DRAFT

DATE: 6 JULY 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	✔
GUESTS:					

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

1. **Approval of Minutes 13 April 2022**

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

   Fred made corrections. Sara motioned to accept the minutes with corrections – Nate seconded – All ayes. The minutes were approved.

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

   o Email Management Training Series

   Fred said that part 1 = 519 hits, part 2 = 322 hits, part 3 = 257 hits, and part 4 = 270 hits total. Nate said that we'll have to get Darren to post on LinkedIn to see if we get more traffic. Kevin said that since May it's been part 1 = 208 hits, part 2 = 139 hits, part 3 = 121 hits, part 4 = 117 hits.

   o Summary to NHPRC

   Fred reported to NHPRC and will update OHRAB. Pari said there is not much difference in Social Media Training Module numbers. Tracking continues.

   o Recurring Costs for Module Software

   Recurring costs are around $100 a year for a subscription to Screencast. The State Archives took care of the cost.

   Kevin asked if we will make more modules. John thinks we should. It worked well. No downside. Pari thinks that several of us have presentations that could be adapted. Alyshia said that Pari did most of the content and that recording was fairly simple. Chris would like to poll subscribers. Nate said we should poll for future training ideas.

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

   o Remote Work/Online Conferencing subcommittee

   Nate would like to do two sessions, morning and afternoon in late October/early November – what happened with pandemic, nuances to expect, best practices. They are still getting slides together. John will check with IT to see how many participants we can have on Microsoft Teams. Darren suggested doing it as an online interactive module. Chris suggested a save the date notification for November 4th.

   o Archive Social – Social Media Guideline

   John found out that they are using our Social Media Guideline. Pari said they have been using it for a while. https://archivesocial.com/social-media-records/ohio/

4. **Bylaws (Article V - Officers)**

   John said that elections are next meeting and new officers will take over in January.

5. **State Archives Update**

   Fred said the Ohio History Connection is open by appointment Wednesday through Friday. Kevin continues to add records, including Governor Strickland digital photos, to Preservica.

   OHRAB is accepting applications for its Fall 2022 Professional Development Scholarships through September 30. More information is available at: https://ohrab.org/professional-development-scholarships/ NHPRC is offering grants. More information is available at: https://www.archives.gov/nhprc/announcement .

   Fred said the new Executive Director and CEO of the Ohio History Connection is Megan Wood https://www.ohiohistory.org/about-us/new-ceo/ .

6. **Membership Committee Update**

   o New Members

   John said we need to recruit new members. Nate suggested a blog post. Alyshia said the possibility of remote meetings might help with interest. Pari is still looking at 3 possible members from OHRAB. Marlys wondered if we should contact Eira to see if she might come back. Pari thinks we should ask the State Records Administrator or at least get her to refer others. Alyshia has someone from her Records Automation Unit that might be a good addition. Pari suggested targeting specific agencies or titles.

7. **Website Committee Update**

   o Website statistics for 2nd quarter 2022

   - April: 797 visitors, 2145 page views
   - May: 440 visitors, 1042 page views
   - June: 384 visitors, 829 page views
   - **2nd Q/total:** 1621 visitors/ 4016 page views
     - (+690/+1893 over 2nd Quarter)

- **Yearly total:** 2580 visitors/ 6208 page views
- **Total subscribers:** 246 (+31)

Top Pages/ hits:

- Homepage (1242)
- Trainings/Workshops (958)
- Email Training Module (490)
- Social Media Guideline (190)
- Spring Cleaning Blog Post (130)
- Tip Sheets (99)
- Blockchain Technology Guideline (76)

Chris said the downtime monitor alerted him that website has gone down several times over the last month, so he is paying closer attention to that now.

o Master Spreadsheet for Tip Sheet and Guidelines

Nate needs to see where we're at. Chris said we should start with low hanging fruit.

8. **Outreach Committee Update**

o Developing Polling

Nate suggested getting feedback to make sure we have relevant topics. Chris suggested integrating with blog post.

9. **Posting to WordPress Site**

Please share any articles that would be good topics. Chris suggested the OHRAB Professional Development Award.

10. **Brainstorming Sessions**

John is still interested in a floating meeting space.

Jackie would like to do an Archives Month Program over Zoom. Pari suggested Preservation Systems vs. Storage Systems.

Pari said that the Blockchain subcommittee is quiet right now. She would like to do case studies walking through pros and cons with disclaimers next.

11. **Legal Updates**

Nothing new right now.

12. **Review New Action Items**

John adjourned the meeting at 2:47 pm.

ACTION ITEMS	
TASK	**MEMBER(S)**
• Keep tabs on electronic records legislation (focus on Ohio)	John, Sara, Pari, Marlys
• Hide Social Media module link on web page if over 2000 hits	Nate
• Email Management System module subcommittee	Pari, Kevin, Alyshia, Darren
• Track how many have used module by next meeting	Kevin, Chris
• Website subcommittee	Nate, Chris, Alyshia, Jacky, Marlys, John, Kevin
• Get together to discuss move to Mailchimp.	Chris, John, Alyshia
• Create criteria for review, fix or delete old links, update old tip sheets, create archive or history section	Nate will review with subcommittee, then break up and assign links
• Update website and clean up broken links (after review)	Nate, Chris
• Public Outreach subcommittee	Darren, Nate, Sara
• Poll to get feedback to make sure we have relevant topics. Integrate with blog post.	Nate
• Poll members about meeting in person	John, Chris
• Deactivate Facebook and get control of LinkedIn account for Outreach subcommittee. Remove Facebook logo/link from website	Pari, Darren, Chris, Dan N.
• Blockchain subcommittee	Pari, Eira Tansey, Adam Hansen, David Landsbergen, Doug McCollough, Dan Noonan, John
• New Blockchain case studies document	Subcommittee
• Quarterly posters (2022)	Alyshia, Sara, Nate, Alyshia
• Quarterly reviewers (2022)	Darren, Jacky, Chris, Marlys
• Remote work online conferencing subcommittee	Darren, Nate, Chris, John
• Remote work training subcommittee (October/November 2022 ½ day webinar) draft by July meeting	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	John, Pari
• Recruit new members	All members
• Look into doing an Archives Month Program Zoom lecture. Preservation Systems vs. Storage Systems?	Jackie, Pari, Robin?, Kevin