

# 29 January 2010

## 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, Dawne Dewey, Dan Noonan, J. Bernie Quilter

BOARD MEMBERS NOT PRESENT: Bob Keener, Lauren Lubow, Nikki Taylor, Pam Speis

OHS STAFF PRESENT: Burt Logan, Jim Strider, Sharon Dean, Louise Jones, Jillian Carney, Todd Kleismit

GUESTS: Pamela Dillard

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#### 1. Welcome

Jim Strider called the meeting to order at 10:01 a.m. and thanked members for attending.

#### 2. Introduction of Burt Logan, Chief Executive Officer, OHS

Strider introduced Burt Logan, Chief Executive Officer of OHS to the Board. Strider informed the Board that Logan is still in the process of being inducted by the Governor as the State Coordinator of OHRAB so for this meeting, Strider is the acting State Coordinator. Board members introduced themselves to Logan.

#### 3. Approval of November 20, 2009 meeting minutes

Due to NHPRC restrictions regarding a Board member's involvement with a grant, the Board did not receive the November 20, 2009 meeting minutes until the day of the meeting. Louise Jones provided a brief overview for the minutes from the November meeting. Jones also noted that due to the sensitive nature of these minutes they will not be made public on the OHRAB wiki and are simply for the Board's review. Strider suggested the minutes reviewed on personal time and electronic comments be provided to Jones and Jillian Carney. The approval of the November 20, 2009 meeting minutes will be added to the April 30, 2010 meeting agenda.

#### 4. Board Appointments

Jones reported that J. Bernie Quilter, Nikki Taylor, Robert Keener, and Pam Speis have decided to step down from their positions on the Board due to work related issues. Jill Tatem and Judy Cetina, however, have agreed to be reappointed to the Board. The Board then discussed potential candidates for appointment. Prior to the January 29, 2010 meeting, Jones spoke with Ruby Rogers of the Cincinnati Historical Society Library, Ronda Freeze from the Butler County Records Center, and Kim Brownlee of the University of Toledo about joining OHRAB. Jones reported that all three were very excited to participate with OHRAB. Rogers and Brownlee will be speaking with their supervisors regarding their participation.

Regarding the fourth open position, Jones recommended to the Board Steve Paschen, the University Archivist at Kent State University. Tatem noted a concern of having too many higher education representatives if both Paschen

and Brownlee joined. Dan Noonan inquired about including someone from another genealogical society since Robert Keener was stepping down. Jones informed the Board that Keener suggested Paul Morehouse, from the Ohio Genealogical Society, as a replacement. The Board asked Jones to speak with Morehouse about potentially joining and if Morehouse would be unable to join, if he had any suggestions on who to contact. Galen Wilson also had a recommendation for the Board of Lorle Porter, a retired history professor from Muskingum College. Porter currently works at the National Road/Zane Grey Museum. Strider noted that Porter has been a major player in operating the site management agreements. Jones inquired if the Board would like Porter to be contacted before Morehouse, but the Board decided that it would be best to have a representative from the Ohio Genealogical Society. Strider listed the following individuals under consideration by the Board: Freeze, Rogers, Brownlee, Morehouse, and Porter. Jones will be communicating via email with the Board and individuals in question.

Tatem noted that for future appointments she would be interested in seeing a K-12 representative. Jones noted that there is an individual on the National Digital Newspaper Program Board from the Ohio Board of Education that is involved with curriculum development that might be a viable option. Carleton noted that Frans Doppen a professor at Ohio University and chair of the advisory board of the Ohio Social Studies Board would be a wonderful candidate or have a recommendation for the Board. Noonan and Cetina both noted that the Board could speak with History Day Coordinators to see if they have any recommendations.

## **5. Selection of a Vice-Chair**

Strider informed the Board that each year a new Board member is selected to serve as the OHRAB Vice-Chair. The 2009 Vice-Chair position was held by Tatem, whom the Board felt did a wonderful job during such a difficult period. Cetina nominated Wilson for the position due to his intelligence, knowledge of the field, and ability to work well through difficult situations. This was evident in his dedication to the Local Government Records Brochure. Cetina's nomination was seconded by Noonan. Tatem asked if there were any other nominations. Board approved Wilson as the OHRAB Vice-Chair.

## **6. Legislative Update**

a. Kleismit reported that PAHR has increased the number of sponsors to 52 and thanked the Board for talking to the delegates. The goal is to get PAHR authorized in Congress and to worry about the actual allocation of funds at later date. Kleismit noted that they would like to get another sponsor and have made it a goal to get Senator Sherrod Brown as a co-sponsor. Wilson noted that he did work on his public records so he can see what he can do to help press on this sponsorship.

Regarding Statehood Day 2010, the working group has narrowed down the priorities to three core priorities. The priorities are Senate passage of House Bill 75, returning the 5th and 8th grade Social Studies exams to the Ohio Achievement Assessment, and re-authorizing the historic preservation tax credit. The featured speaker will be Wes Cowan. Cowan is the founder and owner of Cowan's Auctions, Inc. in Cincinnati and a featured appraiser on PBS' Antiques Roadshow. Cetina inquired if this year OHS had made it so that individuals can set up their appointments or have OHS make the appointment for them. Kleismit noted that is indeed the process this year and that it was done this way to help make it less hectic.

Kleismit reported that the new Legislative Commission, chaired by Sen. Bill Seitz, has met twice, November 18, 2009 and January 13, 2010. The meetings have gone well so far and have been focused on information gathering at this point. The Commission is charged with reviewing the operations of the OHS, the Cincinnati Museum Center and the Western Reserve Historical Society, establishing benchmarking information, assessing alternative funding as well as other duties. Judy Cobb from the Society of Ohio Archivists testified

at the Jan. 13 meeting, emphasizing the importance of the state's archival heritage and the need for a statewide historic records program. Strider noted that when Cobb testified only Senator Seitz was present, but he has been interested in funding local government records. Seitz would like to see a fee-based approach implemented. The Commission is to make recommendations to the Ohio General Assembly by July 1, 2010. Kleismit noted that Commission is interested in getting the "Big 3" historical societies on the same page and would eventually like to look at other historical societies around the state.

Lastly, Kleismit reported that OHS is potentially collaborating with the League of Ohio Sportsmen on a ballot issue. The League of Ohio Sportsmen is a stakeholder group that advocates for issues relating to the Ohio Dept. of Natural Resources. The League is proposing to raise the state sales tax  $\frac{1}{4}$  of one percent (from 5.5% to 5.75%) to fund, mostly, the ODNR. Their proposal would be a constitutional amendment to raise the sales tax and dedicate 75% of the new revenue generated to ODNR. The other 25% would be split equally three ways: 1) the Ohio Historical Society, 2) county sheriffs for equipment and training and 3) to the Local Government Fund. If enacted, this would be a sizable funding increase for the Society. OHS is cautiously moving ahead to see if this is the right for the Society. Noonan asked what the projected funding would be. Kleismit noted that OHS would get 8.5% of sales tax or \$29 million. OHS would like to dedicate a significant portion to a grant program as well as a few million to re-grant out annually. Strider noted that Minnesota voters passed similar bill in 2008. In order to become an issue on the ballot, there needs to be 402,000 valid signatures.

b. Logan reported on the Statuary Report, the search to replace the William Allen statue at Statuary Hall in Washington, D.C. Voting for the statue that will replace Allen will be held at sites around the state, as well as at the Ohio Historical Center. Noonan asked if provisions are being made about those who cannot get to a site to vote. Logan informed the Board that Senator Wagoner, Committee Chair, did not want to allow non-Ohioans to vote, so voting will be strictly held at sites. The goal is to have a 10 person committee by May 2010 to review the votes and make the final decision.

## 7. NHPRC Update

### a. SNAP grant application

Jones reported that in late in Fall NHPRC notified OHS that the grant cycle and amounts changed. The new grant cycle will be every 12 months with the applications due in March and a budget of \$15,000. Due to the upcoming deadline, Jones has begun to compile the new grant application based on what has been funded in the past. Jones asked the Board if they would like to have more money allotted for printing the Local Government Records Brochure. In this current cycle, the Board is over budget in Supplies and Materials, but has enough funds in the Website to cover the cost of printing more brochures. Cetina would like to note that this has done a great deal of good. When looking at other SHRAB sites she only found one other SHRAB that has LGR support. Jones noted maybe 10,000 copies would be a good amount to have printed. She has a printer from SOA that would just charge a basic fee for printing. The Board approved the printing of the brochures using funding from other line-items.

For the next grant cycle, the Board would like to have the project narrative and budget written very generally so if there are any projects that over-spend, money can be taken from another line-item. The Board would also like to see a straightforward path between the strategic plan and grant application. The Board requested more funds that can be used towards travel because of all the events that OHRAB members are required to travel to, ethics training in particular. Jones noted that travel was not included in the current grant cycle, but

she could build it into the next grant cycle. Carleton noted a Retreat would be a helpful addition into the next budget cycle. Tatem and Wilson felt that a Retreat would be helpful for sub-committee planning. Jones will send copy of the narrative to the Board to get measure of everyone's opinion two weeks from the day of this meeting. Jones requested that the Board submit comments as soon as possible using the "Reply all" feature. Also, for the next budget update, Noonan would like to have column totals on the budget and to see the budget for the entire year, not just the current month totals.

#### **b. NHPRC grant reviews**

Jones reported that all of the grant review forms were submitted on time. She has received notification that NHPRC asked OGS for further clarification of their objectives. Jones also noted that she liked the sponsor method the Board used to review the grants. It made creating the summaries for NHPRC easier to compile. It was also noted that there was a typo on Wright State University grant application. The date listed as sent was not December 17, 2009, but the Board agreed that the received date would be logged in the system as December 17, 2009.

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

Noonan reported that OhioERC met Wednesday, January 27, 2010. For the 2010 calendar year, OhioERC will be meeting four times a year due to the influx of events. The meetings will fall on the same week as OHRAB. There are also four new members, including the first representative from a community college. Noonan reported that the OhioERC will be holding three workshops on email management and digital imaging guidelines. The workshops will be held in Columbus, Dayton, and Elyria. Both sessions in Columbus are sold out and the other two sessions are close to selling out. The local ARMA chapters will be sponsoring the sessions. ARMA Columbus will do the printing for handouts this spring. OhioERC members did a dry run of this presentation with the Ohio Municipal Clerks in Stark County and found the presentation to be very successful. In the future, the OhioERC would like to turn the presentations into web-based tutorials. Noonan also noted that he would like to have travel allowance for members that are traveling to give the presentations.

Also, the OhioERC has created a rough draft of the "Trustworthy Information Systems" presentation. They would like to have the presentation reviewed by a focus group this summer. Other presentations that are also being worked on are the electronic records guidelines in process and DB guidelines being reviewed by AG's office. Also, the OhioERC presented a dry run in Fall 09 of the Website presentation, but shortly after ARMA sent out their guidelines on maintaining websites so OhioERC will be reviewing both to decide what the next steps will be. Noonan noted that he sent a link to OHRAB about the updates and guidance documents. He wanted to make sure that OHRAB could review the documents and provide him with any suggestions.

Newest guidance document of hybrid microfilm is now available on the OhioERC website. The website will be moved to a new domain [www.ohioerc.org](http://www.ohioerc.org), which will be hosted by Lorain County. The new website will have a discussion board platform to allow flexibility of interaction with local governments.

### **9. Committee Reports**

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

Cetina noted that since this topic was discussed earlier in the meeting it is safe to assume that everyone has seen it. She is pleased with the response due to all the hard work that has gone into this. Wilson pointed out that the teamwork involved was very strategic. Kleismit noted that he will be arranging an OHRAB table that

will be staffed by Runion, Noonan, and Dawne Dewey for Statehood Day.

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

The Re-grant Committee recommended that the Re-grant project encompass up to 25 grants for up to \$2000 each for purposes of preservation and access. With a focus on preservation and access, the Committee believed more institutions will be able to apply for the grant. Similar to SNAP grant funding, the Re-grant funds have declined from \$50,000 to \$35,000. There is also a new application deadline of September 9, 2010. Cetina asked if the Board thought that OHRAB would be ready to apply by September. The Board felt that it was definitely an achievable deadline and would like the Committee to continue moving forward. Jones noted that the Committee could receive helpful information from the Connecting to Collections survey and the OAHSM regions. Tatem asked what repositories would be eligible to apply for the grant. Wilson stated he'd like to open it up to a broad range of institutions, but knows that local governments need the most assistance. Jones thought there should be an annual budget cap in the requirements so that small historical societies, records centers, and similar institutions can apply.

The Board noted that it needs to be made clear that these grants are for institutions that are looking to preserve local records, not for institutions that are looking to digitize records. Noonan thought that in order to help ensure that the money was being used responsibly there must be good outline created or a strategic plan in place. Carleton pointed out that the focus of the grant could change each year. Changing the focus could be an enticing way of bringing people on board and securing future funding. Tatem noted that the Committee could look at the LSTA grants as a model. Cetina, Wilson, and Runion will be working on the Re-grant application and would like to receive additional input from everyone on the Board.

### **c. OHRAB Awards Committee**

Tatem sent the recommendations for the History Day award to the Board to review for this meeting. Tatem would like to thank Megan Wood of OHS for her assistance. Noonan wanted to know how many entrants are eligible to win the award. Strider thought about 20-30 entrants are eligible. Strider asked how this related to the award being given by the Society of Ohio Archivists. Jones noted that OHRAB is only judging papers and websites. This way judging could take place prior to the day of the actual competition. Cetina inquired about the application deadline. Board noted that students cannot apply until they have secured a position at State History Day. Motion to approve the History Day recommendations was made by Dewey. Motion was seconded by Carleton. Tatem noted that now the Awards committee will be focusing on the Achievement Award.

## **10. Other Business**

Strider opened the floor to new items. Tatem requested an agenda item for the April Board meeting regarding potential new technologies that would be helpful to OHRAB. Noonan pointed out the issue of whether or not OHRAB could conduct meetings with "virtual" members. Board pointed out this issue was researched by Lauren Lubow, so she would be a strategic resource in determining the appropriate choices.

Wilson requested to join the Bylaw committee. Board felt this would be a strategic addition to the committee. Wilson, Noonan, and Lubow will report on their findings in the April meeting. Noonan also inquired if part of OHS' revitalization would include a center for teleconferencing. Jones informed the Board that this is something that OHS is looking into incorporating in the new building.

**11.** Tatem and the Board thanked Strider for his help over the past years and wished him the best of luck with his retirement. Runion requested the meeting to adjourn at 1:39 p.m. Motion was seconded by Noonan.

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