

OHIO HISTORICAL RECORDS ADVISORY BOARD MEETING

Minutes, October 26, 2012

BOARD MEMBERS PRESENT: Janet Carleton, Judy Cetina, Ron Davidson, 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: Dawne Dewey, Burt Logan (ex officio)

OHS STAFF PRESENT: Jillian Carney

GUESTS: None

1. Welcome

Carleton called the meeting to order at 10:03 a.m.

2. Consent Agenda

Runion moved to approve the consent agenda. Morehouse seconded the motion. Noonan requested that the Ohio ERC report be removed for discussion. Morehouse moved to approve the consent agenda as amended. Runion seconded amended motion. None opposed. The motion to approve the October 26, 2012 consent agenda carried.

3. Strategic Discussion

a. SNAP Grant Budget

O'Neal reported that the 2012 budget is on track. She provided a break down of the budget by line item and identified areas where funds may need to be reallocated. The Board discussed the budget regarding brochure printing and distribution. Freeze moved to purchase 3000 brochures at a cost of \$1160.00 prior to the end of December. Wilson seconded the motion. None opposed. The motion to purchase 3000 OHRAB brochures carried. The Brochure Task Group will determine a distribution list for the brochures. The Board also discussed the 2013 SNAP grant application and the status of the NHPRC's funding, including how this could affect the regrant program for next year. The Re-grant Committee will draft different timelines for the regrant program based on potential funding scenarios.

Action Items: *OHS will order 3,000 OHRAB brochures and the Brochure group will determine a distribution list.*

b. Task Force Updates and Committee Reports

Achievement Award

Tatem reported that the Awards Committee received five nominations for the 2012 Achievement Award. The Clark County Historical Society and Euclid Public Library were this year's award recipients. Tatem would like the Committee, as well as the Board, to consider potential adjustments to the award criteria for next year. Tatem will present the award to the Euclid Public Library. Wilson volunteered to work with Dewey and Swift to present the Clark County Historical Society award.

c. Historical and Records Management Organization Updates

i. Ohio Electronic Records Committee

Noonan noted that the OhioERC held a workshop in place of the regular meeting on Wednesday, October 24, 2012. Members of the OhioERC presented on the Social Media Guidelines to 130 attendees from state and local government agencies. The workshop included hands-on activities and provided a sample Social Media policy. Swift noted that she received additional requests for the OhioERC present and has scheduled two workshops. Noonan informed the Board that the OhioERC meetings will be held a week prior to the OHRAB meetings in 2013 enabling a better reporting schedule to the board. Carleton asked about the possibility of repeating the workshop since so many were interested, especially members of SOA.

ii. Carleton discussed the results of the Historical and Records Organizations survey that was sent to the Board. She would like to use it to collaborate and interface with the different organizations in Ohio.

iii. Wilson spoke at NAGARA E-Records forum in Seattle, Washington on October 24, 2012. He reported that the sessions discussed current issues in electronic records management. NAGARA is looking for other locations to host a similar workshop. The Board asked Wilson to let NAGARA know that Ohio would be interested in hosting a workshop.

Action Item: *Wilson will contact NAGARA regarding Ohio's interest in hosting a workshop.*

iv. The Society of American Archivists will host three workshops in Ohio between December 2012 and June 2013. Workshops will be held at Ohio University and The Ohio State University.

d. Website Redesign

Carleton informed the Board that the wiki is a work in progress. She showed the Board the edits that were made to the homepage since the July meeting. She

also noted that the OHS has offered to have an OHRAB page on the new OHS website. She will hopefully have an example of the page on the OHS website to show the Board at the January meeting.

Action Item: *Carleton will create an OHRAB page on the OHS website for the Board to review at the January meeting.*

e. SHRAB Town Hall Meeting

Carleton reported that the Council of State Archivists (CoSA) hosted the first SHRAB Town Hall meeting on September 27, 2012. Carleton noted that the Board can view a recording of the session on the CoSA website: <http://www.statearchivists.org/shrabs/townhall.htm>. The website also provides handouts containing information on SHRAB projects and the 2012 SHRAB survey results.

f. OHRAB Meeting Dates

Carney noted that the potential dates for the 2013 meetings were listed in the Board Packet. The meeting dates are scheduled for the last Friday in January, April, and October. The July meeting will be held a week prior to the Ohio State Fair. A tentative meeting is scheduled for November to review NHPRC grant applications. Freeze moved to approve dates as presented. Morehouse seconded the motion. None opposed. The 2013 Board meeting schedule will be: January 25, 2013; April 26, 2013; July 19, 2013; October 25, 2013; and November 15, 2013.

4. NHPRC Grant Review

Kenyon College submitted an application to NHPRC for a Documenting Democracy: Access to Historical Records grant. The Board discussed the strengths and weaknesses of the proposal. Each Board member is required to submit a review of the grant to Previts by Friday, November 16, 2012. Previts will compile the reviews and submit the final evaluation to NHPRC.

Action Item: *Board member reviews sent to Previts by Friday, November 16, 2012.*

5. New Business

- a. The Board discussed items for the January meeting agenda. Items for the agenda include: Awards (Achievement and History) guidelines; Re-grant program; Strategic Plan as it relates to Goal 3 Objective A; and the grant application review process.
- b. The Board created a Publicity Committee to create press releases and marketing materials. The Committee is comprised of Samuel, Runion, Freeze, and O'Neal.

Action Item: *Publicity Committee will create a press release to announce the Achievement Award winners.*

6. Announcements

Swift and Carleton reminded the Board to think about articles for the *NAGARA Clearinghouse* and the *MAC Newsletter*. Carleton recommended announcing the successful OhioERC workshop and the Achievement Award winners.

7. Noonan moved to end the meeting. Swift seconded the motion. None opposed. The meeting concluded at 2:00 p.m. The next meeting will be held on Friday, January 25, 2013 in the 3rd Floor Classroom at the Ohio Historical Center.