

Society of Ohio Archivists (SOA) Council Meeting

Friday, April 25, 2025

10:30 AM (EST)

Attendees: Matt Francis, Melissa Dalton, Sophia McGuire, Jim DaMico, Hannah Kemp-Severence, Stephanie Shreffler, Sara Mouch, Jim McKinnon, Nicole Sutton, Kristen Newby, Betsy Hedler, Emily Gainer, Shelby Beatty (minutes)

1. Welcome

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

2. Minutes

- a. Approve minutes from the March 28th, 2025 meeting.
 - i. Francis calls to approve meeting minutes from the 3/28 Council meeting. Council At-Large Kristen Newby motions, Treasurer Sophia McGuire seconds, motion carries.

3. Committee Reports

- a. Treasurer
 - i. McGuire – Another \$3,300 in the account is expected before the next meeting.
- b. Membership & Awards
 - i. Stephanie Shreffler – nothing to add.
- c. Marketing & Communication
 - i. Emily Gainer – nothing to add.
- d. Nominating
 - i. Melissa Dalton – nothing to add.
- e. Newsletter
 - i. No representative present.
- f. Educational Programming
 - i. Sara Mouch – Behind schedule regarding silent auction. So far, we've secured 4 items. Expecting a healthy silent auction table.
- g. Advocacy & Outreach
 - i. Jim McKinnon – nothing to add.
- h. Justice, Equity, Diversity, Accessibility, and Inclusivity (JEDAI)
 - i. Nicole Sutton – We have one new member.

4. New Business

- a. JEDAI co-chair (2-year term)
 - i. Savannah Gould has withdrawn from the election.
 - ii. Since our last meeting it was brought to our attention that Michelle Ganz (second nominee for the position) was ineligible to run due to her service on the Nominating Committee.
 - iii. **Proposed Action** - Due to the difficulty in securing nominees this cycle for the JEDAI co-chairs, it is proposed that SOA suspends the related bylaw ([SOA Bylaws](#) - Section 5) and approves the nomination of Michelle Ganz for the position.
 - 1. In support of this potential action, Michelle has resigned from her position on the Nominating Committee.
 - 2. Francis calls to suspend bylaws to approve nomination of Michelle Ganz for the JEDAI co-chair. She's running uncontested and has prepared a nomination statement. McGuire motions, Newby seconds, motion carries.

- b. Formation of a SOA Values Statement working group (or alternative name!)
 - i. Propose that it consists of Council and at-large members
 - ii. Francis – Open to all membership. Announce at annual meeting. Put out call for volunteers after.
 - 1. Francis calls to put together an SOA values working group. McGuire motions, Newby seconds, motion carries.

5. Old Business

- a. Update - Possible Joint Statement with Ohio organizations on IMLS
 - i. Francis – We're likely not moving forward with a joint statement at this time. Communication has fallen off and things are moving quickly. The time to issue a statement may have already passed. If interested, reach out to state representatives and advocate for IMLS funding. Please reach out to SOA leadership for further discussion.
 - ii. Francis – A member reached out to let us know that our usage of ORC Section 5312.04 as rationale for our upcoming constitutional amendment (Section 10 – voting) is more so intended for planned communities than traditional Non-profits. We will get the language updated quickly and notify membership before and at the annual meeting.
- b. Update - SOA-MAC 2026 Joint Meeting (Columbus, Ohio)
 - i. Francis – MAC announced at their annual business meeting the current plans of hosting a joint meeting with SOA in 2026. I've started to put together a potential partnership agreement.
- c. Update - SOA response(s) to recent federal and state government actions
 - i. Francis – I think our conference is set up well to respond to some of these challenges. Multiple sessions on grant management, advancement and donor relations, JEDAI crucial conversations, etc.

6. Any other business or announcements?

- a. Francis – It's been a privilege to work with you all and I couldn't have asked for a better team to work with. Thank you everyone!

7. Upcoming Meetings

- a. Next Meeting - May 16th, 2025 at SOA Annual Conference Business Meeting

8. Francis adjourned the meeting at 11:04 AM.

SOA Treasurer's Report
4/25/2025

Previous Balance

\$25,350.12

Deposits

\$30 – Memberships

\$200 - Sponsorship

\$.21 – Interest

Expenses

None.

Current Balance

Checking Account - \$25,580.33

Cash Box - \$110

Society of Ohio Archivists Committee Reports

Date:	4/25/2025		
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:			
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):			
<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 4/22/2025 membership roster: 139 memberships ○ Breakdown: <ul style="list-style-type: none"> ▪ Individual: 118 ▪ Student: 8 ▪ Bridge: 4 ▪ Patron: 4 ▪ Sponsor: 3 ▪ Lifetime: 2 <p>Compare to:</p> <ul style="list-style-type: none"> ○ 2024: 131 (as of 4/3/2024) ○ 2023: 142 (as of 3/28/2023) ○ 2022: 153 (as of 5/20/2022) ○ 2021: 107 (as of 3/10/2021); 166 (as of 6/28/2021) 			
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
- Selected 5 Scholarship Award winners
- Selected 2 History Day Award winners

Society of Ohio Archivists Committee Reports

Date:	April 25, 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 4 blog announcements since the last Council meeting.
 - Last 30 days: 1,836 page views (decrease 38% from last month). Most visited 3 pages: 1) Annual Conferences, 2) homepage, 3) Internships & Volunteer Opportunities
- Managed [SOA Listserv](#).
 - 401 members (+3)
 - 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, annual meeting registration, and other announcements.
 - 214 likes; 295 followers (+4; +10)

- Managed [ISSUU](#) account
- Managed [Instagram](#) account
 - 694 followers (+17; -9). 3,609 views in the last 30 days.
 - Instagram takeovers: 1 signup a month thru August. Next opening is in September.
- Managed [LinkedIn Page](#)
 - 224 followers (+14). 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. 30 subscribers (+1)

Society of Ohio Archivists Committee Reports			
Date:	April 25, 2025		
Committee:	Nominating Committee		
Chair:	Melissa Dalton		
Members:	Sarah Lubelski, Archives Collaborative	vacant	
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:			
<ul style="list-style-type: none"> ● Nominations for the 2025 elections. ● 2025 Slate of Candidates 			
Ongoing Issues and Challenges:			
<ul style="list-style-type: none"> ● Continued issue with uncontested elections. ● Had a candidate withdraw name for JEDAI co-chair. ● Michelle Ganz resigned position as Nominating Committee member and has submitted her name for the vacant position. ● Need to approve her resignation and approve as part of the slate. 			
Accomplished Goals:			
<p>In the last quarter, members of the Committee:</p> <ul style="list-style-type: none"> ● Met to discuss the 2025 elections. ● Put together candidate list and contacted regarding interest. ● Published call for nominations. ● Have complete slate, but all are uncontested. ● Published candidate statements in newsletter and online. ● Email scheduled to go out to membership with link to voting on May 1. ● Voting will be active from May 1 thru the start of the business meeting on May 16 (noon). 			

Society of Ohio Archivists Committee Reports			
Date:	April 25, 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 (Spring 2023-)	Emily Ahlin , Features (Spring 2023-)
	Penelope Shumaker , Digital Discussion (Fall 2023-)	New person coming soon! (Fall 2025-)	
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"> • Spring 2025 issue published • New Assist Editor starting Fall 2025 • (Previously recruited assistant editors) 			

Date:	April 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	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.				
<i>New mission statement as of December 2024</i>				
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 ○ New co-chair when Jim's term is up - Christine Liebson ● Current issues <ul style="list-style-type: none"> ○ Updating mailing list ○ Poster ○ Collette arranged a visit for us to go to the P&G Archives 				
Accomplished Goals:				
<ul style="list-style-type: none"> ● 1 blog posted for April written by Collette McDonough ● Poster images have been sent to us for the posters and voting has started. If you haven't voted, please do! if you need the link, let us know. ● Jim and Collette visited the Proctor and Gamble archives. Met with archivist, discussed their collections, storage facilities and issues corporate archives face. 				

Date:	April 25, 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-)
	Kelly Hummingbird, Association of Tribal Archives, Libraries, and Museums (ATALM) (2025-)	
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 scholarship. • Host virtual Crucial Conversation session at SOA Annual Meeting • Co-host in-person Crucial Conversation discussion session at SOA Annual Meeting 		
Ongoing Issues and Challenges:		
<ul style="list-style-type: none"> • Executive orders and subsequent institutional changes at our members' places of employment have continued to create new challenges for some of our members to participate in the JEDAI committee. 		
Accomplished Goals:		
<ul style="list-style-type: none"> • Submitted a draft of the JEDAI scholarship description for review. 		

Society of Ohio Archivists Committee Reports

Society of Ohio Archivists Committee Reports

Date:	April 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		
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 Tasks (since March Council meeting)			
<ul style="list-style-type: none"> - Committee member William Modrow has resigned. - Met to continue planning for spring meeting (4/18). <ul style="list-style-type: none"> o Sara and Michelle contacted all presenters to check in with them on the current political environment and to let them know we understand if they have to pivot their topic a bit to be viable in the current landscape. o Registration numbers as of 4/14: 38 people registered; 16 of them are virtual-only. This is lower than at past points and we are working with MCC to do another push for registration and are exploring some new avenues for advertising (e.g., badges for LinkedIn, including information with the upcoming election ballot). It looks like we will still be financially ok with lower registration numbers due to low costs for meeting space and all plenary speakers donating their time. Rough/ongoing budget projections are available in drive. o We have secured \$650 in sponsorships (4) and \$300 for scholarships (3). o The silent auction is behind schedule; Sara and Michelle have reached out to local organizations and those that have donated in the past in order to pull together something for the meeting. 			

- o Given attrition to committee size, we may need to recruit some assistance from other SOA members who have been involved in the past.
 - o We are on target for getting the PDF program together and Zoom links and technology added.
 - o We discussed eliminating individual session evaluations and plan to distribute the overall evaluation form only.
- Sara will be reaching out to the three individuals who expressed interest in joining the committee; she will invite them to the debriefing meeting in late May or early June (to be scheduled).
- Michelle will step down as co-chair after the meeting due to other volunteer commitments; Sara will continue as co-chair.