

Society of Ohio Archivists Business Meeting  
Friday, May 20, 2022  
11:55 AM to 1:10 PM

Attendees: Adam Wanter, Amy Rohmiller, Melissa Dalton, Betsy Hedler, Rachael Bussert, Anne Ryckbost, Natalie Fritz, Stephanie Shreffler, Matt Francis, Natalie Fritz

Regrets: Janet Carleton, Lisa Rickey, Sherri Goudy, Sasha Kim Griffin, Jen Johnson, Colette McDonough, Jessica Heys

1. Welcome
  - a. Amy Rohmiller called the meeting to order at 12:36 PM
  - b. Thanked attendees for coming to the conference and the EPC committee for putting it together
  
2. Recognition of outgoing leaders
  - a. Could not do anything without them
    - i. Adam - Past President
    - ii. Lisa Rickey - Treasurer
    - iii. Natalie Fritz - A&O Committee Co-Chair
    - iv. Jenifer Baker - A&O Committee Co-Chair
    - v. Rachael Bussert & Anne Ryckbost - EPC co-chairs
    - vi. Matt Francis - Awards & Membership Committee Chair
  
3. New Leadership
  - a. Vice President/President-Elect - Melissa Dalton
  - b. Treasurer - Brittany Hayes
  - c. Council Member - Sule Holder
  
4. Merit Awards
  - a. Stephanie Shreffler presented awards
  - b. New Professionals Scholarship winners
  - c. SOA Merit Award Winners
    - i. Jocelyn Robinson for work documenting HBCU radio stations
      1. WYSO - Mellon Foundation
      2. Preservation assistance, training workshops, preservation ethic
      3. 4 to serve as a model for the other 25 in the nation
      4. Expand public access and internal archiving
    - ii. The Ohio Digitization Group
      1. Online digitization, Email listserv, Connecting professionals across the state
  
5. Committee Reports
  - a. Check the SOA website for full reports (after May 27th)

- b. Treasurer:
  - i. Lisa Rickey not in attendance - Amy Rohmiller gave the report
  - ii. More conference scholarship/sponsorship than expected
  - iii. Budget will balance
  - iv. Roughly \$17,000 in banking account, and ahead by about \$500
- c. A&O Report
  - i. Natalie Fritz - co-chair
    - 1. Plug for new membership
    - 2. Archives Month Poster
      - a. Almost 60 submissions and representation from across the state
      - b. Look for it in September
    - 3. Archives Outreach Social Media Calendar
- d. Membership & Awards
  - i. Matt Francis - co-chair
    - 1. 2 history day submissions awards - The Montreal Protocol, The Toledo Auto Strikes
    - 2. Thank you to all members, and we've slowly grown
    - 3. Check published reports at end of the month
    - 4. Want to add value to membership and look at options
    - 5. Maybe a mentorship program, so be aware will be hearing about it
- e. Educational Programming
  - i. Rachael Bussert - co-chair
    - 1. Planned the Annual Conference
    - 2. Thanked all EPC members for flexibility and helping with the conference
    - 3. Great sponsorships and owe lots of thanks to Angela O'Neal at CML
    - 4. Thanked co-chair, Anne Ryckbost, for all help and hard work
    - 5. 68 registrants; 28 first-timers!
    - 6. Fall virtual workshop - Nov 9-10 (10am - 12pm)
    - 7. Joint OHLA/SOA - Sept 30-Oct 1
    - 8. Plug to join EPC
- f. Newsletter
  - i. Jessica Heys not in attendance - Amy Rohmiller gave the report
  - ii. Thanks to Jessica Heys, Interim Editor, and thanked for all her hard work
    - 1. Need volunteers - associate editors for newsletter
- g. Nominating
  - i. Adam Wanter
    - 1. Thanked all candidates and it was a close election
    - 2. If interested in running for office, need to contact Sherri Goudy
- h. Marketing & Communications
  - i. Nick Pavlik - gave report as committee member

1. Emily Gainer new co-chair
    2. Amber Bales - taking photos and live-tweeting at the conference
    3. Seeking members, so contact co-chairs if interested
    4. Check out social media for news/information on SOA
  - i. Social Justice and Black Lives Matter Taskforce
    - i. Devhra Bennet Jones not in attendance - Kristen Newby gave the report
      1. Meeting monthly and working on accountability measures
      2. Worked with SOA on a statement on controversial HBs
      3. Successful Crucial Conversations webinar and plan to continue
      4. Revising group, and will become a committee
6. Old Business
  - a. Nothing to report
7. New Business
  - a. Fall Workshop
    - i. Virtual online and over two days
    - ii. Registration is free for SOA and price for registration is same as membership
  - b. Pictures with Award members
  - c. New council members meeting after plenary
8. Vice President/President Elect Amy Rohmiller requested motion for adjournment
  - o Motioned, seconded
  - o Adjourned at 1:02 PM

**Treasurer's Report, Society of Ohio Archivists**  
**May 17, 2022 (FY 2021-2022)**

		<b>Checking</b>	<b>Cash Box</b>	<b>Total</b>
1/31/2022	Previous Balance	\$16,855.43	\$65.00	\$16,920.43
1/31/2022-5/17/2022	Deposits	\$2,742.23	\$0.00	\$2,742.23
1/31/2022-5/17/2022	Expenditures	\$2,073.52	\$0.00	\$2,073.52
<b>5/17/2022</b>	<b>Current Balance</b>	<b>\$17,524.23</b>	<b>\$65.00</b>	<b>\$17,589.23</b>
1/31/2022-5/17/2022	Net Change	+\$668.80	\$0.00	+\$668.80

<b>Checking Account Transactions – Detail</b>						
<b>Date</b>	<b>Num</b>	<b>Description</b>	<b>Memo</b>	<b>Clr</b>	<b>Amount</b>	<b>Balance</b>
<b>1/31/2022</b>			<b>PREVIOUS BALANCE</b>			16,855.43
2/12/2022	1911	Ohio History Connection	History Day Awards	R	(-225.00)	
2/28/2022	DEP	Various	Memberships received by mail	R	215.00	
2/28/2022	DEP	Huntington Bank	Interest	R	0.13	
3/31/2022	DEP	Various	Memberships received by mail	R	75.00	
3/31/2022	DEP	Huntington Bank	Interest	R	0.14	
4/30/2022	DEP	Various	Memberships received by mail	R	125.00	
4/30/2022	DEP	SOA Member	Conference registration received by mail	R	45.00	
4/30/2022	DEP	Huntington Bank	Interest	R	0.14	
5/7/2022	DEP	SOA Member	Conference registration received by mail	R	45.00	
5/16/2022	DEP	Various	Memberships received by mail	R	30.00	
5/17/2022	Debit	Freedom a la Cart	Conference breakfast		(-593.00)	
5/17/2022	Debit	Freedom a la Cart	Conference lunch		(-1,085.00)	
5/17/2022	1912	Miracle Awards	Merit Award plaques		(-120.52)	
5/17/2022	1913	Midwest Archives Conference	Virtual workshop speaker, Nov 2022		(-50.00)	
5/17/2022	DEP	Ohio History Connection	Memberships Jan-March 2022 (\$1,495 – 44.85 merchant fee); conference registrations (\$125 - \$3.74 fee); conference sponsorships from Scene Savers (\$300), Xavier (\$250), and Ohio Preservation Council (\$100) [minus \$19.50 fee]		2,201.91	
<b>5/17/2022</b>			<b>ENDING BALANCE</b>			<b>17,524.23</b>

Attachments:

- Budget accounting of income and expenses FY 2021-2022 through May 17, 2022



<b>Date:</b>	May 24, 2022		
<b>Committee:</b>	Advocacy and Outreach		
<b>Chair:</b>	Natalie Fritz and Jenifer Baker (both outgoing chairs)		
<b>Members:</b>	Collette McDonough - incoming chair	Amy Czubak (new May 2022)	Jacky Johnson
	Melissa Dalton (leaving May 2022) for EPC as incoming VP)	Ken Grossi	Matt McShane
	Connie Conner	Erin Wilson (new May 2022)	Laura E. Smith

**Mission/Summary:**

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 programming and poster, Archives Passport, Archives "Crawl," MayDay, informal archivist "meetups" and other outreach methods to promote archives statewide.

**Goals for the Year:**

- 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
- Update shared archives calendar with important dates to increase social media participation
- Reach more repositories to encourage entries for Archives Month poster
- Coordinate statewide Archives virtual or in person event(s) with multiple repositories

**Ongoing Issues and Challenges:**

- While we had a few virtual meetups in 2021, nothing virtual or in person has been held in 2022. We hope to eventually return to the plan to have regional informal in-person meet ups, perhaps by the end of 2022 or 2023.
- In 2021, we had discussed reviewing the Archives Month poster distribution list ahead of the 2022 distribution to determine the reach of the poster and find out if there are places being missed. This still needs to have a plan to move forward.
- Our active committee numbers are low, as many of the members are stretched thin at work. We hope to recruit more active members and get back to our proper committee meeting schedule with more participation.

**Accomplished Goals:**

- Archives Month poster theme selected was Healthcare in Ohio. The call went out in March, voting was mid-April thru Mid-May. There were 59 images submitted from 26 repositories and over 300 votes. Top 10 images that received votes have been sent to the designer. Committee will approve a final design. Posters go out in September. There will be a blog post about the poster and about the images selected by vote and those used in final design.
- Updated Google Document of Social Media Engagement opportunities shared: <https://ohioarchivists.org/2022-social-media-engagement-calendar-for-ohio-archives/>

## Society of Ohio Archivists Committee Reports

<b>Date:</b>	June 1, 2022		
<b>Committee:</b>	Membership & Awards Committee		
<b>Chairs:</b>	Matt Francis, Stephanie Shreffler		
<b>Council Liaison:</b>			
<b>Members:</b>	Devhra Bennett-Jones	Mark Bloom	Helen Conger
	Emily Gainer	Glenn Longacre	Masha Miles
	Cate Putirskis	Julia Teran	
<b>Mission/Summary:</b>			
<p>The Membership &amp; 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>			
<b>Goals for the Year:</b>			
<ul style="list-style-type: none"> <li>• Membership Drive 2021 - write and distribute the membership renewal letter. Communicate with OHC for distributing email blast for membership renewal notifications.</li> <li>• Follow-up on feasibility of potential mentoring program</li> <li>• Select winners of the Merit, Student/New Professional, and History Day Awards</li> <li>• Continued assessment of recent merging of the former Membership Committee and Awards Committee.</li> </ul>			
<b>Ongoing Issues and Challenges:</b>			
<u>New and Renewing 2021 SOA Memberships</u>			
<ul style="list-style-type: none"> <li>• As of 5/24/2022: 153 memberships.</li> <li>• 2021 (end of June, so one month later) 166 memberships.</li> <li>• 2020 at approximately this time: 126.</li> <li>• 2019 at approximately this time: 106.</li> </ul>			
<p>Note: While membership is slightly down from last year, I would hypothesize that such a change should be expected with the pivot back from a virtual conference that was free to members to an in-person conference model, and overall our numbers are still up a healthy amount from previous years.</p>			
<u>Submitted Reports - Awaiting further requests/discussions as directed by SOA Council</u>			
<ul style="list-style-type: none"> <li>• SOA Mentoring Program Feasibility</li> </ul>			
<b>Accomplished Goals:</b>			
<u>Awards</u>			
<ul style="list-style-type: none"> <li>• Selected winners of SOA Merit Award: Jocelyn Robinson and the Ohio Digitization Interest Group</li> <li>• Selected winners of SOA Student/New Professional Scholarship: Kasandra Fager, Kaylee Rigg, and Elizabeth Coots</li> <li>• Selected winners of Ohio History Day Award: Annya Lakireddy and Siya Lakireddy in the Junior Division; and Libby Neuschwanger in the Senior Division</li> </ul>			

## Society of Ohio Archivists Committee Reports

<b>Date:</b>	May 20, 2022		
<b>Committee:</b>	Educational Programming Committee		
<b>Chair:</b>	Rachael Bussert, Dayton Metro Library / Anne Ryckbost, Xavier University		
<b>Members:</b>	Jolie Braun, The Ohio State University	Rachael Bussert, Dayton Metro Library	Christine Engels, Cincinnati Museum Center
	Betsy Hedler, OHC/SOA Liaison	Amy Rohmiller, Kettering Health	William Modrow, Miami University
	Anne Ryckbost, Xavier University	Adam Wanter, MidPointe Library	Sara Mouch, University of Toledo
	Katie Jarrell, University of Dayton		
<b>Mission/Summary:</b>			
<p>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.</p>			
<b>Goals for the Year:</b>			
<ul style="list-style-type: none"> <li>- Increase committee membership</li> <li>- Continue to coordinate planning for the spring conference, as well as the fall joint conference with OLHA.</li> <li>- Create virtual educational programming opportunities.</li> <li>- Work with the Ohio History Connection for technology support and to use Zoom for the fall conference.</li> <li>- Provide opportunities for networking/ engagement during the Annual Meeting</li> <li>- Use social media to promote the conference and interact with members during the conference.</li> </ul>			
<b>Ongoing Issues and Challenges:</b>			
<ul style="list-style-type: none"> <li>- Monitoring the current conditions of the COVID-19 pandemic</li> </ul>			
<b>Accomplished Goals:</b>			
<ul style="list-style-type: none"> <li>- Increased committee membership</li> <li>- Reviewed options in light of COVID-19 for in-person conference. Added language about adhering to mask policy to webpage. Notifying speakers of potential for a virtual meeting.</li> <li>- Asked council to consider requiring either proof of vaccination or negative COVID test within 72 hours. Council later approved changing the language of the health policy to not require, but</li> </ul>			



highly encourage all attendees to wear a mask during the meeting unless actively eating or drinking to align with the COVID-19 policy at Columbus Metropolitan Library.

- Booked caterer and beverage service. Rachael purchased break snacks.
- Published newsletter article about the conference and informed the Marketing committee of conference.
- Solidified theme and sent out the Call for Proposals. Sessions were selected for the Annual Meeting and the OLHA/ SOA joint meeting in September 2022.
- Secured Kathleen Smythe history faculty member at Xavier University as the keynote speaker
- Revised proposal review rubric
- Sponsorships and raffles: revised contact list, added contacts, revised templates (solicitation and thank you), created form for donation. Sponsors for the 2022 Annual Meeting included Diamond Sponsor, Kent State University School of Information; Gold Sponsor, Scenesavers; Silver Sponsor, OhioLink; Bronze Sponsor, Xavier University Library (Cincinnati, Ohio). Scholarship Sponsors include the Ohio Preservation Council, which has pledged to sponsor a scholarship for five years and Xavier University (Cincinnati, Ohio). Raffle Sponsors included MadTree Brewing, Dayton Dragons, Ohio State University Libraries, International Women's Air & Space Museum, Dayton Metro Library, Western Reserve Historical Society, Xavier University Library, Anne Ryckbost, and Rachael Bussert. Raffle was held using a virtual program and video was recorded of it.
- Submitted session recaps for fall meeting and information about 2022 Annual Meeting to newsletter and sent MCC materials from talks for the website.
- Application accepted for a workshop through the Midwest Archives Conference's SpeakersBureau Program. Asked council to approve the payment of the fifty dollar workshop fee. "Going Rogue: Practical Hacks (and Pitfalls) for Electronic Records Processing " taught by Carol Kussman and Lara Friedman-Shedlov from the University of Minnesota will be held virtually on November 9 and 10, 2022 via Zoom facilitated by the Ohio History Connection. Payment sent by SOA treasurer.

## Society of Ohio Archivists Committee Reports

<b>Date:</b>	May 27, 2022		
<b>Committee:</b>	Marketing and Communications		
<b>Cochairs:</b>	Janet Carleton, Ohio University (1999-, cochair 2021-2023); Emily Gainer, Cummings Center for the History of Psychology (2020-, cochair 2022-2024 )		
<b>Members:</b>	Amber Bales, Miami University (2022-2024)	Nick Pavlik, Bowling Green University (2017-2022) (rotating off)	Jane Wildermuth, Wright State University (2021-2023)

### 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 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:

- New Cochair Emily Gainer, Cummings Center for the History of Psychology (2020-, cochair 2022-2024) assumed her duties in May.
- In response to a call for general committee members this spring, Amber Bales joined the committee. Still looking for at least one additional member.
- Planning new social media campaign drawing on content from *Ohio Archivists* 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:

- 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 **10** blog announcements.
  - Updated pages with committee information, minutes, meeting details, etc.
  - Partially completed: Linked orphan pages to main committee/event pages.
- Managed [YouTube](#) account
  - 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 1039 views (lifetime, up by 70 views from last report), with 21 subscribers.
- Tweeted regularly ([@ohioarchivists](#))
  - Steady at 1,016 followers.
  - Since last report, this 4-month period earned 15.8k impressions.
- Maintained [Pinterest](#)
- Maintained the SOA Facebook [Page](#).
  - Posted timely announcements
  - 72 likes; 118 followers
  - SOA annual meeting event page reached 320
- Managed [LinkedIn Page](#)
  - Posted timely announcements
- Managed the SOA Listserv.
  - Stable with 378 members
  - Posted SOA announcements and other announcements of general interest to the Listserv.
  - Dealt with spam before it made it to the List

<b>Date:</b>	May 18, 2022		
<b>Committee:</b>	Society of Ohio Archivists Social Justice & Black Lives Matter Task Force/Committee		
<b>Chair:</b>	Devhra BennettJones		
<b>Council Liaison:</b>	Amy Rohmiller		
<b>Members:</b>	Madeleine Fix	Sherri Goudy	Kristen Newby
	Amy Rohmiller	Penelope Shumaker	Nicole Sutton
	Christine Schmid Engels		
<b>Mission/Summary:</b>			
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.			
<b>Goals:</b>			
<ul style="list-style-type: none"> <li>• Discuss and revise Task Force/Committee mission, goals, and procedures. To be determined at monthly Task Force meetings.</li> <li>• Update and refresh SOA website Task Force resources content following revision of the mission, goals, and procedures statement. The resources content will be categorized accordingly but not limited to the following headings:</li> </ul> <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 &amp; INCLUSION--Resources about initiatives.</p> <ul style="list-style-type: none"> <li>• Task Force/Committee Goals will be determined upon completion of the mission statement.</li> </ul>			
<b>Ongoing Issues and Challenges:</b>			
<ul style="list-style-type: none"> <li>• Discuss and revise Task Force mission, goals, and procedures.</li> </ul>			

**Accomplished Goals:**

- Task Force Meetings in September 2021, November 2021, January 2022, February 2022, March 2022, May 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
- Monthly Task Force/Committee meetings
- Renamed *Justice, Equity, Diversity, Accessibility, and Inclusion (JEDAI) Committee*

**Society of Ohio Archivists Committee Reports**