FINAL

DATE: 9 OCTOBER 2019

LOCATION: OHIO HISTORY CENTER

ATTENDEES:

COMMITTEE MEMBERS:					
Chair:	Nathan Owens	✔	**Vice Chair:**	Mark Conrad	✔
Secretary:	Marlys Bradshaw	✔	**Past Chair:**	Chris Wydman	✔
State Archivist:	Fred Previts	✔			
Members:	Alyshia Benedict	✔		John Runion	✔
	Sara Clark	A		Darren Shulman	**Proxy**
	Daniel Johnson	P		Pari Swift	✔
	Jacqueline Johnson	N		Eira Tansey	N
	Kevin Latta	✔			
GUESTS:					
Dorene Moore, Paralegal for the City of Delaware and Jeff Hum via phone, Exchange Administrator for Stark County.					
✔ = Present; P = Phone; N= Notified Absent; A = Absent;					

1. **Approval of Minutes 10 July 2019**

    Chair Nate Owens called the meeting to order at 12:32 pm.

    John motioned to accept the minutes – Mark seconded – All ayes. The minutes were approved.

2. **Walkthrough of Google Drive Reorganization**

    Nate got older documents from Dan Noonan. He reorganized Google Drive to match the WordPress site. He wrote procedures for adding new documents and storing old ones. He added templates, letterhead, PowerPoint slides, and logos.

    Nate would like to rename Resources to Outside Resources and asked anyone who has old workshops to add them.

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

    Pari hasn't updated the tutorial. OSU is redoing contract with vendor, so price will go from $1 per user to $1.50 or more. When users register and login, the module will give us stats about who is using it. It will be a ten minute training session when complete. Pari will let Fred know when she is done with the draft. Darren and Sara will review and Fred will release the grant money.

4. **OhioERC Guidelines/Tip Sheets/Resources Review**

   o Blockchain subcommittee

   Introduction to Blockchain Concepts is basic, without opinion or bias. Later the committee will tackle the pros and cons, a use study of different types of records, and a tip sheet pulled from the pros and cons.

   Pari said that there is pending legislation allowing government entities to use blockchain to conduct business.

   Pari will add a summary for the main Blockchain page. Chris remarked that a lot of novice users use our site.

   Mark is doing a blockchain presentation on Thursday, October 10th at ARMA-Greater Columbus.

   o Text Messaging subcommittee

   Important for people to realize that text messages aren't always transient, have risks and costs, and are difficult to extract and retain. Organizations need a policy and have employees sign off on them. Pari's chart helps explain liability – will merge with tip sheet. Check with South Carolina for retention schedule.

5. **Membership Committee Report**

   No changes. Mark talked to Richard Hampton. He says he's interested, but still no paperwork. We will keep eyes open for potential members.

   o Approach for Subject Matter Experts

   Mark and Nate suggested that we develop contacts at the organization level and pull someone from group as needed.

   John still wants list of experts and to share committee info with them.

   John introduced Jeff Hum, the Exhange Administrator for Stark County. Jeff said he would need to understand time requirements, but can weigh in as needed. He manages the email server and archive software. Nate said that Exchange experience is helpful because we don't have that on the committee and that we should collaborate to identify issues for tip sheets.

6. **State Archives Update**

   Kevin continues to upload records, including finding aids, in Preservica. He is working on linking it to the new public catalog, Archive Space.

   October 10th is Electronic Records Day - https://www.statearchivists.org/programs/state-electronic-records-initiative/electronic-records-day/

   Pari is interested in comparing and contrasting document storage systems vs. document preservation systems.

7. **Website Committee Update**

   Chris updated the committee pages and added subscription link.

Stats on subscriptions and visits:

- July: 138 visitors, 430 page views
- Aug: 140 visitors, 402 page views
- Sept: 246 visitors, 856 page views
- Total (quarter): 524 visitors, 1688 page views
- Total (2019): 1547 visitors, 5294 page views
- Top 5 pages: Social Media, Email, Information Governance, General ERM, Digital Imaging
- Total Subscribers as of 9/1: 18
- Total Subscribers as of 10/1: 75

8. **Outreach Committee Update**

   o Procedure for posting on website

     Things to consider with postings and how to post. Nate suggested a quarterly cycle with one person as official poster and one person as reviewer.

   o Request a resource

     Nate suggested a web form to request a resource. Pari is nervous about this. Asking for an outside resource could be quick, creating a resource is slower than they would want. Nate suggested hot topics or a poll instead for new ideas and concerns.

   o Possible social media re-postings

     Facebook, Twitter (Darren), LinkedIn – Fred asked to wait until website more established.

9. **Brainstorming Session**

   Mark mentioned text messaging – Fairfield County says don't do it.

   Pari brought up ransomware getting more prevalent and harder to deal with. Nate suggested exploring in the new year.

   Nate would like to do a tip sheet on share drive management.

   Pari said that tip sheets are a big hit, but that people also want templates and documents they can customize – checklist of where to look when someone is leaving an organization – use Darren's disclaimer language.

   Nate would also like to look at cloud storage, web content, electronic records disaster recovery. Pari said that NAGARA will have a webinar electronic records disaster recovery on June 9, 2020 (registration link not live yet). For this and other NAGARA webinars go to: https://www.nagara.org/Public/Events_List/Webinars/Public/Events/WebinarSeries.aspx?hkey=f90c1340-2408-4136-ab99-c541d87ce541

10. **Review New Action Items**

    Remember to use the activity log.

    Nate motioned to adjourn the meeting at 2:56 p.m. – Pari seconded – All ayes.

ACTION ITEMS	
TASK	**MEMBER(S)**
• Keep tabs on electronic records legislation	John, Sara, Pari
• Social media module subcommittee	Pari, Darren, Sara, Mark, Fred
• Learn module software & upload slides	Pari
• Work to have module ready by end of October	Pari, Darren, Sara
• Send any good social media pictures to Pari for module	All members
• Zoom meeting	Pari, Sara
• Website subcommittee	Chris, Alyshia, Mark, Eira, Jacky
• Public outreach subcommittee	Darren, Nate, Sara
• Blockchain subcommittee	Pari, Dan, Eira, Adam Hansen, David Landsbergen, Doug McCollough, Dan Noonan, Mark
• Revise Blockchain draft. Send for review.	Pari
• Vote on Blockchain Basics and post to website.	All members, Chris
• Create list/spreadsheet of subject experts (individuals or organizations/associations) in GoogleDrive	Mark, Nate, all members can add as we find them
• Send contact info to Jeff Hum and Zach Malloy and get list of Jeff's concerns	John
• Create list of types of subject matter experts we want and add to who should be at the table	Alyshia
• Make sure we have a Word version and PDF version of all documents in GoogleDrive	Nate
• Decide next July if we want to use GoogleDocs over Word	All members
• Smart phones/texting subcommittee	Nate, John, Pari (review=Sara)
• Smart phone tip sheet draft by January	Nate, John, Pari (review=Sara)
• Document storage vs. document preservation – 1 page tip sheet	Fred, Kevin (Pari will send slide)
• Include last few months of Jetpack in meeting minutes.	Chris, Marlys
• Explore polling options for new topics	Nate