

SOA Council Meeting Minutes

August 8, 2019, 1:00 PM

Conference Call

Attendees: Mark Bloom, Lily Birkhimer, Natalie Fritz, Sherri Goudy, Andrew Harris, Kayla Harris, Betsy Hedler, Robin Heise, Cate Putirskis, Amy Rohmiller, Adam Wanter

Welcome

President Andrew Harris called the meeting to order at 1:11 PM.

Between-Meeting Council Actions

- 5/24/19—Lily Birkhimer made a motion to approve minutes from 5/17/19 Business and Council Meetings. Motion seconded, carried.
- 6/18/19—Andrew Harris motioned to appoint Janet Carleton to the position of Chair of the Marketing and Communications Committee. Motion seconded, carried.
- 6/19/19—Lily Birkhimer motioned to renew SOA domain name (www.ohioarchivists.org) for 5 years at cost of \$104.95 (\$20.99/year). OHC to renew and pay, then bill treasurer. Motion seconded, carried.
 - Completed as of 8/8/19 meeting
- 7/30/19—Andrew Harris motioned to pay Kathleen Roe \$577.68 for travel reimbursement to the annual meeting (State of Ohio travel reimbursement rate—previous reimbursement was for \$200 but last minute travel plans required Roe to secure a flight at \$770). Motion seconded, carried.
- 7/31/19—Andrew Harris motioned that William Modrow be named SOA's OHRAB representative. Motion seconded, carried.
 - Completed as of 8/8/19 meeting

Committee Reports

- A. Treasurer & Membership
 - a. See attached report for account balance, deposit and expenditures. Detail on yearly transactions provided.
 - b. Annual meeting generally operates at a loss going back to 2000—only a couple of exceptions (2017 and 2018)
 - c. Brochure update requests submitted to M&C committee for next steps
 - d. 134 current members—see attached report for additional details re: membership
 - e. Institutional Membership category will be removed starting in 2020
- B. Marketing & Communication
 - a. Intend to review website for possible updates/refresh
 - b. How best to collaborate with A&O on calendar function—discussion underway
 - c. See report for additional details
- C. Nominating
 - a. No report—waiting for Council to work out details about bylaw/council position changes before determining what needs filled.
- D. Newsletter
 - a. Fall issue in progress—received back from staff at OHC
 - b. Karmen Beecroft's "Newcomers" column needs a replacement editor—being shared in newsletter and via listserv
- E. Educational Programming

- a. Planning of SOA track at joint OLHA/SOA fall meeting underway
 - b. See report for additional details
- F. Awards
 - a. See report for additional details
- G. Advocacy & Outreach
 - a. Contacted Melissa Dalton about co-chair position but waiting for response—Council vote will take place once confirmed
 - b. See report for additional details

Old Business

- A. Strategic Planning Committee
 - a. Steps will be taken to determine nonprofit status and necessary follow up
 - b. Andrew will speak with Robin to ensure continuity in planning process
- B. RAAC update (see email from Janet Carleton)
 - a. Janet willing to continue as rep as she is a regular attendee at SAA Annual Meeting
 - i. Andrew Harris motioned to nominate Janet as RAAC representative—seconded and carried
 - b. No major benefit at the time since RAAC does not currently have an NCH seat (due to cost), but no real drawback either
 - c. Currently in a holding pattern and revising bylaws

New Business

- A. OHRAB representative
 - o Bill Modrow contacted to determine if he'd like to serve and he accepted—can speak with Robin regarding expectations, etc.
 - o Bill to be added to Google Group list and invited to future Council meetings
- B. Changes in bylaws, terms, and number of Council positions moving forward re: Council Position staggering issue
 - o Updated documents posted to SOA website
 - o How to deal with remaining two council members' terms and how to stagger so that one new member is elected each year?
 - Propose to waive bylaws for this change in election schedule (would need to bring to membership for vote)—exact approach to be determined, either:
 - Skip 2020 election, let Amy and Stacey cycle off in 2021 and elect two new members
 - Elect 1 new member in 2020 (3 council members for one year), Amy and Stacey cycle off in 2021, 1 new member elected 2021 (2 from there on)
 - Voting system not in place yet but could be arranged (Betsy)--work on voting mechanism with intention to offer in October
- C. How to handle responsibilities previously handled by Council liaison roles—now moving to co-chairs for each committee; how should council members/officers remain involved with committees?
 - o Further discussion will take place as part of strategic planning committee and next steps will be identified/communicated
- D. NCH positions (previously through RAAC—should we join MARAC?)
 - o Skipped for time considerations; further discussion to take place via email
- E. Need to determine date for spring meeting so that EPC can start finding a location (Adam via Stephanie)

- Columbus Metro has reserved Auditorium, 1A, 1B and 3A for May 14-15, 2020, and the Carnegie Gallery for the afternoon/evening of May 14th
- EPC would like to discuss with Council using CML as the host site and possibly vote on it
- Issues to consider—Parking costs, Catering/dining areas and space limitations
 - Stephanie will investigate, report back and bring back to Council for a vote
- F. EPC Co-Chair: Suggestions, recommendations (Adam)
 - Andrew will send out call to general membership—possibly in combination with call for other co-chairs
- G. Regional meet-ups/networking events, originally brought up by Lily at a strategic planning session (Adam)
 - Small-scale casual networking opportunities—Adam may try a test-pilot in the Dayton/Cincinnati area

Upcoming Meetings

- September: Virtual meeting TBD—Doodle poll to come
- October: TBD
- December: TBD

Adjournment

Andrew called the meeting to a close at 2:24 PM