



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

FINAL

DATE: 8 APRIL 2020

LOCATION: ONLINE WITH GOTO MEETING

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	N		Darren Shulman	✓
	Daniel Johnson	✓		Pari Swift	✓
	Jacqueline Johnson	A		Eira Tansey	✓
	Kevin Latta	✓			
GUESTS:					
Dorene Moore, Paralegal for the City of Delaware					
✓ = Present; P = Phone; N= Notified Absent; A = Absent;					

1. Approval of Minutes 22 January 2020

Chair Nate Owens called the meeting to order at 12:33 pm.

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

2. Online Training Module Update

Pari shared stats. 504 have taken the training, including 211 County, 134 Municipality, 27 Township, 87 State, 27 K-12, 4 Higher Ed, 2 Other, 2 Courts, and 10 Non-gov't. There have been large jumps in people taking training since people have been working from home due to COVID-19.

Email management is still the number one requested topic to do next. Fred said that we are on an every other year schedule for grant requests. The 2021 grant request is due in June 2020.

Nate commented that we are a quarter of the way through the year and are a quarter of the way through number of possible registrants. Pari would like to promote to Ohio more before promoting nationally. John thought that promoting to NAGARA is a good idea. Chris asked about CARMA and the MAC conference. Funding is national, so we could expand. Alyshia asked if we were concerned about promoting out of state. Nate said we're geared towards Ohio. Pari wants to wait three more months before going outside Ohio. Eira asked for list of groups previously sent promotions.



3. Posting to WordPress Site

Nate and Fred posted once a month for the first quarter of 2020. Alyshia and Dan will be posting for the second quarter. Nate said that we need ideas on what to post between tip sheets and workshops. Chris suggested Ohio relevant legislative activities. Nate will add a reminder when sending out Action Items.

Nate said the poster should contact the reviewer and cc: the chair and vice-chair. Posting once a month should be the goal.

Nate said that most of the missing documents have been found and added to GoogleDrive, but we are still missing a few Word versions.

4. OhioERC Guidelines/Tip Sheets/Resources Review

- Blockchain subcommittee

Pari compared advantages and disadvantages by functionality and feature of blockchain vs. database. Nate suggested including a definition of a database. Pari will meet with group in April and hopes to have draft in July.

- Document Storage v. Document Preservation subcommittee

Dan is reviewing draft. Fred will then send to rest of committee.

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

Darren, Pari, and Sara will present for an hour at the Franklin County Emergency Management and Homeland Security Office in Gahanna.

6. Membership Committee Update

No new update from Mark.

- Subject Matter Expert Types

Alyshia added names to her graphic that organizes subject matter types and breaks them down into categories. John will check with Zach Malloy and Chris will check with Jane Wildermuth. Dan said it was a good start and would like to see it expand late and break down subjects even further.

7. State Archives Update

Kevin is still linking records in Preservica and Archive Space, and migrating the discovery layer. He is just putting born digital items in Preservica.

Fred said that OHRAB has extended the re-grant deadline to April 30 for digitization and preservation projects. More info is located at <http://ohrab.org/grants/regant/> .



8. Website Committee Update

Dan had no update. He would like to look at oldest documents first to refresh and update when things calm down.

Chris shared statistics on subscriptions and visits:

- January: 446 visitors, 1192 page views
- February: 369 visitors, 1206 page views
- March: 376 visitors, 795 page views

- **Total (2020/1st Q): 1191 visitors, 3193 page visits**
- Total (2019/4th Q): 693 visitors, 2174 page visits
- Total (2019/3rd Q): 524 visitors, 1688 page visits

- Total subscribers on 1/1/2020: 153
- Total subscribers on 4/1/2020: 160

Chris highlighted the big jump in visits due to the module. He updated editor privileges, installed updates to plugins, weeded out old links and checked for updates. He suggested adding a subscription link to the bottom of OhioERC emails in the signature.

9. Outreach Committee Update

- Developing Polling

Nate had no updates. Chris said we can do polling with widgets on the website.

10. Brainstorming

Nate said that because of COVID-19, we should develop guidance on remote working – post and tip sheet. Chris said that the Society of American Archivists has developed a resource that we should look at for a starting point.

11. Review New Action Items

Nate motioned to adjourn the meeting at 2:33 p.m. – Dan seconded – All ayes.



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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"> Check with IT to see if Ohio History Connection might host module software. Look at pricing if they say yes. 	Fred and Pari
<ul style="list-style-type: none"> Create and submit request for grant for either module software or OSU to host next module – May/June 	Fred
<ul style="list-style-type: none"> Find other groups to promote Social Media module to 	All members
<ul style="list-style-type: none"> Push Social Media module promotion to new list of groups 	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"> Form new subcommittee for Email Management System module in July 	All members
<ul style="list-style-type: none"> Website subcommittee 	Dan, 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"> Blockchain meeting in April. Hope to have draft by July. 	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"> 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"> 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 and collect statistics 	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"> Create formal signature for OhioERC emails with subscription link 	Pari