

Society of Ohio Archivists Council Meeting

Tuesday, October 28, 2025

9-10 am (EST)

Attendees: Jennifer Long Morehart, Hannah Kemp-Severence, Michelle Ganz, Emily Rebmann, Emily Gainer, Stephanie Shreffler, Jim DaMico, Christine Liebson, Julia Teran, Sara Mouch, Matt Francis, Adam Wanter, Kristen Newby, Shelby Beatty (minutes)

1. Welcome

- a. President Jennifer Long Morehart calls the meeting to order at 9:08 am.

2. Minutes

- a. Vote for approval: September 23, 2025 meeting minutes.
 - i. Long Morehart calls to approve meeting minutes from 9/23. Secretary Shelby Beatty motioned, Vice President Kristen Newby and JEDAI co-chair Hannah Kemp-Severence seconds, motion carries.

3. Officer, Committee, and Newsletter Reports

- a. Treasurer
 - i. Treasurer Sophia McGuire – Nothing to add to report. I got numbers from Betsy for our quarterly report. That will be reflected in the next report. American Heart Association donation went through. Some expenses related to poster mailing.
- b. Advocacy & Outreach
 - i. Emily Rebmann – Poster typo recognized. Blog posts scheduled through December.
- c. Educational Programming
 - i. Adam Wanter – MAC/SOA planning is happening. Call for proposals completed 10/17/2025. 38 total submissions and we're starting evaluations. SOA Business Meeting planned for 5/15/2026 from 1:00-1:45pm. MAC meeting from 3:30-5:00pm on 5/15/2026. There's an open conference room during the MAC meeting for potential SOA additional programming. Working on a January/February EPC in-person workshop.
- d. Justice, Equity, Diversity, Accessibility, and Inclusion (JEDAI)
 - i. Kemp-Severence – Nothing to add to report. We're working on the JEDAI scholarship. We proposed an annual meeting session.
- e. Marketing & Communications
 - i. Emily Gainer – Nothing to add to report. One goal is to decide what social media platforms to use. We're using the Issuu platform for the newsletter, but they've changed their policies, and we don't think it's worth paying for. PDF will still be on the SOA website. Good stats on Archives month poster views at the bottom of our report.
- f. Membership & Awards
 - i. Stephanie Shreffler – We drafted membership renewal letter that goes out in December/January.
- g. Nominating
 - i. Past President Matt Francis – We're looking for two new committee members. Email call went out.
- h. Newsletter
 - i. Long Morehart – No representative present. Newsletters are looking excellent!

4. New Business

- a. SOA OHRAB representative

- i. Long Morehart – We need a new Ohio Historical Records Advisory Board (OHRAB) representative for SOA.
 - 1. Responsibilities include participating in quarterly OHRAB meetings, committees, and providing a short report to SOA leadership.
 - 2. Qualifications - State Archivist Fred Previts recommends having an interest in advocating for archives, experiences at smaller repositories, and experiences in grant writing and review.
 - 3. Anyone may apply. Send email to Jennifer Long Morehart by EOD on November 18, 2025. SOA will vote on potential representatives at the next meeting. Jennifer will send a letter to OHRAB, and they will vote to approve.
- b. Strategic Planning (SP)
 - i. Newby – Due for a new strategic plan (SP). Next year will be 5 years post-2021 SP. Nothing in bylaws for SP planning. A good opportunity to reflect on SOA's changing and evolving needs, and how we can be advocates and better serve members. Looking for facilitators for the SP process. Last time, we worked with an external facilitator monthly. SP members were council members. We met with the Ohio Humanities Council and others for opinions. Last time, we had two groups. One started the process and the other wrapped things up. Hoping to get a nice proposal for council consideration.
 - ii. McGuire – From a budgetary standpoint, if this will fall before August 2026, we will want to amend this year's budget. We have a line item for SP, but no funds added this year. We also need to discuss scholarships, so that would be a good time to discuss SP costs, too.
 - iii. Newby – Costs haven't been discussed yet. We plan on discussing this at the annual meeting. So, it would happen before the next budget cycle.
 - iv. McGuire – We have plenty of wiggle room in the budget this year.
 - v. Newby - \$1,200 spent on the last SP.

5. Old Business

- a. Mentorship Task Force update
 - i. Long Morehart – First meeting is on 11/17/2025. We're working by email. Taskforce members are:
 - 1. John Dewees
 - 2. Natalie Fritz
 - 3. Michelle Ganz
 - 4. Collette McDonough
 - 5. Katherine Nusbaum
 - 6. Cate Putirskis
 - 7. Kristen Newby
 - 8. Jennifer Long Morehart
- b. SOA/OLHA conversation update—prep
 - i. Long Morehart – Discussed this with past presidents and EPC.

6. Upcoming Meetings

- a. Next Meeting - Tuesday, December 2, 2025, 9-10 am via Microsoft Teams.
 - i. November 25 and December 23 meeting cancelled. Long Morehart sent poll via email to schedule a combined November/December meeting. 12/2/2025 selected as best time to meet.

7. Long Morehart adjourned the meeting at 9:37 am.

JLM adjourned at 9:37

SOA Treasurer's Report**10/28/2025****Previous Balance**

\$29,106.90

Deposits

\$.24 – Interest

Expenses

\$100 – Donation to American Heart Association in memory of Robin Heise

\$658 – Kenwel Printers

Current Balance

Checking Account - \$28,349.14

Cash Box - \$200

Pending

\$106.95 – Reimbursement for Visa gift card – Poster reveal

Date:	October 28, 2025			
Committee:	Advocacy and Outreach			
Co-chairs:	Christine Liebson (incoming)/Emily Rebmann (incoming)			
Members:	Connie Conner	Jacky Johnson	Jim McKinnon	Collette McDonough
	Ken Grossi	Dana Best-Mizsak	Sarah Aisenbrey	Natalie Fritz
	Nina Herzog		Amanda Dowler	
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 / Monthly updates:				
<ul style="list-style-type: none"> • Updated membership roster and listing on committee web page • Poster blog post and correction statement <ul style="list-style-type: none"> ◦ Committee discussion of prevention for future errors: sending a doc to the designer instead of a spreadsheet; asking each organization to proofread their caption 				
Upcoming				
<ul style="list-style-type: none"> • Blogs—content scheduled through December <ul style="list-style-type: none"> ◦ Still open to collaboration with other committees in the new year 				

Society of Ohio Archivists Committee Reports

Date:	October 28, 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. - Developing and offering a Fall option for programming. 			
Accomplished Tasks (since September 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 - Met for the first time since June on October 3. <ul style="list-style-type: none"> o Brought the committee up to date on joint committee membership and work. o Briefly discussed sponsorship/silent auction process as it may differ this year. o Discussed potential Fall programming. Determined an in-person option was preferable. Still need to explore venue, date, topic, and format. Considering sending a survey out to SOA membership to see their preferences. - MAC / SOA Program Committee Update <ul style="list-style-type: none"> o 38 submission o Evaluation of proposals has begun o Reaching out to plenary choices o Call for posters will go out in January o SOA Business Meeting - Being planned for Friday 5/15, 1:00p - 1:45p o MAC's Business meeting is set for 5/15, 3:30p - 5:00p - The Great Hall 3 is open and could potentially be used for by SOA (would need to confirm and coordinate with LAC) 			

Date:	October 27, 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-)
	Arjun Sabharwal, The University of Toledo (2023-)	Savannah Gould, Akron Summit County Public Library (2024-)
	Niel White, (2024-)	Michele Jennings, University of Dayton (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"> Developing a description, application, rubric, and financing strategy for JEDAI scholarship 		
Accomplished Goals:		
<ul style="list-style-type: none"> Submitted draft application and rubric for JEDAI scholarship to co-chairs of Awards Committee; still working on financing Submitted session proposal for the joint MAC/SOA annual meeting to continue crucial conversations series re: community archives from an LGBTQ+ perspective 		

Society of Ohio Archivists Committee Reports

Society of Ohio Archivists Committee Reports			
Date:	October 28, 2025		
Committee:	<i>Ohio Archivist</i> Newsletter		
Editor:	Jessica Heys , Independent Archives Contractor, Kettering Foundation (News & Notes Asst Ed, Fall 2017-current; Interim Editor, Spring 2022; Editor-in-Chief, Fall 2022--Fall 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"> • Fall 2025 issue published • New Assist Editor started Fall 2025 			

Society of Ohio Archivists Committee Reports

Date:	October 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 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, 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 3 blog announcements since the last Council meeting.
 - Last 30 days: 1,701 page views (decrease 27% from last month). Most visited 3 pages: 1) homepage, 2) Call for Session Proposals: SOA/MAC annual meeting, 3) Internship and 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 Archives Month poster unveiling, SOA/MAC joint annual meeting announcements, job postings, and other announcements.
 - 226 likes; 319 followers (+12; +34)

- Managed [Instagram](#) account
 - 780 followers (+25). 4,640 views in the last 30 days.
 - Instagram takeovers: Openings in November, December, and into 2026.
- Managed [LinkedIn Page](#)
 - 264 followers (+0). Regular posting of content.
- Managed [Pinterest](#)
- Managed [YouTube](#) account
 - 44 videos total. 31 subscribers

Archives Month poster stats (as of 10/27/2025):

- LinkedIn - 449 impressions
- Instagram - 588 views
- Facebook - 227 views
- Website - 23 page views

Society of Ohio Archivists Committee Reports

Date:	10/28/2025		
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:			
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 (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"> • New and Renewing 2025 SOA Memberships <ul style="list-style-type: none"> ○ Current: As of 10/24/2025 membership roster: 160 memberships ○ Breakdown: <ul style="list-style-type: none"> ▪ Individual: 133 ▪ 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) 			

- 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

Accomplished Goals:

- Drafted membership renewal letter for 2026; it's ready to send to Sophia and Betsy for their review and approval