

# OHIO HISTORICAL RECORDS ADVISORY BOARD MEETING

Minutes, October 28, 2022

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BOARD MEMBERS PRESENT: Tina Ratcliff, Meghan Hays, Virginia Dressler, Michelle Sweetser, Ernest Thode, Robin Heise, Patrice Hamiter, Lisa Smilnak, Bill Modrow, Chris Shaw, Linda Swanson, Fred Previts, Connie Conner

BOARD MEMBERS NOT PRESENT: Stephen Badenhop, Tami Kelly, Megan Wood

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## I. Welcome

Ratcliff called the meeting to order at 10 a.m.

## II. Consent Agenda

- a. Minutes of the July 22, 2022 meeting: Shaw motioned to approve and seconded by Modrow. Minutes approved.
- b. Previts reported on the Ohio Electronic Records Committee October 10 Electronic Records Day webinar “Here Today, Gone Tomorrow” and upcoming free webinar “Shifting to a Remote Workplace: Records Management Best Practices and Lessons Learned While Working from Home.”
- c. Badenhop submitted a report of the County Archivists and Records Managers Association October meeting at Clermont County Record Center & Archives.
- d. The 2023 schedule was shared. The January and October meetings will be online. The April 28 meeting will be held at the Ohio History Center for reviewing/updating the strategic plan. The July meeting place will be determined after the April meeting.

## III. Strategic Discussion

- a. OHRAB Budget: Previts reported that there is an additional \$113 expense to be taken out of professional development funds. There is still about \$3000 left in the budget.
- b. Ratcliff presented the proposed revision of the conflict of interest statement for the OHRAB grant guidelines. The section name was changed to Ineligible Organizations and Expenses and changes were made to clarify that Ohio History Connection subscriptions and services are not eligible, but may be used as matching funds. Also, OHRAB will not fund a grant in which a board member receives any salary or fees. Members will excuse themselves from the deliberation of any grant application from an organization which may present a conflict of interest. Modrow motioned to accept the revisions. Heise seconded approval of the revised statement. All approved the motion.
- c. Ratcliff welcomed Shaw and Smilnak to the Awards Committee. The committee awarded professional development funding to Laura Timura of Brunswick. The Citizen Archivist award was given to Sister Nancy Garson of the Dominican Sisters of Peace Archives, Flossie Hulsizer from Clark County Historical Society, and Carolyn Shaffer of the Trumbull County Record Center and Archives. Dressler and Shaw volunteered to help present the awards. The nomination deadline for the Archives Achievement Award is October 31.

- d. Previts reported that the Regrant committee is working on the guidelines for next year. Interim grant reports were due August 31 and final reports are due January 31. Some organizations were delayed getting a federal ID number and may need to have extensions.
- e. Heise reported that the Advocacy Committee is posting content to Facebook and shares via networks calls for nominations and grant proposals. She indicated that the Fellowship Program will begin planning for next year.

**IV. New Business**

Ratcliff reminded the board that elections for chair and vice-chair will take place at the January meeting.

She shared that in its review of OHRAB's 2023 grant application the National Historical Publications and Records Commission asked how the board could make underserved groups aware of the regrant program. Hays asked if Previts could inquire through the Council of State Archivists about how other states reach underserved communities. The Ohio Local History Alliance could be a resource. The Ohio Genealogical Society has its *Ohio Genealogy News* and email blasts that can reach its membership. The Ohio Township Association could be a means to reach small townships that need help.

- V. **Closing:** Modrow motioned to adjourn. Heise seconded. All approved and the meeting concluded at 10:32 a.m.