DRAFT

DATE: 11 JULY 2018

LOCATION: OHIO HISTORY CENTER

ATTENDEES:

COMMITTEE MEMBERS:					
Chair:	Chris Wydman	✓	**Vice Chair:**	Nathan Owens	✓
Secretary:	Marlys Bradshaw	✓	**Past Chair:**	Darren Shulman	✓
State Archivist:	Fred Previts	✓			
Members:	Alyshia Benedict	✓		Daniel Johnson	P
	Sara Clark	A		Jacqueline Johnson	A
	Sharlene Chance	✓		Kevin Latta	P
	Mark Conrad	✓		Bill Lavin	✓
	Roger Hansen	✓		John Runion	P
	Jennifer Heapy	A		Pari Swift	✓
	Jeff Hitch	A		Eira Tansey	P
GUESTS:					
Forest Miller, intern, City of Delaware; Eric Potter, nccgroup					
✓ = Present; P = Phone; A = Absent; M = Medical Leave					

1. **Blockchain Presentation – Eric Potter/nccgroup**

   Chair Chris Wydman called the meeting to order at 12:33 pm.

   Introductions were made.

   Eric Potter explained what Blockchain is, how it works, public vs. private networks, and security considerations.

2. **Approval of Minutes 11 April 2018**

   Typos were noted. Pari motioned to accept the minutes as revised – Darren seconded – All ayes.

   The minutes were approved.

3. **Membership Committee Report**

   Nate sent membership info to Richard Hampton from Cuyahoga County.

4. **State Archives Update**

   Kevin is working on huge backlog of electronic documents from Governors Taft and Strickland and is hoping to implement a digital management system this year.

5. **"Scan or Not to Scan" Session Requests**
   - NEOMCA – Parma, OH is confirmed for November 15, 2018 at the Cuyahoga County Parma Branch Library between 10 am and 2 pm. Nate put presentation on GoogleDrive.
   - Village of Mayfield – Pari will check again for an October date. After 3rd request, has not heard back from SWOMCA.

6. **Tutorial/Online Module for OhioERC Website**

   Fred submitted a request for an OHRAB grant. Will find out in Nov./Dec. Grant starts in Jan. for 2019.

   Darren – vendor can work with budget.

   Pari - cost is per view with OSU.

   May be able to get more grant money later for bigger project, if pilot is successful.

7. **OhioERC Guidelines/Tip Sheets Review**
   - Email – Alyshia, Pari, Mark – 1st draft is more user/ less IT oriented, and outdated info has been stripped out.
   - Social Media – John, Darren – some definitions updated, questions about others.

8. **IG Resource Page**

   Nate – has links to authorities on subject – subcommittee will review. Will replace draft tip sheet when finished.

9. **Smart Phones/Text Messaging**

   Pari – finish other projects first and come back to this. New law passed on blockchain – we should probably do that next.

10. **Review Action items**

    Chris – Digital Preservation (under Resources) – not much there. Review and remove old/outdated Resources.

11. **Other New Business from the Floor**

    Bill – Eric will send us the slides from his presentation.

    Next meeting is October 10 in the trilobite classroom.

    Chris adjourned the meeting at 3:20 p.m.

ACTION ITEMS	
TASK	**MEMBER(S)**
• Records Custodian - Archives	Send copies of documents to Fred
• Keep tabs on electronic records legislation	John, Sara, Pari
• Information Governance - explanation & links ready for subcommittee review. Move to Resources when finished	Nate, Chris, Darren, Pari
• Email management- send suggestions to subcommittee (Mark, Pari, Alyshia)	All members
• Review areas of expertise of members to see if we are lacking membership in certain areas	Nate
• Social Media Guidelines – send questions to group	Darren, John (review)
• Reach out to IT people re: preservation of texts	John
• Social media module subcommittee	Nate, Darren, Sara, Pari, Mark, Fred
• Check for new case law to include on website	Darren, Nate
• Update OhioERC links in guidelines PDF headers	Chris
• Update active/inactive subcommittees on website	Chris
• Check on absent members Jen & Jeff	Darren & Nate
• Call John to discuss details of new Scan or Not to Scan Workshops	Bill
• Check on October date for Mayfield Village (Update: date is October 12 from 1:00-3:00)	Pari
• Send Illinois Blockchain report to list (Update: done)	Fred
• Nominations/prepare slate for 2019 officer elections. Elections will be at the Oct meeting.	All Members