

20 July 2011

From OHRAB

OHIO HISTORICAL RECORDS ADVISORY BOARD MEETING MINUTES

BOARD MEMBERS PRESENT: Janet Carleton, Judy Cetina, Dawne Dewey, Rhonda Freeze, Lauren Lubow, Dan Noonan, John Runion, Pari Swift, Jill Tatem, Galen Wilson

BOARD MEMBERS NOT PRESENT: E. Paul Morehouse

OHS STAFF PRESENT: Angela O'Neal, Todd Kleismit, Fred Previts, Jillian Carney

GUESTS: Margaret Burzynski-Bays, Matt Carter, Ron Davidson, Tonya Mathews

1. Welcome

Judy Cetina called the meeting to order at 8:57 a.m. Cetina welcomed Ron Davidson and Tonya Mathews. Cetina reviewed the agenda and noted that Galen Wilson will be the Board representative for the Western Reserve Historical Society grant review and presentation.

2. OHRAB Strategic Plan

- Fred Previts welcomed Chris Kloth of the Changeworks of the Heartland, facilitator for the Strategic Planning session. Kloth asked the Board to think outside of the archives profession to look at the trends and how they influence strategic priorities. The Board discussed the economic, technological, social, and political issues facing archives and society at-large. Kloth and the Board also discussed the goals that were set under the previous Strategic Plan whether or not the Board had achieved the goals. Overall the Board felt that it had made strides in the right direction, but may not have fully completed the goals.
- The Board had to break from the Strategic Planning session to meet with the Western Reserve Historical Society.

3. Western Reserve Historical Society Grant Review

Cetina introduced Margaret Burzynski-Bays and Matt Cater of the Western Reserve Historical Society (WRHS), who are in attendance based on the Board's invitation to discuss the National Historical Publications and Records Commission (NHPRC) Basic Processing grant proposal WRHS submitted to the Board in April. Wilson served as the Board's liaison to WRHS. He discussed with WRHS the plan of work, the length of the application, processing and weeding strategies, and concerns the Board had with staffing levels and budget. Burzynski-Bays and Cater thanked the Board for their feedback.

4. Approval of April 29, 2011 minutes

Dan Noonan motioned to approve the April 29, 2011 minutes. John Runion seconded the motion. None opposed. The minutes were approved.

5. Legislative Update

Todd Kleismit reported that Congressman Jason Chaffetz of Utah entered legislation that would remove NHPRC funding. Kleismit and Previts drafted a letter on behalf of Board explaining to legislators the benefits of the NHPRC. Kleismit distributed a draft of the letter for the Board to review. The Board decided not to sign the letter until more information on the future of the bill was made available.

6. NHPRC Update

a. SNAP Grant Budget

Angela O'Neal reported that recent expenditures included the History Day awards, travel, and meals. The next budget update will include the costs of the strategic planning session.

b. University of Cincinnati Grant Review

The University of Cincinnati (UC) Special Collections and Archives submitted a Digitizing Historical Records grant application to the NHPRC on June 9, 2011. The Board discussed the strengths and weaknesses of the proposal. Overall the Board felt that the strengths were that the proposal has an efficient plan of work, the staff is knowledgeable, and the collection has a high research value. The Board had concerns regarding the budget, opposing date-spans, and the metadata creation process. Cetina asked the Board if the grant should be funded, not funded, or funded with qualifications. Janet Carleton motioned to fund with qualifications, specifically changes to the metadata creation. Dawne Dewey seconded the motion. None opposed. Board approved to fund the UC Digitizing Historical Records grant application with qualifications.

7. OHRAB Strategic Plan

- Upon resuming the Strategic Planning discussion, Kloth and the Board discussed the future of the Board and the time commitment it requires of its members. The Board discussed using technology and collaborating with other constituency groups to build upon the goals of the 2009-2011 strategic plan: work to increase public awareness and interest in Ohio's historical records; advocate for increased investment in Ohio's documentary heritage; assist in developing the collective capacity and strategies to manage Ohio's historic records; and develop relationships/partnerships with Ohio's archival community and allied cultural heritage community. Kloth developed seven criteria to evaluate the strategic goals. Through the use of the criteria the Board found that "Developing Partnerships" goal did not necessarily fit. During the review the Board also strengthened the language of the three remaining goals to: increase community engagement with Ohio's historical records; advocate for investment in Ohio's documentary heritage; and foster capacity building and strategies to manage Ohio's historical records.
- Cetina thanked Kloth for facilitating the strategic planning session. O'Neal and Kloth will transcribe the brainstorming session and distribute to the Board. The Strategic Planning Committee will review the goals and provide the Board with a draft by August. A draft of the Strategic Plan will be included in the NHPRC SNAP grant application in September. The Strategic Plan will be brought before a full

vote at the October meeting.

8. New Business

Noonan presented Runion with a certificate for his involvement in the OhioERC.

9. Cetina noted that the meeting did not need a formal motion to adjourn. Meeting adjourned at 3:14 p.m.

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