – Detail

Date	Type	Memo	Amount
5/ 2018-4//2019	Deposit	Membership revenue	2,693.90
5/ 2018-4//2019	Deposit	Conference revenue	6,891.12
3/8/2019	Deposit	Donations for Spring Meeting**	650.00
May 2018 – April 2019	Deposit	Huntington Bank: interest	1.46
5/8/2018	Expenses	Yellow Springer Tees	439.00
5/17/2018	Expenses	Miracle Awards and gifts (merit award plaques)	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	Ohio History Connection annual service fees	250.00
7/10/2018	Expenses	OHC Strategic planning session for SOA council and chairpersons	150.00
9/7/2018	Expenses	Monks copy shop Ck#1868 – Archives Month poster	507.34
2/13/2019	Expenses	Strategic Planning session refreshments	23.59

**SAA, Lyrasis, NEDCC, OhioLink, OhioNET

Society of Ohio Archivists Committee Reports

Date:	May 15, 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 = 96 members Individual – Scholarship Winners = 4 Patron (\$30 - \$49.99) = 8 members Sponsor (\$50 or more) = 2 members Student = 4 members Institutional = 7 members Bridge = 4 members</p> <p>Total = 125 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 May 14, 2019 - After receiving feedback from the Marketing & Communications Committee submitted updated membership brochure to SOA Council. 			

Society of Ohio Archivists Committee Reports

Date:	May 17, 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 - Coordinate 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:			
<ul style="list-style-type: none"> - In the past few years the Committee’s primary challenge has been to effectively publicize the scholarship and merit 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:			
<ul style="list-style-type: none"> - Student, New Professional and Merit Award 2018 winners featured in fall 2018 Ohio Archivist - Awards pages on ohioarchivists.org updated - Student and New Professional Scholarship and Merit Award nominees solicited in early 2019 - Flyer created/distributed for Student Scholarship - Nominees for 2019 awards received and reviewed by committee, winners selected <ul style="list-style-type: none"> o Received four New Professional applications. 2019 Scholarship Awardees are Brianna Treleven, Elizabeth James, Lisa Smilnak and Stacy Chaney-Blankenship o Received three Merit Award nominees—2019 winners are Missy Lodge (State Library of Ohio, Retired 2018) and the Ohio History Connection Digital Services Department: Jillian Ramage, Jenni Salamon, Phil Sager, Lily Birkhimer, Kristen Newby, and Duryea Kemp - Judges recruited for SOA Award at State History Day contest; junior and senior winners selected (4/27) and presented at awards ceremony (certificate and a \$100 cash award) <ul style="list-style-type: none"> o Junior – Sylvie Tiro for her website “Fernald: A Complex Legacy” o Senior – Daniel Wise for his exhibit “Triumph Shadowed by Tragedy: The Warner and Swasey Company ” - Scholarship winner essays and photos are due to Devhra by 5/31—feel free to contact her with any questions 			

Society of Ohio Archivists Committee Reports

Date:	May 17, 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"> - We have just begun discussing possible dates and locations for the 2020 meeting. - We need to develop the SOA track for the OLHA fall meeting (October 4, 2019) by the end of May 2019 due to OLHA schedule publication. 			
Accomplished Goals:			
<ul style="list-style-type: none"> - The 2019 Annual meeting was held on Friday, May 17 at the Hilton Akron/Fairlawn in Akron, Ohio. - A room block in the Hilton was available for attendees wishing to stay overnight on Wednesday and/or Thursday, with rooms for \$130/night. - Two pre-conference workshops on born-digital archiving were held on Thursday, May 16 at the Kent State University Library. The Kent State University School of Information provided the space and parking for attendees at no charge, and instructors will be compensated \$750 for their time. For SOA members, early bird rates for the workshops were \$30/1 session and \$50 for both, while regular registration was \$40/1 session and \$60 for both. 			

- An evening mixer was held on Thursday, May 16 at the Drs. Nicholas and Dorothy Cummings Center for the History of Psychology at the University of Akron. SOA gave a \$150 donation toward the Cummings Center for use of the space. The fee for the mixer was raised by \$5 compared to last year, but included wine, soft drinks, and water.
- Registration fees for the Friday meeting remained the same as 2018. Final registration numbers were 92 (4 onsite) for the Friday meeting, 25 for the morning pre-conference workshop, 27 for the afternoon pre-conference workshop, and 28 for the mixer.
- The Sponsorship subcommittee raised \$750 toward the annual meeting from 5 donors:
 - o Society of American Archivists (\$250)
 - o LYRASIS (\$100)
 - o OhioLINK (\$200)
 - o NEDCC (\$100)
 - o OhioNET (\$100)
- The Silent Auction subcommittee received donations from approximately 20 individuals and organizations, which raised \$425 through the silent auction and raffle for the student and new professional scholarships.
- The committee worked with OLHA to develop the SOA track for the 2018 OLHA/SOA fall meeting held on October 5-6 at the Dublin Crowne Plaza in Dublin, Ohio.
- EPC members shepherded the SOA track sessions at the 2018 OLHA/SOA fall meeting.
- The SOA-EPC met monthly from September 2018 - May 2019 to complete the goals listed above.