



**FINAL**

**DATE: 10 APRIL 2024**

**LOCATION: ONLINE WITH MICROSOFT TEAMS**

**ATTENDEES:**

COMMITTEE MEMBERS:					
<b>Chair:</b>	Alyshia Benedict	✓	<b>Vice Chair:</b>	Sara Clark	✓
<b>Secretary:</b>	Marlys Bradshaw	✓	<b>Past Chair:</b>	John Runion	✓
<b>State Archivist:</b>	Fred Previts	✓			
<b>Members:</b>	Lealand Bachus	✓		Kevin Lyman	A
	Shelby Beatty	✓		Nathan Owens	✓
	Zachary Eberlyn	✓		Tina Ratcliff	✓
	Jacqueline Johnson	✓		Darren Shulman	✓
	Elise Kelly	✓		Pari Swift	✓
	Andrea Lavens	✓		Chris Wydman	✓
GUESTS:					
✓ = Present; N= Notified Absent; A = Absent;					

**1. Approval of Minutes 10 January 2024**

Chair Alyshia Benedict called the meeting to order at 12:32 pm.

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

**2. Membership Committee Update**

Alyshia said it was important to have members to represent different groups. We should look at the stats to see what we are missing. Chris mentioned we did a post before looking for new members. Nate said subject matter experts might be a good idea. Alyshia suggested updating the Subject Matter Expert list.

Pari suggested campaign to get other organizations to share link with their own people in their list of resources. Sara asked if it was worth sending the QR code to various listservs. Pari said there used to be a database of local governments. Fred will check online to see if we can reach out to various local governments. Tina said that OHRAB has representatives from most of them. Nate said that OhioERC is in the Ohio Sunshine Laws Manual.

**3. Online Training Modules**

- Social Media Module

Pari said we had 792 users total. In 2023/2024 there were 39 new and 24 who finished. There were 9 counties, 1 K-12, 14 municipal, 2 libraries, 9 state, and 3 townships.



- Update on Email Training Series
  - Fred said that as of April 13, pt.1 had 805 hits, pt.2 had 498 hits, pt.3 had 416 hits, and pt.4 had 418 hits.
- Naming Conventions
  - Slow progress. Nate will try to have list of questions by the end of the month.

#### 4. Website Committee Update

Chris said that the number of page views was lower per visitor. He thinks they either know what they want or are there to look at the blog post. He said there were still outage issues with jetpack, issues with firewalls and security settings using Google Analytics.

- Website stats- 1st Quarter 2024
  - 728 visitors
  - 1341 page views
    - +339 visitors compared to 4th Quarter
    - +517 page views compared to 4th Quarter
    - +1 visitor compared to 1st quarter last year
    - -460 page views compared to 1st quarter last year

##### Top Pages/ hits (1st Quarter 2024):

- Email module (blog post): 177
- Social Media guideline: 153
- Databases as Public Records guideline: 92
- Tip Sheets: 91
- Digital Imaging: 91
- Trainings/Workshops: 78
- Email Management: 73
- Quarterly Posters and Reviewers
  - Andrea suggested using subject matter experts for blog posts. Sara suggested the U.S. Supreme Court case about social media for April. Nate suggested recent news articles about the improper destruction of medical records in dumpsters. Andrea said she could try to find someone to talk about AI. Nate suggested upcoming ARMA webinars. Chris suggested <https://armamilwaukee.org/spring-seminar-mania-2024/>.
- Survey Subscribers on Backgrounds
  - Chris will put out survey.
- Guidelines Subcommittee Resource Review and Next Steps
  - Pari commented that our audience and its needs have changed. Alyshia said we need to pull out the major points. Nate suggested breaking into separate tip sheets.

#### 5. OhioERC Guidelines/Tip Sheets/Resources Review

- Digital Preservation Tip Sheet Feedback



Nate said it needs branding. Template is in Google Drive. Alyshia asked for a motion to approve the tip sheet. Tina made a motion – John seconded – All ayes. Alyshia said we can put this in a blog post. Nate said we should decide if it goes into an old topic or needs a new one.

## 6. Additional Subcommittee Updates

- Office 365 and Retention

Nate took a three day workshop and has notes for when they start working on this topic.

- Long-term Digital Preservation Subcommittee

Tina said that Fred added Lealand to the group. The group discussed formats, backups, tracking, security, migration, fixating, preservation, emulation, and looking for inexpensive ways for preservation.

- Ohio Heritage Group Summit Update

Tina said they are arguing over the name of the meeting that will be held June 2025 at the State Library and will include museums, archivists, and heritage groups.

- Other Subcommittee Updates

No updates.

## 7. State Archives Update

Fred said they have more local government training opportunities with their Concepts in Records series: <https://www.ohiohistory.org/research/local-government-records-program/local-government-training-opportunities/> The next one is Just the Basics on June 18th.

Lealand is working on photographs from the Department of Development.

OHRAB is offering Professional Development Scholarships up to \$300 at <https://ohrab.org/professional-development-scholarships-7/> Applications are due on April 30, 2024.

## 8. Brainstorming Sessions

- Upcoming meeting conflicts

July is okay. Alyshia and Sara have a conflict in October – move to the 16<sup>th</sup>?

Chris suggested an in-person April meeting next year. Jacky asked Alyshia if it would have a virtual option.

- New ideas or discussion topics

Alyshia said we should talk about AI in future meetings.

John told us that Nate was elected vice president of NAGARA and we all congratulated him.

## 9. Review New Action Items

Alyshia called for a motion to end the meeting. Darren motioned to end the meeting – Chris seconded – All ayes. The meeting ended at 2:28 pm.



# OHIO ELECTRONIC RECORDS COMMITTEE

## MEETING MINUTES

<http://www.OhioERC.org>

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>Post Social Media module link to NAGARA</li> </ul>	Pari
<ul style="list-style-type: none"> <li>Hide Social Media module link on web page if over 2000 hits</li> </ul>	Pari
<ul style="list-style-type: none"> <li>Track how many have used EMS module by next meeting</li> </ul>	Fred
<ul style="list-style-type: none"> <li>Website subcommittee</li> </ul>	Nate, Chris, Sara, Alyshia, Jacky, Marlys, John
<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>Guidelines subcommittee</li> </ul>	Sara, Alyshia, Marlys
<ul style="list-style-type: none"> <li>Resources review – Read assigned section and make proposal for updates before next meeting.</li> </ul>	All members
<ul style="list-style-type: none"> <li>Public Outreach subcommittee</li> </ul>	Darren, Nate, Sara
<ul style="list-style-type: none"> <li>Quarterly posters (2024)</li> </ul>	Jacky, Sara, Chris, Nate
<ul style="list-style-type: none"> <li>Quarterly reviewers (2024)</li> </ul>	Elise, Tina, Alyshia, Marlys
<ul style="list-style-type: none"> <li>Promote training modules on blog</li> </ul>	Quarterly posters
<ul style="list-style-type: none"> <li>Add blog posts to LinkedIn</li> </ul>	Darren
<ul style="list-style-type: none"> <li>Survey subscribers to find out backgrounds.</li> </ul>	Alyshia, Sara, Chris
<ul style="list-style-type: none"> <li>Digital Preservation Tip Sheet – Add branding. Template in Google Drive.</li> </ul>	John, Nate, Tina, Elise
<ul style="list-style-type: none"> <li>Naming Conventions module – change some slides and finish recording audio – send to Lealand to assemble</li> </ul>	Pari, Chris, Nate, Alyshia, Lealand
<ul style="list-style-type: none"> <li>Office 365 subcommittee – discuss and research</li> </ul>	Pari, Nate, Alyshia, John
<ul style="list-style-type: none"> <li>Send analysis of converting microfilm to digital to group</li> </ul>	Alyshia, Zach
<ul style="list-style-type: none"> <li>Long-term Digital Preservation subcommittee – gather info</li> </ul>	Tina, Elise, Fred, Lealand
<ul style="list-style-type: none"> <li>Share QR code and rework NAGARA promo</li> </ul>	Nate
<ul style="list-style-type: none"> <li>Share Ohio Heritage Group Summit info with group</li> </ul>	Tina