

OHIO HISTORICAL RECORDS ADVISORY BOARD MEETING

Minutes, July 20, 2018

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

I. Welcome

II. Consent Agenda

- a. May 4, 2018 Minutes: Ratcliff approved draft minutes; Badenhop seconded. Minutes approved.
- b. Ohio Electronic Records Committee Report

III. Strategic Discussion

- a. Ohio History Connection Update: Todd Kleismit spoke about House Bill 139 which would open closed historical records after 100 years. The bill passed the House and is now before the Senate Government Oversight and Reform Committee. Senator Joe Uecker is vice chair of the committee and other committee members include Senator Frank LaRose, Senator Bob Peterson and Senator Michael Skindell. OHC staff and other archivists will be meeting next week with Senator Bob Hackett from Madison County who has an interest in the bill.

The annual Statehood Day event will be February 27, 2019 and will be at the Statehouse. Citizenship Day and Constitution Day is coming up on September 17th of this year. Ohio Open Doors will be held September 7 – 16. In 2016 the Ohio History Connection facilitated this activity and is intended for organizations that operate special places participate, not necessarily just historical places. The organizers are looking for a broad base of participation and is focusing on getting local organizations to sign up at this point. Kleismit also reported that the Ohio History Connection's Echoes Newsletter and Timeline Magazine have merged and it is now called Echoes Magazine. The editors are often looking for additional ideas and writers and board members should contact the editors if they have any ideas for articles.

Badenhop asked about the capital budget and the collections expansion project that Todd Topper presented at the January meeting. Kleismit reported that the Ohio History Connection received \$15 million for the project and the organization is now in the

process of developing a budget for the project. Previts added that the State Archives received funding in this year's budget to develop a digital repository.

- b. OHRAB Budget: Badenhop asked if the regrant funding has been distributed. Previts replied that one institution has not submitted its payment paperwork yet. Davidson asked about the payment to the fellowship recipients. Previts replied that each recipient received half of their payment at the midway point of the project and they will receive the other half at the end of the project. He added that two History Day Awards were distributed and the Archives Achievement Award will be made in October.

Plummer asked if the \$122.50 left over from the Kent State workshop could be used for next year. Previts said we can ask for an extension to use the funds but we can't put it towards next year's grant. Hays and Plummer asked if there are any expenses, such as copies, that could be paid for. Ratcliff asked if the fellowship program was included in the awards committee. Previts said the fellowship is under a separate budget category. Previts said advertising about the Achievement Award starts mid to late August. He will send prior years' announcements to Ratcliff if they are not available in the shared drive. Ratcliff said that she has the material Sarah Harrington compiled.

Hays mentioned that no monetary award will be made with this year's Achievement Award. She said that they are still using their award of \$500. Badenhop said the board ended that last year because of concerns that it could go into the general fund. Board members discussed if there could be stipulations attached to the award.

ACTION ITEM: Previts to follow up with Ratcliff about past Achievement Award material.

- c. Committee and Organizational Updates: Ron Davidson mentioned that interim reports are due August 31 and asked mentors to check in with their projects in the next couple of weeks to remind them. He added that the interim reports just need to be a brief summary of what they have accomplished so far and what they plan on doing. Davidson shared that the board will be participating at the Ohio Local History Alliance/Society of Ohio Archivists conference at a session on grant opportunities for preservation and access. The board is sharing a spot with the Ohio Preservation Council. The conference will take place October 5 and 6 at the Crowne Plaza in Dublin. Davidson said that hopefully the board will reach new audiences with the presentation and increase the number of grant applicants. Hays said that she might be able to help and mentioned that Dressler created a pre-application FAQ page about the regrants to calm the possible fears of potential applicants. This presentation could also help with that.

Hays suggested sharing examples of successful applications and Badenhop suggested the Huron Public Library's application would be a good one to share. Pollitt suggested a five minute video introducing the grants that could be posted to the website as well. Hays and Dressler said that they could work on the video and Roulett added that the Council on Library and Information Resources (CLIR) has some videos on applying for grants that she found helpful. Davidson said we can start with the conference presentation and feedback from that could help shape the video.

Kelly mentioned to Davidson that she had asked Previts about having a table at the conference. Board members discussed staffing the table and Plummer and Kelly mentioned they might be able to staff it. Davidson said he will check with the Ohio Local History Alliance about the table. Plummer asked about projectors and Davidson said usually they are provided but he can make sure. Plummer asked about using the \$122.60 left over from the Kent State workshop to pay the registration fees for Hays and Dressler. Davidson said it will cost \$60 for Hays's registration and \$75 for Dressler's. Badenhop suggested waiting until after the October meeting to see how much is left to reimburse the speakers because there could be additional money from the travel budget. Badenhop asked if the NHPRC's permission would be necessary and Previts replied that he will check with them. Kelly made a motion to use the unspent \$122.60 on the conference. Pollitt seconded and board approved.

ACTION ITEM: Davidson will check on having table for the Local History Alliance conference.

ACTION ITEM: Davidson will ask OLHA about whether we need to bring equipment, such as a projector, for the session.

ACTION ITEM: Previts to check with the NHPRC about using leftover funds to pay for Hays's and Dressler's registration and travel to the conference.

- d. Archival Fellowship: Ratcliff shared that the project for this year's fellowship developed out of the NHPRC grant proposal from a couple of years ago that was not funded. The point of that project was to find the manumission papers around the state and make them available online. The fellowship recipients were to travel to the counties to verify where the information could be found. Ratcliff said that two students from Wright State were chosen in May. Ratcliff suggested that in the future there needs to be more structure in place for the recipients to follow, such as attending meetings with supervisors and elected officials as well as reporting requirements. She also mentioned that there was confusion about when the stipends would be paid.

Roulett asked if a work plan was set up for the students. Ratcliff replied that there was and that the students were going to meet with Robin Heise, the Greene County Archivist and Records Manager, and with local elected officials. Following this the fellowship recipients were to provide Heise and Dawne Dewey, Head of Wright State University's Special Collections and Archives, with plans for how they would proceed. They were also to submit an interim report on their findings in June and will submit a final report in August. Roulett suggested that in the future perhaps recommendation letters should be required. Davidson mentioned that the fellowship recipients could perhaps turn their research into a presentation and Ratcliff replied that during the interviews the candidates were asked how they would publicize their research and that perhaps the process could be a topic for a conference.

Kelly mentioned that she administers a scholarship program that Grove City offers to college students. The money is paid directly to the student's account at the school and

if the student does not meet the criteria in terms of grades and volunteer service then the money can be refunded back to the city. Perhaps in the future the fellowship payments can be made directly to the school for greater accountability. She also suggested more detailed criteria and parameters in the future. Kelly said she would be happy to share more with Ratcliff.

Badenhop asked Previts if the archival fellowship will be offered next year. Previts replied that the board did not apply for fellowship funding for 2019 because we wanted to see if anything should be changed in the future based on this year's project. Ratcliff recommended doing the project again in the future. Plummer and Pollitt mentioned that they will be judging the 4H genealogy projects at the State Fair and that many students do not have experience researching in libraries and archives and the fellowship project can provide that experience. Badenhop asked if the project will focus on southeast Ohio at some point and Ratcliff and Roulett mentioned that perhaps Ohio University could assist if it does. Board members discussed providing information on how the stipend will be paid and on the time commitment involved in the job descriptions for future fellowship projects.

IV. New Business

Davidson mentioned that the board has a new member since the May meeting. Badenhop stated that Michelle Sweetser has joined the board for a three year term that will end May 17, 2021. He added that there are now two vacancies on the board. One would be an appointment by the Governor which the board will pursue next year since the board received two reappointments earlier this year. The other vacancy is with the Ohio Local History Alliance (OLHA). Davidson shared that OLHA did not want to appoint a member to OHRAB due to the terms of its own board members. Davidson said he will talk to representatives from OLHA again in October and Hays said she would be happy to help if she attends the OLHA/SOA conference. Plummer suggested that Davidson could talk to Anthony Gibbs, the Manager of the Ohio History Connection's Local History Office who is a liaison with OLHA. Ratcliff asked if the OLHA board consisted of the board members of local historical societies or employees of local historical societies. Davidson replied that he thought board members were elected from the general membership of the organization. Hays asked about having a representative from the Society of Ohio Archivists instead of OLHA. Badenhop replied that it could be considered but suggested waiting until the October meeting when the results of further discussion with OLHA are known.

Davidson asked that board members send him any updates for the Midwest Archives Conference newsletter by the end of July. Davidson mentioned that elections for OHRAB chair and vice chair will be held at the October meeting. Badenhop will serve as vice chair but candidates are needed for chair.

Davidson asked if the committees needed to be reorganized. Ratcliff said that a goal and objectives need to be developed for the Citizen Archivist task force. Badenhop suggested that the Ohio History Connection's World War I digitization and transcription project already has the parameters established and perhaps OHRAB could help publicize the

project. Pollitt suggested that if the project is at a point where the software could be shared, perhaps OHRAB could encourage other institutions to implement it at their repositories. He also mentioned that perhaps a kiosk could be established at the Ohio History Center to encourage the public to assist with transcribing the documents. Ratcliff said that prior to the next meeting perhaps she can meet with the Ohio History Connection's Digital Services staff to learn more about the project and see where it stands. Hofner asked if there could be a demonstration at the next meeting. Badenhop asked how organizations add material to *Ohio Memory* and Previts stated that some of it is scanned at the Ohio History Center. Davidson said that originally *Ohio Memory* was open to anybody who wanted to submit items but now a subscription is required. Ratcliff said she will contact the other members of the task force before the next meeting and welcomed others to join it. Sweetser volunteered to serve on it.

Davidson mentioned that the Advocacy Committee needs a chair and a more detailed description of its purpose. Previts said the committee advocated on behalf of the NHPRC's budget as necessary and Hays added that it serves as more of task force than a committee. Plummer mentioned that she and Previts had talked about the board's advocacy and marketing efforts. She said that the board's publications need to be updated and there could be better publicity on the board's activities but she and Previts thought this is different from advocacy. Davidson said the board should take more advantage of social media and Kelly offered to share items the board wanted to share on her organization's website. Sweetser asked if the board should only promote its own activities or new projects and initiatives by any archives. Plummer mentioned updating the board photograph on the website and Dressler mentioned updating the page on NHPRC grants. Previts said that he could make updates to the website and could also check to see if Dan Noonan could update the website if necessary.

Davidson asked that a publicity committee be formed as first step. Roulett, Plummer, Dressler, Sweetser, Hofner, Kelly and Previts volunteered for the committee. Previts stated that the advocacy committee should be separate. Ratcliff suggested that they should be combined because they overlap, such as in the strategic plan with electronic records. Kelly made a motion to create the advocacy and communication committee and abolish the advocacy committee. Badenhop seconded; all approved.

Plummer mentioned that she had talked to the Ohio History Connection's Marketing Department about updating OHRAB's brochures and Roulett said she can help redesign the brochures because she has experience as a graphic designer. Roulett asked members to share copies of brochures that they like.

Hofner mentioned that her court is undertaking a digitization project and would like to learn more about identifying restricted confidential information that has been digitized and microfilmed.

ACTION ITEM: Previts to send Ratcliff contact information for Ohio History Connection Digital Services staff Lily Birkhimer and Kristen Newby.

ACTION ITEM: Ratcliff will contact the members of the Citizen Archivist Task Force and discuss ideas that can be shared at the next board meeting.

V. Closing

Ratcliff motioned to adjourn the meeting. Badenhop seconded. None opposed; all in favor. The meeting concluded at 1:23 p.m. The next meeting will be held Friday, October 26th at the Ohio History Center from 10:00 a.m. – 2:00 p.m.