**Oral History Association**

**Council Meeting Minutes**

**October, 2016**

**Tuesday, October 11**

Present: Annie Valk, Doug Boyd, Claytee White, Allison Tracy, Amy Starecheski, Kristine Navarro-McElhaney

Council meeting called to order at 6:17 p.m.

President Annie Valk welcomed Council to Long Beach. Council reviewed minutes from 2016 Mid-Winter meeting. There was a correction to be made to the Old Business section. The minutes were approved with one correction.

**Consent agenda:**

Council discussed Publications Committee issues such as:

* Which responsibilities should stay with the committee and which should go to central office?
* The committee needs energy and clarity--are they in charge of social media or pamphlets? If they have a specific charge, we need to make that clear
* Taking on responsibility for portions of OHDA website seems unwieldy.
* Boyd suggested that the committee tackle small things that are doable; for example, the committee could be asked to write two articles.

Valk raised questions about larger committee issues and the need to energize committees. She believes Council needs to talk in depth about committee roles.

Valk called for a vote on the Consent Agenda (International Committee, Education Committee, and Publications Committee), and the Consent Agenda was approved.

**President’s Report (Annie Valk)**

Valk thanked Council for keeping OHA on track and moving during this tough year. Since Cliff’s passing, it seems clear that OHA still has a solid foundation due to Kristine and Gayle. Operations are moving forward and essential things are getting done. It is evident that we need to think about committees and help them advance our strategic plan and our objectives.

Council discussed ways to invigorate committees and accomplish objectives. Adding a Council member or officer could increase leadership capacity. Having someone with more institutional memory working with each committee might help. Regular use of conference calls might be useful for committees to communicate. OHA could benefit from Council orientation or training to help new members be fully prepared to serve.

Council discussed the need for a longer, more intensive mid-winter meeting given the coming year of transition. Valk plans to talk with nominating committee about what skills would be helpful on Council and how to find members with certain skill sets.

**Interim Executive Director’s Report (Kristine Navarro-McElhaney)**

Navarro Mc-Elhaney reviewed membership, giving, and social media statistics for 2016. Membership is slightly higher than 2015 with 24% student membership.

Boyd pointed out that her focus on building social media presence has shown great progress.

Council discussed the need for website revisions and connection with the Oral History and the Digital Age (OHDA) website. This may be a project for the next host institution.

Navarro-McElhaney believes OHA should explore hosting webinars which have been well-received in similar institutions. Council discussed other relevant training, such as Baylor’s workshops, and how OHA could be more effective at spreading the word about existing training.

Navarro-McElhaney stated that Council needs a conflict of interest procedure immediately. There is a great need for policies for OHA Council and staff. The labor situation at the Renaissance made that apparent.

**2016 Annual Meeting Update (Doug Boyd)**

The labor situation has made this a difficult meeting to manage. However, a strong program is in place that will honor the past and look to the future. Boyd is pleased with the balance between looking back and forward. Workshop attendance is up this year which is a credit to Christian Lopez, workshop coordinator. SOHA involvement has met expectations.

(Todd Moye joined the meeting at 7:24pm.)

Council discussed the need for a policy outlining the use of the OHA logo which was a divisive issue. Questions were raised such as 1) Can OHA as an organization take an activist stand? 2) Can a group of members versus the organization take a stand? The distinction between the two got lost this year. Council may need to go back and review the language that we adopted for site selection to include other issues such as the North Carolina bathroom law.

**Wednesday, October 12**

**Present:** Annie Valk, Doug Boyd, Todd Moye, Claytee White, Allison Tracy, Amy Starecheski, Natalie Fousekis, Kristine Navarro-McElhaney

The meeting was called to order at 8:35 a.m.

**2017 Annual Meeting (Todd Moye)**

Moye updated Council on plans for the 2017 annual meeting. He went to Minneapolis in September and met with the local arrangements group. They would like to have the Presidential reception in Mill City Museum, run by the Minnesota Historical Society.

Council discussed fundraising for the next meeting. Is the $1,000 2016 anniversary sponsorship a new baseline? It may be possible for the core funders but not all regular sponsors.

**2019 Annual Meeting Site Selection** (Navarro-McElhaney and Gayle Knight)

Our Helms Brisco representative, Katherine Craig, reports that the downtown Hilton Fort Worth is interested in hosting the 2019 meeting. Moye reports that the location is good, next to Sundance Square. The Hilton’s current proposal is for the week of Yom Kippur, so we have asked if they have other open weeks in October.

Knight reports that OHA’s low food and beverage minimum makes getting good proposals difficult. We may need to increase that from $10,000 to $20,000 to have success, but that means more food events in the hotel which no one wants. We could also look at other conference models such as having our meeting at multiple small hotels close by. Council agreed that ending the meeting on Saturday night would be preferable, but we will have to fill the majority of the rooms we have contracted for Saturday night for 2017.

Council agreed to try a different weekend for Fort Worth and see if they are interested given its good location. In 2018, we will be able to try some out of the box solutions since we will be meeting at a University. We will need to do publicity early so attendees have time to get passports.

**Strategic Plan Review**

Council recapped the strategic plan objectives. It was the sense of Council that committee work should be aligned with the strategic plan and some discussion on how this might happen. Council stated that good leadership and clear goals will help OHA meet objectives.

Boyd recommend that Council extend the ending time for the strategic plan from 2017 to 2019. Claytee White made a motion to extend the plan through 2018. The motion to extend the Strategic Plan to 2018 was approved at 9:50am.

Council would like strategic plan to be a focus of conversation at the mid-winter meeting. They want to ask committee chairs to review the strategic plan and think how their work relates to it with the following assignments:

Claytee: Outreach and partnership

Doug: Technology

Natalie: Finance

Todd: Annual meeting

Allison & Jen: Operations

Amy: Membership

**2017 Annual Budget (Navarro-McElhaney)**

Navarro-McElhaney reviewed proposed 2017 budget. It is similar to 2016 budget but no funding for anniversary events. Line items for transition expenses for both the institutional home and Oral History Review editors are included. Navarro-McElhaney would like to include funding for webinar development as well. Council asked questions and will review and vote on the budget at the end of the day.

**50th Anniversary Task Force**

Reviewed the 50th anniversary taskforce report. Discussion ensured on who will lead the endowment campaign once the task force term is complete, and how does council empower them?

Starecheski recommended OHA explore investing in socially responsibilities fund; Allison second 11:03 make recommendations

**Development**

Discussion on funding needs and efforts for the next 50 years. Ideas ranged from summer internship programs, diversity fellowships, hiring of one new position: Digital/social coordinator, increase in number of scholarships provided.

**New Task Forces**

Council discussed request for creation of a New Professional Task Force. A very energetic group of members who have been coordinating the mentor program and speed networking at the past two annual meetings would like to continue their work year-round. Council is very supportive of this effort, and the Membership Committee also endorses creation of the task force. Council would like to see a charge that reflects the difference in what task force and membership committee will do.

Starecheski moved to create a New Professionals Task Force, Moye seconded the motion, and the motion was approved at 12:43.

Annie Valk has suggested creation of an archives task force, something that is mentioned in the strategic plan. Council discussed OHA’s relationship to the archives at UNT and what their interest in our collection might be. A discussion ensued about video vs. audio at annual meetings and what we might do with an increasing amount of video content.

Council asked Navarro-McElhaney to have an exploratory conversion with the archivist at UNT about the OHA archive so we will have a better understanding of the archives’ capacity and plans for our materials. She was also asked to contact other associations in regards to their document retention plan such as SAA and other ACLS members. The hope is this will lead to a policy for document retention and plan for document storage during this transitional year.

**Committees**

Navarro-McElhaney began the conversation by stating that OHA has many policy needs, including those that outline committees. She is eager to draft policies if Council will review and edit. It was the sense of Council that major policy changes or items of interest should be open for member comment before adoption.

Council discussed a proposal for a general membership survey, including questions about about member rates and a wide range of issues.

Council discussed funding for committee initiatives and how that might work.

The OHA awards program was discussed, including low submission turnout and some frustration among award committees. Should the nomination process be streamlined, and how can Council and award committees do a better job with publicity?

Boyd suggested the Nonprint format award could be divided into multiple categories. Could OHA give multiple awards for this category: for example, the Non-Print Award for Documentary and the Non-Print Award for Exhibition. Council wants to continue to work with this committee to get submissions and recognize work properly.

**OHR Editor Search (Amy Starecheski)**

Starecheski reported that Susan McCormick, chair of the OHR editor search committee, and the committee members are well organized and making progress on their search. They have one proposal of interest from a strong candidate and should have final proposals by mid-January. Council discussed the possibility of a different budget plan for the new editor or editorial team than is in place for Nasstrom and Reeves. It was the sense of Council that there is some flexibility in how the line items for the OHR budget are constructed.

Council discussed bi-weekly OHA Update emails. Starecheski suggested they be headed “OHA News” with a brief highlight of what is included so they will be more likely to be opened.

**Oxford University Press (Trish Thomas)**

Thomas reported that circulation for the OHR is stable. There continues to be a decline in institutional membership. Many of those have migrated to consortia. Marketing for the OHR is going well, and the managing editor team does a great job with social media. Thomas believes production is going smoothly in 2016.

Oxford will be migrating to a new online platform in 2017. This should help address some of the multi-media issues that continue to frustrate associations with a Journal.

**OHA Newsletter (Knight)**

Knight explained that 2016 brought the first digital issues of the OHA Newsletter. We had a template designed for us in MailChimp, and producing and sending the digital newsletters is getting easier and quicker. It takes much staff time to produce the paper version that many of our members still request. That is the issue that needs to be addressed as we would like to make the print version look professional. Council discussed implications of going just digital or continuing to produce print copies as well.

The meeting was interrupted by members of the OHA Labor Working Group.

**Institutional Home Search (staff excused)**

**Oral History Review Report (Kathy Nasstrom)**

There is one strong candidate for new OHR editor at this time. Nasstrom reports that she and her team are making plans for a smooth transition to a new team. When they transitioned in, the old and new editors had a weekend retreat that was very helpful. Nasstrom suggested funding a transition retreat, possibly in the estimated range of $3,000-$6,000. Council discussed other ways the new and old editors could meet, such as a day-long event prior to an annual meeting.

Nasstrom stated her continued frustration with the Oxford University Press platform and lack of multi-media content. She feels that the capacity has descreased rather than increased since 2012. However, she stated that Oxford has been a good partner from a marketing standpoint.

Nasstrom reports that Eleanor Maze, Abby Perkiss, and David Caruso are interested in staying on as editors with the new team. Ken Woddard will fall off, but the core group of editors are staying on.

**Approve Budget**

Council returned to their budget discussion. In order to balance the budget with new items added, Navarro stated that there need to be cuts of almost $4,000. After discussing the options, Council requested that a reduction be made to the line item for institutional home transition that provided for three site visits. By dropping to two site visits, the budget stays positive.

With that change made, council voted to approve the proposed 2017 budget.

The meeting was adjourned at 5:20 p.m.