



DRAFT

DATE: 19 JULY 2017

LOCATION: OHIO HISTORY CENTER

ATTENDEES:

COMMITTEE MEMBERS:					
Chair:	Chris Wydman	✓	Vice Chair:	Nathan Owens	✓
Secretary:	Marlys Bradshaw	✓	Past Chair:	Darren Shulman	A
State Archivist:	Fred Previts	✓			
Members:	Sharlene Chance	A		Daniel Johnson	✓
	Sara Clark	✓		Jacqueline Johnson	A
	Alyshia Dygert	✓		Kevin Latta	✓
	Roger Hansen	✓		Bill Lavin	✓
	Jennifer Heapy	A		John Runion	✓
	Jeff Hitch	A		Pari Swift	✓
				Eira Tansey	A
GUESTS:					
Adam Waisanen, Kent State MLIS student					
✓ = Present; A = Absent; M = Medical Leave					

1. Approval of Minutes 12 April 2017

Chair Chris Wydman called the meeting to order at 12:56 pm.

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

The minutes were approved.

2. Membership Committee Report

Robin Heise has resigned with a possibility of coming back in the future.

Cindy Sauer has also resigned – checking for reasoning – she said not sure her skill set was a match – may be overwhelmed.

Chris will look at guidelines after seminar.

Nate has not heard from Jackie Johnson – asked Dan to reach out to see if still interested.

Adam Waisenan was a guest from Kent State University. He is an MLIS student doing a practicum at the Delaware County Historical Society.

Introductions were made.



3. Fall Seminar

Pari – save the date out except for two groups. Sara will do K-12 and John will do auditors.

Activities and stations by end of next week.

End of July – promotional materials will be done.

Registration site – created and tested by August 2 – Google Doc or Survey Monkey. Pari will get with Dan N.

Open registration – week of August 7.

Roles and responsibilities:

Nate and Pari – programming

Bill and Dan - presentation.

Pari will check with Dan N. about flash drive loading.

Marlys - color printing.

Darren, Bill, Chris - station leaders.

All need to attend and be visible.

Chris – promotion design.

Pari and Alyshia - program registration.

Marlys, Sara, Darren – onsite registration.

John, Fred, Marlys, Nate – setup.

Pari, Nate, Chris S. – laptops.

Presentation and tour well established – activities interactive.

1. Tool – samples (Worth noting you can bring up on flash drive.)
2. Metadata – time, retrievability, info missing from scan vs. original, authenticity, integrity, attention to detail.
3. Each station – document prep, sticky notes, photo without information, printed email vs electronic version of email, photos separate from scan.

9-9:10 Intro; 9:10-9:45 Presentation; 15 minute rotations - 4 activities and 1 break; 20 minute Q&A.

2nd session starts at 1pm.

Lunch – committee, Chris S. and staff – Dan will make a spreadsheet for count and dietary requirements.

Travel reimbursement amounts set after lunch set.

Station 4 – Naming Conventions, can we search later, tagging (maybe too close to metadata?)

Changes in technology, advance planning, upgrades, future costs

Pari mentioned National Treasure, Betamax vs. VHS



Alyshia suggested choose your own adventures with flash cards/post it notes on a wall. Show consequences, no perfect answer.

Chris said we have enough to finalize promotion. Chris will have a flyer ready by 1st week of August. Registration starts 2nd week of August.

Setup people need to be there by 7:45am.

John said that CE credit had been approved with the County Records Association.

Pari will see if Sharlene can contact the Clerk of Courts Association about CE credit.

Volunteers: metadata station – Nate, John; document prep – Pari; future costs – Bill (Alyshia will help map out tool)

4. OhioERC Guidelines Review

Tabled until after seminar.

5. Information Governance –Resources page

- o Tip sheet – draft January 2018
- o Resources page – Dan N. fixed Admin issues. Chris is now Admin. – Chris will work with Nate on Resources and clean up outdated links.

Pari suggested it might be useful to have tip sheets from different viewpoints.

6. OhioERC Wordpress site

- o Update to WordPress with added functionality.
- o Analytics – Chris will talk to Eira about numbers not matching.

7. Capstone Investigation

Nothing happening with Capstone. John says that Stark County is trying to do something in September, but is having a disagreement between IT/records and legal.

8. Other New Business from the Floor

Pari and Fred – asked by Ohio Council of County Officials (OCCO) to give pitch how records affect legacy of elected official – and who should be at the table for electronic records keeping system.

John had an email from ARMA – Master series – revised edition of ISO 15489 – new standard for digital records management.

Nate said that we should revisit tool next year – add more cost benefit analysis for microfilm.

NAGARA – Pari is no longer on the board.

This year's NAGARA was 2nd largest ever, lots of practical stuff, immediate benefit to office – will be in Washington, DC next year, then Twin Cities and Denver.

Chris motioned to adjourn the meeting at 3:00 p.m. Nate seconded – All ayes.



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

ACTION ITEMS	
TASK	MEMBER(S)
<ul style="list-style-type: none"> • Google/WordPress Analytics? 	Eira, Chris?
<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"> • Information Governance - Resources Page 	Nate, Chris, Darren, Pari
<ul style="list-style-type: none"> • Email management- review guideline? 	Eira, Darren, others?
<ul style="list-style-type: none"> • Capstone Investigation/Literature Review 	Eira, Alyshia, Darren
<ul style="list-style-type: none"> • Review roster to see if we are lacking membership in certain areas 	Nate
<ul style="list-style-type: none"> • OERC Guidelines Review- Create Clean Copy. Insert Information Governance blurb in Guidelines Intro. Send to group for review. 	Cindy, Nate
<ul style="list-style-type: none"> • Review areas of expertise of members 	Nate
<ul style="list-style-type: none"> • Forward program – pull out activities of most interest at local level 	Nate
<ul style="list-style-type: none"> • Nail down activities 	Planning Committee
<ul style="list-style-type: none"> • Name facilitators 	Planning Committee
<ul style="list-style-type: none"> • Send Save the Dates (late June) 	Planning Committee
<ul style="list-style-type: none"> • Register (July/August) 	Planning Committee
<ul style="list-style-type: none"> • Think of exercises before July meeting 	All
<ul style="list-style-type: none"> • Chop presentation to 30-35 minutes 	Nate, Dan J., Bill
<ul style="list-style-type: none"> • Remove 614# from Darren’s contact info 	Chris