FINAL

DATE: 14 JULY 2021

LOCATION: ONLINE WITH MICROSOFT TEAMS

ATTENDEES:

COMMITTEE MEMBERS:					
Chair:	John Runion	✔	**Vice Chair:**	Alyshia Benedict	✔
Secretary:	Marlys Bradshaw	✔	**Past Chair:**	Nathan Owens	✔
State Archivist:	Fred Previts	✔			
Members:	Sara Clark	✔		Darren Shulman	✔
	Jacqueline Johnson	✔		Pari Swift	N
	Kevin Latta	N		Chris Wydman	N
GUESTS:					

✔ **= Present; P = Phone; N= Notified Absent; A = Absent;**

1. **Approval of Minutes 14 April 2021**

   Chair John Runion called the meeting to order at 12:35 pm.

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

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

   o Contacting new state elected officials on Social Media Online Training Module

   Fred has received no responses. Training posted on clerks' website. Nate is presenting to government finance people in September. Sara will promote to people interested in running for school board.

   o NHRCP Funding Status

   Fred used funding to purchase the software. Kevin has the login information. Fred will ask Kevin to update later via email. Alyshia said that Pari set up Microsoft Teams so that the subcommittee could work on it together.

3. **OhioERC Guidelines/Tip Sheets/Resources Review**

   o Email Management System Module subcommittee

   No update.

   o Blockchain subcommittee

   The new document is nearly finished. They are waiting for a response about open source. Pari has sent out comments on a spreadsheet.

o Remote Work/Online Conferencing subcommittee

Nate said that the draft tip sheet is almost done and shows concerns about saving vs. not saving, confidentiality, types of records, records retention considerations, the purpose of a meeting, when to record or not record, consent to record, and attendance lists.

4. **Posting to WordPress Site**

Alyshia/Pari are writing/reviewing for July-September. Nate has some info about Office 365; John downloaded a user guide; Sara will send some ideas to the group.

Chris updated the website membership and committee pages with a separate menu for tip sheets.

5. **State Archives Update**

Fred said the Archives are now open to the public by appointment. They continue to work on inventorying and cataloging.

OHRAB is offering professional development scholarships, funded by a grant from the National Historical Publications and Records Commission (NHPRC). The scholarships will provide reimbursement of up to $300 to attend either in-person or virtual meetings or conferences for archival education. The deadline to apply is September 30th. More information is available at https://ohrab.org/professional-development-scholarships-2/.

6. **Membership Committee Update**

o Subject Matters Expert Types Graphic

   Alyshia updated the graphic.

o New Members

   Melissa Bright seemed interested but has not turned in membership form. We need new members. Alyshia has a person who might be good – digital mail – or could be a subject specialist. Darren wondered if Eira might be ready to come back. Sara can check with school districts and maybe the Auditor's Office. Maybe try to get a county recorder?

   We might have hybrid meetings in the future. Jacky asked if there was a limit to number of members. Sara checked and said it was 30. John asked Darren about Dorene Moore. Darren said he would check with her or the Chief Clerk of Courts.

7. **Website Committee Update**

o Website statistics for 2nd quarter 2021:

  - April: 208 visitors, 470 page views
  - May: 309 visitors, 566 page views
  - June: 223 visitors, 569 page views
  - **2nd Q/total: 740 visitors/ 1605 page views**
    - (+118/+141 from 1st quarter)

- **Yearly total: 1362 visitors/ 3069 page views**

- **Total subscribers:** 189 (+1)

o Website maintenance

Older guidelines are getting visits. They need to be revised or removed. Marlys and John were added to the subcommittee to help review and update. Sara asked if there was one place where all publications could be together, organized by date, to make review easier. John asked if removing from Google Drive also removed it from the website. Nate told him they were two separate things.

8. **Outreach Committee Update**

o Developing Polling

No update.

9. **Brainstorming Sessions**

Alyshia is still working with Fred to transfer and then retain digital transmittal letters. She wants to transfer by fiscal year the ones they already have. She suggested a tip sheet after they get this set up.

John likes that the legal updates are now just for Ohio, and we can have it as a .pdf we can all see.

John wondered about the bylaws and if we should have new elections in October. Alyshia is supposed to become Chair in January. Nate said that John could send an email asking if anyone wants to run for Vice Chair. It was also suggested that John could stay Chair for a second year and Alyshia could become Chair after that if we want to stay on our two-year rotation.

10. **Review New Action Items**

Darren motioned to adjourn the meeting at 2:30 pm – Sara seconded – All ayes.

ACTION ITEMS	
TASK	**MEMBER(S)**
• Keep tabs on electronic records legislation (focus on Ohio)	John, Sara, Pari, Marlys
• Post reminder for Social Media module on website	Alyshia
• Hide module link on OhioERC web page if we get over 2000 hits	Nate
• Email Management System module subcommittee	Pari, Kevin, Alyshia, Darren
• Email Management System module subcommittee – meet before next full meeting	Pari, Kevin, Alyshia, Darren
• Website subcommittee	Nate, Chris, Alyshia, Jacky, Marlys, John
• Fix or delete old links, update old tip sheets, create criteria for review, create archive or history section	Nate will break up and assign to subcommittee
• Update website and clean up broken links (after review)	Nate, Chris
• Public outreach subcommittee	Darren, Nate, Sara
• Do internal test poll with new WP-Polls widget. Send to committee.	Nate, Chris
• Do a born digital poll – partner with CARMA?	Nate
• Blockchain subcommittee	Pari, Eira Tansey, Adam Hansen, David Landsbergen, Doug McCollough, Dan Noonan, John
• New Blockchain document finish and vote before next meeting.	Subcommittee and all members
• Include last few months of Jetpack in meeting minutes.	Chris, Marlys
• Quarterly posters (2021)	Sara, Nate, Alyshia, Chris
• Quarterly reviewers (2021)	Darren, John, Pari
• Send OHRAB professional development info to Alyshia to post on website	Fred
• Send info to Alyshia to post for September	All members
• Remote work online conferencing subcommittee	Darren, Nate, Chris, John
• Remote tip sheet draft finish and vote before next meeting.	Subcommittee and all members
• Reach out to potential new members	John, Darren