DATE: 27 APRIL 2011

LOCATION: OHIO HISTORICAL CENTER

ATTENDEES:

COMMITTEE MEMBERS:					
Chair:	Dan Noonan	✔	**Vice Chair:**	Pari Swift	✔
Secretary:	Janice Schulz	✔	**Past Chair:**	vacant	
State Archivist:	Fred Previts	E			
Members:	Marlys Bradshaw	✔		Kevin Loving	E
	Barbara Brown	✔		Angela Manella	✔
	Craig Brown	E		Karen Shaffer	✔
	Jillian Carney	✔		Darren Shulman	✔
	Angie Crandall	✔		Nick Veathier	✔
	Barbara Floyd	E		Chris Wydman	P
	Kathy Forrest	E		James Zimmerlin	E
	Stephen French	E			
GUESTS:					
Dan Johnson, Miami University	Gino Pasi, Wright State, proxy for Chris Wydman				
✔ = Present; E = Excused Absence; A = Unexcused Absence; P = Proxy					

1. **Agenda Review**

    Chair Dan Noonan called the meeting to order at 12:33. Dan added discussion of the Best Practice Exchange to New Business on the agenda.

    Introductions were made.

2. **Approval of minutes 26 January 2011**

    Three typos were found.

    Darren motioned to accept the minutes with corrections - Pari seconded - All ayes

    The minutes were approved.

3. **Future Meetings**

    Two meetings remain. The July meeting was moved to July 20, which is a week earlier than usual due to the Stat Fair.

    We will be in the Archaeology Classroom again.

4. **Membership Report**

   4.1. Pari introduced one of our new members, Nick Veathier with the County of Summit Alcohol, Drug Addiction, and Mental Health Service Board. Our other new member is Kathy Forrest with the Ohio Department of Family Services.

   4.2. No members were terminated.

   The committee may need to discuss sending proxies and members should think about who their proxies might be.

   We have room for growth. Pari would like to target some state agencies. There was discussion about creating a letter explaining why the agency should be represented on Ohio ERC. We can also target people with specialties in the areas that we are working on. The Auditor's office would be a good target.

5. **State Archives Update**

   The Local Government Records program gave presentations at the State Auditors conference.

   CARMA met on April 8.

   OHRAB meets on Friday, April 29. The NHPRC Re-Grant Program will be discussed. Approximately $21,000 was available for local repositories and there were 29 applicants.

6. **Website**

   The website has been moved. Some work still needs to be done on links. Steve is looking at those. The last of the old minutes have been posted.

7. **Updates on guideline development/revisions**

   7.1. Tip Sheets: Dan and James sent theirs and Angela emailed hers this morning. Dan will put them on the website and send a link for review. Members should review and comment. We have four tip sheet topics so far. Any other topics or suggestions should be forwarded to Pari or Darren.

   7.2. Social Networking: The subcommittee has been very busy. They have an outline and plan of action. The goal is to create a guideline that is easy to use and to read that includes links and resources for further research. A draft will be available at the July meeting.

   7.3. Websites: No report

   7.4. ERM: No report. The subcommittee will regroup and begin with reviewing the original document for validity.

   7.5. Databases as Public Records/Managing Databases: No report

8. **Strategic Planning**

   8.1. Approve Mission/Vision: A few suggestions were made for changes. Dan will create an online voting forum to approve the Mission/Vision

   8.2. Continue SWOT discussion: Last month's results were discussed. There were some changes and additions to the analysis done in January.

   8.3. Long Term & Short Term Goals: The following goals were determined:

   - Raising awareness of ERC and our products
     - Facebook page
     - Best Practice Exchange
     - Link to ERC on other pages
     - Branding
   - Better project management
     - Better collaboration tools
     - Progress reports
     - Action item list
   - More integrated participation with State Archives
     - Dan will discuss with Fred
   - Currency of our products
     - Establish review cycle
     - ERM & Web reviews
     - Assign remaining products
     - Develop review checklist
   - Identifying our users
     - Analysis of web traffic
     - Determine regular way to determine our users
     - Tool to promote discussion

9. **Other new business from the floor**

   Congratulations were given to Karen on her retirement as well as many thanks for all of her contributions.

   Karen moved to adjourn the meeting - Marlys seconded – No nayes

   The meeting was adjourned at 3:37 p.m.

ACTION ITEMS	
TASK	**MEMBER(S)**
• make sure Dan has all tip sheets • once tip sheets are on the site, send a link to members for review with a comment deadline	Pari
• put tip sheets on website • send resources regarding cloud computing • add cloud computing discussion to July agenda • distribute newest version of mission statement for comment, create Survey Monkey page for voting • prepare certificate of appreciation for John Runion	Dan
• contact possible new member	Darren
• reformat tip sheets as they are approved	Janice
• review original ERM document for validity • Janice will review against most recent standards	ERM Committee
• send any ideas or drafts for tip sheets to Pari and Darren • if any good prospective members come to mind, or offices we may want to target, let Pari know • think about who your proxy might be and send any names to Dan	All members