

OHIO HISTORICAL RECORDS ADVISORY BOARD MEETING

Minutes, October 26, 2018

BOARD MEMBERS PRESENT: Liz Plummer (ex officio), Fred Previts (ex officio), 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, Stephen Badenhop, Burt Logan (ex officio)
OHS STAFF PRESENT: Theresa Hopewood and Todd Kleismit
GUESTS: None

I. Welcome

II. Consent Agenda

- a. July 20, 2018 Minutes: Ratcliff motioned to approve the minutes and was seconded by Hofner. Minutes approved.
- b. Ohio Electronic Records Committee Report
- c. County Archivists and Records Managers Association Report
- d. 2019 Meeting Dates: January 25, 2019; April 26, 2019; July 19, 2019; and October 25, 2019.

III. Strategic Discussion

- a. Ohio History Connection Update: Kleismit spoke about the upcoming Statehood Day event (OHC's annual advocacy event). It will take place on February 27th, 2019 in the Statehouse atrium and will be a half day program. Kleismit mentioned that Russ Pollitt typically serves on the planning committee. Kleismit shared that House Bill 139 passed the Ohio House of Representatives but if it does not pass the Senate before the end of the year it will need to be reintroduced in the next General Assembly. Kleismit reported that Previts and others are working with Governor Kasich's administration to transfer his records.

Kleismit reported that work continues on the collections expansion project and the World Heritage nomination effort for some of Ohio's Hopewell earthworks. The Ohio History Center will also be opening a sports exhibit next year that will be open for a minimum of 18 months. The exhibit will tell Ohio's story related to sports.

Hofner asked if work continues on the new building for collections. Kleismit responded that the organization received funding to conduct a feasibility study. The project will likely take several more years. Hays asked if the study would include whether the building would be underground and Kleismit said that would be considered. Hays asked if the Ohio History Connection has reached out to the gubernatorial candidates and Kleismit responded that there has been informal contact but no major outreach initiatives.

Previts mentioned the State Archives is looking into options for a digital preservation system. Ratcliff asked if that would be just within the Ohio History Connection or partnering with others. Previts responded that at least initially it would be just the State Archives.

- b. Election of OHRAB Chair and Vice Chair: Ratcliff nominated Davidson for chair and was seconded by Hays. Ratcliff nominated Badenhop for vice chair and was seconded by Davidson. All in favor. None opposed.
- c. OHRAB Budget: Previts reported that the major expenses left for the year are today's meeting and the Archives Achievement Award. He added that not all of the travel money would be spent. Ratcliff asked if the money had to be spent by the end of the year and Previts responded that the board could ask for an extension on the grant to spend it next year. The board discussed if it could provide funds to the Achievement Award recipients to attend a conference next year and present on their projects. Previts will ask the NHPRC if OHRAB can have an extension on its grant to do so.

ACTION ITEM: Previts will contact the NHPRC about receiving an extension on the board's 2018 grant.

- d. Committee and Organizational Updates:
Awards committee: Ratcliff shared that the committee members are: Freeze, Pollitt, Hofner and Ratcliff. She reported that there were good nominations from the City of Kettering who digitized their slides and created a calendar with images, the City of Westlake who digitized their council minutes and posted them online, Licking County Records Center and Archives for expanding access to collections through its cataloging and outreach projects, and the Warren County Records Center and Archives for preserving and increasing accessibility to its records through digitization. The Licking County Archives & Records Center and the Warren County Archives were chosen as the recipients. Hays asked if those who did not win would be provided with feedback and Ratcliff said she will contact them. Hays suggested a press release with each recipient receiving a paragraph. Ratcliff mentioned posting the recipients on the board's website and perhaps honorable mentions for those who did not win.

ACTION ITEM: Previts to send Ratcliff examples of past Achievement Award letters.

Regrant Committee: Davidson shared that the regrant recipients have submitted their interim reports and projects are supposed to be completed by the end of the calendar year. He asked mentors to remind their recipients that final reports are due at the end of January. Davidson reported that he, Previts and Plummer attended the Ohio Local History Alliance/Society of Ohio Archivists conference at the beginning to the month to promote the regrant program. There were about 30 attendees at the session Davidson and Previts spoke at with the Ohio Preservation Council. They also staffed a table on Friday and Saturday with information on the grant program. Plummer added that there were a number of people who stopped by the table while she was there who were interested in the regrants.

Davidson mentioned that the State Historical Records Advisory Board town hall webinar hosted by the Council of State Archivists discussed other states' regrant programs. A number of these are focusing on digital access as well as encouraging continual advancement through the grants. Davidson added that OHRAB might want to consider encouraging past recipients to apply again in order to continue to advance their programs. Davidson mentioned that the application announcement will be made at the beginning of the year and applications are due at the end of February. Applications are reviewed in mid-March and the recipients are announced in the second or third week of March. The funds should be available around the first of April. Any institution that makes their records freely available to the public and is not a federally authorized institution is eligible. Private institutions are eligible as long as their archives are open on a regular basis. Roulett asked if an archives that charges an admission fee but has a free online repository is eligible. Previts said he would need to check with the NHPRC.

Plummer mentioned she received a comment about the regrants while at the 2018 Ohio Library Council Conference pertaining to a museum charging an admission fee but still providing free access to the library materials. Plummer also asked if creating an index to restricted confidential records would be an eligible project. Hays suggested posting an example of a successful application to the website to encourage potential applicants.

Archival Fellowship: Ratcliff reported that the fellowship recipients have finished their project inventorying the manumission records in eleven counties. One of the fellowship recipients, Amy Brickey, has continued research into the topic by examining the numbers of freed slaves recorded in the 1850 and 1860 censuses. Ratcliff also mentioned that Brickey has created an online map tracing the migration of the freed slaves into Ohio.

Davidson asked about developing a fellowship program for 2020. Previts mentioned that the grant application for 2020 is due in June 2019. He also said that the board needs to decide on which part of the state to focus on next. Ratcliff suggested that Ohio University could potentially be a partner for southeast Ohio. She also mentioned that perhaps Brickey could speak to the board at its next meeting. Davidson added that this could be a good topic for a conference session.

ACTION ITEM: Previts will send out the link to Amy Brickey's online map.

Adjourn for lunch at 11:35 a.m.

Meeting resumed at 12:31pm.

IV. New Business

Hays mentioned that she and Dressler are working on a video on how to apply for a grant. Roulett suggested having multiple videos on different aspects of the application process. Previts said it would be good to have something done by the beginning of

January when the regrant opportunity is announced. Davidson suggested perhaps sharing examples from successful applications in the video. Hays asked Davidson to send her the applications that he has and Hays will share them with the members of the grant committee.

Davidson mentioned possibly creating a multi-step grant program with a training grant then leading to an implementation grant or a preservation grant followed by a presentation grant. Kelly agreed with categorizing the grants. Pollitt suggested that the digital hubs might be able to assist with the technology. Ratcliff said the grant process should be kept simple so it is not overwhelming. Roulett asked if institutions could think it is guaranteed that they would receive funding for a follow up grant if they receive the first grant. Hays mentioned that the regrants are accessible for smaller organizations that do not have dedicated grant writers or grant writing experience. The various digital initiatives throughout the state could also help promote the regrants to smaller repositories. Roulett asked if institutions that have a suggested donation but not a required fee are eligible for regrants. Davidson replied that it was okay as long as it is not mandatory.

Plummer mentioned that she and Roulett will look at revising the board's brochure and perhaps funding for this could be included in the 2020 grant application. Plummer said that they will try to make it more visual and include testimonials about the grants. She said they will try to have a rough draft completed by the end of December. Hays asked Previts about updating the calendar on the website. Previts said he will look into it. Previts asked if a board member would like to update OHRAB's Facebook page and Sweetser volunteered for the task.

ACTION ITEM: Previts will check about updating the calendar on the website.

- V. Closing:** Hays motioned to adjourn the meeting and was seconded by Pollitt. All in favor. Meeting concluded at 1:26 p.m. The next meeting will be held Friday, January 25th at the Ohio History Center from 10:00 a.m. – 2:00 p.m.