

Society of Ohio Archivists (SOA) Council Meeting

Friday, December 6, 2024

10:30 AM (EST)

Attendees: Matt Francis, Betsy Hedler, Sophia McGuire, Stephanie Shreffler, Hannah Kemp-Severence, Emily Gainer, Jim DaMico, Sara Mouch, Kristen Newby, Jennifer Long Morehart, Michelle Sweetser, Nicole Sutton, Helen Conger, Jessica Heys, Amber Bales, Shelby Beatty (minutes)

1. Welcome

- a. President Matt Francis called the meeting to order at 10:32 AM.

2. Minutes

- a. Approve minutes from October 25, 2024 meeting.
- b. Francis motioned to approve 10/25 meeting minutes. Vice President Jennifer Long Morehart seconds, motion carries.

3. Committee Reports

a. Treasurer

- i. Treasurer Sophia McGuire - Previous balance \$25,579.68. Income for third quarter memberships \$174.60. Paid OHC \$91.21 for Archives Month poster mailing. Current balance \$25,663.49. Cash box \$110.

b. Membership & Awards

- i. Helen Conger - Drafted the updated renewal letter for membership campaign. Betsy, do we want to use OHC address on letter?
 1. Betsy Hedler - Yes for membership renewals.
 2. McGuire - Yes if members want to send in a check for renewals.
- ii. Conger - We reviewed award rubrics with JEDAI feedback. We created standardized application forms for scholarships and merit nomination forms. Will send to MCC to update the Awards webpage. Plan to expand outreach to advertise the awards in the new year.

c. Marketing & Communication

- i. Emily Gainer - November is quiet after Archives Month. Gained 23 followers on Instagram and 11 on LinkedIn. Lost 57 followers on X, but that has more to do with the platform. Getting ready for the membership renewal and Spring conference.

d. Nominating

- i. Francis - Starting work on recruiting for the upcoming SOA election cycle.

e. Newsletter

- i. Jessica Heys - Eira Tansey will be leaving the newsletter. Let me know if you or anyone you know is interested in contributing to the newsletter or becoming an editor/assistant editor.
- ii. Francis - Reach out to me and Emily and we can see who else might be interested.

f. Educational Programming

- i. Sara Mouch - Finalized the conference theme (fundraising) and title: "Show Me The Money: Sustaining Archives and Archival Programs." Call for proposals is ready to go for MCC distribution. Plenary virtual speaker from the Mellon Foundation lined up. She cannot accept and honoraria, so we're looking into a local speaker as well. Rooms reserved at the University of Toledo. Just need a certificate of liability for insurance. Talking to parking for most cost-effective ways for attendees to park on campus.

g. Advocacy & Outreach

- i. No representatives present.
- ii. Francis - Special thanks to George Bain who has stepped out of his role on the committee. He's been a great leader for SOA and Ohio archives in general. A fantastic person and voice for helping archives!
- h. Justice, Equity, Diversity, Accessibility, & Inclusion (JEDAI)
 - i. Nicole Sutton - M&A finished rubrics and application forms. Next up is working on a proposal for the next crucial conversations session at the annual meeting.
 - 1. Francis - The two JEDAI Co-chair positions will be up for elections. 1 for a 1-year term and the other for a 2-year term to keep the positions staggered.

4. New Business

- a. 2026 annual meeting -- Possible joint conference with Midwest Archives Conference (MAC)
 - i. MAC is currently considering holding their conference in Columbus, May 14-16, 2026.
 - ii. MAC leadership + EPC co-chairs, Jennifer, and Matt are looking at having a January call to support initial conversation around the possibility of a joint conference.
 - 1. Francis - The MAC conference would align with the SOA 2026 annual meeting dates and location. Michelle noticed and got SOA and MAC leadership connected to meet and discuss a possible joint meeting.
 - iii. Betsy - When is the proposed date for the 2025 SOA annual meeting?
 - 1. Mouch - Friday, May 16
- b. SOA Records Retention Schedule - Proposal to amend the [SOA Retention Schedule](#) to include:
 - i. SOA-20-11 - Liability Insurance Declarations Certificates
 - 1. Retain current year + previous year unless an open claim requires retention until the claim is resolved.
 - a. Shelby motioned to approve, Kristen seconds, motion carries.
 - 2. Electronic copies stored on the SOA Google Drive account.
 - a. Francis - Issue with memory issue on Google Drive. Emily resolved this, but it was a good reminder to apply retention to Google Drive records. Prior to the January 24 meeting, please look over folders responsible for and update appropriately according to the retention schedule.
 - 3. Physical copies maintained by the OHC representative to SOA.
 - ii. Google Drive records retention review.
- c. SOA representatives to outside groups
 - i. Francis - Collette let us know her role as SOA representative to RAAC is ending. Official SAA group that meets infrequently. Statewide Cultural Advocacy Roundtable started last year and is more informal. Not an official SOA appointment. Jim and Kristen are willing to take on liaison roles. We should decide whether or not to assign them to Council At-Large roles moving forward.
 - ii. Regional Archival Associations Consortium (RAAC)
 - 1. McGuire motions to appoint Jim as SOA's representative to RAAC. Long Morehart seconds, motion carries.
 - iii. Statewide Cultural Advocacy Roundtable
 - 1. Long Morehart motions to appoint Kristen as SOA's representative to the Statewide Cultural Advocacy Roundtable. McGuire seconds, motion carries.

5. Any other business or announcements?

- a. Newby - Inaugural coffee chat scheduled for January 15.
- b. Long Morehart - We're looking to update the SOA Council Manual. Look for us to reach out for feedback.

6. Upcoming Meetings

- a. Next Meeting - January 24th, 2024 at 10:30 (EST)
- b. Francis adjourned the meeting at 11:01 AM.

SOA Treasurer's Report
December 6, 2024

Previous Balance

\$25,579.68

Deposits

\$.21 – Interest

\$.21 – Interest

\$174.60 – Net income of memberships via online store 3rd quarter (pending)

Expenses

\$91.21 – Archives poster mailing (OHC)

Current Balance

Checking Account - \$25,663.49

Cash Box - \$110

Society of Ohio Archivists Committee Reports

Date:	12/6/2024		
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 12/1/2024 membership roster: 165 memberships
 - Breakdown:
 - Individual: 136
 - Student: 17
 - 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 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
- Created 2025 membership renewal letter
- Confirmed History Day awards sponsorship for the 2025 Ohio History Day State Contest
- Prepared strategy for advertising Scholarship and Merit Awards

Society of Ohio Archivists Committee Reports

Date:	December 6, 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 1 blog announcement since the last Council meeting.
 - Last 30 days: 3,512 page views (increase 102% from last month). Most visited 3 pages: 1) Homepage, 2) Internship and Volunteer Opportunities, 3) Annual Conferences
- Managed [SOA Listserv](#).
 - 402 members (+0)
 - 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, job & internships postings; general announcements

- 211 likes; 285 followers (+0; +3)
- Managed [ISSUU](#) account
- Managed [Instagram](#) account
 - 205 followers (+23). 3,916 views in the last 30 days.
 - Instagram takeovers: 1 in November (OU) and 1 next week (Kent grad student project)
- Managed [LinkedIn Page](#)
 - 167 followers (+11). Building the account and exploring ways to use it.
- Managed [Pinterest](#)
- Managed X (formerly Twitter) account ([@ohioarchivists](#))
 - 970 followers (-57). Basic analytics are now only available with a Pro subscription.
- Managed [YouTube](#) account
 - 38 videos total. 28 subscribers (+0)

Society of Ohio Archivists Committee Reports

Date:	December 6, 2024		
Committee:	Nominating Committee		
Chair:	Melissa Dalton		
Members:	Michelle Ganz, Dominican Sisters of Peace	Sarah Lubelski, Archives Collaborative	

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:

- Nominations for the 2025 elections

Ongoing Issues and Challenges:

- None

Accomplished Goals:

In the last quarter, members of the Committee:

- Met to discuss the 2025 elections
- Putting together list of possible nominations

Society of Ohio Archivists Committee Reports			
Date:	December 06, 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 2023-2024)
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 • Gained 5 asst eds now down to 3 			
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:	December 3, 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 October Council meeting)			
<ul style="list-style-type: none"> - Met to continue planning for spring 2025 (11/14). <ul style="list-style-type: none"> o Selected a Conference Theme/Title: Show Me the Money: Sustaining Archives and Archival Programs o Continued conversation with University of Toledo for our meeting site. Rooms are reserved; need to provide a certificate of liability insurance. Will need to settle on an approach to parking. o Plenary speaker: Patricia Hswe (Mellon Foundation) has agreed to serve as our plenary speaker. She will deliver her talk remotely and is unable to accept an honorarium. We are still working to negotiate an MOU. In light of this situation, the EPC agreed to explore the possibility of a local speaker as well to complement Patricia's talk. o The Call for Proposals and Proposal Submission Form are pretty much ready to go whenever MCC is ready/able to distribute them. 			

Date:	December 6, 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
	Jennifer Gerth	Natalie Fritz		

Mission/Summary:

The mission of the Advocacy and Outreach Committee is to advocate for archives and archivists by responding to issues impacting the role of archives and archivists in society and to provide outreach programming throughout the state of Ohio relating to Statehood Day, Archives Month, and communicating news from local, state, and national archives-related outlets.

New mission statement as of December 2024

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
 - Updated the mission statement.
 - Began a master calendar to keep track of events/deadlines.
 - Brainstorming for a poster theme for 2025.
- Current issues
 - Engaging in Statehood Day
 - Updating mailing list
- Updates
 - Long-time member of A&O George Bain stepped down. We thank him for his generosity of time over the years, especially in getting A&O to where it is today. We will miss George, but we wish him the best with more well-deserved free time.

Accomplished Goals:

- Mission statement updated - see above
- Created master calendar

Date:	December 4, 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 a Crucial Conversations session to submit for the 2025 SOA Annual Meeting. 		
Ongoing Issues and Challenges:		
<ul style="list-style-type: none"> None at this time. 		
Accomplished Goals:		
<ul style="list-style-type: none"> We reviewed the revised rubrics and newly created application forms for the Membership & Awards Committee and provided our feedback. 		

Society of Ohio Archivists Committee Reports