FINAL

DATE: 10 APRIL 2019

LOCATION: OHIO HISTORY CENTER

ATTENDEES:

COMMITTEE MEMBERS:					
Chair:	Nathan Owens	✔	**Vice Chair:**	Mark Conrad	✔
Secretary:	Marlys Bradshaw	✔	**Past Chair:**	Chris Wydman	✔
State Archivist:	Fred Previts	✔			
Members:	Alyshia Benedict	✔		John Runion	✔
	Sara Clark	✔		Darren Shulman	N
	Daniel Johnson	N		Pari Swift	✔
	Jacqueline Johnson	P		Eira Tansey	✔
	Kevin Latta	✔			
GUESTS:					
✔ = Present; P = Phone; N= Notified Absent; A = Absent;					

1. **Approval of Minutes 9 January 2019**

   Chair Nate Owens called the meeting to order at 12:32 pm.

   Introductions were made.

   Pari motioned to accept the minutes – Eira seconded – All ayes.

   The minutes were approved.

2. **Membership Committee Report**

   No communication has been received from Roger Hansen and his replacement at the Franklin County Children Services is not ready to commit to membership.

   Richard Hampton, Admin Supervisor of Cuyahoga County's Microfilm Department, remains interested, but is still awaiting a letter from his supervisor.

   John will meet again with Stark County's assistant IT Director in 2 weeks – trying to get him to join.

   Nate – we still need a list of subject experts – Pari will send.

   Nate – give Richard until July then reevaluate.

3. **State Archives Update**

   Preservica installed – uploading records – not public yet.

   Governor Kasich's material transferred – hope to start doing public records requests next week.

New public catalog, Archive Space, is being installed – will then link to Preservica. Would eventually like to see local government added – no plans yet.

4. **Public Outreach Committee Update/Discussion**

Chris – RSS not supported by Firefox, works with Internet Explorer, can add plug-in to follow by email. We can do an email blast to invite people to follow, plus instructions.

Chris will get back into Analytics to see use and will thin down outdated resources. Eira suggested moving some things to inactive or superseded area.

Eira suggested driving traffic in through Facebook and LinkedIn.

Alyshia – other committee members should send info to OhioERC that would be good to post.

Nate – we need to start using tagging tools in WordPress.

5. **Tutorial/Online Module for OhioERC Website**

$5000 grant – most will be spent on $1 external hits – need to condense social media presentation to 10 minutes – animation plus audience participation – brief intro – 2 scenarios (citizen conduct and government officials interacting)

Eira has UC case study – will send it to Pari.

6. **OhioERC Guidelines/Tip Sheets/Resources Review**

    o   Blockchain subcommittee – has met twice – will try monthly. Made first draft – description, questions, brain dump – get everything on the table. They will meet at the end of the month – finalize description – move forward.

    o   Social Media – Eira sent minor feedback – Pari has a few typos and formatting changes. Mark motioned to approve with edits - Chris seconded – All ayes.

    o   IG resource page – sent to subcommittee for edits – will send to committee – put to vote by email.

    o   Case Law on Email Management – add to website and include in notices. Eira suggested separating Ohio and other states or listing Ohio first. Alyshia noted typo. Sara motioned to approve to post – Pari seconded – All ayes.

7. **Possible Subcommittee Work/Areas of Concern**

    o   Smart Phones/Text Messaging – red flags. Pari – hard to recover anything without 3rd party vendor – tip sheet of warnings and what's okay – risk and liability – data security and privacy.

8. **Brainstorming Sessions**

Pari – Best Practices Exchange Conference https://bpexchange.wordpress.com/2019-conference/ April 29th-May 1st, 2019.

ARMA Spring Seminar http://armacolumbus.org/arma-greater-columbus-2019-spring-seminar/ May 23, 2019.

NAGARA 2019 Spring Online Forum: Getting a Seat at the Table
https://nagara.org/Public/Events/Event_Display.aspx?EventKey=d86a964e-d751-4eb0-8c94-8c2e457f0c57&iSearchResult=true&WebsiteKey=f614a8de-d008-443d-ab9e-6682b9a7a96f April 26, 2019.

9. **Review New Action Items**

Next meeting is July 10, 2019.

Remember to use the activity log.

Nate motioned to adjourn the meeting at 2:59 p.m. – Chris seconded – All ayes.

ACTION ITEMS	
TASK	**MEMBER(S)**
• Records Custodian - Archives	Send copies of documents to Fred
• Keep tabs on electronic records legislation	John, Sara, Pari
• Information Governance –send to group w/ visual table and vote by email	Nate, Chris, Darren, Pari
• Email management – Add to blog.	Pari, Alyshia, Mark
• Review areas of expertise of members to see if we are lacking membership in certain areas	Nate
• Social Media Guidelines – Add to website and to list of notices for blog.	Darren, John, Chris
• Social media module subcommittee	Pari, Darren, Sara, Mark, Fred
• Condense social media PowerPoint to 10 minutes.	Darren, Sara, Fred
• Learn module software & upload slides	Pari
• Check for new case law to include on website. Follow up w/ Chris re: crossed out cases	Darren, Nate
• Update active/inactive subcommittees on website	Chris
• Summarize HB 139 for website	Pari
• Public outreach subcommittee	Chris, Alyshia, Mark, Eira, Jacky
• Blockchain subcommittee	Pari, Dan, Eira, Adam Hansen, David Landsbergen, Doug McCollough, Dan Noonan
• Send 1 pager on points to consider of a record	Pari
• Create list/spreadsheet of subject experts	Mark, Nate

• Make sure everyone is in GoogleDrive & reorganize content	Nate
• New Follow button on website & message about how to follow. Add content every couple of weeks – develop schedule	Chris
• Distribution list from Pari & Alyshia	Chris
• Check plugins for analytic tool	Chris
• Look into backing up website	Chris
• Smart phones/texting subcommittee	Nate, John, Pari (review=Sara)
• Send North Carolina, etc. guidance to listserv	Fred (done)