

OHIO HISTORICAL RECORDS ADVISORY BOARD MEETING

Minutes, July 19, 2013

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

BOARD MEMBERS NOT PRESENT: Rhonda Freeze, Burt Logan (ex officio)

OHS STAFF PRESENT: Jillian Carney

GUESTS: None

1. Welcome

Noonan called the meeting to order at 10:06 a.m. Previts noted that Plummer has joined the Board due to Angela O'Neal's departure.

2. Consent Agenda

Carleton moved to approve the consent agenda as presented. Cetina seconded the motion. None opposed. The July 19, 2013 consent agenda was approved.

3. Strategic Discussion

a. SNAP Grant Budget

Previts informed the Board that there was a \$1300 budget surplus and that a revised budget should be submitted to NHPRC with the board's mid-term report by July 31, 2013. Swift noted that there would not be an OhioERC workshop this year, therefore, an additional \$600 would need to also be reallocated. After discussing several options for spending the funds as well as contacting NHPRC, Tatem moved to shift the \$1900 surplus (\$1300 from salaries and \$600 from the OhioERC workshops) to Re-grant funding. Swift seconded the motion. None opposed. The motion passed.

Action Item: Previts will contact NHPRC regarding the budget revision.

b. 2014 SNAP Grant Application

Previts reported that the SNAP grant application due is due September 5, 2013. The Board discussed the matching funds required for the grant and the use of Board members' time on the re-grant committee towards the cost share. Since the institutions receiving re-grant funding provide at least a one-to-one match, this match, along with the match provided by OHS staff, could provide the necessary cost share for the grant.

The Board then discussed the costs associated with travel and holding a virtual meeting in January to save travel funds. Some of the issues raised pertaining to a virtual meeting were: moving the Board elections from January to October; having a quorum for a virtual meeting; and possible changes to the bylaws to hold a virtual meeting. Swift asked about travel funding to the OhioERC workshop and would like to see it increased for the OhioERC – NAGARA workshop in 2014. Discussion followed on the costs associated with the conference such as speaker fees and sponsorship opportunities and how OHRAB could assist. The Board decided to request \$1,000 in funding for scholarships to the workshop and include it under other costs rather than travel. If funded, the Board will develop application guidelines for the scholarships.

The Board discussed the costs associated with promotional materials, including printing more brochures in 2014, improving the website and NHPRC grant-writing assistance for institutions. The Board decided to request the same funding for these services in 2014 as it received in 2013.

Re-grant funding was discussed next. For the 2013 grant \$20,000 was requested for re-grant funding but this was reduced by the NHPRC, which reduced re-grant funding first due to budget reductions. In the 2014 grant application SHRABs will be prioritizing their goals and objectives. Discussion followed on the costs associated with fulfilling the mission of the board versus operating the board, where the re-grant program ranked as a board priority and what other states have requested for re-grant funding. After speaking with NHPRC at the break, Board decided to leave travel as is and ask for \$20K and \$16K in matching for re-grants.

Previts received word from NHPRC that it is permissible for OHRAB to receive funding from other historical organizations or

private organizations for re-grants and Archives Month funding. Most states that have received third-party funding did so for archives months support.

Action Item: Previts will contact NHPRC regarding the staff/Board cost share, where to put the OhioERC travel scholarships and re-grant funding.

Action Item: Swift and Wilson will speak with NAGARA about how they provide support through the workshop partnership.

c. Committee and Task Force Updates

i. Re-grant Committee

Cetina provided an update on the re-grant organizations and noted that the committee mentors have been very effective. In preparation for the next re-grant cycle, the committee will meet to discuss various topics such as repeat winners and providing sample applications for first time applicants.

ii. Scavenger Hunt Task Force

Wilson reported that the members of the task force spoke with the OHS History Day program regarding the scavenger hunt. The History Day staff provided the task force with several recommendations to make the scavenger hunt more effective and engaging for student learners. They also noted that they would be able to incorporate the materials on the OHS website as well as in the History Day packet for teachers. Wilson and the task force will revise the materials to correlate with OHS's recommendations for posting to the OHS website.

Action Item: Previts will contact the OHS Education Department regarding the scavenger hunt materials for History Day teacher packets

iii. Awards Committee

Swift reported that the committee will be meeting to discuss the Achievement Award. The committee hopes to share the Achievement Award survey at a later meeting.

iv. Publicity Committee

Samuel informed the Board that the committee is developing an overall publicity plan including general templates for OHRAB activities and awards. The committee will share the templates with the Board as they become available.

v. Website Task Force

Noonan reported that the OHRAB wiki was migrated to a WordPress site. He also reported that the domain name, www.ohrab.org, was purchased and has been assigned to the site. He also explained the updated navigation structure and noted that he was still migrating content. The Board thanked OHS for their assistance with the migration. Previts informed the Board that they will get passwords when migration is completed.

Action Item: Board to send materials for the website update to Noonan

Action Item: Previts to send copies of the NHPRC reports to Noonan for incorporation on website.

vi. NHPRC Grant Assistance Task Force

Swift provided the Board with two draft documents developed by the task force, an NHPRC grant application schedule and a list of frequently cited comments and considerations from NHPRC reviews. The draft schedule includes NHPRC grant cycles and the OHRAB assistance schedule. She asked the Board to send her any feedback as she updates the documents for the website.

Action Items: Review and provide feedback on the NHPRC grant assistance documents

Action Item: Task force to send materials to Noonan for incorporation on the website.

d. Historical and Records Management Organization Updates

i. Ohio Electronic Records Committee (OhioERC)

Swift shared with the Board that the July meeting was postponed due to emerging federal mandates and directives pertaining to electronic records management. The meeting will be held in August after the mandates are released.

ii. County Archivists and Records Managers Association (CARMA)

Runion reported that the Fall Meeting date and location have been set. The meeting will be held at the Wood County Records Center in Bowling Green, Ohio on Friday, October 11, 2013.

iii. Society of Ohio Archivists (SOA)

Carleton reported that the Society of Ohio Archivists fall workshop will be held in partnership with Ohio Local History Alliance again this year on October 4-5, 2013. Society of American Archivists' President, Danna Bell-Russel, will conduct two sessions on reference in the archives.

iv. Archives leadership Institute (ALI)

Noonan reported that he attended the Archives Leadership Instituted which was held at Luther College in Decorah, Iowa. ALI provides a focused opportunity for emerging archival leaders to develop necessary theories, skills, and knowledge for archival leadership.

4. New Business

- a.** Previts informed the Board that a strategic planning session will need to occur in the next grant cycle. The Board discussed the need for a facilitator or if only minor adjustments were needed to the plan. The Board also discussed holding the planning meeting in April 2014. Board members suggested dividing the workload based on the strategic plan action items. Each group would identify if the action item had been met and if so, how. The Board will develop the strategic planning review groups at the October meeting.
- b.** Previts reported that NHPRC would like the Board to submit a list of the Board's funding priorities. After discussing the activities of the Board, it was determined that Re-grant funding was the number one priority.
- c.** Several Board members noted that elections for Chair and Vice-Chair should be held in October to correspond with the SNAP grant cycle. Tatem moved to have elections in October. Matthews seconded the motion. None opposed. The motion passed. As acting chair Noonan appointed the three most recent chairs (Carleton, Cetina, and Tatem) to comprise the nominating committee. The committee noted that self-nominations are encouraged. Noonan informed the committee that they

will need to have a slate of candidates by end of September for inclusion in the October board packet.

- d. Previts and Noonan will be attending the SHRAB brown bag at the Society of American Archivists (SAA) meeting in August. Carleton will also be attending SAA. The Board asked Previts and Noonan to inquire from other SHRABs how they are conducting meetings (virtually vs. in-person).
 - e. Runion informed the Board that if they emailed Senator Rob Portman regarding NHPRC funding levels, the office will respond back and let you know how he voted. The Board pointed out the need to show how much NHPRC funding has assisted Ohio archival institutions on the website.
5. Morehouse moved to end the meeting. Matthews seconded the motion. None opposed. The meeting concluded at 2:02 p.m. The next meeting will be held Friday, October 25, 2013 in the 3rd Floor Classroom at the Ohio Historical Center from 10:00 a.m. – 2:00 p.m.