

OHIO HISTORICAL RECORDS ADVISORY BOARD MEETING

Minutes, July 18, 2014

BOARD MEMBERS PRESENT: Janet Carleton, Ron Davidson, Dawne Dewey, Burt Logan (ex officio), Dan Noonan, Liz Plummer (ex officio), Fred Previts (ex officio), John Runion, Pari Swift, and Galen Wilson

BOARD MEMBERS NOT PRESENT: Rhonda Freeze, Heidi Samuel

OHS STAFF PRESENT: Jackie Barton, Jillian Carney, Todd Kleismit

GUESTS: None

1. Welcome

Noonan called the meeting to order at 10:09 a.m. Noonan discussed changes to the leadership. Carleton shared with the Board that OHRAB received a SOA Merit Award for their work in supporting, improving, and advocating for archives in Ohio.

2. Consent Agenda

Runion moved to approve the consent agenda as presented. The motion was seconded by Wilson. No additional discussion. None opposed. Consent agenda for Friday, July 18, 2014 was approved.

3. Strategic Discussion

a. OHS Legislative Update

Kleismit and Previts provided the Board with a one-page handout that was put together by Kayla Harris, Chair of the County Archivists and Records Managers Association (CARMA) Legislative Committee, regarding CARMA's proposal to amend the Ohio Revised Code to lift any access restrictions on records with permanent retention after 100 years from the date of their creation. Carleton noted that the Society of Ohio Archives has agreed to help CARMA and supports the proposal. Noonan asked if a letter of support from OHRAB would be helpful and the Board agreed. Kleismit noted that a draft resolution would be needed for the next OHRAB meeting.

Action item: Freeze and Noonan to work with Kleismit and Previts on a draft a resolution by the October OHRAB meeting.

b. Membership Update

Previts provided the Board with an updated roster due to the recent changes to the Board. Previts contacted NHPRC regarding status of members not reappointed and not replaced by the Governor's Office. NHPRC felt that they should no longer be considered members since they were not reappointed and there are no plans to replace them. Samuel and Freeze drafted a letter to the Governor's Office to request additional board members. The Governor's Office informed Kleismit that they are committed to refilling the positions, but no

confirmation on if the previous members would be reappointed. Noonan suggested that the Board develop a list of recommendations. Kleismit thought recommendations would be welcomed, but may not necessarily be followed. The Board discussed potential options for members. Wilson asked if there as a timeline due to additional members terming off the Board. Kleismit felt that members could be appointed within the next three months.

Action Item: Board members attending the SHRAB meeting at the Society of American Archives conference will discuss with other states if they have faced similar membership issues.

c. SNAP Grant Budget

Previts provided the Board with a copy of the most recent budget report. He noted that he has included a breakdown of travel costs per meeting at the bottom of the form. Previts discussed budget items for the 2015 SNAP grant budget. Previts noted that Freeze would like to bring the Board together at a separate meeting to discuss the strategic plan.

d. Committee and Task Force Updates

- **Re-grant Committee**

Previts reported on the Re-grant program. He has asked all mentors to contact their mentees. The Committee has selected Davidson to serve as the chair to replace Judy Cetina.

- **Awards Committee**

Swift will be working with the Committee to disseminate the Achievement Award nomination forms. Regarding History Day in Ohio, she reached out to the institutions that hold the collections researched by the winning students. Each institution that was contacted had a positive response and will share the information through their websites. The Board would like to draft a letter about the award process to share with institutions. Wilson felt this would correspond with NHPRC's goals. Dewey and Wilson proposed asking organizations to put together collection lists that correspond to the History Day topic (in 2015 it will be *Leadership and Legacy in History*). Davidson thought that certificates of distinction may be nice to provide to the institutions that were used in the winning projects.

- **Publicity Committee**

Previts reported that Samuel is working on a project to highlight the success of the Re-grants program to improve access to collections. Potential institutions to highlight include the Welsh American Heritage Museum, Clark County Historical Society, Euclid Public Library, and Shaker Heights Public Library. Runion proposed that the Hudson Public Library be highlighted as well.

Action Item: Runion to send Samuel information on Hudson Public Library's regrant project.

- **Website Task Force**

Noonan noted that he has made a few updates to the website. He is still waiting on Board member headshots for the membership page. He supplied account information to each member. Each Board member has been provided editing rights.

- **NHPRC Grant Assistance Task Force**

Swift and Previts noted that Dewey and Wilson are revising their 2010 presentation, *Writing Your Way to Cash*. Wilson noted that the presentation provides a link to the Board members, but has found this method was not successful. He proposed that Board members provide Swift with a list of topics and areas of strength that they could include on the website.

Action Item: Board to provide Swift with a list of topics and areas of strengths for mentoring institutions with NHPRC grant applications.

e. Historical and Records Management Organization Updates - Agenda was amended

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

Swift reported that the OhioERC meeting was postponed. The meeting has been rescheduled to August 6, 2014. She reported that Nancy Flynn will be a speaker at the October OhioERC meeting. She is with the Ohio e-Policy institute. She will be speaking on the topic of mobile devices and the issues that surround them. They will also be revising guidelines and tip sheets at the upcoming meeting.

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

Runion reported that the next CARMA meeting will take place in the fall. He reported that the County Records Manual is nearing completion. Kevin Latta from the Ohio History Connection has joined the Committee revising the document. The Committee hopes to present it to the group at the fall meeting.

- **National Association of Government Archivists and Records Administrators (NAGARA)**

Swift reported that she and Wilson have proposed holding the annual conference in Cincinnati in 2016. They will need help promoting and

preparing for the meeting and are currently looking for partner organizations to work on the conference.

- **Society of American Archives (SAA)**

Carleton will be serving as the co-chair of the Host Committee for the 2015 Cleveland meeting. This will be the first time that the meeting will be held in a second-tier city. It will be the first time that not everything will be held in a single venue.

- **Ohio Digital Interest Group**

Carleton reported that the Ohio Digital Interest Group (OhioDIG) has had approximately 50 attendees at each meeting. The next meeting will be held at the Columbus Metropolitan Library. Noonan will be presenting at the September meeting at the State Library of Ohio. Carleton thought that the OHRAB grants presentation may be good for the 2015 schedule.

- **Society of Ohio Archivists**

Carleton requested that if any members have news they would like included in the fall newsletter to send the content to her by August 4, 2014.

f. OHRAB Strategic Plan

Noonan noted that Freeze wanted to discuss a proposed September meeting of the Board to discuss ideas for the Strategic Plan implementation and revisions to Bylaws and the member manual. Further information for the Board will be forthcoming.

Previts provided the Board with a copy of the revisions to the Strategic Plan from the May meeting. The Board discussed edits to the May 9, 2014 strategic plan edits. Runion and Wilson will work with Previts on revisions to the NHPRC grant application. Wilson moved to accept the revisions to the Strategic Plan as presented for the purposes of the NHPRC grant application. Runion seconded the motion. None opposed. The motion passed.

Action Item: Previts to contact NHPRC to determine when the grant review periods will occur.

Action Item: Previts, Runion and Wilson to revise draft of 2015 NHPRC application.

4. New Business

a. House Bill 483

Swift informed the Board that House Bill 483 passed, but has seen no promotion of it. She thanked the Board for their support and will continue to keep the Board informed on efforts to revise the bill.

5. Swift moved to end the meeting. Davidson seconded the motion. None opposed. The meeting concluded at 2:07 p.m. The next meeting will be held Friday, October 31, 2014 in the 3rd Floor Classroom at the Ohio Historical Center from 10:00 a.m. – 2:00 p.m.