

## **SOA Council Meeting—Conference Call**

**April 28, 2020**

**11:00 AM—12:00 PM**

**Attendees:** Devhra BennettJones, Lily Birkhimer, Mark Bloom, Stephanie Bricking, Janet Carleton, Melissa Dalton, Matt Francis, Sherri Goudy, Kayla Harris, Betsy Hedler, Cate Putirskis, Amy Rohmiller, Adam Wanter

### **Welcome**

President Adam Wanter called the meeting to order at 11:03 PM.

### **Between-Meeting Council Actions**

- 3/25/20—Adam Wanter motioned that SOA cover half of speaker honorarium (\$125) and make joint SOA/ALAO-SCAIG workshop free to attendees. Motion seconded, carried. (New MOU will be forthcoming)
- 3/25/20—Lily Birkhimer made a motion to approve minutes from 3/20/20 Council Meeting. Motion seconded, carried, and minutes added to website.
- 3/25/20—Adam motioned to accept new MOU for SOA/ALAO-SCAIG virtual workshop. Motion seconded, carried.
- 3/26/20—Mark Bloom motioned to allow Ohio Humanities to distribute a newly-developed survey to the SOA listserv, meant to assess the damage to cultural organizations in Ohio by the current situation and determine NEH emergency fund allocation. Motion seconded, carried.

### **Committee Reports**

#### **Treasurer & Membership**

- See attached treasurer's report for incoming payments and expenditures since last meeting, along with current balance.
- MediaPreserve check returned (had not been deposited)—Mark will add to report so that it is documented for the future.
- Currently at 77 members for the year following the most recent renewal notice. At this time last year, we were at ~110 paid memberships, and at end of calendar year 2019, we were at 146, which included the new professional awardees from the Spring meeting.
- Many institutions are starting to initiate freezes on professional development—will remain to be seen how this affects SOA membership levels and involvement in this year's events.

#### **Marketing & Communication**

- Twitter activity increase—lots of new followers (up to 728, earned 17,600 "impressions") and recognition for active reporting on organizational responses in Ohio to COVID-19 (thanks, Janet!)
- See attached report for additional information.

#### **Nominating**

- Nothing new to report—waiting on confirmation of dates for Spring 2020 election.

#### **Newsletter**

- Submitted edited version and on-track to publish in early May. Will be first distributed to members, then more widely distributed to listserv and website a couple of weeks later.
- Following MAC's lead—keeping everything the same, with a note that this reflects the historical record and that updates on events, etc., will be communicated through the website and other SOA channels. Includes some updates to reflect current plans (President's message, voting info).

- Fall newsletter will allow us to accurately document all the changes that did occur during this time. Content due to Kayla by July 17.

#### Educational Programming

- See below, and see report for additional information.

#### Awards

- No report at this time, but decision will need to be reached about New Professional and Merit awards for this year (see below).

#### Advocacy & Outreach

- Two submissions received for Archives Month poster and deadline extended to June for submissions. Anticipating a shortened voting period to keep on track.
- See report for additional information.

#### New Business

- OHC/SOA contract renewal
  - Expires June 30, new version has been shared with Council with changes/updates in red.
  - One question regarding \$500 maintenance fee—covers two-year “contract period” at \$250/year. Language will be clarified in agreement before approval.

#### Old Business

- 2020 Election
  - Process and candidates have been approved and ballot has been shared for review.
  - Janet suggested that members be instructed to enter the email under which they’re registered in order to better track responses. Also add link to where voters can find the candidate statements (Spring newsletter and SOA website).
  - **Adam proposed online election dates to open May 6 and close May 22. Motion seconded and carried.**
  - Email blast will include both call to vote (emphasized) and newsletter announcement. Reminder email to vote will be sent in mid-May, plus additional social media communications about both TBD.
- 2020 Virtual Conference update
  - Workshop update: 80 participate cap was met very quickly and workshop is now full. After May 14 event, the recording will be made available via OHC’s YouTube channel for one year. After that period, SOA will have to determine how it wants to preserve/make available.
    - SOA and ALAO-SCAIG splitting workshop fees; check will be sent to Mark so SOA can pay on behalf of both.
  - Virtual conference: 6 out of 7 sessions will be participating. Sessions spread over 2 days (June 16-June 17) and schedule will be finalized soon.
    - Once that’s done, a call will be coming for moderators and other speaker assistance as needed (likely host + co-host for each Zoom meeting session).
  - OHC Zoom cost will be \$150 in order to host. No contract in place yet but will determine if one is required. Most likely will be billing for services to be paid by treasurer.
    - **Adam motioned to approve service fee for conference. Motion seconded and carried.**
  - Plenary speaker still available—original contract through Ohio Humanities still applies as well as cost of \$50. Hollinger still serving as sponsor for virtual conference.

- Plan is for attendance to be made free to members. Non-member fee of \$15, which includes SOA membership through the end of calendar year 2020.\*
  - **Adam made motion to approve the above. Motion to make conference free for membership seconded and carried.**
  - Betsy will be investigating best registration/payment method to accomplish this and allow for secured links for attendance at both days.
  - **\*Update 5/4: Memberships purchased at any level (Student, Bridge, Other) will also receive free registration to virtual conference.**
- New Professional scholarships and 2020 Merit award
  - New professionals will be offered “informational interviews” based on their interests as a networking opportunity, to be coordinated through Council/leadership as virtual meet-ups. Additionally, membership will be provided for one year, which includes free attendance at virtual conference.
  - Merit Awards to be awarded virtually and plaques to be provided at a later date. Likely awarding two this year, once voting is complete by committee.

#### **Upcoming Meeting**

- Regular leadership meeting to be scheduled late May or early June. This will include newly-elected Council members following the May election and transitioning Mark out of treasurer role.

#### **Adjournment**

Adam called the meeting to a close at 12:06 PM.

## **Treasurer's Report**

April 27, 2020

### **FISCAL YEAR 2019-2020:**

#### **Previous Account Balance: 1/24/2019**

\$15,581.49

#### **\*Current Account Balance**

\$15,579.34

#### **Deposits**

\$ 312.45

#### **Expenditures**

\$ 315.00

#### **Interest**

\$0.40

\*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**

<b>Date</b>	<b>Type</b>	<b>Memo</b>	<b>Amount</b>
Jan-Mar 2020	Deposit	Huntington bank interest	\$0.40
2/10/2020	Deposit	OHC: Membership revenue	82.45
2/10/2020	Deposit	Membership revenue	30.00
2/10/2020	Deposit	Spring Conference Donations NEDCC and Hollinger	200.00
Jan-Mar	Expenditures	Huntington bank service charge	\$15.00
3/31/2020	Expenditure	History day awards Junior and Senior	200.00
4/1/2020	Expenditure	Return Spring Conference donation NEDCC**	100.00

\*\*Media Preserve check was returned uncashed 4/10/2020

# Society of Ohio Archivists Committee Reports

<b>Date:</b>	April 27, 2020		
<b>Committee:</b>	Marketing and Communications		
<b>Chair:</b>	Janet Carleton, Ohio University		
<b>Members:</b>	Sherri Goudy, Independent Archivist, Researcher, and Writer	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. Posted 6 blog announcements (also updated dates/deadlines on those when needed) to website
2. Performed regular updates of the SOA website, including updating committee members and chairs, conference page, as well as uploading the newsletter and minutes.
3. Tweeted regularly.
  - o Now 728 followers.
  - o Virtual annual meeting save the date announcement earned 1,660 impressions, 11 retweets, and 15 likes.
  - o Worked hard during the early days of COVID-19 to share by retweeting announcements of importance to cultural heritage institutions, including Ohio closings.
  - o Since last report (Jan 25), this 90-day period earned 17.6 k impressions.
4. Maintained the SOA Facebook group.
  - o Posted timely announcements
  - o Managed group membership (Currently at 308).
5. Managed the SOA Listserv.

- Currently 380 members
- Posted SOA announcements and other announcements of general interest to the Listserv
- Instituted personal email to generic email addresses that requested to join the SOA List (since those seem to generate spam) So far only 1 has replied as a real person. (Example: jsalamon-at-ohiohistory.org would be accepted immediately; randomjohn-at-gmail.com would get an email from me asking them about their interest in SOA.)

# Society of Ohio Archivists Committee Reports

<b>Date:</b>	April 27, 2020		
<b>Committee:</b>	<b>Educational Programming Committee</b>		
<b>Chair:</b>	Stephanie Bricking, Public Library of Cincinnati & Hamilton County / Bill Modrow, Miami University		
<b>Members:</b>	Rachael Bussert, Dayton Metro Library	Madeleine Fix, Nationwide Insurance	Brittany Hayes, University of Akron
	Betsy Hedler, OHC/SOA Liaison	Collette McDonough, Kettering Foundation	Ashleigh Minor, The Ohio State University
	Cate Putirskis, The Ohio State University	Anne Ryckbost, Xavier University	
<b>Mission/Summary:</b>			
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.			
<b>Goals for the Year:</b>			
<ul style="list-style-type: none"> <li>- Continue to coordinate planning for the spring conference, as well as the fall joint conference with OLHA.</li> <li>- Investigate costs associated with the spring conference to ensure cost efficiency.</li> <li>- Increase external sponsorship of spring conference.</li> <li>- Create spring conference program with well-rounded and diverse sessions to increase interest and engagement among SOA members.</li> <li>- Increase marketing of meetings through increased use of social media.</li> </ul>			
<b>Ongoing Issues and Challenges:</b>			
<ul style="list-style-type: none"> <li>- With the issues surrounding COVID-19, SOA decided to reschedule the annual meeting, to be held virtually on June 16-17, 2020. <ul style="list-style-type: none"> <li>o The annual meeting schedule is still being finalized, and once it is done, the EPC will need assistance with various parts of the online event, such as session shepherds/moderators. An email will go out to SOA leadership when needed.</li> </ul> </li> <li>- The joint SOA/ALAO SCAig workshop was also moved to an online format, but will be held the same day, May 14, 2020, from 10 am to 12 pm.</li> <li>- SOA returned the sponsorship money to NEDCC and the MediaPreserve, but Hollinger Metal Edge will continue to sponsor our online meeting.</li> </ul>			
<b>Accomplished Goals:</b>			
<ul style="list-style-type: none"> <li>- With the change in the joint workshop due to the COVID-19 situation, the EPC co-chairs worked with ALAO SCAig to make changes to the memorandum of understanding. ALAO SCAig would be responsible for the workshop registration and would use the ALAO Zoom account for the workshop. SOA is responsible for hosting the recording of the webinar. <ul style="list-style-type: none"> <li>- The SOA/ALAO SCAig workshop will be free for attendees, due to the generosity of both SOA and ALAO SCAig. Each organization is chipping in \$125 toward speaker fees (\$50 for each of the 5 speakers). ALAO SCAig will pay \$125 to SOA, who will then dispense the speaker fees appropriately.</li> <li>- The initial workshop was limited to 80 attendees on Zoom and will be recorded. The recording will be available on the OHC YouTube channel shortly afterward, and will be</li> </ul> </li> </ul>			

on the site for 1 year. Afterward, SOA should look into other options for the recording.

- With regard to the SOA annual meeting, 6 of the 7 panels agreed to participate in the virtual meeting, as well as 1 out of the 3 posters. Our original plenary speaker, Kimberly Hamlin, has also agreed to participate.
  - We have contracted with OHC to use their Zoom account for the SOA meeting. The use of the Zoom account, plus the technical assistance, will cost \$150.
  - Kimberly Hamlin's speaker fee will cost \$50, payable to Ohio Humanities.
- We have begun planning our slate for the Fall meeting with OLHA. Tentatively, we have 3 of the 5 sessions filled in and are looking for suggestions for 2 more.

# Society of Ohio Archivists Committee Reports

<b>Date:</b>	April 27, 2020		
<b>Committee:</b>	Advocacy and Outreach		
<b>Chair:</b>	Natalie Fritz and Melissa Dalton		
<b>Members:</b>	Connie Conner	Caroline Ibbotson	Jacky Johnson
	Amy Rohmiller	Ken Grossi	Theresa Hopewood
	George Bain	Jenifer Baker	
<b>Mission/Summary:</b>			
<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, digital "I Found it in the Archives" platform, Archives Passport, Archives "Crawl," MayDay, and informal archivist "meetups" around the state.</p>			
<b>Goals for the Year:</b>			
<ul style="list-style-type: none"> <li>• Actively recruit new members to committee</li> <li>• Come up with a theme for the Archives Month poster</li> <li>• Increase awareness, to public and legislators, of Archives Month activities within the state</li> <li>• Continue to establish regional crawls throughout the state</li> <li>• Populate shared archives calendar with important dates to increase social media participation among repositories</li> <li>• Coordinate informal "meetups" around the state</li> <li>• Update Archives Passport listings for posting in October</li> </ul>			
<b>Ongoing Issues and Challenges:</b>			
<ul style="list-style-type: none"> <li>• Closures due to COVID-19 have put nearly everything on hold – we had planned to hold a spring meetup, maybe will be able to something in the summer</li> <li>• With most repositories closed, this would be a good time to push for more social media interaction – (it IS happening in Ohio, archives are still sharing great things!)but efforts not being coordinated by the A&amp;O committee, we will push next committee meeting back to June, likely</li> </ul>			
<b>Accomplished Goals:</b>			
<ul style="list-style-type: none"> <li>• Held "meetup" on Thursday, February 6 at Carillon Park Brewery – 10 in attendance</li> <li>• Chosen Archives Month Poster theme – Centennial of Suffrage – First call for submissions at start of March, extended original March 27 deadline first to May 1, then to June 5 – Voting will be in June</li> </ul>			