FINAL

DATE: 10 JULY 2024

LOCATION: ONLINE WITH MICROSOFT TEAMS

ATTENDEES:

COMMITTEE MEMBERS:					
Chair:	Alyshia Benedict	✔	**Vice Chair:**	Sara Clark	✔
Secretary:	Marlys Bradshaw	✔	**Past Chair:**	John Runion	N
State Archivist:	Fred Previts	✔			
Members:	Lealand Bachus	✔		Kevin Lyman	A
	Shelby Beatty	✔		Nathan Owens	✔
	Zachary Eberlyn	✔		Tina Ratcliff	✔
	Jacqueline Johnson	A		Darren Shulman	✔
	Elise Kelly	✔		Pari Swift	✔
	Andrea Lavens	✔		Chris Wydman	N
GUESTS:					

✔ = Present; N= Notified Absent; A = Absent;

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

   Chair Alyshia Benedict called the meeting to order at 12:33 pm.

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

2. **Membership Committee Update**

   Nate suggested a pause on seeking subject matter experts until we have a plan to update content.

   Marlys wondered if Kevin Lyman wished to remain a member. Alyshia said she would contact him.

3. **Online Training Modules**

   o Social Media Module

   No updates.

   o Update on Email Training Series

   Fred said that as of July 2nd, pt.1 had 849 hits, pt.2 had 538 hits, pt.3 had 449 hits, and pt.4 had 471 hits.

   o Naming Conventions

   Pari finished updating slides, recorded her part, and turned it over to Lealand. She said she might add a bit more audio or an asterisk about IA/AI. Lealand is learning Camtasia as he goes.

4. Website Committee Update

Chris sent stats via email.

o Website stats- 2nd Quarter 2024

- 875 visitors
- 1800 page views

  ▪ +147 visitors compared to 1st Quarter
  ▪ +459 page views compared to 1st Quarter
  ▪ -43 visitors compared to 2nd quarter last year
  ▪ -350 page views compared to 2nd quarter last year

Top Pages/ hits (2nd Quarter 2024):

- Social Media guideline: 130
- Digital Imaging: 103
- IG: 97
- Email Management: 91
- Tip Sheets: 86
- Blog post: Public Officials and Social Media: 83
- Electronic Records Management: 92
- Trainings/Workshops: 78

o Website and Broken Links

Nate said he and Chris have identified some things but not removed anything. He thinks they will remove outside links, move the Meetings tab to under About, and move towards dropdown by topic.

o Quarterly Posters and Reviewers

- July-September = Chris and Alyshia
- October-December = Nate and Marlys

o Survey Subscribers on Backgrounds

Chris will post survey.

5. OhioERC Guidelines/Tip Sheets/Resources Review

o Digital Preservation Tip Sheet

Elise reformatted it and put it on the website. Alyshia said this would be a good blog post.

o Resource Review

Electronic Records Management Systems
Who Should Be at the Table? (Tip Sheet 2011) - Nate said we should expand, update terms, and tie into IG. Sara suggested tying into how people search for things. Nate wants to standardize and tag documents. Sara suggested deleting/incorporating into IG or changing to Ensuring Success for Your Records Management Program: Who Needs to be Involved.

Recordkeeping System Procurement (Tip Sheet 2015) – Nate said we should expand and define. Add internal link in document to link to other documents. Sara suggested general paragraphs for topic and then resources under each topic.

Social Media Use

Plan for Social Media Engagement (Worksheet 2012) – Sara said that the plan walks you through concerns and the tip sheet is basically the same thing. She suggested deleting the tip sheet and beefing up the plan. Darren said we should pivot from are you getting on social media to which ones and how.

Nate wondered about creating landing pages. Sara wondered about doing it behind the scenes before making changes available publicly. She suggested starting with green sections and splash pages.

Elise reviewed resources from other states. Pari wondered how many still exist. Elise said that many are under state archives.

Alyshia asked Sara if subcommittee wanted to discuss before next meeting. Sara said there was value in the group weighing in.

6. **Additional Subcommittee Updates**

   o Office 365 and Retention

   No update.

   o Long-term Digital Preservation Subcommittee

   Tina said that they would start with formats blog post, then tip sheet.

   o Ohio Heritage Group Summit Update

   Tina said the meeting will be called CHAOS (Cultural Heritage and Ohio). AI made the logo. It will be held June 2025 at the State Library. The keynote will be about the demographics in Ohio changing. Columbus metro is completely different than the rest of the state.

   o 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 Managing Your Inbox on September 24th.

   Lealand is revising cataloging procedures.

   OHRAB is offering Professional Development Scholarships up to $300 at https://ohrab.org/professional-development-scholarships-8/ Applications are due on August 31, 2024.

8.   **Brainstorming Sessions**

o   Social Media Cases

Sara said there have been recent cases at the U.S. Supreme Court with mixed use social media pages (official and unofficial) where aggressive comments were deleted. Does this violate first amendment? The Supreme Court made a framework for whether an account is official. Pari expected more from the Court. She would have like to see more clarity on what it means for someone to possess actual authority and to purport to exercise authority.

o   Artificial Intelligence

Pari thought it should be like blockchain with multiple documents. Most using AI are using it to write. We should brainstorm different areas. Darren said he did a presentation on ethical use of AI and potential records implications. Pari said AI had potential records creation and retentions nightmares. Darren said don't give AI confidential records. Sara suggested considerations as a blog post. She will reach out to Chris/Alyshia. Darren is willing to share PowerPoint with them.

o   October 16th Meeting Date

9.   **Review New Action Items**

The meeting ended at 2:36 pm.

ACTION ITEMS	
TASK	**MEMBER(S)**
• Keep tabs on electronic records legislation (focus on Ohio)	John, Sara, Pari, Marlys
• Post Social Media module link to NAGARA	Pari
• Hide Social Media module link on web page if over 2000 hits	Pari
• Track how many have used EMS module by next meeting	Fred
• Website subcommittee	Nate, Chris, Sara, Alyshia, Jacky, Marlys, John
• Update website and clean up broken links (after review) – start with green sections and splash pages – start with IG.	Nate, Chris
• Guidelines subcommittee	Sara, Alyshia, Marlys
• Resources review – Read assigned section and make proposal for updates before next meeting.	All members
• Public Outreach subcommittee	Darren, Nate, Sara
• Quarterly posters (2024)	Jacky, Sara, Chris, Nate
• Quarterly reviewers (2024)	Elise, Tina, Alyshia, Marlys
• Promote training modules on blog	Quarterly posters
• Add blog posts to LinkedIn	Darren
• Survey subscribers to find out backgrounds.	Alyshia, Sara, Chris
• Digital Preservation Tip Sheet – post to blog.	Chris
• Naming Conventions module –sent to Lealand to assemble	Pari, Chris, Nate, Alyshia, Lealand
• Office 365 subcommittee – discuss and research – schedule subcommittee meeting	Pari, Nate, Alyshia, John, Andrea
• Send analysis of converting microfilm to digital to group	Alyshia, Zach
• Long-term Digital Preservation subcommittee – gather info	Tina, Elise, Fred, Lealand
• Share QR code and rework NAGARA promo	Nate
• Share Ohio Heritage Group Summit info with group	Tina