

OHIO HISTORICAL RECORDS ADVISORY BOARD MEETING

Minutes, January 31, 2014

BOARD MEMBERS PRESENT: Judy Cetina (via telephone), Ron Davidson, Dawne Dewey, Rhonda Freeze, Dan Noonan, Liz Plummer (ex officio), Fred Previts (ex officio), John Runion, Heidi Samuel, Pari Swift, Jill Tatem, Galen Wilson

BOARD MEMBERS NOT PRESENT: Janet Carleton, Burt Logan (ex officio), E. Paul Morehouse

OHS STAFF PRESENT: Todd Kleismit, Jillian Carney

GUESTS: None

1. Welcome

Freeze called the meeting to order at 10:05 a.m. Cetina attended via conference call due to weather.

2. Consent Agenda

Davidson moved to approve the consent agenda as presented. The motion was seconded by Swift. None opposed. Consent agenda for Friday, January 31, 2014 was approved.

3. Strategic Discussion

a. OHS Legislative Update

Kleismit reported that the Cemetery Law Task Force held a meeting on January 24, 2014 to begin to discuss the cemetery laws. The Task Force was developed as a result of the recommendations from the Legislative Commission on the Education and Preservation of State History report from 2010. Recommendations will be drawn up by summer.

Action Item: Kleismit to send out dates for the Cemetery Law Task Force meetings.

He also reported that planning for Statehood Day 2014 is going well. The planning committee developed legislative priorities. The priorities will be included in an advocacy packet that will be distributed to attendees. Previts and Swift are developing a public records document to include in the packet. Statehood Day will feature the distribution of the second round of History Fund

awards, unveiling the Ohio history license plate and present the first Ohio History Leadership Award to Senator Randy Gardner for his advocacy efforts for Ohio history. Erin Moriarty of CBS News is the keynote speaker. Kleismit noted that the schedule has been revamped this year to allow attendees to meet with legislators in the morning. The Board discussed having a table at the event and the OHRAB topics to discuss in legislative meetings. Plummer, Runion, and Swift volunteered to staff the table.

Action Item: Register with Previts for Statehood Day by February 13, 2014.

Action Item: Contact Kleismit to set up legislative meetings at Statehood Day.

Kleismit also informed the Board that the OHS tax-check off program was underway. OHS developed a series of videos and marketing materials to increase the awareness of the program. He noted that OHS needs to generate \$150,000.00 each year to stay on the tax form. If this amount is not generated two consecutive years, the tax check off program will be removed from the tax forms. This condition will apply to calendar year 2014 tax cycle.

The County Courthouse Symposium will be held May 15-16, 2014. Freeze was involved with the planning meetings. The program is still in the formative stages.

Lastly, Kleismit shared that the Data Ohio project legislation was introduced in the House and separated into four bills, House Bills 321-324. Bills are sponsored by Representatives Mike Duffey and Christina Hagen. The Board discussed the legislative process for the bills and the possibility of OHRAB providing testimony.

Action Item: Kleismit share date of next hearing on Data Ohio

b. Membership Update

Kleismit reported that he had not received any updated information on the status of the reappointments from the Governor's Office. Cetina, Morehouse, and Tatem expired in 2013 and Noonan, Mathews, and Wilson will expire in March 2014. Previts noted there is a vacancy due to Mathews' departure. He reported that at the last meeting the Board had discussed

nominating Lonna McKinley at the Air Force Museum to join the Board, but tabled discussion until the January meeting. Previts inquired if he should contact McKinley. The Board asked Previts to move forward with contacting her.

[During the discussion of this topic Kleismit received a call from Governor's Office.] He reported that the Governor's Appointment's Office asked Board members that have expired or will expire in 2014 to resubmit the application forms. Kleismit instructed the Board that the application packet should also include the materials for McKinley.

Action Item: Resubmit Boards and Commissions applications to Previts by Friday, February 7, 2014

c. SNAP Grant Budget

Previts provided the Board with a copy of the 2013 and 2014 SNAP grant budgets. He reported that NHPRC approved the extension to use the remaining 2013 funds as part of the travel scholarships for OhioERC/NAGARA E-records Forum. Funds need to be spent by April 30, 2014. There will be approximately \$2000 to distribute for scholarships. Previts provided the Board with a copy of the performance objectives that were included in the grant application. He noted that while the objectives were similar to 2013, the development of an online grant presentation was added.

Swift inquired about the possibility of purchasing a second plaque for the Achievement Award winners since it was partnership between two organizations. Previts informed the Board there would be funds to cover the cost, approximately \$62.00. Swift moved to create a second plaque for the 2013 OHRAB Achievement Award winner. Her motion was amended to indicate that the Board would utilize 2014 funds to purchase the plaque. The motion was seconded by Tatem. None opposed. The Board will order a second Achievement Award plaque.

Action Item: Swift to send Achievement Award description to Wilson for the creation of a second plaque.

Action Item: Wilson to order and deliver the plaque.

d. Committee and Task Force Updates

i. Re-grant Committee

Cetina provided the Board with an overview of the distribution of the surplus funds from the 2013 budget. She noted that from the surplus funds, the Mead-Needham Museum received \$724.00 and the City of Delaware received \$1000.00. Both organizations completed their projects by December 31, 2013. The deadline for the 2013 Re-grant final reports was January 31, 2014. The reports will be posted to the website. For the 2014 Re-grant applications, the Committee required applicants to submit their DUNS numbers with their applications rather than submitting them with the grant award paperwork.

ii. Scavenger Hunt

Swift was not able to contact the Scouts regarding badges. She will report back at the April meeting.

iii. Awards Committee

Swift sent the OHRAB award application form to the History Day coordinator at OHS. History Day is April 26, 2014. She noted that the turn-around time on review is short (one to two weeks).

Cetina presented the 2013 Achievement Award to Shaker Heights Public Library on January 21, 2014 at Cleveland Archival Roundtable meeting.

iv. Publicity Committee

Samuel reported that the Committee notified legislators about the Achievement Award. The Board discussed the possibility of developing new promotional materials and potential outreach opportunities, including developing a listserv to help reach local groups and individuals and publicizing board activities in OHS publications and/or other archival periodicals. Samuel suggested that the Board should develop a report of products produced by OHRAB that could be distributed to stakeholders to increase awareness. The Committee will email to grant and award recipients regarding Statehood Day.

Action Item: Samuel to mockup example of report of products produced by OHRAB.

Action Item: Provide email sign-up sheet to take to conferences

Action Item: Plummer and Previts to check on the possibility of utilizing OHS email software and submitting article for an OHS publication.

v. Website Task Force

The Board discussed website updates to the calendar, NHPRC report page, and the addition of the NHPRC grant application lifecycles page. Noonan noted that at time of this meeting the NHPRC grant deadlines had not been released, but will be updated once the dates become available. He also noted that the Committee pages need to be reviewed as members may have changed.

Action Items: Send calendar events and photographs to Noonan for incorporation on website.

Action Items: Freeze will contact committee chairs to create committee position descriptions for incorporation on the website.

vi. NHPRC Grant Assistance Task Force

Swift reported the Boards comments on the lifecycles were incorporated to the website. She would like to see the website shared with the other SHRABs.

e. Historical and Records Management Organization Updates

i. Ohio Electronic Records Committee (OhioERC)

Swift reported that the OhioERC is developing a unified document that incorporates all of the electronic records guidance documents. At the January meeting the introduction to the document was approved. The OhioERC is also creating two email management tip-sheets, one for users and one for administrators/IT professionals, and a metadata tip-sheet. She also reported that registration for

the e-records forum will open in February. The e-records forum will be held March 20, 2014 at OCLC in Dublin, Ohio. The topics will cover all aspects of electronic records management. Samuel recommended sending the announcement to the Ohio Health Information Management Association.

f. OHRAB Strategic Plan

Previts provided the Board with copies of the strategic plan. The Board discussed language for the three main goals and the objectives. Upon review of the objectives, the Board determined the following:

1. Goal 1, Objective A: Objective is still current, but the language needs amended.
2. Goal 1, Objective B: Objective is still current, but the language needs amended.
3. Goal 2, Objective A: Objective is current.
4. Goal 2, Objective B: Objective is current, but needs new actions.
5. Goal 3, Objective A: Objective is current.
6. Goal 3, Objective B: Objective is current.
7. Goal 3, Objective B: Objective is current.

The Board assembled a working group (Freeze, Previts, and Wilson) to edit the language. The Board will review all action items and provide feedback to the Committee Chairs (see list in action item below). Committees will meet to discuss proposed edits and then provide feedback to the working group. Each chair will report on their sections, what was suggested and what was not incorporated, at the April meetings. The Board will focus on edits at the April meeting and will add new action items by the July meeting.

Action Item: Board reviews action items and send comments to Committee Chair by February 28, 2014:

- **Awards & Grant Assistance** – Swift
- **Publicity** – Samuel
- **Re-grant** - Cetina
- **OhioERC** – Runion

Action Item: Committee chairs send feedback to Freeze, Previts, and Wilson by March 14, 2014. Committees should meet to discuss

comments submitted by Board prior to the deadline.

Action Item: Freeze, Previts and Wilson will edit the strategic plan based on the feedback provided by committee chairs by April 7, 2014.

4. New Business

Tatem reported that members of the Grant Assistance Task Group met to discuss potential educational opportunities. The group determined that they needed a clarification of scope before moving forward with the task. The Board determined that the group should initially focus on developing educational materials for how to write a better grant proposal.

5. Davidson moved to end the meeting. Noonan seconded the motion. None opposed. The meeting concluded at 1:55 p.m. The next meeting will be held Friday, April 25, 2014 in the 3rd Floor Classroom at the Ohio Historical Center from 10:00 a.m. – 2:00 p.m.