

Society of Ohio Archivists (SOA) Council Meeting

Tuesday, August 19, 2025

9:30-10:30 am (EST)

Attendees: Jennifer Long Morehart, Jim DaMico, Hannah Kemp-Severence, Sophia McGuire, Stephanie Shreffler, Kristen Newby, Sara Mouch, Matt Francis, Emily Gainer, Adam Wantner, Darrell Blevins, Betsy, Julia Teran, Shelby Beatty (minutes)

1. Welcome

- a. President Jennifer Long Morehart called the meeting to order at 9:32 AM.

2. Minutes

- a. Vote for approval: July 2, 2025 meeting minutes.
 - i. Vice President Kristen Newby motions to approve 7/2 minutes, Council At-Large member Jim DaMico seconds, motion approved.

3. Officer, Committee, and Newsletter Reports

- a. Treasurer
 - i. Treasurer Sophia McGuire – Checking account is currently at an all-time high. Report shows final financial numbers for the fiscal year. Included in the report on last page is \$3,500 in carry over from our previous budget. The report shows the budget with and without carryover. We're in the green either way. In the past, sometimes we included the surplus, sometimes we didn't. Still working on the 2025-26 budget.
- b. Advocacy & Outreach
 - i. Long Morehart – No representative present.
- c. Educational Programming
 - i. Sara Mouch – We met with JEDAI to discuss their scholarship and touched base with MAC.
 - ii. Adam Wantner – We're waiting for MAC to appoint a committee co-chair. We have tentative costs for conference attendance: \$200 for the full day conference, \$125 for a one-day pass, and likely \$70 for students.
- d. JEDAI
 - i. Hannah Kemp-Severence – We met with Membership & Awards and EPC regarding our scholarship. It seems feasible for this year. The committee discussed scholarship rubric, application, and potential organizational sponsorships. We discussed the mentoring task force with the committee as well.
- e. Marketing & Communications
 - i. Emily Gainer – The committees webpage needs reviewed for potential updates. Let me know if any updates are needed. We're at our one-year anniversary of Instagram take overs. 12 organizations participated in the last year. We have openings for September, November, and beyond.
- f. Membership & Awards
 - i. Stephanie Shreffler – Our budget request is like last year depending on what scholarship amounts will be due to the joint meeting. We're working with EPC on that. We met with JEDAI to discuss the JEDAI scholarship.
- g. Nominating
 - i. Matt Francis – No report. We're starting to recruit a third member for nominating season.
- h. Newsletter
 - i. Long Morehart – No representative present.

4. New Business

- a. Approval of incoming committee co-chairs (appointed)
 - i. Membership and Awards - Julia Teran
 - ii. Advocacy and Outreach - Emily Rebmann
 - 1. McGuire motions to approve committee co-chairs, Kemp-Severence seconds, motion carries.
- b. SOA Memorial Contributions Policy (included after committee reports)
 - i. Long Morehart – Last year, we were asked to provide funds for a memorial. Kristen Newby drafted a formal policy for memorial contributions.
 - 1. Newby – Is a vote required for a policy like this? Thoughts?
 - 2. Long Morehart – Do we need to vote for a memorial contribution every time?
 - 3. Francis – Under current bylaws, we would need unanimous approval from all voting members. Email approval is fine.
 - 4. McGuire – Some type of quick, email discussion seems fine. We need everyone to agree before making financial decisions.
 - 5. Newby – Especially if we want to deviate from the \$100 standard contribution.
 - 6. McGuire – We have a line item for unexpected expenses but should have a memorial contribution line in the budget.
 - a. McGuire motions to approve policy, Newby seconds, motion carries.
- c. SOA Advocacy discussion
 - i. This portion of the meeting was a closed session
 - 1. Discussed leadership, advocacy expectations, JEDAI membership, session language at joint conference with MAC.
 - 2. Challenges and concerns may be discussed with Advocacy & Outreach, as well as during upcoming coffee chats.
- d. SOA Mentorship Task Force
 - i. Long Morehart – A mentorship program was in the previous and current strategic plan. Any ideas and interests?
 - ii. Kemp-Severence – Michelle Ganz (JEDAI) is interested in being part of task force.
 - iii. McGuire – I've been a part of NAGARA's mentorship program before. These programs are a great way to form stronger connections among membership.
 - iv. Newby – It makes us more marketable to potential members.
 - v. Long Morehart – Two kinds of mentorship to consider: mentorship among members and mentorship for leaders. This task force will be more for mentorship amongst emerging professionals. Expand to members at-large?
 - vi. Newby – We should give recent scholarship recipients an option to participate.
 - vii. Long Morehart – Initial goals should be to touch base with SOA membership and determine needs. Let me and Kristen know if anyone is interested.
 - viii. Gainer – Should Marketing & Communications put all call out for members?
 - 1. Long Morehart – That's fine. We need to appoint chairs, too.

5. Old Business

- a. Ongoing Ohio Local History Alliance (OLHA) collaboration/partnership
 - i. Long Morehart – In 2024, we were in discussions with OLHA to revisit SOA track at their conference. Can we collaborate in other ways? Newsletters, internships, etc. We will discuss with them more after their annual conference this fall.
 - 1. Wanter – Are they going back to the normal conference in 2026?
 - 2. Betsy Hedler – Yes, in October 2026.

6. Upcoming Meetings
 - a. Next Meeting - Tuesday, September 23, 2025, 9-10 am via Microsoft Teams
7. Long Morehart adjourned the meeting at 10:10 AM.

SOA Treasurer's Report

8/19/2025

Previous Balance

\$25,613.03

Deposits

\$.22 – Interest

\$30 – membership (check)

\$510.63 – quarterly net membership revenue (OHC)

\$3,904.27 – net conference revenue (OHC)

Expenses

\$100 – Misc. Donation

\$550 – Spring Conference - Venue

\$301.48 – OHC – Reimbursement for Hedler travel expenses to SOA conference

Current Balance

Checking Account - \$29,106.67

Cash Box - \$200

Society of Ohio Archivists Budget

Tax Year : September 1, 2024 - August 31, 2025

INCOME	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	6/30/2025	7/31/2025	8/31/2025	Total Budget Remaining
Membership Dues	\$1,500.00	\$0.00	\$0.00	\$0.00	\$174.80	\$0.00	\$578.00	\$30.00	\$30.00	2,088.31	\$80.00		\$540.83	\$4,379.54
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	\$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	\$474.00	\$0.00		\$3,804.27	\$4,378.87
Spring Conference - Sponsorship	\$800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00
Spring Conference - Raffle	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$0.00	\$500.00
Fall Workshop-Registration	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$0.24	\$0.21	\$0.00	\$0.00	\$2.11
Budget Surplus from 2023-2024	\$3,525.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,525.80
Budgeted Income Total	\$12,327.65	\$0.19	\$0.21	\$0.21	\$174.82	\$0.22	\$576.19	\$30.21	\$230.21	\$3,443.15	\$80.21	\$0.00	\$4,444.90	\$8,960.52
Unexpected Income		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80.00	\$0.00	\$0.00	\$80.00
Actual Income		\$0.19	\$0.21	\$0.21	\$174.82	\$0.22	\$576.19	\$30.21	\$230.21	\$3,443.15	\$150.21	\$0.00	\$4,444.90	
Actual Income So Far		\$0.19	\$0.40	\$0.61	\$175.43	\$175.65	\$751.84	\$782.05	\$1,012.26	\$4,455.41	\$4,805.82	\$4,805.82	\$9,050.52	\$9,050.52 Actual Income Rec'd So Far
														\$3,367.13 Est. Income Yet to Receive

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	6/30/2025	7/31/2025	8/31/2025	Total Budget Remaining
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	\$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	\$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	\$0.00	\$0.00	\$0.00	\$950.00
Spring Conference - Food/Catering	\$7,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,342.80	\$0.00	\$0.00	\$0.00	\$4,657.20
Spring Conference - Speaker	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00
Spring Conference - Printing	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$0.00	\$500.00
Spring Conference - Miscellaneous	\$350.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$828.27	\$0.00	\$0.00	\$301.48	\$1,128.75
Fall Workshop	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$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	\$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	\$0.00	\$0.00	\$0.00	\$175.00
Awards - Merit Awards - Mailing	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00
Awards - History Day Sponsorship	\$225.00	\$0.00	\$0.00	\$0.00	\$225.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$0.00	\$0.00
Scholarships - Students	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
Archives Month Poster - Printing	\$950.00	\$923.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27.00
Archives Month Poster - Mailing	\$150.00	\$0.00	\$0.00	\$91.21	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$58.79
Archives Month Poster - Unveiling	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
Advocacy and Outreach - Meetups	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$0.00	\$115.85
Strategic Planning	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$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	\$0.00	\$0.00	\$0.00	\$725.00
Budgeted Expenses Total	\$12,575.00	\$738.85	\$0.00	\$91.21	\$225.00	\$725.00	\$0.00	\$0.00	\$0.00	\$4,020.87	\$0.00	\$0.00	\$301.48	\$5,377.41
Unexpected Expenses		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
Actual Expenses		\$738.85	\$0.00	\$91.21	\$225.00	\$725.00	\$0.00	\$0.00	\$0.00	\$4,120.87	\$0.00	\$0.00	\$301.48	
Actual Expenses So Far		\$738.85	\$738.85	\$830.06	\$1,055.06	\$1,780.06	\$1,780.06	\$1,780.06	\$1,780.06	\$5,600.93	\$0.00	\$0.00	\$301.48	\$6,202.41 Actual Expenses So Far
														\$7,197.69 Est. Expenses Yet to Pay

FY 2024-2025 Budgeted Amounts	
Income Budgeted	\$12,327.65
Expenses Budgeted	\$12,575.00
Difference	-\$247.35
FY 2024-2025 so far	
Actual Income	\$9,050.52
Actual Expenses	\$6,202.41
Difference	\$2,848.11

*Note: 2023-2024 budget surplus/carryover was \$3,525.60. Budgeted income minus the budget surplus was \$8,802.05. Actual income minus the surplus was \$9,050.52.

FY 2024-2025 Budgeted Amounts	
Income Budgeted	\$12,327.65
Expenses Budgeted	\$12,575.00
Difference	-\$247.35
FY 2024-2025 so far	
Actual Income	\$12,576.12
Actual Expenses	\$6,202.41
Difference	\$6,373.71

When the budgeted surplus of \$3,525.60 is added into the income sheet, we bring in a total of \$12,576.12, totaling a surplus of \$6,373.71.

Society of Ohio Archivists Committee Reports

Date:	August 19, 2025		
Committee:	Educational Programming Committee		
Chairs:	Sara Mouch, University of Toledo; Adam Wanter, MidPointe Library System		
Members:	Nora Blackman, Case Western Reserve University	Matt Francis, Ohio Northern University	Jennifer Long Morehart, Bowling Green State University (President)
	Stacy Chaney-Blankenship, Ohio Wesleyan University	Betsy Hedler, OHC/SOA Liaison	Kristen Newby, Columbus Metropolitan Library (VP)
	Meghan Crawford, Capital University	Riza Miklowski, Akron-Summit County Public Library	Dan Noonan, The Ohio State 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"> - Work with the MAC Program and Local Arrangements Committees to help coordinate and plan MAC's 2026 meeting in Columbus. - Develop proposals to help offset the costs the MAC-SOA Conference for SOA members - Determine feasibility of offering additional programming to SOA members, and undertake the development of that programming. 			
Ongoing Issues and Challenges:			
<ul style="list-style-type: none"> - For 2026: navigating the MAC/SOA collaboration. 			
Accomplished Tasks (since July Council meeting)			
<ul style="list-style-type: none"> - Met with JEDAI members to discuss JEDAI scholarship feasibility - Solicited volunteers for MAC/SOA Programming and Local Arrangements Committee <ul style="list-style-type: none"> o Forwarded names and contact to the appropriate MAC members 			

Date:	August 19, 2025	
Committee:	Society of Ohio Archivists Justice, Equity, Diversity, Accessibility, and Inclusion (JEDAI) Committee	
Co-Chairs:	Michelle Ganz, Dominican Sisters of Peace (2025- , co-chair 2025-2027) Hannah Kemp-Severence, University of Akron (2023- , co-chair 2024-2025; 2025-2026)	
Members:	Madeline Fix, (2020-)	Meghan Crawford, Capital University (2024-)
	Austin Hall, University of Cincinnati (2024-)	Savannah Gould, Akron Summit County Public Library (2024-)
	Arjun Sabharwal, The University of Toledo (2023-)	Michele Jennings, University of Dayton (2024-)
	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. Using feedback from Crucial Conversations: Archival Work and Advocacy in the Current Political Climate 2025 annual meeting session, design some support systems for SOA members – possibly mentorship, tool kits, or self-care and determine where to best focus our efforts 		
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 or perform other social justice activities – we have discussed removing names from SOA JEDAI committee webpage if necessary. Developing a description, application, rubric, and financing strategy for JEDAI scholarship 		
Accomplished Goals:		
<ul style="list-style-type: none"> Met with co-chairs of Membership and Awards Committee; all agree on basic description of scholarship and the desire to move forward for this year with JEDAI committee drafting updated application and rubric. Scholarship winner for this year to 		

be chosen jointly by Membership and Awards and JEDAI committees with JEDAI in advisory role for future years' selections

- Met with EPC co-chairs to discuss feasibility of funding JEDAI scholarship for this year. All agree this is feasible and JEDAI committee should move forward investigating possible sponsors and silent auction donors

Society of Ohio Archivists Committee Reports

Society of Ohio Archivists Committee Reports

Date:	August 19, 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 2025-2027)	
Members:	Janet Carleton, Ohio University (1999-) Julia Teran, Case Western Reserve University (2023-2027)	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, Instagram, ISSUU, LinkedIn, Pinterest, 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 1 blog announcements since the last Council meeting.
 - Last 30 days: 1,366 page views (decrease 29% from last month). Most visited 3 pages: 1) homepage, 2) Blog post: Celebrating the Ohio State Fair 2024, 3) Internship & Volunteer Opportunities
- Managed [SOA Listserv](#).
 - 401 members (+2)
 - 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, job postings, and other announcements.
 - 226 likes; 308 followers (+12; +23)

- Managed [ISSUU](#) account
- Managed [Instagram](#) account
 - 725 followers (+20; -8). 8,986 views in the last 30 days.
 - Instagram takeovers: 1 signup a month thru August. Openings in September, November, and December.
- Managed [LinkedIn Page](#)
 - 258 followers (+12). Regular posting of content.
- Managed [Pinterest](#)
- Managed [YouTube](#) account
 - 44 videos total. 31 subscribers (+1)
 - Recorded videos from the Annual Meeting have been edited and uploaded.

Society of Ohio Archivists Committee Reports

Date:	8/19/2025		
Committee:	Membership & Awards Committee		
Chairs:	Stephanie Shreffler, co-chair 2024-2026; Julia Teran, co-chair 2025-2027		
Council Liaison:			
Members:	Marsha Miles	Devhra Bennett-Jones	Mark Bloom
	Rachel Sykes	Cate Putirskis	Helen Conger
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 (2025-2026):			
<ul style="list-style-type: none"> ● Select winners of the Merit, Student/New Professional, and History Day Awards ● Membership Drive 2025-26 - write and distribute the membership renewal letter. Communicate with OHC for distributing email blast for membership renewal notifications. 			
Ongoing Issues and Challenges:			
<ul style="list-style-type: none"> ● <u>New and Renewing 2025 SOA Memberships</u> <ul style="list-style-type: none"> ○ Current: As of 8/14/2025 membership roster: 159 memberships ○ Breakdown: <ul style="list-style-type: none"> ▪ Individual: 132 ▪ Student: 13 ▪ Bridge: 5 ▪ Patron: 4 ▪ Sponsor: 3 ▪ Lifetime: 2 <p>Compare to:</p> <ul style="list-style-type: none"> ○ 2024: 155 (Society of Ohio Archivists Council Minutes, June 20, 2024) ○ 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](#))
- Reviewing draft of annual goals at our M&A meeting on August 21
- Working with EPC to possibly adjust scholarship amounts or number of scholarships to better assist our members with attending the MAC/SOA joint meeting in May 2026
- Discussing Merit Award - what to do (if anything) if we don't receive any nominations, like last year.
- Budget request for Council:
 - Tentatively the same as FY2025:
 - Awards-Merit Awards-Plaques: \$175.00
 - Awards-Merit Awards-Mailing: \$25.00
 - Awards-History Day Sponsorship: \$225.00
 - Scholarships-New Professional: \$200.00
 - Scholarships-Students: \$200.00
 - However, the amount of funds needed may differ depending on the effects of the Joint MAC/SOA meeting on our membership. We may need additional funding for scholarships, to help more of our members attend what will presumably be a more expensive conference.
 - Would we offer more scholarships in terms of quantity, or more scholarships in terms of amount?

Accomplished Goals:

- We have a new junior co-chair - thank you, Julia!
- Met with JEDAI co-chairs to discuss creation of JEDAI scholarship

Society of Ohio Archivists Committee Reports			
Date:	August 19, 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-)	Emily Rinaman , Welcome Emily! (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 • Fall issue in the works 			

SOA Memorial Contributions Policy

Society of Ohio Archivists (SOA) may donate to a private individual or nonprofit organization in memory of an SOA member or an immediate family member of an SOA member. The donation may be monetary or delivered flowers, depending on the family's known wishes and what seems appropriate.

An SOA member may propose to Council that SOA make a memorial contribution. The president will correspond with Council, either via email or at an upcoming Council meeting, to discuss the proposed donation and put it to a vote.

General practice for memorial contributions on behalf of SOA is \$100 but can be more depending on the situation and if approved by a vote.

SOA may be the recipient of memorial contributions. Unless the donor designates the funds for a specific purpose, the funds will go towards SOA's general operating budget. The SOA president will write a letter of thanks and appreciation to the donor on behalf of the organization.