

OHIO HISTORICAL RECORDS ADVISORY BOARD MEETING

Minutes, January 27, 2012

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

BOARD MEMBERS NOT PRESENT: Rhonda Freeze

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

GUESTS: Ron Davidson, Tonya Mathews

1. Welcome

Judy Cetina called the meeting to order at 10:00 a.m.

2. Approval of October 28, 2011 and November 18, 2011 minutes

Jill Tatem moved that the October 28, 2011 minutes be approved. The motion was seconded by Paul Morehouse. None opposed. The October 28, 2011 minutes were approved. Dan Noonan moved to approve the November 18, 2011 meeting minutes pending grammatical changes. The motion was seconded by John Runion. Paul Morehouse abstained from voting. None opposed. The November 18, 2011 minutes were approved.

3. Election of OHRAB Chair and Vice-Chair

Cetina noted this is her last meeting as Chair. She thanked the Board for the opportunity to serve as Chair and opened floor for nominations for the OHRAB Chair. Galen Wilson nominated Janet Carleton for Chair. The nomination was seconded by Tatem. Morehouse moved the nomination for Chair be closed. Runion seconded the motion to close the nominations. None opposed to the nomination. Carleton will assume the duties of OHRAB Chair.

Cetina opened the floor for nominations for OHRAB Vice-Chair. Runion nominated Dan Noonan for Vice-Chair. The nomination was seconded by Morehouse. Tatem moved the nomination for Vice-Chair be closed. Wilson seconded the motion to close the nominations. None opposed to the nomination. Noonan will assume the duties of OHRAB Vice-Chair. The new Chair and Vice-Chair assumed their duties at the conclusion of the January 2012 meeting.

4. Statehood Day Event

Todd Kleismit reported that Statehood Day will be held on Thursday, March 1, 2012 at the Ohio Historical Center (OHC). He noted that the event will be at the OHC due to a schedule conflict with the Statehouse atrium and the legislative recess. The plenary speaker will be Senator John Glenn and OHS hopes to have Governor John Kasich in attendance as well. In a rough draft of the schedule that Kleismit provided the Board, he noted that OHS will also unveil the new competitive matching program created by the tax check-off. Kleismit asked if OHRAB would be interested in having a display at the event. The Board decided to produce a display that would focus on the Re-grant program, Achievement Award, and History Day Award. Angela O'Neal noted that the registration fee would be covered for any Board members interested in attending. She also mentioned that the 1802 Constitution will be on display for the event.

Kleismit also noted that he and Pari Swift have been speaking with state agencies about records management issues at the state level. Cetina asked if Kleismit thought there would be a place to highlight this issue Statehood Day. Swift noted she would be able to provide the tip sheets that the OhioERC has created as conversation starters. Noonan inquired about the possibility of an OhioERC display, but Kleismit noted it would have to be combined with the OHRAB board. Noonan hopes that the display would help to inform individuals in the public sector how to preserve today's documents to document tomorrow's history. Noonan will work with Previts to develop a joint display.

5. Committee Reports

a. OHRAB Awards Committee

Tatem reported that since the October meeting the 2011 Achievement Awards were presented to the Licking County Records & Archives Department and the Public Library of Cincinnati and Hamilton County. Each organization was excited to have been selected by the Board for the Award. Runion noted that a large number of Licking County legislators were in attendance for the award presentation. Tatem asked that any Board members interested in joining the Awards Committee contact her by February 15, 2012 to begin discussing the 2012 History Day Award. Ohio History Day will be held on Saturday, April 28, 2012 at the Ohio Union at The Ohio State University. Carleton and Noonan will present the award.

b. Re-grant Program Committee

Cetina reported that in November 2011 the NHPRC notified OHRAB that they would be receiving \$31,577 for the 2012 SNAP grant with

\$20,000 for the Re-grant program. Even though funding was not confirmed by the NHPRC at the time the grant was awarded, due to budgetary concerns at the NHPRC, OHRAB conditionally posted the Re-grant program on January 3, 2012. Cetina discussed the two major changes to the program, the cash value of the volunteer hours (\$18.50) and replacing the term “local government records” to “records pertaining to Ohio’s historic records.” Swift informed the Board that the announcement was sent to a large number of listservs and organizations around the state. Cetina reported that as the contact person she has received three inquires within the month. Cetina asked if any Board members would be interested in reviewing the applications. Noonan, Swift, Runion, Wilson, Previts, and Cetina will participate in the review.

Cetina also asked the mentors from the first round of the Re-grant program to provide updates on the organizations that they worked with. Swift informed the Board that Clark County’s project was publicized in the *Springfield News-Sun*. Tatem noted that the press coverage was great to hear about and would like to encourage participating organizations to provide some lessons learned from the first round for tips for the future organizations. Carleton thought that this could be an opportunity to conduct a panel presentation at the Society of Ohio Archivists Annual Meeting. Final reports will be posted on the wiki.

6. NHPRC Update

a. SNAP Grant

Previts reported the SNAP grant application was accepted by the NHPRC in January. He noted that funding for the Re-grants was cut by \$2,000 due to the amount of available funding from the NHPRC.

b. SNAP Grant Budget Update

Angela O’Neal provided the Board with the final budget report for the SNAP grant ending December 31, 2011. Carleton noted that there were actually two \$250 Achievement Awards. Noonan asked for the reports to be date-stamped. O’Neal will update the report to reflect the two aforementioned changes. She also reported that since the 2012 SNAP grant had just begun in January the amount spent was zero dollars. The Board should expect to see changes to the budget after the January meeting due to Board travel, Statehood Day, History Day, and Re-grant funds.

7. County Archivists and Records Managers Association

Runion provided the Board with the first County Archivists and Records Managers Association (CARMA) report. He provided a brief history of the organization which included information regarding the formalization of the organization on September 29, 2011. He reported that the Executive Committee positions will be voted on at the April 13, 2012 meeting. Bylaws have been created as well as several committees including the Legislative and Contract Committees. One of the first goals of CARMA is to create an updated County Records Manual. Runion noted that the Board will see that the CARMA Board is task-driven and trying to become a credible Board with a mouthpiece at the legislative level.

8. Ohio Electronic Records Committee

Noonan reported that the January 25, 2011 OhioERC meeting was one of the most productive meetings in recent history. The OhioERC approved a new set of Committee Bylaws. The goals of the updated Bylaws are to show that membership is a commitment and to create an expectation that everyone needs to attend meetings and be an active participant. The Bylaws also now include a succession plan for the Executive Committee which outlines a six year commitment to serve. To complement the Bylaws, an Administrative Procedures document was also adopted at the meeting with the goal of the document being to outline the position responsibilities of committee members. The OhioERC also updated the "Legal Obligations for Agencies to Maintain Records" statement.

He also reported that the Social Networking guidelines are available for comment on the OhioERC wiki and will hopefully be approved by the membership via electronic voting in March. They are also working on Cloud Computing guidelines and have re-charged the Databases as a Public Records Committee to review the previous guidelines. A new subcommittee was created to review all of the existing guidelines and identify those that need to be updated.

Noonan informed the Board that the OhioERC has started to plan how to utilize the OHRAB funds. He noted that the OhioERC is interested in conducting a workshop similar to the 2010 presentations. They are hoping to partner with WGTE Toledo again to host a single-site instance, using the OHS Auditorium. The current thought is to hold the workshop in September or October and present the Social Networking guidelines.

9. New Business

Cetina noted that there are still outstanding Governor appointments. Kleismit noted that the Governor's Office said that the appointments should be finalized by the end of January. The Board discussed the language in the

Bylaws for members with expired terms and suggested that the Bylaws Committee amend or change the Bylaws to clarify the standing of members with expired terms. Noonan moved to amend the current Bylaws in Article 3 Section B to add the sentence: "Members continue to serve expired terms until replaced or re-appointed." The motion was seconded by Carleton. None opposed. The Bylaws will be amended. The Board also discussed the use of consultants on OHRAB committees. Previts informed the Board that the Bylaws do allow consultants to work with the Board. To assist with future appointments, the Board asked Previts and Kleismit to look into how far in advance a recommendation can be submitted to the Governor's Office.

- 10.** Noonan moved to adjourn. The motion was seconded by Runion. None opposed. The meeting ended at 1:15 p.m.