

Society of Ohio Archivists Council Meeting
Tuesday, September 26, 2023
11 AM to 12 PM

Attendees: Melissa Dalton, Betsey Hedler, Michelle Ganz, Michelle Sweetser, Jim McKinnon, Jennifer Long Morehart, Jane Wildermuth, Matt Francis, Emily Gainer, Helen Conger, Kristen Newby, Penelope Shumaker, Jessica Heys, Nicole Sutton, Collette McDonough, Shelby Beatty (minutes)

Regrets: Brittany Hayes

1. Welcome
 - a. President Melissa Dalton called the meeting to order at 11:03 am.
2. Minutes
 - a. Dalton motioned to approve minutes from August 29, 2023. Council Member Kristen Newby seconds, motion carries.
3. Committee Reports
 - a. Treasurer
 - i. Dalton - We will review the budget in new business.
 - b. Membership & Awards (MAC)
 - i. Jennifer Long Morehart - SOA has added one new member. The committee scheduled its Fall quarterly meeting.
 - c. Marketing & Communication (MCC)
 - i. Emily Gainer - Numbers are steady. We put out an announcement for the open council position and by-laws committee. We worked on Fall meeting promotion, and poster unveiling event that is now on YouTube. For Archives Month, we're working with A and O and weekly archives spotlights. The first one is in the blog scheduled for October 3rd. We're hoping to get photos of the Fall meeting and posting those on social media. We're also planning on doing things on Facebook and X for Ask an Archivist Day. We can work together with A and O on this.
 - d. Nominating (NC)
 - i. Michelle Ganz - We're still short one member. The special election for the open council seat will run with two candidates from October 16-31. We will need help from MCC to get statements on the website and social media on October 9. Sophia McGuire and Jim Damico are the candidates.
 - e. Newsletter
 - i. Editor Jessica Heys - Newsletter is out to membership now. Thanks, Betsy, for your assistance. I welcome newsletter comments and critiques.
 - f. Educational Programming (EPC)
 - i. Michelle Sweetser - Finalizing shepherds and moderators for OLHA/SOA Fall meeting. We're trying to finalize quotes for the possible Spring meeting venue. Pricing varies. We're hoping to come up with a meeting location by the next EPC meeting. We've selected the Spring meeting theme "Accessibility".
 - g. Advocacy & Outreach (AOC)
 - i. Jim McKinnon - Archives month poster reveal event had 31 attendees. As of last week, we posted it on YouTube for 10 days and so far have 92 views. Blog posts are ready to go for each week of Archives Month.
 - h. Strategic Planning (SP)

- i. Dalton - no report
- i. Justice, Equity, Diversity, Accountability, and Inclusion (JEDAI)
 - i. Penelope Shumaker - We're meeting with committee chairs. Last month, we met with Michelle from the Nominating Committee. Everyone else is scheduled.

4. New Business

- a. Approve slate of candidates for interim At-Large Council Member
 - i. Ganz - Sophia McGuire, Records Manager for the City of Gahanna, and Jim Damico, Archivist at Children's Hospital in Cincinnati.
 - ii. Dalton motioned to approve slate of candidates Sophia McGuire and Jim Damico. Vice President Matt Francis seconds, motion carries.
- b. Budget for the upcoming fiscal year
 - i. Dalton - Last year, our income was \$11,908.32 and expenses were \$7,676, so we had a surplus. The projected income for this year is \$10,501.60, and expenses \$10,629.31 with a deficit of \$127.71. Does that seem reasonable to everyone? Depending on actual expenses, we may end up in a surplus again.
 - ii. Dalton motioned to approve the Treasurer's budget. Newby seconds, motioned approved.
- c. Bylaws Committee/Working Group update
 - i. Francis - We put out a call for volunteers from general membership and received responses. Moving forward as a taskforce with 6 members, two from council, two committee co-chairs, and two general members. We're working on scheduling our virtual kick-off meeting in mid-October. We plan to submit a proposal to Council in Spring to bring forward to general membership by the annual meeting. We welcome comments and questions.
 - ii. Newby- When was the last time we had a working group that did this type of work?
 - iii. Dalton - 2018 was the last bylaws and constitution revision.
- d. SOA brochure
 - i. Long Morehart - Is a brochure needed for the meeting and what's the process for getting a brochure approved?
 - ii. Dalton - No Council approval needed. Michelle, are you putting brochures out at the meeting?
 - iii. Sweetser - Not sure.
 - iv. Betsy Hedler - No current brochure since the new logo. We have extra archives month posters for the meeting.
 - v. Dalton - Do we have a table at the Fall meeting?
 - vi. Sweetser - I wasn't aware of getting a table as an EPC task.
 - vii. Hedler - If you want a table, I can add by the end of the day Friday.
 - viii. Long Morehart - So no on the brochure at meeting?
 - ix. Dalton - If we're not going to have a table, it may not be possible. We can direct to the website for membership. Unreasonable to take care of this in a week.
 - x. Sweetser - No current brochure, not sure about a table. In the future, is that the use for the brochure?
 - xi. Dalton - We've used them at Statehood Day. May send out to other groups.
 - xii. Long Morehart - Last spring we had a request for a new brochure for Statehood Day.
 - xiii. Collette McDonough - We put them out at Statehood Day. We don't give them out to specific people.
 - xiv. Dalton - Sounds to me we don't use brochures that often. Maybe something we can change in the future. We can create one and just go from there.

- e. Archives Month discussion
 - i. McKinnon - What are we going to do to get information about Archives Month out to people? What are other groups doing that we can tag onto?
 - ii. Gainer - Ask an Archivist Day is on October 11 and we are going to keep an eye on X, reshare tweets from Ohio archives, create our own posts, and use a hashtag to connect them all together.
 - iii. Dalton - A & O get in touch with Emily and EPC to coordinate.
- f. OLHA Conference updates
 - i. Dalton - Any questions about the upcoming conference?
 1. Dalton - We have left over snacks from the Spring meeting. Can anyone take them to the conference?
 2. Jane Wildermuth - I'm going and can help.
 3. Hedler - We can't use outside snacks at the conference center.
 4. Dalton - Never mind!

5. Upcoming Meeting

- a. Next meeting: November 3, 2023, from 11AM to 12PM.
 - i. Dalton - first Friday of the month 11am-12pm is our new reoccurring meeting time.

6. Dalton adjourned the meeting at 11:37 am.

Treasurer's Report (August 2023-September 2023)

September 26, 2023

FISCAL YEAR 2023-2024:

Beginning Balance: 8/29/2023

\$24,038.05

Current Balance: 9/26/2023

\$23,938.21

Net Change: 8/29/2023 to 9/26/2023

-\$99.84

Deposits

+\$0.16

Expenditures

-\$100.00

SOA Cash Box

\$65

Checking Account Transactions—Detail

Date	Check Number	Payee	Description	Category	Payment (-)	Deposit (+)	Ending Balance
8/24/2023			BEGINNING BALANCE				\$24,038.05
8/31/2023	Interest		Interest Payment			\$0.16	\$24,038.21
9/24/2023	1942	Arabeth Balasko	Visa Gift Card Winner	Advocacy and Outreach--Unveiling	\$100.00		\$23,938.21

Budget Spreadsheet

August 2023-September 2023

Society of Ohio Archivists Budget				
Tax Year : September 1, 2022 - August 31, 2023				
INCOME	Budget Amount	9/30/2023	Total	Budget Remaining
Membership Dues (75% of actual 2020-21 dues rec'd)	\$1,500.00	\$0.00	\$0.00	\$1,500.00
JEDAI Winter 2024 - Sponsorships/ Donations	\$0.00	\$0.00	\$0.00	\$0.00
Spring Conference - Registration	\$7,500.00	\$0.00	\$0.00	\$7,500.00
Spring Conference - Sponsorship	\$1,000.00	\$0.00	\$0.00	\$1,000.00
Spring Conference - Raffle	\$0.00	\$0.00	\$0.00	\$0.00
Spring Conference - Silent Auction	\$500.00	\$0.00	\$0.00	\$500.00
Fall Workshop-Registration	\$0.00	\$0.00	\$0.00	\$0.00
Bank Interest	\$1.60	\$0.00	\$0.00	\$1.60
Budget Surplus from 2022-23	\$0.00	\$0.00	\$0.00	\$0.00
Budgeted Income Total	\$10,501.60	\$0.00	\$0.00	\$10,501.60
Unexpected Income		\$0.00	\$0.00	
Actual Income		\$0.00		
Actual Income So Far		\$0.00	\$0.00	Actual Income Rec'd So Far
			\$10,501.60	Est. Income Yet to Receive

EXPENSES	Budget Amount	9/30/2023	Total	Budget Remaining
JEDAI Winter 2024 - Online Event Services	\$0.00	\$0.00	\$0.00	\$0.00
JEDAI Winter 2024 - Speaker Honoraria	\$0.00	\$0.00	\$0.00	\$0.00
Spring Conference - Venue	\$2,300.00	\$0.00	\$0.00	\$2,300.00
Spring Conference - Food/Catering	\$4,300.00	\$0.00	\$0.00	\$4,300.00
Spring Conference - Speaker	\$1,200.00	\$0.00	\$0.00	\$1,200.00
Spring Conference - Printing	\$0.00	\$0.00	\$0.00	\$0.00
Spring Conference - Equipment Rental	\$1,000.00	\$0.00	\$0.00	\$1,000.00
Spring Conference - Miscellaneous	\$150.00	\$0.00	\$0.00	\$150.00
Fall Workshop	\$0.00	\$0.00	\$0.00	\$0.00
Fall Workshop - OHC Fees	\$0.00	\$0.00	\$0.00	\$0.00
Fall Workshop - MAC Speaker	\$0.00	\$0.00	\$0.00	\$0.00
Awards - Merit Awards - Plaques	\$0.00	\$0.00	\$0.00	\$0.00
Awards - Merit Awards - Mailing	\$0.00	\$0.00	\$0.00	\$0.00
Awards - History Day Sponsorship	\$0.00	\$0.00	\$0.00	\$0.00
Scholarships - New Professionals	\$0.00	\$0.00	\$0.00	\$0.00
Scholarships - Students	\$0.00	\$0.00	\$0.00	\$0.00
Archives Month Poster - Printing	\$628.00	\$0.00	\$0.00	\$628.00
Archives Month Poster - Mailing	\$126.31	\$0.00	\$0.00	\$126.31
Archives Month Poster - Unveiling	\$100.00	\$100.00	\$100.00	\$0.00
Advocacy and Outreach - Meetups	\$0.00	\$0.00	\$0.00	\$0.00
Ohio History Connection support services	\$0.00	\$0.00	\$0.00	\$0.00
Strategic Planning	\$0.00	\$0.00	\$0.00	\$0.00
Strategic Planning - Retreat - Lunch and Snacks	\$0.00	\$0.00	\$0.00	\$0.00
Administrative Fees	\$0.00	\$0.00	\$0.00	\$0.00
Budgeted Expenses Total	\$9,804.31	\$100.00	\$100.00	\$9,704.31
Unexpected Expenses		\$0.00	\$0.00	
Actual Expenses		\$100.00		
Actual Expenses So Far		\$100.00	\$100.00	Actual Expenses So Far
			\$9,704.31	Est. Expenses Yet to Pay

FY 2023-2024 Budgeted Amounts	
Income Budgeted	\$10,501.60
Expenses Budgeted	\$10,629.31
Difference	-\$127.71
FY 2023-2024 so far	
Actual Income	\$0.00
Actual Expenses	\$100.00
Difference	-\$100.00

Society of Ohio Archivists Committee Reports

Date:	September 26, 2023		
Committee:	Membership & Awards Committee		
Chairs:	Helen Conger and Jennifer Long Morehart		
Council Liaison:			
Members:	Shelby Beatty	Devhra Bennett-Jones	Mark Bloom
	Glenn Longacre	Marsha Miles	Cate Putirskis
	Stephanie Shreffler	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 (2022-2023): (in the process of being updated for 2023-2024)			
<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:			
<ul style="list-style-type: none"> Continued transition as former Membership Committee and Awards Committee work as one, combined committee Create new goals for 2023-2024 year New and Renewing 2023 SOA Memberships <ul style="list-style-type: none"> Current: As of 09/20/2023 membership roster: 178 memberships Breakdown: <ul style="list-style-type: none"> Individual: 154 Student: 12 Bridge: 6 Lifetime: 2 Patron: 2 Sponsor: 2 <p>Compare to:</p> <ul style="list-style-type: none"> 2022: 170 (October 27, 2022 report) 2021: 172 (September 20, 2021 report) 2020: 164 (October 21, 2020 report) 			
Accomplished Goals:			
<ul style="list-style-type: none"> Met with the JEDAI Committee to discuss Membership and Awards Committee responsibilities, goals, and the process of judging award applications and submissions Held Membership and Awards Committee planning meeting to discuss 2023-2024 goals; scheduled Membership and Awards Committee Fall quarterly meeting Strategic Plan progress update: <ul style="list-style-type: none"> Introduced Strategic Plan goals to Committee Requested and received clarification about membership benefits analysis task Requested funds to sponsor SOA History Day Award 			

- Looking into updating SOA membership brochure

Society of Ohio Archivists Committee Reports		
Date:	September 26, 2023	
Committee:	Marketing and Communications	
Cochairs:	Emily Gainer, Cummings Center for the History of Psychology (2020-, cochair 2022-2024); Jane Wildermuth, Wright State University (2021-, cochair 2023-2025)	
Members:	<ul style="list-style-type: none"> - Amber Bales, Ohio State University (2022-2024); - Janet Carleton, Ohio University (1999-) 	<ul style="list-style-type: none"> - Julia Teran, Case Western Reserve University, 2023-2025 - <i>Open</i>
<p>Mission/Summary:</p> <p>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.</p> <p>Goals for the Year (based on 2023-2026 Strategic Plan):</p> <ul style="list-style-type: none"> • 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:		
<ul style="list-style-type: none"> • Still seeking 1 additional member. • Deciding what social media platforms to join or devote less effort toward. Creating content for different social media platforms. 		
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 **5** blog announcements since the last Council meeting on August 29.
 - The last 30 days, acquired 1,590 page views. Most visited 3 pages: 1) Homepage, 2) Strategic Planning, 3) Educational Programming Committee
- Managed [SOA Listserv](#).
 - 392 members (same)
 - Approved requests to join List, asking for confirmation 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 on YouTube, OHLA joint meeting; grant opportunity sharing; job opportunity sharing
 - 133 likes; 194 followers (+1; +1)
- 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](#))
 - 1,033 followers (+4)
 - Since last report, August earned 1,950 impressions.
- Managed [YouTube](#) account
 - 27 videos total. 26 subscribers (+0). In last month, 19 views and 198 minutes watched.

Society of Ohio Archivists Committee Reports			
Date:	September 26, 2023		
Committee:	Nominating Committee		
Chair:	Amy Rohmiller (Past-President), Kettering Health Dayton		
Members:	Michelle Ganz, Dominican Sisters of Peace		
Mission/Summary:			
<p>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.</p>			
Goals for the Year:			
<ul style="list-style-type: none"> • Conduct special election for At-Large Council Member • Conduct 2024 elections 			
Ongoing Issues and Challenges:			
<ul style="list-style-type: none"> • Special election for open council seat will run with 2 candidates (see below) from October 16-October 31. Candidate statements are due to us October 6. We need the help of MCC to get the candidate statements up on the website the week of October 9, and to help publicize the special election on social media. • Would still like 1 more committee member 			
Accomplished Goals:			
<p>In the last month, members of the Committee:</p> <ul style="list-style-type: none"> • Found 2 candidates for the open council seat to run in the special election: <ul style="list-style-type: none"> ○ Sophia McGuire, Records Management Analyst, Council Office, City of Gahanna ○ Jim DaMico, Archivist, Cincinnati Children's Hospital 			

Society of Ohio Archivists Committee Reports			
Date:	September 26, 2023		
Committee:	<i>Ohio Archivist</i> Newsletter		
Editor:	Jessica Heys, 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)		
Asst Editors:	Jessica Heys, News & Notes (Fall 2017-Current)	Michelle Ganz, DEAI/Social Justice (Spring 2023-)	Emily Ahlin, Features (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 for now. • Asst. Eds. Penelope Shumaker and Eira Tansey began Fall 2023. • Rethinking and expanding content topic areas and adding new columns such as Social Justice/DEAI, Environmental/Climate Change • Pay more attention to readership tracking/statistics • Send out regular Guidelines reminder https://ohioarchivists.org/ohioarchivist/ohioarchivist_guidelines/ 			
Ongoing Issues and Challenges:			
<ul style="list-style-type: none"> • Improve as editor • Gain readership 			
Accomplished Goals:			
<ul style="list-style-type: none"> • Spring 2022 issue (Interim Editor) • Fall 2022 issue (Editor-in-Chief) • Spring 2023 (Editor-in-Chief) • Fall 2023 issue out for membership • Recruited five assistant editors – three started Spring 2023 and two started Fall 2023 			

Society of Ohio Archivists Committee Reports

Date:	September 21, 2023		
Committee:	Educational Programming Committee		
Chairs:	Sara Mouch, University of Toledo; Michelle Sweetser, Bowling Green State University		
Members:	Adam Wanter, 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)		
Mission/Summary:			
Plan the annual SOA spring annual conference and professional development workshops. Activities include choosing a conference theme, solicitation and selection of session presenters, selection of plenary speaker, publication and distribution of conference announcements, collecting conference evaluations, and planning professional development workshops of interest to members. Support for the Fall OHLA/SOA virtual conference.			
Goals for the Year:			
<ul style="list-style-type: none"> - Coordinate and plan the SOA Spring Annual Conference, as well as the fall joint conference with OLHA - Create virtual educational programming opportunities - Provide opportunities for networking / engagement during the Annual Meeting - Set goals for 2023/2024 - Establish presentation recruiting role - Revamp sponsorship levels 			
Ongoing Issues and Challenges:			
<ul style="list-style-type: none"> - Securing shepherds/moderators for OHLA/SOA track. 			
Accomplished Goals:			
<ul style="list-style-type: none"> - Continue information gathering on several venues for 2024 meeting as possible host sites. <ul style="list-style-type: none"> o Received quotes (or partial quotes) from the following and continue to work to confirm room and AV expenses. <ul style="list-style-type: none"> ▪ Quest Center ▪ Columbus State ▪ National Veterans Memorial and Museum ▪ Columbus Metro Library ▪ Columbus College of Art and Design o Continuing work to obtain quotes from <ul style="list-style-type: none"> ▪ Capital U - Selected a theme for the 2024 Spring Conference: Accessibility 			

Date:	September 26, 2023	
Committee:	Society of Ohio Archivists Justice, Equity, Diversity, Accessibility, and Inclusion (JEDAI) Committee	
Co-Chairs:	Nicole Sutton, Columbus Metropolitan Library (2020- , co-chair 2023-2025) Penelope Shumaker, State Library of Ohio (2020- , co-chair 2023-2024)	
Members:	Devhra Benett-Jones (2020-)	Arjun Sabharwal, The University of Toledo (2023-)
	Madeline Fix, The Ohio State University (2020-)	Hannah Kemp-Severence Case Western Reserve University, (2023-)
Mission/Summary:		
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.		
Goals:		
<ul style="list-style-type: none"> • 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. • Rubrics review with Membership & Awards Committee. 		
Ongoing Issues and Challenges:		
<ul style="list-style-type: none"> • None at this time. 		
Accomplished Goals:		
<ul style="list-style-type: none"> • Hosted Michelle Ganz of the Nominating Committee at our monthly JEDAI Committee meeting to learn about their work and how we can support them. • Arranged for other SOA Committee Co-Chairs to visit with the JEDAI Committee at our monthly meetings through the end of the 2023. 		

Society of Ohio Archivists Committee Reports