

OHIO HISTORICAL RECORDS ADVISORY BOARD MEETING

Minutes, October 31, 2014

BOARD MEMBERS PRESENT:	Janet Carleton, Ron Davidson, Dawne Dewey, Rhonda Freeze, Dan Noonan, Liz Plummer (ex officio), Fred Previts (ex officio), John Runion, Heidi Samuel, Pari Swift, Galen Wilson (by phone during the morning)
BOARD MEMBERS NOT PRESENT:	Burt Logan (Ex-Officio)
OHS STAFF PRESENT:	Jillian Carney, Todd Kleismit
GUESTS:	None

1. Welcome

Freeze called the meeting to order at 10:07 a.m.

2. Consent Agenda

Runion moved to approve the October 31, 2014 consent agenda. The motion was seconded by Runion. None opposed. The October 31, 2014 consent agenda was approved.

3. OHS Legislative Update

Kleismit informed the Board that the next Statehood Day event will be held at the Ohio Statehouse on March 4, 2015. The planning committee is considering inviting Governor John Kasich to be the keynote speaker. The legislative priorities will be solidified closer to the event. The CARMA legislative issue may be included as one of the legislative priorities.

Kleismit also discussed recent legislation regarding cemetery headstones and the Department of Veterans Affairs.

4. Election of Chair and Vice-Chair

Noonan informed the Board that there are only four eligible candidates for Chair and Vice-Chair. Freeze moved that Noonan be elected chair. The motion was seconded by Davidson. None opposed. Noonan was elected Chair for 2015. Freeze moved for Samuel to serve as Vice-Chair. The motion was seconded by Noonan. None opposed. Samuel was elected Vice-Chair for 2015. Chair and Vice-Chair will assume their duties on January 1, 2015.

5. Membership Update

Previts received five nominations for the Board. There were six open Board positions. Davidson provided a sixth nomination to the Board. The Board discussed the nominations and candidates terms, as they will be staggered depending upon the previous Board Members terms. The Board discussed the following individuals for one-year (2015-2016) terms: Darren Shulman, City of Delaware; Vic Fleischer, University of Akron; and Adam Wanter, MidPointe Library System. The Board then discussed the following individuals for three-year (2015-2018) terms: Stephen Badenhop, Union County Records Center and

Archives; Meghan Hays, Shaker Heights Library; and Sara Harrington, Ohio University. Swift moved to accept the slate as presented. The motion was seconded by Noonan. None opposed. Previts will move forward with approaching nominees and submitting nominations to the Governor's Office. The Board will also submit reappointments for Davidson, Dewey, and Swift. The Board would like to wait until after the election to submit the nominations to the Governor's Office.

Action Item: Previts will submit Board nominations to the Governor's Office.

6. SNAP Grant Budget

Previts presented the Board with the most up-to-date grant budget. Carleton inquired about the surplus funds. The Board discussed potential activities for spending the funds. The Board discussed developing a multimedia project based on Dewey and Wilson's previous presentation on writing a successful grant application. The Board discussed asking for an extension from NHPRC to develop a multimedia project (i.e. webinar/video/tutorial) to increase the quality, quantity and success of grant applications from Ohio. Funds would be spent by the end of April 2015. Dewey moved to seek an extension from NHPRC. The motion was seconded by Samuel. None opposed. The motion passed.

Action Item: Previts will coordinate with Carleton, Dewey, and Wilson to develop the project.

7. OHRAB Strategic Plan

The Board discussed the strategic plan and its relation to the committee structure that was developed at the October 2, 2014 meeting. The Board reviewed the goals of the strategic plan to determine committee ownership. Samuel recommended that the committees chart the project timelines for standing committee activities, based upon the strategic plan, in a Google Doc. The Board requested to change the name of the Re-grant Committee to Grants Committee and relocate Re-grants to a sub-committee of the Grants Committee. Freeze would like each of the committee chairs to review their committee charge.

8. Committee and Task Force Updates

- **Advocacy Committee**

Runion provided an overview of what strategic goals the Advocacy Committee most closely aligns with. The committee determined that Goal 2 Actions 1 and 2 and Goal 3, Action 1 are the most relevant goals for the committee to work on.

- **Awards Committee**

Swift informed the Board that the Committee recently met to discuss the Achievement Award. They received three nominations after the deadline was extended. The Committee decided to award the 2015 Achievement Award to the Greene County Records Center and Archives. Dewey and Wilson will

present the award to Greene County. Carleton moved to award Greene County Records Center and Archives with \$500.00 and a plaque. The motion was seconded by Dewey. None opposed. The motion passed.

Action Item: Wilson will order the Achievement Award plaque.

Action Item: The Communications Committee will develop language for the Award and develop a press release to announce the award to key stakeholders.

- **Communication Committee**

Samuel shared a draft of a rack card that the committee developed to help highlight the activities of the Board. The Board discussed the flyer and supplied the committee with feedback. Once finalized, 2500 copies will be printed.

Action Item: Board to review rack card draft and provide feedback to Samuel by Friday, November 14, 2014

- **Re-grant Committee**

Davidson would like the Re-grant Committee to formalize a contact list of organizations and listservs and edit the Re-grant documents for the upcoming year. Also, due to the restructuring of the committees, the Grant Committee will need to reevaluate their charge.

9. Historical and Records Management Organization Updates

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

Swift reported that the OhioERC met on October 15, 2014. The Total Cost of Ownership Committee is actively developing a cost matrix. The OhioERC welcomed Nancy Flynn from the E-Policy Institute as a guest speaker. Flynn spoke about electronic device policies.

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

CARMA met on October 10, 2014 at the Summit County Records Center. CARMA elected a new Chair, Brenda Ransom (Wood County) and Vice-Chair, Jen Haney (Warren County). The meeting was well attended by records managers from around the state. CARMA recognized Gillian Hill from Greene County Records Center for all of her work with the organization.

The Board discussed the draft resolution pertaining to CARMA's efforts to open closed records after 100 years. The Board identified several areas of concerns with the document. Freeze moved to table the discussion until the January meeting. The motion was seconded by Swift. None opposed. The topic was tabled until the January meeting.

10. New Business

- **Uniform Electronic Materials Act**

Swift introduced the Uniform Electronic Materials Act to the Board. She provided an overview of the act to the Board. The Uniform Law Commission is seeking letters of support from organizations from around the country.

- **Sustaining Ohio's Arts & Culture Ecosystem event**

Carleton shared the Sustaining Ohio's Arts & Culture Ecosystem event that will be taking place at the Ohio History Center on December 9, 2014. The program is co-sponsored by the Ohio Arts Council, Ohio Citizens for the Arts, Ohio History Connection and Heritage Ohio. There will be informative sessions on financing Strategies for Arts and Culture, Collaboration and Creative Placemaking, fundraising Campaigns and Board Engagement, Creating Advocacy Networks, Financial Literacy for Capital and Programming, and finding Funding Sources.

11. Noonan moved to end the meeting. Runion seconded the motion. None opposed. The meeting concluded 1:50 at p.m. The next meeting will be held Friday, January 30, 2015 in the 3rd Floor Classroom at the Ohio Historical Center from 10:00 a.m. – 2:00 p.m.