

Society of Ohio Archivists (SOA) Council Meeting
Friday, October 25, 2024
10:30 AM (EST)

Attendees: Matt Francis, Sara Mouch, Emily Gainer, Sarah Aisenbrey, Jennifer Long Morehart, Sophia McGuire, Betsy Hedler, Hannah Kemp-Severence, Jessica Heys, Amber Bales, Nicole Sutton, Shelby Beatty (minutes)

1. Welcome

- a. President Matt Francis called the meeting to order at 10:35 AM.

2. Minutes

- a. Approve minutes from September 23, 2024 meeting.
- b. Treasurer Sophia McGuire motioned to approve 9/23 meeting minutes. Vice President Jennifer Long Morehart seconds, motion carries.

3. Committee Reports

- a. Treasurer
 - i. McGuire - \$25,579.68 in checking account, \$110 in cash box. Received \$875 venue overpayment reimbursement from Capital University. Paid \$623 to Kenwel Printers for Archives Month posters.
- b. Membership & Awards (M&A)
 - i. No representative present
- c. Marketing & Communication (MCC)
 - i. Amber Bales - Updated blog announcements. Slight decrease in page views. 2 new members in SOA Listserv. 3 completed Instagram takeovers. November is wide open for week-long takeovers.
- d. Nominating
 - i. Nothing to report.
- e. Newsletter
 - i. Nothing to report.
- f. Educational Programming (EPC)
 - i. Sara Mouch - Selected the University of Toledo for the 2025 SOA Annual Meeting venue. 2 rooms reserved with no cancellation fees. Working closely with ParkUToledo to avoid parking issues.
 - ii. Emily Gainer - Are we ready for a save the date?
 - iii. Mouch - Let's confirm with Michelle Sweetser first.
 - iv. Francis - Can you briefly go over the theme?
 - v. Mouch - It's about funding the archives and the different ways of doing so. "Show Me the Money" is the working title, but we need a subtitle for clarification. We're reaching out to foundation officers and development members whose job it is to raise money. Looking to reach out to the Mellon Foundation and IMLS for a keynote speaker.
- g. Advocacy & Outreach (A&O)
 - i. Sarah Aisenbrey - Thank you to MCC for blog and poster reveal help. Thanks to Betsy for getting poster mailing figured out.
- h. Justice, Equity, Diversity, Accessibility, & Inclusion (JEDAI)
 - i. Nothing to report.

4. New Business

- a. OLHA meeting thoughts/reflection
 - i. Francis - Any thoughts on SOA's role in the conference this year?
 - ii. Betsy Hedler - We don't do individual session evaluations, but a general conference evaluation called out Michelle Ganz's DEI session as exceptionally helpful.
 - iii. Long Morehart - Thank you to EPC for coordinating the SOA track and JEDAI for presenting.
 - iv. Hedler - For next year, OLHA is partnering with ASLH. Session proposals due December 13 and will be on our website.

5. Old Business

- a. SOA Operating Budget 2024-2025 (more information forthcoming)
 - i. Francis - Thank you for getting in your budget requests. Biggest budget differences from last year at this time are annual meeting catering costs. We're just trying to be aware of increased costs in catering as we enter a contract for the annual meeting. SOA Council will be able to approve new expenditures throughout the year as needed. Thank you to Sophia for getting the budget document together. Thoughts or questions?
 - 1. McGuire - Forgot to include carryover from this past year. We came in around \$3,600 under budget. Can help offset expenses this year like catering.
 - ii. Francis - How do people feel overall about the budget?
 - 1. Gainer - I think it looks really good. Glad to see we're able to increase and do more things.
 - iii. Francis - We're down 2 voting members at this meeting, but already delayed budget voting. Everyone okay with voting today?
 - iv. Long Morehart motions to approve 2025 budget. McGuire seconds, motion carries.
- b. Role of SOA at-large SOA officers ~ Virtual Coffee update
 - i. Francis - Table for now since at-large officers are not present.

6. Upcoming Meetings

- a. Next Meeting - November 22, 2024 at 10:30 (EST)
 - i. Francis - I will send out a survey to gauge attendance since we're getting into the travel season.
- b. Francis adjourned the meeting at 10:55AM.

SOA Treasurer's Report
October 25, 2024

Previous Balance

\$25,327.49

Deposits

\$875 – Capital University overpayment reimbursement

\$.19 – Interest

Expenses

\$623.00 – Kenwel Printers – Archives Month Posters

Current Balance

Checking Account - \$25,579.68

Cash Box - \$110

Society of Ohio Archivists Committee Reports

Date:	10/25/2024		
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 2025-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 10/23/2024 membership roster: 164 memberships
 - Breakdown:
 - Individual: 136
 - Student: 16
 - 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
- revised Student/New Professional Scholarship and Merit Award rubrics
- created pdf fillable forms for Scholarship awards applications and Merit Award nominations
- Updated and maintained the online SOA Membership Directory as well as the Internship and Volunteer Opportunities webpage

Society of Ohio Archivists Committee Reports

Date:	October 25, 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 **5** blog announcements since the last Council meeting.
 - Last 30 days: 1,634 page views (decrease 28% from last month). Most visited 3 pages: 1) Homepage, 2) Internship and Volunteer Opportunities, 3) Educational Programming
- Managed [SOA Listserv](#).
 - 402 members (+2)
 - 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 Ohio Archives Month posters & blogs; Fall meeting

with OLHA; job postings; general announcements from the field

- 211 likes; 284 followers (+0; +2)
- Managed [ISSUU](#) account
- Managed [Instagram](#) account
 - 182 followers (+14). 4,009 views in the last 30 days.
 - Instagram takeover: 3 completed. 1 this week. November is open.
- Managed [LinkedIn Page](#)
 - 156 followers (+2). Building the account and exploring ways to use it.
- Managed [Pinterest](#)
- Managed X (formerly Twitter) account ([@ohioarchivists](#))
 - 1,027 followers (-2). Basic analytics are now only available with a Pro subscription.
- Managed [YouTube](#) account
 - 38 videos total. 28 subscribers (+0)

Date:	October 25, 2024			
Committee:	Advocacy and Outreach			
Chair:	Jim McKinnon/Sarah Aisenbrey			
Members:	Connie Conner	Kristina Schulz	Jacky Johnson	Christine Liebson
	Collette McDonough	Ken Grossi	Dana Best-Mizsak	Jim McKinnon
	George Bain	Jennifer Gerth	Natalie Fritz	

Mission/Summary:

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.

Goals for the Year:

- 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:

- Solved issues
 - Olympic Museum will no longer be doing the poster event due to our lack of funding - we are brainstorming new ideas for this - **we solved this by unveiling the poster on social media.**
 - Committee members that do not attend meetings or respond to emails - **lately, we have had good attendance at meetings and responses to calls for participation.**
 - Larger presence on social media - **we used social media for the poster unveiling, which put out several posts. We are also in process of creating a “master calendar” for blogs and social media posts.**
- Current issues
 - Ways to engage for America 250
 - Updating mailing list

Accomplished Goals:

- Put out four blogs for Archives Month
- Revealed Archives Month poster on social media
- Mailed Archives Month poster
- Reviewing mission statement
- Working on a master calendar

Society of Ohio Archivists Committee Reports			
Date:	October 25, 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:	October 22, 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 (since September meeting)			
<ul style="list-style-type: none"> - Shepherded sessions at OLHA. Some feedback for Council attention/note: <ul style="list-style-type: none"> o SOA needs to create pathways to formalize our discussion and planning with OHLA so that everyone is clear on what needs to be done and the expectations and so that we feel connected to the organization and what is going on at the conference. o We also need to be clear(er) about the technical aspects and expectations of both the venue and the presenters so that we are all on the same page and don't put shepherds in difficult positions. - Met to continue planning for spring 2025 (10/17). <ul style="list-style-type: none"> o Working title: Show Me the Money (still need something after a colon to qualify/describe a bit more) o Conference Location/Date: Selected the University of Toledo; May 16, 2025 (virtual the day prior). o Plenary speaker: we are working on this, reaching out first to Patricia Hswe (Mellon Foundation) and then to Cyndee Landrum (IMLS). 			

- o Reviewed suggested changes to MOU for plenary speaker (attached).
- o Developed a proposed budget (attached), acknowledging that these expenses are above what we anticipate, but provide us flexibility within each budgetary category. We will closely monitor registrations and income and adjust costs, where possible to maintain an overall balanced budget.
- o Began work on the Call for Proposals and Proposal Submission Form.

Date:	October 25, 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. • Plan for possible future Crucial Conversations session for the 2025 SOA 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"> • Crucial Conversations session at the 2024 OLHA Annual Meeting was successful with good feedback from participants and audience members. 		

Society of Ohio Archivists Committee Reports