

Society of Ohio Archivists Council Meeting

Thursday February 10, 2022

11:00 AM to Noon

Call in: Zoom Meeting

Attendees: Betsy Hedler, Matthew Francis, Sasha Kim Griffin, Adam Wanter, Stephanie Shreffler, Sherri Goudy, Melissa Dalton, Amy Rohmiller, Janet Carleton, Rachel Bussert, Colette, Jen Johnson, Anne Ryckbost, Natalie Fritz

Regrets - Lisa Rickey, Devhra BennettJones

1. Welcome

- a. President Sherri Goudy called meeting to order at 11:02

2. Minutes

- a. September 20, 2021 meeting minutes approved October 5, 2021

- b. In between minutes:

- i. 09/23/21 Lisa motioned to pay \$754.31 to the Ohio History Connection for the Archives Month printing and mailing. Motion seconded, carried.
- ii. 09/30/21 Sherri motioned that we approve the minutes from our September SOA leadership meeting. Motion seconded, carried.
- iii. 10/14/2021 Sherri motioned that we approve the 2021-2022 SOA budget. Motion seconded, carried.
- iv. 11/03/21 Adam motioned that we appoint Nick Pavlik as an At-Large Member (2022-2024) of the Strategic Planning Committee. Motion seconded, carried.
- v. 11/18/21 Adam motioned that we appoint Collette McDonough as an At-Large Member (2021-2023) of the Strategic Planning Committee. Motion seconded, carried.
- vi. 01/06/22 Sherri motioned that we approve the statement in response to (against) Ohio HB327. Motion seconded, carried.
- vii. 01/13/22 Sherri motioned that we approve the Nominating Committee's slate of candidates. Motion seconded, carried.
 1. One Open Council seat:
 - a. Rachael Bussert, Dayton Metro Library
 - b. Sule Holder, Rock and Roll Hall of Fame and Museum
 - c. Matt Francis, Ohio Northern University
 2. Treasurer:
 - a. Brittany Hayes, University of Akron
 3. VP / President-Elect:
 - a. Melissa Dalton, Greene County Archives
- viii. 01/14/22 Lisa motioned that we pay the presenters, and Ohio History Connection, for their roles in the Crucial Conversations program, with payees and amounts as follows:
 1. Jerolyn Barbee \$150
 2. Eric Deggans \$500
 3. Dave Snyder \$150

4. Ohio History Connection \$145

Motion seconded, carried.

- ix. 01/28/22 Sherri motioned to reapprove William Modrow as SOA's rep to OHRAB for another 3 year term. Motion seconded, carried.
- x. 02/07/22 Sherri motioned to approve Emily Gainer as the new co-chair of MCC. Motion seconded, carried.
- xi. 02/09/22 Lisa motioned to pay the invoice for SOA's Ohio History Day sponsorships. Motion seconded, carried.

3. Committee Reports

a. Treasurer

- i. (Lisa unable to attend meeting but all report info listed)

b. Membership & Awards

- i. Membership - Numbers a little lower as compared to this time last year (32 vs ~80) due to rollover date renewal notices not being sent out in January. Issue has been resolved and should be addressed in February email to members
- ii. Awards - announcements have not been sent out yet due to Annual Meeting decisions yet to be made. Hoping to send out this afternoon or tomorrow

c. Marketing & Communication

- i. Emily Gainer will be coming on as co-chair in May. Lots of activity as listed in report

d. Nominating

- i. We were able to get our full slate of candidates for Council openings. Ran through a lot of names so hopefully those will help next year's committee will have a good start. Looking forward to holding the election in person, if possible
 - 1. Janet - Many other orgs have decided to do elections virtually, it is more accessible and that's something we should consider
 - 2. Adam - I'd want to check the by-laws and make sure it's ok
 - 3. Sherri - good accessibility option and even this year if we have Annual Meeting in person there will be folks who are not able to attend in person

e. Newsletter

- i. Working on getting things to production in time. Reminder email going out soon that content will need to be in before 02/25

f. Educational Programming

- i. Meeting next week to solidify panelists, MOU signed for plenary speaker, working on sponsor and raffle items right now - let us know if your institution can contribute
- ii. MAC speaker panel this year will be all virtual and low cost, EPC unable to work on that at this time but hopefully later this year. Will work with Lisa on budget for this.

g. Advocacy & Outreach

- i. Poster theme will be healthcare, will be going out in the beginning of March

h. Strategic Planning

- i. Committee deciding on how to best put together strategic planning workshop for leadership. Last time was OHC but we have some alternatives in the works now, will bring to Council when there is more to finalize
- ii. Welcome Collette to SPC

i. BLM Task Force

- i. Recent webinar event Friday before MLK day. Most viewed video on YouTube - 400 registered and 200 attended day of. Will meet next week to talk about future of the Task

Force and the potential to change from task force to permanent committee on the Council

4. New Business

a. Annual Meeting In-Person Vaccine/Negative COVID strategy

- i. We thought it might make people more comfortable if there were some COVID safety guidelines. Conditions can change frequently but it does seem like now it's easier to find tests so I don't think that will be an issue
- ii. [OMA Policy](#) for reference
- iii. Would we be able to have tests on site?
 1. Have not seen it at other conferences, what examples are out there
- iv. Does Columbus still require masks - yes
- v. When would registration start?
 1. EPC guide says early April
- vi. If we do on-site testing perhaps we should add a refund policy
- vii. OMA is adding cards to a database, that is beyond SOA policy
- viii. Do we have a way to enforce folks leaving from no vaccine or test proof?
 1. Not really
 2. Maybe we could call on CML to enforce? Can review event contract details
 3. Do we know what OMA's enforcement policy is? Betsy can check
- ix. On site testing would expose staff to possible illness
 1. Incur expenses and confusion with general public who might want tests and we can't share them
- x. Should we ask for photo metadata?
 1. Could be difficult to get into/enforce
 2. OMA is doing this
- xi. Comes down to code of conduct-type issue and wanting attendees to be responsible for their own choices
 1. Aside - weren't we working on one to add to the event site? Some organizations are requiring them for attendance now
 2. No work on that right now but noted that we need to address it
- xii. In conclusion - testing on site not a thing we can do at this time. We will move forward with the language as it stands to show vaccine card and we will take people's word for it if they are showing a negative test picture. Can we get more info from CML about enforcement (ask them to physically leave?). CML does not have a vaccine policy so would it apply to our event?
 1. We need to make sure that whatever rules we set out we intend to enforce. This includes mask requirement if the city lifts the mandate
- xiii. We will add language about this to awards announcements
- xiv. EPC working on language and we will vote on it via email

b. Strategic Plan 2022

- i. Are there any additional items that need to be considered before we talk about this when meeting in a few weeks?
 1. No

c. Salary requirements for listserv postings

- i. Should/can we require salary listings to posts?
 1. List is not moderated to subscribers (~375 people)

2. We could make an official statement but would have no way to enforce unless we moderate all posts
3. We could reply with a follow up question to list to ask
4. Would asking for this info limit the learning experience for students and recent grads? Posts can be time-sensitive and we don't want to limit exposure, that could be seen as a benefit to members
5. Discussion on museums list about this - they landed on membership benefit being that organization pushed for equity and fair pay for all
6. We could add language that if you can't add the salary you need to add contact info for the person
7. Requesting that language can help to normalize asking, even if folks don't have the information to share, and normalize the overall discussion of pay when it comes to work in the field
8. Maybe instead of saying we encourage salary info, we strongly encourage a statement about the salary (eg we are not able to post salary)
9. If the goal is to normalize talking about salary, would adding a statement that it's not provided accomplish the goals (eg no salary info available)
10. Good plan to work on language for listserv CoC we can vote on this via email

5. Old Business

- a. Mentorship Program Tabled until in-person – @ Annual Meeting or thoughts on moving forward with this?
 - i. Discussion will move to email

6. Upcoming Meeting

- a. Next Meeting – April

7. President Sherri Goudy adjourned meeting at 12:04

Treasurer's Report, Society of Ohio Archivists
January 31, 2022 (FY 2021-2022)

		Checking	Cash Box	Total
8/31/2021	Previous Balance	\$18,268.24	\$65.00	\$18,333.24
8/31/2021-1/31/2022	Deposits	\$286.50	\$0.00	\$286.50
8/31/2021-1/31/2022	Expenditures	\$1,699.31	\$0.00	\$1,699.31
1/31/2022	Current Balance	\$16,855.43	\$65.00	\$16,920.43
8/31/2021-1/31/2022	Net Change	(-1,412.81)	\$0.00	(-1,412.81)

Checking Account Transactions – Detail						
Date	Num	Description	Memo	Clr	Amount	Balance
8/31/2021			PREVIOUS BALANCE			18,268.24
9/23/2021	1906	Ohio History Connection	Archives Month poster printing & mailing		(-754.31)	17,513.93
9/30/2021	DEP	Huntington Bank	Interest	R	0.15	17,514.08
10/31/2021	DEP	Huntington Bank	Interest	R	0.16	17,514.24
11/7/2021	DEP	Ohio History Connection	Membership revenue July-Sept 2021 Invoice #20210930 (\$121.25 = \$125 minus 3%)	R	121.25	17,635.49
11/30/2021	DEP	Huntington Bank	Interest	R	0.14	17,635.63
12/31/2021	DEP	Huntington Bank	Interest	R	0.15	17,635.78
1/18/2022	DEP	Ohio History Connection	Membership revenue Oct-Dec 2021 Invoice #20211231 (\$48.50 = \$50 minus 3%)	R	48.50	17,684.28
1/18/2022	1907	Jerolyn Barbee	Crucial Conversations BLM22 honorarium	R	(-150.00)	17,534.28
1/18/2022	1908	Eric Deggans	Crucial Conversations BLM22 honorarium	R	(-500.00)	17,034.28
1/18/2022	1909	Dave Snyder	Crucial Conversations BLM22 honorarium	R	(-150.00)	16,884.28
1/19/2022	1910	Ohio History Connection	Crucial Conversations BLM22 event hosting	R	(-145.00)	16,739.28
1/25/2022	DEP	EventBrite	Crucial Conversations BLM22 donations	R	116.00	16,855.28
1/31/2022	DEP	Huntington Bank	Interest	R	0.15	16,855.43
1/31/2022			ENDING BALANCE			16,855.43

Attachments:

- Budget accounting of income and expenses FY 2021-2022 through January 31, 2022

Society of Ohio Archivists Committee Reports

Date:	February 7, 2022		
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 2022 • Follow-up on feasibility of potential mentoring program • Brainstorm ideas for how our membership model could further support students. • 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:			
<p><u>New and Renewing 2022 SOA Memberships</u></p> <ul style="list-style-type: none"> • As of February 9, 2022 – 32* <p>*Note: This is below are normal memberships for the year at this time. In looking into this, it looks like the reason for this is that the majority of SOA members did not receive our “membership renewal” email blast for January due to how the recent changes in membership rollover dates interacted with other data elements in OHC’s database. OHC was extremely helpful in identifying the issue, and have taken steps to make sure everyone who should receive an email will do so during the scheduled February email distribution.</p> <p><u>Submitted Reports - Awaiting further requests/discussions as directed by SOA Council</u></p> <ul style="list-style-type: none"> • SOA Mentoring Program Feasibility <p><u>Awards</u></p> <ul style="list-style-type: none"> • Sent out Merit and Student/New Professionals Awards announcements on February 8. Applications are due April 1. • Ohio History Day will be virtual again this year 			
Accomplished Goals:			

- 2022 Membership Drive message drafted and submitted.

Society of Ohio Archivists Committee Reports

Date:	February 10, 2022		
Committee:	Marketing and Communications		
Cochairs:	Janet Carleton, Ohio University (1999-, cochair 2021-2023);		
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"> ● Cochair Amanda Rindler, Ohio History Connection (2019-, cochair 2020-2022) resigned her term at the end of 2021 due to leaving the state. Cochair Carleton will be operating alone until May. ● New confirmed Cochair Emily Gainer, Cummings Center for the History of Psychology (2020-, cochair 2022-2024) will assume her duties in May. ● We are planning a call for general committee members this spring ● Planning new social media campaign drawing on content from <i>Ohio Archivists</i> of the past. ● 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 19 blog announcements. ○ Updated pages with committee information, minutes, meeting details, etc. ○ Partially completed: Linked orphan pages to main committee/event pages. ● Managed YouTube account <ul style="list-style-type: none"> ○ In support of EPC's recordings of annual/fall meetings and workshops, as well as content generated in connection with other committees' work such as Advocacy & Outreach's virtual archives tours and the Task Force on Social Justice and Black Lives Matter's January event. ○ 19 videos total, which have received 969 views (lifetime, up by 301 views from last report), with 20 subscribers. ● Tweeted regularly (@ohioarchivists) 			

- Now 991 followers (up 52 from last report).
- Since last report, this almost 5-month period earned 17k impressions.
- Maintained [Pinterest](#)
- Maintained the SOA [Facebook Group](#) & [Page](#).
 - Migrated to a Page to take advantage of FB's changes since the Group was created decades ago.
 - Old Group will be "paused" (FB's new terminology for mothballing) on Friday February 11, after several warnings over the last few months.
 - Posted timely announcements
 - Conducted successful "Meet the Council" campaign
- Managed [LinkedIn Page](#)
 - Old Group has been decommissioned.
- Managed the SOA Listserv.
 - Stable with 376 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:	February 10, 2022		
Committee:	Strategic Planning Committee		
Chair:	Sherri Goudy (President), Nerd Girl History Adventure		
Members:	Adam Wantner (Past President), MidPointe Library System	Robin Heise (Special At Large Member), Greene County Records Center & Archives	Emily Gainer (At Large), Cummings Center for the History of Psychology
	Collette McDonough (At Large), Kettering Foundation	Nick Pavlik (At Large), Bowling Green State University Libraries	
Mission/Summary:			
The Strategic Planning Committee works with Council and is responsible for monitoring SOA's mission, long-term vision, and development. The committee will track SOA's progress towards reaching the goals and objectives laid out in SOA's most recent Strategic Plan and aid in the development of future goals.			
Goals for the Year:			
<ul style="list-style-type: none"> - Review the 2018-2021 Strategic Plan - Recruit 1 new At Large member - Prep for new strategic plan to be developed in 2022 			
Ongoing Issues and Challenges:			
<ul style="list-style-type: none"> - Due to the pandemic, regular meetings of the committee fell off - Finding a replacement Strategic Planning workshop - 			
Accomplished Goals:			
In the last quarter, the committee:			
<ul style="list-style-type: none"> - Recruited 2 new members - Collette McDonough (2021-2023) & Nick Pavlik (2022-2024) - Looked for Strategic Planning workshop alternatives - Updated Council manual with co-chair roles & responsibilities 			

Date:	February 10, 2022		
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 efforts, actions, and resources for SOA Council, Committees, and Membership.			
Goals:			
<ul style="list-style-type: none"> • Discuss and revise Task Force mission, goals, and procedures. To be determined at monthly Task Force meetings. • Update and refresh SOA website Task Force resources content----Categorize the content according to but not limited to the following headings: <p>COMMUNITY--Resources about specific cities, neighborhoods, and communities.</p> <p>POLICE--Resources about conduct, officer training, choke hold bans, mental health, etc.</p> <p>FUNDING--Resources about reallocated funds from police forces and military towards public transportation, libraries, education, social work, and the Black community.</p> <p>ACCOUNTABILITY--Resources about racial disparity in the criminal-legal system, arrests, convictions, and sentencing.</p> <p>DIVERSITY & INCLUSION--Resources about initiatives.</p> <ul style="list-style-type: none"> • 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:			
<ul style="list-style-type: none"> • Discuss and revise Task Force mission, goals, and procedures. 			

Accomplished Goals:

- Task Force Meetings in September 2021, November 2021, January 2022.
- Submitted Social Justice resources content for the SOA Task Force website page.
- Submitted content for the SOA statement on House Bills 327 & 322
- “Crucial Conversations: Recognizing and Overcoming Racial Injustice & Bias” panel discussion, January 14, 2022.

Society of Ohio Archivists Committee Reports