

# OHIO HISTORICAL RECORDS ADVISORY BOARD MEETING

## Minutes, January 30, 2015

BOARD MEMBERS PRESENT: Janet Carleton (via phone), Ron Davidson, Dawne Dewey, Dan Noonan, Fred Previts (ex officio), John Runion (via phone until adjourned for lunch), Pari Swift, Rhonda Freeze, Heidi Samuel (left at 1:15 pm) and Galen Wilson

BOARD MEMBERS NOT PRESENT: Liz Plummer (ex officio), Burt Logan (ex officio)

OHS STAFF PRESENT: Jackie Barton (Arrived at 11:30 a.m., left at Noon), Melva Kleineick, Todd Kleismit (Arrived at 10:40 a.m., left at 11:10)

GUESTS: None

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### 1. Welcome

Noonan called the meeting to order at 10:11 a.m.

### 2. Consent Agenda

Wilson moved to approve the consent agenda as presented. The motion was seconded by Freeze. None opposed. Consent agenda for Friday, January 30, 2015 was approved.

### 3. Strategic Discussion

#### a. OHRAB Grant Budget

Previts presented the Board with the 2014-2015 budget. The Board previously applied for an extension from the NHRC to use the \$1,900 that wasn't spent from the 2014 budget for a webinar on applying for grants. It was decided not to pursue this though as it would push back the start of the 2015 grant. Previts reported that the NHPRC hasn't announced a decision on the 2015 grant application yet. Noonan asked if there was any indication as to when the decision would be made. Previts will check the date and send an email. Wilson brought up that we are really in competition with other states for these SNAP grants and the NHPRC is only going to fund about 25 states. Carleton asked if Previts had any knowledge of the situation. Previts stated it shifted to a more competitive process when the NHPRC reclassified the grants. Wilson inquired if the Board should be asking the NHPRC for more information on which boards are funded and which aren't. Previts suggested the board should wait and see what the response to the grant application is. If the board is not funded then we can ask the NHPRC why it wasn't.

**Action Item: Fred will check to see when the grant awards will be announced and send an email to the group.**

#### b. 2016 State Board Grant Application

Noonan advised that the Board needed to start working on the 2016 application. The deadline for draft submissions is April 3, 2015 and the final draft is due June 17, 2015. The Board discussed what should be asked for on the 2016 application. Dewey proposed asking for funding for the multimedia project (webinar/video/tutorial) that the Board

previously discussed wanting to do. She said if we do want to new components, the Board needs to develop a plan. Previts advised it would be good for the Board to submit a draft, if possible.

**Action Item: Dewey and Wilson will research how much it is going to cost to do the webinars. Swift and Noonan will contact Darren Schulman, chair of the Ohio Electronic Records Committee (OhioERC), to see if the OhioERC is interested in partnering on a workshop in 2016.**

**c. Ohio History Connection Legislative Update**

Kleismit gave the Board an overview of Statehood day. The event will be on Wednesday, March 4, 2015 at the Statehouse. Governor John Kasich has been invited to be the keynote speaker but has not yet confirmed. Senator Frank LaRose will be given the Ohio History Leadership Award and the Ohio History Fund Grant recipients will be announced and 10-13 awards will be given. Gavels were made from a tree at Newark Earthworks that was damaged in a storm and these will presented to the legislature. The legislative priorities are in process and the CARMA legislative issue on opening restricted records is expected to be one of the priorities.

Kleismit will also plan for OHRAB to have a table at the event. The Board can either use a whole table or split with another organization. Samuel asked if the rack cards can be put into the actual program booklet. Kleismit suggested putting the cards in the center of all the tables and having some available at the OHRAB table. Previts advised he has the tri-fold poster. Noonan will also print the posters and bring them. Previts is working on having some of the former Governors' records on display at the event.

Previts inquired if Kleismit had any news on the six new nominations and three renewals for the Board. They have been submitted but nothing to report.

**d. Membership Update**

Previts advised the Board that all six of the individuals previously nominated for the Board were willing to apply. The Board is waiting to hear back from the Governor's Office.

**e. Committee and Task Force Updates**

**• Advocacy Committee**

Runion provided an update on the Advocacy Committee. Swift proposed that the group build mailing lists and develop a template letter, so that when it comes time to advocate everything is ready. Runion will email the members of the group (Wilson, Previts, Swift, Dewey) to further discuss. The goal of the Committee would be to have a document for CARMA ready by Statehood Day. Swift suggested tweaking the memo that was previously sent to the Courts for use. Swift also suggested one

additional item, something standard that can be sent quickly when legislation comes up that allows permanent paper records to be destroyed, if electronic records are kept. The Board discussed preparing a short presentation to present to County Commissioners, Clerk of Courts Associations and Recorders. Runion will email his local organizations to see if he can get on the agenda. If he is able to get a meeting scheduled, Runion will email the Board to see who can attend the meeting as several expressed interest in attending.

**Lunch Break (11:40-12:15) Runion will not dial back in after lunch, has a prior engagement.**

- **Awards Committee**

Swift reported to the Board that Previts has submitted the awards paperwork to History Day. The next steps are to learn what the theme is and contact local repositories to see what items they have that would fit with the theme. The Board discussed who would have a good list of repositories and agreed that there probably was not time to complete this for this year's competition as the district competition is in March. The Board agreed to start putting a timeline together to prepare for next year.

- **Communication Committee**

Samuel wants to distribute the OHRAB rack card at Statehood Day. The Board also discussed the possibility of posting a list of the winners of the History Day Award, re-grants recipients and the Achievement Award recipients at Statehood Day.

- **Grants Committee**

Davidson advised the Board that today is the last day of the 2014 cycle. He also advised that the announcement for this year's grant opportunity went out on January 12, 2015. The committee was recently restructured and current member of the committee are Runion, Plummer, Noonan, Dewey, Davidson and Previts. Davidson reported that this year's grant rules are pretty much the same, the only real change was to update the official cash/match for volunteers to \$21.40/hr.

#### **f. Historical and Records Management Organization Updates**

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

Swift reported that the OhioERC met two weeks ago and a new chair and new vice chair were elected. The committee is working hard to finish the *Guidelines for Electronic Records Management* and incorporating other documents into it. The goal is to make the documents more user friendly. The committee has been working on this task for about a year and half. The OhioERC has also started collecting stats on the activities of the members. The committee has also started talking about planning a fall seminar.

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

Previts reported to the Board that that the Spring CARMA meeting will be on April 10, 2015, in Ohio Village. The CARMA board is still working on the agenda. Previts would like the Board to vote on the revised OHRAB Resolution for CARMA today.

Swift moved to put the discussion on the table and Freeze seconded. The Board discussed whether a letter of support would be preferable to a resolution. It was agreed that a resolution is premature and a letter of support is better at this time.

Wilson moved to amend to revise the resolution as a letter of support and Swift seconded. Noonan will draft the letter of support with the Communication Committee. No further discussion. All in favor; none opposed. Vote on original motion, all in favor.

#### **4. New Business**

- a. Board Communications Liaison to SOA and MAC**

Board members are needed to act as liaisons with the Society of Ohio Archivists (SOA) and the Midwest Archives Conference (MAC). Noonan volunteered for the SOA; Davidson will do MAC.

Noonan advised the Board that he would like to give Certificates of Appreciation to the Board members who have left the board or will be leaving the board due to term limits. Noonan made a Motion to present certificates for Paul Morehouse, Judy Cetina, Jill Tatem, Janet Carleton and John Runion. Dewey seconded the motion. All in favor none opposed.

- 5.** Freeze moved to end the meeting. Davidson seconded the motion. None opposed. The meeting concluded at 1:22 p.m. The next meeting will be held Friday, April 24, 2015 in the Education and Outreach Classroom at the Ohio Historical Center from 10:00 a.m. – 2:00 p.m.