

OHIO HISTORICAL RECORDS ADVISORY BOARD MEETING

Minutes, January 25, 2019

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

I. Welcome

Davidson called the meeting to order at 10:03 a.m.

II. Consent Agenda

- a. October 26, 2018 Minutes: Ratcliff motioned to approve the minutes and was seconded by Pollitt. Minutes approved.
- b. Ohio Electronic Records Committee Report

III. Strategic Discussion

- a. Ohio History Connection Update: Todd Kleismit reported that House Bill 139 which opens historical records after 75 years passed unanimously. The effective date of the bill is April 8. Robin Heise, the Greene County Archivist and Records Manager, is hosting an open house today to celebrate. Kleismit also shared that the Ohio History Connection is hosting Statehood Day on February 27 in the Statehouse atrium. Kleismit is working with Previts and former OHRAB member Pari Swift to determine whether there will be a legislative priority pertaining to the state records management program. The legislative priorities will be finalized by mid-February. The state budget for 2020 and the centennial of women's suffrage are also considered for legislative priorities. Kleismit asked board members to encourage people to come because there are several statewide history organizations involved, not just the Ohio History Connection, and Statehood Day speaks with one voice for history related organizations. Chief Glenna Wallace will speak during lunch. Kleismit will be working with the new gubernatorial administration on appointees. On March 16th the Ohio History Connection opens a year and a half long Sports Exhibit.

Badenhop asked if the Ohio History Fund is getting adequate funding through the income tax. Kleismit responded that it is slightly higher this past year with a little under \$100,000. People can select the income tax check off on their form to allocate funds. The Ohio History Connection's marketing team has resources online. Badenhop asked how things are proceeding with the funding for the capital budget and the expansion. Kleismit responded that currently the Ohio History Connection uses a warehouse for

collections storage that is inaccessible, inefficient and inconvenient. The Ohio History Connection received \$15 million in last year's capital budget for a new collections storage facility and will likely seek additional funding in next year's capital budget. This will be a multi-year program and involve a mix of private fundraising and state dollars. Currently the Ohio History Connection is conducting a feasibility study to learn what the options are for a new building.

ACTION ITEM: Previts will communicate with the board about records management as a Statehood Day legislative priority.

- b. Membership Update: Davidson shared that there is currently one vacancy for a member appointed by the Ohio Local History Alliance who did not wish to appoint a member. Badenhop suggested contacting another organization and Previts mentioned the Society of Ohio Archivists. Davidson said he will contact their executive board. Badenhop motioned to make the potential SOA term a 3 year term to start, seconded by Hays, all in favor.

Davidson mentioned that Rhonda Freeze (a gubernatorial appointee) will be leaving the board at the end of March when her third term finishes. Hays is also up for reappointment at the end of March as an at large member of the board. Kelly motioned to reappoint Hays and appoint Robin Heise as gubernatorial appointee to replace Freeze. Ratcliff seconded and all in favor. Previts will send Heise the application form.

Hofner and Pollitt are also up for reappointment at the end of March as organizational appointees. They will check with their respective organizations about being reappointed.

Davidson asked if the elections could be held in January to coincide with the ends of terms rather than October. Previts said that could be done.

ACTION ITEM: Davidson will contact the Society of Ohio Archivists about appointing a member to the board.

ACTION ITEM: Previts will send Heise an appointment application.

- c. OHRAB Budget: Previts reported funding for two new activities in the budget for this year: an electronic records management brochure and electronic records online training. Plummer and Roulett agreed to help with the brochure and Kelly volunteered to assist them. The online training will focus on social media and will be presented by Ohio Electronic Records Committee members Pari Swift and Darren Shulman. This will be a 10 minute interactive training course that won't have the restrictions of in-person training. The board received \$5,000 for this project which will be used for hosting the site and making the course available for people to take for free. The Ohio State University will host it and the link to the training can be shared through OHRAB's website and Facebook pages and through messages to listservs. The training will be based on the Ohio Electronic Records Committee's social media guidelines and the

intended audience is records managers and archivists. Sweetser volunteered to help with the training.

Davidson mentioned that the budget for the 2020 grant cycle will need to be finalized at the April meeting. Sweetser suggested funding professional development scholarships to attend statewide or regional conferences. She will share further information about this and other state historical records advisory boards that offer these opportunities.

ACTION ITEM: Sweetser will gather information about state historical records advisory boards that are funding professional development.

d. Committee and Organizational Updates:

Awards committee: Ratcliff shared that two weeks ago she presented the Archives Achievement Award to the Warren County Records Center and Archives and Pollitt presented the award to the Licking County Records Center and Archives. Pollitt mentioned that the Licking County Commissioners were in attendance. Ratcliff will send Sweetser a link to the photos to share on the board's Facebook page.

Ratcliff also mentioned that April 27th is Ohio History Day for students and the awards committee will be reviewing applications for the board's History Day Awards. Kelly volunteered to join the committee, which now consists of Hofner, Hays, Davidson, Freeze, Ratcliff and Kelly.

Regrant committee: Davidson reported that the 2018 grant cycle is in its final stages. Final reports from the 2018 regrant recipients are due at the end of January. The 2019 application process has begun and the deadline is the end of February. Roulett asked about regrant recipients who might have trouble meeting the matching funds requirement. Badenhop suggested that they could purchase more supplies towards the project. Hays reported that she and Dressler made a video about the regrant opportunity for potential applicants that can be shared on OHRAB's website.

Adjourned for lunch at 11:39 a.m.

Meeting resumed at 12:24 p.m.

IV. New Business

Davidson shared that Swift asked that the board consider advocating for the state records management program. This program at the Department of Administrative Services had its budget reduced recently. Roulett asked about training and Pollitt asked about the system for reviewing retention schedules. Previts said this was discussed as a possible Statehood Day legislative priority but it was decided that more information was needed and to wait and see what might develop with the change in administration. Previts said that he will check with Swift on where things stand and keep Davidson informed. Hofner said to notify Swift that the board is interested in advocating and is waiting for further information.

The board discussed sharing information through the OHRAB website. Hofner suggested using an existing committee rather than establishing a new committee. Pollitt suggested sharing the link on the Smithsonian Institution's disaster recovery program. Dressler mentioned that she is working with the Ohio Digital Network outreach group on creating primary source sets on different topics. Roulett asked if they are looking to work with teachers. Davidson mentioned the Toledo Public Library worked on a group exhibit related to suffrage.

Previts said the calendar is on the website and to let him know of events to share. Ratcliff mentioned having an activity related to the Citizen Archivist goal in the 2020 grant application and that it could be used to provide volunteers with training. Hays suggested that volunteers could be nominated and give the organizations the opportunity to share the work that their volunteers are doing. Pollitt suggested an online vote so the public could be involved. Ratcliff suggested that the organization of the winning volunteer could receive professional development training in case the volunteer did not want the training and start with \$250 for the budget. Ratcliff said she will draft a paragraph on the program for the 2020 grant application and send it to Previts.

Roulett said she will be working with Plummer on the electronic records management rack card and hopes to have something drafted before the next meeting. Davidson mentioned keeping the board's website and social media active and up to date. The regrant recipients will be chosen in March and it will be good to promote them.

V. **Closing:**

Sweetser motioned to adjourn meeting, seconded by Pollitt, all in favor. Meeting concluded at 1:18 p.m. The next meeting will be held Friday, April 26th at the Ohio History Center in the 3rd floor Cardinal Classroom from 10:00 a.m. – 2:00 p.m.