



FINAL

**DATE: 13 APRIL 2022**

**LOCATION: ONLINE WITH MICROSOFT TEAMS**

**ATTENDEES:**

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

**1. Approval of Minutes 2 February 2022**

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

Darren motioned to accept the minutes as revised – Chris seconded – All ayes. The minutes were approved.

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

- Email Management Training Series

John congratulated the subcommittee for doing a fantastic job putting it together. Pari thanked the OhioERC for the quick vote. She will promote after the holiday. Participants will get a certificate after viewing the 4<sup>th</sup> video. Kevin said he received audio and PowerPoint files from the others, and it was a matter of lining them up together – he was able to make it fancier with more confidence toward the end of it.

Is it something we will do again? Kevin said he just needs audio and PowerPoint files, and it is easy to replicate. Chris will post modules today. Nate wanted to make sure that we highlight that it is an NHPRC funded project.

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

- Remote Work/Online Conferencing subcommittee

Nate has a presentation and slides on remote work from a state perspective. Maybe we need other perspectives? He would like to do two sessions, morning and afternoon. Nate has about an hour of material but can downsize his part depending on how much others are doing. John has slides he can add. Chris would be happy to dig into what experience was/is, ongoing challenges, and real-



world scenarios. Nate suggested best practices. Chris suggested how to manage remote content, review past practices of how long to keep records.

#### 4. Posting to WordPress Site

Alyshia will post for April. Sara will post for May and June.

#### 5. State Archives Update

Fred said the Ohio History Connection is open by appointment Wednesday through Friday. Kevin continues to add records, including ODJFS transmittal letters, to Preservica.

OHRAB is still accepting applications for its Spring 2022 Professional Development Scholarships through April 30. More information is available at: <https://ohrab.org/professional-development-scholarships/>.

Fred said the Ohio History Connection website has been redone and that Amy Czubak is the new Local Government Records Program Coordinator.

#### 6. Membership Committee Update

- New Members

John has heard no response from his IT contact. Alyshia said that Dorene Moore has resigned due to retirement. Alyshia suggested that we could use someone with an IT background. Nate was not sure about who to contact. Pari mentioned three names from OHRAB when their terms are up.

#### 7. Website Committee Update

- Website statistics for 1st quarter 2022
  - Jan: 263 visitors, 651 page views
  - Feb: 331 visitors, 747 page views
  - March: 337 visitors, 725 page views
  - **1st Q/total: 931 visitors/ 2123 page views**
    - (+328/+634 from 4<sup>th</sup> Q/2021)
  - **Yearly total: 2201 visitors/ 5445 page views**
  - **Total subscribers: 215 (+10)**

##### Top Pages/ hits:

- Homepage (792)
- Telework/Online Platform Records (180)
- Social Media Records (155)
- Tip Sheets (84)
- Information Governance (74)
- Email (59)
- Imaging (58)



Chris added new security features to the website, including a downtime monitor that alerts if the site is down, and a protect tool that blocks malware. He also found and fixed 8 broken links.

- FeedBurner to Mailchimp

Chris will move from FeedBurner to Mailchimp this spring.

- Master Spreadsheet for Tip Sheet and Guidelines

Nate has compiled Outside Resources in a spreadsheet - some way out of date, some not free, some dead. Should we develop criteria for outside links? Kevin suggested setting criteria first before checking links. Nate suggested keeping states that are really good examples.

### 8. Outreach Committee Update

- Developing Polling

Chris said we could put a poll on hidden page and send link – email or blog post. He said the free version worked pretty well. Kevin suggested a poll about the email training modules. Sara suggested social media, what else would people like to see, topics for the future.

Kevin wondered if we were doing anything with our Facebook or LinkedIn. Should we deactivate if not using? Kevin suggested that we plug our email module using LinkedIn.

### 9. Brainstorming Sessions

John encouraged everyone to look at the legal updates that Dan Noonan and Marlys sent to the group before the last meeting.

Pari told us there were 30-40 new hits on the Social Media Module.

John reminded us that we will be having elections in October.

### 10. Review New Action Items

John adjourned the meeting at 2:56 pm.

ACTION ITEMS	
TASK	MEMBER(S)
<ul style="list-style-type: none"> <li>• Keep tabs on electronic records legislation (focus on Ohio)</li> </ul>	John, Sara, Pari, Marlys
<ul style="list-style-type: none"> <li>• Hide Social Media module link on OhioERC web page if we get over 2000 hits</li> </ul>	Nate
<ul style="list-style-type: none"> <li>• Email Management System module subcommittee</li> </ul>	Pari, Kevin, Alyshia, Darren
<ul style="list-style-type: none"> <li>• Email Management System module post and thank you on website, send emails to lists.</li> </ul>	Alyshia, Pari, Darren, Sara, Fred, Marlys, others?
<ul style="list-style-type: none"> <li>• Track how many have used module by next meeting</li> </ul>	Kevin, Chris



# OHIO ELECTRONIC RECORDS COMMITTEE

## MEETING MINUTES

<http://www.OhioERC.org>

<ul style="list-style-type: none"> <li>Share module info with OHRAB</li> </ul>	Fred
<ul style="list-style-type: none"> <li>Check if there are any recurring costs if we want to keep using module software</li> </ul>	Chris, John, Fred
<ul style="list-style-type: none"> <li>Website subcommittee</li> </ul>	Nate, Chris, Alyshia, Jacky, Marlys, John, Kevin
<ul style="list-style-type: none"> <li>Move to Mailchimp this spring.</li> </ul>	Chris
<ul style="list-style-type: none"> <li>Create criteria for review, fix or delete old links, update old tip sheets, create archive or history section</li> </ul>	Nate will review with subcommittee, then break up and assign links
<ul style="list-style-type: none"> <li>Update website and clean up broken links (after review)</li> </ul>	Nate, Chris
<ul style="list-style-type: none"> <li>Move link to Social Media training module to top of Social Media guidelines page. Rebrand Workshops page as Trainings/Events</li> </ul>	Chris
<ul style="list-style-type: none"> <li>Public Outreach subcommittee</li> </ul>	Darren, Nate, Sara
<ul style="list-style-type: none"> <li>Do a born digital poll – partner with CARMA?</li> </ul>	Nate
<ul style="list-style-type: none"> <li>Deactivate Facebook and get control of LinkedIn account for Outreach subcommittee. Remove Facebook logo/link from website</li> </ul>	Pari, Darren, Chris, Dan N.
<ul style="list-style-type: none"> <li>Blockchain subcommittee</li> </ul>	Pari, Eira Tansey, Adam Hansen, David Landsbergen, Doug McCollough, Dan Noonan, John
<ul style="list-style-type: none"> <li>New Blockchain case studies document - will work on after email module</li> </ul>	Subcommittee
<ul style="list-style-type: none"> <li>Quarterly posters (2022)</li> </ul>	Alyshia, Sara, Nate, Alyshia
<ul style="list-style-type: none"> <li>Quarterly reviewers (2022)</li> </ul>	Darren, Jacky, Chris, Marlys
<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>Social Media Online Training module – send info to school boards, do another blog post</li> </ul>	Sara, Alyshia/Sara
<ul style="list-style-type: none"> <li>Remote work training subcommittee (October 2022 ½ day webinar) draft by July meeting</li> </ul>	Nate, Chris (prep), John, Darren & Sara (open meetings ½ hour presentation), Alyshia, Pari, Jacky
<ul style="list-style-type: none"> <li>Office 365 and how it affects retention – start initial info gathering for future project</li> </ul>	John, Pari