

18 July 2008

From OHRAB

Ohio Historical Records Advisory Board Meeting Minutes, July 18, 2008

BOARD MEMBERS PRESENT: Bill Laidlaw, Jelain Chubb, Janet Carleton, Judy Cetina, Dan Noonan, Bernie Quilter, John Runion, Jill Tatem, Nikki Taylor, Roger Verny, Galen Wilson

BOARD MEMBERS NOT PRESENT: Amy Johnson Crow, Laurie Gemmill, Marjorie McLellan

OHS STAFF PRESENT: Patty Davis, Todd Kleismit, Jim Strider, Pari Swift, Rachel Tooker

1. Welcome

Dr. Laidlaw called the meeting to order at 10:14 a.m. by welcoming the new members.

In order to accommodate schedules, agenda items 5c and 5d were moved to follow item 5a.

Laidlaw shared with members the issues related to the recent budget cuts at the Ohio Historical Society (OHS). Laidlaw also noted that OHS considers the State Archives at the core of its collections, teaching, and learning functions, but the lack of state support for records is damaging. OHRAB is in a position to help make a strong case for increased support of records management and preservation issues statewide and he challenged members to advocate and actively participate in supporting the board's mission.

John Runion and Judy Cetina remarked on the needs of local government records and archives programs, specifically in the area of disaster planning and recovery, and the difficulties of securing sufficient funding for even the most basic needs. Both volunteered to serve on the Local Records Task Force, citing OHRAB's opportunity to educate the public and resource allocators about the importance of historical records in Ohio.

Bernie Quilter suggested meeting with the representatives of the local government associations to discuss how we can work together to secure additional funding for records programs.

2. Appointments and Requirements of OHRAB Members

Jelain Chubb discussed Executive Order 2007-01S, which requires three hours of annual ethics training for members of state boards and commissions, including OHRAB. Board members were advised of upcoming sessions. Members were asked to notify Pari Swift of the training session that they would attend so that compliance with the order can be documented.

3. Approval of January 18, 2008 Meeting Minutes

Runion moved to approve the minutes, and Roger Verny seconded the motion. The minutes were approved.

4. NHPRC Update

Chubb directed board members to the background information on the National Historical Publications and Records Commission (NHPRC) provided in the meeting packet. There were no questions or discussion from the board.

5a. Establishment of Sub-committees and Task Forces

Chubb reminded the members that OHRAB has taken initial steps to create a new strategic plan which will be used to determine project priorities for the 2009 State and National Archival Partnership (SNAP) grant. Chubb asked members to volunteer for the Strategic Plan Task Force. Jill Tatem and Roger VERNY agreed to work with Chubb to draft a plan that will guide the work of the board over a three year period (2009-2011).

The issue of a Local Government Records Task Force, discussed earlier, was revisited. Discussion ensued about the charge of the task force. It was agreed that the primary objective would be to advocate for improved local government records programs. The group may also be charged with exploring options for funding the management and preservation of local records through fee funds or other means, and its role could be expanded to include non-public records. Until an approach is decided, the name of the task force will be changed from "Local Government Records Task Force" to "Local Records Task Force". Cetina, Quilter, Runion and Galen Wilson agreed to serve on the task force with Pari Swift serving as the staff liaison.

Chubb next addressed the need for a more coordinated approach to OHRAB's advocacy efforts, such as Statehood Day participation and supporting the Preserving the American Historical Record (PAHR) Act. Janet Carleton and Nikki Taylor agreed to serve on the Advocacy sub-committee with Chubb and Todd Kleismit, Director of Government Relations. The subcommittee will focus on state and national initiatives.

Laidlaw asked the subcommittees to choose their own chairs and be prepared to report on their progress at the next OHRAB meeting.

5c. NHPRC Grant Applications

5c(i). Competitive Grants

Chubb noted the lack of competitive NHPRC grant submissions over the past few years and emphasized that board members should encourage Ohio institutions to apply for NHPRC grants against the October deadline. Carleton volunteered to work with State Archives staff to create informational materials about NHPRC grants.

Tatem pointed out that many small institutions do not have the staff time or knowledge to write a grant application. Ideas for promoting NHPRC grants included regional grant writing workshops and online "Tips and Traps" information. Taylor suggested providing an optional due date for submission to OHRAB for review prior to submitting the final draft to NHPRC. She and VERNY offered to serve as mentors. Chubb stated that these ideas could be included in the strategic plan.

Runion reported that the William McKinley Presidential Library and Museum may pursue an NHPRC grant in 2009 for McKinley photo albums, Civil War maps, family scrap books, indentured servant records, speeches and maps from Captain Raynold's Yellowstone expedition. The board expressed enthusiasm for the possible application.

5c(ii). Board Support / SNAP Grants

Chubb explained the SNAP grant. The board will submit a SNAP grant application in March 2009. The grant projects will address priorities identified in the new OHRAB strategic plan.

5d. IMLS Connecting to Collections Planning Grant

Verny informed the board of the Institute of Museum and Library Services (IMLS) Connecting to Collections Planning grants, which are intended for use by states to address recommendations of the Heritage Health Index. Verny suggested that the State Library of Ohio, the Ohio Historical Society, and OHRAB join forces to submit a planning grant for Ohio. The planning grant is in the amount of up to \$40,000.00 and is due by October 16, 2008. Jim Strider stated that a small group from the State Library and OHS would develop the proposal.

5b. Advocating for Ohio's Documentary Heritage

5b(i). Federal Programs – H.R. 6056 Preserving the American Historical Record

Chubb distributed packets of information on the "Preserving the American Historical Record" (PAHR) Act to board members. PAHR, if fully funded, would allocate \$50 million of federal funds specifically for records and archives. Based on a formula of population and geographic area, Ohio would receive approximately \$1.7 million annually to support historical records preservation.

Chubb stressed the importance of having Ohio representatives as co-sponsors of the legislation. She and Kleismit recently visited with legislative directors for Representatives Latta, Ryan, Space, Turner and Wilson. OHRAB members can help support PAHR by contacting or visiting their representative's offices in the district and Washington, DC. It is important for the representatives to hear about how the funding would positively impact their district. Chubb urged each board member to make some level of contact with their representatives by August 29, 2008 and to send her or Swift a record of contact and response.

5b(ii). Statehood Day – Legislative Priorities and OHRAB Participation

Todd Kleismit announced that Statehood Day would take place on March 3, 2009 and planning for the advocacy event is currently underway. Kleismit stated that he would like to increase OHRAB involvement, and noted that the Advocacy Committee and Local Records Task Force could be influential in formulating the records related priorities. A member of the Advocacy Committee will be asked to serve on the Statehood Day Planning Committee.

5b(iii). Archives Month – October 2008

Chubb reminded the board that October is Archives Month. The Society of Ohio Archivists has selected "Elections in the Archives" as the theme of the 2008 poster. Last year OHRAB funds supported the production and distribution of Archives Month posters, and Chubb anticipates doing so again. The Advocacy Committee will be asked to plan OHRAB related activities for Archives Month in 2009. Among the ideas voiced were sending posters to influential people, holding open houses, programming including topical speakers, local media spots and interviews, and speaking to college classes about archives and primary sources. It was suggested that the board focus on how records document personal stories. "Ordinary people, extraordinary stories" may be a possible theme.

5e. Ohio Electronic Records Committee (OERC)

Runion distributed a summary report to board members. OERC, as a volunteer group, has no funding and is interested in partnering with OHRAB to off-set the costs of brochures, webinars and other costs associated with providing training presentations. Chubb suggested that the Strategic Planning Task Force consider a joint project, which could be a priority for SNAP grant funding. Dan Noonan suggested using electronic records education as a grant writing opportunity.

6. Member Institutional Updates

Board members briefed those present about recent activities at their respective institutions.

7. Adjournment

Chubb sought a motion to adjourn the meeting. Quilter motioned and Taylor seconded the motion. The meeting was adjourned.

The next meeting of the Ohio Historical Records Advisory Board is scheduled for October 31, 2008 at the Ohio Historical Center in Columbus.

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