

Society of Ohio Archivists Council Meeting

Friday April 5, 2024

11 AM to 12 PM

Attendees: Melissa Dalton, Betsy Hedler, Michelle Sweetser, Helen Conger, Amy Rohmiller, Jennifer Long Morehart, Jim DaMico, Collette McDonough, Matt Francis, Sara Mouch, Devhra BennettJones, Jessica Heys, Brittany Hayes, Jane Wildermuth, Kristen Newby, Jim McKinnon

1. Welcome

- a. President Melissa Dalton called the meeting to order at 11:05 AM.

2. Minutes

- a. Vote to approve minutes from the March 1 meeting.
  - i. Dalton motioned to approve minutes from the March 1 meeting. Council Member Jim DaMico seconds, motion carries.

3. Committee Reports

a. Treasurer

- i. Brittany Hayes - Not a lot of financial transactions this month.

b. Membership & Awards (MAC)

- i. Jennifer Long Morehart - We're continuing the transition from two committees into one, increasing communication, and cross-training between the Co-Chairs. Also transitioning into more in-person meetings. We've had 100% committee participation, so everyone has actively contributed in some way during 2023-2024. We have 131 members. The Membership Benefit Statement is attached to our committee report. We've completed the 2024 membership drive, so all 3 email blasts from the Ohio History Connection went out. There's interest in improving the Membership Directory. Since a password protected directory isn't possible, we're wondering about a PDF only directory. Let us know if anyone has any ideas or technical expertise.
- ii. Helen Conger - Selected two Merit Award, a New Professional Award, and one Student Scholarship Award winner as well as the Ohio Preservation Council winner. The committee could not come to a final decision on the second professional award. Could we use the second New Professional Award for a third Student Award? We applied the new rubric.
  1. DaMico - What does the new rubric look like? If someone is applying and getting a low rubric score, maybe they're just so new to the profession.
  2. Conger - We're going to give an update on the rubric soon. It was just developed 2023-2024 and is based on criteria for the award as advertised on the SOA website.
  3. Dalton - There's not a minimum about of points you're supposed to have on the rubric to qualify for an award.
  4. Amy Rohmiller - Does the New Professional Scholarship announcement say we give up to two scholarships? Or does it say we give two?
  5. Conger - The website says "The Society of Ohio Archivists is pleased to announce five scholarships available to students (2 awards), and new archival professionals (2 awards) with three years or less experience in the workplace. The final scholarship category, the Ohio Preservation Council Student/New Professional Scholarship, is available to either students or new professionals."
  6. Council Member Kristen Newby - If we have the money to give this year, we should do that. We shouldn't take score into account for the new professional who wants to join SOA and become more well-rounded.

7. Rohmiller - We've shifted around scholarships in the past, but that was because of a lack of applicants.
  8. Dalton - Sounds like a majority of people are in agreement that we should go ahead and give the scholarships as stated.
- c. Marketing & Communication (MCC)
    - i. Jane Wildermuth - Five new blog posts. In the last 30 days we've had 5,730 page views, which is an increase of 279%. We're getting the word out about the conference. We added four new listserv members. I will work on the SOA LinkedIn page soon.
  - d. Nominating (NC)
    - i. Rohmiller - It's election season! Elections will open the day the Spring newsletter goes out and close at noon on the Friday before the Spring conference in-person day. Results will be announced at the business meeting. Only SOA members will be able to vote.
  - e. Newsletter
    - i. Jessica Heys - The Spring issue is in the works.
  - f. Educational Programming (EPC)
    - i. Michelle Sweetser - We finalized program schedule. Thanks to MCC and Betsy for getting the word out. We encourage everyone to promote conference registration. We're working with the plenary speaker to book housing. Changes to the program include a speaker withdraw and a speaker likely recording their session due to health challenges. We're feeling good about Capital University.
    - ii. Sara Mouch - We're reaching out to another speaker for a full slate.
    - iii. Betsy Hedler - 25 registered so far. 16 full conference registrations and 9 virtual.
  - g. Advocacy & Outreach (AOC)
    - i. Jim McKinnon - We sent out a call for poster photo submissions. We reached out to Ohio special Olympics groups to ask for submissions. We're planning a special online event to happen in October to coincide with the poster reveal.
    - ii. Collette McDonough - So far, we have 17 submissions from different organizations. Most are from special Olympics groups.
  - h. Strategic Planning (SP)
    - i. No update.
  - i. Justice, Equity, Diversity, Accountability, and Inclusion (JEDAI)
    - i. Devhra BennettJones - We've been working on our session for the annual meeting. Due to the eclipse, we're pushing our monthly meeting to April 15.
4. New Business
    - a. SOA Annual Meeting update
      - i. No update.
    - b. OLHA partnership brainstorming discussion
      - i. Dalton - Opportunity to speak to committees?
      - ii. Long Morehart - Membership talked about the potential to connect at OLHA regional meetings. We also discussed how we can increase networking between the two organizations and develop webinars for both orgs. We looked at the websites and what we have in common. What could we collaborate on, like advocacy and statements regarding history or statehood? Maybe we could promote a guest newsletter, articles, or collaborate on student education opportunities and internship information? Committee members would like to know more about the organization.
      - iii. Sweetser - At EPC, we have the benefit of having Betsey talk about the historical relationship. We learned that at the Fall 2025 OLHA meeting they're partnering with AASLH and there won't be any SOA slots. EPC is very focused on the May meeting and at the same time needs content for

the October meeting. Could some members of EPC assist in choosing sessions for the Fall? We don't receive any financial compensation for the Fall meeting. What is the organizational benefit? We're about people, but there's not that financial advantage. When people propose sessions for the Spring meeting, we might ask them about their interests in participating in OLHA to boost Fall sessions.

- iv. Dalton - We have a meeting with OLHA on the 18<sup>th</sup>. Send anything that comes to mind to Matt and me.
- c. Bylaws revision approval to go to the membership for vote
  - i. Dalton motioned to approve bylaws revisions. DaMico seconds, motion carries.
- d. Reboot of Statewide Cultural Advocacy Roundtable update
  - i. Collette McDonough - Introductions and discussed upcoming things. Next meeting is in Fall 2024, likely October-November.
  - ii. Dalton - Make the roundtable part of updates.

5. Old Business

- a. None

6. Upcoming Meeting

- a. Next meeting: May 17, 2024 at the Annual Meeting. May 3 meeting cancelled. June meeting may also be skipped as well.
- b. Dalton adjourned the meeting at 11:50 AM.

# Treasurer's Report (March 2024)

April 5, 2024

## **FISCAL YEAR 2023-2024:**

### **Beginning Balance: 3/1/2024**

\$22,400.52

### **Current Balance: 4/5/2024**

\$22,460.88

### **Net Change: 3/1/2024 to 4/5/2024**

+\$60.36

### **Deposits**

+\$60.36

### **Expenditures**

-\$0

### **SOA Cash Box**

\$65

**Checking Account Transactions—Detail**

<b>Date</b>	<b>Check Number</b>	<b>Payee</b>	<b>Description</b>	<b>Category</b>	<b>Payment (-)</b>	<b>Deposit (+)</b>	<b>Ending Balance</b>
			<b>BEGINNING BALANCE</b>				\$22,400.52
2/29/2024	Interest		Interest Payment	Interest		\$0.18	\$22,400.70
3/19/2024	Deposit		Membership Dues--Robin Heise	Membership		\$30.00	\$22,430.70
3/19/2024	Deposit		Membership Dues--Frederick Lautzenheiser	Membership		\$30.00	\$22,460.70
3/31/2024	Interest		Interest Payment	Interest		\$0.18	\$22,460.88

## Budget Spreadsheet

March 2024

Society of Ohio Archivists Budget										
Tax Year : September 1, 2023 - August 31, 2024										
INCOME	Budget Amount	9/30/2023	10/31/2023	11/30/2023	12/31/2023	1/31/2024	2/29/2024	3/31/2024	Total	Budget Remaining
Membership Dues (75% of actual 2020-21 dues rec'd)	\$1,500.00	\$0.00	\$0.00	\$309.06	\$0.00	\$519.96	\$230.00	\$60.00	\$1,119.02	\$380.98
JEDAI Winter 2024 - Sponsorships/ Donations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Spring Conference - Registration	\$7,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,500.00
Spring Conference - Sponsorship	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Spring Conference - Raffle	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Spring Conference - Silent Auction	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
Fall Workshop--Registration	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Bank Interest	\$1.60	\$0.19	\$0.20	\$0.18	\$0.20	\$0.19	\$0.18	\$0.18	\$1.32	\$0.28
Budget Surplus from 2022-23	\$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>\$10,501.60</b>	<b>\$0.19</b>	<b>\$0.20</b>	<b>\$309.24</b>	<b>\$0.20</b>	<b>\$520.15</b>	<b>\$230.18</b>	<b>\$60.18</b>	<b>\$1,120.34</b>	<b>\$9,381.26</b>
Unexpected Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Actual Income</b>		<b>\$0.19</b>	<b>\$0.20</b>	<b>\$309.24</b>	<b>\$0.20</b>	<b>\$520.15</b>	<b>\$230.18</b>	<b>\$60.18</b>		
<b>Actual Income So Far</b>		<b>\$0.19</b>	<b>\$0.39</b>	<b>\$309.63</b>	<b>\$309.83</b>	<b>\$829.98</b>	<b>\$1,060.16</b>	<b>\$1,120.34</b>	<b>\$1,120.34</b>	<b>Actual Income Rec'd So Far</b>
									<b>\$9,381.26</b>	<b>Est. Income Yet to Receive</b>

EXPENSES	Budget Amount	9/30/2023	10/31/2023	11/30/2023	12/31/2023	1/31/2024	2/29/2024	3/31/2024	Total	Budget Remaining
JEDAI Winter 2024 - Online Event Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
JEDAI Winter 2024 - Speaker Honoraria	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Spring Conference - Venue	\$2,300.00	\$0.00	\$0.00	\$0.00	\$875.00	\$0.00	\$0.00	\$0.00	\$875.00	\$1,425.00
Spring Conference - Food/Catering	\$4,300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,300.00
Spring Conference - Speaker	\$1,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,200.00
Spring Conference - Printing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Spring Conference - Equipment Rental	\$1,000.00	\$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	\$150.00
Fall Workshop	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fall Workshop - OHC Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fall Workshop - MAC Speaker	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Awards - Merit Awards - Plaques	\$175.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$175.00
Awards - Merit Awards - Mailing	\$25.00	\$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	\$225.00	\$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	\$200.00
Scholarships - Students	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00
Archives Month Poster - Printing	\$628.00	\$0.00	\$659.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$659.00	-\$31.00
Archives Month Poster - Mailing	\$126.31	\$0.00	\$113.67	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$113.67	\$12.64
Archives Month Poster - Unveiling	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$0.00
Advocacy and Outreach - Meetups	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Ohio History Connection support services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Strategic Planning	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Strategic Planning - Retreat - Lunch and Snacks	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Administrative Fees	\$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>\$10,629.31</b>	<b>\$100.00</b>	<b>\$772.67</b>	<b>\$0.00</b>	<b>\$875.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,972.67</b>	<b>\$8,656.64</b>
Unexpected Expenses		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$725.00	\$0.00	\$725.00	
<b>Actual Expenses</b>		<b>\$100.00</b>	<b>\$772.67</b>	<b>\$0.00</b>	<b>\$875.00</b>	<b>\$0.00</b>	<b>\$725.00</b>	<b>\$0.00</b>		
<b>Actual Expenses So Far</b>		<b>\$100.00</b>	<b>\$872.67</b>	<b>\$872.67</b>	<b>\$1,747.67</b>	<b>\$1,747.67</b>	<b>\$2,472.67</b>	<b>\$2,472.67</b>	<b>\$2,472.67</b>	<b>\$2,472.67 Actual Expenses So Far</b>
										<b>\$8,656.64 Est. Expenses Yet to Pay</b>

<b>FY 2023-2024 Budgeted Amounts</b>	
Income Budgeted	\$10,501.60
Expenses Budgeted	\$10,629.31
Difference	-\$127.71
<b>FY 2023-2024 so far</b>	
Actual Income	\$1,120.34
Actual Expenses	\$2,472.67
Difference	-\$1,352.33



# Society of Ohio Archivists Committee Reports

<b>Date:</b>	April 5, 2024		
<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
	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 (2023-2024):</b>			
<ul style="list-style-type: none"> <li>• Select winners of the Merit, Student/New Professional, and History Day Awards</li> <li>• Analyze membership program benefits in support of increasing membership. Have galvanizing answers to the questions: Why join SOA? What value does SOA provide for those doing archival work in Ohio?</li> <li>• Create/update rubric for Scholarship/Merit Award selection</li> <li>• Membership Drive 2024-write and distribute the membership renewal letter. Communicate with OHC for distributing email blast for membership renewal notifications.</li> <li>• Update internship and membership webpages</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>• New and Renewing 2023 SOA Memberships             <ul style="list-style-type: none"> <li>○ Current: As of 04/03/2024 membership roster: 131 memberships</li> <li>○ Breakdown:                 <ul style="list-style-type: none"> <li>▪ Individual: 111</li> <li>▪ Student: 8</li> <li>▪ Bridge: 5</li> <li>▪ Patron: 3</li> <li>▪ Sponsor: 2</li> <li>▪ Lifetime: 2</li> </ul> </li> </ul> </li> </ul>			

Compare to:

- 2023: 142 ([Society of Ohio Archivists Council Minutes, March 28, 2023](#))
- 2022: 153 ([Society of Ohio Archivists business meeting minutes May 20, 2022](#))
- 2021: 107 ([Society of Ohio Archivists Council Minutes, March 10, 2021](#)); 166 ([Society of Ohio Archivists Council Minutes June 28, 2021](#))

**Accomplished Goals:**

- Select winners of the Merit, Student, New Professional, Ohio Preservation Council, and History Day Scholarships and Awards
  - Requested funds to sponsor SOA History Day Award
  - Confirmed sponsorship of History Day Award with Ohio History Connection
  - Merit & Scholarship Award flyers distributed; spreadsheet utilized to distribute flyers to a wider audience
  - Selection for Merit Awards and Student, New Professional, and Ohio Preservation Council Scholarships in progress.
- Analyze membership program benefits in support of increasing membership. Have galvanizing answers to the questions: Why join SOA? What value does SOA provide for those doing archival work in Ohio?
  - Introduced Strategic Plan goals to Committee
  - Requested and received clarification about membership benefits analysis
  - 2 membership benefit brainstorming sessions 10/3/2023 and 12/5/2023
  - Membership Benefit Statement drafted, approved by committee, and sent to Melissa, Amy, and Matt for feedback/next steps (see attached)
- Create/update rubric for Scholarship/Merit Award selection
  - Met with the JEDAI Committee to discuss Membership and Awards Committee responsibilities, goals, and the process of judging award applications and submissions
  - Called for volunteers to create/update rubric; rubric subcommittee formed
  - Conducted research; rubrics for Scholarship and Merit Awards drafted
  - Rubric drafts approved by committee and sent to JEDAI Committee for feedback
  - Rubric drafts feedback received from JEDAI Committee—thank you!
  - Committee-approved rubric drafts utilized for 2024 award season due to time; timeline set to effectively incorporate JEDAI Committee feedback into the rubric drafts and the SOA Award process for next year
- Membership Drive 2024-write and distribute the membership renewal letter. Communicate with OHC for distributing email blast for membership renewal notifications.
  - 2024 membership renewal letter updated and approved by committee
  - 2024 membership renewal letter distributed via Ohio History Connection email blast—January, February, and March; further distribution via the SOA website invoice, SOA listserv, and SOA media.
- Update internship and membership webpages
  - Membership page updated (ongoing)
  - Internship webpage update request distributed by SOA listserv and social media
  - Opportunities posted to Internship and Volunteer Opportunities page and distributed via SOA social media

## SOA Membership Benefits Statement

**“Analyze membership program benefits in support of increasing membership. Have galvanizing answers to the questions: Why join SOA? What value does SOA provide for those doing archival work in Ohio?”**

### **Membership Benefits Statement: (current benefits)**

The Society of Ohio Archivists offers members opportunities for education, collegiality, advocacy, and collaboration in the United States’ oldest continuously operating state organization devoted to the archival profession.

**Education:** SOA members receive discounted registration as they exchange ideas at the spring Annual Conference, fall meeting, workshops, and webinars.

**Collegiality:** Along with educational events, SOA members connect through the SOA newsletter, listserv, social media, and by serving in SOA leadership and committees. SOA members give back by supporting students and new professionals through SOA’s awards, scholarships, and internship listings.

**Advocacy:** SOA members advocate for the importance of archives through the work of the Advocacy and Outreach Committee, including celebrating Archives Month, participating in Statehood Day, responding to relevant legislative issues, and offering resources. The Justice, Equity, Diversity, Accessibility, and Inclusion (JEDAI) Committee pursues the vital work of transforming both SOA and the archival profession.

**Collaboration:** SOA members benefit from partnerships and connections with the Ohio Local History Alliance, Midwest Archives Conference, Ohio History Connection, Ohio Preservation Council, and other professional and cultural organizations for educational, administrative, and service opportunities.

### **Membership Benefits Statement: (aspirational benefits)**

The Society of Ohio Archivists offers members opportunities for education, collegiality, advocacy, and collaboration in the United States’ oldest continuously operating state organization devoted to the archival profession.

**Education:** SOA members receive discounted registration as they exchange ideas at the spring Annual Conference, fall meeting, workshops, and webinars. Leadership development and mentorship opportunities are also available for SOA leadership and committee chairs.

**Collegiality:** Along with educational events, SOA members help facilitate community throughout the state by:

- Communicating via the SOA newsletter, listserv, and social media
- Serving in SOA leadership and committees
- Participating in the SOA member mentorship program, including in person and virtual options
- Engaging in student-centered support, educational opportunities, mentoring, and service
- Supporting students and new professionals through SOA’s awards, scholarships, and internship listings
- Holding programs in a variety of archival repositories and cultural heritage organizations
- Connecting through informal in-person and virtual conversations, discussions, and topic-driven sessions
- Contacting colleagues through the user-friendly membership directory

**Advocacy:** SOA is a state leader in advocacy—for both the importance of archives and the vital need for justice and equity in cultural heritage fields. SOA members advocate for the importance of archives through the work of the Advocacy and Outreach Committee, including celebrating Archives Month, participating in Statehood Day, responding to relevant legislative issues, and offering resources. The Justice, Equity, Diversity, Accessibility, and Inclusion (JEDAI) Committee pursues the vital work of transforming both SOA and the archival profession through analysis, action, centering underrepresented voices, setting the standard for safe spaces, and providing resources.

**Collaboration:** SOA members benefit from partnerships and connections with local archival roundtables, the Ohio Local History Alliance, the Midwest Archives Conference, the Ohio History Connection, the Society of American Archivists, the Ohio Preservation Council and other organizations for educational, administrative, advocacy, and service opportunities.

## Society of Ohio Archivists Committee Reports

<b>Date:</b>	April 5, 2024	
<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>	Amber Bales, Ohio State University (2022-2024); Janet Carleton, Ohio University (1999-)	Julia Teran, Case Western Reserve University (2023-2025); <i>Open</i>

### 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. Duties and responsibilities include updating the SOA website, maintaining social media accounts (Facebook, Flickr, ISSUU, LinkedIn, Pinterest, X/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:

- 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.
  - The last 30 days, acquired 5,730 page views (increase 279% from last month). Most visited 3 pages: 1) Annual Conference, 2) Homepage, 3) Educational Programming committee
- Managed [SOA Listserv](#).
  - 393 members (+4)
  - 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 Archives Month call for images; Annual Meeting registration open; Merit Award & scholarships reminders; job posting
  - 166 likes; 232 followers (+0; +0)
- Managed [ISSUU](#) account
- Managed [LinkedIn Page](#)
  - 121 followers. Building the account and exploring ways to use it.
- Managed [Pinterest](#)
- Managed X (formerly Twitter) account ([@ohioarchivists](#))
  - 1,029 followers (-3). Basic analytics are now only available with a Pro subscription.
- Managed [YouTube](#) account
  - 27 videos total. 27 subscribers (+1)

## Society of Ohio Archivists Committee Reports

<b>Date:</b>	March 2, 2024		
<b>Committee:</b>	Nominating Committee		
<b>Chair:</b>	Amy Rohmiller (Past-President), Kettering Health Dayton		
<b>Members:</b>	Michelle Ganz, Dominican Sisters of Peace	Sarah Lubelski, Congregation of St. Joseph Archives	

### **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 2024 elections

### **Ongoing Issues and Challenges:**

- Getting details in place for 2024 elections

### **Accomplished Goals:**

In the last months, members of the Committee:

- Confirmed the slate of candidates for 2024 elections:
  - VP/President Elect - Jennifer Long Morehart, Bowling Green State University
  - Treasurer - Sophia McGuire, City of Gahanna
  - Council Member - Jim DaMico, Cincinnati Children's Hospital
- Gathered all candidate statements for printing in the newsletter

<b>Society of Ohio Archivists Committee Reports</b>			
<b>Date:</b>	April 5, 2024		
<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, Spring 2024)		
<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-)
	<del><b>Paige Kinzer,</b></del> <del>Newcomers/Features</del> <del>(Spring 2023-)</del>	<b>Penelope Shumaker,</b> Digital Discussion (Fall 2023-)	<b>Eira Tansey,</b> Climate Control (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>• Rethinking and expanding content topic areas</li> <li>• Pay more attention to readership tracking/statistics</li> <li>• Send out regular Guidelines reminders  <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 issue (Editor-in-Chief)</li> <li>• Fall 2023 issue (Editor-in-Chief)</li> <li>• Spring 2024 issue (Editor-in-Chief)</li> <li>• Recruited five (now four) assistant editors</li> </ul>			

# Society of Ohio Archivists Committee Reports

<b>Date:</b>	April 2, 2024		
<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 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)		
<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>- Securing shepherds/moderators for OHLA/SOA track.</li> </ul>			
<b>Accomplished Goals: (since March meeting)</b>			
<ul style="list-style-type: none"> <li>- Finalized the program schedule, assigning session times, modalities, and shepherds.</li> <li>- Communicated schedule and conference information to all speakers.</li> <li>- Tested and opened online registration for the meeting on Monday, March 25.</li> <li>- Worked with MCC to finalize website content and begin advertising registration.</li> <li>- Continued to solicit sponsorships as well as donations for the silent auction. At present, we have received:             <ul style="list-style-type: none"> <li>o Sponsorships: OhioNet (\$200), OPC (\$500), Case Western Reserve (\$250), Hollinger Metal Edge (\$100)</li> <li>o Scholarship sponsors: OhioLink (2), Preserve-It LLC (1)</li> <li>o Donations to the silent auction from: BalletMet, Columbus Museum of Art, Gaylord, Gramercy Books, National Veterans Memorial Museum, Ohio State, Schmidt's Restaurant and Sausage Haus, and Young's Jersey Dairy.</li> </ul> </li> <li>- Worked with plenary speaker and SOA officers to determine best way to book housing.</li> </ul>			



<b>Date:</b>	April 5, 2024			
<b>Committee:</b>	Advocacy and Outreach			
<b>Chairs:</b>	Collette McDonough and Jim McKinnon			
<b>Members:</b>	Connie Conner	Amy Czubak	Jacky Johnson	Christine Liebson
	Laura Smith	Ken Grossi	Erin Wilson	Jim McKinnon
	George Bain	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> <li>• Getting members to be more active</li> </ul>				
<b>Accomplished Goals:</b>				
<ul style="list-style-type: none"> <li>• Sent out a call to for poster photo submissions – submissions are down from last year</li> <li>• Reaching out to Ohio's Special Olympic groups to ask for submission, most of the submission are from these groups</li> <li>• Planning a special online event to happen in October maybe October 17th or 18th</li> <li>• Sent out SB 83 letter</li> </ul>				



<b>Date:</b>	April 5, 2024	
<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, University of Cincinnati (2020- )	Arjun Sabharwal, The University of Toledo (2023- )
	Madeline Fix, The Ohio State University (2020- )	Hannah Kemp-Severence, University of Akron (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>• None at this time.</li> </ul>		
<b>Accomplished Goals:</b>		
<ul style="list-style-type: none"> <li>• We reviewed and provided feedback to the Membership and Awards committee about the rubric they drafted.</li> <li>• Prepared for the SOA Annual Meeting session.</li> </ul>		

**Society of Ohio Archivists Committee Reports**