

Society of Ohio Archivists Council Meeting
Friday, September 27, 2024
10:30 AM (EST)

Attendees: Sophia McGuire, Jim DaMico, Hannah Kemp-Severence, Emily Gainer, Helen Conger, Jennifer Long Morehart, Matt Francis, Melissa Dalton, Kristen Newby, Jessica Heys, Michelle Sweetser, Shelby Beatty (minutes)

1. Welcome
 - a. President Matt Francis called the meeting to order at 10:32 AM.
 - b. Meeting was unable to be recorded.

2. Minutes
 - a. Approve minutes from August 23, 2024 meeting.
 - b. Francis motioned to approve minutes from the August 23, 2024 Council meeting. Council Member Kristen Newby seconds, motion approved.

3. Committee Reports
 - a. Treasurer
 - i. Sophia McGuire - There are gaps in transaction logs. I reconciled what I could. Still off by \$200. I'm starting from scratch with a new spreadsheet. \$19,603.88 previous balance. \$5,839.63 in deposits. Paid \$115 for GoDaddy website renewal. \$25,327.49 current balance. \$110 in cash box.
 - ii. Francis - This is a year we can look at little budgetary things to make positive impacts (ex. waiving registration fees for conference presenters).
 - b. Membership & Awards (M&A)
 - i. Helen Conger - Currently revising awards rubric. Also creating a fillable PDF for candidate awards/scholarship submissions.
 1. Conger - For the applicants, do they have to select student or new professional to be eligible? They may be new to the profession and a student at the same time.
 - a. Emily Gainer - Maybe they can select both?
 - b. Michelle Sweetser - EPC wants to make sure we can market scholarships well. We may need to partner on this.
 2. Conger - May the statement of financial need for conference funding be removed? Seems intrusive. Can we assume they have a financial need?
 - a. Francis - It's not in the bylaws, so I think we're good to remove that.
 - b. Melissa Dalton - Do we know what other organizations are doing? Do they ask about needs?
 - i. Conger - Not sure. I can look into organizations like MAC for language.
 - c. Francis - JEDAI might also have perspective on this.
 - i. Helen Kemp-Severence - We're anticipating reviewing the rubric and can provide feedback.
 3. Conger - Connie Conner from OHC asked about supporting Ohio History Day more and is looking for a directory of Ohio archives and holdings. She mentioned SOA as a resource.
 - a. Jennifer Long Morehart - External organizations contact list in Google Docs.

- c. Marketing & Communication (MCC)
 - i. Gainer - We met last week for Archive Month preparation. A&O asked about poster reveal post on social media. October 16 is Ask An Archivist day. Moving it from Twitter/X to Instagram. A&O has blogs ready to go. Subscriber numbers have gone up. 400 on listserv, 168 on Instagram, 154 on LinkedIn, 1,029 on Twitter/X.
- d. Nominating
 - i. Francis - No report.
- e. Newsletter
 - i. Francis - Newsletter was sent out and looks fantastic.
- f. Educational Programming (EPC)
 - i. Michelle Sweetser - We settled on the theme "Funding the Archives". We could use some ideas on keynote speakers. We're still exploring locations. Have cost estimates from Toledo and BGSU. Planning on a full proposal for next month's meeting.
- g. Advocacy & Outreach
 - i. Francis - No representative present.
- h. Justice, Equity, Diversity, Accountability, and Inclusion (JEDAI)
 - i. Kemp-Severence - We discussed the upcoming OHLA meeting representation. Plan to focus on crucial conversations and underrepresented stories.

4. New Business

- a. SOA Operating Budget 2024-2025
 - i. Francis - I'm not sure that I received all budget reports from committees. It's okay since we're all busy. Let's table this until next meeting so we have time to get everything together for review. Until approved, every expense will have to be approved on a vote-by-vote basis.
 - 1. McGuire - I shared document left behind by the last Treasurer. I don't have information on Strategic Planning (SP) and panel discussion funding. Do we need these line items at this time?
 - a. Dalton - No need for SP.
 - b. Sweetser - No EPC plans for a panel discussion.
 - c. McGuire - Okay I'll plug in numbers and get everything cleaned up by the next meeting.
 - d. Conger - I'm going to have to confirm with OHC money for History Day awards. Okay to confirm this with them?
 - i. Francis - Yes, that's fine.

5. Old Business

- a. Role of SOA at-large SOA officers
 - i. Improving communication & collaboration within SOA's governing structure
 - ii. Newby - Jim, Jen, and I met with committee representatives to discuss possibilities to expand SOA Council At Large responsibilities. We're thinking each member take on either networking or professional development. No one had concerns and reception was positive. These roles could enhance committee work. Considering:
 - 1. virtual coffee chats.
 - 2. mentorship program and navigating undergraduate/online students and graduate student relationships in post-COVID world.
 - 3. building connections with membership.
 - 4. reviewing SAA mentorship program.

5. more communication between Council officers and committee members. We talked about Council At Large helping communicate between Council and membership. We would like Council and SOA to be more engaged.
- iii. Francis - This discussion goes well with SP. I'm concerned about burn out and putting too much on people. Two things we could start on is piloting a virtual coffee chat and update records we have to identify undergrad/grad programs in Ohio to connect with.
 1. Gainer - Is the undergrad/grad list on Google Docs?
 2. Long Morehart - Yes, under M&A.
 3. Dalton - Can you share with Council?
 4. Long Morehart - Yes, I'll get that done soon.
6. Any other business to discuss.
 - a. No
7. Upcoming Meetings
 - a. Next Meeting - October 25, 2024 at 10:30 (EST)
 - b. Francis - Let's get budgets together before our next meeting.
 - i. Francis adjourned the meeting at 11:12 AM.

Treasurer's Report
September 27, 2024

Previous Balance

\$19,603.88

Deposits

\$5,839.63

\$596.15 – memberships

\$5,243.31 – conference payments

\$.17 - interest

Expenses

\$115 – GoDaddy renewal

Current Balance

Checking Account - \$25,327.49

Cash Box - \$110

Society of Ohio Archivists Committee Reports

Date:	9/27/2024		
Committee:	Membership & Awards Committee		
Chairs:	Helen Conger, co-chair 2023-2025; Stephanie Shreffler, co-chair 2024-2026		
Council Liaison:			
Members:	Julia Teran	Devhra Bennett-Jones	Mark Bloom
	Marsha Miles	Cate Putirskis	

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 (2024-2025):

- Select winners of the Merit, Student/New Professional, and History Day Awards
- revise rubric for New Professional & Student Scholarship/Merit Award selection
- Membership Drive 2024-write and distribute the membership renewal letter. Communicate with OHC for distributing email blast for membership renewal notifications.
- Update internship and membership webpages

Ongoing Issues and Challenges:

- New and Renewing 2024 SOA Memberships
 - Current: As of 9/20/2024 membership roster: 160 memberships
 - Breakdown:
 - Individual: 135
 - Student: 15
 - Bridge: 5
 - Patron: 3
 - Sponsor: 2
 - Lifetime: 2
- 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:

- confirmed needed budget for committee for 2024-2025;
submitted budget request to SOA Council
- continued work on revision of Student/New Professional Scholarship and Merit Award rubrics;
created draft pdf fillable forms for awards applications
- Updated and maintained the online SOA Membership Directory as well as the Internship and Volunteer Opportunities webpage

Society of Ohio Archivists Committee Reports

Date:	September 27, 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 **3** blog announcements since the last Council meeting.
 - Last 30 days: 2,277 page views (increase 28% from last month). Most visited 3 pages: 1) Homepage, 2) Educational Programming, 3) Ohio Archivist
- Managed [SOA Listserv](#).
 - 400 members (+6)
 - 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 Fall meeting with OLHA; job postings; general

announcements from the field

- 211 likes; 282 followers (+11; +12)
- Managed [ISSUU](#) account
- Managed [Instagram](#) account
 - 168 followers (+27). 4,663 views in the last 30 days. Views doubled from the previous month.
 - Instagram takeover - 2 completed. 2 signed up in October. November is open.
- Managed [LinkedIn Page](#)
 - 154 followers (+3). Building the account and exploring ways to use it.
- Managed [Pinterest](#)
- Managed X (formerly Twitter) account ([@ohioarchivists](#))
 - 1,029 followers (-4). Basic analytics are now only available with a Pro subscription.
- Managed [YouTube](#) account
 - 38 videos total. 28 subscribers (+0)

Date:	Sept 27, 2024			
Committee:	Advocacy and Outreach			
Chair:	Jim McKinnon/Sarah Aisenbrey			
Members:	Connie Conner		Jacky Johnson	Christine Liebson
	Kristina Schulz	Ken Grossi	Dana Best-Mizsak	Jim McKinnon
	George Bain	Jennifer Gerth	Natalie Fritz	Collette McDonough
Mission/Summary:				
<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>				
Goals for the Year:				
<ul style="list-style-type: none"> • Create the Archives Month poster • Have an unveiling event for the poster • Generate content for the SOA Blog that relates to advocate for Ohio's archives and archivists • Collaborate with other SOA committees as needed • Update our mission 				
Ongoing Issues and Challenges:				
<ul style="list-style-type: none"> • Doing more advocacy outside the field • Committee members that do not attend meetings or respond to emails • We were not really as a group able to participate in Ask an Archivist day on X because none of our committee are on X, what could we do instead? 				
Accomplished Goals:				
<ul style="list-style-type: none"> • Archives month poster has been mail and received. • Blog posts for Archives month are set. • Kristina Schulz, University Archivist at Univ of Dayton has joined A&O • A&O mission being updated 				

Society of Ohio Archivists Committee Reports			
Date:	September 27, 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"> • Recruited assistant editors • Spring & Fall 2022 issues • Spring & Fall 2023 issues • Spring & Fall 2024 issues 			

Society of Ohio Archivists Committee Reports

Date:	September 27, 2024		
Committee:	Educational Programming Committee		
Chairs:	Sara Mouch, University of Toledo; Michelle Sweetser, Bowling Green State University		
Members:	Meghan Crawford, Capital University	Riza Miklowski, Akron-Summit County Public Library	Adam Wanter, MidPointe Library System
	Matt Francis, Ohio Northern University (President)	Jennifer Long Morehart, Bowling Green State University (VP)	
	Betsy Hedler, OHC/SOA Liaison	William Modrow, Miami 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 - Review and establish procedures and expectations for travel expenses and honoraria for plenary speaker(s). - Review guidelines for presenters; set expectations so that slides are submitted in advance to ease technical transitions if we continue to offer a hybrid conference model. - Coordinate with the Awards Committee on how we collect money for and determine the number of scholarship awards. 			
Ongoing Issues and Challenges:			
<ul style="list-style-type: none"> - Securing sessions for fall OLHA meeting. We will not need to do this for Fall 2025 as OHLA is partnering to host the AASLH conference. 			
Accomplished Goals (Summer 2024)			
<ul style="list-style-type: none"> - OLHA SOA track is filled; shepherds have been finalized... - Met to continue planning for spring 2025 (September 19). <ul style="list-style-type: none"> o Finalized theme: Funding the Archives (finding opportunities for development; fundraising activities; tools for successfully writing grant proposals; needs in the archives [capital, staffing, projects] and how to convey those needs to resource allocators <ul style="list-style-type: none"> ▪ Briefly discussed potential titles ▪ Discussed potential keynote speakers, including individuals from other professions with development experience o Discussed potential locations for the spring meeting, including Toledo, Bowling Green, and Ada. <ul style="list-style-type: none"> ▪ Cost estimates were secured for UToledo, BGSU, Bluffton, and Lima. So far, Toledo may be the most competitive. Sara is working on gathering more information. o Secured volunteers for sponsorships and silent auction. 			

- o Secured volunteers to work on developing a policy framework for supporting keynotes re: honoraria and travel expenses.

Date:	September 27, 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, University of Akron (2023- , co-chair 2024-2025)	
Members:	Devhra Benett-Jones, University of Cincinnati (2020-)	Meghan Crawford, Capital University (2024-)
	Madeline Fix, The Ohio State University (2020-)	Savannah Gould, Kent State University (2024-)
	Austin Hall, University of Cincinnati (2024-)	Michele Jennings, University of Dayton (2024-)
	Arjun Sabharwal, The University of Toledo (2023-)	Niel White, (2024-)
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"> • Evaluate SOA internal processes and come up with plans for improvement. • Organize the next Crucial Conversations session for the 2024 OLHA Annual Meeting. • Have a committee representative work with SOA Council members at large to discuss expanding their roles. • Review rubric(s) from 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"> • Nicole represented JEDAI at a meeting with SOA Council members at large to discuss expanding their roles. • Hannah and Maddie met with the panelists to finalize the details for the Crucial Conversations session at the 2024 OLHA Annual Meeting. 		

Society of Ohio Archivists Committee Reports