



**FINAL**

**DATE: 16 OCTOBER 2024**

**LOCATION: ONLINE WITH MICROSOFT TEAMS**

**ATTENDEES:**

COMMITTEE MEMBERS:					
<b>Chair:</b>	Alyshia Benedict	N	<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	✓		Andrea Lavens	✓
	Shelby Beatty	✓		Nathan Owens	✓
	Zachary Eberlyn	✓		Tina Ratcliff	✓
	Jacqueline Johnson	✓		Darren Shulman	✓
	Elise Kelly	✓		Chris Wydman	✓
GUESTS:					
✓ = Present; N= Notified Absent; A = Absent;					

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

Vice Chair Sara Clark called the meeting to order at 1:03 pm.

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

**2. Membership Committee Update**

Pari Swift has resigned. The committee is grateful for all she has done. Sara suggested a resolution to recognize her service.

**3. Online Training Modules**

- Social Media Module

We haven't yet met the threshold for hits to hide the link.

- Update on Email Training Series

Fred said that as of October 14, pt.1 had 871 hits, pt.2 had 551 hits, pt.3 had 459 hits, and pt.4 had 479 hits. Nate suggested we post about it again early next year.

- Naming Conventions

Lealand has slides and recordings and will put them together once we are sure that Pari is done with her part.



#### 4. Website Committee Update

Chris said that 81% of people reading posts are 1<sup>st</sup> time visitors to the website. They found us via Google search. Timely topics drive interest. Blog posts drive traffic. Nate asked about it being new visitors and not subscribers and Chris said he would look at the data some more.

- Website stats- 3rd Quarter 2024
  - 903 visitors
    - +28 visitors compared to 2nd Quarter
    - +64 visitors compared to 2nd quarter 2023
  - 1756 page views
    - -44 page views compared to 2nd Quarter
    - -119 page views compared to 2nd quarter last year

#### Top Pages/ hits (3rd Quarter 2024):

- Social Media guideline: 104
- Trainings/Workshops: 103
- Blog- Public Officials and Social Media: 99
- Email Management: 77
- General ERM guideline: 77
- Tip Sheets: 76
- IG: 73
- Digital Imaging: 67
- Website and Broken Links

Chris and Nate have a plan for tackling website revisions. They have more to discuss and will then start.
- Quarterly Posters and Reviewers
  - October-December = Nate and Marlys
  - January-March = Elise and Jacky
  - April-June = Sara and John
  - July-September = Chris and Zach
  - October-December = Fred and Lealand

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

- Resource Review

##### General Guidelines

Elise looked at Kansas, Delaware, etc. and thought we might want to add redaction – structured and unstructured, metadata and naming conventions, and update some language.



Ohio Trustworthy Information Systems Handbook (2000) – Elise thought there was some duplication and could combine.

## 6. Additional Subcommittee Updates

- Office 365 and Retention

Nate and subcommittee met in September to brainstorm and break up into intro, architecture, records management, litigation holds/discovery, security sensitivity labels, and audit logs.

Alyshia will talk to her people. Sara asked if this could be more generic – Microsoft Office, Google Drive, Dropbox, etc. Nate suggested cloud solutions. Tina suggested subscription cloud service. Nate thought this could maybe replace our old Cloud Computing documents.

- Long-term Digital Preservation Subcommittee

Tina said that they would start with formats blog post, then tip sheet in 2025.

- Other Subcommittee Updates

No updates.

## 7. State Archives Update

Fred said that Amy Czubak is leaving the Ohio History Connection. Until someone new is hired, please use [localrecs@ohiohistory.org](mailto:localrecs@ohiohistory.org).

Lealand continues electronic records processing for the Ohio Dept. of Agriculture.

The Ohio Village is closed for renovations until 2026. See <https://www.ohiohistory.org/visit/ohio-village/> for more information.

## 8. Brainstorming Sessions

- Social Media Cases

Pari and Sara did an updated social media presentation for NAGARA that they can share.

- Artificial Intelligence

Start with a series of blog posts?

- 2025 Meeting Dates

- January 8
- April 9
- July 9
- October 8

John would like for one meeting to be in person. Maybe April? Sara suggested the Ohio School Boards Association as a site.

Nate asked about elections. Sara said she would send an e-mail asking for nominations.

## 9. Review New Action Items

Sara ended the meeting at 2:30 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, Marlys
<ul style="list-style-type: none"> <li>• Hide Social Media module link on web page if over 2000 hits</li> </ul>	Chris
<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>• Remove Outside Resources, move minutes to About OhioERC, change Meetings to Meeting Minutes - finished</li> </ul>	Nate, Chris
<ul style="list-style-type: none"> <li>• Delete Red and duplicate items after backing up in Google Drive</li> </ul>	Nate, Chris
<ul style="list-style-type: none"> <li>• Update website and clean up broken links (after review) – start with green sections and splash pages – start with IG?</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>• Start work on updating General Guidelines/Trustworthy duplication</li> </ul>	Elise
<ul style="list-style-type: none"> <li>• Quarterly posters (2025)</li> </ul>	Elise, Sara, Chris, Fred
<ul style="list-style-type: none"> <li>• Quarterly reviewers (2025)</li> </ul>	Jacky, John, Zach, Lealand
<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 – 1<sup>st</sup>/2<sup>nd</sup> qtr. 2025</li> </ul>	Alyshia, Sara, Chris
<ul style="list-style-type: none"> <li>• Naming Conventions module –sent to Lealand to assemble</li> </ul>	Chris, Nate, Alyshia, Lealand
<ul style="list-style-type: none"> <li>• Office 365 subcommittee – discuss and research – schedule subcommittee meeting</li> </ul>	Nate, Alyshia, John, Andrea
<ul style="list-style-type: none"> <li>• Long-term Digital Preservation subcommittee – blog post for 2025?</li> </ul>	Tina, Elise, Fred, Lealand
<ul style="list-style-type: none"> <li>• Draft resolution for Pari - finished</li> </ul>	Sara
<ul style="list-style-type: none"> <li>• Reach out to wrap things up with Pari and ask if she will continue to administer listserv for now - finished</li> </ul>	Nate
<ul style="list-style-type: none"> <li>• Meet with IT people about Office 365</li> </ul>	John