



FINAL

DATE: 13 OCTOBER 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	N		Darren Shulman	✓
	Jacqueline Johnson	✓		Pari Swift	✓
	Kevin Latta	✓		Chris Wydman	✓
	Dorene Moore	✓			
GUESTS:					
Elizabeth Woods - Director, Archives and Libraries, Ohio History Connection					
✓ = Present; P = Phone; N = Notified Absent; A = Absent;					

1. Approval of Minutes 14 July 2021

Chair John Runion called the meeting to order at 12:37 pm.

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

John welcomed guest Elizabeth Woods and new member Dorene Moore.

2. Online Training Module/Grant Funding

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

Fred will send reminder to OHRAB board. Pari is presenting to municipal courts, clerks of courts, and county recorders, and will add a slide to her presentations. Slightly under 700 people have viewed the Social Media module.

- NHRCF Funding Status

Fred used funding to purchase the software. The subcommittee is working on the project. The final report is due in March 2022.

3. OhioERC Guidelines/Tip Sheets/Resources Review

- Email Management System Module subcommittee

It was broken into 4 pieces, 10-15 minutes each. They need to add quizzes and need feedback by the end of next week. Pari would like to roll out in January. Darren thinks key is making interactive. Alyshia says there is no better time than now to address email retention.



- Blockchain subcommittee

The new document was approved. John thanked the subcommittee for their work and Chris for updating website.

- Remote Work/Online Conferencing subcommittee

The tip sheet was approved.

4. Posting to WordPress Site

Volunteers needed. Chris, Marlys, and Dorene said they would help. Posting ideas are on Google Drive.

5. State Archives Update

Fred said the Archives are open to researchers by appointment, Wednesday-Friday. They continue to work on inventorying and cataloging.

Amanda Rindler is presenting the webinar “Concepts in Records Management: Just the Basics” on October 19. More information is available at: https://www.ohiohistory.org/OHC/media/OHC-Media/Learn/Archives-Library%20Documents/Just-the-Basics-Description_20211019.pdf .

OHRAB is accepting nominations for its 2021 Archival Achievement Award through November 12. More information is available at: <https://ohrab.org/nominations-open-for-2021-archival-achievement-award/> .

6. Membership Committee Update

- New Members

We welcomed new member Dorene Moore, Deputy Clerk of Courts for the Upper Arlington Mayors Court.

7. Website Committee Update

- Website statistics for 3rd quarter 2021

- July: 324 visitors, 911 page views
- Aug: 298 visitors, 854 page views
- Sept: 217 visitors, 611 page views
- **3rd Q/total: 839 visitors/ 2376 page views**
 - (+99/+771 from 2nd quarter)
- **Yearly total: 2201 visitors/ 5445 page views**
- **Total subscribers: 205 (+33)**



- Master Spreadsheet for Tip Sheet and Guidelines

We need to review everything more than 5 years old. Nate is working on spreadsheet and will divide among subcommittee. Chris will look at traffic.

8. Outreach Committee Update

- Developing Polling

Alyshia suggested Blockchain concerns as a poll. Chris still wants to do a test poll amongst ourselves.

9. Brainstorming Sessions

John suggested floating some of the meetings to the different regions. Jacky volunteered Miami University as a site. January will still be virtual, and we will see about the others.

John wants to stress the importance of volunteering for projects.

John is hoping to reach out to CARMA to get some of their legislation updates.

Kevin has been pointing people to open-source tools. These could be useful on our site.

Pari is wondering about records managers role in risk assessment, internal audits, and exception reports and thinks this could be future tip sheets or guidance. Nate said this plays into information governance. Pari noted the tug between data/records and security, and the changing role of records managers. John will touch base with CARMA.

10. Review New Action Items

John asked for comments and feedback on the email module and adjourned the meeting at 3:01 pm.



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 (focus on Ohio) 	John, Sara, Pari, Marlys
<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"> • Email Management System module - 4 pieces emailed to group – give feedback by 10/22 	All members
<ul style="list-style-type: none"> • Website subcommittee 	Nate, Chris, Alyshia, Jacky, Marlys, John
<ul style="list-style-type: none"> • Check into if FeedBurner will continue working and/or switch to Mailchimp. 	Chris
<ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • Update website and clean up broken links (after review) 	Nate, Chris
<ul style="list-style-type: none"> • Public outreach subcommittee 	Darren, Nate, Sara
<ul style="list-style-type: none"> • Do internal test poll with new WP-Polls widget. Send to committee. 	Nate, Chris
<ul style="list-style-type: none"> • Meet to discuss test poll. 	John, Chris, Nate
<ul style="list-style-type: none"> • Do a born digital poll – partner with CARMA? 	Nate
<ul style="list-style-type: none"> • Blockchain subcommittee 	Pari, Eira Tansey, Adam Hansen, David Landsbergen, Doug McCollough, Dan Noonan, John
<ul style="list-style-type: none"> • New Blockchain case studies document - will work on after email module 	Subcommittee
<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 (2021/2022) 	Chris, Marlys, Dorene
<ul style="list-style-type: none"> • Quarterly reviewers (2021/2022) 	Darren, John, Pari
<ul style="list-style-type: none"> • Remote work online conferencing subcommittee 	Darren, Nate, Chris, John
<ul style="list-style-type: none"> • Reach out to potential new members 	John