



OHIO ELECTRONIC RECORDS COMMITTEE
MEETING MINUTES
<http://www.OhioERC.org/>

DATE: 26 JANUARY 2011

LOCATION: OHIO HISTORICAL CENTER

ATTENDEES:

COMMITTEE MEMBERS:					
Chair:	Dan Noonan	✓	Vice Chair:	Darren Shulman	✓
Secretary:	Janice Schulz	✓	Past Chair:		
State Archivist:	Fred Previts	✓			
Members:	Marlys Bradshaw	✓		Kevin Loving	A
	Barbara Brown	✓		Angela Manella	✓
	Craig Brown	✓		Florence Murray	✓
	Jillian Carney	✓		Karen Shaffer	E
	Angie Crandall	✓		Pari Swift	✓
	Barbara Floyd	✓		Chris Wydman	✓
	Stephen French	E		James Zimmerlin	✓
	David Landsbergen	✓			
GUESTS:					
✓ = Present; E = Excused Absence; A = Unexcused Absence					

1. Agenda Review

Chair Dan Noonan called the meeting to order at 12:39. The agenda was accepted as submitted. Introductions were made.

2. Approval of minutes 27 October 2010

Pari motioned to accept the minutes with corrections - James seconded - All ayes
 The minutes were approved.

3. Future Meetings

The July meeting was moved to July 20.

The entryway will be under construction at the time of the April meeting, so members will need to take the stairs to the plaza level to get in. The April and July meetings will be held in the Archaeology Classroom on the first floor by the auditorium. Construction should be complete by the October meeting.



4. Membership Report

Darren introduced our new member, Angie Crandall with the Educational Service Center of Central Ohio. Angie has experience in K-12 and technology.

Dan showed the new member application, a pdf fill-in that will be printed and mailed. The form is not live on the website yet.

John Runion has resigned due to work issues. We will also be losing Florence, who will be going in to private practice.

5. Elections

We need to elect a Chair, Vice Chair and Secretary.

Dan nominated himself to return as Chair. Pari was nominated as Vice Chair, and Janice as Secretary. Dan called for other nominations. With no other nominations, Barb motioned for nominations to be closed and Darren seconded. With all ayes, nominations were closed.

Darren motioned for a general acceptance of the slate. Chris and Marlys seconded. With all ayes the slate was accepted as presented. The new officers will begin in April.

6. State Archives Update

Kylie Vermillion is new on the staff, working with digital projects and local government records. Janice Tallman should still be contacted regarding schedules.

March 1 is Statehood Day. John Glenn is this year's speaker

A legislative priority is promotion of an income tax check-off to allow funds to go to OHS.

Dan announced that Fred was named State Archivist this past fall. Congratulations to Fred!

7. Website

Almost all content has been moved over and the old site now redirects to the new site. The Ohioerc.org URL needs to be coordinated with the new site.

Dan demonstrated the new site. Pari and James suggested sending a link to the site out to professional lists and organizations.

8. Updates on guideline development/revisions

8.1. Social Networking: The subcommittee had a phone conference the previous Thursday. They will identify what kinds of media will be considered public records and how we are using records management across networks. Most work that has been done on this subject is about what not to do. We are looking at a more positive approach – how we do this. The group will look at past policies as a way to write the document and would like to set up a wiki for public discussion and content was the document is laid out as well as to post links for resources identified. A draft document may be presented at the next meeting. Send any resources to Angela.



8.2. *Websites*: No report

8.3. *ERM*: Since John is no longer on the committee, this subcommittee will need to regroup. Janice, Darren, and Steve are currently members, but have not had a chance to do any work. Chris volunteered to help as well. Dan will send a draft to Darren.

8.4. *Databases as Public Records/Managing Databases*: No report

8.5. *Tip Sheets*: At our public sessions, people often commented that a sample document for use in adopting their own policy would be helpful. In response, Pari and Darren presented a draft tip sheet on public vs. private records for discussion and asked if we wanted to create similar documents for other areas. The committee agreed that this is something that would be beneficial and that we should pursue it. James will do one on social media, Dan on imaging, Angela on 'who should be at the table,' and Florence on email. Janice will reformat the document when it is ready.

9. Strategic Planning

Barb F. presented a document to aid in creating our mission statement along with a new draft proposal. After discussion, the following mission statement was proposed:

The Ohio Electronic Records Committee identifies best practices and develops recommendations, guidelines, and model policies concerning the creation, maintenance, long-term preservation, and access to the electronic records of Ohio's public entities. It will advocate for and seek to educate its constituencies on implementation of these best practices.

Dan will send the edited version of the mission statement to members and asked members to review it.

The committee did a SWOT exercise to determine strengths, weaknesses, opportunities, and threats. Next time we will talk about and identify five goals.

10. Other new business from the floor

Dan suggested that we honor John Runion for his many years of service and hard work on the OERC. All agreed that this was very deserving. Dan will make a certificate of appreciation.

Darren moved to adjourn the meeting - Janice seconded - All Ayes

The meeting was adjourned at 3:05.

ACTION ITEMS	
TASK	MEMBER(S)
Present draft of social networking document	Social Networking subcommittee
Send ERM draft to Darren	Dan Noonan



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Prepare tip sheets	Angela Manella, Florence Murray, Dan Noonan, & James Zimmerlin
Reformat tip sheet	Janice Schulz
Send edited version of mission statement to committee	Dan Noonan