

OHIO HISTORICAL RECORDS ADVISORY BOARD MEETING

DRAFT Minutes, October 30, 2015

BOARD MEMBERS PRESENT: Stephen Badenhop, Ron Davidson, Dawne Dewey, Rhonda Freeze, Sara Harrington, Dan Noonan, Liz Plummer (ex officio), Fred Previts (ex officio), Pari Swift and Galen Wilson; Heidi Samuel (10:30 am)

BOARD MEMBERS NOT PRESENT: Burt Logan (ex officio)

OHS STAFF PRESENT: Melva Kleineick, Megan Wood, Todd Kleismit (arrived at 11 am)

GUESTS: None

1. Welcome

Dan Noonan called the meeting to order at 10:07 a.m. Board members introduced themselves since Megan Wood, Director of the Ohio History Connection's Museums & Library Services Division, is attending her first meeting.

2. Consent Agenda

There is one correction to the July 17, 2015 minutes. Dawne Dewey was listed as attending and she was absent. Rhonda Freeze moved to approve the consent agenda with corrections. The motion was seconded by Galen Wilson. None opposed. Consent agenda for Friday, October 30, 2015 was approved.

b. The 2016 meeting dates were approved. The meetings will be:

- January 29, 2016
- May 6, 2016
- July 22, 2016
- September 30, 2016 (if necessary for grant reviews)
- October 28, 2016

3. Strategic Discussion

a. Ohio History Connection Legislative Update

Todd Kleismit reported that with Heidi Samuel leaving the board, Fred Previts will join the Statehood Day Planning Committee. If anyone else would like to join the committee please let him know. Statehood Day will be March 1, 2016 at the Ohio Statehouse. It will focus on the 50th anniversary of the National Historic Preservation Act. More information will be coming soon. Registration for OHRAB members will be discussed at the January 29, 2016 board meeting.

Kleismit also reported that OHRAB will not be reviewed by the state legislature's boards and commissions sunset review which is currently underway. The History Fund Grants, which are awarded at Statehood Day, are funded by the tax check-off and all the tax check-off donations are significantly down this year. There will be less funding to give to

local historical organizations and the program will not meet the \$150,000 minimum threshold established by the General Assembly. If this threshold is missed two years in a row, the History Fund will be removed from the tax check-off program. Kleismit is meeting with the Department of Taxation and representatives from other tax check-off programs to discuss possibly changing the threshold. Kleismit has not heard anything further about the County Archivists and Records Managers Association's initiative to open restricted county records. Pari Swift and Stephen Badenhop reported that they have heard nothing further on the initiative either.

b. Election of Chair and Vice Chair

Noonan was nominated as chair and Swift as vice chair for 2016. Freeze moved to accept the nominations and Badenhop seconded. Board moved to election, none opposed and none abstained.

c. Membership Update

Noonan reported that Samuel resigned from the board with one year left on her term. With Samuel's resignation the board has five vacancies. Kleismit asked about the Governor's Office filling these vacancies. Kleismit has not contacted the Governor's Office about the appointments recently but he will discuss this with them. Kleismit will inquire if the board candidates who applied last year but were not appointed are still under consideration. Kleismit will report back at the January meeting.

d. OHRAB Budget

Previts presented the Board the current 2015 budget. There were no applications for the travel scholarships to the Ohio Electronic Records Committee workshop so there is still about \$3,000 left in the travel line. The board discussed reimbursing the costs of the refreshments from the OhioERC workshop. Wilson moved to transfer \$116.85 to reimburse the cost of refreshments for the OhioERC workshop on October 28, 2015. Freeze seconded the Motion, none opposed. Motion passed.

Swift informed the board that there will be two achievement award recipients this year. Wilson moved to allot an additional \$630.00 for the Archives Achievement Award. This would cover an additional award of \$500.00 and two plaques. Badenhop seconded. Motion modified to up to \$650.00, Badenhop seconded. Motion passed, none opposed.

With the costs of today's meeting and the achievement award there will be around \$2,000 not spent. Freeze asked about carrying the funds over to next year and possibly hiring a facilitator to lead a discussion on how to improve the board's marketability. Previts said this would require the NHPRC's approval.

Wilson suggested using the funds to host a meeting where archivists could come together for a general conversation with board members and identify potential grant projects. Swift asked about the possibility of having someone preserve jail and courthouse records. This could be five or seven county joint grant. Freeze suggested using a Facebook page with some ads to generate interest. Wilson asked if an invitation was extended to CARMA members, would there be any interest? Previts stated that the

NHPRC would need to approve and more specific information would need to be presented to them. The discussion was tabled for now. Davidson, Swift and Wilson will meet during lunch and develop a proposal. Discussion will resume during New Business.

e. Committee and Task Force Updates

• **Awards Committee**

Swift advised the board that the Delaware County Records Center and the Kelleys Island Historical Association were chosen as the 2015 Archival Achievement Award recipients. Swift will contact the recipients and the other applicants. Swift and Badenhop will make the awards presentation to the Delaware County Records Center and Ron Davidson will make the awards presentation to the Kelleys Island Historical Association. Swift will provide information on the award recipients to Samuel for a press release

• **Communication Committee**

Samuel advised the board that she will issue a press release on the Achievement Award once she has the information from Swift. Samuel also informed the board that she is resigning at the end of the year. She also suggested that the board should publish a new rack card, perhaps using a menu format to offer institutions options on what archival activities they will pursue this year.

• **Grants Committee**

Davidson will have a revised regrant announcement ready by the new year. He also asked the board to let him know if there are any additional listservs or organizations to send the announcement to.

• **Digitization Workshops**

Wilson advised the board that two digitization workshops in Dayton are scheduled for March, 2016.

f. Historical and Records Management Organization Updates

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

Noonan reported to the board that the OhioERC workshops were held October 28th. There were only 9 participants for the morning session, not including OhioERC members. There were 16 registered but the bad weather and bad traffic that morning might have had an impact. There were 25 attendees for the afternoon session. Those that were there appreciated it. The committee meets again in January.

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

Previts reported the fall meeting was held on Oct 9th in Butler County. There were approximately 36 attendees. A nominating committee was formed and elections will be at the spring meeting.

Swift reported on the October 10 (10.10) Electronic Records Day activities at the Attorney Generals' Office.

g. Re-grants Program Focus

Noonan asked how the board could be more proactive with assisting Ohio's archives. Wilson suggested surveying Ohio's archives on what their most pressing need is. It should be kept simple and ask them to describe their needs in a few sentences. This might generate a better response than a longer survey. Freeze proposed a multiple choice survey of a few questions. Noonan suggested a two question survey with a series of 5 to 6 topics that can be ranked in order of importance. They can then complete an open ended question explaining how they ranked the topics.

Noonan proposed forming a task force to develop a survey. The previous *Connecting to Collections* survey may also have information that could help. Davidson, Previts and Wilson volunteered to serve on the task force. Task force will have a recommendation at the January meeting about moving forward.

Freeze moved to appoint task force to develop a needs assessment tool that will inform our re-grants and outreach programs. Swift seconded the motion. Davidson, Previts and Wilson appointed to the task force.

Action Item: Task force (Davidson, Previts and Wilson) will draft survey and send out to the board for comments. Task force will then distribute the survey prior to the January 2016 meeting so the results could be discussed then.

4. New Business

Davidson, Swift and Wilson reported that they met during lunch and recommend using the unexpended travel funds for up to 15 travel scholarships to the meeting. These scholarships will reimburse attendees for their mileage. In addition, lunch will be provided at the meeting, which will be held before March 31, 2016. Wilson stated he would find funding for lunch if expenses ran over.

Wilson moved to request permission from the NHPRC to use unexpended travel funds to host a meeting to facilitate a discussion of collaborative strategies amongst potential NHPRC grant applicants. Freeze seconded the motion. All were in favor, none opposed and motion passed.

Action Item: Previts will contact NHPRC and request permission to use unexpended travel funds to host the grant collaboration meeting.

Davidson moved to end the meeting. Samuel seconded the motion. None opposed. The meeting concluded at 2:02 p.m. The next meeting will be held Friday, January 29, 2016 in the Third Floor Classroom at the Ohio Historical Center from 10:00 a.m. – 2:00 p.m.