

OHIO HISTORICAL RECORDS ADVISORY BOARD MEETING

Minutes, May 4, 2018

BOARD MEMBERS PRESENT:	Liz Plummer (ex officio), Fred Previts (ex officio), Burt Logan (ex officio), Stephen Badenhop, Meghan Hays, Ron Davidson, Russ Pollitt, Margaret Roulett, Virginia Dressler, and Rhonda Freeze
BOARD MEMBERS NOT PRESENT:	Tina Ratcliff, Cindy Hofner, Tami Kelly
OHS STAFF PRESENT:	Theresa Hopewood, Lily Birkhimer, Kristen Newby
GUESTS:	None

I. Welcome

Davidson called the meeting to order at 10:03 a.m. Introductions of new members at this meeting.

II. Consent Agenda

- a. January 26, 2018 Minutes: Davidson asked if there were any corrections or comments regarding the draft of the January 26th meeting minutes. No changes. Motion to approve the consent agenda which has the minutes for the January 26th meeting. Badenhop motioned to approve consent agenda and Freeze seconded the motion. All voted in favor of the consent agenda.
- b. Ohio Electronic Records Committee Report
- c. County Archivists and Records Managers Association Report

III. Strategic Discussion

- a. Ohio History Connection World War I Transcription Project: Lily Birkhimer and Kristen Newby reported on this project. Birkhimer, serving as project director for the National Endowment of the Humanities funded grant, gave an overview of the two year project. Newby then provided more details about the project which is digitizing and transcribing World War I collections from the Ohio History Connection and from local historical organizations and libraries throughout the state. The letters and diaries will be full text searchable. Newby also demonstrated the transcription tool. Project staff are in the process of identifying groups that have an interest in World War I to reach out to. They are also in the process of developing resources that teachers can use in the classroom. Birkhimer stated they modeled this on how other institutions have conducted transcription projects.

Hays asked about the geographical distribution of the World War I collections. Newby reported that there are a lot of collections in Northeast Ohio and a few in Columbus. Birkhimer added that more information about the collection is linked through Ohio Memory and it can be searched by county. Newby was asked about the quality control and she answered that there are two of them reviewing it. Pollitt suggested sharing this

with the Ohio Genealogical Society. Hays asked about collections related to medical care. Newby responded that there is a diary that provides details on medical care as well as letters from soldiers who were injured. Hays suggested that there could be interest groups focusing on transportation that might be interested in volunteering.

Davidson asked about the number of items in the project and Newby reported that it is close to 70 items. Pollitt asked about submitting new items. Newby responded that a community collection is being considered for people to share their World War I items. Birkhimer and Newby encouraged the board members to share any additional suggestions with them. They can be contacted through the project website (transcribe.ohiohistory.org).

- b. Logan introduced himself to the new members and thanked the board members for the work that they do.
- c. OHRAB Budget: Previts reported that the board received an extension on its 2017 grant to fund an additional workshop by the Ohio Electronic Records Committee in March. This was the workshop on digitalization held at Delaware County. Previts stated that the 2018 budget includes expenses from the January meeting as well as the workshop at Kent State held a couple of weeks ago. He added that the major expense spent from the budget is the \$20,000 in regrant funds that has been awarded. Davidson asked about the archival fellowship program. Previts responded that it is in process and he has more to report later in the meeting.
- d. Committee and Organizational Updates – Ron Davidson;
 - i. Awards Committee: Previts shared that the committee chose two recipients for the OHRAB History Day Awards. The OHRAB History Day award recipients in the senior category were Alison Lupton, Natalie Green and Caitlan Bocks for their website *Mount Pleasant Quakers: Pacifism or Abolitionism*. The authors used a mixture of primary sources to present a creative and interactive website that conveys the heartrending choices the Quakers of Mount Pleasant, Ohio, were forced to make between pacifism and abolitionism during the Civil War. The authors' narrative weaves together photographs, letters and video interviews to portray a community caught between two moral absolutes. The authors gathered primary sources from around Ohio to build a website that forcefully presents the compromises each Quakers was forced to make with his or her conscience during the Civil War and continue to make today.

The OHRAB History Day award recipient in the junior category was Van Weinmann for his website *The Conflict that Compromise Couldn't Resolve: Prohibition and Its Unintended Consequences*. The author, motivated by a personal connection to his topic, used primary sources to develop a comprehensive website describing local and national views about Prohibition and how this movement unintentionally fostered violence and the growth of organized crime. The author's punchy narrative incorporates photographs, newspaper articles and video interviews to envelope the reader in Prohibition-

era Cleveland with its speakeasies, bathtub gin and crime family wars. Pursuing sources through websites, libraries and abandoned bootlegging tunnels, the author builds a website that informs and excites the reader about the dark history of Prohibition.

- ii. Greene County Educational Outreach Workshop: Previts reported that on April 20 OHRAB, with funding provided by the NHPRC, sponsored the Bringing History Home: Educational Outreach Using Local Government Records workshop. The workshop was developed by the Greene County Archives and Records Center and was led by Robin Heise, Greene County Archivist and Records Manager, and Melissa Dalton, Greene County Archives Outreach Archivist. It was held at Kent State University and there were 17 attendees, including archivists, records managers and museum and historical society staff. The workshop reviewed the Greene County Archives' outreach program which uses primary sources to engage students. Attendees learned how the Greene County Archives uses primary sources to teach fourth grade students about the 1913 flood, sixth graders about immigration and eighth grade students about slavery. The presenters also shared how repositories could start their own programs. Funding from the NHPRC paid for the travel of the presenters and lunch for the attendees.

Hays added that it was a great program. Badenhop asked if the attendance was what was expected. Previts responded that 20-25 were expected. Plummer mentioned that Kent State University's Library and Information Science Department were fantastic to work with.

- iii. Regrant committee: Davidson reported that there was \$20,000 in the budget to award for regrants. There were 14 applicants, which were fewer than he would like to see. There were 8 grants awarded. While not intentional, many went to northern Ohio repositories. Board members asked if applicants contacted OHRAB before applying. Davidson said that he received some minor questions about eligibility. Previts said the challenge of offering to review drafts of the applications is the timing. The board does not find out from the NHPRC until late November or early December if it will have the funding and the board announces the grant opportunity in early January. Freeze asked if prior non-recipients reapplied. Davidson said there was one. Hays suggested having application tips on the website. Plummer said to provide more feedback on why the grant was not funded and Freeze said to contact the non-funded applicants now to work on their applications for next year. Davidson suggested a workshop where project ideas can be shared with board members. Hays said that a workshop could be held through the Cleveland Archival Roundtable. Pollitt suggested a YouTube video talking about the application process and procedures. Davidson said the biggest challenge is that many of the applicants are smaller institutions and have never written a grant before.

Hays asked about posting successful applications on the website as an example. Badenhop said that he would not mind posting the application his office had submitted since it is a public record. He also suggested the Huron Public Library's application as one to share. Pollitt suggested a one-page pre-application that would cover the basics of the project and identify potential problems. Davidson suggested a question and answer session at the Ohio Local History Alliance/Society of Ohio Archivists fall meeting. Dressler said she could help with it and Plummer said she would contact the Ohio Local History Alliance about getting on the program.

ACTION ITEM: Plummer to find out if Ohio Local History is looking for program suggestions/workshop for their fall meetings.

- iv. Archival Fellowship: Previts gave a report on behalf of Ratcliff. This year the board received funding to provide two graduate students with archival fellowships. The project for this year is to locate and survey manumission records in an eleven county region. Ratcliff, Robin Heise and Dawne Dewey (Head of the Wright State University Archives and former OHRAB member) interviewed the fellowship applicants on May 2. Amy Brickey and Derek Pridemore were chosen. Brickey is a graduate student at Wright State and has experience working with local government records at the Greene County Records Center and Archives. Pridemore is soon to be a graduate of Wright State and currently works at the National Afro-American Museum in Wilberforce. Heise and Dewey will give them an overview of the records as well as assist them with developing guidelines on reports and surveys. The project starts the week of May 14. Interim reports are due June 20 and the project ends July 31. Final reports are due August 15. Each student will receive a stipend of \$2,500.
- v. Membership: Badenhop reported that the board currently has three vacant positions. Davidson said that the board of the Ohio Local History Alliance does not wish to appoint a member at this time due to the terms of their own board members. Badenhop said that OHRAB may need to have some of the potential new members for these three vacant positions start at less than a three year term in order to avoid having everyone's terms ending at the same time. Freeze suggested someone from higher education for one of the vacant positions and Dressler suggested Michelle Sweetser, University Archivist at Bowling Green State University. Plummer suggested Suzanne Reller, Archivist at the University of Cincinnati, as an alternate candidate if Sweetser declines. Badenhop suggested waiting until next year to fill vacant governor-appointed position. Hays inquired if there has been any feedback on the change to the appointment process. Previts replied he has not received any.

Badenhop made a motion to invite Sweetser to join the board and her application will be reviewed by Davidson, Badenhop and Previts. If Sweetser declines, Reller should be contacted. Motion seconded by Freeze. All in favor.

ACTION ITEM: Dressler send board membership application form to Sweetser.

- IV. New Business:** Davidson said he would like to talk about the status of the board's committees. In particular, if a public information committee was needed to coordinate the board's marketing and outreach. Previts said a challenge is determining responsibility. Is publicizing the regrants the responsibility of the regrants committee or the public information committee? Plummer mentioned that procedures were needed that said who is responsible for posting photographs and updating the brochures. Pollitt suggested a calendar of when publicity needed to be done. Davidson asked if the individual committees should be responsible for their own content. Badenhop said that they should. Davidson suggested that committee chairs should write a description of their committees and their duties. Hays asked about the status of the advocacy committee. Previts said it is still a committee but has not been active. Badenhop mentioned that advocacy and outreach are similar and suggested ending the advocacy committee and having the outreach committee take over its responsibilities. Davidson suggested waiting until the July meeting to discuss this further since a number of members are missing from this meeting. Previts will send out a list of the current committees.

ACTION ITEM: Previts to send the list of committees.

ACTION ITEM: Committee chairs should think about defining their committees.

Lunch – 11:55 a.m.

Davidson asked about the budget for the 2019 operating grant. Previts said the bulk of the budget is a request for \$20,000 for the regrants. The budget also includes two History Day awards, \$70 for the archives achievement award plaque and two new projects pertaining to electronic records. One is a brochure talking about electronic record preservation and the other is working with the Ohio Electronic Records Committee to provide online training. Badenhop asked about continuing the archival fellowships. Previts replied that the plan is to wait until this year's fellowships are completed before requesting further funding for it in order to assess if any changes are needed to the program.

Plummer asked about the quantity and cost of printing a new brochure. Previts asked Plummer to check with the Ohio History Connection's Marketing Department for possible costs. Plummer mentioned the appearance of the brochure and its legibility. Pollitt agreed and suggested a rack card instead of a brochure. Plummer asked about updating the board's website. Davidson said that the Society of Ohio Archivists has separate committees for the technical aspects of its website and for outreach. Perhaps OHRAB should consider this. Hays talked about using Google Drive to share documents with board members. Davidson added that the list of board members who has access to Google Drive should be updated.

ACTION ITEM: Hays will review the board members who have access to Google Drive and the documents currently on it.

- V. **Closing:** Plummer moved to adjourn the meeting. Badenhop seconded. None opposed; all agreed. The meeting concluded at 12:55 p.m. The next meeting will be held Friday, July 20th at the Ohio History Center from 10:00 a.m. – 2:00 p.m.