



FINAL

DATE: 22 JANUARY 2020

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	✓		Darren Shulman	✓
	Daniel Johnson	✓		Pari Swift	✓
	Jacqueline Johnson	✓		Eira Tansey	P
	Kevin Latta	✓			
GUESTS:					
✓ = Present; P = Phone; N= Notified Absent; A = Absent;					

1. Approval of Minutes 9 October 2019

Chair Nate Owens called the meeting to order at 12:37 pm.

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

2. Review of Online Training Module for OhioERC Website

82 hours were spent on the social media online tutorial. It is \$2.50 per login with 2000 unique logins, and is hosted in BuckeyeLearn. The short login is <http://go.osu.edu/ohioerc-socialmedia>.

Each login ID will receive one certificate of completion. A login ID can be reused for multiple people if additional certificates are not needed. Sara will add text to say certificate only generated for person registered.

Chris asked if tutorial is discoverable within BuckeyeLearn. Pari will check. We will promote on OhioERC and OHRAB websites. 1/22 approve, 1/23 pilot, 1/27 site goes live. We need to draft promo emails to send to list of persons/groups and update website with blog post.

Our ultimate goal is training, with a secondary pilot project goal to collect statistics. Hopefully we can reach more people with less travel/effort. It might be worth writing a grant to have software for OhioERC and the Ohio History Connection.

Dan asked if there was a way to tell people why we are collecting data and Pari said she would check. Dan said that as an Admin it is easy to email people who took class about changes and alert them to get their certificates before they go away. Alyshia asked if OSU or Pari would get data – Pari should be able to but it is also easy to ask OSU.



Dan asked what happens if they have a question? Email response will come from Pari, but will appear to come from OhioERC. Alyshia asked what happens at 2001 hits? Pari will take down the site if that happens.

Pari thanked Michael Bradshaw for doing the voiceover. Nate said the module should be viewed on computer or tablet for best viewing.

Nate thanked Pari, Sara, and Darren for all their work and put the module to a vote. Mark made a motion to approve. Dan seconded with corrections. All ayes.

Darren thanked Pari and Nate. Darren has wanted to do this for a long time.

3. GoogleDrive Reorganization and Posting Schedule

Nate created posting schedule/ procedures/ how to post – please send comments. He also made a spreadsheet for future post topics.

4. OhioERC Guidelines/Tip Sheets/Resources Review

- Blockchain subcommittee

No updates. They will pick up in February.

- Text Messaging subcommittee

Darren suggested adding “even on their own devices” to page 2 of tip sheet.

Nate asked to approve with changes. Darren motioned. Chris seconded. All ayes.

- Document Storage v. Document Preservation subcommittee

Questions to consider. Kevin said it would be helpful to have someone with knowledge of Electronic Document Management Systems and can we verify if EDMS really works for archival purposes. They will try to have 2nd draft by the April meeting.

5. Presentation Opportunity – Central Ohio Public Information Network (COPIN) – Oct 14, 2020

To be held at the Franklin County Emergency Management and Homeland Security Office – Nate will forward details.

6. Membership Committee Update

No new update from Mark.

- Subject Matter Expert Types

Alyshia made a new graphic that organizes subject matter types and breaks them down into categories.



7. State Archives Update

OHRAB received funding from the NHPRC to publish cards with a brief introduction to electronic records preservation. Pari suggested an electronic version and said that the cards would be great for Statehood Day.

Kevin is still working on Preservica and the new public catalog, Archive Space.

Fred said that OHRAB is offering reimbursement for professional training.

8. Website Committee Update

Chris shared statistics on subscriptions and visits:

- October: 239 visitors, 821 page views
- November: 309 visitors, 930 page views
- December: 145 visitors, 423 page views
- Total (quarter): 693 visitors, 2174 page visits
- Top 5 pages: homepage (694), social media (175), case law (123), blockchain (110), imaging (81)

- Total subscribers on 10/1/2019: 75
- Total subscribers on 1/1/2020: 153

- Totals for 2019: 2141 visitors, 7118 page visits
- Totals for 2018: 1365 visitors, 4815 page visits

9. Outreach Committee Update

- Developing Polling

Nate wants us to think about new blast to get subscribers and think about polling tool on WordPress.

10. Review New Action Items

Nate motioned to adjourn the meeting at 3:25 p.m. – Chris seconded – All ayes.

ACTION ITEMS	
TASK	MEMBER(S)
<ul style="list-style-type: none"> • Keep tabs on electronic records legislation 	John, Sara, Pari
<ul style="list-style-type: none"> • Add check box on Social Media registration page to tell people why we are collecting data (if possible) 	Pari
<ul style="list-style-type: none"> • Add non-government to drop down menu to Social Media registration page, look into loop back in audio, change backgrounds and make tweaks 	Pari
<ul style="list-style-type: none"> • Pilot testing for Social Media registration page 	Pari and OCIO



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

<ul style="list-style-type: none"> • Draft promo emails and website content for Social Media registration page (workshops/social media/blog) 	Pari, Darren, Sara, Mark, Fred
<ul style="list-style-type: none"> • Create list of persons/groups to notify for Social Media registration page 	Pari, Darren, Sara, Mark, Fred, OHRAB
<ul style="list-style-type: none"> • Update website and email persons/groups for Social Media registration page 	Nate, Chris, Pari
<ul style="list-style-type: none"> • Create blog post for Social Media registration page 	Fred, Nate
<ul style="list-style-type: none"> • Social Media Module goes live week of 1/27 	Pari
<ul style="list-style-type: none"> • Hide module link on OhioERC web page if we get over 2000 hits 	Nate
<ul style="list-style-type: none"> • Website subcommittee 	Chris, Alyshia, Mark, Eira, Jacky
<ul style="list-style-type: none"> • Public outreach subcommittee 	Darren, Nate, Sara
<ul style="list-style-type: none"> • Blockchain subcommittee 	Pari, Dan, Eira, Adam Hansen, David Landsbergen, Doug McCollough, Dan Noonan, Mark
<ul style="list-style-type: none"> • Send names of subject experts (individuals or organizations/ associations) and members areas of expertise to Alyshia for new graphic 	All members
<ul style="list-style-type: none"> • Send contact info to Jeff Hum and Zach Malloy and get list of Jeff's concerns 	John
<ul style="list-style-type: none"> • Look for old versions of docs for GoogleDrive (Word and PDF) 	All members
<ul style="list-style-type: none"> • Update permissions so only officers can delete from GoogleDrive. Add temporary dropfile/working area everyone can update/delete. 	Nate
<ul style="list-style-type: none"> • Edit/Post Smart phones tip sheet 	Nate, Fred
<ul style="list-style-type: none"> • Document storage vs. document preservation – 1 page tip sheet – 2nd draft 	Fred, Kevin, Dan
<ul style="list-style-type: none"> • Include last few months of Jetpack in meeting minutes. 	Chris, Marlys
<ul style="list-style-type: none"> • Explore polling options for new topics 	Nate
<ul style="list-style-type: none"> • Quarterly posters 	Fred, Alyshia, Jackie, Sara
<ul style="list-style-type: none"> • Quarterly reviewers 	Nate, Dan, Marlys, Kevin
<ul style="list-style-type: none"> • Convert remaining minutes to PDF and check for login privileges for posters/reviewers 	Chris