

Society of Ohio Archivists  
Annual Conference Business Meeting  
University of Toledo, Lancelot Thompson Student Union, Toledo, Ohio  
Friday May 16, 2025

1. Welcome
  - a. Past President Matt Francis called the meeting to order at 12:13 PM.
2. Recognition of Outgoing Leaders
  - a. Francis - Thank you:
    - i. Jim McKinnon, Co-Chair, Advocacy & Outreach
    - ii. Nicole Sutton, Co-Chair, JEDAI
    - iii. Helen Conger, Co-Chair, Membership & Awards
    - iv. Michelle Sweetser, Co-Chair, Educational Programming Committee
    - v. Kristen Newby, Council At-Large Member
    - vi. Jennifer Long Morehart, Vice President
    - vii. Melissa Dalton, Past President
3. Incoming Leaders Election Results
  - a. Melissa Dalton -
    - i. Vice President/President Elect – Kristen Newby
    - ii. Secretary – Shelby Beatty
    - iii. At-Large Council Member – Darrell Blevins Jr.
    - iv. JEDAI Co-Chair (2 year) – Michelle Ganz
    - v. JEDAI Co-Chair (1 year) – Hannah Kemp-Severence
4. Award Winners
  - a. Helen Conger & Mark Bloom -
    - i. New Professional Scholarship
      1. Madison Thomas
      2. Keegan Kiley
    - ii. Student Scholarship
      1. Matias Cruz
      2. Katharine Nusbaum
    - iii. Ohio Preservation Council Scholarship
      1. Kelley Hummingbird
5. Committee Reports
  - a. Treasurer
    - i. Treasurer Sophia McGuire – Previous balance was \$25,580.33. Current balance is \$29,023.46. We have pending expenses due to the conference with estimated balances. Most of our income comes in quarters after processing by the Ohio History Connection. We will see revenue in August 2025. We budgeted \$12,000 for income and \$12,500 for expenses. We will be in the green by the end of the year.
  - b. Educational Programming Committee
    - i. Sara Mouch – Thank you everyone who helped make the conference happen and another good year!
  - c. Membership & Awards

- i. Conger – No nominations for merit awards this year. We selected awardees, updated rubrics, led the annual membership drive, and maintained and updated membership and internship opportunities on the SOA webpage.
  - d. Marketing & Communications
    - i. No representative.
  - e. Advocacy & Outreach
    - i. No representative.
  - f. Justice, Equity, Diversity, Accountability, and Inclusion (JEDAI)
    - i. Hannah Kemp-Severence – We hosted crucial conversations sessions at Fall and Spring conferences. We worked with Membership & Awards on rubrics and we're in draft stages for establishing a JEDAI scholarship. We have increased committee membership numbers. Welcome Michelle Ganz and thanks Nicole Sutton!
  - g. Nominating
    - i. Dalton – Please encourage members to run for leadership roles next year. We're also looking for a Nominating committee member.
  - h. Newsletter
    - i. No representative.
- 6. Old Business
  - a. None
- 7. New Business
  - a. SOA 2026 Annual meeting
    - i. Francis – Joint SOA/MAC meeting planned for 2026.
  - b. Proposed Revision to SOA Constitution – Section 10
    - i. Francis – Revise section 10 of constitution as detailed in the conference program handbook. This will clarify how votes will take place by council in compliance with the Ohio Revised Code (ORC).
      - 1. Francis calls to vote on section 10 revision. 19 members present. 19 vote yes.
  - c. SOMC Hospice Donation
    - i. A \$100 donation was made to SOMC Hospice in memory of Matt Rickey, husband of long-term SOA member and leader Lisa Rickey.
- 8. Adjournment
  - a. Francis adjourned the business meeting at 12:34 PM.

Shelby Beatty, Secretary (minutes)

**SOA Treasurer's Report**  
**5/16/2025**

**Previous Balance**

\$25,580.33

**Deposits**

Interest - \$0.21

Membership Dues - \$2,968.31

Spring Conference – Revenue - \$474.60

**Expenses**

None.

**Current Balance**

Checking Account - \$29,023.45

Cash Box - \$110

**Pending Expenses**

Spring Conference - Misc      \$811.20

Spring Conference - Venue    \$550.00

Spring Conference - Catering \$2,342.60

Scholarship - New Professionals    \$100

Scholarship - New Professionals    \$100

Scholarship - Student            \$100

Misc. Donation                    \$100

Estimated May 31, 2025 balance: \$24,919.65

Society of Ohio Archivists Budget										
Tax Year : September 1, 2024 - August 31, 2025										
<b>INCOME</b>	<b>Budget Amount</b>	<b>9/30/2024</b>	<b>10/31/2024</b>	<b>11/30/2024</b>	<b>12/31/2024</b>	<b>1/31/2025</b>	<b>2/28/2025</b>	<b>3/31/2025</b>	<b>4/30/2025</b>	<b>5/31/2025</b>
Membership Dues	\$1,500.00	\$0.00	\$0.00	\$0.00	\$174.60	\$0.00	\$576.00	\$30.00	\$30.00	2,968.31
JEDAI Winter 2025 - Sponsorships/ Donations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Spring Conference - Registration	\$6,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$474.60
Spring Conference - Sponsorship	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	\$0.00
Spring Conference - Raffle	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Spring Conference - Silent Auction	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fall Workshop-Registration	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Bank Interest	\$2.05	\$0.19	\$0.21	\$0.21	\$0.22	\$0.22	\$0.19	\$0.21	\$0.21	\$0.00
Budget Surplus from 2023-2024	\$3,525.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Budgeted Income Total</b>	<b>\$12,327.65</b>	<b>\$0.19</b>	<b>\$0.21</b>	<b>\$0.21</b>	<b>\$174.82</b>	<b>\$0.22</b>	<b>\$576.19</b>	<b>\$30.21</b>	<b>\$230.21</b>	<b>\$3,442.91</b>
Unexpected Income		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Actual Income</b>		<b>\$0.19</b>	<b>\$0.21</b>	<b>\$0.21</b>	<b>\$174.82</b>	<b>\$0.22</b>	<b>\$576.19</b>	<b>\$30.21</b>	<b>\$230.21</b>	<b>\$3,442.91</b>
<b>Actual Income So Far</b>		<b>\$0.19</b>	<b>\$0.40</b>	<b>\$0.61</b>	<b>\$175.43</b>	<b>\$175.65</b>	<b>\$751.84</b>	<b>\$782.05</b>	<b>\$1,012.26</b>	<b>\$4,455.17</b>

EXPENSES	Budget Amount	9/30/2024	10/31/2024	11/30/2024	12/31/2024	1/31/2025	2/28/2025	3/31/2025	4/30/2025	5/31/2025
JEDAI Winter 2025 - Online Event Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
JEDAI Winter 2025 - Speaker Honoraria	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Spring Conference - Venue	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$550.00
Spring Conference - Food/Catering	\$7,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,342.60
Spring Conference - Speaker	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Spring Conference - Printing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Spring Conference - Equipment Rental	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Spring Conference - Miscellaneous	\$350.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$811.20
Fall Workshop	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fall Workshop - OHC Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fall Workshop - MAC Speaker	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Awards - Merit Awards - Plaques	\$175.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Awards - Merit Awards - Mailing	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Awards - History Day Sponsorship	\$225.00	\$0.00	\$0.00	\$0.00	\$225.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Scholarships - New Professionals	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00
Scholarships - Students	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
Archives Month Poster - Printing	\$650.00	\$623.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Archives Month Poster - Mailing	\$150.00	\$0.00	\$0.00	\$91.21	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Archives Month Poster - Unveiling	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Advocacy and Outreach - Meetups	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Ohio History Connection support services	\$0.00	\$115.85	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Strategic Planning	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Strategic Planning - Retreat - Lunch and Snacks	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Administrative Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$725.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Budgeted Expenses Total</b>	<b>\$12,575.00</b>	<b>\$738.85</b>	<b>\$0.00</b>	<b>\$91.21</b>	<b>\$225.00</b>	<b>\$725.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,003.80</b>
Unexpected Expenses		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
<b>Actual Expenses</b>		<b>\$738.85</b>	<b>\$0.00</b>	<b>\$91.21</b>	<b>\$225.00</b>	<b>\$725.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,103.80</b>
<b>Actual Expenses So Far</b>		<b>\$738.85</b>	<b>\$738.85</b>	<b>\$830.06</b>	<b>\$1,055.06</b>	<b>\$1,780.06</b>	<b>\$1,780.06</b>	<b>\$1,780.06</b>	<b>\$1,780.06</b>	<b>\$5,883.86</b>

<b>FY 2024-2025 Budgeted Amounts</b>	
<b>Income Budgeted</b>	<b>\$12,327.65</b>
<b>Expenses Budgeted</b>	<b>\$12,575.00</b>
<b>Difference</b>	<b>-\$247.35</b>
<b>FY 2024-2025 so far</b>	
Actual Income	<b>\$4,455.17</b>
Actual Expenses	<b>\$5,783.86</b>
Difference	<b>-\$1,328.69</b>

2025 SOA Membership and Awards Committee Annual Report  
(report given at SOA annual business meeting 5/16/2025)

The Membership & Awards Committee supports and recognizes the work of SOA members

The SOA Membership and Awards Committee accomplished and progressed on an ambitious set of goals this year: We

- Coordinated the SOA Student Scholarships, New Professional Scholarships, Ohio Preservation Council Scholarship, and Merit Awards
- Selected SOA History Day Award recipients
- Revised the rubrics for the awards
- Created PDF fillable forms for Scholarship awards applications and Merit Award nominations
- Led the 2024 annual membership drive
- Updated and maintained the online SOA Membership Directory as well as the Internship and Volunteer Opportunities webpage

Thank you to Membership and Awards Committee cochair Stephanie Shreffler and committee members for their time, expertise, and service, including:

Devhra BennettJones

Mark Bloom

Marsha Miles

Cate Putirskis

Rachel Sykes

Julia Teran

Please consider joining the Membership and Awards Committee for the exciting year ahead.  
Thank you!

## Society of Ohio Archivists Committee Reports

<b>Date:</b>	May 16, 2025		
<b>Committee:</b>	Nominating Committee		
<b>Chair:</b>	Melissa Dalton		
<b>Members:</b>	Sarah Lubelski, Archives Collaborative	vacant	
<b>Mission/Summary:</b>			
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/approved by Council. Committee members must serve at least one year.			
<b>Goals for the Year:</b>			
<ul style="list-style-type: none"> <li>• Nominations for the 2025 elections.</li> <li>• <a href="#">2025 Slate of Candidates</a></li> </ul>			
<b>Ongoing Issues and Challenges:</b>			
<ul style="list-style-type: none"> <li>• Continued issue with uncontested elections.</li> <li>• Had a candidate withdraw name for JEDAI co-chair.</li> <li>• Have a vacancy for the at-large member.</li> </ul>			
<b>Accomplished Goals:</b>			
<p>In the last quarter, members of the Committee:</p> <ul style="list-style-type: none"> <li>• Met to discuss the 2025 elections.</li> <li>• Put together candidate list and contacted regarding interest.</li> <li>• Published call for nominations.</li> <li>• Have a complete slate, but all are uncontested.</li> <li>• Published candidate statements in the newsletter and online.</li> <li>• Email scheduled to go out to membership with link to voting on May 1.</li> <li>• Voting will be active from May 1 thru the start of the business meeting on May 16 (noon).</li> </ul>			

<b>Date:</b>	May 16, 2025			
<b>Committee:</b>	Advocacy and Outreach			
<b>Chair:</b>	Christine Liebson/Sarah Aisenbrey			
<b>Members:</b>	Connie Conner	Kristina Schulz	Jacky Johnson	Jim McKinnon
	Collette McDonough	Ken Grossi	Dana Best-Mizsak	Jennifer Gerth
	Natalie Fritz	Nina Herzog	Emily Rebmann	
<b>Mission/Summary:</b>				
<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><b><i>New mission statement as of December 2024</i></b></p>				
<b>Goals for the Year:</b>				
<ul style="list-style-type: none"> <li>• Create the Archives Month poster</li> <li>• Have an unveiling event for the poster</li> <li>• Generate content for the SOA Blog that relates to advocating for Ohio's archives and archivists</li> <li>• Collaborate with other SOA committees as needed</li> </ul>				
<b>Ongoing Issues and Challenges:</b>				
<ul style="list-style-type: none"> <li>• Solved issues <ul style="list-style-type: none"> <li>◦ Photos and captions chosen - reviewing now, and plan to send to Betsy/OHC by the end of the month</li> <li>◦ Collette arranged the poster unveiling event - more details to come</li> </ul> </li> <li>• Current issues <ul style="list-style-type: none"> <li>◦ Blogs</li> </ul> </li> </ul>				
<b>Accomplished Goals:</b>				
<ul style="list-style-type: none"> <li>• Membership voted for poster photos</li> <li>• Poster unveiling event date chosen - September 25 at 3:30 PM</li> </ul>				

## **REPORT: Society of Ohio Archivists BRIEF Committee Reports for annual business meeting**

### Marketing and Communications Committee

May 16, 2025

The MCC distributes information and manages the website, social media platforms, and the Listserv. We worked closely with Council and other committees to distribute SOA information in a timely manner.

MCC launched Instagram take-overs during August 2024. During these takeovers, an archivist or related professional takes over posting on the SOA Instagram account for a week. These have been popular, and we're looking for takeovers for the Fall.

We are seeking an additional committee member, specifically to help with web and blog content--email a cochair or committee member if you are interested.

Amber Bales, Ohio State University (cochair)

Janet Carleton, Ohio University

Katie Gable, Kent State University MLIS program

Emily Gainer, Cummings Center for the History of Psychology

Julie Teran, Case Western Reserve University

## **JEDAI Committee 2024-2025**

### **Highlights:**

- Planned and presented Crucial Conversations Sessions at both the October 2024 OLHA/SOA Joint meeting and May 2025 SOA annual meeting
  - October 2024 session focused on Preserving untold stories through audio media
  - May 2025 sessions focused on funding for JEDAI projects (virtual) and Archival Work and Advocacy in the Current Political Climate (in person; assisting but not leading this session)
- Worked with Membership and Awards Committee on revised rubrics for existing scholarships and awards
- Drafted a JEDAI scholarship description currently being reviewed by other stakeholders
- Membership increase

### **Continuing Discussions and Challenges:**

- On-going discussions of how best to support members and the archival community at large in the current political climate
- Discussion of use of Discord platform as another method of communication and connection
- Discussion of how best to incorporate JEDAI lens into SOA core values

The committee thanks Nicole Sutton for her leadership as co-chair the past two years and is excited to welcome Michelle Ganz as the new co-chair.