



ORAL HISTORY ASSOCIATION

Council Meeting
 December 5, 2023
 Zoom Teleconference Call
 12:30am – 2pm CT

Present: President Kelly Elaine Navies, Vice President Troy Reeves, First Vice President Sarah Milligan, Past President Tomás Summers Sandoval, Alissa Rae Funderburk, Nishani Frazier, Shanna Farrell, Carlos Lopez, Francine Spang-Willis, Interim Treasurer Mary Larson, Executive Director Stephen Sloan, Associate Director Steven Sielaff, & Program Associate Bethany Stewart

Members Absent:

Others Present: Molly Todd

Minutes Prepared by: Bethany Stewart

Agenda	Discussion & Decisions	Action Required	Responsible Party
Welcome	Welcome & Icebreaker, 12:31pm		
Standing Business: Minutes Approval	APPROVAL OF OCTOBER ANNUAL MEETING COUNCIL MEETING & BUSINESS MEETING MINUTES: Moved, Seconded, & Approved: 12:44pm.	Post minutes on website	Bethany
Standing Business: OHR Update	OHR EDITORIAL TEAM UPDATE (Molly Todd) <ul style="list-style-type: none"> • Molly is a member of new OHR editorial team; she will act as the team’s liaison to council. As a team, wanting to have fruitful communication/collaboration with Council. • New editorial team has been in several trainings and meetings with outgoing team & Routledge. • Holly has been meeting with outgoing editors to create a smooth transition; has put out CFP for special issue Spring 2015. • Re: Book Reviews – thinking of ways to broaden pool of book reviews / board commitments. Anything media oriented – exhibits, A/V material, digital projects, etc. welcome too. <ul style="list-style-type: none"> ○ Good idea for council members to reach out to their networks. 		

	<ul style="list-style-type: none"> Idea: look at list of submission for OHA Book Award each year, get review copies from publishers. 		
Standing Business: Council Meetings for 2024	Proposed Upcoming Council Meeting Times: <ul style="list-style-type: none"> 12:30pm to 2:00pm CST, Tuesdays? Monday or Wednesday afternoons would work better – Kelly Elaine will come up with new schedule. 	----->	Kelly Elaine
Standing Business: Accessibility Guidelines	<u>ACCESSIBILITY GUIDELINES EDITING</u> Submitted document needs close reading/edit Council will split up the work; read and provide edits on assigned half: <ul style="list-style-type: none"> Kelly, Carlos, Troy, Steven, Alissa: do close reading of first half -- pp. 1-14 Sarah, Tomás, Nishani, Shanna, Mary, Francine: do close reading of 2nd half -- pp. 15-32 	Share doc with council Read and edit assigned half	Kelly Elaine All
Standing Business: Website	<u>WEBSITE (SIELAFF)</u> <ul style="list-style-type: none"> Shows website splash page; shares timeline for completion: <ul style="list-style-type: none"> Tomorrow is Sielaff & Bethany’s deadline for content; will have meeting with designer. Website Task Force will view and provide feedback before next week. Soft launch of website will be next Thursday, 12/14; Thursday-Friday designer will be testing the site. Then Monday after that will be the official launch of the site (12/18). We will reach out to committees, task forces, etc. to proof their representation on the site post-launch and continue to update content. We need some content input from Council: <ul style="list-style-type: none"> Quote from members about benefits of OHA membership – Kelly Elaine; other volunteers What to put on “What We Believe” page Launching with the new website: Find an Oral Historian Directory. <ul style="list-style-type: none"> With every directory data port, we will have to filter out nonmembers. Members have to opt in to be featured, using this survey form: https://oha.memberclicks.net/oralhistoriandirectoryform 	Provide initial quote Consider content for What We Believe page	Kelly Elaine All

<p>Standing Business: Program Associate Update</p>	<p><u>PROGRAM ASSOCIATE SEARCH</u></p> <ul style="list-style-type: none"> • Applicant we were previously going to recommend today withdrew from consideration. • We have reposted the job across multiple platforms. • Bethany’s new supervisor has agreed to give some of her hours to help train new hire in the new year. 	<p>Share job ad with your networks</p>	<p>All</p>
<p>Standing Business: Treasurer moving forward</p>	<p><u>RECONSIDERING OHA’S TREASURER POSITION</u></p> <ul style="list-style-type: none"> • Interim Treasurer Mary Larson will end her 1-year term at the end of 2023. • Her recommendation: dissolve the position of treasurer, and instead have co-chairs lead the finance committee; co-chairs will be the First VP & the member-at-large (this next year that member-at-large will be Mary Larson). <p><u>CONTEXT</u></p> <ul style="list-style-type: none"> • Finance committee includes executive committee & a member-at-large. Treasurer is chair of Finance Committee. Position of treasurer is relatively new. Was created during transition to MTSU. • Finance committee receives financial information from Executive Office and the Accountant. Books are maintained, and budgets and reports are created, by the Executive Office. Accountant prepares 990/Financial Review. • Bulk of work Treasurer would do has this year been done by Bethany (& new PA will take that on). • Having a treasurer is an expense for the OHA (\$2,000 stipend + travel to annual meeting). • Treasurer provides oversight too, but oversight work could be taken on by Finance Committee/Co-chairs. <p>Question of dissolving position of Treasurer: <i>Moved, Seconded, and Approved: 1:27pm.</i></p> <p>Question of having Finance Committee Co-Chairs, one of which is the First VP and the other is the Member-at-Large: <i>Moved, Seconded, and Approved: 1:31pm</i></p>		

<p>Standing Business: Budget First Review</p>	<p><u>2024 BUDGET FIRST REVIEW (SLOAN)</u></p> <ul style="list-style-type: none"> • This is Council’s first read of the proposed 2024 budget; we will vote to approve the 2024 budget in January. • GA Budget Line Q: Chiara will continue on as GA; but will pay rate rise at Baylor? A: Baylor’s GA rate has remained the same for a decade - \$15/hour. We have the capacity to raise GA pay through OHA by supplementing Baylor pay. • Need Council to approve website maintenance plan quote from designer Rachael Gilg by end of year: \$2200 for next year. • Software Cost Update: We are switching from All Academic to MemberClicks Review Panel for our Annual Meeting submission portal, saving \$4,800. • Scholarships Line: We have had consistent melt here; we will encourage committees to over-award to account for melt (melt = awardees not attending). • Routledge Membership Cost: We made an accounting change with Routledge to reduce our membership payment associated with partner members. 	<p>Keep an eye out for virtual vote on website maintenance quote before next meeting</p>	<p>All</p>
<p>Looking Ahead</p>	<ul style="list-style-type: none"> • Alissa Rae has prepared a 1-page version of the Strategic Plan; will send out. • Kelly Elaine has assigned committee liaisons. • Buy tickets to Cincinnati for Midwinter Council Meeting, Feb. 16-18, 2024 – be there in time for Friday dinner; we will meet all day Saturday and Sunday morning. • We will push our scheduled discussion of 2024 scholarships to next time. 	<p>Send out to council</p> <p>-----></p>	<p>Alissa Rae</p> <p>All</p>
<p>Looking Ahead & Adjourn</p>	<p>Adjourned 2:01pm</p>		