



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

FINAL

DATE: 13 JANUARY 2016

LOCATION: OHIO HISTORICAL CENTER

ATTENDEES:

COMMITTEE MEMBERS:					
Chair:	Darren Shulman	✓	Vice Chair:	Chris Wydman	✓
Secretary:	Marlys Bradshaw	✓	Past Chair:	Dan Noonan	A
State Archivist:	Fred Previts	✓			
Members:	Jillian Carney	A		Bill Lavin	✓
	Sara Clark	A		Nathan Owens	✓
	Jennifer Heapy	A		Melissa Roach	A
	Jeffery Hissem	A		John Runion	✓
	Jeff Hitch	✓		Eira Tansey	A
	Daniel Johnson	✓			
GUESTS:					
✓ = Present; A = Absent; M = Medical Leave					

1. Approval of Minutes 15 July 2015

Chair Darren Shulman called the meeting to order at 12:32 pm.

John motioned to accept the minutes – Chris seconded – All ayes.

The minutes were approved.

2. Membership Committee Report

Katy resigned due to a job change.

We need new members. Bill will reach out to new BGSU Archivist. Dan J. will ask Kent State. John will check with City of Canton IT people.

Nate asked what kind of criteria. Darren answered – state and local government, universities – lawyers, IT, records managers, librarians – interest and time.

Darren will ask Melissa if she is still interested. Fred will check with Jillian.

3. October Seminar Recap

Bill said his coworkers thought it was worthwhile but not quite what they were looking for.



John thought content was fantastic and that attendees asked good questions.

Bad weather hampered morning session.

Attendees appreciated Nate's shared pitfalls.

12 attended in the morning and around 25 in the afternoon.

We needed more time between sessions.

We will try harder for webinar next time.

Chris will fix link to social media sessions.

Darren asked if we should do this program again or something else?

John said that email was still a hot topic and Fred said that digitization and scanning feasibility is a hot topic.

4. Subcommittee Report: Scanning Feasibility

Nate will expand survey and send to us for testing. He feels this should be a piece of something bigger and would like to pull records management to the front of the discussion.

Bill said that tool will help make decisions – we need something to change mindset that scanning is magic.

Nate said that the records manager needs to be brought in before scanning begins and work with IT to be part of checklist.

We need tip sheets of more questions to ask – types of records, formats, indexing, other considerations. Nate is adding more questions and reviewing point system.

Bill offered to host workshop. Usually a half day or 2 half day sessions with breakout and Q&A panel.

Darren – 1. Understanding archives, 2. Are we going to scan, 3. What you're getting into, 4. Tool, 5. Breakout Q&A panel.

How would we use money? We still have flash drives. Can we use grant money for food, facilities, to put on website, travel?

Nate will check with Dan N. about a widget for website. Dan J. has people who might write some code.

We won't find out until 12/2016 about grant. No new seminar for 2016 – we will do old programs again if people ask.

5. 2016 NAGARA Conference

Pari and Nate are doing Electronic Records Day games and will demo feasibility tool. They are having trouble getting presentations – so might work on the trail of information or poster presentation. Deadline for proposals extended to 1/29 – Nate will do a proposal.



6. 2017 Program Discussion

Fred said that OHRAB provides about \$1000. We will need to apply for grant if we want one in 2017. Funding has been used for USB drives and travel expenses.

Chris said he will go along with consensus as long as he's not doing it alone and we have a good topic.

Fred suggested we do it in different locations.

Darren would like to see it be interactive on computer. Chris has seen it done that way at ARMA – some people like, some hate. It's all about the tech working properly. John said that Dan N. might know how much this might cost.

Darren asked if we should do a program for 2017? John said yes. Chris said we had 40 people last fall. How many at Social Media? 100-110. We also had around 100 at OCLC NAGARA. Chris said that breakout sessions have been great and that we get good turnout when we hit the right topic. Fred said that some topics are better for online learning.

7. Subcommittee Reports and Action Items

New tip sheets – Topics?

Data Security – Darren, John, Chris. Dan N. can format.

Metadata?

Information Governance – John.

8. Activity Log Recap

Members logged 125.6 hours and put on 4 conferences/seminars.

9. Other New Business from the Floor

Chris cleaned up the Resources web page – fixed bad links and reformatted. A lot of state links are old. We need to streamline and focus on better links.

Chris will ask for volunteers to look at links – next meeting.

Think about who wants to run next for Vice-chair and Secretary.

John motioned to adjourn the meeting at 3:29 p.m. Bill seconded – All ayes.



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ACTION ITEMS	
TASK	MEMBER(S)
<ul style="list-style-type: none"> • ERM – Intro – organize and fine tune according to matrix. 	Angela M., Chris
<ul style="list-style-type: none"> • ERM – review sections to strikeout info duplicated in Intro 	Jennifer, Marlys, Eira
<ul style="list-style-type: none"> • Read through and provide comments to the existing Web Content guideline and provide general feedback on a direction. (on hold) 	Darren, Daniel J., Angela M., James, Marlys
<ul style="list-style-type: none"> • Look at E-mail Management Guidelines (on hold) 	Dan N., Angie C.
<ul style="list-style-type: none"> • Google Analytics update and spreadsheet/trend chart 	Jillian, Eira
<ul style="list-style-type: none"> • Cloud Computing Guideline draft (on hold) 	Angie C., Dan N.
<ul style="list-style-type: none"> • Total Cost of Ownership questionnaire – clean up and send out for comment 	Nate
<ul style="list-style-type: none"> • Install Wordpress Simple Survey 	Dan N.
<ul style="list-style-type: none"> • Records Custodian - Archives 	Send copies of documents to Fred
<ul style="list-style-type: none"> • Keep tabs on electronic records legislation 	John, Sara
<ul style="list-style-type: none"> • Data Security tip sheet 	Darren, John, Chris.
<ul style="list-style-type: none"> • Information Governance tip sheet 	John