



FINAL

**DATE: 12 OCTOBER 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     | ✓ |
|   | Andrea Lavens      | ✓ |                    |                  |   |
| GUESTS:   |                    |   |                    |                  |   |
|   |                    |   |                    |                  |   |
| ✓ = Present; P = Phone; N= Notified Absent; A = Absent; |                    |   |                    |                  |   |

**1. Approval of Minutes 6 July 2022**

Chair John Runion called the meeting to order at 12:33 pm.

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

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

- Results from Email Management Training Series

Fred said that part 1 = 599 hits, part 2 = 385 hits, part 3 = 323 hits, and part 4 = 318 hits total.

Pari thinks we should encourage other entities to link to our website/blogposts.

- NHPRC Funding Status

Fred said that the software is paid for through Spring 2023 and we can look for new funding later – maybe through the State Archives again (Recurring costs are around \$100 a year for a subscription to Screencast).

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

- Remote Work/Online Conferencing subcommittee

Nate said that the Remote Work webinar is almost ready for presentation on November 4<sup>th</sup>. We’re hoping to have up to 200 per session at 10:00-11:30 am and 1:00-3:00 pm. We need a moderator for both sessions. Alyshia will do the morning session and Darren afternoon, with Fred as backup.

Fred emailed the link to presenters. Nate said he needed registration link for participants. Pari suggested using Google Forms. Fred thinks he can do it through Zoom – will finalize this



afternoon. Nate wants to start advertising today or tomorrow. The moderator and presenters will meet on Zoom on October 28 at 1:00 pm to iron out details and test.

- Database Records Retention and Disposition

Pari wants to define records using her Ohio State document as a starting point for a tip sheet. Chris suggested updating our Databases as Public Records guideline and thinks an attorney should look at it. The Database Records subcommittee will create a tip sheet and review/revise guideline. Pari says they will convene in about two weeks.

- Security Risks Assessments

Pari has a second OSU document to tweak and make into a tip sheet. Nate would like to relate it to procurement. The Security Risks subcommittee will create a new tip sheet.

#### 4. Election of Officers

Alyshia was nominated for Chair, Sara was nominated for Vice Chair, and Marlys was nominated for Secretary.

#### 5. State Archives Update

Fred said the Ohio History Connection is still open by appointment Wednesday through Friday. Kevin continues to add records to Preservica and they are inventorying paper and microfilm.

OHRAB is accepting nominations for the 2022 Archival Achievement Award through October 31. More information is available at: <https://ohrab.org/nominations-open-for-the-2022-archival-achievement-award/>

#### 6. Membership Committee Update

- New Members

Potential new member Andrea Lavens, Software Integration Specialist for Williams County was introduced. Jackie motioned to accept her as a new member – Alyshia seconded – All ayes. The committee welcomes Andrea as a new member.

Alyshia told us that former member Eira Tansey intends to come back in 2023. Alyshia will send her a new application.

John did an OhioERC update at CARMA and 4 people expressed interest in joining us. They are from Greene, Montgomery, Clermont, and Franklin counties.

#### 7. Website Committee Update

- Website statistics for 3rd quarter 2022

- July: 320 visitors, 898 page views
- August: 223 visitors, 517 page views
- Sept: 359 visitors, 961 page views
- **3rd Q/total:** 902 visitors/ 2376 page views
  - (-719/-1640 compared to 2<sup>nd</sup> Quarter)
- **Yearly total:** 3482 visitors/ 8584 page views



- **Total subscribers:** 189 (actual subscriber count after removal of bad addresses)

**Top Pages/ hits:**

- Homepage (836)
  - Social Media Guideline (157)
  - Trainings/Workshops (152)
  - Blog: ERC Membership Recruitment (105)
  - Email Mgmt Guideline (96)
  - Tip Sheets (94)
  - Blog: Fall Webinar announcement (91)
- FeedBurner to Mailchimp  
 Chris switched from FeedBurner to Mailchimp last month. He is still working out using some of the tools. It has better management overall of subscriptions and better data collection.
  - Update website and clean up broken links  
 We will circle back with new members next year.

**8. Outreach Committee Update**

- Developing Polling  
 Chris said the training module survey got 27 responses, Electronic Records Day got 365 views, and Remote Work Save the Date got 186 views.
- Electronic Records Day  
 Pari said that they did a lot of promotion for the Electronic Records Day webinar, including Preservica sharing its blog to promote. 300 people registered, including 66 from education and 17 different states. The YouTube link will be posted to the OhioERC site at a later date.

**9. Brainstorming Sessions**

John will email us the 2023 tentative meeting schedule.  
 We will look at Office 365 next year.

**10. Review New Action Items**

John adjourned the meeting at 2:46 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 web page if over 2000 hits</li> </ul> | Nate                     |
| <ul style="list-style-type: none"> <li>• Track how many have used EMS 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>Website subcommittee</li> </ul>  | Nate, Chris, Alyshia, Jacky, Marlys, John, Kevin  |
| <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>Public Outreach subcommittee</li> </ul>  | Darren, Nate, Sara  |
| <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</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>Add tagline to share at bottom of blog posts</li> </ul>  | Quarterly poster (Alyshia)  |
| <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>Remote work training subcommittee (November 4, 2022 ½ day webinar) Advertise and register attendees</li> </ul>                       | Nate, Chris (prep), John, Darren & Sara (open meetings ½ hour presentation), Alyshia, Pari, Jacky |
| <ul style="list-style-type: none"> <li>Meet on Zoom Oct. 28 at 1pm to test and iron out details</li> </ul>  | Moderator and participants  |
| <ul style="list-style-type: none"> <li>Office 365 and how it affects retention – start initial info gathering</li> </ul>  | John, Pari  |
| <ul style="list-style-type: none"> <li>Recruit new members</li> </ul>   | All members   |
| <ul style="list-style-type: none"> <li>Database Records subcommittee – tip sheet and review/revise guidelines</li> </ul>  | Pari, Sara (legal), Andrea (database), John, Alyshia  |
| <ul style="list-style-type: none"> <li>Security Risks subcommittee – tip sheet</li> </ul>   | Pari, Nate, Andrea, Jacky   |
| <ul style="list-style-type: none"> <li>Share school best practices documents re: risks</li> </ul>   | Sara  |
| <ul style="list-style-type: none"> <li>Track who is/was on what subcommittee</li> </ul>   | Marlys  |
| <ul style="list-style-type: none"> <li>Update website active and inactive subcommittees</li> </ul>  | Chris   |