

Society of Ohio Archivists Council Meeting

Monday, September 20, 2021

9:30 AM to 11:00 AM

Call in: Zoom Meeting

Attendees: Betsy Hedler, Lisa Rickey, Sherri Goudy, Amanda Rindler, Janet Carleton, Abigail Sachs, Adam Wanter, Anne Ryckbost, Devhra Bennett-Jones, Matt Francis, Melissa Dalton, Natalie Fritz, Rachel Bussert, Sasha Griffin, Stephanie Shreffler, Jen Johnson

1. Welcome

- a. President Sherri Goudy called meeting to order at 9:30AM

2. Minutes

- a. June 28, 2021 meeting minutes approved July 9, 2021
- b. In between business
 - i. 07/09/2021 Sherri motioned to approve June 28, 2021 meeting minutes. Motion seconded, carried.
 - ii. 07/12/2021 Sherri motioned to name Devhra Bennet Jones Chairperson of the Social Justice & BLM Taskforce and to name Amy Rohmiller as liaison for the task force. Motion seconded, carried.
 - iii. 07/12/2021 Sherri motioned to add Marsha Miles to the Nominating Committee. Motion seconded, carried.
 - iv. 07/16/2021 Sherri motioned to allow payment for production of the Merit award plaques from 2020 and 2021.
 - v. 08/19/2021 Amy motioned to approve the updated expenditure of \$201.96 for the plaques for the 2020 and 2021 Merit Awards. Motion seconded, carried.
 - vi. 08/31/2021 Sherri motioned to approve printing and mailing the poster to our standing list and to all current SOA members. As a reminder, the quote for this is \$600, not including postage, which is expected to be a bit over \$100. Motion seconded, carried.
 - vii. 08/31/2021 Sherri motioned to approve Collette McDonough as our RAAC Representative, to serve a 2 year term from 2021-2023. Motion seconded, carried.
 - viii. 08/31/2021 Sherri motioned to approve printing and mailing the poster to all members for the Ohio General Assembly (132 additional posters). Doing so adds \$28 to the cost of printing and mailing. Motion seconded, carried.

3. Committee Reports

- a. Treasurer
 - i. End of the year report shared - account is \$1300 ahead for the year
- b. Membership & Awards
 - i. Overall membership exceeds past 2 years
 - 1. Adam - Where new members are from, in state, out of state?
 - a. Matt - the last 2 years more out of state probably due to the online conference model but small percentage of the overall memberships
 - 2. Stephanie - Will we continue to sponsor the History Day Award? (\$100 each jr & sr)

- a. Sherry motions to approve \$225 total for Ohio History Day (award + administrative fee). Lisa Rickey seconds, motion carried
 - c. Marketing & Communication
 - i. Janet - please update committee rosters and send over so that website can be updated
 - ii. Amanda - Facebook group settings have changed. Do we need to change how the Facebook group/page is set up?
 - 1. Janet - used to be a controlled group to have to allow people in to see it, Facebook has removed that and the page will get more exposure
 - d. Nominating
 - i. Adam - committee is losing John Dewees but this sets the size down to correct number of members
 - e. Newsletter
 - i. Abigail - has a list of candidates for 2 vacant editorial slots but still receiving submissions. Will come to council with her top picks for each spot
 - ii. Betsy - Fall newsletter has been ready to send but the email system has delayed sending it out. Hope to get it out soon
 - 1. Adam - are content deadlines on Google Drive already?
 - a. Abigail - not sure if they are on there but they can be added (SOA Internal Documents)
 - f. Educational Programming
 - i. Anne - SOA track in OLHA meeting all set. Started planning for Spring meeting at CML in May. Contract with CML prohibits fundraising with silent auction so we might do something online and hold raffles in person. Rachel has some ideas we will work on. Taking suggestions for themes or keynote speakers, tentative budget laid out based on past 4 years of events.
 - g. Advocacy & Outreach
 - i. Natalie - Might add [on site](#) that recorded tours are ok, can log on live to answer questions though. Working on a clickable Google Map of the archives in the passport if we have time!
 - h. Strategic Planning
 - i. Sherri - nothing new to report aside from Robin serving as special member (decided at last SP meeting and approved by Council). We will need 2 committee members next Spring. More to come at the next leadership meeting!
 - i. Social Justice & BLM Task Force
 - i. Devhra - working on Winter workshop/panel discussion planning. Still need a title. Gathering content for SOA site taskforce page. Recruited new task force member Christine Schmid Engels from Cincinnati Museum Center. Reached out to several notable individuals as possible speakers - do we need a contract for speakers? Janet confirms that we have used MOUs for workshops, has samples to share that we can work from
 - 1. Adam - is this registration setup finalized? Offering membership as a benefit might make sense - free to members but non members \$15 and they get a membership too?
 - a. Sherri - we'll be able to talk about this in a larger sense in a bit
 - ii. Budget - can be voted on as a whole by Council
4. New Business
 - a. Membership list permissions

- i. Sherri - re email discussion beginning 08/11/21. SAA wanted to use and have a copy of our membership list but we do not have privacy/information use policy in place. Let's continue a discussion now
 - 1. Lisa - Agrees we should have policy in place
 - 2. Sherri - should we have blanket policy or ask on a case by case basis
 - 3. Adam - this hasn't come up before, the SAA survey is only once every 10 years - can't imagine another organization asking, might be better to have policy not to share
 - 4. Matt - better practice to say we won't share
 - 5. Sherri - great point, we have good communication with listserv already too. Suggestion here today is to create a blanket statement that would apply for all members. Need to add to membership policy and listserv policy (hosted by OPLIN)
 - 6. Lisa - let's clarify what info we collect for directory and do or don't share (important to add workplace info)
 - 7. Adam - we need to update Membership Form, is that easy to do Betsy?
 - a. Betsy - Paper form is harder than online, space is limited
 - 8. Adam - who updates the directory?
 - a. Lisa - I have been doing it
 - 9. Sherri - will we have to send out email for folks who are already members to let them know? Will include it as part of renewal notification
 - a. Betsy - sent out in mid-January we can include that language in that communication
 - b. Adam - we'll approve it by mid Dec to be ready to send
- b. Budget: new fiscal year; also includes discussion of earmarking funds for future programs
 - i. Sherri - some earmarks have come up to discuss. Floor open for discussion
 - 1. Adam - we should go back to in person but I like having virtual companion event for folks who can't make it in person
 - 2. Melissa - What would it take to make this happen
 - 3. Anne - EPC discussed how to do this, hybrid is challenge
 - 4. Lisa - Hybrid challenging but some virtual some in person might be ok
 - 5. Sherri - different committees doing the programming can help spread the work out as well
 - 6. Adam - in person has more logistics too
 - 7. Lisa - what is the price of a program on Zoom?
 - a. Betsy - meeting is free but webinar is \$45
 - b. Adam - do you see this cost changing?
 - i. Betsy - no
 - 8. Sherri - budget from BLM Task Force - if this is what we think the regular costs will be outside of membership meetings, how will we recover those costs?
 - a. Lisa - Anticipated expenses are for speakers and platform, income will change based on the above discussion. If it's free to members, who else will join? Might be a good idea to add a donation or sponsorship option too.
 - b. Melissa and Adam agree re sponsorship
 - c. Sherri - difficult to guess revenue since we haven't done this before. It's not all day, less commitment - maybe we will see more but we can't guess.

- d. Adam - a smaller online event can easily be absorbed
- e. Janet - if we wanted to go free would be good to prominently add donation button
- f. Adam - like idea to emphasize membership perk, membership has value. We can discuss at Jan meeting
- g. Betsy - we (OHC) are reviewing what services to offer for strategic planning
- h. Sherri - we will discuss more and vote on this later

5. Old Business

- a. Poster update - mailing and survey
 - i. Sherri - discussion re how to whittle down list of who we send poster to
 - ii. Natalie - [survey up](#), we could maybe add folks too. We will be discussing further after getting some survey data
 - iii. Betsy - will check with the printer to see what pricing thresholds for printing are. Mailing is still per piece - .13 for now.
 - iv. Melissa - we also talked about getting emails to send it via email
 - v. Lisa - how is the list compiled?
 - 1. Betsy - adds/cross checks new members to the list each year
- b. OLHA meeting update - to do, needs from Council
- c. Mentorship program - tabled until in-person
 - i. Matt - general idea right now is to wait

6. Upcoming Meeting

- a. Next Meeting - January 2022

7. Misc -

- a. Sherri - would like to have an in person meeting to review procedural documents and practices some time soon
- b. Abigail - keep an eye out for my recommendations for the two open spots on Newsletter

8. President Sherri Goudy adjourned meeting at 10:58AM

Treasurer's Report, Society of Ohio Archivists
August 31, 2021 (FY 2020-2021)

		Checking	Cash Box	Total
5/31/2021	Previous Balance	\$17,993.60	\$65.00	\$18,058.60
5/31/2021-8/31/2021	Deposits	\$801.60	\$0.00	\$801.60
5/31/2021-8/31/2021	Expenditures	\$526.96	\$0.00	\$0.00
8/31/2021	Current Balance	\$18,268.24	\$65.00	\$18,333.24
5/31/2021-8/31/2021	Net Change	+\$274.64	\$0.00	+\$274.64

Checking Account Transactions – Detail						
Date	Num	Description	Memo	Clr	Amount	Balance
5/31/2021			PREVIOUS BALANCE			17,993.60
6/15/2021	DEP	Mailed Membership Dues	1 membership renewal rec'd by mail	R	15.00	
6/16/2021	1903	Ohio History Connection	virtual event hosting	R	(-300.00)	
6/24/2021	1904	Ohio Secretary Of State	Statement of Continued Existence	R	(-25.00)	
6/30/2021	DEP	Huntington Bank	Interest	R	0.15	
7/29/2021	DEP	Ohio History Connection	Online revenue received April-June Invoice #20210630 (\$771.15 = \$795.00 ¹ minus \$23.85 for 3% merchant fee)	R	771.15	
7/29/2021	DEP	Mailed Membership Dues	1 membership renewal rec'd by mail	R	15.00	
7/31/2021	DEP	Huntington Bank	Interest	R	0.15	
8/20/2021	1905	Miracle Awards	3 Merit award plaques + shipping	R	(-201.96)	
8/31/2021	DEP	Huntington Bank	Interest	R	0.15	
5/31/2021			ENDING BALANCE			18,268.24

FY 2020-2021 Annual Change	
Date	Total Funds
September 1, 2020	\$17,018.69
August 31, 2021	\$18,333.24
Net Change	\$1,314.55

Attachments:

- Budget accounting of income and expenses FY 2020-2021 through August 31, 2021 (FINAL)

¹ Of the original \$795, it can be further sub-categorized: memberships purchased to attend the conference (\$435.00 / \$421.95 take-home); other regular membership renewals (\$220 / \$213.40 take-home); and conference sponsorships/ donations from 10 individuals (\$140 / \$135.80 take-home).

Society of Ohio Archivists Budget															
Tax Year : September 1, 2020 - August 31, 2021															
INCOME	Budget Amount	9/30/2020	10/31/2020	11/30/2020	12/31/2020	1/31/2021	2/28/2021	3/31/2021	4/30/2021	5/31/2021	6/30/2021	7/31/2021	8/31/2021	Total	Budget Remaining
Membership Dues (100 members x \$15)	\$1,500.00	\$0.00	\$0.00	\$175.05	\$0.00	\$110.00	\$157.55	\$30.00	\$15.00	\$1,450.60	\$15.00	\$650.35	\$0.00	\$2,603.55	-\$1,103.55
Spring Conference - Registration (100 x \$45)	\$4,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,500.00
Spring Conference - Sponsorship	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$135.80	\$0.00	\$135.80	\$64.20
Spring Conference - Silent Auction	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
Spring Conference - Mixer dues (20 X \$25)	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
Spring Conference - Workshop dues (30 x \$35)	\$1,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,200.00
Budgeted Income Total	\$8,000.00	\$0.00	\$0.00	\$175.05	\$0.00	\$110.00	\$157.55	\$30.00	\$15.00	\$1,450.60	\$15.00	\$786.15	\$0.00	\$2,739.35	\$5,260.65
Bank Interest		\$0.14	\$0.14	\$0.13	\$0.14	\$0.14	\$0.13	\$0.14	\$0.14	\$0.15	\$0.15	\$0.15	\$0.15	\$1.70	
Actual Income		\$0.14	\$0.14	\$175.18	\$0.14	\$110.14	\$157.68	\$30.14	\$15.14	\$1,450.75	\$15.15	\$786.30	\$0.15		
Actual Income So Far		\$0.14	\$0.28	\$175.46	\$175.60	\$285.74	\$443.42	\$473.56	\$488.70	\$1,939.45	\$1,954.60	\$2,740.90	\$2,741.05	\$2,741.05	\$2,741.05 Actual Income Rec'd So Far
															\$5,260.65 Est. Income Yet to Receive
															\$9,105.25 Est. Total Annual Income
EXPENSES	Budget Amount	9/30/2020	10/31/2020	11/30/2020	12/31/2020	1/31/2021	2/28/2021	3/31/2021	4/30/2021	5/31/2021	6/30/2021	7/31/2021	8/31/2021	Total	Budget Remaining
Spring Conference - Venue / Catering	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00	\$0.00	\$0.00	\$300.00	\$4,700.00
Spring Conference - Speaker	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
Spring Conference - Printing	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00
Spring Conference - Mixer	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
Spring Conference - Workshop (incl. speaker fees & catering)	\$1,170.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,170.00
Merit Award Plaques (2 x ~\$60)	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$201.96	\$201.96	-\$81.96
New Professional & Student Scholarships	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00
History Day Award	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	\$0.00
Archives Month Poster	\$550.00	\$0.00	\$674.54	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$674.54	-\$124.54
Ohio History Connection support services	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00	\$475.00
Administrative Fees (Statement of Con't Existence Filing)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00	\$0.00	\$0.00	\$25.00	-\$25.00
Budgeted Expenses Total	\$9,140.00	\$0.00	\$674.54	\$0.00	\$0.00	\$0.00	\$225.00	\$0.00	\$0.00	\$0.00	\$325.00	\$0.00	\$201.96	\$1,401.50	\$7,738.50
Extra-Budgetary Expenses		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Actual Expenses		\$0.00	\$674.54	\$0.00	\$0.00	\$0.00	\$225.00	\$0.00	\$0.00	\$0.00	\$325.00	\$0.00	\$201.96		
Actual Expenses So Far		\$0.00	\$674.54	\$674.54	\$674.54	\$674.54	\$899.54	\$899.54	\$899.54	\$899.54	\$1,224.54	\$1,224.54	\$1,426.50	\$1,426.50	\$1,426.50 Actual Expenses So Far
															\$7,738.50 Est. Expenses Yet to Pay
															\$9,346.50 Est. Total Annual Expenses
Budget Balance Planned	-\$1,140.00														
															\$1,314.55 Actual Income vs. Expenses
Budget Balance Planned vs. Estimated	\$898.75														-\$241.25 Est. Total Income vs. Expenses
FY 2020-2021 FINAL RESULTS															
Actual Income	\$2,741.05														
Actual Expenses	\$1,426.50														
Difference	\$1,314.55														

Society of Ohio Archivists Committee Reports

Date:	September 20, 2021		
Committee:	Membership & Awards Committee		
Chairs:	Matt Francis, Stephanie Shreffler		
Council Liaison:			
Members:	Devhra Bennett-Jones	Mark Bloom	Helen Conger
	Emily Gainer	Glenn Longacre	Masha Miles
	Cate Putirskis		
Mission/Summary:			
<p>The Membership & Awards Committee supports and recognizes the work of SOA members. Responsibilities include the general recruitment of new members, leading the annual membership drive, soliciting and reviewing award applications for the SOA Merit Award and meeting scholarships, supporting Ohio History Day including the issuing of SOA History Day awards, special projects in support of membership goals, and responding to general membership inquiries.</p>			
Goals for the Year:			
<ul style="list-style-type: none"> • Membership Drive 2021 - write and distribute the membership renewal letter. Communicate with OHC for distributing email blast for membership renewal notifications. • Follow-up on feasibility of potential mentoring program • Select winners of the Merit, Student/New Professional, and History Day Awards • Continued assessment of recent merging of the former Membership Committee and Awards Committee. 			
Ongoing Issues and Challenges:			
<u>New and Renewing 2021 SOA Memberships</u>			
<ul style="list-style-type: none"> • As of 9/16/2021: 172 • 2020 at approximately this time: 136 • 2019 at approximately this time: 137 			
<u>Submitted Reports - Awaiting further requests/discussions as directed by SOA Council</u>			
<ul style="list-style-type: none"> • SOA Mentoring Program Feasibility • SOA Internship Listing – Requested proposal for M&A Committee administration of listing 			
<u>Awards</u>			
<ul style="list-style-type: none"> • History Day sent award sponsorship inquiry. Do we wish to sponsor the SOA History Day Award in Spring 2022? 			
Accomplished Goals:			
<ul style="list-style-type: none"> • 2021 and 2020 Merit Award plaques sent to winners. • Membership drive renewal complete. 			

Society of Ohio Archivists Committee Reports

Date:	September 19, 2021		
Committee:	Marketing and Communications		
Cochairs:	Janet Carleton, Ohio University (1999-, cochair 2021-2023); Amanda Rindler, Ohio History Connection (2019-, cochair 2020-2022)		
Members:	Emily Gainer, Cummings Center for the History of Psychology (2020-2022)	Nick Pavlik, Bowling Green University (2017-2022)	Jane Wildermuth, Wright State University (2021-2023)
Mission/Summary:			
<p>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.</p>			
Goals for the Year:			
<ul style="list-style-type: none"> ● Improve communications with other committee cochairs 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:			
<ul style="list-style-type: none"> ● 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:			
<ul style="list-style-type: none"> ● Performed regular WordPress maintenance updating plugins, broken links, etc., communicating with super admin Phil Sager when necessary. ● Performed regular website content refresh and review <ul style="list-style-type: none"> ○ Posted 4 blog announcements. ○ Updated pages with committee information, minutes, meeting details, etc. ○ Partially completed: Linked orphan pages to main committee/event pages. ● Managed YouTube account to support EPC's recordings of annual/fall meetings, and workshops. <ul style="list-style-type: none"> ○ 17 videos which have received 668 views (lifetime), with 17 subscribers (up from 584 views last report) ● Tweeted regularly (@ohioarchivists) <ul style="list-style-type: none"> ○ Now 939 followers (up 2 from last report). ○ Since last report, this 84-day period earned 5.3k impressions (down due to between meeting period). ● Maintained Pinterest ● Maintained the SOA Facebook group. <ul style="list-style-type: none"> ○ Posted timely announcements ○ Managed Group membership (stable at 342). ○ With FB changes to Groups, considering migrating to Page. The main plus for a Group was limiting spam by limiting membership. 			

- Managed [LinkedIn Page](#)
 - Considering decommissioning *Group*--news items posted to the Group only appear to Group members.
- Managed the SOA Listserv.
 - Stable with 375 members
 - Posted SOA announcements and other announcements of general interest to the Listserv.
 - Dealt with spam before it made it to the List

Society of Ohio Archivists Committee Reports

Date: 09/16/2021

Committee: Nominating

Chair: Adam Wanter

Members: Miriam Intrator and Marsha Miles

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:

- Reaffirm committee membership
- Nominate a slate of candidates for Vice President/President-Elect, Treasurer, and one council position.
- Run election during the 2022 Annual Conference

Ongoing Issues and Challenges:

- The nominating process can be challenging—finding enough qualified candidates to run for positions.
- Looking to expand geographical representation of candidates nominated

Accomplished Goals:

In the last quarter, members of the Committee:

- Replaced outgoing member Judy Weiner
- Lost member John Dewees (resigned)

Society of Ohio Archivists Committee Reports

Date:	September 17, 2021		
Committee:	Educational Programming Committee		
Chair:	Rachael Bussert, Dayton Metro Library / Anne Ryckbost, Xavier University		
Members:	Jolie Braun, The Ohio State University	Rachael Bussert, Dayton Metro Library	Christine Engels, Cincinnati Museum Center
	Betsy Hedler, OHC/SOA Liaison	Amy Rohmiller, University of Dayton	William Modrow, Miami University
	Anne Ryckbost, Xavier University	Adam Wanter, MidPointe Library	Sara Mouch, University of Toledo
Mission/Summary:			
Plan the annual SOA spring annual 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. Support for the Fall OHLA/SOA virtual conference			
Goals for the Year:			
<ul style="list-style-type: none"> - Increase committee membership - Continue to coordinate planning for the spring conference, as well as the fall joint conference with OLHA. - Work with the Ohio History Connection for technology support and to use Zoom for the fall conference. - Provide opportunities for networking/ engagement during the Annual Meeting - Use social media to promote the conference and interact with members during the conference. 			
Ongoing Issues and Challenges:			
-Monitoring the current conditions of the COVID-19 pandemic			
Accomplished Goals:			
<ul style="list-style-type: none"> - Three new committee members added. - Working with the Ohio History Connection using Zoom, to support the OHLA/SOA fall virtual conference. Shared information with SOA Marketing and SOA newsletter. - Got catering list from Columbus Metro and options for alternatives to the silent auction (not permitted day-of at Columbus metro). - Created tentative budget for spring meeting - Ideas for future conference themes submitted from 2021 conference gives the EPC a good start on planning 			

Date:	September 17, 2021		
Committee:	Advocacy and Outreach		
Chair:	Natalie Fritz and Jenifer Baker		
Members:	Connie Conner	Haley Antell	Jacky Johnson
	Melissa Dalton	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, Archives Passport, Archives "Crawl," MayDay, informal archivist "meetups" and other outreach methods to promote archives statewide.</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 ● Coordinate informal virtual "meetups" until in person ones are considered safe ● Reach more repositories to encourage entries for Archives Month poster ● Coordinate statewide Archives virtual event(s) with multiple repositories 			
Ongoing Issues and Challenges:			
<ul style="list-style-type: none"> ● Closures and restrictions due to COVID-19 have put plans for informal meetups on hold, but we have held virtual meetups a few times throughout the year. ● Archives Passport was not updated in 2020 or 2021 due to most repositories having changes in hours/availability due to COVID-19 restrictions. We plan to work on a Google Map showing the Ohio repositories that can be linked with the passport. ● Going into 2022, we intend to learn more about how the Archives Month poster list was created and determine if all addresses are still valid and need to be included in future mailings. We will send out a survey to poster recipients to determine if posters are being received and used as intended to raise awareness of Ohio archives. 			
Accomplished Goals:			
<ul style="list-style-type: none"> ● Virtual meetups held March 3 and June 9 via Zoom. The June 9th meet up followed the virtual annual meeting and had about 12 in attendance and included Kahoot trivia. ● Archives Month was related to nature/outdoors/outdoor Ohio Tourism - call for entries went out early March and there were 64 entries from 14 repositories. There were 259 responses when voting was open into early May. The 10 winning images were sent to the designer, a final poster was created and it was received by those on the mailing list mid-September. A survey regarding the poster will go out shortly. There will be a blog post highlighting all winning entries in October. ● Set 4 dates on Tuesdays in October for people to sign up to give 8-10 min afternoon archive tours via Zoom - repositories can sign up via Jotform ● Archives calendar to encourage engagement with special days and fellow archives was shared via Google Docs: https://ohioarchivists.org/social-media-calendar-ohio-archives-2021/ 			

Date:	September 20, 2021		
Committee:	Society of Ohio Archivists Social Justice & Black Livers Matter Task Force		
Chair:	Devhra BennettJones		
Council Liaison:	Amy Rohmiller		
Members:	Madeleine Fix	Sherri Goudy	Kristen Newby
	Amy Rohmiller	Penelope Shumaker	Nicole Sutton
	Christine Schmid Engels		
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:			
<ul style="list-style-type: none"> • Winter Panel Discussion <p>--January 14, 2022, 12:00 noon, EST</p> <p>--Hosted by the Ohio History Connection</p> <p>-- Panel Speakers: Eric Deggans—agreed to be a panelist; James Shuttlesworth—contacted, awaiting reply; Lae’l Watkins—contacted, awaiting reply</p> <p>--Registration of \$15 for non-SOA members (complimentary 1-year membership), \$10 for SOA members.</p> <p>--Panel Discussion Budget</p> <p>ANTICIPATED EXPENSES:</p> <p>Honorariums \$800</p> <p>Technical support \$45 + Betsy Hedler’s time \$100</p> <p>TOTAL: \$945</p> <p>ANTICIPATED INCOME:</p> <p>Registration Fees \$300 (for an estimated 20 non-SOA members @ \$15) + \$200 (for an estimated 20 SOA members @ \$10) = \$500</p>			

TOTAL: \$500 (estimate)

Net Cost: \$445 (estimate)

- SOA website Task Force resources content----Categorize the content according to the following headings:

“Community”—resources about specific cities, neighborhoods, or communities.

“Police”—resources about conduct, officer training, choke hold bans, mental health, etc.

“Funding”—resources about reallocated funds from police forces and military towards public transportation, libraries, education, social work, and the Black community.

“Accountability”—resources about racial disparity in the criminal-legal system, arrests, convictions, and sentencing.

- Social Justice Archives & Historical Societies Accession policy statewide. Offer a workshop or panel discussion about the implementation and results of collecting the histories of marginalized and underrepresented groups and individuals. (To be discussed at future Task Force meetings.)
- Award for projects that showcase underrepresented people. (To be discussed at future Task Force meetings.)
- Social Media posts. (To be discussed at future Task Force meetings.)

Ongoing Issues and Challenges:

- Do we need a speaker contract for our Winter Panel Discussion speakers or should we use the EPC contract that addresses recording?

Accomplished Goals:

- Winter Workshop planning in progress.
- Task Force members gathering content for the SOA website Task Force page.
- Recruited new Task Force member, Christine Schmid Engels

Society of Ohio Archivists Committee Reports