

# OHIO HISTORICAL RECORDS ADVISORY BOARD MEETING

## Minutes, October 2, 2014

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BOARD MEMBERS PRESENT:	Janet Carleton, Ron Davidson, Rhonda Freeze, Dan Noonan, Liz Plummer (ex officio), Fred Previts (ex officio), John Runion, Heidi Samuel, Pari Swift, and Galen Wilson
BOARD MEMBERS NOT PRESENT:	Dawne Dewey, Burt Logan (ex officio)
OHS STAFF PRESENT:	Jillian Carney, Melva Kleineick
GUESTS:	None

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### 1. Welcome

Noonan called the meeting to order at 10:10 a.m. Noonan announced that Melva Kleineick will be assuming the administrative duties for the Board at the January 2015 meeting. Runion moved to approve the meeting minutes from the July 18, 2014 meeting. The motion was seconded by Swift. None opposed. The July 18, 2014 meeting minutes were approved.

### 2. 2015 Board Appointments

The Board discussed member appointments and renewals. Three members, Davidson, Dewey and Swift, will be up for renewal in March 2015. Carleton and Runion will reach the membership term limit in March 2015. Previts informed the Board that he will meet with Todd Kleismit of the Ohio History Connection regarding when to submit reappointments and appointments to the Governor's office. It may be in the Board's best interest to wait to submit nominations until after the 2014 election. Previts also noted that NHPRC would be willing to send a letter of support to the Governor's Office. The Board also discussed member term limits. Noonan recommended that the Board request to reappoint Davidson, Dewey and Swift for their full term and request to fill three vacant seats with one year appointments and the fourth vacancy with a two year appointment. Previts has asked that any nominations for potential board members be sent to him prior to the October 31<sup>st</sup> meeting. He will compile a list of nominees for the Board to review. The Board discussed the nomination process and Swift offered to revise the OhioERC application form to serve as a nomination form.

**Action Item:** Board to send names of potential nominees to Previts by October 31<sup>st</sup> meeting.

**Action Item:** Swift will revise the OhioERC application form to help with the nominee review process.

### 3. New Member Orientation

The Board discussed conducting an orientation session for new Board members. The Board determined that any new appointments will receive a one-hour orientation, prior to their first Board meeting, with the Chair, Vice-Chair, and State Archivist.

#### 4. Committee Functions

The Board discussed the committees and task force groups and determined that it would be in the best interest of the Board to realign committee structure to more closely align with the strategic plan. Further discussion regarding the development of standing committees was moved to the strategic plan discussion.

#### 5. Strategic Plan

The Board broke into three groups to discuss each of the strategic goals developed at the July 18, 2014 meeting. Each group developed action steps for achieving the goals and objectives of the new strategic plan. The Board developed four standing committees:

- Advocacy Committee
  - **Runion**, Wilson, Previts, Swift
- Awards Committee
  - Samuel, Wilson, Carleton, **Swift**, Freeze
- Communications Committee
  - **Samuel**, Plummer, Noonan, Carleton, Davidson, Freeze
- Regrants Committee
  - Runion, Plummer, Previts, Noonan, **Davidson**

Freeze assigned the committee chairs (bolded above) to develop a brief explanation of each committee in an effort to help define roles of committee members.

**Action Items:** Committee chairs will report at the October 31<sup>st</sup> meeting which of the strategic goals align with the duties of their committee.

**Action Item:** Dewey needs to be provided with information regarding the committee realignment in order to select which committee she would like to serve on.

6. Noonan moved to end the meeting. Davidson seconded the motion. None opposed. The meeting concluded at 1:56 p.m. The next meeting will be held Friday, October 31, 2014 in the 3<sup>rd</sup> Floor Classroom at the Ohio Historical Center from 10:00 a.m. – 2:00 p.m.