Meeting Minutes

MidWinter Council Meeting

March 1-3, 2018

Murfreesboro, TN.

Midwinter Council 2018

March 2

Call to order 8:49 a.m.

Todd says thanks.

Allison moved, Maggie seconded – business meeting minutes accepted.

President’s report: Curtis Austin resigned Wednesday night. Need to debrief him and discuss with executive staff what happened. Also need to address his diversity actions which have been so important for the organization. Whatever problems Curtis’s resignation highlight will not be fixed overnight. Asks Council to give thought to Curtis’s replacement.

OHR editorial team transition has been smooth. Todd finally sent the Dear Niko email (as in Niko Pfund, head of OUP) demanding action on the multimedia problem, and we are waiting a response.

Standing Resolutions document: 10 resolutions over the next months developed in tandem with council. Ask Faith to convert the Standing Resolutions to a shared google doc.

Standing committees: Allison’s call for volunteers really helpful. Tried to get charges written in tandem with committee chairs but took forever. Make move to do it by annual meeting and November rather than in January. Allison’s committee on committees did great work.

Standing committees in good shape, but award committees need better charges: too much overlap.

Priorities: Troy and Sarah Milligan great work with Principles and Best Practices task force – document to share with membership either at Montreal or on members only portion of website.

Keep momentum going forward on survey results. Next conference call is on the survey.

Need to revise strategic plan next year. Hire a facilitator to do this?

New bylaw: We have two documents that guide us: the operations manual and the standing resolutions documents. These are our guiding documents.

Standing Resolutions need to be fixed first before they can be accepted. Will be finished for October meeting. Faith will turn document into shared document. Make suggestions by May 1. Future conference call. Will approve in October.

Bylaws: Operations manual resolution: We have an operations manual that guides our day-to-day procedures and activities. It is an evolving document that reflects workflows, policy making and current and unexpected issues. Council is endowed with the ability to change it as needed.

Motion: Maggie moves, Allison seconded, unanimous. Operations manual is accepted. Resolutions document will have to wait til we’ve worked on it.

What’s the threshold for a standing resolution: what’s a one time resolution, what is a continuing one? May need to state this in the operations manual.

Bylaws: Standing resolutions codifies our behavior on council.

MTSU check policy: any check to MTSU over $1000 must be signed by the OHA President or other OHA-designated signatory.

Standing resolution: Maggie moves, Jenn seconds, unanimous. Passed.

OHA check policy?: Two council members President and Vice President must be able to sign checks. Do we need a treasurer? Council would like Kristine Navarro-McIlhenny in this role – Todd will reach out and make the proffer, then co-directors will reach out for writing a job description. Paid position.

ACLS Rep: desire for continuity. Name the co-directors as the ACLS reps. Consensus vote says yes.

Emerging crisis grant: emergent not emergency crisis – reflective of the last year.

Strategic plan: voted to extend til 2019. We have been following this pretty closely. Todd will go back to the committee chairs and ask them to review the document. Make sure we’re using the full document (10 pager). Faith will send it to us and it will be shared with council. Allison will need a copy.

Break

Diversity: grad student internship. ACLS $$. Todd reported. Still finding more people for him.

Publications committee: Maggie: Jaycie: mission function of OHA blog. Need to distinguish between OHR and OHA blogs. OHA [?] blog editors any metrics for this? Todd and Maggie will call Jaycie and work things out. Oral history in the digital age site? [Oral History in the Digital Age – Dean and Doug are incorporating those].

Allison: history of blogs: Committees sent them in, but no feedback (how many read it, for ex?). dwindled away. Blogs suspended at annual meeting. No communications plan.

Doug: reactive, not proactive. Need a broader communications strategy.

Membership: evaluate membership cost structure = charge, evaluate IOHA relationship. Maggie reports.

Education: Troy reports. Erin Conlin in good contact with everyone. Conference call next week. They want to accomplish: develop sample lesson plans so teachers can use existing projects and create own projects. 2018 – use annual meeting as a springboard to better relationship with teachers. 2 members stepped off and one added.

International: Jenn reported. Leslie McCarthy sent committee report. Posted travel tips to Montreal on the web. Scholarships question: $3000 renewed? More money for scholarships to travel to the meeting? Steven High $$25K portion to be used for travel. Will we manage that or will Steven? Money goes to those outside of North America, will help solve issue of whether Americans are now international. 2020 IOHA meeting plans and what scholarship monies will be set aside for that?

IOHA and OHA joint meeting? Approach carefully. Be careful that we don’t make it an American meeting with a bunch of others attending. If we do this, it has to be clear that it is an International meeting with the OHA attending.

Emerging professionals: will do their wonderful programs: mentorship, speed networking, meet and greet for the mentorship program. Allison reports. Would love to do additional things – wish list from chair? Separate from annual meeting – training oriented toward emerging professionals. Toward emerging oral historians, not just OHA members.

Finance: Natalie and Todd. New chair suggested by Kristine Mc-N. Michael Bowen chair. Co-directors – rainy day fund money – talk to Finance Committee. Cap on endowment is 5%. Reserve is necessary and be nimble. Louis will write policy and share with Finance – will do via email. Big checking account investment.

Principles and Best Practices: Troy and Sarah. New iteration of P&BP. Met monthly. Revamp, not a revise. Strong feedback about good stuff and what’s missing. Tasked 4 subgroups to write draft language: 1. Core [what is core of oh and document] 2. Ethics 3. Narrator’s bill of rights 4. Best practices. Some of the groups have had phone calls; others haven’t. April 6 is deadline for working drafts. Troy and Sarah will look at them and then bring them all back together. Check for overlap. Keep or revise. Great group. Spirited discussion. Hope to have it for approval at October and then present at business meeting. May make more sense to submit via a concurrent session. Need to ask for time on the program if we go in that direction. Need to have the membership comment without too much leeway.

Survey: Troy – read the whole thing, go to the document in April conference call.

OHR task force: Jenn reports. Looked at the contract. Have something hopefully by October but may not until next Midwinter.

Kathy Nasstrom and Troy Reeves given a plaque in thanks for their work.

Committee on Committees: Allison – chairs need a more visible place in organization. Communication loop getting closed. Faith has created a pathway to file reports. Survey will be sent out next week or so. Strategic plan will be sent to the chairs. Working through some templates still. Overall goals: chair empowerment has been something to work – progress; charges and committee purpose – can improve on this; haven’t touched at all promotion of committee work. Allison and Maggie will work with Jaycie on this. Make visible better to membership. First thing to tackle after March is bylaw and language. Task force wrapped up by annual meeting? Some of what is ongoing should be ongoing after Allison cycles off.

Kris: paying annual membership. Using e-blasts to publicize committees.

Allison: some people may not know that they have to be paid. Committee chairs best to remind that you have the obligation to pay.

Todd: Kristine scripts at microphone at annual meeting – thanks publically to chairs of committees.

Todd updated Natalie re: change in timing of committee charges.

Exec office: call for volunteers for committees early. After program set. Make progress in it this year. Collaborative approach?

Scholarships: Hurricane $$. Issues regarding what constitutes need and formalizing through application. Kris, Louis and Doug will work on. Two matching institutions in this: Rice, Proctor, we should include them in the conversation. Ann and Paul be involved or someone on their behalf.

Sexual Harassment policy: OHA sexual harassment policy: Louis K. presented a summary of various organizations’ policies with a recommendation. Louis will develop language on diversity and inclusivity statement – new statement on inclusivity and diversity – code of conduct in program and available via registration - click to accept it as well. Copies available at registration table.

Tape turned off to discuss an hr issue.

Jordan Alexander was asked to leave the room for this discussion.

Back on the record

March 2, 2018

Kris presented insurance information (see document).

Motion: Natalie moves, Allison seconds, unanimous – go buy the insurance. Kris will move forward with liability insurance as well and will report back via email re: her findings.

Kris presented the co-directors report. Louis and Natalie talked about sponsorship levels.

NEH grant: Michigan State reach out. Digital archive too much but the rest is in our wheelhouse. Let’s take the year to plan it out specifically in order to meet the NEH onerous opportunities. Create a prototype webinar.

Brochures: want a more contemporary look – want to appeal to younger scholars, add our photos. Not selling oral history, but selling Oral History Association. Blue one is the favorite. Don’t overemphasize the MTSU logo – drop True Blue if possible. Find a better front page rhetoric. Don’t promote skype interviews – doesn’t feature principles and best practices. We can have different brochures for different audiences. We will look into drop cards. Look for outside designers.

Budget. We need a line item in 2019 for committee work.

Viewed the 2017 budget (final). Allison/Maggie moved to accept updated 2018 budget. Natalie seconded and unanimous.

Break – forgot to turn off tape.

Louis: Jordan’s report re: ACLS fees for membership/conference fees. $148 is the average for full fees; $45 for grad fees. Conference fees: $196, $269/nonmember. $46 for student member; $86 for student non member.

There is room for growth in the membership fees.

Membership committee has been charged with looking at these fees. We need to make sure that they are done with their work in time for announcing to the membership the raise in fees so they can vote on them at October meeting.

Conversation: registration fees for the conference. Keep in mind that many are not supported institutionally. How are we serving our membership in other ways when we’re raising conference fees?

New Conference fees: Natalie moved, Troy seconded. Unanimous.

Nonmember fees:

From $200 to $250 nonmembers

From $100 to $125 non member students

Members

Membership $165 EB/$190

Independent Scholar Rate $145/$170

Student $50

OHR report: still problems with the sound clips that have not been fixed by OUP. Current issue is almost done – hope to have it finished by end of the month.

Amplified Initiative: Talked about table coverage, podcasts, and about how to spend $5000. Liberated Syndication is best storage for podcasts. Small fee. Don’t skimp on AV – that is what we have to pay attention. The OHA is known for sound so make sure it sounds good. Email to Hajni Selby to find out the recording process to make sure the sound quality is good, per the OHA’s reputation.

Doug: Oral History Association Website – move from MSU website hosting to 3rd party webhost: Go Daddy: $236/yearly fee: email, secure certificate, security against malware. This is our choice. Do a one year trial at $236. If it works, then we will join for 3 years which is cheaper.

Troy moved, Allison seconded, unanimous.

Double check the term limits on the Oral History domain. Renew it for as long as we can if possible.

Todd adjourned us at 4:27.

March 3

Meeting called to order at 8:45

Discussed potential nominating committee members.

Tami Rina and Chuck cycle off this year.

Barb Suzanne and Carlos will be the senior people next year.

We need to define a standard for being named to the nominating committee.

Leadership academy: one day workshop right before the conference starts. Do it Wednesday in SLC in 2019.

Database to track people who have served? Committee list for the past 5-10 years?

Need to start a leadership track in the organization.

From Nominating Committee

Jeff Corrigan

Start with Nominating Committee in November and write them a charge in the future.

Start developing leaders!

This is the council slate:

1st VP Dan Kerr

Gwen Etter-Lewis versus Zaheer Ali

Jeff Corrigan versus Alex Freund

Troy Reeves or Crystal Biak or Sarah Milligan

Curtis Austin’s resignation is accepted.

Council has right to fill expired terms of VPs. Must have recent council experience. Would like someone who has run a meeting recently but not highest priority. Program chair is the best training ground for 1st VP.

Charge to nominating committee: every other year should be a woman.

Council agrees to offer 1st VP position to Allison Tracy. She will let us know tomorrow.

Break

Final slate for nominating committee (Todd will make the ask):

Anne Chow versus Virginia Espino

Tomas Summers Sandoval versus Juan Coronado

Rachel Seideman versus Kathy Newfund

Maggie moves, Troy seconds, unanimous.

Annual meeting - Natalie:

Overwhelming response to call. One room that has equipment that has simultaneous translation. Call was in 3 languages. Nothing nailed down for plenaries but do have topics. Native America: 1 person American, Canadian, South American. 1968: ; Lunch speaker: Alessandro Portelli – perhaps cobble together a tour of the United States;

Questions from the Program Committee:

What do we offer them? Budget for the plenaries and lunch speaker. Travel and two nights.

How many panels can we do? 11 concurrent sessions. Friday – add

Friday: start at 8-9:30, 9:30-10 = coffee, 10:11:30, 15 minute break, lunch session 11:45-1:15, 1:30-3:00, 3:00-3:30 = coffee, 3:30-5:00. Reception 4:30-5:30, cultural programming Friday night.

Potentially add Sunday back in?

What to do with Steven’s potential $25,000?

Rough draft program in 2 weeks so Steven can apply for the $25000.

Brand marketing – not going to be like Denver but a special conference in a special place.

Registration: paragraph that we draft on form – this is a different conference for the OHA. We’re excited to be centered in downtown Montreal, one of the most international cities with amazing oral and public history. Warn people that we will all be spread out over various hotels.

Hotel websites: transportation info – in the hotel’s website –

Tips via tweets re: traveling in Montreal – make it a daily travel tip via social media.

As those monies become available from other sources, we will be adding to the various travel scholarships. Jennifer will be following up with Leslie McCarthy.

Break

We need minutes from meeting from October.

Salt Lake City 2019: Labor issues – no need to worry right now b/c we were proactive with that. Discussed the potential local partners. Program chairs: by May. Suggestions on how to choose – Allison or whomever should pick people she’s excited to work with.

Salt Lake Sheraton. 1st VP will visit this summer.

Baltimore: Dan Kerr.

**2019**

Salt Lake City
October 16-19, 2019

**2020**

Baltimore
October 21-24, 2020

2021 preferences – west coast – Portland? New Mexico? Reno? 2022 – south (Florida)? Midwest? Canadian?

Choice is always union hotels, if available, and they have to agree to our language. Potential for Canadian sites in 2022? Ask for both but may hold off for 2022.

We have made the decisions we need to make this weekend. Adjourned. 11:53.