

1 June 2001-30 November 2001

From OHRAB

The Ohio Historical Records Advisory Board
Interim Report
1 June 2001 - 30 November 2001

During this time period, the Board met three times. The first meeting was a two-day retreat, held on June 14th and 15th, to revise The Ohio 2003 Plan, the Board's current strategic plan. The Board also met on August 24th and on October 12th. Although some Board members were awaiting re-appointment during this time period, the Board maintained a complete roster (please see attached Board Roster Appendix A).

Board Strategic Planning Retreat

The Goal A, Level 1 objective of The Ohio 2003 Plan requires the Ohio Historical Records Advisory Board to "review the state's strategic plan at the end of each odd-numbered year." In pursuit of this objective the Board created a Revision Sub-committee to draft updates and changes to The Ohio 2003 Plan as necessary. This Sub-committee consisted of Roland Baumann, Barbara Floyd and Raimund Goerler. Given the nature and number of changes the Sub-committee advocated, the full Board decided to hold a strategic planning retreat.

The Sub-committee planned the retreat and the Board chose June 14th and 15th as the dates for the retreat. The Sub-committee arranged to have J.D. Britton, Head, Local History Office, serve as facilitator and asked Dick Cameron, Director of State Programs, NHPRC, and Sandra Sageser Clark, Director of the Michigan Historical Center, to attend the retreat to provide a outside perspective on various issues.

The June strategic planning retreat opened as planned at the State Library of Ohio with Dick Cameron, Gary Ness and George Parkinson making introductory remarks. Britton discussed the SWOT (Strengths, Weaknesses, Opportunities and Threats) methodology that the Board would use to guide them through the planning process. The Board identified strategic issues; examined possible strengths and opportunities, weaknesses and threats; and provided many examples of each. The Board members then rated each example in terms of its importance. These ratings provided a blueprint for the Board, when it met later that night, to select a short list of goals.

The following morning the short list of five goals were discussed. After dividing into two breakout groups, the Board came up with objectives to achieve each goal. This created a framework upon which the new plan could be built. The Board agreed that the Revision Sub-committee would continue working on the plan, with input from the full Board.

During closing remarks, Laurie Gemmill, Project Manager for Ohio Memory, and Judy Walker, OHS Assistant State Archivist, spoke on their views of the planning process. Dick Cameron and Sandra Clark also spoke. Their perspectives provided the Board with external views of the planning process as well as the issues facing OHRAB and other state historical records boards

Board Meeting - August 24th

At the August 24th meeting the Board discussed "Preserving and Processing the Francis Lee Utley Collection," a grant proposal submitted by Ohio State University; reviewed the strategic planning retreat; and formed three sub-committees.

Mary Manning from the Ohio State University's Center for Folklore Studies and Geoff Smith, Head of Ohio State University's Rare Books and Manuscripts Department explained the grant proposal that they planned on submitting to the NHPRC. Ms. Manning outlined Utley's career, stressed the importance of his papers, and distributed copies of materials from the collection. Comments and ideas on ways to improve the proposal were discussed.

George Parkinson led a review of the strategic planning retreat including the goals and objectives agreed upon at the retreat. Additionally, the Board Revision Sub-committee, including OHS staff member Charles Arp, reported on their July 27th meeting. At this post-retreat meeting they took the goals and objectives from the strategic retreat and drafted action or implementation steps to achieve them. The Board then discussed and adopted the Revision Sub-committee's action steps.

One of the major points from the strategic planning retreat was the Board's desire to be more action oriented. At the retreat the Board had discussed different administrative structures that would allow them to be more productive. Based on that discussion, the Board decided to create sub-committees to make recommendations for Board action. The Board created three new Sub-committees: a Membership Sub-committee, a Grants Sub-committee and a Public Records Program Sub-committee. Board members were assigned to Sub-committees and charges for each Sub-committee were approved. Sub-committee members and charges are attached as Appendix B.

Board Meeting - October 12th

The Board meeting on October 12th had two parts. During part one the Sub-committees met and discussed their charges. During the second part of the meeting the Board considered and discussed several issues including the Society of Ohio Archivists' (SOA) request for funding and the Utley grant submission.

The Sub-committees reported on the acceptance of their charges and reported on their plans and discussions. The Membership Sub-committee discussed having a "Historic Records Congress" where comments from the Ohio archival community would be solicited on the OHRAB strategic plan. The Grants Sub-committee discussed having an OHRAB "Grants Workshop" to help institutions write grants. The Public Records Program Sub-committee reported on their efforts to collect information regarding public records programs.

The Board also had a short discussion of the Ohio State University Utley grant submission. Charles Arp then reported on the SOA request for OHRAB to fund a digitization workshop at the SOA annual meeting. The Board considered the request and asked for clarification from SOA on several budget items.

Respectfully submitted,

George Parkinson
Deputy Coordinator

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