

OHIO HISTORICAL RECORDS ADVISORY BOARD MEETING

Minutes, July 17, 2015

BOARD MEMBERS PRESENT: Stephen Badenhop, Ron Davidson, Sara Harrington, Dan Noonan, Fred Previts (ex officio), Pari Swift, Rhonda Freeze and Galen Wilson

BOARD MEMBERS NOT PRESENT: Liz Plummer (ex officio), Burt Logan (ex officio), Heidi Samuel, Dawne Dewey

OHS STAFF PRESENT: Melva Kleineick, Todd Kleismit (left at 10:26 am)

GUESTS: None

1. Welcome

Noonan called the meeting to order at 10:06 a.m.

2. Consent Agenda

Wilson moved to approve the consent agenda. The motion was seconded by Badenhop. None opposed. One abstention by Freeze, who was absent at last meeting. Consent agenda for Friday, July 17, 2015 was approved.

3. Strategic Discussion

a. Ohio History Connection Legislative Update

Kleismit provided the Board an update on the state budget. He also reported that the next Statehood Day will be March 1, 2016. Kleismit advised that tax return filing was down by two-third's this year and that significantly impacted the Ohio History Fund tax check off. He is meeting with the Dept. of Taxation next week to try and get a better understanding of the situation. Kleismit stated that we are going to fall short of the requirements this year. Kleismit advised the Board that it is Military Appreciation Day tomorrow at the Ohio History Center and Ohio Village. Noonan inquired about the Data Ohio bill, Kleismit advised that it still under consideration but he doesn't have an update to report.

b. OHRAB Budget

Previts presented the Board with the 2015 and 2016 budget. He reported that everything was on track and that the Board's meeting expenses are actually a little lower than normal. Freeze inquired about status of the Board Memberships. Previts advised that everyone that was up for reappointment has been reappointed, two new members have been appointed and in attendance and four spots are still empty. There has been no word received on the four vacant positions. Previts pointed out to the Board that there is some excess money on the board meeting line and asked should the Board budget for an additional meeting in October for grant reviews. The group discussed the possibility of increasing the Achievement Award. Wilson suggested the

Board should wait to see who applies for the award before deciding to offer an additional award. Swift suggested reaching out to the area colleges that offer a Library Science or Public History program and offer a student travel award (mileage reimbursement/possibly lunch) to come to the OhioERC workshop on October 28, 2015.

Swift made a Motion to Amend Budget to set aside up to \$1000 from the OHRAB meeting expenses budget line for travel scholarships, for graduate students currently enrolled in a library information science or public history program at one of the seven public universities in Ohio offering such programs, to attend the OhioERC workshop on October 28, 2015.

Freeze seconded the Motion, none opposed. Motion passed. Wilson moved to appoint Dan Noonan, Fred Previts and Pari Swift to a sub-committee to develop criteria for and distribute the travel scholarships for the workshop.

c. Committee and Task Force Updates

- **Awards Committee**

Swift advised the Board that she will be revising the flier for the Achievement Award the first week in August. No other information to report at this time.

- **Communication Committee**

Samuel absent from the meeting, no update.

- **Grants Committee**

Davidson advised the Board that August 31st is the progress report deadline and project mentors will need to make contact with their institutions soon within the next month. Badenhop advised that he has it on his calendar for August to follow up. Previts asked that if any of the reports come to committee members, to please forward on to him as well.

- **Fall Digitization Workshops**

Wilson reported that the Fall Digitization Workshops will not happen until the Spring. Previts stated that we didn't ask the NHPRC for funding but the more finalized details we can provide to them about dates/location the better. Wilson advised would most likely be March or April.

d. Historical and Records Management Organization Updates

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

Noonan advised the Board that the committee met at the Ohio History Center OHC on Wednesday, July 15th for the quarterly meeting. The bulk of the discussion was on the fall seminar, which will be on October 28th at the State Library. He advised that they are estimating 75 people will be attending and there will be two sessions. One will be in the morning and one in the afternoon, identical sessions, just trying to accommodate more attendees. Program will be free to attendees and the topic is Role of Records Management in the Procurement Process. He advised that the committee is also working on developing a tool to help agencies in the decision-making process on whether they should convert records or not. Noonan ended by saying that the committee will not be meeting for the quarterly meeting in October due to the seminar/workshop.

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

Fall meeting will be on October 9, 2015. Freeze will be hosting in Butler County. Agenda still being developed but a draft has been completed.

4. New Business

Noonan asked about the Society of American Archivists (SAA) conference, who is going and who is interested in attending the pre-conference workshop on teaching with primary sources. He advised that it's no charge to attend the workshop and you don't have to be attending SAA to go.

Noonan proposed that the Board consider whether it could develop a program similar to the New Jersey Caucus of the Mid-Atlantic Regional Archives Conference's Caucus Archival Projects Evaluation Service (CAPES) Program

(http://www.nj.gov/state/historical/dos_his_grants.html#capes) as a potential replacement of the Re-grants program. The goal of the program is to provide small local archives, libraries, historical societies, agencies, and other non-profit private organizations with assistance from professional archivists in evaluating, organizing and preserving their archival materials. The consultations may include addressing issues in archival administration, collection development, preservation management, disaster preparedness, arrangement and description, staff training, exhibit preparation, publications, grant writing, reformatting of original materials (i.e. microfilming or digitization), and public programs. If the logistics of such a program is not replicable for Ohio, is there a way for the Board to re-purpose the re-grants program into an assessments grant program? Wilson asked about the possibility of offering eight free grants for assessments in order to see if there would be any interest. Previts advised that paying the consultants could be an issue. Wilson said that if the re-grant would pay 50% of the fee, he might be able to find the rest of the money. Noonan will follow up with the program to get more information.

Davidson moved to end the meeting. Swift seconded the motion. None opposed. The meeting concluded at 1:50 p.m. The next meeting will be held Friday, October 30, 2015 in the Third Floor Classroom at the Ohio Historical Center from 10:00 a.m. – 2:00 p.m.