

OHIO HISTORICAL RECORDS ADVISORY BOARD MEETING

Minutes, January 29, 2016

BOARD MEMBERS PRESENT: Ron Davidson, Dawne Dewey, Rhonda Freeze, Sara Harrington (arrived at 10:15 a.m.), Dan Noonan, Liz Plummer (ex officio), Fred Previts (ex officio), Pari Swift and Galen Wilson

BOARD MEMBERS NOT PRESENT: Stephen Badenhop, Burt Logan (ex officio)

OHS STAFF PRESENT: Marci Walton, Todd Kleismit (arrived at 11:10 a.m.)

GUESTS: None

1. Welcome

Dan Noonan called the meeting to order at 10:15 a.m.

2. Consent Agenda

Noonan moved to approve the consent agenda as presented. The motion was seconded by Rhonda Freeze. None opposed. Consent agenda for January 29, 2016 was approved.

The Minutes for October 30, 2015 were approved.

3. Strategic Discussion

a. OHRAB Grant Budget and 2016 Board Objectives (Fred Previts)

Copies of the 2015 and 2016 OHRAB Grant Budget was provided at meeting. Previts indicated at the bottom of the 2015 budget were the individual meeting expenses. After the January 14 grant meeting with the county archivists, about \$1,000 in the 2015 budget for travel and meetings was not spent. Swift asked if the remaining funds could be spent on another meeting with the county archivists. Wilson stated that we should extend Robin Heise the opportunity to have a meeting if she wishes. During the meeting, Swift contacted Heise and she agreed to host a meeting.

Wilson asked if there were any differences between the 2015 and 2016 budgets. Previts indicated that there was no funding for the Ohio ERC Workshop, and less budgeted for travel, more for re-grants in the 2016 budget. Wilson congratulated the board on the additional re-grant funding. Noonan said that for the next budget year in the allocation for the Achievement Award, we need to request allocation for the plaque itself. Previts agreed with statement. Freeze asked about the adjusted matching contribution rate and if this was something that was mandated. Previts indicated that this was based on the budget and the grant required matching funds. Freeze addressed History Day and Previts replied that two awards are included in the 2016 budget.

Davidson asked about the regrants and the differences between the maximum grant awards of \$2,000 advertised to potential applicants and the \$3,000 maximum regrants mentioned in the board objectives of the NHPRC. Previts said the board should offer

grants between \$500 and \$2,000 and in the next grant application ensure that the numbers match.

Wilson stated that he was pleased that most of what we are receiving we are giving away and that we spend a minimum on board infrastructure.

Previts mentioned that another new board objective for 2016 is an NHPRC grant webinar. Dewey and Wilson have revised their Writing Your Way to Cash presentation and are willing to offer it as a webinar.

ACTION ITEM: Noonan encouraged the board to start thinking about the 2017 budget priorities to discuss at the next board meeting.

b. Committee and Task force Updates (Dan Noonan)

- **Awards Committee (Pari Swift)**

Reports on the 2015 Archival Achievement Award: Davidson indicated that Kelleys Island Historical Association came to pick up their award at his office. Plummer indicated that the press release will be sent to the recipients' legislators, Midwest Archives Conference, Society of Ohio Archivists, Ohio Local History Association, the Ohio History Connection's blog, and the Port Clinton newspaper and has already been published in Delaware County. Noonan asked that links to the newspaper articles be shared so the links can be added to the OHRAB website. Plummer will provide a copy of the press release to Swift. Swift reported that she had nothing new to share on the History Day Award. History Day is the last Saturday in April and our next board meeting is May 6, so signing the certificates will require some coordination.

- **Grants Committee (Ron Davidson)**

Davidson reported that the 2015 grants are wrapping up and a reminder that reports are due by the end of today, January 29. The 2016 grant cycle is now starting. Previts stated an application has already been received. There is still another month to apply and the board has \$3,000 in additional funds this year to award. Noonan indicated the grant review spreadsheet works well but will check to see if Google forms would work better.

- **Exploration on Fostering NHPRC Grant Submissions (Pari Swift)**

The January 14 meeting was successful. There were ten county archivists and records managers in attendance and two others joined by phone. OHRAB members Wilson, Dewey, Swift, Davidson, Badenhop and Previts also attended. Wilson and Dewey conducted an NHPRC grants presentation. An open discussion followed focusing on the types of records they held. The majority of attendees agreed that the grant should focus on the records of underrepresented people, such as manumission records and jail records. Swift stated that there was discussion about making the indexes to the collections available versus making the records themselves available. Wilson shared that

covering a topic like this could resonate with a much larger group of researchers. Plummer informed the board that African American scholars who have researched manumission records would support the project. Wilson asked Plummer if she would write a letter of support too and Plummer affirmed that she would.

Swift shared that two of the concerns attendees raised are the time and having one county handle all of the funding. She said that currently Greene, Montgomery, Clermont and Licking Counties have committed to further discussion and Robin Heise of Greene County is coordinating the effort. The goal is to submit a proposal to the NHPRC in 2017. The project will be discussed further at the spring County Archivists and Records Managers Association meeting which could lead to other counties joining the project.

- **Digitization Workshop (Galen Wilson)**

Wilson reported that the digitization workshop to be held at the new Northwest branch of the Dayton Public Library has tentatively been scheduled for May in order to be included on the library's published calendar. An additional workshop may be held at the Miamisburg branch.

- **Archives Survey (Ron Davidson)**

Davidson reported that a draft of the survey has been sent to the board for review. Discussion followed as to options for posting it: Survey Monkey, a Google form, Doodle poll, or fillable pdf that could be emailed or mailed back. There was also a discussion of the demographic information that should be collected, such as type of institution, budget, and position of person responding. There was also discussion on the best way to distribute the survey, through listservs, Facebook, Twitter, or Instagram and the consensus was that listservs would be best. The option of taking a laptop to archival association meetings and asking attendees to complete it there was also discussed.

ACTION ITEMS:

- **Board members should let Davidson know suggestions on demographics.**
- **Noonan will check into options for posting the survey.**

c. Ohio History Connection Legislative Update (Todd Kleismit)

- Kleismit distributed a handout on the September "Ohio Open Doors" event celebrating the 50th Anniversary of the National Historical Preservation Act. This event seeks to provide public access to historical buildings that may generally be closed to the public. If there are ideas on organizations that might like to participate, Ohio History Connection staff member Steve George is the contact for the event or contact Kleismit with the information and he will forward it. Update on Statehood Day, March 1, 2016 at the Ohio Statehouse. The emphasis this year is on the historic preservation tax credit and the Ohio History Fund tax

check-off. In the calendar year 2015 there was a 40-45% drop in all tax check-offs. If the History Fund tax check-off falls short of the \$150,000 threshold in two consecutive years, it will be dropped from the tax form. The Ohio History Connection would like to change this from two consecutive years to five consecutive years to provide more time to react to the drop in tax refund donations. Representative Kirk Schuring of Canton will be receiving the Ohio History Leadership Award at Statehood Day. Plummer asked if the board will have a table. Previts stated the board will. Board members should register for the event through the Statehood Day website. Kleismit also stated that there is bill about cemeteries. In September 2014 there was an Ohio Cemetery task force which recommended a bill to help fix cemeteries. It is a grants program, and for every \$2.50 spent on state burial fee, \$1.00 would be for the grants program. Questions about the program can be directed to Kleismit.

- Plummer shared that the laws for accessing records from the State Department of Mental Health has changed and the mental health records can be accessed 50 years after death, so records are open if the person died before 1965.

d. Membership Update (Fred Previts/Todd Kleismit)

- Previts indicated that the board has one pending reappointment for Rhonda Freeze at the end of March and the board currently has five vacancies. Kleismit has contacted the Governor's Office about the vacancies. Freeze submitted to the board that she would be honored to serve another term. Discussion followed on the possible candidates for the current board vacancies, as well as looking ahead to 2017 when Noonan and Wilson will rotate off the board. Wilson suggested submitting the previous candidates, with their approval, and Freeze's reappointment. Discussion tabled until new business.

e. Historical and Records Management Organization Updates (Dan Noonan)

- **Ohio ERC (Dan Noonan)**
The OhioERC is looking for new members as they had a long-time member resign. Attendees of the seminars held last fall indicated that they enjoyed the program. There will not be an OhioERC workshop this year but the committee has started discussing a 2017 workshop, possibly focusing on a tool to determine the feasibility of scanning records. Previts added that OHRAB funds could possibly be used to make the tool accessible online, if necessary.
- **CARMA (Fred Previts)**
On Friday, April 8 the spring CARMA meeting will be held at the Ohio History Center. Officers will be elected and nominations are currently being accepted. The guest speaker is being finalized but the initial thought is to have someone speak on managing and preserving electronic records.

- **Other Organizations**

Swift said planning for the NAGARA conference in Lansing, Michigan continues. Plummer suggested a possible program session on access rights. Dewey mentioned that Midwest Archives Conference will be holding a grants writing workshop at Wright State University on April 1.

4. New Business/Announcements (Dan Noonan)

- Noonan reminded board members about the 2017 OHRAB Operating Grant as the application is due to the NHPRC in June. Wilson said to think of other types of organizations similar to the county archivists that the board could help. Davidson said the Ohio Local History Alliance will have their regional meetings in March and April. This organization has members in almost every county and could be a good resource.
- Discussion continued on board membership. After discussion of names that would be good candidates, consensus was that the board would resubmit the previous candidates (pending their approval), and submit Rhonda Freeze's reappointment.

ACTION ITEMS:

- **Previts will contact previous nominees about the vacancies and work with Kleismit on the application packet.**
- **Noonan will update the membership matrix.**

5. Closing (Dan Noonan)

Noonan moved to end the meeting. Wilson and Davidson seconded the motion. None opposed. The meeting concluded at 1:35 p.m. The next meeting will be held Friday, May 6, 2016 in the Third Floor Classroom at the Ohio Historical Center from 10:00 a.m. – 2:00 p.m.