

OHIO HISTORICAL RECORDS ADVISORY BOARD MEETING

Minutes, January 25, 2013

BOARD MEMBERS PRESENT: Judy Cetina, Ron Davidson, Rhonda Freeze, Burt Logan (ex officio), E. Paul Morehouse, Dan Noonan (Vice Chair), Fred Previts (ex officio), John Runion, Heidi Samuel, Pari Swift, Jill Tatem, Galen Wilson (by telephone)

BOARD MEMBERS NOT PRESENT: Janet Carleton (Chair), Dawne Dewey, Tonya Mathews, Angela O'Neal (ex officio)

OHS STAFF PRESENT: Jillian Carney, Todd Kleismit

GUESTS: None

1. Welcome

Noonan called the meeting to order at 10:32 a.m. The meeting was delayed due to weather.

2. Election of Chair and Vice-Chair

Noonan recused himself from leading the election. Tatem volunteered to lead the election. Tatem suggested that the Board take nominations from the floor for Chair and then for Vice-Chair followed by a vote for each position. Tatem opened the floor for nominations for Chair. Noonan nominated Freeze. No other nominations from the floor. Nominations were closed. Tatem opened the floor for nominations for Vice-Chair. Freeze nominated Noonan. No other nominations from the floor. Nominations were closed. Freeze elected unanimously by the Board for Chair. Noonan elected unanimously for by the Board for Vice-chair. Freeze assumed the duties of chair upon the close of the election. Tatem thanked Carleton for her service.

3. Consent Agenda

Freeze asked the Board for any discussion regarding the consent agenda. There were no items for discussion. Cetina moved to approve the consent agenda as presented. Noonan seconded the motion. None opposed. The January 25, 2013 consent agenda was approved.

4. Strategic Discussion

a. Consent Agenda

Noonan asked the Board to discuss if the consent agenda process has been an effective way to conduct business. Overall, the Board was in favor of the consent agenda process, but requested that the Committee

and Task Force reports always be included in the Strategic Discussion portion of the meeting. Several Board members noted that there were benefits to having additional discussion for Committee reports. Cetina moved to adopt the consent agenda to include minutes of prior meeting and the Historical and Records Management Organization reports. The Committee and Task Force reports will henceforth be listed in the Strategic Discussion section of the agenda. Swift seconded the motion. None opposed. Motion to adopt the consent agenda passed.

Board members will contact Carney with agenda items. If a Committee or Task Force has reports for review, the reports should be submitted in advance to allow for review. Carney will send the call for agenda items four weeks prior to the meeting. The Board will receive the meeting packet one week prior to the meeting. Carney will also send the action items and the draft of the minutes after the meeting.

b. Statehood Day

Kleismit noted that Statehood Day will be held on Wednesday, February 27, 2013 at the Ohio Statehouse. Ohio House Speaker William Batchelder will give the keynote address. Previts will register Board members using SNAP grant funds. Kleismit noted that the majority of the event would be spent presenting grant awards from the History Fund. The Statehood Day Planning Group, which includes Dewey from the Board, has set the legislative priorities as the OHS 2014-2015 budget; implementing the recommendations of the Legislative Commission on the Education and Preservation of State History and the bill to approve the Adena Pipe as the official state artifact. Kleismit and OHS staff will be preparing a packet with additional information for the day of the event.

Action items: Statehood Day packet materials:

- Kleismit will send the Board Statehood Day handouts
- Swift will send Kleismit the electronic records management handout from 2012
- Samuel will coordinate with Kleismit on the number of brochure needed for distribution to legislators

c. SNAP Grant

Previts provided the Board with a copy of the 2012 and 2013 budgets. He noted that the 2012 funds have not been closed out due to incoming Re-grant in-kind funds. Once the in-kind funds have been received the grant will be closed out. The 2013 budget includes a \$1,500.00 increase in

travel funds. The funding for the Re-grant program, however, has decreased by \$11,000.

d. Committee and Task Force Updates

i. Awards Committee

Tatem opened the discussion by distributing a handout summarizing the results of the Achievement Award. The Board briefly discussed the findings noting that digitization and online access projects have received the most awards. The Board then discussed what the perceived value of the award was and how the value of the award could be better distributed to potential applicants. Swift suggested that the Board survey past winners to learn if there were any benefits to winning the award. Noonan also suggested that testimonials from past winners could be used in the nomination announcements to demonstrate the value of the award. Davidson mentioned that OHRAB could have a panel at the spring Society of Ohio Archivists conference with past recipients sharing how the award has benefitted them. Overall, the Board felt that there was a need to develop a publicity plan for the Achievement Award to demonstrate its value to potential applicants.

Action Item:

- Morehouse and Swift will create a survey for past Achievement Award winners.
- Davidson will develop a session proposal for SOA

ii. Re-grant Committee

Cetina reported that the 2012 Re-grant program concluded at the end of December. Final grant reports are due Thursday, January 31, 2013. The final reports will be posted to the wiki on the Re-grants SNAP Grant Committee page. Cetina asked the project mentors to contact the organization they are mentoring prior to the January 31, 2013 deadline.

Cetina reported that she has received inquiries about the 2013 Re-grant program, but has not received any applications. The Board discussed the inquiries that have been received.

Action Item: Mentors should contact 2012 Re-grant awardees regarding the final report deadline.

iii. Scavenger Hunt

Wilson reported that the Scavenger Hunt Task Force developed a series of documents designed to assist with teaching students how to identify and use primary source materials. He asked the Board for recommendations on how to implement the scavenger hunt. Logan noted that the Board may contact the OHS Education and Outreach Department to see if they would be interested in partnering with OHRAB on the project. Board members also suggested contacting the Girl Scouts of the USA and Boy Scouts of America and 4-H to see if the scavenger hunt could be incorporated as a special project.

Action Items: Wilson will send the Scavenger Hunt information to Previts and Previts will contact the OHS Education and Outreach Department.

iv. Brochure Committee

Samuel informed the Board that the brochures have been printed and are available. The Committee purchased 5,000 copies. The Committee is currently working on a distribution plan for historical and records organizations around the state to ensure that all the bases are covered. The Board noted that CARMA, the Ohio Genealogical Society, and the Society of Ohio Archivists will have meetings in April where brochures could be distributed. Samuel also noted that the Committee is working on a press release and cover letter to send with the brochures. Freeze recommended that the Brochure Committee and Publicity Committees meet to discuss the distribution plan. Samuel would also like to ensure that brochures are distributed to legislators at Statehood Day.

Action Item: Samuel will work with Kleismit regarding brochure distribution at Statehood Day.

e. Historical and Records Management Organization Updates

The Board did not have any new items for discussion.

f. NHPRC Grant Applications

Previts reported that at the October meeting the Board noted the need to increase the number and quality of the NHPRC grant applications. The Board discussed the possibility of creating a series of handouts that may include: a timeline of important dates, a series of "How to..." documents, and a "Dos and Don'ts" document to assist with the application process.

The Board brainstormed ideas for the “Dos and Don’ts” document. Freeze offered to create the document and requested that the Board review the list and add examples. The documents created would be made available on the OHRAB wiki.

Action Item: Freeze will create a “Do’s and Don’ts” document for the Board to review and provide feedback.

g. Website Redesign

Noonan reported that Carleton has been working to figure out how to restructure the wiki and that Carleton will be able to provide more information at the April meeting. Samuel asked if there could be an easier URL created to direct people to the website. Noonan offered to speak with Carleton and O’Neal about purchasing a domain name for OHRAB. Board members should send any wiki edits to Carleton, Carney, or Previts.

Action Item: Noonan will speak with Carleton and O’Neal about purchasing a domain name for the OHRAB website.

5. New Business

Morehouse noted that a Board photograph has never been taken. He requested that the Board have an official photograph at the April meeting.

Action Item: Carney and Previts will include the official Board photograph on the April 26, 2013 meeting agenda.

- 6.** Morehouse moved to end the meeting. Motion seconded by Davidson. None opposed. Meeting concluded at 1:45 p.m. The next meeting will be held Friday, April 26, 2013 in the Education and Outreach Conference Room at the Ohio Historical Center from 10:00 a.m. – 2:00 p.m.