

OHIO HISTORICAL RECORDS ADVISORY BOARD MEETING

Minutes, April 24, 2015

BOARD MEMBERS PRESENT: Stephen Badenhop, Ron Davidson, Dawne Dewey, Sara Harrington, Dan Noonan, Liz Plummer (ex officio), Fred Previts (ex officio), Heidi Samuel, Pari Swift, and Galen Wilson

BOARD MEMBERS NOT PRESENT: Rhonda Freeze, Burt Logan (ex officio)

OHS STAFF PRESENT: Melva Kleineick; Todd Kleismit

GUESTS: None

1. Welcome

Noonan called the meeting to order at 10:11 a.m. and welcomed new members to the Board.

2. Consent Agenda

Dewey moved to approve the consent agenda with amendments. The motion was seconded by Samuel. No additional discussion. None opposed. Consent agenda for Friday, April 24, 2015 was approved.

3. Strategic Discussion

a. OHS Legislative Update

Kleismit provided the Board with an update on Statehood Day, which took place on March 4, 2015. He reported that CARMA's legislation to amend the Ohio Revised Code to lift any access restrictions on records with permanent retention after 100 years from the date of their creation was still being worked on and not yet in bill form. Hopefully this will be accomplished by late summer. The 2016 Statehood Day will be on March 1, 2016.

Kleismit also shared with the Board that budget season was in full swing. So far he is happy with how things are going but nothing will be final until around June 30, 2015. He advised that House Bill 141 was being introduced to change the name of Ohio Historical Society to Ohio History Connection. He will be testifying next week on the matter.

b. OHRAB Budget

Previts presented the Board with the 2015 budget and a draft of the 2016 budget. The History Day awards will be going out and taken out of the 2015 budget before the next meeting.

c. 2016 State Board Grant Application

Previts advised the Board that he submitted a draft copy on April 3, 2015 but had not yet heard anything back. He reported that we requested \$20,000 for the Re-grant program and included a grant assistance webinar. He advised that the only

difference between last year's grant and this year's is determining if we want to ask for funding for an electronic records workshop.

d. Committee and Task Force Updates

- **Awards Committee**

Swift reported to the Board that the History Day competition is tomorrow. OHRAB will be giving two \$100 awards. The number of submissions is down this year, with only five. The Board may want to think about only giving one award next year. Swift shared the text that she prepared for the awards ceremony regarding the competition, winner and awards. The Board discussed how it could be more proactive about getting information out to students and teachers, so they could better understand the process and the award.

- **Communication Committee**

Samuel advised the Board that OHRAB brochures were distributed at Statehood Day. Each table had 8-10 brochures and additional brochures were available at a table in the back. She would like to think about doing it again next year and maybe create an email list for those that are interested in following what OHRAB is doing.

- **Grants Committee**

Davidson passed out the Re-Grant Committee Report to the Board. He advised the Board that there were only 20 applicants this year. Normally there are around 30. \$15, 457 in funding was divided among the 11 institutions receiving grants. He advised the Board that some revisions were made to the 2016 regrant application to clarify the eligibility requirements.

e. Historical and Records Management Organization Updates

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

Swift advised the board that she has submitted her resignation to the OhioERC but will still attend the workshop. Noonan and Previts will report on the committee's activities. Noonan reported that three members resigned at the last meeting. Currently the committee is working on a document discussing the total cost of ownership, including the cost of document imaging. The next meeting will be in July, 2015.

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

Previts reported that CARMA met on April 10, 2015, at the Ohio History Center with around 40 people attending. The company Archives Social gave a presentation. The public information office and records manager from Blue Ash, who uses Archives Social attended. It was good to get their feedback. Previts advised that CARMA also voted on By-Law revisions clarifying the succession process of board members and also

voted to add an Information Technology member to the board to assist with IT matters.

4. New Business

Noonan reported that it's the 40th year anniversary of the SHRABs and the Council of State Archivists and NHPRC are offering an award for SHRAB projects. Is there a project we did that we want to nominate? Board discussed all completed projects. Wilson will put together the nomination for the electronic records conference with NAGARA and the OhioERC. The deadline is May 1, 2015.

Noonan reported that he was able to send the Certificates of Appreciation to former board members Judy Cetina, Jill Tatem, Paul Morehouse, John Runion and Janet Carleton. Everyone was very appreciative.

Noonan asked Previts if he had seen the SAA schedule. Noonan didn't see a SHRAB Brown bag included. Davidson will contact to see if he can get any information.

Noonan sent out a link to Activity Log so board members could their board activities and link to the master spreadsheet. This log should help Fred with reports to NHRPC, with logistics, etc. Board spent a few minutes discussing how to use the spreadsheets and what information should be included/tracked.

Previts advised new members that they should start thinking about what committees they would like to serve on. Currently there are four active committees. Noonan advised members to think over the current committees. The Board will review the structures/membership of all committees at the July meeting and reorganize as needed.

Noonan asked that Action Item email be sent one week after meeting.

- 5.** Samuel moved to end the meeting. Swift seconded the motion. None opposed. The meeting concluded at 2:06 p.m. The next meeting will be held Friday, July 17, 2015 in the 3rd Floor Classroom at the Ohio History Center from 10:00 a.m. – 2:00 p.m.