

Society of Ohio Archivists (SOA) Council Meeting
Tuesday, June 20, 2024
10:00 AM (EST)

Attendees: Matt Francis, Betsy Hedler, Melissa Dalton, Jennifer Long Morehart, Emily Gainer, Sara Mouch, Kristen Newby, Sophia McGuire, Michelle Sweetser, Helen Conger, Amber Bales, Shelby Beatty (minutes)

1. Welcome
 - a. President Matt Francis called the meeting to order.
2. Minutes
 - a. Vote to approve minutes from the April Council Meeting (April 5, 2024) and Annual Conference Business Meeting (May 17, 2024)
 - i. Francis motioned to approve the April 5 meeting minutes. Council Member Kristen Newby seconds, motion carries.
 - ii. Francis motioned to approve the Annual Conference Business meeting minutes. Treasurer Sophia McGuire seconds, motion carries.
3. New Business
 - a. Appointment & Approval of incoming committee co-chairs
 - i. JEDAI - Hannah Kemp - Severance (1 year-term)
 - ii. Advocacy & Outreach - Sarah Aisenbrey
 - iii. Marketing & Communication
 1. Emily Gainer (new two-year term)
 2. Amber Bales (filling the remainder of Jane Wildermuth's term, set to expire in 2025).
 - iv. Membership & Awards - No candidate yet.
 - v. Francis motioned to approve the slate of Committee Co-Chairs, with the understanding that a Membership & Awards Co-Chair will need voted on at an upcoming meeting. Vice President Jennifer Long Morehart seconds, motion carries.
 - b. SOA/OHC Agreement Discussion & Approval
 - i. Francis - Betsy mentioned the dates need updated. Jennifer identified that since our last agreement we've changed our meetings from quarterly to monthly.
 1. Hedler - For 1.F, instead of changing language from quarterly to monthly, state that OHC will provide electronic updates of membership to the SOA Membership & Awards Co-Chair upon request.
 2. Francis motioned to update the SOA/OHC agreement. Long Morehart seconds, motion carries.
 - c. Role of SOA at-large SOA Officer
 - i. Newby - I came to Matt and Melissa with questions on how Council At Large members could have more responsibility. In the past, the role worked as liaisons among committees, but that has since been disbanded. Ideas for new roles include one Council member focusing on networking and work closely with

Membership & Awards, and the other on professional development and work closely with OLHA and EPC. Next steps include working with Melissa, Jennifer, and committees to hear your ideas.

- ii. Council Member Jim DaMico - Some ideas include outreach with smaller organizations and a virtual coffee hour.

4. Committee Reports

a. Treasurer

- i. McGuire - We're still working on getting everything transitioned over from Brittany. As of May 25, our beginning balance was \$26,130.66. At present we're at \$23,751.88. We've deposited \$1295. We're currently at \$110 in our cash box.
 - 1. Michelle Sweetser - Sounds like capital invoices have not been paid?
 - 2. McGuire - Correct. Another \$875 will be coming out.

b. Membership & Awards (M&A)

- i. Helen Conger - 155 members. Confirmed committee members for this year. Trying to complete transition to one full committee from two subcommittees. Planning to institute a regular monthly meeting.

c. Marketing & Communication (MCC)

- i. Emile Gainer - Launched Instagram. Katie Gable joined committee and offered to help run account. Website updated. Checking in with committees to review committee pages on website.

d. Nominating (NC)

- i. Melissa Dalton - Nothing to report.

e. Newsletter

- i. Francis - Review Jessica's emails for committee contributions.

f. Educational Programming (EPC)

- i. Sweetser - Reached out to people who expressed interest in joining the committee. Our next meeting is in July.

g. Advocacy & Outreach (A&O)

- i. Francis - No representative.

h. Strategic Planning (SP)

- i. Dalton - Standing members of the committee update the strategic plan as committees work toward goals. No longer issuing reports since the plan is completed.

i. Justice, Equity, Diversity, Accountability, and Inclusion (JEDAI)

- i. Francis - No representative. They will present at an upcoming meeting on feedback from the annual meeting.

5. Old Business

a. Ongoing OLHA collaboration/partnership discussion

- i. Francis - Melissa and Amy initiated process with OLHA on how we could work better together. Born out of the idea that OLHA has their Fall meeting and SOA provides a track for that. Next year, OLHA is working with a national organization, and we don't have to supply a track for the annual meeting. We

can review and change how we want to support the 2026 meeting (at-large responsibilities, resources, membership needs, finances - SOA supply presenters/workshops, individuals might get a conference discount, etc.)

- b. Strategic Plan update
 - i. Francis - Review plan for insights on how your role can help us achieve organizational goals and if any goal status' need updated.
6. Upcoming Meeting
- a. Next meeting - TBA
 - i. Francis - How do we want to schedule meetings? Create a standing meeting? We'll send out a poll via email for a consistent Zoom meeting time.
 - ii. Betsy Hedler - Let me know if you are not receiving SOA Council group emails.
7. Francis adjourned the meeting at 10:40am. McGuire seconds, motion carries.

Society of Ohio Archivists Committee Reports

Date:	June 20, 2024	
Committee:	Marketing and Communications	
Cochairs:	Emily Gainer, Cummings Center for the History of Psychology (2020-, cochair 2024-2026); Amber Bales, Ohio State University (2022-, cochair 2024-2025)	
Members:	Janet Carleton, Ohio University (1999-) Julia Teran, Case Western Reserve University (2023-2025)	Katie Gable (2024-2026) <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, Lyrisis, 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 **7** blog announcements since the last Council meeting.
 - Last 30 days: 7,135 page views (increase 86% from last month). Most visited 3 pages: 1)Homepage, 2) Annual Conference, 3) Educational Programming committee
- Managed [SOA Listserv](#).
 - 394 members (+1)
 - 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. Blocked spam.
- Managed Facebook [Page](#).
 - Posted timely announcements, including Annual Meeting; Merit Award & scholarships; Ohio

History day awards; job posting

- 187 likes; 255 followers (+21; +23)

- Managed [ISSUU](#) account

- Managed [Instagram](#) account

- 112 followers. 668 accounts reached in the last 30 days.

- Managed [LinkedIn Page](#)

- 147 followers (+26). Building the account and exploring ways to use it.

- Managed [Pinterest](#)

- Managed X (formerly Twitter) account ([@ohioarchivists](#))

- 1,034 followers (+5). Basic analytics are now only available with a Pro subscription.

- Managed [YouTube](#) account

- 35 videos total. 27 subscribers (+0)

Society of Ohio Archivists Committee Reports			
Date:	June 20, 2024		
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, Spring 2024, Fall 2024)		
Asst Editors:	Jessica Heys, News & Notes (Fall 2017-Current)	Michelle Ganz, DEAI/Social Justice (Spring 2023-)	Emily Ahlin, Features (Spring 2023-)
		Penelope Shumaker, Digital Discussion (Fall 2023-)	Eira Tansey, Climate Control (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. • Rethinking and expanding content topic areas • Pay more attention to readership tracking/statistics • Send out regular Guidelines reminders 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 & Fall 2022 issues • Recruited assistant editors • Spring & Fall 2023 issues • Spring 2024 issue • Fall 2024 issue in progress 			

Society of Ohio Archivists Committee Reports

Date:	June 20, 2024		
Committee:	Educational Programming Committee		
Chairs:	Sara Mouch, University of Toledo; Michelle Sweetser, Bowling Green State University		
Members:	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)
	Matt Francis, Ohio University (VP)	Adam Wanter, MidPointeLibrary System	Kieth Peppers, Baldwin Wallace University
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"> - Planned the 2024 Annual Conference <ul style="list-style-type: none"> o 103 total attendees <ul style="list-style-type: none"> ▪ 67 in-person ▪ 36 virtual only ▪ 7 total students o Revenue of approximately \$7585 <ul style="list-style-type: none"> ▪ \$6265 registration (will be slightly less after credit card fees) ▪ \$600 in sponsorships ▪ \$300 in scholarship sponsorships ▪ \$420 raised from silent auction o Expenses of approximately \$3227.18 <ul style="list-style-type: none"> ▪ \$1700 facility rental ▪ \$2536.52 food/catering ▪ \$1363 speaker fees and honorarium ▪ \$113.77 technology fees (Zoom, purchase of webcam and microphone) 			

- o **Net income of approximately \$1821.30**
- o Feedback: Only a small percentage of evaluation forms were completed, more for the virtual sessions. Overall, positive feedback.
- o OLHA SOA Track is filled

Date:	June 20, 2024	
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) Hannah Kemp-Severence Case Western Reserve University, (2023-, co-chair 2024-2025)	
Members:	Devhra Bennett-Jones, University of Cincinnati (2020-)	Arjun Sabharwal, The University of Toledo (2023-)
	Madeline Fix, The Ohio State University (2020-)	
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"> • Onboard new members to the committee • Evaluate the results of our committee’s 2024 SOA Annual Meeting session for potential action items. 		
Ongoing Issues and Challenges:		
<ul style="list-style-type: none"> • Increasing committee membership 		
Accomplished Goals:		
<ul style="list-style-type: none"> • Held our discussion session at 2024 SOA Annual Meeting and obtained results from 6 small groups. • Approved the addition of three new committee members and invited a fourth to join. • Submitted a session proposal for 2024 Ohio Local History Alliance (OLHA) Annual Meeting. 		

Society of Ohio Archivists Committee Reports