

OHIO HISTORICAL RECORDS ADVISORY BOARD MEETING

Minutes, April 26, 2013

BOARD MEMBERS PRESENT: Janet Carleton, Judy Cetina, Ron Davidson, Dawne Dewey, Rhonda Freeze, Tonya Mathews, E. Paul Morehouse, Dan Noonan, Fred Previts (ex officio), John Runion, Heidi Samuel, Pari Swift, Jill Tatem, Galen Wilson

BOARD MEMBERS NOT PRESENT: Burt Logan (ex officio), Angela O'Neal (ex officio)

OHS STAFF PRESENT: Jillian Carney, Todd Kleismit

GUESTS: State Representative Mike Duffy

1. Welcome

Freeze called the meeting to order at 10:03 a.m. She announced that the Board photograph would occur at the conclusion of the meeting.

2. Consent Agenda

Freeze asked the Board for any discussion regarding the consent agenda. There were no items for discussion. Morehouse moved to approve the consent agenda as presented. Runion seconded the motion. None opposed. The April 26, 2013 consent agenda was approved. Kleismit added that Statehood Day 2013 went well and that 20 legislators including the Speaker of the House were present.

3. Strategic Discussion

a. SNAP Grant Budget

Previts provided the Board with a copy of the 2012 and 2013 SNAP grant budgets. The Board discussed each of the line items and Previts pointed out that the largest line item is for the Re-grant funding. Noonan reported that the OhioERC is partnering with NAGARA to bring an e-Records Forum to Ohio for the fall. The July budget report will include the History Day award. Previts noted that at the July meeting the budget for the 2014 SNAP grant will also be discussed.

Action Item: Board members should be prepared to discuss budget requests for the 2014 SNAP grant budget at the July 19, 2013 meeting.

b. Committee and Task Force Updates

i. Re-grant Committee

Cetina reported that eight institutions received the 2013 Re-grant awards and that the names of the institutions were added to the wiki. There were 27 applications to review. Board members will be serving as mentors again. The Committee will meet to discuss modifications for next year, including a discussion on repeat winners and the possibility of adding example applications to the website to assist first-time applicants with the forms.

Action Items:

- Previts and Carleton will distribute the press release.
- Speak with NHPRC regarding having a partner to provide additional Re-grant funding

ii. Scavenger Hunt

Previts reported that a member of the Education and Outreach Department at OHS will be talking with the Task Force after History Day. The Task Force will have more to report at the July meeting.

iii. Brochure Committee

Previts reported that copies of the brochure were distributed at Statehood Day and the Society of Ohio Archivists and Ohio Genealogical Society (OGS) annual meetings. The next step for the Committee is to mail brochures to the OGS chapters. He also asked anyone with an upcoming meeting or conference to take brochures.

Action Item: Distribute brochures at OGS, Greater Columbus' annual seminar, and Connecting to Collections Preservation Boot Camp.

iv. Awards Committee

Freeze thanked Tatem for her service as the Chair of the Awards Committee for the past several years. She announced that Swift is serving as the new Chair. Swift reported that the Committee reviewed five History Day award applications and selected two winners. Carleton will present the awards at History Day. The Committee will be editing the application for next year to stress the importance of using primary sources. Swift also reported that

Morehouse drafted a survey for Achievement Award winners that they will share with the Board prior to the next meeting.

Action Item: Morehouse and Swift will distribute results of the Achievement Award survey at July meeting.

v. Publicity Committee

Samuel reported that OHRAB was an active participant at Statehood Day 2013. Board members were provided with personalized packets with bullet points to take to meetings with legislators. She noted that the Committee will need to review the contents of the packet for next year so that it will be informative and interesting for legislators. The Committee also created an OHRAB Achievement Award press release to include in the packet. Previts will work with Kleismit and Samuel to draft a cover letter to send to legislators regarding the Re-grant awards. The Committee held a conference call in February to build a framework for disbursing the information to all the correct channels. Moving forward, the Committee will be focusing on creating an overall publicity plan including general templates for OHRAB activities and awards.

Action Items:

- Publicity Committee will create cover letter and press release templates
- Previts, Samuel, and Kleismit will create and deliver informational packets for legislators pertaining to the Re-grant awards

c. NHPRC Grant Application Assistance

The Board discussed ways to offer NHPRC grant writing assistance. Swift suggested the creation of a grant cycle flow chart that could be added to the OHRAB wiki that would include a general timeline for applying for grants. The Board also suggested creating a tip sheet as it relates to common issues with NHPRC grant applications. Wilson stressed the need to communicate the Board's willingness to work with applicants. He also suggested including information for setting up a conference call with Board members to discuss potential grants. According to a Council of State Archivists survey, 25% of SHRABs are providing advice on grant writing. OHRAB may be able to contact the other SHRABs

regarding the potential to link to their materials. The Board created a Task Force to work on creating a project plan: Swift, Samuel, Previts, Cetina, Wilson, Dewey. The Board will be putting guidance documents on the wiki once they are completed.

Action Items:

- Task Force will hold conference call to discuss outreach efforts regarding NHPRC funding opportunities
- Swift will draft a NHPRC grant cycle flow chart

d. Historical Records Management Organizations Updates

i. CARMA

Runion reported that CARMA held their spring meeting on April 12, 2013. He reported that a sub-committee has been updating the country records schedule manual. It was reported at the meeting that the sub-committee has created drafts for 11 of the sections of the manual. Swift also provided the CARMA members with a legislative update. The fall CARMA meeting will be held at the Wood County Records Center in October.

ii. OhioERC

Swift reported that members of the OhioERC recently presented the Social Media: The Records Management Challenge seminar at the Miami Valley Communications Council, Municipal Training Academy. A recording and copy of the handouts are available on the OhioERC wiki. OhioERC is working with NAGARA to host an e-records forum in the fall. A sub-committee is working on selecting a date and location as well as forum topics and presenters. More information regarding the forum will be made available at the July meeting.

e. Website Redesign

Carleton reported that the Board will not be able to create a page on the new OHS website due to technical issues. The Board discussed options such as WordPress, a Google site, or hiring a web developer. The Board created a Task Force, Carleton, Matthews, Samuel, Noonan, and Previts/Carney, to research a potential solution. Wilson moved to use \$500.00, if available and as necessary, from the promotional materials line of the budget to use towards the website redesign. Samuel seconded the motion. None opposed. The motion carried. In the meantime, Tatem suggested looking into making updates to the current site.

Carleton will continue to edit the wiki while other options are evaluated.

Action Items: Carleton, Matthews, Samuel, Noonan, Previts/Carney will explore options for OHRAB website

4. New Business

- a.** Representative Mike Duffy (Franklin County) attended the meeting to discuss the proposal for the DataOhio Initiative. Swift provided Representative Duffy with a history of the Board and how it is composed. Representative Duffy provided the Board with a description of the four pieces of legislation that he is proposing: Open Data format standards, a uniform chart of accounts, creating a centralized domain (data.ohio.gov), and the local government information exchange grants. The legislation that he is proposing would aim to include all levels of governance and to provide access through an open standard for records keeping. The Board was provided with the opportunity to gain clarification and provide feedback on each of the legislative pieces. Representative Duffy will send the Board supporting documentation regarding the initiative.
 - b.** Davidson reported that OHRAB's Achievement Awards panel at SOA went well. The speakers, Katy Klettlinger, Licking County Records and Archives and Matthew Augustine, Euclid Public Library, were excited to present about their projects.
- 5.** Morehouse moved to end the meeting. Wilson seconded the motion. None opposed. The meeting concluded at 2:30 p.m. The next meeting will be held Friday, July 19, 2013 in the 3rd Floor Classroom at the Ohio Historical Center from 10:00 a.m. – 2:00 p.m.