



ORAL HISTORY ASSOCIATION

Annual Meeting Council Meeting

October 18, 2023

Hyatt Regency Baltimore Inner Harbor, Executive Boardroom

9am – 4:00pm

Present: President Tomás Summers Sandoval, First Vice President Troy Reeves, Vice President Kelly Navies, Past President Amy Starecheski, Treasurer Mary Larson, Alissa Rae Funderburk, Nishani Frazier, Shanna Farrell, Carlos Lopez, Cynthia Tobar, Executive Director Stephen Sloan, Associate Director Steven Sielaff, & Program Associate Bethany Stewart

Members Absent:

Others Present: Lauren Kata, Natalie Milbrodt

Minutes Prepared by: Bethany Stewart

Agenda	Discussion & Decisions	Action Required	Responsible Party
Welcome	9:12AM WELCOMING NEW COUNCIL MEMBER – CARLOS LOPEZ INTRODUCTIONS		
Standing Business: Minutes Approval	APPROVAL OF SEPTEMBER MINUTES: <i>Moved, Seconded, & Approved 9:17am.</i>	Post minutes on website	Bethany
Standing Business: Between the Gavel	<u>BETWEEN THE GAVEL (TOMÁS & SLOAN)</u> <ul style="list-style-type: none"> Council met to vote to fill one-year vacancy left by Zaheer Ali in supplemental meeting on 10/11/2023, 1:00-1:30 CT via Zoom. Summary of that discussion below: <ul style="list-style-type: none"> Council had initial nomination/vote cycle online. Feel that picking someone who ran in last election cycle, and was preferred by membership, makes sense. Discussion of Carlos Lopez and his past service to OHA including past Program Co-Chairing in Salt Lake. Perspective he brings working for State Government. 		

	<ul style="list-style-type: none"> ▪ <i>Would this prohibit him for running the next year? No.</i> ○ <i>Discussion of logistics of attending Annual Meeting Council meeting, virtual attendance and/or reimbursement will be available to them.</i> ○ <i>Will announce appointment at Annual Meeting.</i> <i>Motion to offer council seat to Carlos Lopez. Seconded. Approved unanimously on 10/11/23 at 1:12pm CT.</i> ● National Park Service MOU signing (Sloan) <ul style="list-style-type: none"> ○ Council approved this at the Mid-Winter Council Meeting, Sloan has worked with Lu Ann Jones and is now moving forward; should produce revenue streams in future. ● Awards Committees <ul style="list-style-type: none"> ○ Committee on Committees (COC) didn't appoint members for awards committees this year; council will appoint. ○ This will be Kelly's formal responsibility – she will compile a list; we need to appoint 4 people. ○ Book & Emerging Crises Committees would both like to expand their committees. ○ Book Award deadline will move up quite a bit to April 1st. Will advertise before other awards in 2024. ○ Should clarify council's role in COC process, and the collaboration between COC and Nominating Committee. ○ How can we better support committees in the work that they do (will discuss along with reports in afternoon)? They were asked to specifically address process in their reports. 		
<p>Standing Business: Future Annual Meetings</p>	<p><u>ANNUAL MEETINGS</u> 2023 (Kelly)</p> <ul style="list-style-type: none"> ● Close to 600 registrants registered online prior to the meeting. ● Need a few more volunteers for Block Party & Open Mic Night. ● Lots of concurrent sessions, need to cut down in future. 		

<p>9:36am</p>	<ul style="list-style-type: none"> • This year, council might look for and attend the less attended sessions. • Local Arrangements Committee (LAC) – Dan came on and helped plan the Block Party; but in general, it was great to have a LAC that was tied to Baltimore (via Baltimore Speaks) – a great idea for the future to get tied in with local groups like this again. <ul style="list-style-type: none"> ○ Could be a consideration in site selection process moving forward. ○ Building out LAC should be more than just VP’s responsibility. Consider how to help Sarah prepare for/compile Atlanta LAC. • Program Committee (PC)/Chairs – considerations of load moving forward. <p><u>2024 (Troy)</u></p> <ul style="list-style-type: none"> • CFP published in 2023 Program. • Ellen Brooks is Program Chair; building one “Conference Committee” rather than separate LAC and PC. • Conf. Committee to meet Thursday evening, have another meeting set up in November. • Look for members in Cincinnati/nearby. <ul style="list-style-type: none"> ○ Wilberforce University. • All ideas from council welcome, no keynote/plenaries set yet. • Publicity Ideas <ul style="list-style-type: none"> ○ Send invitation to our list of HBCUs. <p><u>2025 Atlanta (Tomás)</u></p> <ul style="list-style-type: none"> • Last in Atlanta in 2010; Cliff Kuhn helped make it such a success. • Nishani willing to help Sarah. <p><u>2026 Joint with AFS (Sloan & Kelly)</u></p> <ul style="list-style-type: none"> • American Folklore Society (AFS) is on board and excited about a joint meeting. • After AFS conference, we’ll reach out to both AFS & OHA search firms to resume search for potential sites. • Q: If joint meeting, is El Paso on the table? AFS not interested in El Paso site. But still interested in SW; a city that is easy to fly into. <ul style="list-style-type: none"> ○ Tucson, Phoenix, Albuquerque, Austin? 	<p>Send ideas to Troy</p> <p>Send invitation to list of HBCUs</p>	<p>All</p> <p>Exec. Office</p>
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<p>Standing Business: OHR UPDATE</p>	<p><u>OHR UPDATE</u></p> <ul style="list-style-type: none"> • Now 100% in place: <ul style="list-style-type: none"> ○ Holly Werner-Thomas - Editor ○ Molly Todd – Managing Editor ○ Bud Clement – Media Review Editor ○ Sharon Raynor – Book Review Editor ○ Robert LaRose – Copy Editor • Meeting in Hyatt-Charles Room today: Holly & Outgoing Editorial Team. • Slate is full for articles coming up, but empty as far as book/media reviews. • The editorial team has editorial authority; we have administrative authority. • Tonight: OHR Private Reception honoring outgoing OHR Editorial Team. • Presidential Reception: Will publicly recognize outgoing OHR Editorial Team. • Council/OHR relationship moving forward: Council’s goal is to move toward more conversation. <ul style="list-style-type: none"> ○ OHR team will be invited to Mid-Winter Council meeting. Possibly will attend another meeting in summer. ○ Council recommendations policy draft was shared with OHR Board; now OHR editors interested in, and Sloan & Holly working on, creating a document that explains relationships among Board, Council, & Editorial team, and role of Board. 		
<p>New Business: Financials/2024 Budget</p>	<p><u>REVIEW OF FINANCIALS & 2024 BUDGET (SLOAN)</u></p> <ul style="list-style-type: none"> • Budget needs to go to Finance Committee first, then to Council. Sloan will present draft budget to Finance Committee in November. • Looking to 2025 AM budget – look for more off-site events and donated drinks. Might consider having only Keynote Luncheon onsite, rest offsite. 		
<p>Returning Business: Strategic Plan</p>	<p><u>STRATEGIC PLAN (TOMÁS & AMY)</u></p> <ul style="list-style-type: none"> • Current strategic plan expires at end of 2023 – What now? 2 options: <ul style="list-style-type: none"> ○ Do another strategic plan, OR 		

	<ul style="list-style-type: none"> ○ Keep moving forward with current strategic plan. ● Council reviews current strategic plan. ● Goals aren't designed to be fully met, they are continual goals. ● Background on current strategic plan creation process: consultant was hired, focus group interviews, 1-on-1 interviews, surveys, research on organization. Council held a couple in-person meetings about the strategic plan. ● Council discusses continuing the use of current strategic plan. ● But should set some new strategies, tasks (even assign to people or committees), benchmarks. In a public-facing way. <ul style="list-style-type: none"> ○ Each one of the current goals seems to naturally map onto the work of certain committees. ○ Possible process: assign goals to particular committees, ask them to add tasks/benchmarks for council to review in a year. ● If we extend, could call it phase B of implementation. ● Next year's AM – could have plenary (non-concurrent session) for presentation/business meeting that goes over strategic plan and stream it. ● Q: Is there a set time period a strategic plan has to last for? No set time period, but probably at least 3 years, maybe 5 (could be good to stretch through first year of next executive office). <p><i>Motion to extend current strategic plan, called "Implementation Phase B" for another 5 years (through end of 2028)--</i> <i>Seconded & approved, 10:52am.</i></p> <ul style="list-style-type: none"> ● Plan to revise, adding tasks & benchmarks over the course of 2024. ● Make sure difference between tasks and benchmarks are clear. ● Allissa Rae shows example of Martha Walker strategic plan – operationalized strategic plan in spreadsheet. 	<p>Update to 2020-2028</p> <p>Rearrange current strategic plan into spreadsheet format</p>	<p>Exec. Office</p> <p>Allissa Rae</p>
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	<ul style="list-style-type: none"> • Sloan goes over membership data collection plan. • Timeline for collaborative process with committees? – Goal to have this finalized by September to adequately prepare for Strategic Plan Plenary at OHA 2024. • Will create subgroup for each of 5 goals, work with committee to create benchmarks. <p><i>Motion to revise strategic plan from now through OHA AM 2024, revision will involve subcommittee for each one of the goals comprised by a committee that most closely aligns with goals, led by liaison to that committee--</i> <i>Seconded & approved, 11:06am.</i></p>		
<p>Standing Business: OHA Procurement Policy</p>	<p><u>PROCUREMENT POLICY</u></p> <ul style="list-style-type: none"> • Has been revised according to council feedback. • Only applies to transactions over \$7,500, with a list of exceptions. <p><i>Motion to delete “Whenever possible” from line about seeking small businesses--</i> <i>Seconded, approved, 11:12am.</i></p> <ul style="list-style-type: none"> • Creation of procurement policy should be added to strategic plan & marked achieved. <p><i>Motion to adopt revised procurement policy--</i> <i>Seconded & approved, 11:17am</i></p>	<p>-----></p>	<p>Kelly</p>
<p>New Business: Diversity Committee</p>	<p><u>DIVERSITY COMMITTEE (Cynthia)</u></p> <ul style="list-style-type: none"> • Summary & review of report. • Committee submitted draft of <u>accessibility guidelines</u>. • In past, they requested money for copy editor; we had offered to do that work, not necessarily to hire someone to copyedit. • Current draft has not been copyedited. • We should be more careful to clearly delineate committee/task forces in future. • Several members don’t have end dates, goal is so that new chair will clarify terms. • One aspect of report: OHA should create more opportunities for hybrid modalities – workshops, plenaries, etc. <ul style="list-style-type: none"> ○ A lot of labor on small Exec. Office. ○ Symposium (every other summer) is response to request for hybridity/virtual components. 		

	<ul style="list-style-type: none"> ○ Amy: has thought that 1 in 3 annual meetings virtual. (Sloan: ALA just went to this structure). ○ Stream plenary/keynote - stream free to members. ○ For next year – will work to stream strategic plan plenary. ● Another Diversity Committee suggestion – create more space for rest, networking in program. <ul style="list-style-type: none"> ○ Will be more selective of proposals next year. ○ Conversations about our values. ○ Competing business models. <ul style="list-style-type: none"> ▪ Why do people come to conferences? Because they are participating? We’re always looking for chairs, poster session participants. ▪ Adding option on registration form for chairing opportunities. ● Accessibility Guidelines – for council’s review over the next month. Edit on macro-level. ● Discussion of future of Diversity Committee, goal is to eventually join in the work of other committees; but not immediately. <p><u>EQUITY AUDIT TASK FORCE (EATF)</u></p> <ul style="list-style-type: none"> ● Task Forces – there’s a rule that they need a specific beginning and end date, but EATF started before we started that rule. ● They are planning to wrap up at end of 2023. ● Audit was not possible with amount of data available. EATF recommends that the amount Council allotted for an auditor be saved for a future task force to do the audit. <ul style="list-style-type: none"> ○ This is hard to do budgetarily, but we are committed to analyzing the data we are collecting. ○ We don’t have data yet, and don’t know how to estimate future cost. 	Turn into google doc, share with council	Tomás
Returning Business: Public	<p><u>PUBLIC PROGRAMMING (PPC) (Shanna)</u></p> <ul style="list-style-type: none"> ● No report; confusion about who is on the committee. 		

<p>Programmi ng for 2024</p>	<ul style="list-style-type: none"> • How involved should liaisons be? In this instance, should she direct the committee to plan 3 public programs this year? Email PPC members? • What is the work of this committee? Committee comes up with events; Exec. Office creates infrastructure. • Kelly: A lot of videos rejected from conference with the idea of a post-conference online event. <p><u>CONFERENCE CHAIRS</u></p> <ul style="list-style-type: none"> • We want to put people who want to be involved into chair positions, but these people also need skills to chair a committee. • There is an onboarding for incoming chairs in November. Only five attended last year. How do we get more involvement? Liaison work. Tie free registration to completion of onboarding/doing chair role. • Sign a contract? With specific time commitment per week/per month. • Co-Chair model works well, where 1st year you're Vice-Chair, then 2nd year you're Chair. • Made notes toward a Chair's Handbook. • Possible to have a meeting of all chairs to fuel collaborations? Could be part of orientation or separate. <p>**BREAK at 12:05 for lunch** **Reconvenes 1:30pm**</p>	<p>Relay information about video event to Shanna/PPC</p>	<p>Kelly</p>
<p>New Business: Committee Reports</p>	<p><u>ADVOCACY COMMITTEE</u></p> <ul style="list-style-type: none"> • Committee interested in organizing practical workshops for independent practitioners. • Request for intern. Opens that as a possibility for all committees. So should OHA have interns? Create guidelines for hiring interns? Would need to funnel internships through Exec. Office. • Cynthia: a problem to pay interns but not committee members. Could interns do work for academic credit? Where's the line between committee work and what Exec. Office can do/provide? • Want them to know we appreciate the work they're doing and want to support that work. 		

	<ul style="list-style-type: none"> • Are there alternatives to interns to get them the help they need? • Could again be something helped with Chair/Vice Chair structure, where Vice Chair is taking minutes (could also use recordings, transcripts, summaries via AI, etc.) <p><u>PUBLICATIONS COMMITTEE</u></p> <ul style="list-style-type: none"> • Discussion of report. • Some turnover coming – what’s next? • Considerations of how existing publications will appear on website. • Consideration of budget. <p><u>METADATA TASK FORCE</u></p> <ul style="list-style-type: none"> • Picker tool has been migrated to OHA website. Has gotten some use from practitioners. Tool is an interactive website that helps you determine what Metadata you should be creating. • Task Force has been on a Road Show of workshops – “train the trainer” approach--culminating in this morning’s workshop. • An ongoing task force, propose they continue as a working group. Not big enough for a caucus; but has outlasted definition of task force. Working group would continue, could welcome other members too. • Working groups are not yet something OHA has. • Lauren: example – SAA’s Dictionary Working Group. More informal group but would want to invite other specific folks that are specialists in specific areas; different from archives caucus in that it’s specialized. A group that can continue to advise OHA. • Lauren: we think it’s important that OHA is a leader in this area, that these standards for the most used tools are coming from OHA. • Q: What work is next? <ul style="list-style-type: none"> ○ A: Crosswalking to Dublin Core, MARC, PBCore – what most institutions are using. A more technical task. Map tool to different kind of standards. ○ Would need funding for this. OHA might give seed funding for one of crosswalks. Then find experts, employ them, and supervise. 		
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	<ul style="list-style-type: none"> ○ Could seek funding elsewhere after that. ● Q: Is there a point where you will be done? ○ A: Defined end in terms of product, not time frame. ● Can you monetize it? Not if you will get federal funding. ● OHA would have to change bylaws to create a working group, which would take a year, but... ● Tomás: There's no reason this group couldn't be a caucus; or, since a caucus can create its own working group, Archives Caucus could designate them as a working group. ● Next steps are: further conversation, group will create budget request. <p><u>EMERGING PROFESSIONALS (Alissa Rae)</u></p> <ul style="list-style-type: none"> ● Have their Annual Meeting events down; want to broaden to outreach to rest of year. ● Have Annual Meeting work down pat, have capacity to do more. ● Ask them to document processes of what they do regularly to pass down. <p><u>DEVELOPMENT COMMITTEE</u></p> <ul style="list-style-type: none"> ● Sloan & Tomás working on appointments. ● Committee brings together experts in this field. Finding its way. <p><u>FINANCE COMMITTEE (Mary)</u></p> <ul style="list-style-type: none"> ● Endowment, budget discussion. ● Changing financial review/990 from cash to accrual basis. ● Talking about what to do with position of Treasurer. Mary is done at the end of 2023 as treasurer but will co-chair Finance Committee in 2024. ● Council thanks Mary for her service as Treasurer. <p><u>COMMITTEE ON COMMITTEES (Tomás)</u></p> <ul style="list-style-type: none"> ● In identifying folks to serve on committees, avoiding silo. How to further help avoid this problem? ● Started spotlighting how committees work in Newsletter. May be more forward-facing visual ways to do that. Have set aside time for committee meetings at Annual Meeting – open for people to attend. 		<p>-----> Alissa Rae</p>
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	<ul style="list-style-type: none"> • Amy: Idea of Committee Fair / Coffee Break – people learn about committee work. • Council needs to think through how to communicate what committee a person might be best fit for. <p><u>INTERNATIONAL COMMITTEE (Shanna)</u></p> <ul style="list-style-type: none"> • Choose International Scholarships. Chairs terms have ended but they continued on. • They would like to encourage more membership in IOHA – can that be their charge? • Have we considered connecting membership in OHA to IOHA? Complicated financially. • IOHA & OHA Presidents get together once a year. <p><u>AWARDS COMMITTEE</u></p> <ul style="list-style-type: none"> • Discussion of Article & Mason Award Committee Submissions. • Discussion of Scholarship Committee work (Alissa Rae). <p><u>SUMMARY</u></p> <ul style="list-style-type: none"> • Need to staff International & Public Programming Committees. • Need to help with COC process. • Thinking through what work we want from committees moving forward. Connect committees to Strategic Plan development. • Make one-page committee contract. • Clarify end of Equity Audit Task Force. • Need buddies assigned to incoming council members. 	Create Committee Contract	Tomás
	<p><u>WEBSITE UPDATE</u></p> <ul style="list-style-type: none"> • Have had one group meeting, two rounds of edits. • Received site maps, layout, wire frame examples from designer. • Should be done by end of year. <p><u>FIND AN ORAL HISTORIAN DIRECTORY</u></p> <ul style="list-style-type: none"> • Progress has been slow, but now working and will launch soon. • Should also add to business meeting. 		
	<u>CLIFF KUHN AWARD</u>		

	<ul style="list-style-type: none"> • Money was donated in his memory, now in endowment and spinning off \$577-\$636 a year on average. • By tying to an award will promote more donations to it. • We already have awards for both K-12 and higher ed teaching. The K-12 is tied to Martha Ross. Higher ed is not yet named. <p><i>Motion to attach Cliff Kuhn Award for Higher Education Teachers.</i> <i>Seconded & approved, 3:59pm.</i></p>		
	<p>Thanks to Exec. Office, PA, Outgoing Treasurer Mary Larson, Past President Amy Starecheski, Council Member Cynthia Tobar.</p>		