

Society of Ohio Archivists Council Meeting
Friday, January 24, 2025
10:30 AM (EST)

Attendees: Matt Francis, Sophia McGuire, Jim DaMico, Jim McKinnon, Sara Mouch, Melissa Dalton, Emily Gainer, Stephanie Shreffler, Hannah Kemp-Severence, Kristen Newby, Jennifer Long Morehart, Michelle Sweetser, Betsy Hedler, Helen Conger, Sarah Aisenbrey, Shelby Beatty (minutes)

1. Welcome

- a. President Matt Francis called the meeting to order at 10:31 AM.

2. Minutes

- a. Approve minutes from December 6, 2024 meeting.
 - i. Francis – Treasurer Sophia McGuire motioned to approve the 12/06 meeting. Vice President Jennifer Long Morehart seconds, motion carries.

3. Committee Reports

a. Treasurer

- i. McGuire - \$725 sent out to Erie Insurance. \$180 in checks to pick up for membership dues.

b. Membership & Awards

- i. Helen Conger – 72 memberships reported. More memberships coming in since then. First notice of awards will be out next Friday. Second notice will go out in February. We will get that out to Emily for SOA social media. Thank you, Sophia, for sending out History Day awards. 2 members want to join the committee.

c. Marketing & Communication

- i. Emily Gainer – Getting into annual meeting promotion. Promoted coffee chats and awards. Largest growth on Instagram and LinkedIn. Instagram take overs have been super popular. March and beyond is open for takeovers.

d. Nominating

- i. Melissa Dalton – Getting information together for call for nominations.
- ii. Betsy Hedler – Call for nominations go out via listserv. Election information goes to me directly.

e. Newsletter

- i. Francis – no representative.

f. Educational Programming

- i. Sara Mouch – nothing to add to report.

g. Advocacy & Outreach

- i. Jim McKinnon – Nothing to add to report. We created a blog schedule. 2 blogs a month. Poster theme for October has been selected. We're hoping to be involved in Statehood Day.

h. Justice, Equity, Diversity, Accessibility, and Inclusion (JEDAI)

- i. Hannah Kemp-Severence – Our report has information about a potential JEDAI award. How will the JEDAI co-lead election process work?
- ii. Francis – The plan is to hold an election for both co-leads. One for one year, one for two years so they're staggered. I think we should come up with a JEDAI-focused award. Start a conversation with Memberships & Awards.

4. New Business

- a. 1st SOA Coffee Chat report back.
 - i. Council Member At-Large Kristen Newby – The chat went well, and people were forthcoming with recommendations and feedback. Everyone thought quarterly chats would work. People want both an agenda with predetermined topics as well as an open-ended conversation. No need for digitization topics since that's already available in other Ohio groups. Future topics of interest include teaching with primary sources, preservation, navigating institutional structures, professional barriers, interpersonal conflicts, and volunteer management. People seem to like a place to vent and be with other likeminded people to discuss issues. We had good representation from various types of institutions.
 - ii. Council Member At-Large Jim DaMico – Everyone was excited. We had diverse representation from a variety of institution types across Ohio.
 - iii. Francis – Quarterly chats sound good.

5. Old Business

- a. [SOA Record Retention Schedule](#) has been updated to reflect the December 6th meeting vote.
 - i. Francis – I updated the schedule to include language related to insurance documentation.
 - ii. Gainer – I will update the schedule on the website.
 - iii. Francis – This is a good opportunity to review committee folders on the Google Drive. Check to make sure files retained are in alignment with retention schedule.
- b. [SOA Council Manual](#)
 - i. Francis – Jennifer and Melissa volunteered to look over the manual with me. It's going well so far. All committees and elected officers should look at relevant sections for any potential updates, suggestions, or questions. Email us by Feb 18 so we can circulate a draft.
- c. Possible joint conference with MAC 2026 discussion (next joint call scheduled for February 7th)
 - i. [MAC/SOA meetings comparison](#) (provided by Jennie Thomas, Rock 'n Roll HoF)
 - 1. Francis – If we work with MAC, we want to make sure the conference stays affordable to SOA members. We don't want to put ourselves at risk of financial harm. We need to make sure there is strong SOA branding/focus at the meeting.
 - ii. What are the potential benefits to our membership and organization?
 - 1. DaMico – Connecting with folks in a larger area.
 - 2. Dalton – Opportunity to expand the network.
 - 3. Conger – Expands educational opportunities. MAC meetings are also well run and will provide more opportunities to members.
 - 4. Newby – We get so focused on Ohio and forget the larger Midwest picture. Good way to understand how we play into a larger story of history and connect with other Midwestern institutions.
 - 5. Francis – Good opportunity to bring in more voices and perspectives.
 - iii. What are our current concerns and questions?
 - 1. Dalton – Location. Where is it actually going to be held, especially if out of the state?
 - 2. Francis – This conversation is contingent on it being in Ohio, probably Columbus.
 - 3. Aisenbrey – Has MAC partnered with other states like this in the past? If so, what can we learn from that?
 - 4. Dalton – I went to a MAC conference where Indiana was hosting their meeting at the same time, but not sure if it was a joint conference.

5. Conger – 2006-2007 joint meeting with MAC/SOA. Also, one with Michigan and Indiana in the past.
 6. Francis – What can we do to keep conference registration up with SOA membership? That will be an early question to investigate.
 7. Gainer – Is there an expected contribution from SOA? Minimum monetary contribution? Normally, we have our business meeting and the annual conference. Do we need to rent a room for that?
 8. Francis – Also, volunteer time commitments need to be considered for a larger conference.
 9. Newby – Does MAC have a larger graduate student following? Potential way to get more students involved with SOA.
 10. Sweetser – Grad students are one area MAC wants to better establish.
- iv. Do we want to continue investigating this feasibility? When can we feel comfortable making a final decision?
1. Francis – What’s the general feeling at this stage?
 2. Gainer – Seems worth it.
 3. Dalton – Interested to know how many members must choose between SOA and MAC conferences. Many may not be able to afford two separate conferences.
 4. Hedler – If you have a big organization coming into town like MAC, can you run your own conference without losing money 2 weeks later? If MAC is more expensive, SOA members might have to choose between the two instead of attending both. In my experience, it can get complicated bringing two groups together for one conference. Can share AASLH/OLHA contract.
 5. Dalton – Is there a date for MAC 2026?
 6. Francis – Location dependent. Maybe the week before our usual annual meeting. Our 2026 meeting would also be Columbus based, so it’s a good time to consider this opportunity.
 7. Newby – Does a combined meeting rule out typical venues that might be too small?
 8. Francis – Yes, we would need a slightly larger venue and possibly closer to the airport for MAC members. This rules out many past venues. We will tell MAC we’re interested in the opportunity. We will ask what the commitment timeline is so no one is surprised on either side. MAC leadership is highly professional, well organized, and share our values. Potentially a great team to work with.
6. Any other business or announcements?
7. Upcoming Meetings
- a. Next Meeting - February 28th, 2025 at 10:30 (EST)
 - b. Francis adjourned the meeting at 11:13 AM.

SOA Treasurer's Report
January 24, 2025

Previous Balance

\$25,663.49

Deposits

.22 – Interest

Expenses

\$225 – Awards (OHC)

\$725 – Erie Insurance (*not cleared yet*)

Current Balance

Checking Account - \$25,438.71 (*\$24,713.71 when check 1964 clears*)

Cash Box - \$110

Society of Ohio Archivists Committee Reports

Date:	1/24/2025		
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	Rachel Sykes
Mission/Summary:			
<p>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.</p>			
Goals for the Year (2024-2025):			
<ul style="list-style-type: none"> • 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:			
<ul style="list-style-type: none"> • New and Renewing 2025 SOA Memberships <ul style="list-style-type: none"> ○ Current: As of 1/21/2025 membership roster: 72 memberships ○ Breakdown: <ul style="list-style-type: none"> ▪ Individual: 58 ▪ Student: 4 ▪ Bridge: 3 ▪ Patron: 4 ▪ Sponsor: 1 ▪ Lifetime: 2 <p>Compare to:</p> <ul style="list-style-type: none"> ○ 2024: 65 (as of 1/25/2024) ○ 2023: 84 (as of 1/26/2023) ○ 2022: 32 (as of 2/9/2022 - renewal notice challenges) ○ 2021: 107 (as of 3/6/2021) 			
Accomplished Goals:			
<ul style="list-style-type: none"> • 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; coordinated with OHC for email blast
- Confirmed History Day awards sponsorship for the 2025 Ohio History Day State Contest
- Confirmed judges for SOA History Day awards
- Prepared strategy for advertising Scholarship and Merit Awards

Date:	January 24, 2025			
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	Jennifer Gerth
	Natalie Fritz	Nina Herzog		
Mission/Summary:				
<p>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.</p> <p><i>New mission statement as of December 2024</i></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 advocating for Ohio’s archives and archivists ● Collaborate with other SOA committees as needed 				
Ongoing Issues and Challenges:				
<ul style="list-style-type: none"> ● Solved issues <ul style="list-style-type: none"> ○ Poster idea confirmed for 2025 - Ohio-based companies ● Current issues <ul style="list-style-type: none"> ○ Engaging in Statehood Day ○ Updating mailing list ● Updates <ul style="list-style-type: none"> ○ Nina Herzog joined A&O - membership of 10 plus 2 chairs 				
Accomplished Goals:				
<ul style="list-style-type: none"> ● Created blog calendar - 2 blogs a month (and 4 for Archives month) ● Voted for 2025 poster theme 				

Society of Ohio Archivists Committee Reports

Date:	January 24, 2025		
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 December Council meeting)			
<ul style="list-style-type: none"> - Met to continue planning for spring 2025 (12/19 and 1/16). <ul style="list-style-type: none"> o The Call for Proposals and Proposal Submission Form was distributed. We have received one response via the Google form. We asked MCC to send out another push and we are reaching out to our circles to encourage submission. Current deadline is January 31, 2025. o Plenary speaker: After some delay in getting into contact with Patricia Hswe, Michelle and Patricia connected and everything seems to be okay other than working with the wording on the MOU since she cannot accept an honorarium. o Identified several options for a local plenary, with priority going to the library development officer and Library Dean at BGSU. Michelle reached out to them this week. o Continued conversation with University of Toledo for our meeting site. Reserved parking for in-person day. 			

- o **OPC inquired about having a table at the meeting** and EPC determined that we can arrange for a table, but have some details to iron out, such as registration waiver for those manning the table, and some logistical issues.
- o **Subcommittees are starting work in their areas.** A meeting later today (1/25) with Membership and Awards and the Treasurer may impact the work of the Sponsorships subcommittee, primarily in the wording of the solicitation.
- Discussed possible partnership with MAC when they are in Columbus May 2026.
 - o **Michelle recapped conversation** that SOA had earlier in the month with MAC and got input from EPC membership.
 - o **Still a lot of things to consider**, including respective committee membership responsibilities, revenue splitting, accessibility, and brand preservation.

Society of Ohio Archivists Committee Reports

Date:	January 24, 2025	
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 6 blog announcements since the last Council meeting.
 - Last 30 days: 3,654 page views (increase 103% from last month). Most visited 3 pages: 1) Homepage, 2) Annual Conferences, 3) Internship and Volunteer Opportunities
- Managed [SOA Listserv](#).
 - 398 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. Blocked spam.
- Managed Facebook [Page](#).
 - Posted timely announcements, job & internships postings; Annual Meeting information;

membership renewals

- 213 likes; 291 followers (+2; +6)

- Managed [ISSUU](#) account

- Managed [Instagram](#) account

- 225 followers (+20). 1,179 views in the last 30 days.

- Instagram takeovers: 1 in December; 1 this week; March and beyond is open

- Managed [LinkedIn Page](#)

- 188 followers (+21). Regular posting of content.

- Managed [Pinterest](#)

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

- 955 followers (-15). Not posting or checking regularly. Basic analytics are now only available with a Pro subscription.

- Managed [YouTube](#) account

- 38 videos total. 29 subscribers (+1)

Society of Ohio Archivists Committee Reports			
Date:	January 24, 2025		
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, Spring 2025)		
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-)		
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"> • See if anyone else would like to take over the newsletter • 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 			

Date:	January 24, 2025	
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"> • We are curious about how the election process for future JEDAI co-leads works. • We are interested in knowing the SOA Council’s thoughts on creating a JEDAI award and the description and criteria for the awards and scholarships. 		
Accomplished Goals:		
<ul style="list-style-type: none"> • We drafted a Crucial Conversations session proposal for the SOA 2025 Annual Meeting. 		

Society of Ohio Archivists Committee Reports