



OHIO ELECTRONIC RECORDS COMMITTEE

MEETING MINUTES

<http://www.ohiohistory.org/ohiojunction/erc/>

DATE: 26 OCTOBER 2006

LOCATION: OHIO HISTORICAL CENTER

COMMITTEE MEMBERS					
Chair:	Mark Schmidbauer	✓	Vice Chair:	John Runion	✓
Secretary:	Pari Swift	✓	Past Chair:	n/a	
State Archivist:	Jelain Chubb	✓			
Members:	Deborah Archie	✓		Mark Morris	✓
	Craig Brown			Jon Patterson	✓
	Barbara Floyd	✓		John Runion	✓
	Brett Gerke	✓		Karen Shaffer	
	David Landsbergen			Karen Sorrell	✓
	Andrea Lentz	✓		Carol Thomas	✓
	Kevin Loving			Dino Tsiboruris	
	Holly Martin	✓		Marlys Watson	✓
	Nicole Merriman	✓		Chris Wydman	✓
	Sharon Montgomery	✓			
Alternates:	Daniel Noonan	for Raimund Goerler			✓
	Dave Smith	for Kevin Loving			✓
GUESTS:					

I. Welcome and Introductions

Chairman Mark Schmidbauer welcomed everyone and called the OERC meeting to order. Pari Swift introduced Jelain Chubb as the new State Archivist, and as such a member of the OERC Executive Committee.

II. Approval of Minutes

Schmidbauer asked if there were any comments or corrections on the minutes from the 13 July 2006 meeting. John Runion motioned for approval and Andrea Lentz seconded the motion. With all in favor, the minutes were approved.

III. Membership Report

John Runion reported that the Membership Committee met on 3 October 2006 to discuss new memberships and removal of members. Runion reported that the following members were removed from the OERC:



OHIO ELECTRONIC RECORDS COMMITTEE

MEETING MINUTES

<http://www.ohiohistory.org/ohiojunction/erc/>

- Kevin Callaghan-Submitted resignation letter stating that due to county obligations, he would no longer be able to dedicate adequate time to the work of the OERC.
- Mary Beth Parisi-Suggested that she be replaced by a new member from the Judiciary branch of the Supreme Court of Ohio.
- Martin Susec-Left state government for private employment. Was replaced by a new member from the Attorney General's Office.

The following new members were added to the OERC:

- Holly N. Deeds Martin-Assistant Attorney General for the Ohio Attorney General's Office.
- Marlys Watson-Head of Technical Services for the Supreme Court of Ohio.

Upon the recommendation of the Membership Committee, the Executive Committee approved the additions and removals of members.

IV. Election of the OERC Chair

In order to stagger terms of the OERC Executive Committee, Mark Schmidbauer put the position of chair up for election at the meeting. John Runion, Stark County Records Manager made a candidate statement before the official voting. Of the 19 OERC members present, there were 18 votes for Runion as chair and one abstension. Therefore, beginning in January 2007, Runion will chair the OERC.

As a result of Runion moving up to chair the committee, Schmidbauer encouraged members that were interested in running for the vice chair position to notify the executive committee of their self-nomination at least 30 days before the next meeting. A reminder notice will be sent out via email.

V. Election of new Chair for Communications Subcommittee

At the recommendation of Rai Goerler, Communications Subcommittee co-chair, Sharon Montgomery, City of Gahanna Records Administrator, was nominated to take over the chairmanship of the Communications Subcommittee. The change in chair requires a full OERC vote. Andrea Lentz motioned to approve Montgomery as the new subcommittee chair. Chris Wydman seconded the motion. Montgomery was approved by the OERC as the new subcommittee chair.

VI. Discussion of Microfilm from Digital Images

Swift summarized a presentation that she'd heard at the July 2006 NAGARA/SAA meeting concerning the issues with microfilm created from digital images. While the film is stable, using the MS 23 standard recommended for analog film does not necessarily provide the best image. After discussion about the previously existing research in this area, Runion motioned to form a subcommittee to look into these



OHIO ELECTRONIC RECORDS COMMITTEE

MEETING MINUTES

<http://www.ohiohistory.org/ohiojunction/erc/>

issues in greater detail. John Patterson seconded the motion, which passed. Members of the subcommittee are: John Runion, Daniel Noonan, John Patterson and Pari Swift. Additional members were encouraged.

VII. Glossary of Terms Update

At the previous OERC meeting, there was discussion about including a glossary of terms on the OERC website and Carol Thomas volunteered to research previously existing glossaries. Thomas reported that the ARMA glossary was copyrighted and possibly only available to ARMA members online. However, the Society of American Archivists (SAA) have an online glossary of Archival and Records Terminology that the OERC might be able to link to. Swift suggested that we may be able to link to multiple glossaries, such as the SAA glossary and other state archives glossaries.

VIII. Demonstration of Missouri Electronic Records Website

Jelain Chubb demonstrated the various features of the Missouri Electronic Records Education and Training Initiative (MERETI), the products of which can be found of the Missouri Secretary of State's website at <http://www.sos.mo.gov/records/mereti/>. The project was funded by an NHPRC grant and was intended to build training tools for state archives staff, elected officials and government records managers. The website features powerpoints, summaries and video clips from the various workshops as well as additional electronic records resources.

IX. Open Discussion

Schmidbauer opened up the discussion to topics the committee wanted to address.

Thomas asked if it would be possible to conduct workshops similar to what was done in Missouri. Chubb suggested that the OERC could possibly write a grant application to fund the development of e-tools and workshops. Noonan also suggested that there could be collaboration opportunities with the Ohio State University. Andrea Lentz felt that the Ohio Historical Society should take the lead on such a project. One suggested topic for a workshop was "how do you talk to a vendor?" A small group consisting of Jelain Chubb, Sharon Montgomery, Mark Morris and Holly Martin were charged with looking into gathering concepts for further exploration. Lentz motioned to form the subcommittee and Thomas seconded the motion, which passed.

Noonan asked if the OERC had ever done work in the area of data warehouses and suggested that it might be a good topic to develop guidelines for.

X. Wrap-Up

The next meeting of the OERC will take place on Thursday, February 15, 2007 at the Ohio Historical Center from 1:30 to 4:00.