

OHIO HISTORICAL RECORDS ADVISORY BOARD MEETING

Minutes, May 9, 2014

BOARD MEMBERS PRESENT: Janet Carleton, Judy Cetina, Ron Davidson, Dawne Dewey, Rhonda Freeze, E. Paul Morehouse, Dan Noonan, Liz Plummer (ex officio), Fred Previts (ex officio), John Runion, Heidi Samuel, Pari Swift, Jill Tatem, and Galen Wilson

BOARD MEMBERS NOT PRESENT: Burt Logan (ex officio)

OHS STAFF PRESENT: Todd Kleismit, Jillian Carney

GUESTS: None

1. Welcome

Freeze called the meeting to order at 10:05 a.m. Freeze discussed revisions to the original meeting agenda.

2. Consent Agenda

Samuel moved to approve the consent agenda as presented. The motion was seconded by Dewey. No additional discussion. None opposed. Consent agenda for Friday, May 9, 2014 was approved.

3. Strategic Discussion

a. OHS Legislative Update

Kleismit supplied the Board with an update from the Ohio Historical Society. The organization is changing its name effective May 24, 2014 to the Ohio History Connection. He also reported on the OHS tax check-off and new Ohio History license plate, which features a mastodon.

Kleismit thanked Freeze for her involvement for the County Courthouse Symposium. The opening reception will be held at the Supreme Court and sessions at the Columbus Athenaeum. He expects over 200 attendees.

Board members with questions regarding the Cemetery Task Force should contact Kleismit. The Task Forces will meet in May and will be writing a recommendation by September for legislative hearings. OHS will have two representatives on the Task Force. There was no new information on the Data Ohio bill.

Swift reported that the biennium budget tweaked a law regarding County Records Commissions. The bill, House Bill (HB) 483, which passed the House, and was in the Senate, would allow county Jobs and Family Services (JFS) departments to dispose of paper copies of case files and maintain a permanent electronic copy of the record. The Ohio Revised Code already allows agencies to do this and the revision potentially creates a liability for the agency. Swift,

Previts and CARMA sent letters to the Public Children Services Association of Ohio and have shared concerns with Senators. Swift moved that OHRAB write a letter in support of withdrawing this piece from HB 483. Cetina seconded the motion. Freeze would sign the letter on behalf of the board, but all board members are encouraged to write individual letters.. None opposed. The motion passed.

Action Item: Swift to email Board HB483 letters.

Action Item: Board to compose letters in support of withdrawing the piece from HB483 regarding permanent electronic records.

b. Membership Update

Previts provided the Board with an update regarding the status of member reappointments. The Governor’s Office did not reappoint three Board members and did not appoint any new members citing that the size of the Board was within the minimum requirements as mandated by the OHRAB Bylaws. The Board discussed the Governor’s decision and potential revisions to the OHRAB Bylaws. The Board also asked Previts to discuss the Governor’s Office decision with NHPRC. Morehouse moved to table the discussion regarding memberships. Carleton seconded the motion. None opposed. The motion passed.

Action Item: Previts will contact NHPRC regarding composition of the Board

c. SNAP Grant Budget

Previts reported that the Board received an extension from NHPRC to utilize funds from the 2013 SNAP grant budget for the OhioERC scholarships. The Board discussed the possibility of applying for a two-year SNAP grant versus a one-year SNAP grant. Previts will consider the options and provide the Board with an update at the July meeting.

d. Committee and Task Force Updates

i. Re-grant Committee

Cetina reported that the results of the Re-grant program are available on the website. She thanked Re-grant committee members. The Committee will meet to discuss revisions to the application process for next year.

Action Item: Mentors should contact Re-grant organizations

ii. Awards Committee

Swift reported that the Ohio History Day Competition took place on Saturday, April 26, 2014. OHRAB awarded two awards, Alan Luntz for “Lighting the Flames of Freedom: The American Movement to Save Soviet Jewry” and Jacob Voyzey, Josh Podl for “Ludlow: A Revolution in Grassroots Integration.” The Board proposed that the Committee should

notify the institutions that had a winning project so the organization can promote the achievement to their stakeholders. Morehouse moved to contact institutions utilized in winning History Day projects. Wilson seconded the motion. None opposed. The motion passed.

Action Item: Swift will contact institutions that History Day award winners utilized for project and insert blurb from presentation on website.

Action Item: Previts to speak with Mary Bezbatchenko regarding History Day rules for posting links to the project websites.

Freeze announced that OHRAB received the 2014 Merit Award from Society of Ohio Archivists.

iii. Publicity Committee

Samuel reported that the Committee is working on list of achievements. The Committee would like to highlight projects that increase access to records and make them more user friendly. The Committee will have materials together by next meeting. The Committee is also developing sign-up sheets to get people engaged in OHRAB offerings.

Action Item: Board submit suggestions for projects to highlight in activities report to Heidi

iv. Website Task Force

Noonan reported on website edits specifically regarding the NHPRC grant announcements page and the calendar.

Action Item: Noonan to create accounts for the Board.

Action Item: Board to send a photo to Noonan for website.

v. NHPRC Grant Assistance Task Force

Swift informed the Board that there were no new updates from this Task Force.

e. OHRAB Strategic Plan

Previts reported that NHPRC has revised their grant programs, including the State Board program grant. The new guidelines propose three main principles for activities of SHRAB's. NHPRC will now be reviewing State Board grants, similar to other NHPRC grants. Freeze and the Board reviewed the three new principles to see what the Board had accomplished and what needed to be revised. The Board felt that re-grant funding; history day and achievement awards; OhioERC support; and grants for archives month programs should be

included in the new strategic plan. The Board also revised to the wording of Goal 1 of the Strategic Plan to read as:

Goal 1. Increase community engagement with Ohio's past, contemporary and future historical records.

Objective : *Strengthen statewide awareness and appreciation of Ohio's archives.*

Action 1: *Encourage the use of primary sources in Ohio's classrooms by presenting an award for the best use of Ohio's historical records in a History Day project.*

Action 2: *Collaborate with the Society of Ohio Archivists to promote Ohio's archives during Archives Month.*

Action 3: *Develop guidelines for Achievement Award recipients to capitalize on their award through the promotion of their archives. Publicly recognize archival programs for significant achievements in the management, preservation, access, advocacy, and use of Ohio's heritage of knowledge contained in its records.*

Noonan moved to accept recommendations as presented for the June NHPRC grant draft. Runion seconded the motion. None opposed. The motion passed. The Board will have discussion on Strategic plan at the July meeting. Wilson encouraged others to revise plan on own.

Action Item: Review NHPRC grant activities list and OHRAB strategic plan and develop one suggestion to help align the OHRAB plan with NHPRC's grant requirements.

f. Historical and Records Management Organization Updates

▪ **Ohio Electronic Records Committee (OhioERC)**

Swift provided the Board with a copy of the program from the NAGARA/OhioERC e-Records Forum. The event was well received and attended by individuals from a variety of different organization types. She also reported that the OHRAB travel scholarship helped to cover travel from attendees from all over the state.

- **County Archivists and Records Managers Association (CARMA)**

Runion reported the spring meeting was well attended with over 50 attendees. During the meeting, CARMA held officer elections, discussed disaster preparedness, and legislative issues. The fall meeting will be held in Summit County. Runion also reported that CARMA is finalizing revisions to the LGRP manual and hopes to share draft by the October meeting.

4. Morehouse moved to end the meeting. Davidson seconded the motion. None opposed. The meeting concluded at 2:08 p.m. The next meeting will be held Friday, July 18, 2014 in the 3rd Floor Classroom at the Ohio Historical Center from 10:00 a.m. – 2:00 p.m.