



ORAL HISTORY ASSOCIATION

Annual Meeting Council Meeting
 October 19, 2022
 Corsican Room, Millennium Biltmore Hotel
 9am-4:30pm

Present: President Amy Starecheski, Vice President Tomás Summers Sandoval, First Vice President Kelly Navies, Treasurer Troy Reeves, Past President Dann Kerr, Cynthia Tobar, Alissa Rae Funderburk, Incoming Associate Director Steven Sielaff, & Program Associate Faith Bagley

Members Absent: Zaheer Ali, Yolanda Chávez Leyva, Sarah Milligan, Outgoing Co-Executive Directors Louis Kyriakoudes and Kris McCusker

Others Present: None

Minutes Prepared from Audio Recording by: Incoming Program Associate Bethany Stewart

Agenda	Discussion & Decisions	Action Required	Responsible Party
Welcome	Amy opens meeting		
Icebreaker	Members share goals for the day's council meeting		
Discussion of Strategic Plan	<p>HOW ARE WE DOING WITH STRATEGIC PLAN?</p> <ul style="list-style-type: none"> • Pretty well • Area to develop: Partnerships with other organizations; to connect with folks doing oral history work in other fields <ul style="list-style-type: none"> ○ Some success with other oral history groups, not with partnerships outside of oral history ○ Examples of past partnerships: <ul style="list-style-type: none"> ▪ Baltimore Oral History Collaborative ▪ Unconference in Baltimore – sparked ideas for our own conference programming ○ What do these relationships look like? What does reciprocity look like? Sponsored panels, tables, etc.? ○ New opportunities for new connections with new Exec. Office – 		

	<p>some of these connections happen at the top level</p> <ul style="list-style-type: none"> ○ Exec. Office hopes to create stronger bonds with current regional association; create new regional associations? ○ On a new plane nationally bc of NEH program ○ Could reach out to organizations to invite to our programs <p><u>DO WE NEED TO UPDATE THE STRATEGIC PLAN?</u></p> <ul style="list-style-type: none"> ● It currently encompasses 2023 & ends Dec. 31, 2023, so that the new Exec. Office has the chance to settle in and give input ● Should we extend it through 2024? Or set a date to update it? ● Amy: this plan encompasses long-term goals, could serve us for 2023 and beyond ● There might be a revision that new Exec Office & new council members could be a part of <p>**Revision to start in 2024; Exec Office will give insight at Annual Meeting (AM) 2023**</p> <p><u>HOW SHOULD WE SHARE OUR PROGRESS WITH MEMBERS?</u></p> <ul style="list-style-type: none"> ● Event for membership to meet NEH, MLS, NEA, Mellon, etc. program officers – online event? Grant-writing workshop? Fellowship application workshop? 	Update Strategic Plan	Amy Document on Progress on Specific Strategies
<p>Executive Office Transition Report (Faith, Louis, Kris, Steven)</p>	<p><u>STEVEN’S STATUS REPORT</u></p> <ul style="list-style-type: none"> ● Steven: Contract signed, announcement of new executive office contract made <ul style="list-style-type: none"> ○ After conference, will begin process of new Program Associate search, now a full-time position <ul style="list-style-type: none"> ▪ Search Committee is Steven, Stephen, and council member – which council member? ▪ **Alissa Rae volunteers** 		

<ul style="list-style-type: none"> ○ Faith will contract to help with training ○ MTSU sending physical materials ○ Trainings between Louis & Kris and Steven & Stephen have begun ○ Space already designated in Baylor’s IOH suite 		
<p><u>FAITH’S STATUS REPORT</u></p>		
<ul style="list-style-type: none"> ● Faith’s report outlines things that need to happen before end of the year <ul style="list-style-type: none"> ○ Need to send pertinent records to UNT OHA archive ● Insurance updates needed for new Exec. Office ● Operations manual & unofficial program associate’s manual available for new PA 		
<p><u>WEBSITE</u></p>		
<ul style="list-style-type: none"> ● Faith’s report recommendation: IT manager/consultant on call (from membership or outside? If member, perhaps offer a stipend?) <ul style="list-style-type: none"> ○ Website was serviced by Michigan State University for a while; but when that ended, we decided to have more control ○ 2019: Moved to GoDaddy and took everything on ourselves ○ Website not within the purview of host institution ○ Council’s general feeling is to keep the website independent of host institution ○ Needs updating; Steven’s goal: complete website evaluation in the first year, eventually have someone on call, perform quarterly reviews, etc. ○ Budget considerations though 		
<p><u>CONSIDERATIONS FOR NEXT EXEC. OFFICE</u></p>		
<p><u>SEARCH</u></p>		
	<p>Create Records Retention Policy for OHA Materials</p>	<p>Steven; Exec. Office</p>
	<p>Look into hiring website evaluator; make staffing recommendations</p>	<p>Steven/Exec. Office</p>
	<p>Create document of issues with website</p>	<p>Faith & Council</p>

	<ul style="list-style-type: none"> • Dan recommends starting early—now even—to get a greater number of viable candidates 	Thank and disband past Exec. Office search committee	Dan
<p>Programming</p>	<p><u>ANNUAL MEETINGS</u></p> <ul style="list-style-type: none"> • Lessons learned recently, vision for the future? <ul style="list-style-type: none"> ○ Have received feedback that conferences in hotels can be alienating/expensive/inaccessible ○ IDEAS: <ul style="list-style-type: none"> ▪ Amy has proposed the idea to have 1 of every 3 meetings online; in collab with a university (like Montreal); Attendance higher in virtual meeting – so better for accessibility/inclusivity ▪ Doing a joint meeting with another association? ▪ Hybrid? Fully synchronous hybridity shown not to work ▪ Difficulty in creating even experience between virtual and in-person attendees ▪ Could have asynchronous hybridity; for ex. in person but with online component afterward; or have some in-person portions, some recorded and online, some offered via Zoom; things that would work well virtually: poster session, speed networking, etc. ▪ Perhaps have Fall in-person; Spring virtual, perhaps in collaboration with regional assoc. ○ Survey, video questions at conference will help us understand needs/preferences 		

	<ul style="list-style-type: none"> ○ Social media can help– will be handled by Grad. Assistant at Baylor after move ○ Virtual Conferences financials – made about the same revenue for those as from in-person <p><u>2023 MEETING IN BALTIMORE (KELLY)</u></p> <ul style="list-style-type: none"> ● Program Committee is put together; will meet at LA conference ● Strong Local arrangements committee – meeting Nov. 7 ● Planning block party ● Keynote speaker already solidified ● Working to get K-12 teachers involved, especially secondary ● Using unconference tools <ul style="list-style-type: none"> ○ Considering alternate options for registration fees for folks who want to just attend this portion of conference <p><u>2024 MEETING IN CINCINNATI (TROY)</u></p> <ul style="list-style-type: none"> ● Historic hotel ● Kelly: Underground Railroad Museum is there ● Amy was pretty far along in the planning of cancelled Cincinnati conference <p><u>FUTURE CONFERENCE LOCATIONS</u></p> <ul style="list-style-type: none"> ● Should consider: where are our members/conference attendants geographically? ● Perhaps considering rotation of regions; next would be South or PNW ● Could pick a strong home base in a few different cities and repeat; con: doesn't allow travel to new places for memberships <p><u>DISCUSSION OF NO-FLY ZONES</u></p> <ul style="list-style-type: none"> ● HelmsBriscoe gives us viable options of conference locations, limited by budget, 	<p>Share Cincinnati planning docs with Troy</p>	<p>Amy</p>
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	<p>parameters, and no-fly states for states like CA (https://oag.ca.gov/ab1887)</p> <ul style="list-style-type: none"> • Discussion over whether to decide as council that we will open our options up to anywhere; but would have to consider increased scholarship funds <ul style="list-style-type: none"> ○ PRO: Conference as form of activism – more engagement with local orgs/more local support ○ CON: Another association saw a 1/3 reduction of attendants to conference in San Antonio, TX <p>**Committee decides to open up options for 2025 conference to anywhere – interested in South and Pacific Northwest in particular**</p> <p><u>YEAR ROUND & PUBLIC ONLINE PROGRAMMING:</u></p> <ul style="list-style-type: none"> • Quarterly events – 2 from committee, 2 NEH; Exec. Office plays logistical role (setting up Zoom room, interpretation, closed captioning) • A lot of programming done in 2022 – is this sustainable? What infrastructures did we create? Public Programming Committee; NEH Grant • Public Programming Committee (PPC) needs support; charge originally: plan 2 programs annually, help build infrastructure for creating public events, and logistics still handled by Exec. Office. <p>**Changing the PPC charge to: facilitate 2 programs this year, doesn't have to be you to come up with the ideas**</p> <ul style="list-style-type: none"> • When other committees have public programming ideas, reach out to PPC – more collaboration needed <p><u>SYMPOSIA</u></p>	<p>Tell HelmsBriscoe that we're open to all states; interested in South or PNW for '25</p> <p>Update language around Charge</p> <p>Send ideas for public programming to PPC</p>	<p>Kris/Tomás/new Exec. Office</p> <p>Tomás; liaison & chair of Public Programming Committee</p> <p>All committees; chairs</p>
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	<ul style="list-style-type: none"> • Separate from Public Programming committee, symposia are pet projects of someone/some group • Kelly: Reports on Race & Power Symposium (3-day), gave suggestions for practitioners, OHA, institutions <ul style="list-style-type: none"> ○ OHA Suggestion: do virtual program like this annually. This could be the mid-year virtual event we referenced earlier. Or maybe hold only every 2 years due to work load? Could alternate years with regional event. Or be in partnership with other institution, organization, etc. ○ Unconventional oral historians came; alt-acs; topic and framing drew these folks, but could go further ○ Focus on artists? But keep race central ○ Build on successful Annual Meeting sessions for new programs? – could add to survey; could have input form ○ Could be smaller scale ○ Also dependent on budget <p>6 MEETUPS</p> <ul style="list-style-type: none"> • Great idea, received good feedback, high impact, low budget; should do again • This year, we made call to members for proposals; it was first come first serve, we funded \$250 for snacks and help with outreach, got 6 proposals, used up the money. Each scheduled at own convenience. • When to put out call? Depends on budget. <p>OTHER PROGRAMS</p> <ul style="list-style-type: none"> • Fundraising/grant writing workshop? • Meet the program officers workshop - Dan, Mellon, Mary Larson • Grant Writing workshop with Margaret Gooding? 	<p>Add question to survey about great sessions; keep an eye on social media, ear to chatter</p> <p>Plan annual symposium based off popular session/topic</p> <p>Add money for meetups to budget, if possible</p>	<p>Exec. Office; All</p> <p>All; Relevant and Available Council Member</p> <p>Exec. Office</p>
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	<ul style="list-style-type: none"> • Conversations on Culture of Service; document on valuation of oral history work – also had Zoom conversation – this was part of our public programming this year 		
Committees	<p><u>GENERAL</u></p> <ul style="list-style-type: none"> • Liaison System working well • Some committees unsure of role; orientation & chair training helpful • Need to clarify limits to committee labor/when work passes to council • Committees should meet once a month • Should we create more incentives to serve/submit reports? Be more selective with existing incentives? Incentive: comp'd lunch? <p><u>TASK FORCES – GENERAL</u></p> <ul style="list-style-type: none"> • Need to update website, decommission past task forces, have a liaison <p><u>NON-PANEL EVENTS ON PRELIM PROGRAM</u></p> <ul style="list-style-type: none"> • Emerging Professionals: Events not submitted through portal didn't end up on program. How do we fix this? <ul style="list-style-type: none"> ○ Helpful if they could submit through portal in a separate form any event that isn't a panel <p><u>DIVERSITY COMMITTEE</u></p> <ul style="list-style-type: none"> • Cynthia: Diversity committee is presenting suggestions to program committee • Diversity committee has been doing some heavy lifting, could help to increase communication/collaboration among committees • They want to change title of welcoming reception to make sure folks know everyone is welcome 	<p>Set up standing meeting once per month</p> <p>Ensure events outside of portal submission make it onto preliminary program</p> <p>Create Call for Events /room needs at the same time as Call for Proposals</p> <p>Consider how to increase communication among committees</p> <p>Need to clearly outline/communicate service terms for committee members</p>	<p>Committee Chairs</p> <p>Exec. Office</p> <p>Exec. Office</p> <p>All; Committee on Committees</p> <p>Committee on Committees</p>

<p>OHA History</p>	<ul style="list-style-type: none"> • A lot of our history we don't have access to/knowledge of. Should appoint an OHA History Task Force • UNT holds the OHA archive • Equity Audit has done some historical work already; could send member to History Task Force • History of OHA/the field project - fundable? • Development Committee & Membership Committee have both proposed a sort of Lifetime Achievement or Lifetime Service award, someone needs to coordinate <ul style="list-style-type: none"> ○ Give award for lifetime of service, interview the recipient <ul style="list-style-type: none"> ▪ Baylor could do this ▪ Consider cost of interviewer's time, travel • Discussion of Sam Proctor Interviews - Status/Access? Go to UNT? • A lot of unidentified photos in UNT collection– perhaps have copies in a room at next year's conference with a pen and have folks identify people 	<p>Draft charge for OHA History Task Force, ask council to consider potential members</p> <p>Consider development of Lifetime service award</p>	<p>Amy</p> <p>All</p> <p>History Task Force / Amy to remind</p>
<p>Review of Committee, Task Force Reports, Oral History Review (OHR)</p>	<p><u>METADATA TASK FORCE</u></p> <ul style="list-style-type: none"> • Been going for 8 years • Latest deliverables: Version 2 of complete set of metadata fields for oral history; panel and interactive event at current meeting; tool on Metro - Archipelago • Might be an online event later? • Set/interactive tool will probably live on OHA website – OHA Metadata Picker Tool • Now: finalize final step of this work – mapping these tools to schema that are used by collections <p><u>EQUITY AUDIT TASK FORCE</u></p> <ul style="list-style-type: none"> • Budget review – request funds for Digital Analyst; Graphic Design – council requests more details 	<p>Itemize proposed Equity Audit Budget for presentation at</p>	<p>Equity Audit Task Force; Cynthia</p>

	<p><u>CONTRACTOR SEARCHES - GENERAL</u></p> <ul style="list-style-type: none"> • Need to set a cost threshold for when search for external contractors necessitates council approval of contractor <p><u>DIVERSITY COMMITTEE</u></p> <ul style="list-style-type: none"> • Ongoing outreach to diverse organizations • Request for Accessibility Consultant funds; council requests more details • Created Accessibility Statement Draft <p><u>DEVELOPMENT COMMITTEE</u></p> <ul style="list-style-type: none"> • Asking for graphics/council statement for giving day and to move date to align with National day of giving • Funds this year will be directed toward Indigenous Initiative • Amy: need to look toward grant writing <p><u>OHR</u></p> <ul style="list-style-type: none"> • Amy: need to appoint OHR Liaison • Search Committee sent Call for new editorial team – will come out during conference • Ask for more overlap of teams’ paid terms • Transition; new contracts will be governed by Exec. Office • Transition happens Jan. ‘24, but training starts summer ‘23 • Need better understanding of scope of production/copyediting role 	<p>Mid-Winter Meeting (MWM)</p> <p>Give more clarity on role of consultant</p> <p>Present Accessibility Statement Draft to Council</p> <p>Appoint OHR Liaison</p> <p>Steven talks to Elinor & Amy asks OHR team about copyediting duties/time commitment</p>	<p></p> <p>Diversity Committee</p> <p>Diversity Committee</p> <p></p> <p>Tomás</p> <p>Steven; Amy</p>
<p>Potential Partnership with Ukrainian Oral Historians</p>	<ul style="list-style-type: none"> • Amy connected with Ukrainian Oral Historian at Columbia & head of Ukrainian Oral History Association – they gave suggestions for where OHA can direct support 		

	<ul style="list-style-type: none"> • Think about using Emerging Crises Fund toward Ukrainian oral history work? Or carve out some place in budget for this • Doesn't necessarily have to be monetary support, though • Maybe partner with them in a public program – perhaps dealing with security issues in doing oral history during active conflict? • Advocacy committee involvement? 	Reach out to Advocacy Committee about potential involvement in Ukrainian partnership	New Advocacy Committee Liaison; Amy & Tomás
Closing Council Reminders	<p>FINAL COUNCIL NOTES:</p> <ul style="list-style-type: none"> • Discussion of timely submission of Expense Reports from Annual Meeting • Select Location for MWM – Waco? • Newcomer's Breakfast – Council Attends • <u>THANKS TO AMY FOR SERVICE AS PRESIDENT, DAN ON COUNCIL, OUTGOING EXECUTIVE OFFICE</u> • Welcome to Tomás & Steven 		
Future Business	<ul style="list-style-type: none"> • Tomás: Indigenous Initiative a focus moving forward • Hopes to create handbook for making future transitions easier 		
Adjourn	Amy adjourns the meeting		