**Oral History Association Council Meeting**

**October 3, 2017**

00:04

OHA President Doug Boyd: Claytee White sent her letter of resignation to President Boyd. She has some priorities that have come up project wise with her work that require her attention.

00:46

Doug Boyd talked with Todd Moye, vice president, to find a replacement to finish her term. They recommended Troy Reeves, who leads the Principles and Best Practices Initiative, to fulfill her one year term.

04:46

The Council approved Troy Reeves' appointment to complete Claytee White's unfinished term.

05:25

Council member discussed the budget.

05:40

The Council will pay Gayle Knight as a consultant and cover her costs during her visit to Middle Tennessee State University.

06:00

The Executive Council lowered the costs for the 2018 OHA Annual Meeting in Montreal, Canada, because Concordia University will take care of much of those costs. The Council also lowered the registration fee because it wanted to stay on the conservative side of its budget.

08:19

The Council launched its new member site in two weeks. They no longer used C-Vent, and began using Member Clicks to operate the member website.

08:49

The Council did not think it was affordable to go to Montreal for the Midwinter Council meeting because the budget was tight.

09:38

The Council raised its budget from $3,000 to $4,000, with the extra $1,000 coming incrementally from fundraising opportunities, to resolve the negativity of the lean budget.

13:15

The Council approved the budget.

14:40

Interim Director Kristine Navarro-McElhaney discussed the council members' roles and responsibilities in the Constitution.

17:42

Council members discussed adding a clause in the bylaws, enabling them to miss one in-person council meeting and one monthly conference call/Skype business call during their specific terms. The exception was illness or any other emergency.

 21:49

The Council approved the revised policy.

22:00

The Council discussed voting on amendments to the Bylaws. The Council members brought up the fact that they vote on the bylaws whereas the lay membership votes on the constitutional changes.

22:21

The Council discussed changing the clause about future elections in the bylaws to prevent  disgruntled members from amending the constitution.

24:22

The Council tabled its discussion of the bylaws and the creation of a New Professionals committee.

25:04

The Council discussed fiscal roles and responsibilities. The members discussed a checks and balances system for overseeing fiscal matters.

25:59

Moreover, they discussed possibly adding a council member to administer the financial aspects of the organization in the absence of a treasurer. They pondered the idea of a past president serving in this role or the making the position a three year term to prevent corruption.

27:37

The Council discussed getting an audit or review of the organization's finances through a financial firm in respect to granting the co-directors, as well as the program assistant, the authority to sign checks, oversee the budget, and manage daily operations.

31:05

The Council approved the Fiscal Policies and Procedures documents for the Bylaws.

31:48

The Council discussed and approved the designation of OHA co-directors as the Executive Director in the amended Constitution and Bylaws.

33:07

The Council members discussed incorporating the New Professionals Task Force into the organization as a full or standing committee.

35:54

The Council noted how members of various task forces want to feel appreciated for their work. Moreover, many OHA members believe that appointment to and persistent committee work will demonstrate their commitment to the organization.

44:05

The Council is responsible for appointing members to committees and does not want to discourage them from joining the organization by saying their work on standing committees is no longer needed.

50:36

The Council is seriously concerned about declining membership and ponders various ways to enhance membership such as increasing dues, surveying other organizations, and listening to the New Professional Task Force's petitions to become a standing committee.

54:29

The Council discussed the possibility of having liaisons serve as committees' representatives in their interactions with council members. Furthermore, a council member  expressed hesitancy to table the conversation about the New Professionals Task Force becoming a standing committee. She advocated their cause and did not want them to feel neglected.

58:57

The Council approved making the New Professionals Task Force a standing committee.

1:00:00

The meeting was adjourned.

**Oral History Association Council Meeting**

**October 4, 2017**

00:21

The *Oral History Review* editorial team introduced themselves to the Oral History Association Council.

01:11

Kathy Nasstrom, the outgoing editor of the *Oral History Review,*was displeased with Oxford University Press's work and management of the print, as well as digital, journal. The company made several embarrassing errors,including broken links. Moreover, Oxford University Press's reluctance to correct its errors was a factor in the Council's discussions to possibly end its contract with the publishing company in 2019.

11:03

The incoming editorial team for the *Oral History Review*was excited to accept the mantle of leadership from the outgoing team and ready to build on the collaborative relationship that Kathy Nasstrom's team had developed with the Oral History Association, especially the Council. The new, incoming team was ready to face any challenges and humble about their positions.

15:30

The new editorial team suggested that the Council consider the open access model to publish the journal (i.e. self-publication through partnership with another academic press).

18:01

As the Council pondered its options regarding publication of the *Oral History Review*, Dr. Louis Kyriakoudes reminded the members that Duke University sued Social Science Historyin federal court over a contract dispute related to their journal. Duke University lost the suit because it had no merit, but Social Science History incurred hefty legal fees as an organization because hiring IT lawyers is expensive. Dr. Kristine McCusker also noted that a dispute between I Ask 'Em and its publisher led the organization's entire board of trustees to resign. The dispute is ongoing.

19:35
The Council discussed tasking the Publications Committee with researching different publishers, their prices, benefits, and contract bids for publishing the *Oral History Review*.

21:52

The Council discussed long-range planning for the organization. Vice President Todd Moye and Interim Director Kristine Navarro-McElhaney attended the ACLS training seminar in September 2017. The experience influenced Mr. Reeves to "start engaging parts of his brain" as vice president/incoming president. He admired Doug Boyd's leadership, and that of Boyd's predecessors, to think long-range in growing the Oral History Association. Reeves wants the Council to focus on more long-range planning now that several issues have been resolved.

One of the exercises that a workshop facilitator led was a Past Perfect Exercise. The purpose of the task is for the Council to fill in blanks with the members' future and past expectations for the organization. The Council spent approximately ten minutes analyzing its objectives and hopes for the OHA.

27:39

The Council discussed the addition of 1,160 - 1,500 members to the organization as a reasonable goal, as well as the positive (more revenue) and negative impacts (higher membership fees) of this increase.

30:42

The Council discussed new initiatives if it had additional revenues: completely funding five Diversity Fellowships to enhance diversity, which is the strength of the organization, increasing the number of staff, and creating Digital Scholarships. Members who win these grants have the opportunity to create digital history sites or projects, such as webinars and  Massive Open Online Courses (MOOCS), and contract their work with the organization. OHA President Doug Boyd noted that Baylor University has online history training.

36:54

The Council also more crossover work with the public history field, the ability for public school educators to receive continuing education credits for attending the webinars, outreach to public schools and teachers.

38:13

Vice President Todd Moye answered the exercise question by delving into the OHA's strategic plan as a crossroads into other forms of doing historical research that appeals to potential members.

39:05

The Council discussed oral history trainings, which are a component of the annual meeting. The council members suggested certification programs for various oral history topics, newer oral history trainings in the future, a centralized space for those trainings, graduate level classes on qualitative research methods, and lobbying for the professionalization of oral history.

47:35

The Council discussed the possibility of collaborating with marginalized communities, such as illegal immigrants, the ethics of OHA's Principles and Best Practices, and the complexity of legal issues when creating oral history projects around controversial topics.

51:32

The Council members decided that fundraising, development, and member services were the top priorities on their agenda.

52:47

The Oral History Association accepted an invitation to participate in the Organization of American Historians' Amplified Initiative as a partner. The grant is $5,000. The OAH received funding from the Mellon Foundation to redesign and digitize much of their annual meeting, processing and making it accessible to public school teachers and other people. The Council agreed to create an online product, whether a podcast or digital project, based on recordings from the OAH's annual meeting. OHA Council president Doug Boyd suggested that council members research other types of funding to enhance the organization.

1:01:00

Carly from UniteHere contacted Doug Boyd about signing a fair hotel agreement. By signing the agreement as a partner, OHA would find a fair hotel in their destination cities, protect their events from unexpected complications, and assess the long–term labor perspective for their meeting location before booking the hotel as a service to UniteHere. Although she supports unions and their work, Jennifer Cramer had difficult conversations with Carly and does not believe the OHA should sign the agreement.

1:04:14

Gayle Knight, the OHA Program Assistant at Georgia State University, discussed how the OHA selected various cities for the annual meetings in the past. From her experience, the council searched for cities two years before the conference and worked with Helms Briscoe, a sourcing organization, to not only find sites but also work with the hotels to find contracts that were satisfactory to the OHA councils in the past. The OHA assessed the proposals to ensure the hotels had plenty of rooms for lodging and meeting spaces.

Meeting space is free based on the number of guest rooms, and a certain food and beverage minimum. Previous OHA councils wanted the food and beverage minimum to be as high as possible because that was how they raised funds for the organization. The council does not reserve many guest rooms based on the number of people who attend the annual meeting. Moreover, the councils do not spend much money on food and beverages, due to the shortage of funds, and the limited amount of space.

Gayle Knight commented that previous councils valued a downtown or possibly, urban, location, not by airport or far away. The best place is a city with cultural events and walking distance to various stores, shops, and close to one hotel. Union hotels and different cities are best, if possible.

OHA President Doug Boyd noted that the council must find acceptable states that are not on California's list of banned states so its delegates can attend the conference.

1:17:53

The Council discussed various cities as potential destinations for the 2020 annual conference.

1:21:30

The Council discussed logistical issues of various cities and hotels for the meeting.

1:26:17

Dr. Kristine McCusker observed that the Presidential Reception allowed conference delegates to invest in OHA and enjoy sightseeing of the various cities without spending exorbitant sums of money.

1:30:00

Dr. Louis Kyriakoudes advised the Council that they need to select an affordable city, in terms of transportation, lodging, and other aspects. A fun, interesting, and diverse location is great, but a syncretism of those factors detracts from the business agenda of the annual meeting and dissuades delegates from attending conference sessions. In addition, the city should have a correlation to oral history. The annual meeting also serves as a recruiting tool for new members.

1:33:07

The Helms Briscoe representative takes care of the OHA council's hotel proposal in approximately two weeks - a quick turnaround time. The company gets ten percent of every hotel room and the search does not cost the OHA any money, so the Council does not have to worry about the logistics of booking.

1:38:50

The OHA Council took a short break before discussing the long-term strategic plan.

**Oral History Association Council Meeting**

**October 4, 2017 – continued**

00:19

Dr. Kristine McCusker and Dr. Louis Kyriakoudes discussed changing the Oral History Association's email address and website domain name to reflect the organization's transition from Georgia State University to Middle Tennessee State University.

04:14

Dr. McCusker, Dr. Kyriakoudes, Gayle Knight, and Doug Boyd discussed the logistics of the transition period, for example, utilizing her as an on-call consultant for two years during the transition to Middle Tennessee State University.

07:57

The Council discussed its role in the transition period, including the option of storing passwords with the organization's digital files. For example, the late director of the OHA, Dr. Cliff Kuhn did not share the passwords with anyone. The OHA Council had to hack the Twitter, FaceBook, and Gmail accounts to gain access.

11:52

Ms. Knight recommended that the OHA Council seriously discuss which employees would have access to the financial records and matters.

14:06

Dr. McCusker and Dr. Kyriakoudes need a Program Assistant who has a strong accounting background and organizational skills to oversee the budget. The OHA Council agreed with their assessment.

 14:49

OHA President Doug Boyd reminded Dr. McCusker and Dr. Kyriakoudes that they are only people who can sign checks for the OHA as the executive co-directors. The Council discussed the possibility of searching for a new bank and opening a new business account or remaining with PNC Bank, OHA's financial institution.

20:28

The Council discussed what needed to be physically moved to MTSU as part of the organization's transition. The OHA has numerous digital materials, paper files, newsletters from 1966 to the present, a collection of journals, and handbooks (programs) from past OHA conferences. The documents are stored in a few boxes, and the remaining materials are digital. Dr. McCusker said that she could drive her vehicle to Georgia State University, load the materials in her truck, and drive back to MTSU.

21:29

Gayle Knight discussed the records retention plan to assist with the transition from GSU to MTSU. She created a draft of a retention proposal, based on standards from the Society of American Archivists, for the OHA Council to decide upon and implement in the future. Doug Boyd noted that the University of North Texas will charge money for archiving the OHA's records, the storage will cost money, and processing the materials will require a lot of money. The Council informally tabled the discussion of the retention plan until its next monthly meeting.

39:12

Dr. McCusker and Dr. Kyriakoudes discussed hiring a Program Assistant and staffing the office with a part-time Graduate Student Assistant, as well as undergraduate student interns. The Program Assistant's role is to complete paperwork, manage the OHA's budget, and accept other responsibilities, as needed.

40:07

Dr. McCusker noted that Murfreesboro, Tennessee, is a very reactionary and conservative area. She and Dr. Kyriakoudes need someone who is generous and has a friendly disposition when engaging with the public, as well as fulfilling his or her duties. Dr. McCusker also commented that the program assistant will follow the job description and take on more duties over time.

43:13

Vice President Todd Moye commented that the Council will give Dr. McCusker and Dr. Kyriakoudes a list of expectations and priorities for the first year. He also observed that the Council will establish an annual review to assess the co-directors' performances. Additionally, Dr. McCusker and Dr. Kyriakoudes will write their goals in August, at the beginning of the academic year, conduct self-assessments at the end of the academic year, and share the results with the Chair of the History Department, who will write individual letters attesting to their work.

45:10

Dr. McCusker noted that giving her and Dr. Kyriakoudes a year to get acclimated to the organization and their leadership roles, as well as organizing the annual conference, is a crucial step. Dr. Kyriakoudes commented that the organizational divisions will develop naturally over time. The co-directors will draw upon each others' strengths as much as possible to enhance the organization.

45:48

Dr. McCusker and Dr. Kyriakoudes invited the Council to visit MTSU. The co-directors decided to give a virtual tour of the Oral History Association's office for the Council and members who cannot visit the campus. More importantly, members have an opportunity to meet the leadership and staff. The co-directors also assured the Council that they would hold weekly meetings before making decisions about large and small topics.

49:38

Dr. McCusker wants to make an MTSU brochure welcoming the OHA to campus, with permission from the incoming executive council.

51:11

A council member suggested the new co-directors cultivate relationships with past presidents to learn more about the inner workings of the Oral History Association. In addition, the council members will introduce the co-directors to past presidents at various events, such as annual conferences. Dr. McCusker suggested that she and Dr. Kyriakoudes also introduce themselves to the OHA's past presidents through notes or letters.

56:16

The Council took a short break before resuming the meeting.

1:00:53

Patricia Thomas, the liaison with Oxford University Press, discussed the main points of the university journal's readershipstatistics. Doug Boyd relayed that Oxford University Press was reluctant to assess its errors in the digital and print versions of the *Oral History Review*. However, Ms. Thomas noted that the university press was inundated with much backlogged work, and she would look into the matter. In addition, she wanted to retain the trust and business of the Oral History Association. Ms. Thomas emphasized that Oxford University Press would work diligently to correct the errors in both versions of the *Oral History Review*.

1:24:34

Doug Boyd thanked the OHA Council for its leadership and expressed gratitude for the ability to serve as the president of the organization. The Council discussed several dates for the Mid-Winter Council Meeting. They agreed to schedule the meeting on a Thursday, Friday, Saturday model in March 2018, at Middle Tennessee State University.

1:30:30

The Council planned to address last minute issues through conference calls.

1:31:22

OHA President Doug Boyd adjourned the meeting by striking the gavel.