

OHIO HISTORICAL RECORDS ADVISORY BOARD MEETING

Minutes, July 13, 2012

BOARD MEMBERS PRESENT: Janet Carleton, Judy Cetina, Ron Davidson, Dawne Dewey, Rhonda Freeze, Tonya Mathews, E. Paul Morehouse, Dan Noonan, Angela O'Neal (ex officio), Fred Previts (ex officio), John Runion, Heidi Samuel, Pari Swift, Jill Tatem, Galen Wilson

BOARD MEMBERS NOT PRESENT: Burt Logan (ex officio)

OHS STAFF PRESENT: Todd Kleismit, Jillian Carney

GUESTS: None

1. Welcome

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

2. Consent Agenda Procedures

Carleton explained the procedures for creating a consent agenda. The consent agenda should be comprised of topics that do not need to be discussed; however, if there is a topic that requires further discussion, it can be removed from the consent agenda. The Board decided that items that need to be removed from the agenda can be identified at the meeting or via email to the Chair and Vice-Chair prior to the meeting. Committee and Task Force reports should only cover the main points and should be uploaded to the wiki prior to the meeting. Carleton thought that the Board could consider the length of her term a trial period for this agenda structure.

3. Consent Agenda

Tatem moved to approve the consent agenda. Runion seconded the motion. Noonan asked to remove the OhioERC report for discussion. None opposed. The motion to approve the July 13, 2012 consent agenda carries.

4. Strategic Discussion

a. SNAP Grant Budget

O'Neal reported that the one-year grant budget cycle runs through end of December 2012. She discussed each line item and identified areas where funds will be spent prior to the October meeting. She expects there to be up to \$1000 remaining in the travel budget that could be reallocated. The Board discussed reallocating funds towards the Achievement Award,

brochure, or scavenger hunt. Wilson moved to accept the financial report. Dewey seconded the motion. None opposed. The motion carried.

Action item: *O'Neal and Previts to track travel funds and provide a plan for how funds should be reallocated at the October meeting.*

b. 2013 SNAP Grant Application

Previts announced that the SNAP grant application for 2013 grant is due to NHPRC in September. With the NHPRC funding levels still undetermined, the Board decided to proceed with planning for the same funding level of \$20,000 (plus Regrant funds). Previts asked the Board to consider areas of the Strategic Plan that have not been addressed in previous SNAP grant cycles. Swift noted that the Board has not recently addressed Goal 3, Objective A, increasing the number and quality of grant applications to the NHPRC from Ohio's repositories. The Board discussed possible opportunities to address this goal including: creating promotional materials; conducting workshops, webinars or presentations; creating a statewide needs-survey of historical records organizations; and providing application review sessions. Swift moved to include a new line item in the Services category of the SNAP grant budget to cover promotional materials for NHPRC grants. Freeze seconded the motion. None opposed. The motion carried. The Board created a Task Force to draft language for the SNAP grant application that addresses Strategic Plan Goal 3, Objective A by August 9, 2012. Members of the Task Force include: Swift (Chair), Previts, Samuel, Tatem, and Wilson.

Action Item: *Task Force to draft language by August 9.*

c. Task Force Updates and Committee Reports

i. Ohio Electronic Records Committee

Noonan reported that the OhioERC met on Wednesday, July 11, 2012. The Committee approved the social media guidelines, "Social Media: The Records Management Challenge." Noonan also noted that on Wednesday, October 24, 2012, the OhioERC will host a workshop at the Ohio Historical Center. The goal of the workshop will be to help organizations create a sample social media engagement policy that can be implemented at their organizations based off of the OhioERC's social media guidelines. There will be a morning and afternoon session with a 50 person registration limit at each session. A save-the-date notice has been sent to the County Archivists and Records Managers Association and the Local Government Records listservs. WGTE-Toledo will be filming a session. Noonan and Swift will send more information to the Board as it becomes available.

ii. Awards Committee

Tatem reported on the Achievement Awards. She noted that the Committee decided to keep the same application criteria and will consider revising the criteria next year. The Committee also recommended that the selection process, as it relates to the rules for voting, be discussed in this meeting's new business. Board members interested in reviewing applications should contact Tatem.

iii. Scavenger Hunt Task Force

Wilson spoke with Ohio History Day Coordinator, Mary Bezbatchenko, and found that she is putting together a webpage for History Day research that will include a list of institutions where students can conduct research. The Task Force will contact organizations on the list to gauge an interest in participating and have the organizations make recommendations for items to include in the scavenger hunt.

d. OHRAB Wiki Training

Carleton provided a tutorial on how to use the OHRAB wiki. She highlighted the Task Group and Help pages and demonstrated how to upload files. She recommended that if a change is made to a page to write a summary of what has been changed and select "This is a minor edit" or "Watch this page." The Board also discussed re-organizing the wiki into public and private sections.

Action item: *Carleton and Wilson will update and re-organize the wiki homepage.*

5. New Business

- a. **Action item:** *Carleton will create a survey to determine Board members' affiliations with Ohio historical records organizations. She will distribute the survey to the Board prior to the October meeting.*
- b. The Board continued the discussion from the Awards Committee report regarding the selection process. Tatem reported that the Awards Committee felt that the procedures and approach for making decisions at the Committee level needs to be consistent across all Committees. The Board discussed the composition of Committees and the benefits of the consent agenda, as it pertains to removing items for further discussion. Tatem moved that, as a matter of regular procedure, selection is done at the Committee-level with the Committee's decision to be presented to the Board as a part of the consent agenda with the invitation for any Board member to join the review. Morehouse seconded the motion. None opposed. The motion carried.

6. Announcements

- a.** Noonan will attend the SHRAB luncheon at the Society of American Archivists meeting. He will provide a report for the Board at the October meeting.
 - b.** O'Neal announced that the Society of Ohio Archivists and Ohio Local History Alliance meeting will be held on October 5-6, 2012 in Columbus.
 - c.** Swift, Previts, and Wilson will be at the NAGARA/CoSA meeting July 17-20, 2012 in New Mexico.
 - d.** Noonan announced that any Board members who are interested in submitting a topic for his column in the SOA newsletter, *Ohio Archivist*, should contact him.
 - e.** Davidson reported that he has not heard anything on the Smuckers funding idea and he will continue to work on this in the next quarter.
- 7.** Morehouse moved to end the meeting. Noonan seconded the motion. None opposed. The meeting concluded at 1:34 p.m. The next meeting will be held on Friday, October 26, 2012 in the 3rd Floor Classroom at the Ohio Historical Center.