

# 23 January 2009

## From OHRAB

Ohio Historical Records Advisory Board Meeting Minutes, January 23, 2009

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BOARD MEMBERS PRESENT: Bill Laidlaw, Jelain Chubb, Janet Carleton, Judy Cetina, Dan Noonan, John Runion, Jill Tatem, Nikki Taylor, Galen Wilson, Marjorie McLellan

BOARD MEMBERS NOT PRESENT: Laurie Gemmill, Bernie Quilter, Amy Johnson Crow

OHS STAFF PRESENT: Sharon Dean, Pari Swift, Patty Davis

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### 1. Welcome

Bill Laidlaw called the meeting to order at 10:11 am. He gave the board an update on the transitions occurring at the Ohio Historical Society (OHS), specifically information on new appointments, reconfigurations of divisions, budget challenges, and site management programs.

### 2. Introduction of Sharon Dean, Director of Collections Services, OHS

Laidlaw introduced Sharon Dean, the new Director of Collection Services, to the board and provided a brief explanation about her role at OHS. Sharon gave a brief statement on her background and her awareness of archival access and advocacy issues.

### 3. Approval of October 31, 2008 Meeting Minutes

John Runion moved to approve the minutes. Marjorie McLellan seconded the motion. The minutes were approved.

### 4. Board Appointments

Jelain Chubb informed the board that Roger Verny has retired from the State Library and relocated to Massachusetts; he resigned his position on the board in November. She stated that Lauren Lubow, Assistant Attorney General for Public Records, has been approached regarding nomination to fill this vacancy and we are awaiting Lubow's response.

Chubb stated that in addition to the vacancies of Verny and Laurie Gemmill, McLellan and Amy Johnson Crow have declined to be reappointed. McLellan stated that she is not seeking reappointment, as she is no longer Head of Public History at Wright State University. She recommended Dawne Dewey as her replacement. Chubb informed the board that Dewey's nomination was forwarded to the Governor's office for consideration, along with that of Robert Keener, treasurer of the Ohio Genealogical Society, and Pam Speis, archivist from the Mahoning Valley Historical Society. Chubb hopes that Governor Strickland will make the OHRAB appointments prior to the next board meeting on April 24, 2009.

### 5. Selection of a Vice Chair

The board proceeded with the section of a Vice Chair. Chubb stated that position was a one year appointment and the main duties of the Vice Chair involved discussing agenda items and signing issue letters on the board's behalf. Laidlaw asked for nominations or volunteers from the board. Janet Carleton nominated Jill Tatem. The nomination was seconded by Galen Wilson. No other nominations were made. A motion to close nominations was made by Dan Noonan seconded by Judy Cetina. None opposed. Tatem agreed to serve as Vice Chair.

## 6. Approval of Strategic Plan

Chubb provided the board with the final draft of the Strategic Plan, which had been updated and prioritized based on comments and additional information provided by board members at the October 31 meeting. Chubb informed the board that the points which received the highest votes will become priorities for the first State and National Archival Partnership (SNAP) grant application of \$20,000 which is due March 6, 2009.

Laidlaw asked for a motion to approve the Plan. Noonan moved for the approval and McLellan seconded. None opposed. The Strategic Plan was approved with the caveat that an executive summary be added.

## 7. NHPRC Update

### 7a. SNAP Grant Applications

Chubb stated that the application for the first SNAP grant of \$20,000 is due March 6, 2009. The grant will cover an 18 month period, from July 1, 2009 through December 31, 2010. After the first grant period, the board would then apply for a \$50,000 re-grant. Chubb reviewed the priorities for the first SNAP grant. There were no comments.

### 7b. NHPRC Grant Reviews

Chubb reported that the board's review summaries for the Ohio University and Wright State University grant applications were submitted to NHPRC on December 18. Copies are included in the board's meeting packet.

Members expressed concern that many institutions do not send their applications to be reviewed by the board prior to their submission to the NHPRC. The board engaged in a lengthy discussion regarding ways it could encourage draft submissions, including the use of email blasts to statewide groups and conducting a grant writing workshop during the Ohio Association of Historical Societies and Museums (OAHSM) annual meeting. The board also decided that members with subject or technical expertise will serve as mentors to those who are considering or preparing an NHPRC grant application. Chubb or Davis will forward draft applications and requests for assistance to the appropriate board member(s). Chubb reminded the board that NHPRC guidelines do not require applicants to consult with OHRAB prior to submitting an application. Staff will work on a checklist of information for applicants and email blasts to provide information on grants available and the board's availability for pre-review prior to NHPRC submission.

## 8. Impact of the Financial Crisis on Archives

Chubb stated that the Council of State Archivists is conducting a survey to determine how the financial crisis is affecting state archives. Of the 29 state archives that responded thus far, almost all have reported significant budget cuts. Chubb added that while the State Archives of Ohio is in better shape than it was just two years ago, losses in support services are significant. OHS no longer has conservation or microfilm programs, and has lost several research services positions.

Noonan asked if the Records Management situation in Ohio was addressed in the survey, Chubb stated it was not,

however most of the records professionals in the state are aware of the lack of a Records Management program in Ohio. Noonan asked if the board has a roll in advocating for records management in Ohio. Chubb noted the legislative priorities for Statehood Day and suggested that as one opportunity for advocacy.

Members gave brief accounts of how their organizations were being affected by the budget crisis.

## 9. Advocating for Ohio's Documentary Heritage

### 9a. Local Records Task Force/ Fee Fund

Cetina reviewed the executive summary, which focuses on preserving historical records, and cover letter that was provided to the board. Members recommended revisions to both. The committee will revise the documents to include an example of how records benefit government, clarify the message and what is requested of the reader. Chubb suggested that an alternative to specifically asking about the fee fund would be to provide information on declining revenues and securing sustainable funding. The board decided that these factors should be included in the executive summary. In addition, Noonan, Runion, Galen Wilson, and Pari Swift will draft a case statement on the importance of records management that can be used to advocate for support of records management programs at the state and local level.

Chubb noted that the letter could be sent to county commissioners, clerks of court, and others to generate support. Laidlaw asked if any coordinating groups are needed for support prior to the letter going out. Swift and Chubb noted that we would like comments from Bernie Quilter before proceeding. The letter will be issued by OHRAB, with signatures by Laidlaw and Vice Chair Tatem.

Cetina asked if the revisions to the summary would be the end of the task force. Chubb noted that once these tasks are completed the board should determine if there are any other assignments for the task force.

(9b and 9c were switched)

### 9c. National History Day

Megan Wood, National History Day in Ohio Coordinator, gave a presentation on the History Day program and asked that OHRAB members consider serving as judges or volunteers in 2009. Wood also discussed the associated costs of students participating at the national level competition. Chubb noted that the board is building support for History Day into the SNAP grant application. The board supported the creation of travel awards to the national competition for projects with the best use of primary sources.

### 9b. Statehood Day

In Todd Kleismit's absence, Chubb provided the update on the Statehood Day advocacy event that will take place on Tuesday, March 3rd at 10am in the Statehouse Atrium. OHRAB members are encouraged to attend if possible. Chubb discussed the assignment of advocacy teams to meet with legislators and the importance of making a case for the main legislative priority regarding records – the need for a dedicated source of funding for state and local government records management and preservation.

### 9d. Preserving the American Historical Record (PAHR) Act

Chubb noted that during the last session of Congress the PAHR bill had 25 supporters. This year the goal is 50 sponsors. OHRAB members are asked to contact their representatives and urge support for PAHR.

Ohio is a key state with Rep. Driehaus on the House Subcommittee on Information Policy, Census, and National Archives (which will review the PAHR bill first), three members (Reps. Kaptur, LaTourette, and Ryan) on the House Appropriations Committee, and Senator Voinovich on the Senate Appropriations Committee.

#### 10. Ohio Electronic Records Committee (OERC)

Runion noted that the committee met November 13, 2008 and reviewed presentations for best practices and guidelines for Managing Electronic Mail and Digital Initiatives. Once these presentations are approved, OERC would like to partner with OHRAB to deliver the workshops. The next meeting of the OERC is on February 12, 2009.

There being no further business, Noonan motioned to adjourn and Cetina seconded the motion. The meeting adjourned at 1:46pm.

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