

## OHIO HISTORICAL RECORDS ADVISORY BOARD

Minutes: January 29, 2021

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BOARD MEMBERS PRESENT: Fred Previts (ex officio), Connie Conner (ex officio), Ron Davidson, Margaret Roulett, Robin Heise, Tina Ratcliff, Meghan Hays, Virginia Dressler, Tami Kelly, Michelle Sweetser, Tim Neal and Bill Modrow

BOARD MEMBERS NOT PRESENT: Burt Logan (ex officio), Stephen Badenhop, Russ Pollitt

OHC STAFF PRESENT: Debra Moorehead, Todd Kleismit, Kevin Latta

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### I. **Welcome**

Ratcliff called the meeting to order.

### II. **Consent Agenda**

- a. October 30, 2020 Minutes: Heise motioned to approve and was seconded by Davidson. Minutes approved.
- b. Ohio Electronic Records Committee Report

### III. **Strategic Discussion**

- a. Ohio History Connection Update: Todd Kleismit explained that he is still waiting to hear about appointments from the Governor's Office. He said that there was an average turnover of legislators in the General Assembly with several moving from the House to the Senate.

Kleismit reported that Statehood Day will be held virtually on Zoom March 1<sup>st</sup> and is themed "The Power of History in Historic Times." It will feature a panel discussion from 1:30-3:00 pm. He shared that the state operating budget will be made public on February 3, 2021.

- b. Ohio History Connection State Archives Preservica Update: Kevin Latta gave an overview of Preservica explaining that currently there's about 500 mb of records loaded on Preservica. Heise shared her experiences using the starter version and Modrow discussed his institution's use of it. Board members discussed the best practices for preserving records long-term and Latta still recommends microfilm.
- c. Membership Update: Ratcliff mentioned that this is Davidson's last meeting. John Dewese and Ernie Thode have been submitted to the Governor's Office

as gubernatorial appointments, Deweese to replace Davidson and Thode in place of Badenhop.

- d. Election of Chair and Vice Chair: Heise nominated and Kelly seconded Ratcliff for Chair and Badenhop for Vice Chair. Both were approved.
- e. OHRAB Budget: Previts reported that OHRAB received an extension on its 2020 grant to offer three fellowships over the summer which couldn't be offered in the summer of 2020 due to the pandemic. He shared that the 2021 budget includes \$20,000 for re-grant funding for smaller projects and \$400 for electronic training on email management by the Ohio Electronic Records Commission. Some of the \$5,000 in meeting expenses can be used for additional re-grants.
- f. Committee and Organizational Updates: Ratcliff made the request for new members to join any committees.

Awards Committee and Professional Development: Ratcliff shared that the plaques were sent to the achievement award recipients and the citizen archivist award recipient. She said that the plaque for the citizen archivist award was engraved with the wrong award name and had to be replaced. Ratcliff also mentioned that the announcement for the 2021 professional development scholarships will be made soon.

Regrant Committee: Davidson reported that the 2020 projects should be finished January 31 and reports are due February 7. The 2021 guidelines are online now and an announcement will be made Monday, February 1. Proposals are due March 31. There can be 8 to 9 grants this year and all must have a digital component. Badenhop will chair the committee.

Advocacy Committee: Heise and Sweetser shared that the Advocacy Committee recently met and the priorities are a communication calendar, a central list of communication channels, creating Twitter and Linked In profiles to increase our social media presence, and increased collaboration with the Ohio History Connection.

- IV. New Business:** Previts shared that one of the goals for the 2021 grant it to undertake a process to evaluate the board's programs to help determine their effectiveness. In particular, the NHPRC would like to learn if the past re-grant recipients have continued to expand their archival capacity. Board members discussed adding a requirement to the final report guidelines that grant recipients share how they will sustain the results of the project and the future initiatives they will undertake. The board also discussed contacting the prior recipients for

this information. Prebits will develop language for the regrant guidelines and share it with the board.

**V. Closing**

Modrow motioned to adjourn. Davidson seconded. All approved.