



DRAFT

DATE: 10 OCTOBER 2018

LOCATION: OHIO HISTORY CENTER

ATTENDEES:

COMMITTEE MEMBERS:						
Chair:	Chris Wydman	N	Vice Chair:	Nathan Owens	✓	
Secretary:	Marlys Bradshaw	✓	Past Chair:	Darren Shulman	✓	
State Archivist:	Fred Previts	✓				
Members:	Alyshia Benedict	N		Daniel Johnson	✓	
	Sara Clark	A		Jacqueline Johnson	P	
	Sharlene Chance	N		Kevin Latta	✓	
	Mark Conrad	✓		Bill Lavin	✓	
	Roger Hansen	A		John Runion	✓	
	Jennifer Heapy	A		Pari Swift	✓	
	Jeff Hitch	A		Eira Tansey	P	
	GUESTS:					
	Richard Hampton – Cuyahoga County					
✓ = Present; P = Phone; N= Notified Absent; A = Absent;						

1. Approval of Minutes 11 July 2018

Vice-chair Nate Owens called the meeting to order at 12:31 pm.

Introductions were made.

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

The minutes were approved.

2. Membership Committee Report

OhioERC currently has 19 members, some with spotty attendance. Nate suggested we use 4 categories: present, phone, notified absent, and absent to better track attendance.

Eira suggested a bridge membership for less active members – she gets info from group that she doesn't get elsewhere. Jackie agreed.

Pari said we used to have a listserv – could do it again to push out info. Eira suggested maybe a quarterly or semi-annual newsletter. Pari thought that saving info for a newsletter made it hard to maintain – suggested blog or RSS feed.

John talked to his local IT director – really busy – would like a group membership with ability to call in. Pari suggested a standing subcommittee of subject matter experts to not come to meetings, but review guidelines. Nate thought they were both good ideas.



Darren said we should revive the tracking sheet. Mark suggested open forum for part and then business part. Nate suggested a message board on website. Pari suggested liaisons posting on existing listservs. Nate said the training is always well attended, so interest is out there. Marlys suggested that those who are absent, but don't call in to say they won't be there or on the phone, maybe aren't interested anymore. Mark said that people could participate on projects via email if not at meeting and still be part of a subcommittee.

3. State Archives Update

CoSA is celebrating Electronic Records Day today at <https://www.statearchivists.org/programs/state-electronic-records-initiative/electronic-records-day/> to raise awareness among state government agencies, the general public, related professional organizations, and other stakeholders about the crucial role electronic records play in their world.

Fred said the State Archives is still looking at digital management systems.

Amanda Rindler, Local Government Records Archivist, is presenting a webinar on Thursday, October 25, 2018 from 2-3 pm about email management. For more information and to register by October 22 go to: <https://www.ohiohistory.org/learn/archives-library/state-archives/local-government-records-program/training-opportunities> .

We should find out if we receive the requested funds from OHRAB for online training in December or early next year.

4. Officer Elections/Slate for 2019

Mark Conrad self-nominated for Vice-Chair and Marlys Bradshaw self-nominated for Secretary.

Pari motioned to move the slate for both. Dan seconded. All ayes.

The new slate was elected for 2019.

5. "Scan or Not to Scan" Session Updates

- Village of Mayfield – October 12, Bill/John/Pari/Richard – 50 attendees / Q&A before / courthouse tour after.
- NEOMCA – Parma, OH - November 15, Bill/John/Richard – 1 hour presentation only.
- Additional requests – Pari still hasn't received responses to emails – tabled for now.

Nate did a presentation in Fairview last month – 12-15 people - added in the Scan Tool.

Nate asked if we should do new topics or revisit old ones for the coming year. Mark said there is constant turnover, so old material is new to new people.

Nate would like to target other areas of the state. Darren said online training would also cover that. Bill said we could improve and change things around.

Nate suggested a working group to revisit and expand Scan Tool. (Richard/Mark/Dan)

Bill sees a lot requests to convert film and fiche to digital – new area for scan tool. Nate suggested options to scan or microfilm materials. Mark can help with Excel to improve Scan Tool. Dan said it changes can be better with more direction.



6. Funding Request - Online Training Module

Ohio State can host – charge is per view (grant can cover if we get grant) – Pari thinks she can learn to do it with backup – Darren will help with creativity - possibly promote outside of state if we get enough money.

7. Guidelines Review/Updates

- Email – more user focused, simplified, removed outdated references.
- Social Media - group reviewed.

8. IG Resource Page Update

John – buzzword not used as much – definition and links look good. Darren – nonprofits maybe not good on list without a disclaimer.

Expand seat at the table – records managers have something to say about data security, privacy, etc.

Pari – ARMA has new graphic records manager at center. <https://www.arma.org/page/IndustryPulse>
- Pulse of the Profession

9. Old/New Business from the Floor

Pari is attending ARMA in Anaheim.

Pari – start on finding pool of subject matter experts? – review current projects.

John – 4 IT people from Stark County might be interested. Dan, Pari, And Bill will also check with people.

John – asked for comments on Social Media Guidelines.

Bill – last meeting – been a pleasure – good luck.

10. 2019 Meeting Dates: January 9, April 10, July 10, October 9

Cardinal classroom

Bill motioned to adjourn the meeting at 3:16 p.m. – John seconded – All ayes.



ACTION ITEMS	
TASK	MEMBER(S)
<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, Pari
<ul style="list-style-type: none"> • Information Governance – disclaimer for uneasy links 	Darren
<ul style="list-style-type: none"> • Information Governance - explanation & links ready for subcommittee review. Move to Resources when finished 	Nate, Chris, Darren, Pari
<ul style="list-style-type: none"> • Definitions – terms that are used interchangeably that are different. IG; data governance, etc. 	Nate, Chris, Darren, Pari
<ul style="list-style-type: none"> • Email management - add language about separating employees; backups; bulleted list of concerns to discuss with IT; clarify that guidelines are for average user; using private account for business – still a public record. • Make and highlight updates. Send to group. 	Pari, Alyshia, Mark
<ul style="list-style-type: none"> • Email management – review and vote online 	All members
<ul style="list-style-type: none"> • Review areas of expertise of members to see if we are lacking membership in certain areas 	Nate
<ul style="list-style-type: none"> • Social Media Guidelines – make edits; send to group for review 	Darren, John (review)
<ul style="list-style-type: none"> • Reach out to IT people re: preservation of texts 	John
<ul style="list-style-type: none"> • Social media module subcommittee 	Pari, Darren, Sara, Mark, Fred
<ul style="list-style-type: none"> • Check for new case law to include on website. Follow up w/ Chris re: crossed out cases 	Darren, Nate
<ul style="list-style-type: none"> • Update active/inactive subcommittees on website 	Chris
<ul style="list-style-type: none"> • Check on absent members Jen & Jeff 	Darren & Nate
<ul style="list-style-type: none"> • Review roster. Reach out to those not attending. 	Nate
<ul style="list-style-type: none"> • Put link on our website for CoSA Electronic Records Day - https://www.statearchivists.org/programs/state-electronic-records-initiative/electronic-records-day/ 	Chris
<ul style="list-style-type: none"> • Ask our networks to tweet and Facebook about Electronic Records Day 	All members as applicable
<ul style="list-style-type: none"> • Review ScanTool working group 	Richard, Mark, Dan
<ul style="list-style-type: none"> • Explore possible outreach via listserv or RSS 	Pari, Chris