



FINAL

DATE: 15 JULY 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	✓		Darren Shulman	✓
	Daniel Johnson	✓		Pari Swift	✓
	Jacqueline Johnson	✓		Eira Tansey	N
	Kevin Latta	✓			
GUESTS:					
✓ = Present; P = Phone; N= Notified Absent; A = Absent;					

1. Approval of Minutes 8 April 2020

Chair Nate Owens called the meeting to order at 9:32 am.

Nate noted a typo and motioned to accept the minutes with changes – Darren seconded – All ayes. The minutes were approved.

2. Nominations for Executive Committee positions

Mark is retiring, so we need a new Chair and Vice Chair. Nate suggested we vote on a procedural change – 1 year term for Chair, then Vice Chair becomes Chair. Darren motioned to approve – Jackie seconded. Voice vote – everyone present voted For.

John Runion was nominated to be Chair, Alyshia Benedict was nominated to be Vice Chair, and Marlys Bradshaw was nominated to be Secretary.

3. Change to Bylaws – Member Leave of Absence

Pari is hesitant to change bylaws. Reapplication isn't that difficult. Several members have left and returned. John thinks it isn't advantageous in the long term to keep changing bylaws.

Jackie asked if it was the same application process. Darren asked if we can do it without changing the bylaws. Alyshia asked about what happened in the past. John and Pari both reapplied after leaving. Chris noted that we entertained the idea to make sure Eira comes back.



4. Online Training Module/Grant Funding

Pari pushed the social media module to various groups. It was well received these first few months.

We are requesting a grant to purchase our own software and platform – Camtasia and Screencast. We have applied and are waiting for approval. It has less functionality than Articulate Storyline 3 and 360, but is less expensive.

600 people have registered so far for the social media module. It will stay on the BuckeyeLearn platform.

Nate would like to try to do email management next. He hopes to do 1 topic per year and build up a library.

Pari will volunteer for subcommittee and will focus on content. Kevin will volunteer and has used Camtasia before. Darren and Alyshia volunteered. Alyshia or Pari could be Chair if had access. Kevin said we didn't need to decide Chair until we know how it's hosted. Pari will start as Chair with help from Alyshia to work on content and will transition to Kevin if needed for software access.

Alyshia asked if there was a contingency plan if we don't get the grant. Nate said we could skip a year. Pari said we still have logins on BuckeyeLearn if needed. Nate commented that we haven't gone national. Chris said we should focus on Ohio and save logins for future.

Pari suggested that local officials are using social media more for virtual meetings and citizen comments due to COVID. We should target them to watch the module. Nate asked for bullet points.

Kevin says there are X amount of licenses for Camtasia. We would download to own computer, so shouldn't be an issue with software. We would host on OHC and upload to Screencast. Camtasia has one week of free access.

5. OhioERC Guidelines/Tip Sheets/Resources Review

- Blockchain subcommittee

Pari viewed a blockchain presentation, but not particularly helpful for our committee. Blockchain comparison document in progress. Pari said that Dublin and others are using blockchain to verify identities, but actual documents are still on server.

- Document Storage vs. Document Preservation subcommittee

Fred compared management vs. preservation. Kevin added diagrams. Nate asked for comments/edits. Kevin will try to alter graphic and then we will vote online.

6. Posting to WordPress Site

Last was Alyshia/Kevin. Next is Jackie/Marlys – Nate will send email. October will be Sara/Dan.

Chris suggested reposting social media module and rebranding for current environment.

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

Nate needs to reach out to see if still happening, maybe as a Zoom?



8. Membership Committee Update

Mark said there were no changes.

- Subject Matters Expert Types Graphic

Alyshia has at least one name in every category except privacy/security.

9. State Archives Update

Fred said the public catalog is now OCLC WorldCat Discovery. They continue to add items to Preservica and ArchiveSpace. They are still working remotely and closed to the public.

OHRAB is accepting nominations for their Citizen Archivist Award for volunteers. Nominations are due September 1, 2020. For more information see: <https://ohrab.org/ohrab-citizen-archivist-award/>

Kevin said that 40-50% of John Kasich's non-email documents have been loaded on Preservica.

10. Website Committee Update

Dan has not had time right now and may need to leave subcommittee. Chris is reviewing broken links and streamlining. Nate can step up after stepping down from Chair.

- April: 378 visitors, 776 page views
- May: 236 visitors, 508 page views
- June: 212 visitors, 414 page views
- Total (2020/2nd Q): 826 visitors, 1698 page visits
- 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 4/1/2020: 160
- Total subscribers on 7/1/2020: 161

Chris said that stats go way up whenever we introduce a new product and go up moderately when we share information from others.

11. Outreach Committee Update

- Developing Polling

Nate would like to do Outlook vs. Gmail vs. other. Chris said we can do with widgets in WordPress and collect data. Pari wondered how many use Teams – use current situations.

Chris said he can add polling plugins to website. WP-Polls looks good, is the most popular, and is customizable. We can do a test poll internally.

Nate would like to survey local, state, and universities to find out the state of electronic records in Ohio and collect data. Chris said we can start with site subscribers and expand to general public - plugins are very flexible and customizable.



12. Review New Action Items

Nate motioned to adjourn the meeting at 11:35 am – Dan 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"> • 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"> • Email Management System module subcommittee 	Pari, Kevin, Alyshia, Darren
<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 comparison document draft by August. 	Pari, Dan, Eira, Adam Hansen, David Landsbergen, Doug McCollough, Dan Noonan, Mark
<ul style="list-style-type: none"> • Check with OSU privacy officer subject expert. Add contact information for those outside group for SME graphic. 	Pari, Alyshia
<ul style="list-style-type: none"> • Email to make sure everyone can access GoogleDrive. Add Alyshia's new gmail account 	Nate
<ul style="list-style-type: none"> • Document storage vs. document preservation – 1 page tip sheet – final draft for online vote 	Fred, Kevin, Dan
<ul style="list-style-type: none"> • Alter graphic for tip sheet 	Kevin
<ul style="list-style-type: none"> • Include last few months of Jetpack in meeting minutes. 	Chris, Marlys
<ul style="list-style-type: none"> • Do internal test poll with WP-Polls, Outlook/Gmail/Other 	Nate, Chris
<ul style="list-style-type: none"> • Quarterly posters (July, Oct.) 	Jackie, Sara
<ul style="list-style-type: none"> • Quarterly reviewers (July, Oct.) 	Marlys, Dan
<ul style="list-style-type: none"> • Send out reminder re: slate of nominees 	Nate
<ul style="list-style-type: none"> • Let Eira know to reapply when she is ready to come back 	Nate
<ul style="list-style-type: none"> • Is COPIN presentation still happening? 	Nate