

30 November 2001-1 June 2002

From OHRAB

The Ohio Historical Records Advisory Board
Interim Report
30 November 2001 - 1 June 2002

During this period two board members, James Oda and Ronald Koettters were re-appointed, and three new members were added, Charles Arp - State Archivist, Ohio Historical Society, John Fleming - Vice President of Museums, Cincinnati Museum Center, Kermit Pike - Chief Operation Officer, Western Reserve Historical Society (Please see Appendix A Board Roster). During this period the board followed the plan of work agreed upon during the June 2001 Strategic Planning Retreat.

The board met once on February 15th 2002 (minutes attached as Appendix B). The board authorized the expenditure of up to \$900 to fund a request from the Society of Ohio Archivists (SOA) to help defray the costs of a digitization workshop to be held during the SOA spring meeting, April 18th and 19th 2002. The board also discussed the Ohio House Select Committee studying the effectiveness of Ohio's historical programs and partnerships chaired by Rep. Kerry Metzger of New Philadelphia.

During the meeting the sub-committees of the board met to address various issues (Charges to the sub-committees and members assigned to sub-committees is attached as Appendix C). The Membership Sub-committee considered the idea of an Ohio Records Congress in 2003. The Grants Sub-committee discussed participation of a board member in the review of grant proposal that is being submitted by the home institution of that board member. The Grants Sub-committee also talked about the board member application process, and the size of the board. The Public Records Program Sub-committee endorsed the concept of a meeting of the Ohio Network of American History Research Centers based on information collected by visits to the Centers made by Charles Arp and David Larson.

Respectfully submitted,

George Parkinson
Deputy Coordinator

Appendix A

Ohio Historical Records Advisory Board Roster

State Coordinator, Gary C. Ness
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Term: 21 August 2000 - 31 March 2004

Deputy State Coordinator, George Parkinson

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Term: 21 August 2000 - 31 March 2004

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Term: 18 January 2002 - 31 March 2004

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Term: 18 January 2002 - 31 March 2004

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Appendix B

OHIO HISTORICAL RECORDS ADVISORY BOARD MEETING

Minutes, 15 February 2002
Ohio Historical Center, Columbus, Ohio

BOARD MEMBERS PRESENT: Charles Arp, Keith Corman, John Fleming, Barbara Floyd, Raimund Goerler, Ronald Koettters, Mike Lucas, Julie McMaster, Gary Ness, Jim Oda, George Parkinson, Kermit Pike, and Carol Tomer

BOARD MEMBERS NOT PRESENT: Roland Baumann

STAFF PRESENT: Judy Cobb, Katherine Goliver, Brad Long, Scott Mueller, and Rachel Tooker

Dr. Ness called the meeting to order at 10:00 a.m. and welcomed new board members John Fleming, Kermit Pike and Charles Arp. He commented that each new member brings a wealth of intelligence and experience to the Board. John Fleming was assigned to the Grants Sub-committee while Kermit Pike and Charles Arp were assigned to the Public Records Program Sub-committee.

The Board then met as Sub-committees to discuss various issues. At 11:45 members reconvened and accepted the following reports:

- Membership Sub-committee: Keith Corman, Raimund Goerler, Jim Oda, Gary Ness, Carol Tomer.

[Its charge is to make recommendations to the full Board regarding categories of membership and the structure of the board, the status of ex-officio members and will make recommendations for appointments to the Board. The sub-committee will also establish a mentor program for new board members and review and update the OHRAB member manual and insure that it is distributed to all members.]

The Membership Sub-committee reported on its discussion on a "Records Congress" which would be used to solicit opinions on the Board's plans and activities. Topics considered were the Congress's goals, its duration, and which groups the Congress would represent. Emphasis was placed on the fact that the Congress would be a meeting, not an institution. Barbara Floyd, of the Grants Sub-committee reported that the "Congress" was an idea also being pursued by that Sub-committee. The Membership Sub-committee recommended that they and the Grants Sub-committee discuss the "Congress" idea via the list so that a unified plan concerning the "Congress" could be presented to the Board at the June meeting.

The Sub-committee also discussed "mentoring program" for new board members, a Board member application process, possible term limits, and the creation of a procedures manual that would cover such topics. Dr. Ness charged the Membership Subcommittee with the creation of said manual. No objections were noted.

- Grants Sub-Committee: Barbara Floyd, Ronald Koettters, Julie McMaster, George Parkinson, and John Fleming.

[Its charge is to do all that is necessary to encourage the submission of competitive grants from Ohio to NHPRC.]

The Grants Subcommittee reported on its discussion of the participation of Board members when their home institution is submitting a grant proposal. Jim Oda moved that a member's involvement be stated when a grant proposal is first presented. Keith Corman seconded. John Fleming asked that any involvement as a consultant also be acknowledged. The Board approved the motion.

George Parkinson then reported on the Board member's divided evaluations of the Utley Grant Proposal. Since six members voted to fund the proposal, it was recommended for funding. Dr. Parkinson also informed the Board that the national peer reviews were positive. George then informed the Board that the Grants Sub-committee also discussed the public opening of Ohio Memory. OHRAB members have been invited to the event. Mrs. Hope Taft will be the host.

- Public Records Program Sub-Committee: Charlie Arp, Roland Baumann, David Larson, Mike Lucas, and Kermit Pike.

[Its charge is to advise the State Archives and Local Government Records Programs of the Ohio Historical Society on various matters and will make recommendations on public records issues to the full Board.]

The committee reported its endorsement of a network meeting based upon the data collected via survey and network visits.

After lunch Dr. Ness introduced the Board to new members of the Ohio Historical Society staff: Brad Long, Director for Government Relations; Scott Mueller, Director of Institutional Advancement; and Rachel Tooker, Chief Operating Officer.

In considering the Board minutes of the October 12th meeting, George Parkinson recommended that "It is in writing that OHRAB is to advise the Board of Trustees in procedures of records," to be changed to, "It was concluded that OHRAB should advise the Board of Trustees of the rules and procedures in writing." The Board approved the change and the revised minutes.

Katherine Goliver reported that the current grant for board administrative expenses expires on 30 November. At the current rate of expenditure there would be a balance left of approximately \$4,900 that if not used would be returned to the commission. Dr. Ness charged each member of the Board to contemplate ways to use the unencumbered funding by the next Board meeting.

Charles Arp described a request made by the Society of Ohio Archivists for funding a digitization workshop at the upcoming spring meeting. Discussion ensued with respect to the audience for the workshop and the NHPRC guidelines. It was concluded that the workshop would help implement the Ohio 2003 Plan. Jim Oda moved that the Board approve up to \$900.00 in funding with the stipulation that OHRAB be named as a co-sponsor in all publications. Motion was seconded by John Fleming. The Board unanimously voted to approve the motion.

George Parkinson reviewed the testimony that he and Charles Arp gave to the House Select Committee convened to study the effectiveness of Ohio's historical programs and partnerships. The three recommendations to the Select Committee were recognition in the code of OHRAB, a well funded budget line for the public records program, and unification of the State Archives and Records Management program as called for in The Ohio 2003 Plan/A Statement of Priorities and Preferred Approaches for Historical Records Programs in Ohio. Gary Ness described the fiscal flexibility of not having a dedicated line item and the advantages of a single point of access to historical records both public and private. Parkinson and Arp noted that the Select Committee had requested more information on the joining of State Archives and State Records Management. A report was submitted to the Select Committee providing options and recommending that more research be completed before a final decision is made. Ness underscored the fact that due to its meeting schedule the Ohio Historical Society Board of Trustees has yet to address this matter.

Brad Long reported that it became apparent to the Select Committee that the Ohio Historical Society does a professional good job despite an inadequate level of funding. Charles Arp informed the committee that member's photographs for the web site will be taken at the next meeting.

The meeting was adjourned at 2:00 p.m.

Appendix C

OHRAB Sub-committee charges and members

Membership Subcommittee

Keith Corman, Raimund Goerler, Jim Oda, Gary Ness, Carol Tomer, John Flemming

Sub-committee charge:

The membership Sub-committee will make recommendations to the full Board regarding categories of membership and the structure of the board, the status of ex-officio members and will make recommendations for appointments to the Board. The sub-committee will also establish a mentor program for new board members and review and update the OHRAB member manual and insure that it is distributed to all members

Grants Subcommittee

Barbara Floyd, Ronald Koettters, Julie McMaster, George Parkinson

Sub-committee charge:

The Grants Sub-committee will do all that is necessary to encourage the submission of competitive grants from Ohio to NHPRC.

Public Records Program Subcommittee

Charlie Arp, Roland Baumann, David Larson, Mike Lucas, Kermit Pike

Sub-committee charge:

The Public Records Program Sub-committee will advise the State Archives and Local Government Records Programs of the Ohio Historical Society on various matters and will make recommendations on public records issues to the full Board.

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