DATE: 19 JUNE 2008
LOCATION: OHIO HISTORICAL CENTER

COMMITTEE MEMBERS					
Chair:	John Runion	✔	**Vice Chair:**	Carol Thomas	
Secretary:	Pari Swift	✔	**Past Chair:**	Mark Schmidbauer	✔
State Archivist:	Jelain Chubb	✔			
Members:	Marlys Bradshaw	✔		Sharon Montgomery	✔
	Craig Brown	✔		Mark Morris	
	Barbara Floyd			Florence Murray	
	Brett Gerke			Daniel Noonan	✔
	Romona Inskeep			Jon Patterson	
	Bob Johansen			Janice Schulz	✔
	David Landsbergen	✔		Karen Shaffer	✔
	Kevin Loving			Karen Sorrell	
	Nicole Merriman	✔		Dino Tsiboruris	
				Chris Wydman	✔
Alternates:	John Runion		proxy for Carol Thomas		✔
GUESTS:					

I. Welcome and Introductions

Chairman John Runion welcomed everyone and called the OERC meeting to order.

Runion called for the minutes of the 17 January 2008 meeting to be approved. All were in favor and the minutes were approved.

II. Membership Committee

Runion, on behalf of Carol Thomas, introduced Janice Schulz as new member of the OERC. Schulz is the Records Manager and Archives Specialist for the University of Cincinnati.

III. Training Committee – Review of Presentations

Runion informed the committee that they would be reviewing three sets of PowerPoint presentations prepared from OERC guidelines. The sets consist of 10, 30 and 60 minute versions of each presentation. Dan Noonan suggested that each guideline should also have an "elevator speech" geared toward management. Mark Schmidbauer suggested that such a speech could be turned into a brochure and placed on the OERC website. Nicole Merriman also noted that the presentations might be

approached not just in different lengths, but for beginner, intermediate and advanced audiences.

Barb Floyd stated that the presentations should be presented to focus groups of varying levels of expertise. The audience should know the issues surrounding electronic records, but not the specifics of how to deal with those issues. The focus group could help the committee determine whether the presentations contained information that would help users to practically apply what they've learned. Schmidbauer suggested two different 10 minute presentations: What are the risks if steps aren't taken to protect electronic records; and a non-technical presentation, perhaps, as Floyd suggested, "What, Not How." Craig Brown suggested offering the presentations to elected officials organizations. Karen Shaffer stated that the presentations should contain as many speaker's notes as possible so that the presenter can choose those portions that best suit the audience receiving the presentation.

Runion asked the committee if there should be a survey to collect audience feedback since there will be various committee members giving the presentations and each member of the OERC has a stake in the outcome. It was suggested that the presentations be tested first at an OERC meeting, with invited focus groups in attendance as well. Ideally, the volunteer giving the presentation at the meeting should not be the one who created the presentation. It was decided that at the next OERC meeting, the one hour versions of the Email and Imaging presentations will be given. Runion will work with Thomas and Florence Murray to revise the Email presentation to include speaker's notes.

IV. Federal Rules of Civil Procedure Subcommittee Update

Swift submitted for the committee's approval a new section for the OERC's website on the Legal Obligation to Properly Manage Electronic Records. Written by Martin Susec, with comments and suggestions from Runion, Thomas and Swift, the section summarizes the important aspects of the Ohio Public Records Act and the Federal and State Rules of Civil Procedure.

Floyd motioned to approve the article for inclusion on the OERC website. Schmidbauer seconded the motion. The motion passed. Swift will add it to the website.

The Ohio Supreme Court is currently considering proposed amendments to Ohio's Rules of Civil Procedure. If, upon approval, changes need to be made to the OERC statement, they will be incorporated.

V. State Archives Update

Jelain Chubb reported that at the upcoming National Association of Government Archives and Records Administrators (NAGARA) there were nine sessions on electronic records issues, especially the responsibilities that governments have for

openness and accountability and how that applies to records created and maintained electronically.

Chubb also informed the committee that the Preserving the American Historical Records Act (PAHR) is now officially H.R. 6056. She encouraged committee members to continue to contact their representatives in support of the bill and to encourage them to sign on as a co-sponsor.

Finally, Chubb announced that, due to budget cuts at the Ohio Historical Society, the two electronic records archivist positions descriptions that were initially crafted had to be merged into one position to be funded with capital funds. It continues to be her hope that when the capital funding expires in two years, the position can be moved to a general revenue position.

VI.   OERC Website

Swift informed the committee that the OERC Homepage and Members sections of the website were up-to-date and work would soon begin on the remainder of the website.

VII.   Update on Executive Committee Secretary Position

Swift's term as Secretary will expire at the end of 2008. According to Article V of the OERC Bylaws, the new officer would begin their duties at the first meeting of the calendar year. Therefore, the election for the position of secretary will take place at the next meeting. Any member interested in running for this position should submit their self-nomination to Runion one month prior to the meeting.

VIII.   Wrap-Up

The next meeting date was set for Thursday, September 18, 2008 at 1:00 at the Ohio Historical Center.