

SOA Virtual Council Meeting
October 21, 2020
2:00 – 3:00 PM

Attendees: Lily Birkhimer, Rachel Bussert, Janet Carleton, Melissa Dalton, Matt Francis, Natalie Fritz, Sherri Goudy, Kayla Harris, Jessica Heys, Betsy Hedler, Robin Heise, Lisa Rickey, Amanda Rindler, Amy Rohmiller, Stephanie Shreffler, Adam Wanter

Welcome

President Adam Wanter called the meeting to order at 2:02 PM

Between-Meeting Council Actions

- 7/9/20—Lisa Rickey motioned to pay \$650 to Ohio History Connection for invoice dated June 18, 2020, covering \$500 renewal of 2-year contract and \$150 for Zoom webinar platform use and tech support (for the annual conference). Motion seconded, carried.
- 7/10/20—Lily Birkhimer motioned to approve the minutes from the 7/7/2020 meeting. Motion seconded, carried, and minutes added to website.
- 7/15/20—Lisa motioned to appoint Amanda Rindler as co-chair of the Marketing and Communication Committee. Motion seconded, carried.
- 7/23/20—Adam motioned to adopt the drafted language to form the SOA Task Force on Social Justice and Black Lives Matter. Motion seconded, carried. See document attached.
- 7/23/20—Adam motioned to merge the Membership Committee and Awards Committee to form the singular Membership and Awards Committee. Motion seconded, carried.
- 9/11/20—Lily motioned to approve the payment for this year’s Archives Month poster printing + mailing, quoted at \$631. Motion seconded, withdrawn for inaccurate total.
- 9/14/20—Adam motioned to approve \$668 for payment for this year’s Archives Month poster printing + mailing, and to disregard the previous motion for payment. Motion seconded and carried.
- 9/28/20—Lisa motioned to pay Ohio History Connection \$674.54 for costs associated with the printing and mailing of the SOA Archives Month posters (\$561 for printing, \$113.54 for mailing; total \$674.54). Motion seconded, carried.
- 10/8/20—Adam motioned to appoint Jessica Heys as Chair of Task Force on Social Justice and Black Lives Matter, and Sherri Goudy as Council Liaison. Motion seconded, carried.

Committee Reports

Treasurer

- See attached treasurer’s report for incoming payments and expenditures since last meeting, along with current balance.
- Taxes have been filed—see report for details.

Membership & Awards

- Currently at 164 members (based on July 1 rollover date) and 143 (October 1 rollover date). SOA will need to determine and codify an official rollover date for when our count of “current members” begins based on what date they renew.
- Following up with merit award winners to ensure they receive plaques and planning for upcoming “awards season.”
- See attached reports for additional information. Future reports will be joined as committee merge moves forward.

Marketing & Communication

- Amanda Rindler joining for first leadership meeting.
- See attached report for additional information and stats for various outreach methods.

Nominating

- Planning for 2021 election—need to nominate vice president/president-elect and one council position. Lily re-running for secretary. Jillian Ramage and Jane Wildermuth have left committee due to changes in job responsibilities.
- Miriam Intrator (OU) has been suggested as a new member. Adam motioned to approve Miriam’s membership. Motion seconded, carried.
- Other members welcome if anyone has suggestions or interest.

Newsletter

- Fall 2020 issue published in September—shared via SOA and SAA channels.
- Spring 2021 issue call for content to go out in January.
- That issue will be the end of Kayla’s term, so need to determine the next newsletter editor. A call for applicants will go out soon so that they can shadow on spring issue, pending council approval.

Educational Programming

- OHLA/SOA joint fall meeting took place Oct 1-3 and was a success! Session recordings should be available soon and will be shared via OLHA website. Will be made more widely available starting in January once “embargo” ends, including SOA channels.
- Will need to make a decision about spring annual meeting—TBD by council.
- See report for additional information.

Advocacy & Outreach

- October is Archives Month. Some members are experiencing delays receiving posters.
- Meet-ups to be re-implemented in some form (virtual or in-person) starting next year—TBD.
- See report for additional information.

BLM Task Force

- Newly convened—five current volunteers, two confirmed. Sherri will be serving as council liaison. More to come as task force picks up and plans for coming year.
- See report for additional information.

New Business

- Records disposal
 - Some document types not included in current version of retention schedule. Current and drafted versions available in council Google Drive, along with proposed request form and procedures document.
 - Proposed changes to retention schedule
 - Proposed certificate of disposal draft
 - Procedures draft
 - CRD forms will be included as minute attachments for the meeting at which Council voted.
 - Lisa will update schedule and certificate of disposal forms and motion for approval once new versions are ready. All materials will be available and stored on Drive.
- Membership and Awards – Matt’s co-chair position is coming to an end this month. He is glad to serve another (partial, 1.5 year) term to get to Spring meeting renewal period in 2022.
- Adam motioned to extend Matt’s term as co-chair through May 2022. Motion seconded, carried.

- Sherri inquired about the best method to share contact information about a documentary being created on women's suffrage focusing on Ohio, with funding from Ohio Humanities. Recommended to SOA listserv, SOA website and OHLA newsletter.

Old Business

- Mentorship program (bumping to future meeting)

Upcoming Meeting

- Next meeting—December/January TBD

Adjournment

Adam called the meeting to a close at 2:56 PM.

SOA Task Force on Social Justice and Black Lives Matter

The Task Force on Social Justice and Black Lives Matter is responsible for identifying, promoting, developing, and educating on antiracist and social justice resources, efforts, and actions for SOA Council, Committees, and Membership. The Task Force will seek to fulfill the following goals, as well as develop more as are needed:

1. Identify organizations who are and have been doing antiracist and/or social justice work nationally, regionally, and in Ohio - with an emphasis on Ohio archives, libraries, and other allied professions
2. Identify resources to educate Council and membership on antiracism and social justice - with an emphasis on application to archival and information work
3. Identify and develop sustainable ways to continually educate Council and membership on antiracism and social justice
4. Identify and develop ways SOA can make use of its platform(s) to responsibly and ethically give voice to historically marginalized voices
5. Identify and/or develop ways SOA can support antiracist and social justice initiatives, efforts, and advocacy and support historically marginalized communities
6. Identify and develop sustainable ways that Diversity, Equity, and Inclusion can be incorporated into the work of SOA Council and its Committees

Additionally, the Task Force will be guided by the following principles as it seeks to complete its mission:

1. All Black Lives Matter
2. Center blackness and historically marginalized voices
3. Be cognizant of privilege
4. Be mindful of the origins of stories
5. Incorporate/take into account the voices and opinions of BIPOC (black, indigenous, and people of color)
6. Focus on being the center of the community and not the community center
7. Create a safe and equitable space for BIPOC
8. To the extent possible, provide compensation for outside work/knowledge shared

The Task Force will be made up of the following:

1. Chair (1) - appointed by Council who will serve a term of 2 years or until the Task Force is disbanded by Council. Chair term can be renewed once, if Council approves.
2. Council Liaison (1) - selected by Council.
3. Task Force Members (approximately 6) - volunteers who step forward from general membership and who are approved by the Chair. Non-SOA members from outside professions will be eligible to join upon approval of Council.

Potential Actions:

1. New Scholarships (BIPOC and Community Archivists)
2. Community Archives resource toolkit - our own or access to
3. Intentional actions to identifying, inviting, and incorporating community archivists
 - a. And paying for their time/knowledge, whenever possible--i.e. (virtual) workshop or talk

Treasurer's Report, Society of Ohio Archivists
October 20, 2020 (FY 2020-2021)

		Checking	Cash Box	Total
6/30/2020	Previous Balance	\$16,647.95	\$65.00	\$16,712.95
7/1/2020-10/19/2020	Deposits	\$960.88 ¹	\$0.00	\$960.88
7/1/2020-10/19/2020	Expenditures	\$1,329.54	\$0.00	\$1,329.54
10/19/2020	Current Balance	\$16,279.29 ²	\$65.00	\$16,344.29
10/19/2020	Net Change	-\$368.66	\$0.00	-\$368.66

Checking Account Transactions – Detail						
Date	Num	Description	Memo	Clr	Amount	Balance
6/30/2020			PREVIOUS BALANCE			16,647.95
7/10/2020	1900	Ohio History Connection	2-year contract renewal 2020-2022 (\$500), and Zoom use and support (\$150)	R	-650.00	15,997.95
7/15/2020		Huntington Bank	bank service fee for paper statement ³	R	-5.00	15,992.95
7/29/2020	DEP	Huntington Bank	refund for bank service charge	R	5.00	15,997.95
7/31/2020	DEP	Huntington Bank	Interest	R	0.14	15,998.09
8/10/2020	DEP	Ohio History Connection	Membership dues, April 1-June 30	R	955.45	16,953.54
8/31/2020	DEP	Huntington Bank	Interest	R	0.15	16,953.69
9/30/2020	DEP	Huntington Bank	Interest	R	0.14	16,953.83
10/2/2020	1901	Ohio History Connection	Archives Month poster printing and mailing		-674.54	16,279.29
10/19/2020			ENDING BALANCE			16,279.29

Attachments:

- Budget accounting of income and expenses
- Tax year 2019 filing confirmation forms

¹ This number does NOT include quarterly membership income for July 1-September 30 from OHC. That amount will be \$160.05, but check has not arrived yet.

² Includes subtraction of all checks issued during the period; actual bank ending balance for October 19, 2020, is \$16,953.83 (\$674.54 more, due to check #1901 not having cleared yet). A previously uncleared check (#1892) from the previous Treasurer's Report dated June 30, 2020, has since cleared.

³ In order to avoid this bank charge in the future, statements will be received electronically henceforth (no more paper statements mailed). The Treasurer will save and print a local copy for the SOA records.

Society of Ohio Archivists Budget					
Tax Year : September 1, 2020 - August 31, 2021					
INCOME	Budget Amount	9/30/2020	10/31/2020	Total	Budget Remaining
Membership Dues (100 members x \$15)	\$1,500.00	\$0.00		\$0.00	\$1,500.00
Spring Conference - Dues (100 x \$45)	\$4,500.00	\$0.00		\$0.00	\$4,500.00
Spring Conference - Sponsorship	\$200.00	\$0.00		\$0.00	\$200.00
Spring Conference - Silent Auction	\$100.00	\$0.00		\$0.00	\$100.00
Spring Conference - Mixer dues (20 X \$25)	\$500.00	\$0.00		\$0.00	\$500.00
Spring Conference - Workshop dues (30 x \$35)	\$1,200.00	\$0.00		\$0.00	\$1,200.00
Budgeted Income Total	\$8,000.00	\$0.00	\$0.00	\$0.00	\$8,000.00
Extra-Budgetary Income		\$0.14		\$0.14	
Actual Income So Far		\$0.14	\$0.00	\$0.14	Actual Income Rec'd So Far
				\$8,000.00	Est. Income Yet to Receive
				\$8,000.14	Est. Total Annual Income
EXPENSES	Budget Amount	9/30/2020	10/31/2020	Total	Budget Remaining
Spring Conference - Venue / Catering	\$5,000.00	\$0.00		\$0.00	\$5,000.00
Spring Conference - Speaker	\$500.00	\$0.00		\$0.00	\$500.00
Spring Conference - Printing	\$200.00	\$0.00		\$0.00	\$200.00
Spring Conference - Mixer	\$500.00	\$0.00		\$0.00	\$500.00
Spring Conference - Workshop (incl. speaker fees & catering)	\$1,170.00	\$0.00		\$0.00	\$1,170.00
Merit Award Plaques (2 x ~\$60)	\$120.00	\$0.00		\$0.00	\$120.00
New Professional & Student Scholarships	\$400.00	\$0.00		\$0.00	\$400.00
History Day Award	\$200.00	\$0.00		\$0.00	\$200.00
Archives Month Poster	\$550.00	\$0.00	\$674.54	\$674.54	-\$124.54
Ohio History Connection support services	\$500.00	\$0.00		\$0.00	\$500.00
Budgeted Expenses Total	\$9,140.00	\$0.00	\$674.54	\$674.54	\$8,465.46
Extra-Budgetary Expenses		\$0.00		\$0.00	
Actual Expenses So Far		\$0.00	\$674.54	\$674.54	Actual Expenses So Far
				\$8,465.46	Est. Expenses Yet to Pay
				\$9,264.54	Est. Total Annual Expenses
Budget Balance Planned	-\$1,140.00				
				-\$674.40	Actual Income vs. Expenses
Budget Balance Planned vs. Estimated	-\$124.40			-\$1,264.40	Est. Total Income vs. Expenses

Department of the Treasury
Internal Revenue Service

for Tax-Exempt Organization not Required to File Form 990 or 990-EZ

2019

Open to Public Inspection

A For the 2019 Calendar year, or tax year beginning 2019-09-01 and ending 2020-08-31**B** Check if available Terminated for Business Gross receipts are normally \$50,000 or less**C** Name of Organization: SOCIETY OF OHIO ARCHIVISTSOHIO STATE UNIVERSITY ARCHIVES4595 Bolin Ave, Springfield,OH, US, 45502**D** Employee IdentificationNumber 23-7236160**E** Website:<https://ohioarchivists.org/>**F** Name of Principal Officer: Lisa P Rickey4595 Bolin Ave, Springfield,OH, US, 45502

Privacy Act and Paperwork Reduction Act Notice: We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

The organization is not required to provide information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in code section 6104.

The time needed to complete and file this form and related schedules will vary depending on the individual circumstances. The estimated average times is 15 minutes.

Note: This image is provided for your records only. Do Not mail this page to the IRS. The IRS will not accept this filing via paper. You must file your Form 990-N (e-Postcard) electronically.



Confirmation

[Home](#) | [Security Profile](#) | [Logout](#)

Your Form 990-N(e-Postcard) has been submitted to the IRS

- **Organization Name:** SOCIETY OF OHIO ARCHIVISTS OHIO STATE UNIVERSITY ARCHIVES
- **EIN:** 237236160
- **Tax Year:** 2019
- **Tax Year Start Date:** 09-01-2019
- **Tax Year End Date:** 08-31-2020
- **Submission ID:** 10065520202764042058
- **Filing Status Date:** 10-02-2020
- **Filing Status:** Pending

Note: [Print](#) a copy of this filing for your records. Once you leave this page, you will not be able to do so.

MANAGE FORM 990-N SUBMISSIONS

Society of Ohio Archivists Committee Reports

Date:	October 21, 2020		
Committee:	Membership		
Chair:	Matt Francis		
Council Liaison:			
Members:	Emily Gainer	Mark Bloom	Cate Putirskis
	Lisa Rickey (Treasurer)		
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 2020 - write and distribute the membership renewal letter. Communicate with OHC for distributing email blast for membership renewal notifications. - Merge with Awards Committee. - Continue to align and create efficiencies with membership lists/renewals between Membership Committee/Treasurer/SOA. - Continue any work on potential Mentorship Program as directed by Council. 			
Ongoing Issues and Challenges:			
<p><u>New and Renewing 2020 SOA Memberships</u></p> <p>Total Members (SOA Membership List -- July 1 rollovers) = 164 Total Members (By previous reporting metric - October 1 rollovers) = 143.* *2019 Membership by this metric on 10/21/2019 was 142. Memberships purchased since January 1, 2020 = 136.</p>			
Accomplished Goals:			
<ul style="list-style-type: none"> - Completed 2020 Membership Drive. - Submitted a SOA Mentoring Program (Background Research and Initial Thoughts on the Feasibility of a SOA Mentoring Program) to SOA Council. 			

Society of Ohio Archivists Committee Reports

Date:	October 21, 2020		
Committee:	SOA Awards Committee		
Chair:	Stephanie Shreffler		
Members:	William C. Barrow	Lily Birkimer	Helen Conger
	Kevin Grace	Glenn V. Longacre	Pamela Winchell
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 the Society of Ohio Archivists. The Committee is responsible for History Day involvement which includes judging for special SOA History Day Awards. In 2020 the circumstances of the Covid-19 pandemic altered the committee's routine procedures.</p>			
Goals for the Year:			
<ul style="list-style-type: none"> - Publicize the availability and standards of the Merit Awards, New Professional Scholarship Awards, and Student Scholarship Awards - Solicit awards applications - Identify and select awardees - Order SOA Merit Award Plaque - Present awards at the annual SOA Spring Virtual Meeting - Merge with the Membership Committee - Judge History Day applications for the SOA History Day Award 			
Ongoing Issues and Challenges:			
<ul style="list-style-type: none"> - Determine a venue to present the Merit Award plaques - Arrange for professional development interviews for Zoe Orcutt and Candace Pine - Work out details of merger with Membership Committee 			
Accomplished Goals:			

Society of Ohio Archivists Committee Reports

Date:	October 20, 2020		
Committee:	Marketing and Communications		
Cochairs:	Janet Carleton, Ohio University (1999-, cochair 2019-2021); Amanda Rindler, Ohio History Connection (2019-, cochair 2020-2022)		
Members:	Emily Gainer, Cummings Center for the History of Psychology (2020-2022)	Christine Liebson, Case Western Reserve University (2020-2022)	Nick Pavlik, Bowling Green University (2017-2022)
	Jane Wildermuth, Wright State University (2019-2021)		

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, YouTube), assisting in moderation of SOA Listserv, responding to SOA email inquiries, and documenting SOA events through photographs.

Goals for the Year:

- Improve communications with other committee cochair to ensure information is shared in a timely and accessible manner for posting to the website, Listserv, and social media.
- Review website for clean-up/reorganization
- Encourage SOA members to attend SOA events/conferences
- Share educational opportunities and current events affecting archives on social media
- Increase engagement on social media platforms

Ongoing Issues and Challenges:

- Assist with publicizing events for SOA and its committees through both the SOA website and various social media channels
- Perform regular maintenance and update content on the SOA website
- Assist SOA in maintaining public relations and outreach
- Moderate the SOA Listserv and respond to SOA email inquiries

Accomplished Goals:

- Performed regular WordPress maintenance updating plugins, broken links, etc., communicating with super admin Phil Sager when necessary
- Performed regular website content refresh and review
 - Posted 13 blog announcements.
 - Updated pages with committee information, minutes, joint fall meeting details, etc.
 - Deleted old drafts and duplicate pages/posts.
 - Partially completed: Linked orphan pages to main committee/event pages.
 - Partially completed: Added links to blog posts by tag to main committee/event pages.
- Managed [YouTube](#) account to support EPC's recordings of workshop and annual meeting.
 - 9 videos which have received 368 views (lifetime), with 11 subscribers
- Tweeted regularly ([@ohioarchivists](#))
 - Now 824 followers (up 45 from last report).
 - Since last report, this 91-day period earned 43.9k impressions (down from last report which had included annual meeting and early pandemic news).
 - Live tweeted joint fall meeting.
- Maintained [Pinterest](#)
- Maintained the SOA [Facebook group](#).

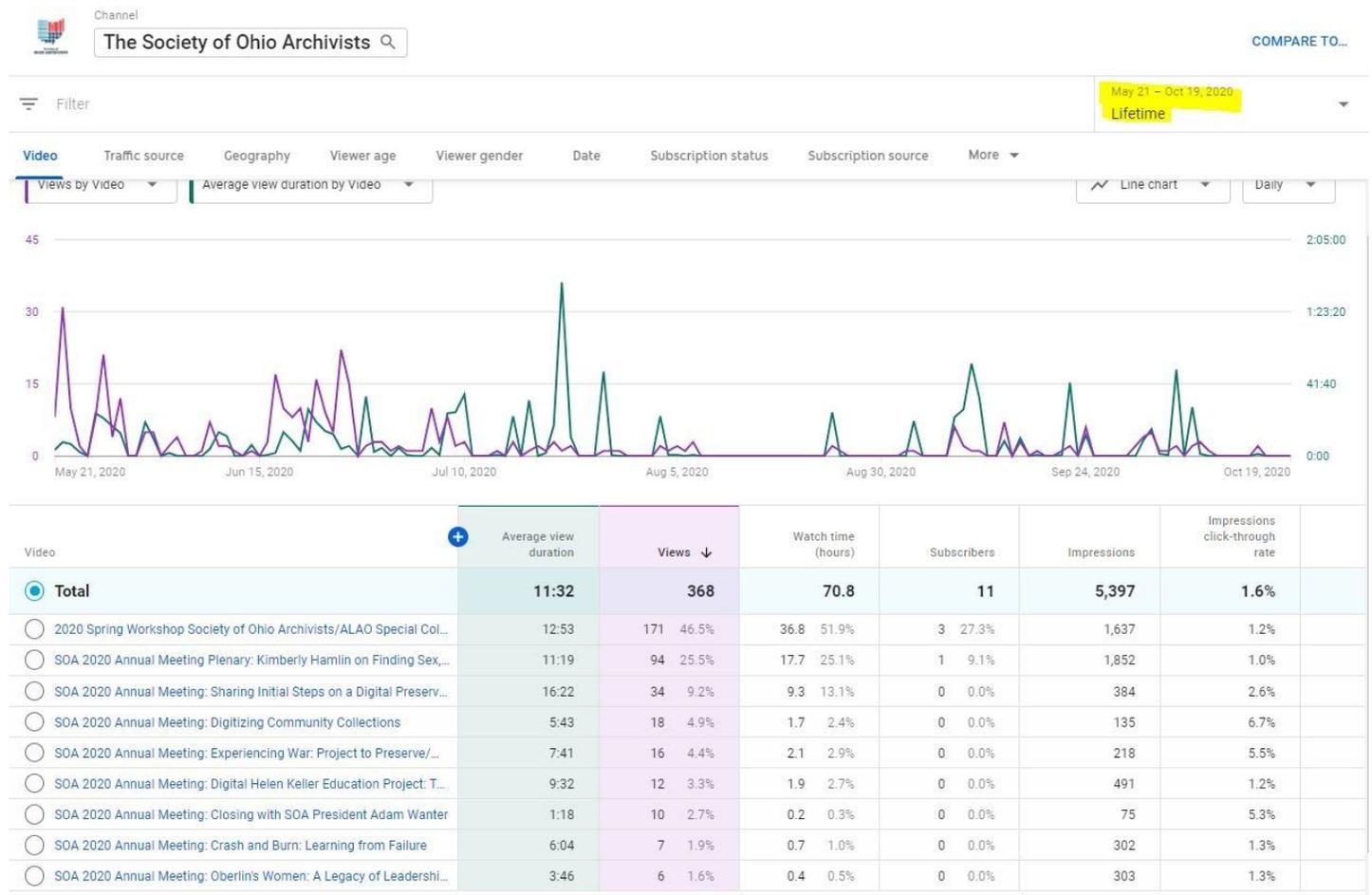
- Posted timely announcements
- Managed group membership (Currently at 332/210 active).
- Managed the SOA Listserv.
 - Currently 375 members
 - Posted SOA announcements and other announcements of general interest to the Listserv.

Membership update:

- New/renewed members: Amanda Rindler, Ohio History Connection, named to cochairship; Emily Gainer, Cummings Center for the History of Psychology joined.

Appendix - social media analytics

YouTube



Twitter

Your Tweets earned **43.9K impressions** over this **91 day** period

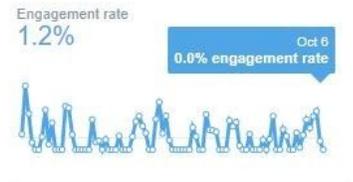


YOUR TWEETS
During this 91 day period, you earned **483 impressions** per day.

Tweets	Top Tweets	Tweets and replies	Promoted	Impressions	Engagements	Engagement rate
	Society of Ohio Archivists @ohioarchivists · Aug 17	Register now for 2020 joint fall meeting of Society of Ohio Archivists/Ohio Local History Alliance Oct 1-3! All sessions via Zoom. Members \$40; Non \$50; Student/Unemployed/Furloughed \$20. Keynote by Melanie Adams. More at bit.ly/soafm20 #soafm20 #OLHAEmpowers @ohiolha pic.twitter.com/OS6Ex43gFS	1,186	56	4.7%	Promote
	Society of Ohio Archivists @ohioarchivists · Jul 29	Trumbull County Historical Society was awarded a Preservation Assistance Grant for "Telling Our Stories" to undertake planning across 10 small rural institutions & historic sites in northeast Ohio. Congrats! twitter.com/NEH_PresAccess...	936	23	2.5%	Promote
	Society of Ohio Archivists @ohioarchivists · Jul 15	Survey: Reopening Procedures & Effects of COVID-19 Pandemic in Ohio. Please join SOA's Advocacy & Outreach Committee's efforts to gather information on Ohio's archival institutions' efforts dealing with the effects of the pandemic! ohioarchivists.org/survey-reopeni... #ohioarchivists	868	29	3.3%	Promote

Engagements

Showing 91 days with daily frequency





Society of Ohio Archivists @ohioarchivists · Sep 28
 EXTENDED to Wednesday! Register for 2020 joint fall meeting of Society of Ohio Archivists/Ohio Local History Alliance Oct 1-3 via Zoom! Members \$40; Non \$50; Student-Unemployed-Furloughed \$20. Keynote by Melanie Adams. bit.ly/soafm20 #soafm20 #OLHAEmpowers @ohiolha

[View Tweet activity](#)

841

19

2.3%

Promote



Society of Ohio Archivists @ohioarchivists · Sep 3
 Reminder to Register by 9/25 for 2020 joint fall meeting of Society of Ohio Archivists/Ohio Local History Alliance Oct 1-3! All via Zoom. Members \$40; Non \$50; Student/Unemployed/Furloughed \$20. Keynote by Melanie Adams. bit.ly/soafm20 #soafm20 #OLHAEmpowers @ohiolha

[View Tweet activity](#)

735

14

1.9%

Promote



Society of Ohio Archivists @ohioarchivists · Sep 20
 Plenty of Ohio content in here thanks to the NDNP project @ohiohistory twitter.com/librarycongres...

[View Tweet activity](#)

704

8

1.1%

Promote



Society of Ohio Archivists @ohioarchivists · Sep 1
#OhioArchivists: Keep an eye out for upcoming call to join the Society of Ohio Archivists Social Justice & Black Lives Matter Task Force. More info on the charge of the TF here: ohioarchivists.org/committees/soc... #BlackLivesMatter #archives

[View Tweet activity](#)

699

22

3.1%

Promote



Society of Ohio Archivists @ohioarchivists · Oct 2
 Ready for today's first SOA track session of the OLHA Annual Meeting. "Let's Try This Again: Revamping Oral History at Warren County" with Jenifer Baker & Jen Haney Conover, Warren County Records Center & Archives #soafm20 #OLHAEmpowers pic.twitter.com/2uZONYkgD1

[View Tweet activity](#)

624

27

4.3%

Promote



On average, you earned **1 Retweets** without comments per day

Likes
213



On average, you earned **2 likes** per day

Replies
107



On average, you earned **1 replies** per day

Society of Ohio Archivists Committee Reports

Date: 10/21/2020

Committee: Nominating

Chair: Robin Heise

Members: Miriam Intrator, Judy Wiener

Mission/Summary:

The Nominating Committee annually prepares and submits a slate of candidates for vacant officer positions and Council seats. The committee is made up of one Council member and two additional SOA members appointed by the president. Committee members must serve at least one year.

Goals for the Year:

- Committee will be meeting November 3, 2020 to begin discussing potential nominations for the 2021 election.
- Nominate a slate of candidates for Vice President/President-Elect, Secretary and one council position.
- Run elections during the business meeting at the annual meeting.

Ongoing Issues and Challenges:

- The nominating process can be challenging—finding enough qualified candidates to run for positions.

Accomplished Goals:

Society of Ohio Archivists Committee Reports

Date:	October 21, 2020		
Committee:	Educational Programming Committee		
Chair:	Rachael Bussert, Dayton Metro Library/ Bill Modrow, Miami University		
Members:	Victor Fleisher, University of Akron	Brittany Hayes	Betsy Hedler, OHC/SOA Liaison
	Sherri Goudy, Independent Archivist	Ashleigh Minor, The Ohio State University	Cate Putirskis, The Ohio State University
	Anne Ryckbost, Xavier University		
Mission/Summary:			
<p>Plan the annual SOA spring (2 day) Virtual 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. Working with the Ohio History Connection--Betsy Hedler & Matt Schullek--for providing Zoom virtual software program for hosting the conference.</p>			
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 moving the Annual conference to a virtual format. - Work with the Ohio History Connection for technology support and to use Zoom for the conference. - Provide a virtual conference program free or at a reduced price to SOA members while having sessions of interest and engagement among SOA members. - Increase the use of social media to promote the virtual conference and interact with members during the conference. - Partner with ALAO SCAig to host a virtual workshop on Outreach. 			
Ongoing Issues and Challenges:			
<ul style="list-style-type: none"> - COVID-19 provided the SOA EPC with several unique challenges this year. <ul style="list-style-type: none"> o Council decided to cancel the conference, and then decided to change to an online format. With that change: <ul style="list-style-type: none"> ▪ Communicating with the plenary & session speakers for their interest in presenting in a virtual format. ▪ Planning, coordinating and training with all presenters & EPC committee with Zoom. ▪ Creating and getting speaker agreement forms signed so the virtual meeting could be recorded. - COVID-19 also impacted the ALAO SCAig/SOA Pre-Conference Workshop on outreach. It was moved to a virtual format, but was kept the same date in order to try to keep some continuity. It was the EPC's first trial run with Zoom. 			

- COVID-19 also impacted the planning of the fall OLHA meeting. OLHA was moved online, so EPC reached out to the SOA track of speakers to make sure that they were comfortable with moving their presentations online.

Accomplished Goals:

- The 2020 OHLA/SOA joint meeting was held on October 1-3 with Zoom and tech support provided by OHC.
 - Five sessions were included in the program's SOA track
 - The program is available at <https://ohiolha.org/wp-content/uploads/2020/09/OLHA-Program-2020.pdf>
 - Session recordings will be available for registrants in the coming weeks and the linked files will be available to the public on the OLHA website in January.
- As of September, membership has been finalized for the 2020/2021 committee roster

Date:	October 20, 2020		
Committee:	Advocacy and Outreach		
Chair:	Natalie Fritz and Jenifer Baker		
Members:	Connie Conner	Haley Antell	Jacky Johnson
	Amy Rohmiller	Ken Grossi	Matt McShane
	George Bain	Collette McDonough	Laura E. Smith
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 promoting 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>			
Goals for the Year:			
<ul style="list-style-type: none"> • Actively recruit new members to committee • Choose Archives Month theme, hold poster contest, and distribute poster • Increase awareness, to public and legislators, of Archives Month activities within the state • Populate shared archives calendar with important dates to increase social media participation among repositories • Coordinate informal "meetups" around the state 			
Ongoing Issues and Challenges:			
<ul style="list-style-type: none"> • Closures due to COVID-19 have put nearly everything on hold, including informal meetups we had hoped to hold. Hosted virtual meetup following spring virtual meeting. • Despite extensions, submissions for Archives Month poster were much more limited this year, we presume because COVID-19 closures made for limited access to collections and may have limited ability to submit. Since entries were limited, we sent all submissions to the designer. Usually top 10 vote getters go to designer, but all submissions were sent and voting was not held. Posters were mailed in mid-September, but we are becoming aware of possible mailing issues due to post office delays. • Archives Passport was not updated due to most repositories currently having changes in hours/availability due to COVID-19 restrictions. 			
Accomplished Goals:			
<ul style="list-style-type: none"> • Archives Month poster designed and mailed, posted blog entry on SOA page about poster and entries received • Archives Month activities are happening statewide, most virtual - these were organized by repositories on their own, we love to see it! 			

Society of Ohio Archivists Committee Reports

Society of Ohio Archivists Committee Reports

Date: 10/21/2020

Committee: Social Justice and BLM Task Force

Chair: Jessica Heys

Members:

Devhra Bennett-Jones, Maddie Fix, Kristen Newby, Penelope Shumaker, Nicole Sutton

Mission/Summary:

The Task Force on Social Justice and Black Lives Matter is responsible for identifying, promoting, developing, and educating on antiracist and social justice resources, efforts, and actions for SOA Council, Committees, and Membership.

Goals for the Year:

- Set up first meeting to discuss goals.
- Ideas Council has brainstormed
- The six goals of the task force charge
- Look into possibly bringing some outside perspectives in (with Council's approval).
- Potential Actions:
 - New Scholarships (BIPOC and Community Archivists)
 - Community Archives resource toolkit – our own or access to
 - Intentional actions to identifying, inviting, and incorporating community archivists
 - And paying for their time/knowledge, whenever possible–i.e. (virtual) workshop or talk

Ongoing Issues and Challenges:

- Look into how bringing outside perspectives into the Task Force might work.

Accomplished Goals:

- Assemble the committee (five volunteers)