

Minutes, July 29, 2016

BOARD MEMBERS PRESENT: Stephen Badenhop , Dawne Dewey, Meghan Hays, Dan Noonan, Liz Plummer (ex officio), Fred Previts (ex officio), Pari Swift, Galen Wilson

BOARD MEMBERS NOT PRESENT: Burt Logan (ex officio), Ron Davidson, Rhonda Freeze, Sara Harrington

OHS STAFF PRESENT: Theresa Hopewood, Todd Kleismit (arrived at 10:55a.m., left at 11:29a.m.)

GUESTS: None

1. Welcome (Dan Noonan)

Dan Noonan called the meeting to order at 10:01am and board members introduced themselves to the new board member Meghan Hays.

2. Consent Agenda (Dan Noonan)

Noonan asked if there were any changes to the draft of the May 6 meeting minutes. With no changes, Galen Wilson moved to approve the consent agenda. The motion was seconded by Pari Swift. None opposed. Consent agenda for Friday, July 29, 2016 and the May 6 meeting minutes were approved.

3. Strategic Discussion

a. OHRAB Grant Budget (Fred Previts)

Fred Previts presented the board with the 2016 budget. He reported that the payment to the History Day Award recipients is being processed and will be sent shortly. Previts also stated that there will probably be travel money not spent since the board will not be meeting to review grant applications in September. Discussion followed on how that money could be used to assist Ohio's archival repositories. Dawne Dewey suggested offering a workshop on applying for grants. This fall she and Wilson will be offering a webinar on applying for grants based on the presentation they gave at a Society of Ohio Archivists conference but an in-person workshop would allow for a more in-depth presentation. Wilson suggested holding it in southeastern Ohio, a region of the state where the board hasn't had as much contact as other areas. He offered that Muskingum University could possibly serve as a location. Hays suggested inviting a former grant recipient to participate. Dewey and Wilson offered that they would review the grant presentation she and Wilson gave and update it. Both Dewey and Wilson volunteered to be presenters at the workshop. Noonan reported the Ohio Local History Alliance/Society of Ohio Archivists conference is

scheduled for October 7 and 8 so later in October might work best for the grant workshop.

Action Item: Previts will check with the NHRPC about using the unspent travel money on a grant writing workshop.

Action Item: Wilson will check with Muskingum University about hosting the grant writing workshop.

Action Item: Dewey and Wilson to review and update grant presentation.

b. Ohio History Connection Update (Todd Kleismit and Liz Plummer)

Kleismit reported on the Ohio Open Door event that will be held September 9 to 18 to celebrate the 50th Anniversary of the National Historic Preservation Act. Historical sites will be offering access to areas that are usually not open to the public. Kleismit asked for assistance to advertise the event. Board members asked about participating institutions and Kleismit said he will send Previts a list of participants that Previts can send to the board.

Kleismit also reported that a bill was passed lowering the minimum amount that tax-check off programs had to generate which should help preserve the Ohio History Fund tax check-off program. He also reported that a special license plate is being considered to raise funds to preserve the battle flag collection. Also, the Ohio History Connection's magazine *Timeline* is considering establishing an advisory committee and if the board has suggestions for committee members to let Kleismit know.

Liz Plummer then reported on behalf of Museums & Library Services Director Megan Woods. The Ohio History Connection received \$3 million of capital funds to convert stationary shelving to compact shelving and increase the archives' storage capacity. The Research Services Department has also been reorganized into the Library Services Department, combining printed material cataloging with the Research Services Department. A manager for the department is being sought. Plummer is now serving as a Reference Archivist specializing in outreach and will be travelling to genealogy conferences and workshops to promote the Archives/Library and build partnerships.

4. New Business (Dan Noonan)

Noonan suggested discussing the membership process while Kleismit was at the meeting. Noonan stated that he, Wilson and Kleismit had discussed possible changes to the by-laws and the appointment of board members. Hays inquired about the current appointment process and if appointments were made based on geography. Noonan responded that the by-laws allowed for 8 to 16

members, with 3 ex-officio and up to 13 gubernatorial appointments. He added that the board has tried to be geographically balanced but has had more success in balancing institution type. Kleismit shared that the proposal being considered is based on the NHPRC's board structure with representatives from specific organizations in addition to three members appointed by the Governor's Office. Noonan stated that having three members appointed to three year terms on a rotating basis will insure that the Governor's Office has an appointment each year, with the initial appointments being one, two or three year appointments. Wilson added that having members from specific organizations will show how the board is representative and will also allow for better communication between OHRAB and these organizations. Kleismit offered to share the proposed membership changes with the Governor's Office.

The board discussed which organizations should be represented, including geographical considerations and type of institution. Members also discussed including archives not represented in a regional or state-wide organization through at-large members. Noonan suggested that the members of the board should represent organizations and institutions eligible to apply for NHPRC grants.

Board adjourned for lunch at 11:59am

Noonan reconvened meeting at 12:31pm

Noonan reviewed the membership of the NHPRC for the benefit of the board. Swift inquired about the representatives from the organizations and how they would be appointed. She also asked if organizations would be able to make the commitment to serve on the board. Wilson responded that the board should consult with the organizations about the appointments and let them know what the commitment is ahead of time. He also said that the goal was to have a full board at the April 2017 meeting so the board could check with the potential organizations before the next OHRAB meeting. Board members then volunteered to contact the seven organizations that would be represented on the board.

Swift asked about the balance between the organizations with representatives and the archival institutions not included with those organizations. She requested more clarification on how the members at-large would be appointed in order to ensure that the archives not affiliated with an organization is still represented on the board. Hays suggested that the board could choose at-large members by looking at who isn't represented on the board already.

The board then discussed defining the members appointed by the Governor and the at-large members appointed by the board. Noonan suggested language

clarifying that the members should be members of the public with experience in archives and records management. Wilson and Dewey did not think that it was necessary to define the at-large members of the board as the “public” or “citizens.”

Noonan made a motion to make the following changes to the by-laws at the October 28 meeting:

A. MEMBERSHIP:

OHRAB shall consist of no fewer than eight (8) and no more than sixteen (16) members. Pursuant to NHPRC regulations, a majority of the members must have experience in the administration of historical records or in a field of research or activity that makes extensive use of such records. OHRAB should be as broadly representative as possible of Ohio’s public and private archives, records offices, and research institutions. Membership shall consist of:

1. Ex. officio:
 - a. Voting:
 - i. State Archivist
 - ii. Assistant State Archivist or other designee of the State Archivist
 - b. Non-voting/advisory: Director of the Ohio History Connection
2. Voting Members:
 - a. 3 members of the public recommended by the Board, and appointed by the Governor of the State of Ohio, who are outstanding in the fields of archives, records management and/or library science, who are representative of higher education, historical societies, libraries, local government, private archives, state government, or federal government agencies located in Ohio.
 - b. 7 members appointed by the Board representing the following organizations:
 - i. Cleveland Archival Roundtable
 - ii. County Archivists and Records Managers Association
 - iii. Miami Valley Archives Roundtable
 - iv. Ohio Council of County Officials
 - v. Ohio Genealogical Society
 - vi. Ohio Local History Alliance
 - vii. Society of Ohio Archivists
 - c. 3 members appointed by the Board at large

Swift move to table the motion; Badenhop seconded. All approved. Motion is tabled.

Action Item: Kleismit will share the proposed changes to the bylaws with the Governor's Office.

Action Item: Board members will contact the following organizations about the proposed changes to the bylaws:

- **Hays: Cleveland Archival Roundtable**
- **Badenhop: County Archivists and Records Managers Association**
- **Dewey: Miami Valley Archives Roundtable**
- **Swift: Ohio Council of County Officials**
- **Plummer: Ohio Genealogical Society**
- **Previts: Ohio Local History Alliance**
- **Plummer: Society of Ohio Archivists**

5. Strategic Discussion continued (Dan Noonan)

a. Committee and Task Force Updates (Dan Noonan)

- i. Awards Committee: Swift reported that the call for nominations for the Archival Achievement Award will be in August.
- ii. Archives Survey: no report.
- iii. Digitization Workshop: Wilson reported that he was still waiting on a date from the Dayton Public Library.
- iv. Grants Committee: Previts reported that the Lepper Library Association and Friends of Chisholm received grants in the second round of regrants. He also said that the regrant mid-term reports are due August 31. If a mentor receives a report, please forward it to him.

b. Updates from Ohio Historical and Records Management Organizations

- i. Ohio Electronic Records Committee: Noonan reported that the OhioERC's scanning feasibility tool is now available on its website. He also added that OhioERC members Nathan Owens, Bill Lavin and Dan Johnson gave a presentation on the feasibility tool at the National Association of Government Archives and Records Administrators Conference.
- ii. County Archivists and Records Managers Association: Badenhop reported that the fall meeting will be October 7. He also reported that Chris Shaw of Delaware County is the new at-large member on the CARMA board and Kayla Harris of Clinton County is the new secretary.

6. New Business/Announcements (continued) (Dan Noonan)

Wilson reported on changes to the grants that the NHPRC is offering. Per the NHPRC's new strategic plan, the NHPRC will be offering two grants. One is for projects involving major initiatives. This project will require a 50% match and the initial application would consist of a three page proposal. The other grant is for smaller archival projects that will have a 25% cost share. These two grants will be offered in alternating years. He added that he and Swift discussed these changes with Robin Heise, who is leading the Ohio Emancipation Digitization grant project.

Swift led discussion on the Ohio Emancipation Digitization grant draft. Wilson recommended including a grant-funded project coordinator to lead the research into other counties that might have manumission records. Wilson stated that the project should focus on the southern portion of the state rather than the entire state. Wilson will email Robin Heise with the suggestions.

7. Closing (Dan Noonan)

With no further new business, Noonan motioned to adjourn the meeting and Badenhop seconded the motion. All agreed. The next meeting will be held Friday, October 28, 2016 at the Ohio Historical Center from 10:00 a.m. – 2:00 p.m.