

11 February 2011

From OHRAB

OHIO HISTORICAL RECORDS ADVISORY BOARD MEETING MINUTES

BOARD MEMBERS PRESENT: Janet Carleton, Judy Cetina, Dawne Dewey, Lauren Lubow, E. Paul Morehouse, Dan Noonan, Ruby Rogers, John Runion, Pari Swift, Jill Tatem, Galen Wilson

BOARD MEMBERS NOT PRESENT: Rhonda Freeze

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

GUESTS: None

1. Welcome

Burt Logan called the meeting to order at 10:07 a.m.

2. Approval of October 29, 2010 minutes

The Board noted a discrepancy regarding the voting for the Achievement Award and would like to note that there was the intention to present the awards to the winners. John Runion motioned to approve the minutes pending grammatical changes. Motion was seconded by Janet Carleton. None opposed. The minutes were approved.

3. Election of OHRAB Chair and Vice-Chair

Logan opened the floor for a motion to elect the OHRAB Chair. Galen Wilson motioned to elect Judy Cetina as Chair. Cetina accepted the nomination. Motion was seconded by Paul Morehouse. None opposed. Motion passed. Cetina opened the floor for a motion to elect the OHRAB Vice-Chair. Wilson motioned to elect Jill Tatem. Tatem accepted the nomination. Motion was seconded by Dan Noonan. None opposed. Motion passed. Cetina and Tatem will assume their new roles at the April 29, 2011 meeting.

4. OHS Budget Update

The Board received in the Board Packet a memo to OHS staff regarding a potential 10% rescission from the Office of Budget and Management that would affect the remainder of the 2011 fiscal year. Logan reported that the proposed 10% was no longer going to affect OHS and thanked Todd Kleismit and Jeff Ward of OHS for their work.

5. Legislative Update

- a. Kleismit reported that the Statehood Day is March 1, 2011 at 10:00 a.m. at the Ohio Statehouse. John Glenn was selected as the Keynote Speaker. Kleismit noted that once again attendees have the option to schedule their own legislative appointments or can be included as a part of a team assigned by OHS. Those

wishing to be included as part of a team will be paired up with individuals from their region. Attendees will also receive a talking points packet to use while talking with the legislators. Angela O'Neal noted that the OHRAB budget will cover Board Members' mileage and registration.

OHRAB requested a table for Statehood Day to display the Local Government Records brochure, information about the History Day and Achievement Awards, Archives Month poster, State Archives Case Statements, and the OHRAB poster from the SAA/NAGARA/COSA conference.

b. Kleismit also reported that the Legislative Commission met through September 1, 2010. At the October meeting, Kleismit highlighted a number of the Commission's recommendations including Senator Bill Seitz's penny per page fee for public records. There were a number of questions and concerns about the recommendation including a distinction between handling electronic and paper requests. The Board also discussed how the funds would be allocated across the state and voiced concerns regarding the mechanism to accept the funds. Pari Swift asked if OHS has asked professional associations for assistance. Kleismit noted that OHS would like to have OHRAB, the County Archivists and Records Managers Association (CARMA), and other organizations share their concerns about this recommendation with the legislature. Kleismit asked if any Board members would like to create a Legislative Commission Taskforce. Lauren Lubow, Swift (pending supervisor approval), Cetina, Fred Previts, Noonan, and Runion volunteered to assist.

6. Review of OHRAB Strategic Plan

Previts reported that the current Strategic Plan expires June 30, 2011 and asked to form a committee to work on updating the plan. The new Strategic Plan will be used to guide OHRAB for the next several years. The committee is comprised of Carleton, Dawne Dewey, Swift, and Wilson. Previts will serve as the Chair and Tatem will serve as a supplementary resource. Prior to the April meeting the committee will meet to discuss the current plan and any necessary changes. The committee will provide a report to the Board at the April meeting.

7. Committee Reports

7a. Re-Grant Program Committee

Cetina informed the Board that the Re-Grant application was accepted by NHPRC on December 2, 2010. The Re-Grant Program Committee informed the Board that they accepted \$21,377 in funding from NHPRC and would require a minimum 1-1 in-kind or cash match from the organizations applying for the grant. With this funding structure OHS would supply \$16,000 and the remainder would be generated from the applicant match. The Committee also reported that there were a number of emails from potential applicants regarding how to calculate volunteer and intern time. Any staff time used as matching funds must be from paid staff because the value of volunteer time cannot be assessed.

In regards to the selection process, Swift noted that the applications will be vetted through the Committee and any other Board members interested in reviewing applications first then a final decision by March 15, 2011. Noonan expressed concerns regarding the Committee rather than the full Board deciding the awardees. Wilson noted that it could be done by the Committee if there was permission from the full Board. Cetina noted that the Board has set precedent with the Achievement and History Day Awards where the selection was made at the Committee level. She also noted that the whole

board was in agreement with the guidelines and selection criteria. Noonan motioned to vest the Re-Grant Committee with authority to distribute the funds that were designated by the Board regarding the Re-grant Program. Motion was seconded by Tatem. None opposed. Motion carried.

7b. OHRAB Awards Committee

Tatem noted that the Awards Committee presented the Achievement Award to the Montgomery County Records Center and Archives in the form of a \$700.00 check and plaque. Tatem is making arrangements for presenting the award to Cleveland State University Special Collections.

Tatem also reported on the History Day Awards. She noted that there were only two major changes to the guidelines including expanding the eligibility to both the Junior and Senior Division and lowering the award amount to \$100.00.

8. SNAP Grant Budget Update

O'Neal reported that she will have the final budget for the 2009-2010 SNAP grant at the April Board meeting. She provided the Board with a copy of the current budget and explained the fund allocations. She also noted the switch from an 18-month grant cycle to a 12-month grant cycle.

9. Ohio Electronic Records Committee

Noonan reported that the Ohio Electronic Records Committee (OhioERC) met on January 26, 2011. He noted that there has been significant member turnover partly due to change in Ohio politics and the economy and as a result the OhioERC is looking to re-build membership. He also reported that the OhioERC held elections for the open Executive Committee positions which resulted in Noonan being re-elected as Chair and Swift was elected to the Vice-Chair position.

The primary focus of the January meeting was related to the development of strategic plan and mission for the OhioERC. The OhioERC will be continuing the discussion at the April meeting. Several of the sub-committees, including the Social Networking Committee and Trustworthy Information Systems Committee, are working to create user-friendly guidance documents. Swift also reported that the OhioERC will be developing a one page "elevator speech" document that will cover the key points of electronic records management.

10. Old Business

There was no old business to discuss.

11. New Business

a. Logan presented one item of new business. He informed the Board that Ruby Rogers will be retiring from her Library Director position at the Cincinnati Historical Society Library in March 2011 and therefore will be resigning from the Board. Rogers thanked the Board for allowing her to serve on OHRAB over the past year. Rogers asked the Board to consider Tonya Matthews, Vice-President of Museums at the Cincinnati Museum Center as her replacement. The Board discussed the Matthews recommendation as well as the Board's prior recommendation for Ron Davidson of the Sandusky Library. The Board asked Previts to approach both Matthews and Davidson about joining the Board. Previts and Kleismit will coordinate with the Governor's Office.

b. O'Neal will be serving as the Interim Deputy State Coordinator as the Assistant State Archivist position is currently vacant.

c. Wilson will contact Rhonda Freeze about possibly assisting with the review of the Re-Grant applicants.

12. Carleton motioned to adjourn. Motion was seconded by Cetina. The meeting adjourned at 1:14 p.m.

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- This page was last modified on 9 May 2011, at 20:05.