



FINAL

**DATE: 21 OCTOBER 2020**

**LOCATION: ONLINE WITH GOTOMEETING**

**ATTENDEES:**

COMMITTEE MEMBERS:					
<b>Chair:</b>	Nathan Owens	✓	<b>Vice Chair:</b>	Mark Conrad	✓
<b>Secretary:</b>	Marlys Bradshaw	✓	<b>Past Chair:</b>	Chris Wydman	✓
<b>State Archivist:</b>	Fred Previts	✓			
<b>Members:</b>	Alyshia Benedict	✓		Kevin Latta	✓
	Sara Clark	✓		John Runion	✓
	Daniel Johnson	✓		Darren Shulman	✓
	Jacqueline Johnson	✓		Pari Swift	✓
GUESTS:					
✓ = Present; P = Phone; N= Notified Absent; A = Absent;					

**1. Approval of Minutes 15 July 2020**

Chair Nate Owens called the meeting to order at 12:35 pm.

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

**2. Nomination and Voting 2021-2022 Executive Committee**

John Runion was nominated to be Chair for one year, Alyshia Benedict was nominated to be Vice Chair/Chair after one year, and Marlys Bradshaw was nominated to be Secretary. Pari motioned to nominate the slate. Darren seconded. The voice vote was unanimous for the slate.

**3. Online Training Module/Grant Funding**

Fred applied for the OHRAB grant to purchase our own software and platform. It is under review and we hope to know by the end of the year.

- Social Media Online Training Module Update

615 people have registered so far for the social media module.

- Email Management System Module

No update. Some people didn't finish the first training, so Nate suggested we break the second one into 10 minute parts.



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

- Document Storage vs. Document Preservation subcommittee  
Tip sheet posted and blog updated.
- Blockchain subcommittee  
No update.

Darren suggested a new tip sheet for videoconferencing due to Covid-19. Chris suggested for remote offices. Nate suggested for recording vs. not recording.

Chris suggested that social media, email, and digital imaging is most used on our site and that digital imaging needs updated.

Pari would like to see something for born digital records because Covid-19 and teleworking have greatly increased the amount of born digital records.

#### 5. Posting to WordPress Site

Last was Jackie/Marlys, next is Sara/Dan. We will need volunteers for next year.

#### 6. Presentations

- Central Ohio Public Information Network (COPIN) – Oct 14, 2020  
COPIN went well with 52 attendees. Pari and Sara covered social media with some questions in advance and some via chat.
- Ohio Archives Month Lecture – Oct 26, 2020  
Jacky and Miami University are hosting and John is presenting. The class has 40 students, but all are welcome to attend this general electronic records lecture.  
[https://events.miamioh.edu/event/electronic\\_public\\_records\\_in\\_digital\\_age](https://events.miamioh.edu/event/electronic_public_records_in_digital_age)

#### 7. Membership Committee Update

Mark said there were no updates.

- Subject Matters Expert Types Graphic  
Alyshia had a new update.

#### 8. State Archives Update

Fred said they are continuing to work on the public catalog. They are barcoding containers of paper records to aid in retrieval. Kevin continues to add items to Preservica and ArchiveSpace. They were open by appointment when we were at Covid level 2, but are closed to the public again now that we are level 3 again. They are not accepting paper records right now. Kevin said that he is getting most e-records via email with a file transfer form.



**9. Website Committee Update**

Website statistics for the 3rd quarter of 2020:

- July: 162 visitors, 398 page views
- Aug: 221 visitors, 469 page views
- Sep: 199 visitors, 457 page views
- 3rd Q/total: 582/ 1324
- 2020/total: 2767/ 6591
- Total subscribers: 165

**10. Outreach Committee Update**

- Developing Polling  
 Chris downloaded the polling widget to WordPress.

**11. Brainstorming Sessions**

Most of us are dealing with surviving Covid-19 and working from home. Email group if we have anything happening.

**12. Review New Action Items**

Nate motioned to adjourn the meeting at 2:02 pm – Marlys seconded – All ayes.

ACTION ITEMS	
TASK	MEMBER(S)
• Keep tabs on electronic records legislation	John, Sara, Pari
• Find other groups to promote Social Media module to	All members
• Post reminder for Social Media module on website	Nate
• Push Social Media module promotion to new officials in January after election	Pari
• Hide module link on OhioERC web page if we get over 2000 hits	Nate
• Email Management System module subcommittee	Pari, Kevin, Alyshia, Darren
• Send Pari email powerpoint slides	Any members with slides
• Website subcommittee	Nate, Chris, Alyshia, Mark, Jacky
• Look at stats to see what isn't getting traffic	Nate, Chris



# OHIO ELECTRONIC RECORDS COMMITTEE

## MEETING MINUTES

<http://www.OhioERC.org>

<ul style="list-style-type: none"> <li>Public outreach subcommittee</li> </ul>	Darren, Nate, Sara
<ul style="list-style-type: none"> <li>Do internal test poll - Outlook/Gmail/Other with new WP-Polls widget. Send email to committee.</li> </ul>	Nate
<ul style="list-style-type: none"> <li>Blockchain subcommittee</li> </ul>	Pari, Dan, Eira, Adam Hansen, David Landsbergen, Doug McCollough, Dan Noonan, Mark
<ul style="list-style-type: none"> <li>New Blockchain document update by January.</li> </ul>	Pari
<ul style="list-style-type: none"> <li>Convert SME graphic to .pdf and add version. Add to Google Drive.</li> </ul>	Alyshia, Nate
<ul style="list-style-type: none"> <li>Include last few months of Jetpack in meeting minutes.</li> </ul>	Chris, Marlys
<ul style="list-style-type: none"> <li>Quarterly posters (Oct.)</li> </ul>	Sara
<ul style="list-style-type: none"> <li>Quarterly reviewers (Oct.)</li> </ul>	Dan
<ul style="list-style-type: none"> <li>Send out request for poster/reviewer volunteers for 2021.</li> </ul>	Nate
<ul style="list-style-type: none"> <li>Remote work online conferencing subcommittee</li> </ul>	Darren, Nate, Chris, John
<ul style="list-style-type: none"> <li>Check emails for remote work input</li> </ul>	Chris
<ul style="list-style-type: none"> <li>Explore resources for born digital records/COVID=more born digital</li> </ul>	All members
<ul style="list-style-type: none"> <li>Reach out to Richard Hampton</li> </ul>	Mark
<ul style="list-style-type: none"> <li>Reach out to Dorene Moore</li> </ul>	Darren
<ul style="list-style-type: none"> <li>Update Darren's info on roster/website</li> </ul>	Marlys, Chris
<ul style="list-style-type: none"> <li>Phone call in Nov./Dec. to discuss 2021</li> </ul>	Nate, John