

30 July 2010

From OHRAB

OHIO HISTORICAL RECORDS ADVISORY BOARD MEETING Minutes

BOARD MEMBERS PRESENT: Janet Carleton, Judy Cetina, John Runion, Dan Noonan, Lauren Lubow, Ruby Rogers, E. Paul Morehouse

BOARD MEMBERS NOT PRESENT: Dawne Dewey, Rhonda Freeze, Jill Tatem, Galen Wilson

OHS STAFF PRESENT: Burt Logan, Todd Kleismit, Sharon Dean, Angela O'Neal, Fred Previts, Jillian Carney

GUESTS: None

1. Welcome

Burt Logan called the meeting to order at 10:12 a.m.

2. Approval of April 30, 2010 meeting minutes

John Runion motioned to approve the April 30, 2010 meeting minutes. The motion was seconded by Dan Noonan. The minutes were approved.

3. OHRAB Appointments

Sharon Dean spoke about OHRAB appointments. Dean noted a need for representation from Northwest Ohio. The Board discussed potential nominees from Northwest Ohio. Paul Morehouse and Angela O'Neal will speak with contacts in the area. Lauren Lubow noted that she would like to see Pari Swift added to the Board. Noonan motioned for Swift to be approached to join the Board. Motion was seconded by Runion.

4. State Archivist Search Committee Report

Dean reported that the Search Committee met with the top three candidates on July 19, 2010 and July 20, 2010. The Board discussed each of the candidates' qualifications.

5. NHPRC Update

a. SNAP grant application

Dean noted that OHRAB was awarded SNAP grant for \$14, 998. The new grant cycle begins January 1, 2011 and ends December 31, 2011.

b. Budget to date

O'Neal provided the Board with an update on the status of the budget.

c. NHPRC grant reviews

Dean informed the Board that of the five grant applications that that were reviewed in November two were selected to receive grant funding. The institutions that were selected to receive funding from NHPRC are University of Cincinnati and Wright State University. Carleton also explained the grant review process for Board members that were not present at the November grant review meeting.

6. Committee Reports

a. Bylaws Revision Committee

Noonan reported on the current activities of the Bylaws Revision Committee. The Committee found that the current OHRAB Bylaws do not currently act as formal Bylaws. The Committee recommended the following: lowering the size of the Board, editing redundant terminology, electing a Chair from the Board, termination of membership due to poor attendance, increasing the minimum number of meetings to four, allowing Board members to attend virtually and adopting "Robert's Rules." The Board discussed the proposed Bylaw revisions at length. Specifically the process for nominating a Chair and the role of the State Coordinator. Carleton moved to table the Bylaws discussion until the October meeting to allow the Committee to make revisions based on the Board's discussion. Motion was seconded by Paul Morehouse.

b. Local Government Records Task Force/Re-grant Program Committee

Judy Cetina reported on the most recent activities of the Re-grant Program Committee. She informed the Board that the Committee has decided to apply for the 24 month grant for \$70,000. In reviewing the Re-grant guidelines the Committee had created they found that they couldn't define what they meant as local government records so the guidelines were amended to only allow applications from public or private institutions. The guidelines will also state that the minimum grant will be for \$500 and the maximum will be \$3500 with to 1 in 1 in-kind or a cash match. Acceptable projects include access and description, preservation equipment, or archival equipment.

If the Re-grant application is accepted, OHRAB will begin accepting proposals in April 2011 with an application deadline of June 2011. Applications would be reviewed by the Board at the July 2011 meeting. Grant award winners would be announced August 2011 with projects set to begin in September 2011.

The Re-grant application is due in September 2010. Cetina noted that the Committee would put the text out to the Board to review prior to submission to NHPRC.

c. OHRAB Awards Committee

Janet Carleton reported that the Awards Committee will be moving forward with the Achievement Awards starting in August. The Awards Committee would like to present the awards in October 2010 to correspond with Archives Month.

7. Ohio Electronic Records Committee (OhioERC)

Noonan reported that OhioERC is currently working to create Social Networking and reviewing the Databases as public records guidelines. The Committee has also created a PowerPoint for Trustworthy Information Systems and developing a presentation on Electronic Records Management. The PowerPoints will be available on the OhioERC

website. OHS is working with OhioERC to create the new website. OhioERC has also formed a work group to discuss creating a strategic plan. The Board was provide the statistics from the OhioERC workshops that were held in the Spring.

Noonan noted that there was one resignation from the committee and that there may be several more lost due to attendance. The Membership Committee has been charged with recruiting new members that would represent areas that are currently under-represented.

8. CoSA Survey

O'Neal reported that in late June 2010 Council of State Archivists (CoSA) sent out a survey to the State Archives inquiring about the impact of the economy. The results of the survey would be shared at the CoSA work session at the annual meeting in August. O'Neal noted that questions included comparing expenditures, cost-cutting measures, NHPRC and CoSA activities, SHRAB affected by cuts.

9. CoSA, NAGARA, and SAA Annual Meeting poster session

Jillian Carney provided the Board with information regarding the poster session that would be occurring at the CoSA, NAGARA, and SAA Annual Meeting in August. Carney asked the Board to provide her with information that they would like to see included on the OHRAB poster. The Board asked that the following items be highlighted on the poster: Local Government Records Brochure, OhioERC workshop information, History Day awards, Archives Month posters, Statehood Day photographs, and information on Connecting to Collections.

10. New Business

a. Todd Kleismit reported on the July 27, 2010 Legislative Commission meeting. He informed the Board that one recommendation of the Commission was the possibility of a records fee. The fee would be for public records filed at the county level and would be split between the State Archives, local jurisdiction, and Re-grant. The Board was provided with a proposal created by Senator Bill Seitz recommended \$0.01 per page. The Board noted concerns with the language of the proposal. Kleismit will see what can be done to improve the current text of the proposal. The Commission is schedule to meet again in August.

b. Noonan asked if a committee would need to be created for the grants review. Carleton thought that the focus of the committee should be "Policies and Procedures." Galen Wilson, Carleton and Noonan volunteered to serve on the Policies and Procedures Committee.

c. O'Neal reported on the Connecting to Collections Planning Grant. In March 2010 a needs assessment survey was sent out to cultural heritage institutions across the state. The survey resulted in feedback from 250 institutions across a variety of fields and had representation from all 88 counties. The Connecting to Collections Summit was held in spring with 100 participants including Carleton, Jill Tatem and Dawne Dewey. The Connecting to Collections planning group conducted regional workshops in Athens, Bedford, Bowling Green, Ohio Wesleyan, Dayton, and Cincinnati. The final report will be released in September or October. O'Neal noted that there is an opportunity to apply for implementation grant in February 2011.

11. Carleton motion to adjourn, motion seconded by Noonan. Meeting adjourned at 2:14 p.m.

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