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

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<th>Description</th>
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<td>Arabeth Balasko</td>
<td>Visa Gift Card Winner</td>
<td>Advocacy and Outreach--Unveiling</td>
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<td>$23,938.21</td>
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### Budget Spreadsheet
#### August 2023-September 2023

<table>
<thead>
<tr>
<th>INCOME</th>
<th>Budget Amount</th>
<th>9/30/2023</th>
<th>Total</th>
<th>Budget Remaining</th>
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<tr>
<td>Membership Dues (75% of actual 2020-21 dues rec'd)</td>
<td>$1,500.00</td>
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<tr>
<td>JEDAI Winter 2024 - Sponsorships/ Donations</td>
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</table>

**Budgeted Income Total**: $10,501.60

**Unexpected Income**: $0.00

**Actual Income**: $0.00

**Actual Income So Far**: $0.00

**Actual Income Rec'd So Far**: $0.00

**Est. Income Yet to Receive**: $10,501.60
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<tr>
<th>EXPENSES</th>
<th>Budget Amount</th>
<th>9/30/2023</th>
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<td><strong>$100.00</strong></td>
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<td><strong>Actual Expenses So Far</strong></td>
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<td>$9,764.31</td>
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<td>FY 2023-2024 Budgeted Amounts</td>
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<tr>
<td>Income Budgeted</td>
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<tr>
<td>Expenses Budgeted</td>
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<td>Difference</td>
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<table>
<thead>
<tr>
<th>FY 2023-2024 so far</th>
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<tbody>
<tr>
<td>Actual Income</td>
<td>$0.00</td>
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<tr>
<td>Actual Expenses</td>
<td>$100.00</td>
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<tr>
<td>Difference</td>
<td>-$100.00</td>
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**Society of Ohio Archivists Committee Reports**

**Date:** September 26, 2023  
**Committee:** Membership & Awards Committee  
**Chairs:** Helen Conger and Jennifer Long Morehart  
**Council Liaison:**

<table>
<thead>
<tr>
<th>Members:</th>
<th>Shelby Beatty</th>
<th>Devhra Bennett-Jones</th>
<th>Mark Bloom</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Glenn Longacre</td>
<td>Marsha Miles</td>
<td>Cate Putirskis</td>
</tr>
<tr>
<td></td>
<td>Stephanie Shreffler</td>
<td>Julia Teran</td>
<td></td>
</tr>
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</table>

**Mission/Summary:**
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.

**Goals for the Year (2022-2023):** (in the process of being updated for 2023-2024)

- 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:**

- 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
  - Current: As of 09/20/2023 membership roster: 178 memberships
  - Breakdown:
    - Individual: 154
    - Student: 12
    - Bridge: 6
    - Lifetime: 2
    - Patron: 2
    - Sponsor: 2
- Compare to:
  - 2022: 170 ([October 27, 2022 report](#))
  - 2021: 172 ([September 20, 2021 report](#))
  - 2020: 164 ([October 21, 2020 report](#))

**Accomplished Goals:**

- 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:
  - 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:
- Amber Bales, Ohio State University (2022-2024);
- Janet Carleton, Ohio University (1999-)
- Julia Teran, Case Western Reserve University, 2023-2025
- Open

### 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.

### 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
  o Posted 5 blog announcements since the last Council meeting on August 29.
  o 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.
  o 392 members (same)
  o Approved requests to join List, asking for confirmation when email address was generic
  o Posted SOA announcements and other announcements of general interest to the Listserv.
  o Dealt with spam before it made it to the List
• Managed Facebook Page.
  o Posted timely announcements, including Ohio Archives Month poster reveal event on YouTube, OHLA joint meeting; grant opportunity sharing; job opportunity sharing
  o 133 likes; 194 followers (+1; +1)
• Managed ISSUU account
  o 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)
  o 1,033 followers (+4)
  o Since last report, August earned 1,950 impressions.
Managed YouTube account
  o 27 videos total. 26 subscribers (+0). In last month, 19 views and 198 minutes watched.
<table>
<thead>
<tr>
<th>Date:</th>
<th>September 26, 2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>Committee:</td>
<td>Nominating Committee</td>
</tr>
<tr>
<td>Chair:</td>
<td>Amy Rohmiller (Past-President), Kettering Health Dayton</td>
</tr>
<tr>
<td>Members:</td>
<td>Michelle Ganz, Dominican Sisters of Peace</td>
</tr>
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</table>

**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:**

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

**Ongoing Issues and Challenges:**

- **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:**

In the last month, members of the Committee:

- Found **2 candidates** for the open council seat to run in the special election:
  - **Sophia McGuire**, Records Management Analyst, Council Office, City of Gahanna
  - **Jim DaMico**, Archivist, Cincinnati Children’s Hospital
<table>
<thead>
<tr>
<th>Society of Ohio Archivists Committee Reports</th>
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</thead>
<tbody>
<tr>
<td><strong>Date:</strong></td>
</tr>
<tr>
<td><strong>Committee:</strong></td>
</tr>
<tr>
<td><strong>Editor:</strong></td>
</tr>
<tr>
<td><strong>Asst Editors:</strong></td>
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<tr>
<td><strong>Mission/Summary:</strong></td>
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<tr>
<td><strong>Goals for the Year:</strong></td>
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<tr>
<td><strong>Ongoing Issues and Challenges:</strong></td>
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<tr>
<td><strong>Accomplished Goals:</strong></td>
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**Society of Ohio Archivists Committee Reports**

<table>
<thead>
<tr>
<th>Date:</th>
<th>September 21, 2023</th>
</tr>
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<tbody>
<tr>
<td>Committee:</td>
<td>Educational Programming Committee</td>
</tr>
<tr>
<td>Chairs:</td>
<td>Sara Mouch, University of Toledo; Michelle Sweetser, Bowling Green State University</td>
</tr>
<tr>
<td>Members:</td>
<td>Adam Wanter, MidPointeLibrary System</td>
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<tr>
<td></td>
<td>Betsy Hedler, OHC/SOA Liaison</td>
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<tr>
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<td>Melissa Dalton (President)</td>
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<td>Matt Fancis, Ohio Northern University (VP)</td>
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**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:**

- 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:**
- Securing shepherds/moderators for OHLA/SOA track.

**Accomplished Goals:**

- Continue information gathering on several venues for 2024 meeting as possible host sites.
  - Received quotes (or partial quotes) from the following and continue to work to confirm room and AV expenses.
    - Quest Center
    - Columbus State
    - National Veterans Memorial and Museum
    - Columbus Metro Library
    - Columbus College of Art and Design
  - Continuing work to obtain quotes from
    - 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:

<table>
<thead>
<tr>
<th>Name</th>
<th>Institution</th>
<th>Years</th>
<th>Role</th>
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<tbody>
<tr>
<td>Devhra Benett-Jones</td>
<td>(2020-)</td>
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<td>Co-Chair</td>
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<tr>
<td>Arjun Sabharwal</td>
<td>The University of Toledo</td>
<td>2023-</td>
<td>Co-Chair</td>
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<td>Madeline Fix, The Ohio State</td>
<td>Western Reserve University, (2023- )</td>
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<td>University</td>
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<td>Hannah Kemp-Severence Case</td>
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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:

- 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:

- None at this time.

Accomplished Goals:

- 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