

SOA Council Meeting—Conference Call
September 24, 2019
10:00-11:00 PM

Attendees: Devhra BennettJones, Lily Birkhimer, Mark Bloom, Stephanie Bricking, Janet Carleton, Amy Czubak, Melissa Dalton, Matt Francis, Natalie Fritz, Sherri Goudy, Betsy Hedler, Robin Heise, Stacey Lavender, Cate Putirskis, Amy Rohmiller, Adam Wanter

Welcome

President Adam Wanter called the meeting to order at 10:02 AM.

Between-Meeting Council Actions

- 8/16/19—Lily Birkhimer made a motion to approve minutes from 8/8/19 Council Meeting. Motion seconded, carried—minutes added to website
- 8/20/19—Andrew Harris motioned to appoint Melissa Dalton to the position of Advocacy and Outreach Committee co-chair. Motion seconded, carried.
- 8/30/19—Mark Bloom motioned to pay \$490.64 to Monk's Copy Shop for Archives Month Posters. Motion seconded, carried.
- 9/18/19—Sherri Goudy motioned to name Amy Czubak co-chair of the EPC Committee. Motion seconded, carried.
- **See Emergency Meeting notes (9/4/19) for additional actions**

Committee Business

1. Treasurer & Membership
 - a. See attached Treasurer report for current balances and recent expenditures.
 - b. 137 paid members—online directory up-to-date; Mark has now joined as a regular Membership Committee member.
 - c. Investigating feasibility of mentoring programming—report will be submitted to Council with findings/thoughts to determine next steps once review is complete.
 - d. Historic membership numbers will be included in membership report moving forward to provide better context (suggestion from Janet Carleton).
2. Marketing & Communication
 - a. Call out for new MCC members—some volunteers responded, including some with helpful tech skills. See report for additional details.
 - b. Looking at new website templates to improve usability of SOA website—refresh will be forthcoming once a bit more investigation takes place. Site migration performed by OHC for hosted sites, but now all are back up and running.
3. Nominating
 - a. No current report—waiting to revise bylaws and hold special election.
4. Newsletter
5. Educational Programming
 - a. Council approved CML as site for next year's annual conference and Amy Czubak as new EPC co-chair.
 - b. In talks with ALAO Special Collections and Archives Special Interest Group to co-sponsor a pre-conference workshop in May 2020 the Thursday before the conference.
 - c. Group is currently exploring ideas for 2020 Annual Conference themes and plenary speakers—open to ideas, feel free to share with Stephanie or Amy if you have them.
 - d. See report for additional updates.

6. Awards
 - a. Working on recruiting a co-chair to help fill responsibilities previously managed by council liaison; re-confirmed committee membership in the meantime.
 - b. Once next year's Save the Date notice goes out for the Annual Meeting, will start distributing call for awards and scholarships.
7. Advocacy & Outreach
 - a. Working on acknowledgements for Archives Month poster and updating Archives passport with new submissions. Updated version will be available on SOA website once complete.
 - b. Archives Month posters are in the mail and will be arriving soon—Archives Month starts October 1!

Old Business

1. Bylaw revisions write-up (to submit for online voting)
 - a. Stacey volunteered to write up changes and language for special election, to share with Council—draft deadline of October 15, will be shared with Betsy once approved to post for online voting by late October.
 - b. Planning for two-week voting period once online voting goes live—membership will be notified by initial email, followed by an update/reminder via SOA listserv (may also help some lapsed members renew).
2. Special election language write-up
 - a. See above.
3. Council role on Committees—Email thread will be forthcoming to work through this question to better define the role of council members following most recent bylaw change.
 - a. Council members and Executive members will still be involved in committees, but not serving in liaison roles.
 - b. If chair/co-chairs can't make meeting, appropriate council member can present report/bring questions.
 - c. Should be clarified as part of bylaw revision.
4. SOA – Dayton Meet-Up update
 - a. Adam is working to plan an end-of-October meeting at end of Archives Month—low-key networking opportunities with general topics for discussion, icebreakers, etc. in the Dayton area.

New Business

1. OLHA/Fall Meeting
 - a. Taking place October 4-5; lots of council representation at meeting on Friday.
 - b. Several folks available to people the SOA table as-needed—primarily Robin. T-shirts available and Mark will bring the cash box.

Upcoming meetings

Tentative phone meeting to be held between October 15 and November 1 to review Special Election and Bylaw revision language (special meeting, chairs not required to attend).

Adjournment

Adam called the meeting to a close at 10:33 AM.

Treasurer's Report

September 24, 2019

FISCAL YEAR 2018-2019:

Previous Account Balance: 8/8/2019

\$14392.66

***Current Account Balance**

\$13,224.47

Deposits

\$ 0

Expenditures

\$1,168.32

Interest

\$0.13

*Plus \$50.00 cash in SOA Cash Box

*Includes scholarship balance: \$1055.00-\$400.00+\$415.00+\$100.00 (OhioNET) = \$1,170.00

Transactions – Detail

Date	Type	Memo	Amount
8/30/2019	Deposit	Huntington Bank: Aug. interest	.13
9/17/2019	Expenses	Monk's Copy Shop Inc. Archives month posters	\$490.64
8/9/2019	Expenses	K. Roe travel reimbursement	577.68
8/5/2019	Expenses	History Day Award--Junior	100.00

Society of Ohio Archivists Committee Reports

Date:	September 24, 2019		
Committee:	Membership		
Chair:	Matt Francis		
Council Liaison:			
Members:	Emily Gainer	Mark Sprang	Ron Davison
	Mark Bloom		
Mission/Summary:			
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.			
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:			
<u>New and Renewing 2019 SOA Memberships</u> Individual = 105 members Individual – Scholarship Winners = 4 Patron (\$30 - \$49.99) = 9 members Sponsor (\$50 or more) = 2 members Student = 6 members Institutional = 7 members Bridge = 4 members Total = 137 members *The numbers above reflect those who have joined or renewed since November 17, 2018.			
Accomplished Goals:			
<ul style="list-style-type: none"> - Online directory currently up to date. - After receiving feedback from the Marketing & Communications Committee submitted updated membership brochure to SOA Council. - Completing initial investigation into the potential feasibility of a SOA Mentoring Program, with plan of submitting our work to Council in October. 			

Society of Ohio Archivists Committee Reports

Date:	September 23, 2019		
Committee:	Marketing and Communications		
Chair:	Janet Carleton, Ohio University		
Council Liaison:	n/a		
Members:	Sherri Goudy, Independent Archivist, Researcher, and Writer	Ted Mallison, University of Akron	Nick Pavlik, Bowling Green University
	Amanda Rindler, Ohio History Connection	Michelle Sweetser, Bowling Green University	Jane Wildermuth, Wright State University

Mission/Summary:

The Marketing and Communications Committee (formerly Public Information) 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, Twitter), assisting in moderation of SOA Listserv, responding to SOA email inquiries, and documenting SOA events through photographs.

Goals for the Year:

1. Revitalize committee by recruiting active members and meeting regularly (either in person or virtually)
2. Review website for clean-up and possible revamping
3. Encourage SOA members to attend SOA events/conferences

Ongoing Issues and Challenges:

1. Assist with publicizing events for SOA and its committees through both the SOA Website and various social media channels
2. Perform regular maintenance and update content 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:

1. Refreshed membership, with some long time members rotating off
2. Made successful call for new members to SOA List/Twitter, resulting in 3 new members and 2 returning members.
3. Began monthly virtual meetings.
4. Formed subcommittees to work on various aspects of committee work.
5. Managed transition from previous chair in regard to accounts, such as LinkedIn.
6. Updated website editor accounts, deleting non-current accounts and adding new editors.
7. Performed regular updates of the SOA website, including updating committee members and chairs, as well as uploading the newsletter and minutes.
8. Updated conference page, including uploading meeting slides.

9. Tweeted regularly, including promoting the fall joint meeting.
10. Maintained the SOA Facebook page.
11. Managed the SOA Listserv.

Society of Ohio Archivists Committee Reports

Date:	September 23, 2019		
Committee:	Educational Programming Committee		
Co-Chairs:	Stephanie Bricking, Public Library of Cincinnati & Hamilton County Amy Czubak, Montgomery County Archives		
Members:	Rachael Bussert, Dayton Metro Library	Madeleine Fix, Nationwide	Stacey Lavender, Ohio University
	Collette McDonough, Kettering Foundation	Ashleigh Minor, Ohio State University	William Modrow, Miami University
	Cate Putirskis, Ohio State University	Anne Ryckbost, Xavier 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 social media. 			
Ongoing Issues and Challenges:			
<ul style="list-style-type: none"> - Council expressed concerns about using CML as the conference site, particularly with regard to the lunch and business meeting, and the EPC will need to arrange the meeting appropriately so those concerns can be addressed. - The EPC is exploring a pre-conference workshop co-sponsored by the Academic Library Association of Ohio's Special Collections & Archives Interest Group. 			
Accomplished Goals:			
<ul style="list-style-type: none"> - Council approved Columbus Metropolitan Library as the site for the 2020 annual conference. - Amy Czubak was approved by council to serve as the 2020-2022 EPC co-chair. - Confirmed EPC committee membership; held first meeting in September. - EPC co-chair has confirmed session shepherds for the OLHA/SOA meeting in October. 			

Society of Ohio Archivists Committee Reports

Date:	September 22, 2019
Committee:	Awards Committee
Chair:	Devhra BennettJones
Co-Chair:	To be announced
Members:	William C. Barrow; Helen Conger; Kevin Grace; Glenn V. Longacre; Stephanie Shreffler; Pamela Winchell
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:	
<ul style="list-style-type: none"> - Recruit Awards Committee Co-Chair—Inquired with Stephanie Shreffler - 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"> - Need to have a Co-Chair that can assist with History Day and the Annual Spring Meeting; - 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; - Enlist History Day Judges. 	
Accomplished Goals:	
<ul style="list-style-type: none"> -Confirmed Committee Membership -Will send call for nominations upon announcement of the Spring Annual Meeting. 	

Society of Ohio Archivists Committee Reports

Date:	September 24, 2019		
Committee:	Advocacy and Outreach		
Chair:	Natalie Fritz and Melissa Dalton		
Members:	Connie Conner	Caroline Ibbotson	Jacky Johnson
	Amy Rohmiller	Ken Grossi	Melissa Dalton
	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 • Create a shared archives calendar with important dates to increase social media participation among repositories 			
Ongoing Issues and Challenges:			
<ul style="list-style-type: none"> • In the future will push to solicit more "Found it in the Archives" stories for the online submission form. Will encourage repositories to share their own stories in brief blurbs when they happen. • Populate shared calendar to acknowledge special "holidays" by sharing related archival holdings and increase interaction between Ohio repositories this way. 			
Accomplished Goals:			
<ul style="list-style-type: none"> • Collected repository info and updates for Ohio Archives Passport through the end of August; update will be posted on SOA site in October. • Ohio Archives Month posters should be arriving in the mail and will be delivered to the Ohio Statehouse on October 7. • Blog post on winning images submitted for poster will be posted in October. 			