

**Society of Ohio Archivists
Council Meeting**

February 28, 2023, 1 PM to 2 PM

Call in: Zoom Meeting

In attendance - Betsy Hedler, Melissa Dalton, Colette McDonough, Stephanie Shreffler, Amy Rohmiller, Jennifer Long Morehart, Emily Gainer, Janet Carleton, Sasha Kim, Adam Wanter, Jessica Heys, Jen Johnson

1. Welcome - President Amy Rohmiller called meeting to order at 1:01
2. Minutes - January 30, 2023
 - a. Amy motions to approve January minutes, Melissa seconds, motion carries
3. Committee Reports
 - a. Treasurer
 - b. Membership and Awards - as of Feb 21st 116 memberships, most are individual. Increase from the last few years. Work to develop the membership hardship program continues. Applications are still being accepted for Merit award and student scholarships. Renewal letter for membership drive has been distributed. Janet will be team lead for History Day award.
 - c. Marketing and Communication - 4 blog post announcements and listserv notices have gone out about the upcoming Annual Meeting. Adding a new committee member starting in May, Julia (Durant?) from Case Western. Will be looking for another co-chair as Janet rotates off of her leadership role soon.
 - d. Nominating - no report (see New Business) - slate has been approved
 - e. Newsletter - 5 new assistant editors! New areas to explore in future issues, a specialist in climate change and more.
 - f. Educational Programming - plenary speaker confirmed, [Rosemary Flynn](#) from U of ND, submission reviews in process, some interest in sponsorships to follow up with
 - g. Advocacy and Outreach - In addition to poster creation, we'd like to continue to do an unveiling event and some blog posts. Statehood Day is coming up this Thursday. We need to update our mission to align with our work. We need to find a co-chair. If you have folks in mind, please share. Open to ideas for outreach. Poster topic is Transportation!
 - h. Strategic Planning - contracted with Jennifer Sauers-Chevreaux to finish the planning work, first meeting held 02/27. Developed timeline to complete plan and present to membership. Reviewing outcome statements and changing them to actionable statements.
 - i. Justice, Equity, Diversity, Accessibility, and Inclusion (JEDAI) - no report
4. New Business
 - a. Nominating Committee discussion - Bylaws definition of president at annual meeting appointing 2 members vs more general language of 2 additional members being appointed by Council

- i. Amy - discrepancy between what bylaws say we need to do, what the committee statement says, and what we have been doing in practice. Which one of these do we want to continue doing moving forward?
 - 1. Bylaws say that Council shall appoint a nominating committee
 - 2. Mission says two additional SOA members will be appointed to the Committee by President
 - 3. In practice the past president has been going out to recruit and Council has been approving it
 - ii. Melissa - too much work for the Past President and the work is very important for SOA overall, we should follow the bylaws procedure
 - iii. Amy - agree with Melissa's point, this is too important to be left to one person. All of Council should be involved in putting together a slate
 - iv. Jen - what are the challenges or downsides to doing it by bylaws? Not in disagreement just in planning for those when they come up? How did we end up with this process?
 - 1. Melissa - Robin did this as well, and it's been going on for awhile
 - 2. Janet - might have something to do with the language of process in Annual Meeting?
 - v. Amy - to me it reads like Council should be more involved in finding members than they have been
 - 1. Sasha - how do you imagine that looking?
 - 2. Amy - that's what we need to talk about - right now we have a nominating committee of one and they will be terming off in May. We need a robust nominating committee to get us the best council we can have. IT's not appropriate for Council to serve as nominating committee but needs to be more involved in finding members
 - 3. Sasha - makes sense, didn't realize the discrepancy. Did you mean things like generating names? Clear instructions and expectations will help us in this and the overall question of what Council members are responsible for during their terms.
 - 4. Amy - yes and making the ask where appropriate
 - 5. Sasha - what is the next step?
 - 6. Amy - I would ask that everyone come with a list of 2-3 names for the Nominating Committee to the March meeting, (and start thinking about A&O) to ask in April in order to Committee back on track by May meeting/election]
 - 7. Janet - this sounds great, I wonder how we can expand this for future Committee leader positions as well
 - 8. Amy - certainly nothing keeping us from expanding, Advocacy & Outreach, MCC and EPC will need at least one chair if not two.
 - a. Adam - if Matt is running for VP can he be a co-chair?
 - b. Amy - a highlight of more practices that are not in bylaws for us to realign. We also need to clarify the two terms as co-chair in writing.
 - c. Janet- good practice that we should formally codify
 - d. Melissa - committee says 2 years but doesn't say they can't renew
- b. Statehood Day - planning update, who is going

- i. Amy - Collette, do you have any info from Connie about the planning process for this year? We were not involved this year.
 - 1. Betsy - Todd Kleismet is now ED for Ohio 250, his replacement started Dec 5th. Stacia K and Steve George planned it this year - Stacia had to recreate the planning process. SOA was on the list, it's probable that the wrong contacts were given.
 - 2. Amy - info for the future - it's typically the SOA President and then A&O who are involved with Statehood Day. Is anyone else going aside from Betsy and Collette? A&O will have a handout, pencils, and Archives Month posters to share. Colette will take photos for a blog post and for SOA writ large to use.
- c. Standing meeting time discussion
 - i. Amy - we seem to be falling into the last Tuesday of the month, does anyone else have conflicts or ideas? Does 1pm work?
 - 1. Amy moves to schedule monthly leadership meetings on the last Tuesday of the month at 1pm ET. Melissa seconds, motion carries
 - 2. Betsy will set up a regular Zoom meeting
- 5. Old Business
- 6. Upcoming Meeting
 - a. Next Meeting -
- 7. Meeting adjourned by President Rohmiller at 1:50pm

Society of Ohio Archivists Committee Reports

Date:	February 28, 2023		
Committee:	Membership & Awards Committee		
Chairs:	Jennifer Long Morehart, Stephanie Shreffler		
Council Liaison:			
Members:	Devhra Bennett-Jones	Mark Bloom	Helen Conger
	Matt Francis	Glenn Longacre	Marsha Miles
	Cate Putirskis	Julia Teran	
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 2023 - 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:			
<p>Membership: New and Renewing 2023 SOA Memberships</p> <ul style="list-style-type: none"> • Current: As of 02/21/2023 membership roster: 116 memberships • Breakdown: <ul style="list-style-type: none"> ○ Individual: 103 ○ Student: 6 ○ Lifetime: 2 ○ Patron: 2 ○ Bridge: 2 ○ Sponsor: 1 <p>Compare to:</p> <ul style="list-style-type: none"> • 2022: 32 (February 10, 2022 report—renewal notice challenges) • 2021: 107 (March 10, 2021 report) • 2020: 77 (March 20, 2020 report) <p>Work developing membership hardship program procedures continues.</p> <p>Awards:</p> <ul style="list-style-type: none"> • Applications are still being accepted for the Merit Awards and Student/New Professionals Scholarships. The application period will end on March 10. We've had a few applicants but I will consider extending the deadline if necessary. 			
Accomplished Goals:			

Membership

- Membership Drive 2023: Membership renewal letter written and distributed. January and February membership renewal notification email blasts distributed via OHC.
- Responded to individual whose SOA membership dues were waived by SOA Council and forwarded information to SOA President Amy Rohmiller and Treasurer Brittany Hayes.

Awards

- Janet Carleton has agreed to be the team lead for the Ohio History Day Awards. Thank you, Janet!

Society of Ohio Archivists Committee Reports

Date:	February 27, 2023	
Committee:	Marketing and Communications	
Cochairs:	Janet Carleton, Ohio University (1999-, cochair 2021-2023); Emily Gainer, Cummings Center for the History of Psychology (2020-, cochair 2022-2024)	
Members:	<ul style="list-style-type: none">• Amber Bales, Miami University (2022-2024);• Jane Wildermuth, Wright State University (2021-2023)	<ul style="list-style-type: none">• <i>Open</i>• Term begins in May: Julia Teran, Case Western Reserve University, 2023-2025

Mission/Summary:

The Marketing and Communications Committee is responsible for public relations and outreach for SOA through the process of generating content and maintaining the tools to communicate SOA information. Dues and responsibilities include updating the SOA website, maintaining social media accounts (Facebook, Flickr, ISSUU, 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:

- Maintain good communications with other committee cochairsto 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 send SOA events/conferences to the MCC
- Share educational opportunities and current events affecting archives on social media
- Increase engagement on social media platforms

Ongoing Issues and Challenges:

- Still seeking additional members.
- Planning 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 **4** blog announcements.
 - Updated pages with Annual Meeting details, awards, committee information, roster changes, minutes, etc.
- Managed [SOA Listserv](#).
 - Stable with 390 members (increase of 9)
 - Posted SOA announcements and other announcements of general interest to the Listserv.
 - Dealt with spam before it made it to the List
- Managed Facebook [Page](#).
 - Posted timely announcements, including membership renewals; grant opportunities; awards; job opportunity sharing
 - 102 likes; 161 followers (+4; +5)
 - Preparing for annual meeting content, including FB event
- Managed [ISSUU](#) account
 - Newsletters from fall 2001-present
- Managed [LinkedIn Page](#)
 - Posted timely announcements
- Managed [Pinterest](#)
- Managed Twitter account ([@ohioarchivists](#))
 - Tweeted regularly
 - Stable with 1,035 followers.
 - Since last report, this 4-week period earned 1k impressions.
- Managed [YouTube](#) account
 - 20 videos total, which have received 1174 views (lifetime), with 23 subscribers.
 - More engagement expected when new videos are added following the annual meeting.

Society of Ohio Archivists Committee Reports

Date:	February 28, 2023		
Committee:	<i>Ohio Archivist</i> Newsletter		
Editor:	Jessica Heys, Kettering Foundation Contractor & Cincinnati Museum Center Consultant (News & Notes Asst Ed, Fall 2017-current; Interim Editor, Spring 2022; Editor-in-Chief, Fall 2022, Spring 2023)		
Asst Editors:	Jessica Heys, News & Notes (Fall 2017-Current)	Jenni Salamon, Digital Discussions (Fall 2018-Spring 2023)	Emily Ahlin, Features (Spring 2023-)
Michelle Ganz, DEAI/Social Justice (Spring 2023-)	Paige Kinzer, Newcomers/Features (Spring 2023-)	Penelope Shumaker, Digital (name change?) (Fall 2023-)	Eira Tansey, Climate Change (Fall 2023-)
Mission/Summary:			
The <i>Ohio Archivist</i> is the official newsletter of the Society of Ohio Archivists. Its primary mission is to serve as a conduit for information about SOA and its membership. The <i>Ohio Archivist</i> also publishes articles containing general information about the archival profession, especially as it relates to archivists located within Ohio and the Midwest. (Approved by Council on 2/12/2010.)			
Goals for the Year:			
<ul style="list-style-type: none"> • I am continuing to do the News & Notes (Janet, thanks for updating online contact info again.) • New Digital Column Editor to begin Fall 2023. (The next Spring 2023 issue is Jenni's last.) • Introducing and working with all new assistant editors • Rethinking and expanding content topic areas and adding new columns such as Social Justice/DEAI, Environmental/Climate Change • Readership tracking/statistics? • Send out regular Guidelines reminder https://ohioarchivists.org/ohioarchivist/ohioarchivist_guidelines/ 			
Ongoing Issues and Challenges:			
<ul style="list-style-type: none"> • Gain readership 			
Accomplished Goals:			
<ul style="list-style-type: none"> • Spring 2022 issue (Interim Editor) • Fall 2022 issue (Editor-in-Chief) • Recruited five assistant editors – three to start Spring 2023 and two to start Fall 2023 			

Society of Ohio Archivists Committee Reports

Date:	February 28, 2023		
Committee:	Educational Programming Committee		
Chairs:	Adam Wantner, MidPointe Library / Matt Francis, Ohio Northern University		
Members:	Sara Mouch, University of Toledo	Rachael Bussert, Dayton Metro Library	William Modrow, Miami University
	Betsy Hedler, OHC/SOA Liaison	Riza Miklowski, Akron-Summit County Public Library	Nathaniel Ricks
	Melissa Dalton	Sasha Kim, Denison University	Michelle Sweetser, Bowling Green State University
Mission/Summary:			
<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>			
Goals for the Year:			
<ul style="list-style-type: none"> - Coordinate and plan the SOA Spring Annual Conference, as well as the fall joint conference with OLHA - Evaluate current conference model - Create virtual educational programming opportunities - 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:			
<ul style="list-style-type: none"> - Planning a hybrid conference 			
Accomplished Goals:			
<ul style="list-style-type: none"> - Registration Fees and schedule set - Keynote speaker invited and accepted - Rosemary Pleva Flynn, University of North Dakota - Submission reviewed 			

Date:	Feb 28, 2023		
Committee:	Advocacy and Outreach		
Chair:	Collette McDonough		
Members:	Connie Conner	Amy Czubak	Jacky Johnson
	Laura Smith	Ken Grossi	Erin Wilson
	George Bain	Jennifer Gerth	Natalie Fritz
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 programmatic planning such as Statehood Day, Archives Month, Archives Passport, Archives "Crawl," and MayDay,</p>			
Goals for the Year:			
<ul style="list-style-type: none"> • Have SOA represented at Statehood Day and have a table at the event. • Create the Archives Month poster • Have an unveiling event for the poster • Generate content for the SOA Blog that relates to advocate for Ohio's archives and archivists • Collaborate with other SOA committees as needed • Update our mission 			
Ongoing Issues and Challenges:			
<ul style="list-style-type: none"> • Needing to find a co-chair • Doing more advocacy outside the field 			
Accomplished Goals:			
<ul style="list-style-type: none"> • The topic for the Archives month poster will be Transportation. 			

Society of Ohio Archivists Committee Reports

Date:	February 28, 2023		
Committee:	Strategic Planning Committee		
Chair:	Amy Rohmiller (President), Kettering Health Dayton		
Members:	Melissa Dalton (President-Elect), Independent Archivist/Public Historian	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"> • Finish new strategic plan 			
Ongoing Issues and Challenges:			
<ul style="list-style-type: none"> • Have new committee member, Melissa Dalton, beginning term early due to vacancy in Past-President position • Committee has contracted with new facilitator, Jennifer Souers Chevraux and developed a timeline to present completed strategic plan to the membership at Annual Meeting • Had first meeting yesterday with Jennifer to begin process of refining previous work into achievable strategic plan and actionable objectives 			
Accomplished Goals:			
<p>In the last two quarters, the committee:</p> <ul style="list-style-type: none"> • Completed strategic planning workshops and retreat and have drafted outcomes statements after working with consultant, Rob Colby • Currently working on finding new facilitator 			