FINAL

DATE: 02 FEBRUARY 2022

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	✔
	Kevin Latta	✔		Chris Wydman	✔
	Dorene Moore	N			
GUESTS:					

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

1. **Approval of Minutes 13 October 2021**

   Chair John Runion called the meeting to order at 12:34 pm.

   Sara motioned to accept the minutes – Darren 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 reached out to new officials after the elections and has referred some local government entities to the module. Pari encouraged people who attended her presentations to use the training module.

   o NHPRC Funding Status

   Pari hasn't been able to work on project. Nate wondered if we could help. Alyshia and John offered to help with script. Fred needs to submit summary in March.

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

   o Remote Work/Online Conferencing subcommittee

   Nate has done two trainings in telework and Microsoft Teams/Zoom. He has some slides and thinks we should do an October training. Chris said that telework is timely, and Pari said that more people can attend online. Nate suggested a half day training. Darren loves in-person but doesn't know if people will attend.

John said our April meeting will still be online. Jacky said she is still not allowed to travel. John said we will keep a Microsoft Teams option even when meeting in person.

4. **Posting to WordPress Site**

Volunteers added. Posting ideas are on Google Drive. Alyshia says she sets reminders on her calendar to remind herself to post.

5. **State Archives Update**

Fred said that Kevin continues to add records and items to Preservica.

OHRAB is accepting applications for regrants. Grants of $500 to $5,000 are available to archival institutions to fund projects to preserve and/or provide access to Ohio's historical records. Applications are due March 31. More information is available at: https://ohrab.org/2022-ohrab-regrants-opportunity/.

OHRAB is accepting applications for its Spring 2022 Professional Development Scholarships through February 15. More information is available at: https://ohrab.org/professional-development-scholarships/.

6. **Membership Committee Update**

   o New Members

   Alyshia sent applications to potential new members, but they haven't been returned yet. One person is working on getting a supervisor recommendation and is interested in a virtual option for attendance. Alyshia will tell him that virtual will be an option for at least the next year.

7. **Website Committee Update**

   o Website statistics for 4th quarter 2021

   - October: 303 visitors, 803 page views
   - November: 156 visitors, 326 page views
   - December: 144 visitors, 360 page views

   - **4th Q/total: 603 visitors/ 1489 page views**
     - (-236/-887 from 3rd quarter)

   - **2021/total: 2804 visitors, 6934 page views**
     - (-458/-721 from 2020)

   Chris told us that visits are driven by blog posts. The day before our meeting (after a new blog post went up) was one of the busiest since 2020.

   o FeedBurner to Mailchimp

   Chris is moving from FeedBurner to Mailchimp, which has more functionality.

o Master Spreadsheet for Tip Sheet and Guidelines

Nate has made a Google Drive spreadsheet and will divide among subcommittee. Chris has updated some of the broken links. Chris will use Jetpack to see what links are being used.

8. Outreach Committee Update

o Developing Polling

The first test poll was successful, and Chris will do another. The results are available through the admin login and are not deleted unless we delete it. He can also clone a poll to redo it. Nate asked about a separate area on the site for polls. Chris thinks that we can customize Mailchimp in ways that may make the current tool redundant.

9. Brainstorming Sessions

John would still like to float some future meetings to the different regions.

John again stressed the importance of volunteering for projects. More people volunteering is always better.

John encouraged everyone to look at the legal updates that Dan Noon and Marlys sent to the group. Nate asked about any ongoing bills. John will check with CARMA for updates.

Nate brought up Office 365 implementation and how it affects records retention. Pari said we should approach this within the next year.

Pari said that NAGARA is in Salt Lake City this year (https://www.nagara.org/AnnualConferences/Annual_Conferences_Home/Annual%20Conferences/Home.aspx?hkey=623f85c9-0769-4762-ab57-ca49e55fc1e5) and that Erica Toelle will address Office 365. Pari will start work on an outline to break into manageable chunks. John said they are rolling out Office 365 and will ask his IT for information to share with Pari and the committee. Pari said it all starts with a seat at the table.

10. Review New Action Items

John adjourned the meeting at 2:31 pm.

ACTION ITEMS	
TASK	**MEMBER(S)**
• Keep tabs on electronic records legislation (focus on Ohio)	John, Sara, Pari, Marlys
• Hide module link on OhioERC web page if we get over 2000 hits	Nate
• Email Management System module subcommittee	Pari, Kevin, Alyshia, Darren
• Submit summary to NHPRC in March (check w/ Pari, John, Alyshia for update)	Fred
• Website subcommittee	Nate, Chris, Alyshia, Jacky, Marlys, John, Kevin
• Work on switching to Mailchimp, learn more about Mailchimp.	Chris, 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 2nd internal test poll with new WP-Polls widget.	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 case studies document - will work on after email module	Subcommittee
• Include last few months of Jetpack in meeting minutes.	Chris, Marlys
• Quarterly posters (2022)	Alyshia, Sara, Nate, Alyshia
• Quarterly reviewers (2022)	Darren, Jacky, Chris, Marlys
• Remote work online conferencing subcommittee	Darren, Nate, Chris, John
• Social Media Online Training module – send info to school boards, do another blog post	Sara, Alyshia/Sara
• Remote work training subcommittee (October 2022 ½ day webinar)	Nate, Chris (prep), John, Darren & Sara (open meetings ½ hour presentation), Alyshia, Pari, Jacky
• Office 365 and how it affects retention – start initial info gathering for future project	John, Pari