

Society Of Ohio Archivists Council Meeting

Friday, February 28, 2025

10:30 AM (EST)

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

1. Welcome

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

2. Minutes

- a. Approve minutes from the January 24th, 2025 meeting.
 - i. Francis calls to approve January 24, 2025 meeting minutes. Vice President Jennifer Long Morehart motions, Council At-Large Member Jim DaMico seconds, motion carries.

3. Committee Reports

- a. Treasurer
 - i. Treasure Sophia McGuire – Nothing to add.
- b. Membership & Awards
 - i. Helen Conger – More memberships have been received recently. The committee met and got a question about DEI statements from the federal administration.
- c. Marketing & Communication
 - i. Emily Gainer – Marketing the call for nominations, scholarships, merit awards, and 3 blogs from Advocacy & Outreach. Huge increase in Instagram followers. We plan to sunset our Twitter/X account.
- d. Nominating
 - i. Melissa Dalton – We're working on the slate for the next election. We will send out another email to complete the slate. We're encouraging students and new professionals to run.
- e. Newsletter
 - i. Francis – If you want to submit information for the newsletter, Jessica Heys would like content by Wednesday.
- f. Educational Programming
 - i. Sara Mouch – Nothing to add. We received conference session proposals and have the schedule planned out.
- g. Advocacy & Outreach
 - i. Sarah Aisenbrey – Thanks to MCC for blog postings. We have two new members and a full slate of committee members.
- h. Justice, Equity, Diversity, Accessibility, and Inclusion (JEDAI)
 - i. Hannah Kemp-Severence – Nothing to add.

4. New Business

- a. [Proposed SOA Constitutional Amendment](#) - Council voting practices
 - i. Francis – Amendments do not need to go through Council for approval. Simple membership majority is required. Section 10 – remove language about special electronic deliberations and pull in language from Ohio Revised Code.
 1. Francis motions for Council to propose constitutional change and bring up to membership at the annual meeting. Long Morehart seconds, motion carries.

- b. SOA response(s) to recent federal and state government actions
 - i. Francis motions to move to a closed session for this portion of the meeting. Long Morehart seconds, motion carries.
 - ii. Discussion points/questions:
 - 1. JEDAI's values should remain centered and important to SOA. Continue conversations regarding a JEDAI values focused award.
 - 2. Developing a values/ethics and core mission statement.
 - 3. Personal vs. professional email use.
 - a. Betsy Hedler is the contact for email updates.
 - 4. Removing member directory from webpage for privacy.
 - 5. Blog writers may contribute blog information anonymously.
 - 6. Co-chairs should discuss modifying membership list on SOA website and updating emails, if needed, with committee members.

5. Old Business

- a. [SOA Council Manual](#)
 - i. Francis motions to approve updated leadership manual. Long Morehart seconds, motion carries.
- b. 2026 MAC/SOA joint-meeting update
 - i. Francis – MAC had a leadership meeting and is excited about the idea of a joint meeting. The next part of process is to start looking into the logistical ideals.

6. Upcoming Meetings

- a. Next Meeting - March 28th, 2025 at 10:30 (EST)

7. Francis adjourned the meeting at 11:21AM

SOA Treasurer's Report
February 28, 2025

Previous Balance

\$24, 713.71

Deposits

\$606 - memberships

.22 – Interest

Expenses

None.

Current Balance

Checking Account - \$25,319.93

Cash Box - \$110

Society of Ohio Archivists Committee Reports

Date:	2/28/2025		
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—this section needs to be updated, waiting for numbers from Betsy <ul style="list-style-type: none"> ○ Current: As of 2/26/2025 membership roster: 111 memberships ○ Breakdown: <ul style="list-style-type: none"> ▪ Individual: 94 ▪ Student: 6 ▪ Bridge: 3 ▪ Patron: 4 ▪ Sponsor: 2 ▪ Lifetime: 2 <p>Compare to:</p> <ul style="list-style-type: none"> ○ 2024: 104 (as of 2/27/2024) ○ 2023: 116 (as of 2/28/2023) ○ 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
- Confirmed SOA leadership will be present at state History Day to hand out SOA awards
- Prepared strategy for advertising Scholarship and Merit Awards
- Advertised for Scholarship and Merit Awards
- Met with Educational Planning co-chairs and SOA treasurer to discuss funding for the various awards

Society of Ohio Archivists Committee Reports

Date:	February 28, 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, Lyrasis, 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 WordPress maintenance & communicated with super admin Phil Sager as needed.
- Performed website content refresh and review
 - Posted 7 blog announcements since the last Council meeting.
 - Last 30 days: 1,980 page views (decrease 50% from last month). Most visited 3 pages: 1) Homepage, 2) Annual Conferences, 3) Scholarships
- Managed [SOA Listserv](#).
 - 398 members (+0)
 - Approved requests to join. Posted news and announcements of general interest. Blocked spam.
- Managed Facebook [Page](#).
 - Posted scholarship applications, Merit Award nominations, Council nominations, blog links
 - 213 likes; 292 followers (+2; +7)
- Managed [ISSUU](#) account

- Managed [Instagram](#) account
 - 667 followers (+442). 49.6k views in the last 30 days.
 - Instagram takeovers: 1 signup a month thru August. Next opening is in September.
- Managed [LinkedIn Page](#)
 - 204 followers (+16). Regular posting of content.
- Managed [Pinterest](#)
- Managed X (formerly Twitter) account ([@ohioarchivists](#))
 - Plan to sunset this account beginning March 1, 2025.
- Managed [YouTube](#) account
 - 38 videos total. 29 subscribers (+0)

Society of Ohio Archivists Committee Reports

Date:	February 28, 2025		
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:

- Need to fill slate.
- Continued issue with uncontested elections.

Accomplished Goals:

In the last quarter, members of the Committee:

- Met to discuss the 2025 elections.
- Put together candidate list and contacted regarding interest.
- Published call for nominations.
- Have most of slate filled, but going to put out one more call.

Society of Ohio Archivists Committee Reports			
Date:	February 28, 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"> • Involvement / inclusion • 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 • Spring 2025 issue in the works 			

Society of Ohio Archivists Committee Reports

Date:	February 27, 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 (2/13 and 2/21). <ul style="list-style-type: none"> o Reviewed proposals (9) and determined which to accept. Several were asked to revise or reconsider format. Communicated with all submitters. o Brainstormed a few additional sessions to round out the topics represented and the conference schedule. Recruited and communicated with potential presenters in these areas. o Slotted proposals into time slots on Thursday and Friday (developed the schedule). o Prepared newsletter column about the upcoming meeting. 			

Date:	February 28, 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	Emily Rebmann	

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 advocating for Ohio’s archives and archivists
- Collaborate with other SOA committees as needed

Ongoing Issues and Challenges:

- Solved issues
 - Poster idea confirmed for 2025 - Ohio-based companies
- Current issues
 - Engaging in Statehood Day
 - Updating mailing list
 - Poster
- Updates
 - Emily Rebmann joined A&O
- Suggestions from A&O committee to continue advocacy and outreach efforts:
 - Encourage membership from more diverse archives through the poster process (encouraging any non-SOA members we contact to submit photos to join SOA)
 - Host a Zoom brown bag lunch/open house where we can fill out postcards to send to legislators (we would send a template ahead of the call)
 - Pass out the Council statement at Statehood Day

Accomplished Goals:

- 2 blogs posted for February written by [Collette](#) and [Kristina](#)
- Collette began reaching out to Ohio-based companies to participate in a poster event

Date:	February 28, 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. Coordinate with the Membership and Awards committee to draft the description, criteria, and rubric for a JEDAI award/scholarship. 		
Ongoing Issues and Challenges:		
<ul style="list-style-type: none"> Executive orders and subsequent institutional changes at our members' places of employment have created new challenges for some of our members to participate in the JEDAI committee. 		
Accomplished Goals:		
<ul style="list-style-type: none"> We drafted and submitted a committee description for the SOA Council Manual. 		

Society of Ohio Archivists Committee Reports