**Council Meeting**

**October 10, 2018**

**Digital Recording #1**

**Called to Order at 8:38**

Attending: Louis Kyriakoudes, Todd Moye, Natalie Fousekis, Troy Reeves, Jennifer Abrahams, Allison Tracy-Taylor

Meeting minutes for MidWinter Council Meeting 2018 and Business Meeting Minutes from 2017. Todd edited the Midwinter document that excluded names from the MidWinter meeting minutes. Allison moved, Natalie seconded. Approved.

**President’s report:**

Highlight a couple things. We need a set of guidelines for reporting sexual harassment and for adjudicating reports of harassment. Todd will work with Louis to put in place. Did a good job with initial report on a ad hoc basis, but need to put policies in place. President’s letter about sexual harassment a good first step toward moving the membership into this new way of interacting with each other.

Louis is working on procedures. Updated Council on this year’s new policies – added a line to our Statement of Diversity and now is using the Society for Biblical Literature as a model for us to follow. 2 track process: informal and formal. EO charged with defining punitive measures. American Philosophical Association had a great model.

Committee structure: Look at Task Forces to set a standard for moving to actual committee. Use Emerging Professionals as a guidelines and look at Metadata Task Force to be the next one. It is not ready yet, but could be soon. Look at existing committee structure to see what committees works and what do not. Why do some committees exist? Membership and Publications especially.

Vote to extend our strategic plan: better off going thru process again. Engage outside organization to do so.

Need to update the Awards Program. See Christa Whitney’s report. Name a Task Force to get done?

Recreate Diversity Committee: Natalie, Allison and Todd have been talking about this. This is a priority for the organization.

Choosing Kristine Navarro-McElhaney as Treasurer a highlight of the year.

Thanks to EOs for their work.

Thanks Allison for taking on role of Vice President.

**Executive Officers’ Report**

Louis presented. Thanks to everyone for the first year.

Membership is up, partly due to the conference. Challenge: sustain the membership growth.

EO moved to Tennessee which required some new issues and relationships. New bank (BofA) that will transcend regional ties and can continue past our tenure as EOs. Other work done to set up office (e.g. registering with the state).

Sexual Harassment policy work. Working with the lawyer.

Todd: Have to think more broadly about OH and grad students but be careful b/c there’s only so much we’re responsible for.

Louis: clear delineation of where we’re responsible and where we’re not.

Jenn: procedures for quick reporting must be part of this.

Louis: Check box and Pop Up session regarding sexual harassment new facets of conference that address Jenn’s question.

Jenn: Address this at the Mentor Professional section. Use that process to invest new members/attendees with tools to avoid this.

Natalie: done ASAP, even if an internal policy. Membership should know. **SHARE TOP THREE OR FOUR POLICIES FROM OTHER ORGANIZATIONS.**

Louis: Identify spaces where these new policies would need to be in place: council meetings, planning for sessions, committee meetings, etc. Define OHA-specific space.

Natalie: **DRAFT BY MIDWINTER**.

Louis: **BY DECEMBER 1.**

Louis reports that Kristine Navarro-McElhaney has been a god-send. We don’t have an active Finance Committee but have an EO committee (Kris, Louis and Kristine).

Budget is a draft b/c we have to wait for numbers from Montreal conference. Hoping that deficit will be gone. Lean budget. Significant priority: getting program associate up to full time. [Louis suggested a job share model for Faith].

Looking for cost effective ways to make budget better, e.g. accounting fees. Relationship building on campus and off. History Day new stuff. Webinar. Working on the White Paper. Working draft by Midwinter.

**COMMITTEE REPORTS**

Diversity Committee: Todd provided a brief report. Alphine Jefferson, member at large, stepped up and led the organization after the chair resigned. But he did not get a response when he asked for other members to contribute suggestions for reinvigorating the committee. He suggested that they write a history of the Diversity Committee. He suggested we should actively meet with other organizations, eg. ASALH. Hoped for a strategy for a diversity fellowship but the only way to do so most likely will be through grant money. Committee needs to be rebuilt from the ground up.

Natalie: 8 (?) said they’d be interested in joining onto the Diversity Committee.

Todd: Committee approach in the past has been to put 4-5 people on the committee but this may be a time to add a bunch of people. Must have a strong chair who is known to the organization.

Allison: If Diversity Fellowship gets off the ground, then the committee can facilitate it. A strong leader will make the difference between success and not. A leadership workshop will help us, too.

Education Committee:

Troy: Strong group, strong leadership. Erin Conlin is chair and should remain as long as she’s interested in leading it.

Finance Committee:

Natalie: No response from them when she reached out to them. What should this committee do now that Kristine is in place? Not a lot of people who volunteered for the organization.

Louis: Committee should engage in financial planning and strategizing for future. Should be part of the Strategic Planning process.

International Committee:

Jenn: 33 applications for scholarships and so a lot of work this year. It’s a challenging committee b/c of people’s locations and so it was hard to gather together. Used email to make decisions. Cut the blog. Makes the IOHA reception really important. Need a new chair.

Allison: Leslie under impression that they choose their own chair. But the President chooses the chair.

Todd: President should consult with committee to make the decision.

Jenn: Leslie asked for an increase for the scholarships. OUP provides the money along with some private donations. Thinks this is a good idea.

Emerging Professionals:

Troy: Ellen Brooks leads. Strong leadership and active committee. Is there money for them to use? OHMA paid for the reception last year.

Scholarship Committee:

Troy: Chair of the committee. May need some work done. There is a good rubric for evaluating the scholarships but doesn’t congrue with how the scholarship app is filled out. Also too many scholarships – 60 apps for 10 scholarships. Make sure you get your list and make sure there is an alternate list for EVERY scholarship. There should be at least 5 backup names. There were 3 non-presenter scholarships and 8 presenter scholarships.

Allison: Sarah Schmidt is a good person to do this work efficiently.

Committee on Committees:

Troy: Council president and council liaison relationship should be stronger so that the new council members know what it means to be a liaison.

Allison: Include the new council members in the new chair training. Integrate chairs into Business meeting and Newcomers meeting. Imagine chairs as having almost the same responsibility as council members.

Jenn: Include old council members in the new chair training, too.

Natalie and Todd: stronger introduction of new council members to the organization. Potential Saturday meeting?

Allison: Regular Council Calls have helped alleviate the crunch of work during the Council meeting at the Annual Meeting [General Agreement].

Allison’s report: Bylaw language passed and updated. New procedures for submitting reports – online portal and other procedures weren’t used b/c of some confusion. [we need to clarify this]. Roles and Responsibilities draft is done. Work is ongoing. Need to highlight leadership role of chairs and empower them more. Perhaps more prestige with the position. Need to rethink the general purposes of the committees. This could be a good place for strategic planning process. Need to let the association know what the committees are doing – Committee blog needs to be used. Currently have more procedure, documents and chair training in place.

Committee available – we’ll see how that goes.

Procedures going forward: Allison happy to work with Natalie. Appointments should be easy, but the charges could be more in depth. Begin with emails with the current chair and current liaison. Need to have more turnover in the chair position. New language in Roles and Responsibilities says one year terms with ability to be renamed one more year.

Nominating Committee:

Natalie: Incoming VP is the liaison. New document with a timeline and some basic information to move committee forward. Language reflects the Midwinter Council decision that, if possible, women should be nominated as president every other year. Need other kinds diversity – institutional, regional, occupational – and give this special attention.

Allison: Also too many academics on the board. No one from museums, library, archives, historical society, etc.

Natalie: how does the Nominating Committee choose people? We chose the people to run for the Nominating Committee. 1st Vice President is in charge of the Nominating Committee. New document laid out a timeline (moved up) so the Council can review the slate so that if there’s an issue, it can be addressed.

Voted on new charge with Nominating Committee – all in favor.

Charge Templates:

Jenn: Troy, Maggie and Jenn worked on this in the face of feedback from a couple years ago. There should be a few definable charges, clearly stated, and fewer charges. Should be ongoing and clearly associated with the committee’s missions. Timeline good. Provide specific duties for the Annual Meeting and then, also a plan for the year as committee members. Make sure that web page is as up to date as possible [include charges?].

Need shared, centralized drive with minutes. Google drive is hard to navigate. Be sure that the charges are more consistent and that the workload is reasonable (Jenn’s comments about Publications and the OHDA website).

Allison: Look at the committee structures during the Strategic Planning process. Work of the organization has changed, but have an older committee structure (e.g. publications).

Kris: Work with the committees this year has looked like this: Publications, Membership Committees, Education Committees. Comparisons with other organizations for context.

Todd: Would like to be at a place where committees are already named BY annual conference.

Vote: Committee Charges Template approval: Moved, seconded, passed.

Vote:The Roles and Responsibilities document approval: Moved, seconded, passed.

Push off discussion of Membership and Publications committees.

**Allison’s Report on Salt Lake City**

1:54

Recruited Carlos Lopez and Adrienne Cain to be co-chairs of program committee. Have met with monthly conference calls. Call for papers constructed. Title: Pathways in the Field: Considerations for Those Working In, On and around Oral History. Intentional move away from academic theme and emphasize practical.

Committees are together: recruitment has been slow but are moving forward. Good chairs in place (local arrangements in place, etc.).

Visited the site in mid September. Be mindful in differences in culture regarding drinking. Standard conference hotel – everything is fine.

One challenge: lots of state buildings that could be a good venue for Presidential reception but no alcohol is allowed in them. Will continue to work on that. The hotel is south of the main downtown corridor – on the emptier end.

Keep in mind that the scale of downtown is bigger – blocks longer than we might expect. Not a lot of people downtown at night b/c state offices there and they empty out at night. Didn’t feel comfortable walking around by herself in the evening but groups of people will be perfectly safe. Plenty of restaurants nearby.

Lots to do – just highlight. We have the connection with Ancestry – someone who works with SOHA works at Family Search, which is the research geneaology arm of the church. Good potential sponsors. Strong geneaology presence at the meeting this time.

For SOHA, still working on what the partnership was going to look like. Juan Coronado and Marcie Gallo conversation with Allison, Carlos and Adrienne. All promoted conference, got people there, we gave them SOHA branded spots. On the table: any kind of sponsorship and put some money on the table. Won’t be called a concurrent meeting if they give us money. Will meet in Montreal. Will have more information by first conference call after the meeting.

Kris: pointed out that sponsorship could be of an event. Multiple models to incorporate SOHA into the conference.

Allison: We need to confirm Isabel Wilkerson – if she’s going to do it or not. Will she meet the budget? If not, we need to find out soon.

Natalie shared information about working with Wilkerson’s agent. Might be $7500 and first class airfare and hotel.

Allison: Searching for Presidential Reception space. Will work on distributing CFPs to local universities, too.

Natalie: Western Historical Association is at the same time. Could be difficult. When searching for spots, make sure we look at other conferences to make sure we’re not doing it at the same time.

Allison: Can be a difficult issue since the Western is in Las Vegas the same week.

Discussion about how to avoid this conflict in the future.

Allison: Reina King has done all of her schooling in Utah and she is leading local arrangements. Recruited Greg Smoak to co-chair. Good recruitment of folks from local institutions.

Kris: described Midwinter in SLC and the desire to meet Thursday – Saturday to get the work done, per Natalie’s suggestion. EO will be in touch directly after the annual meeting to set up the meeting.

Todd: Christa’s Award Structure

Issues with criteria and problems with overlap. Asked Christa Whitney, who headed one of the awards committees, to query the other awards chairs and write a report with recommendations for council. Critiques: easy to deal with action items, e.g. deadlines for nominations. Also some longer term stuff, specifically, to reconfigure the Non-Print and Mason awards. Recommends a task force to approach this with a deadline of by the end of the year. Reconfigure Mason and Non-Print and write new criteria for those awards, create a new schedule and rethink the Stetson Kennedy Award (morphed into a lifetime achievement award which is out of touch with the criteria that has been written for it). Suggest Council consider nominations for the Stetson Kennedy award itself (against, too much for Council to do as it is).

Kris: Endowment limits on the money? Will do the research when I get back.

Todd: Biggest issue is the format awards. Book/article obvious. But the format awards need to be rethought. Todd will take lead on this as his past president project. One wrinkle: Max Krockmal nominate CRBB for an award and Todd is part of the project. Will check in with him first so there is no conflict of interest – if there is, he’ll put Christa in charge. No problems with the teaching awards. Need to check bylaws, too. Need to publicize the awards more and make the website more obvious where the awards are listed.

Kris: Inconsistent response to requirement that the award winners and losers were notified and will be inputting new procedures to make sure folks are notified when lose/win.

Todd Communication Policy:

2 separate things: 1. Do we want a formal policy on formal statements we make on behalf of the organization? 2. How do we want to communicate with the world? Publications Committee made good suggestions and this is fine now.

Kris: Jaycie and her committee did a great job this year.

Todd: #1: we made at least 2 official statements that were reactions to current events. Did so in a way that was appropriate to the mission of the organization (first priority). Consistent with our stated values, espec the Statement on Diversity and Inclusion. Should be our guiding stars. We signed onto Poland statement from AHA. Comfortable with going with our gut – affects members, contrary to our values, etc. Do we want to create a specific policy or knee jerk response?

Kris: EO gets requests from membership. Need some guidance so we don’t inundate the council.

Louis: Statement of Diversity and Inclusion: our touchstone and should be our guide. Should only speak on things that are relevant to the organization beginning with that statement.

Todd: By making a statement, we need to feel like we can have some sort of effect.

Kris described what the Poland Statement was. Clear issues: it was in response to a law passed by Poland, it affected memory and how history was presented.

Jennifer: We need to think about the implications if we draft a statement and ask others to sign onto it. Timing an issue, too.

Todd: We need to find out how other organizations do this. We will table this for the future until we have some of those other examples of policies by other ACLS organizations. Example of family separations at the border.

We will need to put a protocol in place. Take care of this over email.

Allison: What other forms of action are there for us to take on?

Jennifer: We do have funding for projects.

Kris: We could say that here are the steps within the organization that you can take to address this situation, e.g. Emerging Crisis grant an opportunity to address the issue.

Natalie: How do oral historians go about recording complicated border stories?

2:36 Kris had to leave to help manage the registration desk.

**BYLAW REVISION**

Long document (document sent to Council with all materials for the Council meeting): page 79. Proposed language. No feedback from membership.

Todd: Bylaw needs to have Council approval before moving to the Business Meeting for membership approval.

Allison: So move. Natalie: Seconded. Approved.

**STANDING RESOLUTIONS**

Todd: How are we feeling about them more generally? We’ve cleaned them up. We have more to do, however.

Natalie: Dropbox an easier system to navigate. Prefers that to Google Drive.

Unable to access document adequately and therefore, the revisions of the document in general were tabled for another meeting.

Todd: Standing Resolution: replace First Vice President with Council member with one year’s experience as the Council’s liaison to the Nominating Committee. Revises Oct. 5, 1999, Standing Resolutions.

Natalie: Intention here is to broaden the pool of members who can be liaison with the Nominating Committee. The First VP can do it, but so can other members with one year experience. Moves the liaison to Nominating Committee shall be a Council member with at least one year’s experience. Troy seconded. Approved.

Todd: We will continue to work on the Standing Resolutions document.

**TASK FORCES**

Todd: Steven Sieloff submitted a report. Little feedback and direction from the Council. Certainly, there has been support. Foresee them becoming a full-fledged committee although with a new name (Archives?). Not there yet, but suggests continued support til they get to the level of a committee. Support when they request it. Todd will communicate this to them.

Allison: Tap them for the scaffolding needed for the Best Practices documents.

Troy: Suggests Sarah Milligan as the new liaison to the Metadata Task Force (Doug Boyd cycling off) with an eye toward what the next steps are for the Principles and Best Practices document.

General discussion: What’s the difference between the Archives Interest Group and the Metadata Task Force? Wise to talk to Erin Conlin who runs AIG. Because they have similar tasks and they share substantial overlap in membership, it might be wise to merge the two. A task for next president, in conjunction with past president, to check in with both groups to ascertain what the next steps are. Again, this is with an eye toward the next steps of the Principles and Best Practices document that both should contribute to.

2:56.

**PRINCIPLES AND BEST PRACTICES**

Troy: Current document is the one that was released to the membership and then, commented on. Many of those comments have been integrated into the current document. 6 final documents. Introduction: no feedback. Remains the same. The rest reflect changes from the feedback: Core document, Best Practices document, Ethics document, For participants document, Glossary document. Minor edits more than major changes.

Allison: This set of documents points to more documents to be developed in conjunction with this main document.

Troy: In the folder, there’s a list of documents that need to be generated in light of this new document. “Suggestions Moving Forward” document is crucial for future. Includes the members’ comments. Suggestions sorted by topic and who said what: translate into other languages, provide blank template forms, reframing the Ethics document, 7possible topics - either their own document or lumped into something. Point to Linda Shopes’ document on OHDA. Another option: Barb Sommers’ bib.

Allison: Interviewer-centered document when the narrator should be the one who is central…This includes incorporating the archivist into the relationship early.

Todd: Need to make it easier to revisit these documents and continue to improve them rather than wait another 9 years. Makes sense to create a task force for this year to finish the work. Avoid the potential to create a 100 page document.

Natalie: Video: create a short video (15 minute video about oral histories????) [Can’t here.] Sandy Ives.

Todd: Approve Principles and Best Practices document?

Natalie moved. Jennifer seconded. Approved.

Adjourn for lunch at 12:01. End Digital Recording #1.

**Digital Recording #2**

**Afternoon Session**

Todd called meeting to order at 1:14 for the record and welcomed new council members Gwen Etter-Lewis and Sarah Milligan and treasurer Kristine Navarro-McElhaney. First order of business is the proposed budget for 2018-2019.

Dan Kerr joined the meeting via Skype.

**BUDGET**

Louis Kyriakoudesled a vigorous discussion on the budget, with Kristine’s assistance.

The Council discussed various components of the budget with an eye toward new revenue streams, especially webinar.

These will fund some of the organization’s priorities, namely boosting Faith Bagley’s hours to full time (most likely, costs will be split between MTSU and the OHA), adding to the endowment, putting in a more obvious fund raising component, etc.

The conversation also included a discussion of what Faith’s increased time would go toward.

There was a discussion of the differences between the conference in Montreal and past and future conferences.

Kristine and Louis described the effect of losing the OHR’s revenue stream, probably about $34,000 annually.

The group discussed the Diversity Fellowship money that was raised on the Day of Giving. This was described as a revenue neutral amount since it was raised and then passed through to be spent on Diversity initiatives. Louis described how the Day of Giving monies with an MTSU fellowship were combined.

Kristine reported that the endowment, per the last statement, was at $462,000. She noted the market was doing really well right now. She also noted that we can withdraw from this account up to 5% but we are not required to.

**THE ENDOWMENT**

* Dan believes the organization should not be too focused on the amount of the endowment. Agrees with Kristine that the organization should not consistently keep pulling from the endowment but believes it is not a financial problem right now.
* Kristine believes the organization should be concerned now rather than later for the [financial] health of the organization.
* Natalie says the organization needs to be building the endowment.
* Kristine says the organization needs a fundraising plan to have more money to eventually have Faith full-time. But also required is a breakdown of what Faith would be doing in the extra hours she would receive, because the main focus would be the financial health of the organization.
* Natalie: We definitely need a fundraising plan if we are thinking about changing our publisher and trying to get into a better financial position
* Louis: We should be preparing for possibly diminished revenue from the journal.
* Kristine: We should focus on making a financial plan before hiring someone full time rather than worry about hiring someone full time now and saying we don’t have the funds to do so.
* Natalie: Or another option: hiring someone full time and those extra hours can be dedicated to coming up with fundraising ideas and webinars.
* Louis: Webinars could grow membership and revenue

Three main conclusions:

* We need a 40-hour a week person.
* We need a fundraising plan. Can’t rely on OHR or annual meeting anymore.
* Need to put in funds for the diversity fellowship and do right by the endowment

**LONG RANGE PLANNING DISCUSSION**

Conversation led by Natalie

We need a capital campaign or need to change publisher, etc. We need to be in a better position [financially].

We also need a five-year strategic plan. Someone external with professional skills should lead this process.

We need diversity in the leadership in the organization (gender, racial, ethnic, and by what positions they have had in the past) We need different representation.

We can look into grants and fellowships

We can focus on outreach and educational initiative for grants. It would not necessarily be revenue.

There was general agreement that:

Financial planning and fundraising should be in our top three within the strategic plan.

Need to make a list of consultants (qualified, including previous consultant, interview them)

Going to have a leadership workshop at Salt Lake City

Possibly an idea of certification for the organization (i.e. SAA)

**NEW BUSINESS**

* We need to possibly set guidelines with working with migrant communities because it is a difficult conversation.
  + - Risk assessment, possible best practices
    - Could tell general membership we are trying to establish a task force about this
* We shouldn’t be creating best practices because its putting people in ethical dilemmas. We should be creating space in our conferences that people can present these works and dilemmas. We need to figure out ways in which we can support people who are doing this work, so they will come to our conferences.
* We can put this in our strategic plan (needs to be a priority item)
  + Should be in line with our best practices
  + What is our role as an organization to be able to push this out there
  + What digital tool do we need to do this social justice work? What are the needs that are not being met?

**EDITORIAL REPORT**

The OHR’s editors, David Caruso and Janneken Smucker, joined the meeting.

* Projection rate has been the same
* Acceptance rate is 33%
* Overall, the journal is going well. Major issues are with Oxford
  + Media issues
  + Did print an issue incorrectly and had to reprint
  + Oxford is giving us minimal for the price

**OHR TASK FORCE**

* Need to decide whether we can send out RFP as it is written
* When contract ends with Oxford, they could decide not to renew with us. It’s not unreasonable to send it out for bid when contract ends.
* Could be a renegotiation with them
* If we don’t put out an RFP, then we have to renegotiate with Oxford or self-publish
  + Not there yet financially (**Dan’s** recommendation to not completely close the door on this)
  + We can negotiate a short contract or a long contract if we do decide to go with a traditional publisher
  + **Natalie**: Traditional publisher can give us time so that we can eventually publish
* **Dan**: Do we want to extend the Oxford contract? No
* Should we ask in the RFP potential models of open access?

Motion to vote for RFP as it is amended as necessary

* Unanimous to send it out as is

Editorial Team: We have scheduled to plan a meeting with our first meeting coming to an end.

**PUBLICATION COMMITTEE REPORT**

* We have discussed the Publication Committee PowerPoint and they will use that as a jumping off point for some communication strategies coming out of the executive office.
* If we are no longer marketing with OHR maybe can build a more robust internal marketing.
* Can work with the executive office to hash out a plan
* Trying to see if Jayce can stay on for another year (or see if somebody else will take her place)
* One of the issues in the publication committee report was OHDA. Publication committee evaluated OHDA, sent evaluations to them and have not gotten a response from them.

**MEMBERSHIP COMMITTEE REPORT**

* Jayce wanted to have the dual membership
* There is a suggestion that we have full membership at $100 a year and the practitioner rate would be $75/yr and for students (or low income) $35/yr
* **Natalie**: Independent practitioners could cover lower income
* Make it more general and call it “student.”
* Agreement on general membership
* Change name from “student” to “student/community scholar”
* Agreement on $100 general membership, $75 emerging independent practitioner, $35 student/community practitioner.
* Unanimously approved.

**MEETING ADJOURNED AT 4:10 P.M.**