

# OHIO HISTORICAL RECORDS ADVISORY BOARD MEETING

Minutes, October 25, 2013

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BOARD MEMBERS PRESENT: Rhonda Freeze, Judy Cetina, Ron Davidson, Dan Noonan, Liz Plummer (ex officio), Fred Previts (ex officio), John Runion, Heidi Samuel, Pari Swift, Jill Tatem, Galen Wilson

BOARD MEMBERS NOT PRESENT: Janet Carleton, Dawne Dewey, Burt Logan (ex officio), Tonya Mathews, E. Paul Morehouse

OHS STAFF PRESENT: Todd Kleismit, Jillian Carney

GUESTS: None

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## 1. Welcome

Noonan called the meeting to order at 10:02 a.m. Freeze asked for a motion to excuse Dawne Dewey, Janet Carleton, and Paul Morehouse from the meeting. Runion moved to excuse. Wilson seconded the motion. None opposed. Motion passed.

## 2. Consent Agenda

Freeze asked for any comments on the consent agenda. Kleismit provided an update on the Ohio History license plate petition and the County Courthouse symposium. He noted that the County Courthouse Symposium will likely take place in Columbus in May 2014. The Chief Justice of the Ohio Supreme court will speak at the event. They are hoping to have elected officials at the event as well. The Board discussed courthouse programming from around the state. Kleismit also provided an update on the Statehood Day planning. Samuel is serving as the OHRAB representative for the planning committee.

Davidson moved to approve the July 19, 2013 minutes pending grammatical changes. Noonan seconded the motion. None opposed. The minutes were approved.

Cetina moved to approve the consent agenda. Wilson seconded the motion. Freeze abstained from voting. None opposed. The October 25, 2013 consent agenda was approved.

## 3. Strategic Discussion

### a. SNAP Grant Budget

Previts provided a report on the status of the SNAP grant budget. He noted that there will be funds remaining in the travel and promotional materials lines. He also reported that NHPRC did not receive any Ohio grant applications so the Board will not need to

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meet in November. Due to these factors there was a surplus of \$2700. Freeze and Previts would like to ask NHPRC for a six-month extension to use the surplus towards Re-grant funding. The funds would go towards 2013 applicants that did not receive funding and would be able to complete their project in six-months. Swift asked if they could offer a larger scholarship for the NAGARA e-records forum. Wilson suggested that the Board use an "if clause" motion. Previts asked if the Re-grant committee could review the unfunded applications to see if there is a project that could be completed by December. If not, he would ask for an extension to use the funds. Noonan moved to table the discussion until the end of the meeting so the Re-grant Committee can review applications during the lunch break. None opposed.

After the lunch break, the Re-grant Committee determined that they will need to meet via conference call after the meeting. Runion will contact institutions to see if they would be able to spend the funds by the deadline. Noonan moved to remove the tabled topic and also moved to reallocate the balance of the excess funds from the 2013 in the following preference:

1. Reallocate excess funds to the Re-grant line as recommended by the Re-grant Committee by December 31, 2013.
2. If a balance remains, seek NHPRC permission to extend the 2013 Re-grant line for projects that could be completed by June 30, 2014, pending review and approval of the Re-grant committee.
3. Seek NHPRC permission to move the remaining balance toward scholarships the OhioERC workshop in 2014.

The motion was seconded by Cetina. None opposed. Motion passed.

### **b. Nominating Committee Report**

Tatem reported on behalf of the Nominating Committee that the 2014 slate of candidates was: Chair – Freeze and Vice-Chair – Morehouse.

### **c. Election of Chair and Vice-Chair**

Noonan assumed the duties of running the election. Wilson moved to elect Freeze for Chair and Morehouse for Vice-Chair. Tatem seconded the motion. None opposed. Freeze and

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Morehouse were elected to serve as Chair and Vice-Chair respectively.

### d. OHRAB Strategic Plan

Previts reported that the Board spoke about dividing the Strategic Plan goals among the membership at the July meeting. Freeze and Previts assigned Committees to review specific items. They felt that Committees would be most familiar with what is happening in regards to each goal and action item. Committees will report back at the January meeting. Freeze would like the Chairs to coordinate with group via email or phone. The Board discussed the possibility of a strategic planning meeting in the spring. Contingent upon NHPRC funding, the Board will decide if a retreat is possible at the January meeting.

**Action Item:** Committee Chairs meet with Committee members to review goals and will report back at January meeting.

### e. Committee and Task Force Updates

#### i. Re-grant Committee

Cetina reported that the Committee met via conference call to review the Re-grant application. They made edits to the application to accommodate issues from previous grant cycles. The Committee will award a minimum of \$500 and a maximum of \$2000 and will consider applications from previous awardees. She noted that the Committee also determined that subscriptions to OHS services were deemed a conflict of interest and therefore would not be funded.

Wilson inquired about the possibility of sponsoring a workshop about the basics of archiving. The Board felt that the Ohio Local History Alliance meetings would be a good place to present the basics of archiving course and the grants workshop. This activity would correlate to goal three of the strategic plan.

**Action Item:** Noonan, Tatem, and Wilson outline education opportunities that OHRAB may support and/or offer.

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### ii. Scavenger Hunt Task Force

Wilson reported that the Scavenger Hunt is available on the OHRAB website. The Task Force is not offering an award this round, but may consider offering one in the future. Swift discussed the possibility of awarding Girl and Boy Scouts patches for those who complete the scavenger hunt.

**Action Item:** Swift will look into the possibility of offering patches with the Girl and Boy Scouts

### iii. Awards Committee

Swift reported that the Awards Committee selected a winner for OHRAB Achievement Award. The 2013 award went to the Shaker Heights Public Library and the City of Shaker Heights for their project to scan and index the building cards collection for inclusion on the Historic Shaker website ([www.historicshaker.com](http://www.historicshaker.com)) and mobile app. The Committee will meet to discuss potential revisions to the awards process. Wilson and Swift will coordinate the distribution of the award. Cetina has offered to present it.

### iv. Publicity Committee

Samuel noted that the Publicity Committee will announce the Achievement Award to legislators through a press release. She asked the Board to let the Committee know if there are any opportunities to distribute brochures. The Board also discussed communicating to the public on the updated website.

### v. Website Task Force

Noonan shared the updated website with Board. He discussed changes to the minutes and resources pages. He will look into running analytics on the website. Noonan provided brief training on how to use the website and asked Board members to contact him for login information.

**Action Item:** Noonan will add NHPRC grant dates to website

**Action Item:** Board send Noonan photograph for website

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### vi. NHPRC Grant Assistance Task Force

Noonan thanked the Board for their feedback on the NHPRC cycle process on the OHRAB website. The Board discussed the forms and provided the Task Force with revisions. The Task Force will keep in mind the cycle will be for the 2015 grant cycle.

**Action Item:** Reconfigure NHPRC grant flowchart based on feedback provided by Board

### f. Membership Update

Previts reported that he received notice that Mathews resigned from her position at the Cincinnati Museum Center for a position at the Michigan Science Center, leaving an opening on the Board. He also reported that OHS has not heard from the Governor's Office regarding the reappointments, but did receive feedback regarding the size of the Board. Noonan reported that there are currently three expired members, Cetina; Morehouse; and Tatem, and that Noonan, Wilson, and Mathews will expire prior to the April 2014 meeting. The Board determined that since Mathews would expire in March 2014 they should not replace the position now. Freeze asked the Board to consider potential replacements for the position. The Board also will discuss the arrangement of the Board with Kleismit at the January 2014 meeting.

**Action Item:** Freeze and Previts will follow-up with Kleismit regarding the status of the reappointments.

**Action Item:** Board to submit potential candidates to Previts

### g. Historical and Records Management Organization Updates

#### i. Ohio Electronic Records Committee (OhioERC)

Swift reported the OhioERC met August 28, 2013 and October 16, 2013. They discussed the federal directive, NARA's general schedules, revisions to the OhioERC guidance documents and Ohio E-Records forum. The OhioERC will partner with NAGARA to host the event in March 2014 at OCLC. OHRAB has applied to the NHPRC for funding for travel scholarships to the forum.

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### ii. Society of Ohio Archivists (SOA)

Carney reported that the call for session proposals was sent out to the listservs. The annual meeting will be held May 16, 2014 at OCLC.

### iii. Ohio Digital Interest Group (OhioDIG)

Carney reported that the OhioDIG meeting on November 14, 2013 will focus on newspaper digitization.

### iv. County Archivists and Records Managers Association (CARMA)

Runion reported that CARMA is revising the county records manual. CARMA will have elections at the spring meeting in April 2014. The spring meeting will cover disaster preparedness topics.

4. No new business to report.
5. Cetina moved to end the meeting. Runion seconded the motion. None opposed. The meeting concluded at 2:05 p.m. The next meeting will be held Friday, January 31, 2014 in the 3<sup>rd</sup> Floor Classroom at the Ohio Historical Center from 10:00 a.m. – 2:00 p.m.