

# 30 October 2009

## From OHRAB

### OHIO HISTORICAL RECORDS ADVISORY BOARD MEETING Minutes

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BOARD MEMBERS PRESENT: Janet Carleton, Judy Cetina, John Runion, Jill Tatem, Galen Wilson, Lauren Lubow, Dawne Dewey, Dan Noonan, Pam Speis,

BOARD MEMBERS NOT PRESENT: Bernie Quilter, Bob Keener, Nikki Taylor

OHS STAFF PRESENT: Jim Strider, Louise Jones, Jillian Carney, Todd Kleismit

GUESTS: None

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#### 1. Welcome

Jill Tatem called the meeting to order at 10:03 a.m. and thanked members for attending.

#### 2. Announcements

- a. Tatem announced that there have been staffing changes at the State Archives. All Board members introduced themselves.
- b. Louise Jones noted a change in the agenda due to the influx of grant proposals the day prior to the meeting.
- c. Dan Noonan brought up a concern about the financial and budgetary issues of OHRAB. Tatem tabled this conversation until item number four on the agenda, OHRAB administrative changes.

#### 3. Approval of July 31, 2009 Minutes

Tatem suggested that the approval of the July 31, 2009 meeting minutes be deferred to the January meeting due to the large number of revisions needed. Suggestion was unanimously agreed upon by the Board.

#### 4. OHRAB administrative changes

- a. Jones discussed the administrative changes occurring at the Ohio Historical Society. Jones announced that Jim Strider is currently serving as Acting Director until the new Director, Burt Logan, begins in December. It was also noted that Todd Kleismit has started the process of having Governor Strickland appoint Logan and Jones the OHRAB State Coordinator and Deputy State Coordinator respectively. Additionally, Jones and Jillian Carney will be the new OHS staff liaisons to the OHRAB Board. Carney will also be serving as the OHS liaison to the Ohio Electronic Records Committee (OERC)
- b. Tatem addressed Noonan's question about OHRAB's budget. Board members were curious to know

why \$7200 of the grant was unspent. Jones noted that the money had been spent; the balance sheet just did not reflect the changes. Janet Carleton suggested that a simple budget printout, that could be reviewed prior to each meeting, would help everyone to know how much OHRAB has left. Tatem felt that the Board should approve budget before the next SNAP grant is submitted so that they take ownership. She asked Jones to have a financial report at the next meeting and that if money needed to be shifted, to ask the Board to approve changes.

c. Tatem noted that in January a new vice-chair needs to be nominated

d. Board discussed the loss of Pari Swift, Jelain Chubb, Patty Davis, and Bill Laidlaw and the conversation held at the July meeting about the Board taking on more challenges. Board members suggested the idea of having the OHRAB chair come from outside OHS. The board also discussed the appointment of the Board chair, and the two Coordinators. Strider noted that the governor appoints the coordinators of this Advisory Board and stated that OHS would continue to staff the State Coordinator and the Deputy State Coordinator spots. The board discussed Ohio, NHPRC and federal guidelines. Noonan suggested that the Board look at the bylaws of OHRAB. Tatem suggested that a Bylaws Committee be formed. Noonan offered to chair the committee with Lauren Lubow.

e. Jones brought up the discussion of what is considered “attending,” with respect to the open meetings laws. Do Board members need to physically be in attendance or can they call in by telephone? Lubow stated that she had researched OHRAB’s position as a “public body,” but noted that the Ohio open meetings act is very vague. She suggested that there is precedence that OHRAB should act as a public body and should not conduct meetings with virtual attendance. Strider noted that there is a choice to abide by open meetings laws, but if at all possible the Board should try to be open. He did note, however, there have been people participating via telephone in the past. Noonan inquired about the ramification of virtual participation. Lubow noted that if found in violation of the law anything OHRAB does could be nullified. Tatem suggested that the Board follow past practice until the Bylaws Committee reviews this issue.

## **5. Advocating for Ohio’s Documentary Heritage**

### **a. Local Government Records Task Force**

i. Judy Cetina provided a brief history of the Task Force. She noted that the Task Force was created to see how OHRAB could serve as an advocate for local governments. The Task Force developed a position statement that got distributed at Statehood Day 2009. In April 2009, the Task Force decided to develop a publication directed at people of Ohio and created a brochure that cited challenges and opportunities facing local government records managers.

ii. With the revisions made over the summer, Tatem asked the Board for a resolution. Noonan motioned to approve. Motion was seconded by Lubow and unanimously approved by Board.

iii. The brochure will be distributed to the 88 counties with the help of CARMA. Initially there will be 1000 copies printed. OHS will be folding and shipping to members on the CARMA mailing list.

iv. Noonan brought up the idea of turning the brochure into a webpage for increased accessibility and also having a .pdf download so that anyone could print off the brochure.

## **b. Legislative Update**

Kleismit noted there is a written update in the agenda, but highlighted some major points.

- i. PAHR continues to be an issue, but he feels that the personal visits have helped. On the day of the OHRAB meeting, CoSA was lobbying for PAHR legislation.
- ii. Statehood Day will be held on March 3, 2010. A keynote speaker has not been decided upon yet. The committee will be meeting in November.
- iii. Janet Carleton noted that legislative commission focusing on the education and preservation of state history had been formed, but did not know who was selected. Kleismit reported that commission is composed of Senator's Bill Seitz, Jim Hughes, and Nina Turner. Representatives Kathleen Chandler, Mark Okey, and Richard Adams. The Governor appointed members are Ted Prasse, Christine Weininger, and Denny Griffith. The commission's recommendations are needed by July 1, 2010. The first meeting will be held on November 18, 2009.
- iv. John Runion asked about Statehood Day 2010, whether OHS would be setting up legislative appointments. Kleismit noted that OHS is encouraging people to set up their own meetings this year, to ensure that participants meet with their local representatives.

## **6. NHPRC Update**

### **a. 2009 SNAP Grant**

- i. Discussion regarding the Archives Month poster. Board noted that black and white photo that was used looked great. Jones discussed how themes have been coordinated with History Day topics since they are being distributed at events involved with History Day. OHRAB funds paid for the printing of the 2009 Archives Month poster, distribution funds came from the Society of Ohio Archivists.
- ii. Tatem noted that the Awards Committee was moving ahead with plans for History Day 2010.
- iii. Jones noted there was a line item for a website. She spoke about the OHS website redesign and the use of wikis to help the website not be static. With that in mind, a wiki has been created for OHRAB to use if they'd like. It is a public page that can be linked to. Board members have a login with editing privileges. With this wiki, Jones is hoping it will help get changes posted faster and it turns the responsibility of updating pages to the Board and Committees. Jones noted that committees can have links added on left side of page.
- iv. OHS maintains this site due to their agreement with MediaWiki. Noonan was interested in learning more about MediaWiki and may possibly partner with OHS for the OERC website.
- v. Carleton has been designated the technology consultant for the OHRAB wiki. Tatem has asked Carleton to consult with OHS staff member, Phil Sager, to have the website go live in November.

### **b. Close out of 2007 NHPRC grant**

- i. The 2007 Final Report has been submitted to NHPRC, but OHS staff has received no feedback

from Dan Stokes. The report shows that the budget was zeroed out at grant end. Once approval is received, Jones will report to the Board.

**ii.** Jones distributed the budget for the 2009-2011 SNAP grant, which has a 18-month grant period. Questions arose regarding the length of time for each grant period and about funding for the next cycle.

### **c. Review of 2009 NHPRC grants**

**i.** Due to the arrival of the NHPRC grants the day prior to the October OHRAB meeting, Tatem suggested that the group decide on a date in November for the Board to meet to review the grants. According to NHPRC guidelines, the majority of the advising board needs to be present. In the case of the OHRAB Board, seven members need to be present. In preparation of an influx of grant applications, the OHRAB Board had scheduled November 6, 2009 as an alternate date. After discussion, it was decided to meet on November 20, 2009 from 10:00 a.m. to 2:00 p.m. Tatem, Cetina, Runion, Carleton, Dewey, Lubow, Wilson, and Jones all stated they could attend on that date. Board members not present will be contacted via email for an RSVP. Jones also noted that OHS can teleconference in any members that cannot attend, that their comments can be discussed but the members on site will give the final review.

**ii.** Wilson brought up the idea of having a Board member “sponsor” each of the grants, highlighting specific issues in each. The following sponsors were decided: Tatem/Baldwin Wallace, Cetina/Cuyahoga Community College, Carleton/Ohio Genealogical Society, Runion/Wright State University, and Wilson/University of Cincinnati.

**iii.** Tatem brought up issues regarding the NHPRC grant cycle process. She noted that aside from internal Board review scheduling issues, there are some external issues. How and when can institutions applying for grants contact OHRAB for preview assistance? After general discussion, the Board decided that the Workshops committee would review the annual calendar for the grant cycle, incorporate that into the workshops schedule and post the calendar to the wiki so that the public can see it and know who to contact. Cetina noted that the OHRAB member notebook needs to be updated or added to the wiki.

## **7. IMLS Connecting to Collections Grant**

**a.** Jones reported that the State Library of Ohio, with assistance of State Archives, has applied for the Connecting to Collections grants from IMLS.

**b.** There are three main components of the grant, the most important being a survey of historical and electronic records, at any level, across the state. This includes libraries, historical societies, historical houses, etc. The electronic survey that has been compiled will be looking at conservation and preservation currently being done at each institution.

**c.** Jones asked the Board to consider being a local liaison for their region due to the complexity of the survey and the goal of receiving a response from all 88 counties. OHRAB would also be acting as the “voice of experience.”

- d. CARMA will also be involved to ensure feedback. OHS staff member, Angela Manella, will be acting as the OHS liaison to CARMA.
- e. The survey should be distributed the first or second week of November 2009.
- f. The second large component will be the 2010 Summit in Columbus and a series of regional meetings to be held in 2010. The Board questioned how the project would handle multiple responses from large institutions. Jones noted that Tom Claeson from Lyrasis is acting as a consultant for the grant.

## **8. Ohio Electronic Records Committee**

- a. Noonan discussed the highlights of the September Ohio Electronic Records Committee (OERC) meeting. At the September meeting the OERC approved guidelines for the production of hybrid microfilm. The guidelines will be made available on the OERC website. The September meeting was also the dry-run of the Records & Archival Management of Websites presentation. Noonan reported that the presentation seemed to fail on two levels, it was too technical and there were errors in the conversion of the presentation from older software.
- b. In the spring of 2010 the OERC will be holding three workshops on Archival Imaging and Email Archiving. The workshops will be held in Columbus, Dayton, and Akron. The OERC did a dry-run of this workshop in Canton in October and got great feedback and ideas for the three spring meetings. Runion mentioned that the OERC was working with the local ARMA chapters, CARMA, and potentially OHS, to promote the workshops.
- c. OERC website was currently undergoing changes. OERC members voted in September to move the website to an Ohio State University hosted server, but Noonan has run into some branding issues. He is interested in seeing how Media Wiki works for the OHRAB site to potentially use it for OERC.

## **9. Re-grant Program Committee**

- a. Cetina noted this was first discussed at July 2009 meeting. Pari Swift took the leadership role with Cetina and Runion, but since has found she can no longer lead this committee.
- b. Prior to stepping down, Swift polled CARMA members to see what their priorities would be, the majority said storage and education.
- c. If OHRAB applied for \$50,000, it could re-grant in increments of \$5,000 or less. A fee fund could help fund this into the future.
- d. Jones thought that if Re-grants focused on one specific need it would help to narrow down the time spent creating guidelines. Wilson thought that the CARMA responses could help to focus re-grant offerings.
- e. Wilson suggested that the committee narrow the focus in time for the January 2010 meeting, then the Board will revisit this topic.

## **10. OHRAB Awards Committee**

Tatem reported that History Day judging criteria is almost complete. The Awards Committee is aiming to have the

final proposal completed by the January meeting.

## **11. Other Committee Reports**

Tatem noted that there were no additional committee reports.

## **12. 2010 Calendar**

Jones proposed that the October date be moved to November or have a specific meeting for the second week of November to talk about grants, possibly on Nov. 19, 2010.

**13.** Carlton motioned to adjourn, Noonan seconded the motion. The meeting adjourned at 2:09 p.m.

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