FINAL

DATE: 16 JANUARY 2013

LOCATION: OHIO HISTORICAL CENTER

ATTENDEES:

COMMITTEE MEMBERS:					
Chair:	Dan Noonan	✔	**Vice Chair:**	Pari Swift	✔
Secretary-Interim:	Marlys Bradshaw	✔	**Past Chair:**	John Runion	✔
State Archivist:	Fred Previts	✔			
Members:	Barbara Brown	✔		Angela Manella	✔
	Jillian Carney	✔		Melissa Roach	M
	Angie Crandall	✔		Janice Schulz	✔
	Barbara Floyd	A		Darren Shulman	✔
	Kathy Forrest	✔		Chris Wydman	A
	Jeffery Hissam	A		Chris Zappanti	✔
	Daniel Johnson	✔		James Zimmerlin	A
GUESTS:					
Nicholas Linn, Ohio Department of Jobs & Family Services					
Galen Wilson, National Association of Government Archives & Records Administrators					
✔ = **Present; A = Absent; M = Medical Leave**					

1. **Agenda Review**

   Chair Dan Noonan called the meeting to order at 12:38. Introductions were made.

2. **Approval of Minutes 11 July 2012**

   Several typos were reported.
   Barb B. motioned to accept the minutes as presented – Darren seconded – All ayes.
   The minutes were approved as corrected.

3. **Meetings for 2013**

   Future meetings are April 17, July 17, and October 16 from 12:30-3:30 pm in the Third Floor Classroom.

4. **Membership Committee Report**

Janice has returned as a member. James is leaving to work at a private company.

Barb F. is resigning. Dan. N. suggested a certificate of appreciation for her years of service on the committee.

Darren is trying to get a new member to join from DAS.

5. **Elections for Vice Chair & Secretary**

Darren was nominated for Vice Chair, and Marlys was nominated for Secretary. There were no other nominations. Dan. N. motioned for approval by acclamation – Janice seconded – All ayes.

6. **State Archives Update**

- OHS and its partners are hosting the annual Statehood Day advocacy event is at the Ohio Statehouse Atrium, on February 27, beginning at 9:30 a.m. Register at: http://www.ohiohistory.org/about-us/advocacy/statehood-day.
- 2013 OHRAB Regrant funding is now available. Apply at: http://ohsweb.ohiohistory.org/ohrab/index.php?title=Re-grants_SNAP_Grant_Committee. Applications are due February 28, 2013.

7. **Recap/Review of Social Media Workshop**

60-65 people attended each session. The Survey Monkey results showed that most people rated the workshop as Excellent or Very Good. Attendee comments have been noted, and some suggestions will be used to improve the next workshop in Centerville.

8. **Discussion of NAGARA E-Records Forum**

Galen Wilson (via speakerphone) spoke of NAGARA's plan to sponsor regional and local one day conferences. He described a successful one already held for 200 attendees in Seattle in October 2012. He suggested partnering with OhioERC for an E-Records Forum. OhioERC would put the program together, contact speakers, and do promotions. This would be a fundraiser for NAGARA and they would help promote the conference, and handle registration, business arrangements with the venue, and logistics. Galen suggested a $129 fee for attendees and said that people take conferences more seriously when they are not free. Darren wondered if we might use a SNAP grant for this or for something else? This would give us more exposure and connection with other organizations. It was suggested for October. Janice commented that we would not have time to both this and another workshop in October. John, Barb B., Darren, Pari, Kathy, Angela M., Janice, and Dan J. volunteered to work on this project. Date and venue will be the first decisions to make.

9. **Planning 2013**

Pari asked for volunteers for a new Membership Committee. Darren will lead. Other members are John, Barb B. Kathy, and Jillian.

9.1 Review of Action Items:

- Cloud Computing draft – tip sheet needs an edit, then Angie C. will send out.
- ERM draft – progress made. Reviewed current document and made suggestions. Will integrate for April meeting.
- ERM tip sheets – finalized and on wiki.
- "Transfer to Archives" section of ERM – Fred will send suggestions to Janice.
- Matrix of current subcommittees and members serving – pending.
- Check weblinks – pending.
- Web Content Guideline – Darren agreed to lead subcommittee. Dan N. dropped out. Subcommittee members will read, comment, and send to Darren.
- Hybrid Microfilm tip sheet- for next meeting.
- E-mail Management tip sheet – based on old guideline. Multiple comments. It became obvious that old guideline needs overhaul. Darren asked Chris Z. for a case study on what he is doing. Dan. N., Chris Z., and Angie C. will look at guidelines. Marlys will take suggestions and Dan N.'s PowerPoint slide to make a new visual, simplified tip sheet.

10. Other new business from the floor

2013:

- Overhaul of E-mail Management Guideline.
- Overhaul of Web Content Guideline.
- Program with NAGARA
    General thoughts on direction
    Potential venues, John will check out the Hall of Fame.
    Look at Seattle and Austin setup
    Dan N. suggested $99 morning, $99 afternoon, and $159 all day pricing
- Pari is waiting to revise the General Schedules until after the federal government is done with revisions to their schedules.
- Cloud computing and ERM are pending.

Dan N. motioned to adjourn, Darren and John seconded. All ayes. The meeting was adjourned at 3:20 p.m.

ACTION ITEMS	
TASK	**MEMBER(S)**
• Prepare final Cloud Computing draft for April meeting	Angie C., Dan N.
• Prepare final ERM draft for January meeting	Janice, Darren, Kathy, Chris W.
• Format the new Social Media Guideline after the changes have been incorporated	Janice
• Send review of the "Transfer to Archives" section of the ERM guideline to Janice.	Fred
• Create a matrix of current subcommittees and members serving	Janice
• Check weblinks (webliographies and resource list)	Chris W.
• Read through and provide comments to the existing Web Content guideline and provide general feedback on a direction by April.	Darren, Chris Z., Dan J., Angela M. James, Marlys
• Create Hybrid Microfilm tip sheet	Dan N.
• Create Email Management tip sheet	Marlys
• NAGARA E-Records Forum preparation – date, venue, potential speakers	John, Barb, Darren, Pari, Kathy, Angela M., Janice, Dan J.
• Look into using Google Analytics to see web traffic on OhioERC website.	Jillian
• E-mail Management Case study	Chris Z.