



DRAFT

DATE: 13 JANUARY 2021

LOCATION: ONLINE WITH GOTOMEETING

ATTENDEES:

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

1. Approval of Minutes 21 October 2020

Chair John Runion called the meeting to order at 12:36 pm.

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

2. Online Training Module/Grant Funding

- Social Media Online Training Module Update

619 people have registered so far. The next step is to contact newly elected officials/organizations.

- NHRCP Funding Status

The OHRAB grant has been funded to pay \$400 for software, maintenance, and storage.

3. OhioERC Guidelines/Tip Sheets/Resources Review

- Email Management System Module subcommittee

Email as record – define record – types of transient emails.

Email cleanup strategies – filing and organization.

Outlook email management, Microsoft 365 outlook email management.

Larger cities are using Outlook. Pari wondered if it would be worth doing one for Google. Pari suggested doing 4-5 10 minute modules.

Kevin said this won't be as interactive as the last module, but we can record the screen to add to video. Fred said the money needs to be spent by the end of the year.



- Blockchain subcommittee

Pari said in November, they started brainstorming the next project, at a rudimentary level. They discussed who is involved in the discussion of a blockchain project, and stages of records' life cycle. They are uncertain how many entities will end up using blockchain, but vendors are really pushing it.

- Remote Work/Online Conferencing subcommittee

Darren said that when using the recording feature or shared documents, need to retain final version. Virtual meeting streamed on YouTube or Facebook are not kept forever. Pari has a couple of links to send.

Sara said this information is still needed. Darren said info helpful through covid. John is changing OhioERC meetings to Microsoft Teams. Chris said we should add Microsoft Teams to tip sheet.

4. Posting to WordPress Site

So far, Sara and Fred have volunteered to write. John and Marlys have volunteered to review. We still need more volunteers to fill out the year. Chris said he has a bank of ideas.

5. State Archives Update

Fred said they are still working remotely and the Archives are closed to the public. They continue to work on the public catalog and Preservica.

Fred said the State Archives is hosting a Disaster Preparedness Webinar on February 11, 2021. Details are at https://www.ohiohistory.org/OHC/media/OHC-Media/Learn/Archives-Library%20Documents/Disaster-Preparedness-Description_1.pdf.

OHRAB is taking applications for 2021 re grants up to \$5000 for records and preservation access, and professional development scholarships. More information is available at <http://ohrab.org/grants/regrant/>.

6. Membership Committee Update

Darren said his former assistant, Dorene Moore, is still interested and is getting a letter from her supervisor.

Richard Hampton has still not sent a letter from his supervisor.

Eira is no longer a member, but is still on email list. Keep or delete from list? Encourage her to reapply when she is ready.

- Subject Matters Expert Types Graphic

Alyshia added a date to graphic so that we know it is the updated version and saved it to Google Drive.



7. Website Committee Update

Website statistics for 4th quarter web of 2020:

- Oct: 234 visitors, 603 page views
- Nov: 223 visitors, 473 page views
- Dec: 206 visitors, 364 page views
- **4th Q/total: 663/ 1440**
- **2020/total: 3430/ 8031**

Total subscribers: 167

Top Pages/Hits: 1. Online training module 2. Social Media 3. Email Management 4. Workshops
5. Databases 6. Text Messaging

8. Outreach Committee Update

- Developing Polling

Chris will contact Nate when his leave is over.

9. Brainstorming Sessions

Do we need a new Born Digital subcommittee?

John thanked Mark for everything he's done for the committee and wished him well in his retirement.

10. Review New Action Items

John motioned to adjourn the meeting at 2:15 pm – Marlys seconded – All ayes.



OHIO ELECTRONIC RECORDS COMMITTEE

MEETING MINUTES

<http://www.OhioERC.org>

ACTION ITEMS	
TASK	MEMBER(S)
<ul style="list-style-type: none"> Keep tabs on electronic records legislation 	John, Sara, Pari, Marlys
<ul style="list-style-type: none"> Promote Social Media module to newly elected officials 	Pari, Fred
<ul style="list-style-type: none"> Post reminder for Social Media module on website 	Nate
<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 	Nate, Chris, Alyshia, Mark, Jacky
<ul style="list-style-type: none"> Public outreach subcommittee 	Darren, Nate, Sara
<ul style="list-style-type: none"> Do internal test poll - Outlook/Gmail/Other with new WP-Polls widget. Send email to committee. 	Nate
<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"> New Blockchain document update by April. 	Pari
<ul style="list-style-type: none"> Include last few months of Jetpack in meeting minutes. 	Chris, Marlys
<ul style="list-style-type: none"> Quarterly posters (2021) 	Sara, Fred
<ul style="list-style-type: none"> Quarterly reviewers (2021) 	John, Marlys
<ul style="list-style-type: none"> Send out request for more poster/reviewer volunteers for 2021. 	John
<ul style="list-style-type: none"> Remote work online conferencing subcommittee 	Darren, Nate, Chris, John
<ul style="list-style-type: none"> Send comments & meet with Remote subcommittee. Report for April. 	John
<ul style="list-style-type: none"> Reach out to Richard Hampton one last time 	John