

Society of Ohio Archivists Council Meeting  
Tuesday, August 29, 2023  
11 AM to 12 PM

Attendees: Melissa Dalton, Betsy Hedler, Amy Rohmiller, Sarah Mouch, Michelle Sweetser, Emily Gainer, Jennifer Long Morehart, Jim McKinnon, Matt Francis, Nicole Sutton, Penelope Shumaker, Jessica Heys, Collette McDonough, Jane Wildermuth, Shelby Beatty (minutes)

Regrets: Kristen Newby, Helen Conger, Brittany Hayes

1. Welcome
  - a. President Melissa Dalton called the meeting to order at 11:02 am.
2. Minutes
  - a. Dalton motioned to approve minutes from July 31, 2023. Vice President Matt Francis seconds, motion carries.
3. Committee Reports
  - a. Treasurer
    - i. Dalton - We will be discussing the budget in new business.
  - b. Membership & Awards (MAC)
    - i. Jennifer Long Morehart - Co-chairs met with the JEDAI Committee to discuss responsibilities, goals, and process of judging award applications. The committee met and started work on strategic plan goals.
    - ii. Francis - Happy to see membership doing well even with dues increase.
    - iii. Dalton - We're up 14 members from last year.
  - c. Marketing & Communication (MCC)
    - i. Emily Gainer - Working with AOC on Archives Month, EPC on promoting the Fall Meeting, and Strategic Planning Committee on getting the new plan on the website. Showed MCC new strategic plan and went over duties. Discussed social media presence. We want to do a membership survey on what social media members are using and how they want to get information. Have we had surveys before?
      1. Dalton - No issue with a survey. We've done them in the past.
  - d. Nominating (NC)
    - i. Amy Rohmiller - We will be discussing a special election in new business.
  - e. Newsletter
    - i. Jessica Heys - Nothing new since last month. Newsletter still in process after first round of edits.
  - f. Educational Programming (EPC)
    - i. Michelle Sweetser - We had initial planning meeting. Added a couple of members to the committee. Also discussed potential venues for the Spring Conference in Columbus, themes, and budget. Neglected to include the National Veterans Memorial and Museum in our report. How do we establish our budget?
    - ii. Dalton - We can discuss budget for the meeting in new business.
  - g. Advocacy & Outreach (AOC)
    - i. Jim McKinnon - Working on narrowing down poster recipients. Majority of people in Ohio still want the poster.
  - h. Strategic Planning (SP)

- i. Amy Rohmiller- Thanks to MCC for making the strategic plan available on our webpage. The committee is working on a message to go out to membership about the new plan.
- i. Justice, Equity, Diversity, Accountability, and Inclusion (JEDAI)
  - i. Nicole Sutton - We met on Aug 14 with Co-chairs from MAC. Working to get more meetings with Co-chairs at JEDAI meetings to help support committees through a DEI lens. We have three new committee members.

#### 4. New Business

- a. Resignation of Sule Holder as At-Large Council Member
  - i. Nominations to complete term
  - ii. Dalton - We need someone to complete this term until May 2024. This person can then run again for their own two-year term. Send nominations to Amy by the end of week.
  - iii. Rohmiller - What's the timeline to have this person up and running?
  - iv. Dalton - As soon as possible. What's a reasonable timeline for NC?
  - v. Rohmiller - We currently have one potential nomination, but still need to confirm. Do we want to put out a general call like we do for regular elections?
  - vi. Dalton - Yes, we want membership input.
  - vii. Rohmiller - Okay, so a three-week nomination period, one-week for NC processing, and a three-week voting period. Looking at early November to fill the position.
- b. Budget for the upcoming fiscal year
  - i. Where are we financially?
    - 1. Dalton - We have a \$4,000 surplus. Proves raising the dues was the right move. For Spring Conference, base the budget on previous year's expenses (\$1,500 for venue, \$4,200 for food, \$1,200 for speaker, etc.).
    - 2. Sweetser - So estimates or something more concrete?
    - 3. Rohmiller - Give a reasonable estimate for conference costs. Doesn't have to be perfect.
  - ii. Requests for committees?
    - 1. Dalton - We should be reviewing and approving the new budget next month. Get any requests to Brittany before then.
- c. Creation of Bylaws Committee/Working Group (originally discussed in Dec 2022)
  - i. Would like JEDAI committee to be involved.
    - 1. Dalton - Want to make sure bylaws have these initiatives in place.
  - ii. Need at least one council member to lead.
    - 1. Dalton - Matt offered. If anyone else wants to, please reach out to me or Matt.
  - iii. Would like some representation from the committees.
    - 1. Dalton - To make sure committee needs are being addressed.
  - iv. Need 2 at-large members.
  - v. Dalton - Anyone interested in joining the working group? We have Matt and Jennifer. If you have committee members that may be a great addition, please let me know. Amy, how many people did we originally want for this working group?
    - 1. Rohmiller - Six people. Two at large, two committee, and two council. That can change though.
    - 2. Sutton - What's the time commitment?
    - 3. Dalton - Bring this to membership at the annual meeting in May.
    - 4. Sutton - I volunteer to be the JEDAI rep.
- d. Betsy Hedler - The Ohio History Connection experienced a data breach in July. More information is available at <https://www.ohiohistory.org/breach/>. The SOA membership database and online store used for registration was not impacted. It's possible that my login for the SOA

website may have been exposed. We anticipate we will get all the SOA files back that are kept on OHC servers.

5. Old Business

a. Questions regarding Strategic Planning tasks

- i. Dalton - We approved the strategic plan at the last meeting. Any questions regarding committee tasks? Please reach out if questions develop. Anything else?
  - 1. Rohmiller - Last week we talked about our partnership with OLHA. Any updates?
  - 2. Dalton - Not yet. We will reach out after our joint meeting in October.

6. Upcoming Meeting

- a. Next meeting: September 26, 2023, from 11AM to 12PM

7. Dalton adjourned the meeting at 11:36 am.

# **Treasurer's Report (July 2023-August 2023)**

August 29, 2023

## **FISCAL YEAR 2022-2023:**

### **Beginning Balance: 7/31/2023**

\$17,378.82

### **Current Balance: 8/29/2023**

\$23,067.56

### **Net Change: 7/31/2023 to 8/29/2023**

+\$5,688.74

### **Deposits**

+\$5,688.74

### **Expenditures**

-\$0

### **SOA Cash Box**

\$65

## Checking Account Transactions—Detail

Date	Check Number	Payee	Description	Category	Payment (-)	Deposit (+)	Ending Balance
7/30/2023			<b>BEGINNING BALANCE</b>				\$17,378.82
7/31/2023	Interest		Interest Payment	Interest		\$0.15	\$17,378.97
8/24/2023	Deposit		SOA Conference Revenue	Spring Conference—Registration		\$5,237.15	\$22,616.12
8/24/2023	Deposit		SOA Conference Membership	Membership		\$451.44	\$23,067.56

## Budget Spreadsheet

### July 2023-August 2023

Society of Ohio Archivists Budget															
Tax Year : September 1, 2022 - August 31, 2023															
INCOME	Budget Amount	9/30/2022	10/31/2022	11/30/2022	12/31/2022	1/31/2023	2/28/2023	3/31/2023	4/30/2023	5/17/2023	6/30/2023	7/31/2023	8/31/2023	Total	Budget Remaining
Membership Dues (75% of actual 2020-21 dues rec'd)	\$1,500.00	\$0.00	\$140.65	\$0.00	\$30.00	\$150.00	\$385.00	\$0.00	\$60.00	\$2,844.58	\$15.00	\$0.00	\$451.44	\$4,977.47	\$2,977.47
BLM Winter 2023 - Sponsorships/ Donations	\$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	\$0.00	\$0.00
Spring Conference - Registration	\$3,440.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$160.00	\$1,157.14	\$0.00	\$0.00	\$5,237.15	\$6,554.29	-\$3,114.29
Spring Conference - Sponsorship	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$750.00	\$0.00	\$0.00	\$0.00	\$750.00	-\$550.00
Spring Conference - Raffle	\$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	\$0.00	\$0.00
Spring Conference - Silent Auction	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00	\$0.00	\$0.00	\$90.00	\$10.00
Fall Workshop-Registration	\$300.00	\$0.00	\$0.00	\$0.00	\$394.87	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$394.87	-\$94.87
Bank Interest	\$1.50	\$0.16	\$0.15	\$0.15	\$0.15	\$0.16	\$0.14	\$0.16	\$0.15	\$0.16	\$0.16	\$0.15	\$0.00	\$1.69	-\$0.19
Budget Surplus from 2021-22	\$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	\$0.00	\$0.00
<b>Budgeted Income Total</b>	<b>\$5,541.50</b>	<b>\$0.16</b>	<b>\$140.80</b>	<b>\$0.15</b>	<b>\$425.02</b>	<b>\$150.16</b>	<b>\$385.94</b>	<b>\$0.16</b>	<b>\$220.15</b>	<b>\$4,751.88</b>	<b>\$105.16</b>	<b>\$0.15</b>	<b>\$6,688.59</b>	<b>\$11,868.32</b>	<b>-\$6,326.82</b>
Unexpected Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40.00	\$0.00	\$0.00	\$0.00	\$40.00	\$0.00
<b>Actual Income</b>		<b>\$0.16</b>	<b>\$140.80</b>	<b>\$0.15</b>	<b>\$425.02</b>	<b>\$150.16</b>	<b>\$385.94</b>	<b>\$0.16</b>	<b>\$220.15</b>	<b>\$4,791.88</b>	<b>\$105.16</b>	<b>\$0.15</b>	<b>\$6,688.59</b>	<b>\$11,908.32</b>	<b>Actual Income Rec'd So Far</b>
<b>Actual Income So Far</b>		<b>\$0.16</b>	<b>\$140.96</b>	<b>\$141.11</b>	<b>\$566.13</b>	<b>\$716.29</b>	<b>\$1,102.23</b>	<b>\$1,192.39</b>	<b>\$1,322.54</b>	<b>\$6,114.42</b>	<b>\$6,219.58</b>	<b>\$6,219.73</b>	<b>\$11,968.32</b>	<b>\$11,968.32</b>	<b>Actual Income Rec'd So Far</b>
															<b>\$6,326.82 Est. Income Yet to Receive</b>
EXPENSES	Budget Amount	9/30/2022	10/31/2022	11/30/2022	12/31/2022	1/31/2023	2/28/2023	3/31/2023	4/30/2023	5/17/2023	6/30/2023	7/31/2023	8/31/2023	Total	Budget Remaining
BLM Winter 2023 - Online Event Services	\$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	\$0.00	\$0.00
BLM Winter 2023 - Speaker Honoraria	\$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	\$0.00	\$0.00
Spring Conference - Venue	\$1,550.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$775.00	\$0.00	\$0.00	\$0.00	\$775.00	-\$775.00
Spring Conference - Food/Catering	\$4,250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,319.13	\$126.38	\$0.00	\$0.00	\$1,445.51	\$2,804.49
Spring Conference - Speaker	\$1,250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,250.00	\$0.00	\$0.00	\$0.00	\$1,250.00	\$0.00
Spring Conference - Printing	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	\$0.00	\$0.00	\$50.00	\$250.00
Spring Conference - Equipment Rental	\$1,000.00	\$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	\$1,000.00
Spring Conference - Miscellaneous	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$84.68	\$0.00	\$0.00	\$84.68	\$65.32
Fall Workshop	\$1,000.00	\$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	\$1,000.00
Fall Workshop - OHC Fees	\$65.00	\$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	\$65.00
Fall Workshop - MAC Speaker	\$50.00	\$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	\$50.00
Awards - Merit Awards - Plaques	\$175.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$123.74	\$0.00	\$0.00	\$0.00	\$123.74	\$51.26
Awards - Merit Awards - Mailing	\$25.00	\$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	\$25.00
Awards - History Day Sponsorship	\$225.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$225.00	\$0.00	\$0.00	\$0.00	\$225.00	\$0.00
Scholarships - New Professionals	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00
Scholarships - Students	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00	\$0.00	\$200.00	\$0.00
Archives Month Poster - Printing	\$628.00	\$697.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$697.00	-\$69.00
Archives Month Poster - Mailing	\$128.31	\$125.07	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$125.07	\$3.24
Archives Month Poster - Unveiling	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$0.00
Advocacy and Outreach - Meetings	\$300.00	\$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	\$300.00
Ohio History Connection support services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$360.00	\$300.00	\$0.00	\$0.00	\$660.00	-\$660.00
Strategic Planning - Illumine Creative Solutions (formerly Rob Colby)	\$1,800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$900.00	\$0.00	\$0.00	\$900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,800.00
Strategic Planning - Retreat - Lunch and Snacks	\$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
Administrative Fees	\$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	\$0.00	\$0.00
<b>Budgeted Expenses Total</b>	<b>\$13,594.31</b>	<b>\$922.07</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$900.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,892.87</b>	<b>\$861.08</b>	<b>\$100.00</b>	<b>\$0.00</b>	<b>\$5,876.00</b>	<b>\$5,603.31</b>
Unexpected 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	\$0.00	\$0.00
<b>Actual Expenses</b>		<b>\$922.07</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$900.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,892.87</b>	<b>\$861.08</b>	<b>\$100.00</b>	<b>\$0.00</b>	<b>\$5,876.00</b>	<b>Actual Expenses So Far</b>
<b>Actual Expenses So Far</b>		<b>\$922.07</b>	<b>\$922.07</b>	<b>\$922.07</b>	<b>\$922.07</b>	<b>\$922.07</b>	<b>\$1,822.07</b>	<b>\$1,822.07</b>	<b>\$1,822.07</b>	<b>\$6,714.94</b>	<b>\$7,576.09</b>	<b>\$7,676.09</b>	<b>\$7,676.09</b>	<b>\$7,676.09</b>	<b>\$7,676.09</b>
															<b>\$6,603.31 Est. Expenses Yet to Pay</b>

<b>FY 2022-2023 Budgeted Amounts</b>	
Income Budgeted	\$5,541.50
Expenses Budgeted	\$13,594.31
Difference	-\$8,052.81
<b>FY 2022-2023 so far</b>	
Actual Income	\$11,908.32
Actual Expenses	\$7,676.00
Difference	\$4,232.32

# Society of Ohio Archivists Committee Reports

<b>Date:</b>	August 29, 2023		
<b>Committee:</b>	Membership & Awards Committee		
<b>Chairs:</b>	Helen Conger and Jennifer Long Morehart		
<b>Council Liaison:</b>			
<b>Members:</b>	Shelby Beatty	Devhra Bennett-Jones	Mark Bloom
	Glenn Longacre	Marsha Miles	Cate Putirskis
	Stephanie Shreffler	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 (2022-2023):</b> (in the process of being updated for 2023-2024)			
<ul style="list-style-type: none"> <li>Membership Drive 2023 - 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>			
<ul style="list-style-type: none"> <li>Continued transition as former Membership Committee and Awards Committee work as one, combined committee</li> <li>Create new goals for 2023-2024 year</li> <li>New and Renewing 2023 SOA Memberships                             <ul style="list-style-type: none"> <li>Current: As of 08/22/2023 membership roster: 177 memberships</li> <li>Breakdown:                                     <ul style="list-style-type: none"> <li>Individual: 154</li> <li>Student: 11</li> <li>Bridge: 6</li> <li>Lifetime: 2</li> <li>Patron: 2</li> <li>Sponsor: 2</li> </ul> </li> </ul> </li> </ul> <p>Compare to:</p> <ul style="list-style-type: none"> <li>2022: 163 (<a href="#">August 2, 2022 report</a>—membership numbers as of July 2022)</li> <li>2021: 172 (<a href="#">September 20, 2021 report</a>)</li> <li>2020: 164 (<a href="#">October 21, 2020 report</a>)</li> </ul>			
<b>Accomplished Goals:</b>			
<ul style="list-style-type: none"> <li>Met with the JEDAI Committee to discuss Membership and Awards Committee responsibilities, goals, and the process of judging award applications and submissions</li> <li>Held Membership and Awards Committee planning meeting to discuss 2023-2024 goals</li> <li>Strategic Plan progress update:                             <ul style="list-style-type: none"> <li>Introduced Strategic Plan goals to Committee</li> <li>Requested and received clarification about membership benefits analysis task</li> <li>Requested/confirmed funds to sponsor SOA History Day Award</li> </ul> </li> </ul>			



## Society of Ohio Archivists Committee Reports

<b>Date:</b>	August 29, 2023	
<b>Committee:</b>	Marketing and Communications	
<b>Cochairs:</b>	Emily Gainer, Cummings Center for the History of Psychology (2020-, cochair 2022-2024); Jane Wildermuth, Wright State University (2021-, cochair 2023-2025)	
<b>Members:</b>	<ul style="list-style-type: none"><li>- Amber Bales, Ohio State University (2022-2024);</li><li>- Janet Carleton, Ohio University (1999-)</li></ul>	<ul style="list-style-type: none"><li>- Julia Teran, Case Western Reserve University, 2023-2025</li><li>- <i>Open</i></li></ul>

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

### Goals for the Year (based on 2023-2026 Strategic Plan):

- Regularly update SOA's website and social media with relevant, timely, curated content: blog, DEI resources, internships page, passport, public information, etc.
- Evaluate and monitor marketing and communication channels making sure they give access to relevant information and resources.
- Raise awareness of SOA's public advocacy efforts by sharing news through all SOA media channels.
- Use SOA convening power to share resources from other entities doing the same work like MAC, LYRASIS, OhioNET, OhioDIG, OPC, ARMA, CARMA, CoSA, and others.

### Ongoing Issues and Challenges:

- Still seeking 1 additional member.
- Deciding what social media platforms to join or devote less effort toward. Creating content for different social media platforms.
  - Proposal: Create and distribute a survey that asks members what social media platforms they use. Goal would be to guide us with decisions on where to put MCC resources.

### 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 **3** blog announcements since the last Council meeting on July 31.
  - Added [Strategic Planning](#) information. Added [Fall Conference](#) information.
  - The last 30 days, acquired 1,422 page views. Most visited 3 pages: 1) Homepage, 2) 2023 Ohio Archives Month Poster “Top 10”, 3) Annual Conferences
- Managed [SOA Listserv](#).
  - 392 members (same)
  - Approved requests to join List, asking for confirmation that it was a human when email address was generic
  - 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 Ohio Archives Month poster reveal event, OHLA joint meeting; grant opportunity sharing; job opportunity sharing
  - 132 likes; 193 followers (+1; +2)
- Managed [ISSUU](#) account
  - Newsletters from fall 2001-present. Changes to ISSUU account: The free plan will now only allow for 5 published documents, so we will publish the 5 most recent.
- Managed [LinkedIn Page](#)
- Managed [Pinterest](#)
- Managed X (formerly Twitter) account ([@ohioarchivists](#))
  - 1,029 followers (-5)
  - Since last report, August earned 1,304 impressions.
- Managed [YouTube](#) account
  - 26 videos total. 26 subscribers (+0). In last month, 13 views and 55 minutes watched.

# Society of Ohio Archivists Committee Reports

<b>Date:</b>	August 24, 2023		
<b>Committee:</b>	<b>Educational Programming Committee</b>		
<b>Chairs:</b>	Sara Mouch, University of Toledo; Michelle Sweetser, Bowling Green State University		
<b>Members:</b>	Adam Wantner, MidPointeLibrary System	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 (President)	Angie Keltner, Dayton Metro Library	Kieth Peppers, Baldwin Wallace University
	Matt Fancis, Ohio Northern University (VP)		
<b>Mission/Summary:</b>			
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.			
<b>Goals for the Year:</b>			
<ul style="list-style-type: none"> <li>- Coordinate and plan the SOA Spring Annual Conference, as well as the fall joint conference with OLHA</li> <li>- Create virtual educational programming opportunities</li> <li>- Provide opportunities for networking / engagement during the Annual Meeting</li> <li>- Set goals for 2023/2024</li> <li>- Establish presentation recruiting role</li> <li>- Revamp sponsorship levels</li> </ul>			
<b>Ongoing Issues and Challenges:</b>			
<ul style="list-style-type: none"> <li>- Planning for OLHA</li> </ul>			
<b>Accomplished Goals:</b>			
<ul style="list-style-type: none"> <li>- Expanded committee and added new members: Kieth Peppers, Angela Keltner</li> <li>- Council approval of second co-chair</li> <li>- Identified several locations for 2024 meeting as possible host sites and are seeking quotes/availability <ul style="list-style-type: none"> <li>o Quest Center</li> <li>o Columbus State</li> <li>o Capital University</li> <li>o Columbus Metro Library</li> <li>o Columbus College of Art and Design</li> <li>o Denison</li> </ul> </li> <li>- Identified several potential themes and keynote speakers, to be refined/narrowed in future meetings: <ul style="list-style-type: none"> <li>o Managing archives / archival management</li> <li>o Accessibility</li> <li>o Representation / restorative archives</li> </ul> </li> </ul>			

<ul style="list-style-type: none"><li>o Self-advocacy</li></ul>
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## Society of Ohio Archivists Committee Reports

**Date:** August 28, 2023

**Committee:** Nominating Committee

**Chair:** Amy Rohmiller (Past-President), Kettering Health Dayton

**Members:**

### 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 (Past President) and two additional SOA members appointed by the president. Committee members must serve at least one year.

### Goals for the Year:

- Assist with special election for At-Large Council Member
- Conduct 2024 elections

### Ongoing Issues and Challenges:

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### Accomplished Goals:

In the last quarter, members of the Committee:

- Conducted a competitive virtual election, results were as follows:
  - o
- Results were announced at the 2022 Annual Meeting during the Annual Conference

Society of Ohio Archivists Committee Reports			
<b>Date:</b>	August 29, 2023		
<b>Committee:</b>	<i>Ohio Archivist</i> Newsletter		
<b>Editor:</b>	<b>Jessica Heys,</b> Archives Contractor, Kettering Foundation & Cincinnati Museum Center (News & Notes Asst Ed, Fall 2017-current; Interim Editor, Spring 2022; Editor-in-Chief, Fall 2022, Spring 2023, Fall 2023)		
<b>Asst Editors:</b>	<b>Jessica Heys,</b> News & Notes (Fall 2017-Current)	<b>Michelle Ganz,</b> DEAI/Social Justice (Spring 2023-)	<b>Emily Ahlin,</b> Features (Spring 2023-)
	<b>Paige Kinzer,</b> Newcomers/Features (Spring 2023-)	<b>Penelope Shumaker,</b> Digital (name change?) (Fall 2023-)	<b>Eira Tansey,</b> Climate Change (Fall 2023-)
<b>Mission/Summary:</b>			
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.)			
<b>Goals for the Year:</b>			
<ul style="list-style-type: none"> <li>• I am continuing to do the News &amp; Notes for now.</li> <li>• Asst. Eds. Penelope Shumaker and Eira Tansey began Fall 2023.</li> <li>• Rethinking and expanding content topic areas and adding new columns such as Social Justice/DEAI, Environmental/Climate Change</li> <li>• Pay more attention to readership tracking/statistics</li> <li>• Send out regular Guidelines reminder  <a href="https://ohioarchivists.org/ohioarchivist/ohioarchivist_guidelines/">https://ohioarchivists.org/ohioarchivist/ohioarchivist_guidelines/</a> </li> </ul>			
<b>Ongoing Issues and Challenges:</b>			
<ul style="list-style-type: none"> <li>• Improve as editor</li> <li>• Gain readership</li> </ul>			
<b>Accomplished Goals:</b>			
<ul style="list-style-type: none"> <li>• Spring 2022 issue (Interim Editor)</li> <li>• Fall 2022 issue (Editor-in-Chief)</li> <li>• Spring 2023 (Editor-in-Chief)</li> <li>• Fall 2023 issue in progress</li> <li>• Recruited five assistant editors – three started Spring 2023 and two started Fall 2023</li> </ul>			

<b>Date:</b>	August 28, 2023			
<b>Committee:</b>	Advocacy and Outreach			
<b>Chairs:</b>	Collette McDonough & Jim McKinnon			
<b>Members:</b>	Connie Conner	Amy Czubak	Jacky Johnson	Christine Liebson
	Laura Smith	Ken Grossi	Erin Wilson	
	George Bain	Jennifer Gerth	Natalie Fritz	
<b>Mission/Summary:</b>				
<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>				
<b>Goals for the Year:</b>				
<ul style="list-style-type: none"> <li>• Have SOA represented at Statehood Day and have a table at the event.</li> <li>• Create the Archives Month poster</li> <li>• Have an unveiling event for the poster</li> <li>• Generate content for the SOA Blog that relates to advocate for Ohio's archives and archivists</li> <li>• Collaborate with other SOA committees as needed</li> <li>• Update our mission</li> </ul>				
<b>Ongoing Issues and Challenges:</b>				
<ul style="list-style-type: none"> <li>• Doing more advocacy outside the field</li> </ul>				
<b>Accomplished Goals:</b>				
<ul style="list-style-type: none"> <li>• Poster is designed</li> <li>• Planned an unveiling event for poster</li> <li>• Updated the mailing list for poster</li> <li>• Have a new co-chair</li> </ul>				
archivesaoohio@gmail.com				

## Society of Ohio Archivists Committee Reports

<b>Date:</b>	August 29, 2023		
<b>Committee:</b>	<b>Strategic Planning Committee</b>		
<b>Chair:</b>	Amy Rohmiller (Past-President), Kettering Health Dayton		
<b>Members:</b>	Melissa Dalton (President), Independent Archivist/Public Historian	Collette McDonough (At Large), Kettering Foundation	Nick Pavlik (At Large), Bowling Green State University Libraries
<b>Mission/Summary:</b>			
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.			
<b>Goals for the Year:</b>			
<ul style="list-style-type: none"> <li>- Finalizing the new plan's look on the website</li> <li>- Sending new plan out to all membership</li> </ul>			
<b>Ongoing Issues and Challenges:</b>			
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<b>Accomplished Goals:</b>			
<p>In the last two quarters, the committee:</p> <ul style="list-style-type: none"> <li>- Found new facilitator, Jennifer Souers Chevraux, to finish compiling and drafting plan</li> <li>- Completed draft plan and revised based on leadership feedback</li> <li>- Plan approved by Council</li> </ul>			



<b>Date:</b>	August 28, 2023	
<b>Committee:</b>	Society of Ohio Archivists Justice, Equity, Diversity, Accessibility, and Inclusion (JEDAI) Committee	
<b>Co-Chairs:</b>	Nicole Sutton, Columbus Metropolitan Library (2020- , co-chair 2023-2025) Penelope Shumaker, State Library of Ohio (2020- , co-chair 2023-2024)	
<b>Members:</b>	Devhra Benett-Jones (2020- )	Arjun Sabharwal, The University of Toledo (2023- )
	Madeline Fix, Nationwide Insurance (2020- )	Hannah Kemp-Severence Case Western Reserve University, (2023- )
<b>Mission/Summary:</b>		
The JEDAI Committee 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>• Talk to the Co-Chairs of all the SOA Committees to review procedures and learn about the goals of each committee and how we can view the work through an EDI lens.</li> <li>• Rubrics review with Membership &amp; Awards Committee.</li> </ul>		
<b>Ongoing Issues and Challenges:</b>		
<ul style="list-style-type: none"> <li>• Membership Turnover. We are working on bringing our new members up to speed on what we have done in the past and the direction we are pursuing for the future.</li> </ul>		
<b>Accomplished Goals:</b>		
<ul style="list-style-type: none"> <li>• On-boarded three new members.</li> <li>• Hosted the Membership &amp; Awards Committee co-chairs at our monthly JEDAI Committee meeting to learn about their work and how we can support them.</li> <li>• Reached out to other SOA Committees to have them reserve a date to visit with the JEDAI Committee in the upcoming months.</li> </ul>		

## Society of Ohio Archivists Committee Reports