



Midwinter Council Meeting

February 17, 2024, 8:30am-5:30pm, Hilton Cincinnati Netherland Plaza, Salon A

February 18, 2024, 8:00am-11:00am, Hilton Cincinnati Netherland Plaza, Salon A

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, Executive Director Stephen Sloan, Associate Director Steven Sielaff & Program Associate Hailey Vinson

Members Absent:

Others Present: Natalie Milbrodt from 3:25pm-4:13pm on (2/17)

Minutes Prepared by: PA Hailey Vinson

Saturday Agenda	Discussion & Decisions	Action Required	Responsible Party
Welcome & Icebreaker [8:35AM]	Start 8:35am Members shared favorite poems and/or movie quotes		
Approval of Minutes	<u>FEBRUARY MINUTES</u> Alissa Rae moved to approve. Carlos Lopez seconded. All approved at 8:50AM	Post minutes to website	Hailey
Committee Reports	<u>Committee Reports from Liaisons</u> <u>Public Programming Committee</u> <ul style="list-style-type: none"> Progress has been made. 3 people in committee, 1 chair. The goal is to do an online program – professional development topic, wide audience, also want to do a speed networking event in early October to precede the conference, will help to promote the AI symposium. Need to know how much to ask money for the honoraria for May – topic will be professional development <u>Membership Committee</u> <ul style="list-style-type: none"> Discussed benchmarks for strategic plan. 	Discuss how program committee can assist with promoting AI symposium.	Sarah and Steven

	<ul style="list-style-type: none"> ○ Concerns of being more inclusive, accessible, and affordable ○ Scholarships ● Complete accessibility guidelines ● Look into having affinity groups or experts conduct anti-racist DEI training both internally and externally. <ul style="list-style-type: none"> ○ Work with public programming <p><u>Emerging Professionals Committee</u></p> <ul style="list-style-type: none"> ● No report but co-chairs had a meeting for the future of the committee. ● Will follow-up to see about full committee meeting. ● Only 2 people rotating off this year. <p><u>Advocacy Committee</u></p> <ul style="list-style-type: none"> ● No report but consistent participation ● May be an opportunity to write on the blog of the ASJ. ● Request to add to the ethical statement, framework for what it means to own and possess. <ul style="list-style-type: none"> ○ Another possible ethical statement addition about the relationship of archives and other institutions and possession of Oral History ○ Looking towards a procedural process ● A regular discussion of ethical considerations in collections and possible review of best practices may be necessary. 		
<p>2023 Budget to Actuals Sloan</p>	<p><u>OHA 2023 BUDGET TO ACTUALS</u></p> <ul style="list-style-type: none"> ● 2023 is closed. ● The endowment allocation was larger last year. <p>Income</p> <ul style="list-style-type: none"> ● Routledge is used for general conference support. <ul style="list-style-type: none"> ○ Royalties are higher because membership numbers are higher. ● NEH underwriting for PA position. ● Amazon Smile was liquidated before it ended. ● Contributed was 12% over what was anticipated. ● Baltimore grant ● Earned annual meeting revenue was up. 		

	<ul style="list-style-type: none"> • Individual memberships came in under budget because of the cycle of membership. • Record number of partner memberships last year • VHP Workshop money • Advertising • Bank interest and credit card rebates <p>Expenses</p> <p>Operational/Administrative</p> <ul style="list-style-type: none"> • Baylor - PA wages & benefits - Executive office travel, office supplies - Discretionary fund - Website Marketing - OHA phone - Software annual fees - CC processing fees - Accounting – Insurance - Zoom licensing – Meetups. <p>Annual Meeting Expenses</p> <ul style="list-style-type: none"> • Food and Beverage - A/V – speaker/workshop fees – special events – meeting infrastructure <p>General</p> <ul style="list-style-type: none"> • Dues for association – Council – OHR – Newsletter - Scholarships/Grants - Emerging Crises Research Fund - Membership payment to Routledge – VHP workshop leaders • Goals in place for F&B • Partnership and sponsorship work is important. <p>Break at 10:45-11:01AM</p>		
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<p>AI Symposium with Sarah and Steven</p>	<p><u>AI SYMPOSIUM</u></p> <ul style="list-style-type: none"> • 24 submission proposals • Picked the week of July 15 for the symposium. • Convened a program committee of 5, including Sielaff and Milligan • Created a rubric and met with the committee to go through the member clicks portal. • Hope to assess all proposals by the end of the month. • Acceptances/Declinations will be given out in early March. • Began discussion on pricing structure. <ul style="list-style-type: none"> ○ GA parsed through ACLS charging for online webinars – most were free. ○ Possible membership discount? ○ Regular member and non-member rates, no early bird – may drive membership. ○ Consider day rate and multiple day rate – video recordings will be available. <p>Alissa Rae moves for Members: Free: retired/student/life members 25: Emerging or independent practitioner’s members 50: general members with institutional support</p> <p>Non-members: 25: Retirees/students 50: Emerging or independent practitioner’s 100: institutional support Troy seconds and passed unanimously [11:31AM].</p>		
<p>Find an Oral Historian Tool Update with Steven Sielaff</p>	<p><u>FIND AN ORAL HISTORIAN WEBSITE TOOL</u></p> <ul style="list-style-type: none"> • Expanded news items to 6 on splash page. • The first official update to the tool happened earlier this month – 90 members opted to be represented in the tool. • Discussed what can be shown in the tool. 		

	<ul style="list-style-type: none"> Promote within our membership – going to try and update each month. How to edit – fill out again and the most recent will replace the first 		
OHA OMBUDSPERSON	<u>OHA OMBUDSPERSON</u> <ul style="list-style-type: none"> OHA has an ombudsperson who has agreed to stay on throughout the year. <ul style="list-style-type: none"> Had everyone look at the OHA Harassment Policies and Procedures Would like to change the language around on the Harassment Policies and Procedures – language needs to be broadened so that it’s not just applicable around the annual meeting. Discussed the process of reporting harassment to the ombudsperson. 	Revisit the structure of the policies and procedures	Stephen Sloan
Oral History and the Law with Stephen Sloan	<u>Oral History and the Law</u> <ul style="list-style-type: none"> John Neuenschwander published second edition in 2014 – will no longer be doing this – OHA split royalties with Neuenschwander. Oxford is interested in a 3rd edition being published with the same arrangement as the first 2 editions. John is willing to stay on and advise for the third edition. There’s a need for someone to moderate this conversation on Oral History and the law. <ul style="list-style-type: none"> May start here with someone who does a pre-conference workshop or moderated conversation on the program on these topics and then it may lead to finding an author for the 3rd edition. Idea to pull together a task force to think through the next steps. Added to new business to further conversation. 		
Working Lunch	Start lunch at 12:16pm <ul style="list-style-type: none"> Added names to consider for nominating committee and council committee. 	Reach out to those who were nominated	Kelly Elaine

<p>Advocacy Recommendations on Gaza with Kelly Elaine Navies</p>	<p><u>Advocacy Recommendations on Gaza</u></p> <ul style="list-style-type: none"> • Discussion on Advocacy’s Approach to academic freedom and Gaza <ul style="list-style-type: none"> ○ The advocacy committee has currently outlined discussion points. ○ Outline of things the committee would like to be doing – not a statement. • Would like no individual names on the document. • Language provided can be worked with and fine-tuned. • Discussion on actions taken in the past and the moral and ethical implications. <p>Alissa Rae moves:</p> <ul style="list-style-type: none"> ○ Thank advocacy committee for their work on this approach and support bullet point 1. ○ We ask that bullet points 2 and 3 should be worked on through removing individual names and not forming a sub-group. ○ We love the action of creating a toolkit for assistance for ethical oral history through traumatic events. <p>Seconded by Carlos, approved, 1 member abstained.</p> <ul style="list-style-type: none"> • Possible later, separate discussion on who would create the draft. • Shanna moved to ask the advocacy committee how they would like the OHA membership to be reminded of the oral historians at risk initiative and the emerging crises grant. Carlos seconded. • Motion dissolved. • Ask the committee to draft a proposal addressing how they would like the OHA membership to be reminded of the oral historians at risk initiative and the emerging crises grant 	<p>Discuss with Advocacy committee</p>	<p>Nishani</p>
<p>Accessibility Guidelines with Shanna, Alissa Rae, Tomás, Carlos and Troy</p>	<p><u>Accessibility Guidelines with Shanna, Alissa Rae, Tomás, Carlos and Troy</u></p> <ul style="list-style-type: none"> • Task force met on 2/14 • Between now and April, will meet in 2 groups to restructure the document. <ul style="list-style-type: none"> ▪ Needs restructuring and reorganizing and then submit questions to the original author. 	<p>Submit approval to council by May meeting.</p>	<p>Shanna, Alissa Rae, Tomas, Carlos, and Troy</p>

	<ul style="list-style-type: none"> ▪ Came to a consensus on what the formatting should be. • Will give back to diversity committee to review after council vote before going public. <ul style="list-style-type: none"> ▪ Will be preceded by council approval. • Discussed specific order of items. • Wanted to create an appendix or index at the end. • Notes are available to council in the OHA folder. <ul style="list-style-type: none"> ▪ Subfolder for Accessibility Guidelines Task Force 	Let diversity committee know this is happening	Francine
<p>Strategic Plan 2024 Benchmark Activity with Kelly Elaine Navies</p>	<p>Breakout into small groups at 2:26pm to create examples of benchmarks that committees can accomplish.</p> <p>Back together at 2:52pm</p> <p><u>Programming Benchmarks</u></p> <ul style="list-style-type: none"> • Planning bi-annual symposium – year in advance begin planning the next year’s. • Record and/or livestream keynote and plenaries as a package deal that can be paid for separately or for members – check with hotel pricing. • Develop programming to provide professional development and networking opportunities outside of the annual meeting – professional development webinars once a year. • Existing in-person meetups, budget increases <ul style="list-style-type: none"> ○ Spread the word about meetups. • Partner with other organizations – specifically in the area near the annual meeting • Try and get a certain number of people to fill out our forms – reviewing demographic data from the forms. • Dates needed for the benchmarks. <p><u>Organizational Excellence Benchmarks</u></p> <ul style="list-style-type: none"> • Build a transparent and inclusive organization structure. • Administer a survey for the membership committee. • Create a flyer to give out at upcoming conferences – conference aggregator tool – meetups at conferences – increased outreach. 	<p>Spread the word about meetups.</p> <p>Create a public google doc/sheet for conference meetups</p>	<p>All</p> <p>Steven Sielaff</p>

	<ul style="list-style-type: none"> • Goal of increased communication with committees and chairs <p><u>Advocacy Benchmarks</u></p> <ul style="list-style-type: none"> • Open letter on academic freedom/censorship by May council meeting – oral history ethics after disaster toolkit draft by end of 2024 - addition on ethics of ownership/possession vs archives/donations • Determine cost of publishing vs. potential income <p>Break at 3:10pm Back from break at 3:24pm</p>		
<p>Metadata Funding Request with Natalie Milbrodt</p>	<p><u>Zoom with Natalie Milbrodt</u> [3:25pm]</p> <p>Metadata taskforce and archives caucus are now combined to create Archives Caucus Metadata Working Group</p> <ul style="list-style-type: none"> • Online toolkit to offer practitioners a process for determining “what’s important to know” about oral history interviews for access and long-term preservation. <ul style="list-style-type: none"> ○ Next stage is to create a mapping from the elements. Then align three mappings into a crosswalk – with a goal to allow oral history collections to be aggregated into a discovery tool. ○ Anyone who uses the list will have a consistent place to store the metadata. ○ Stipend funding of \$1500 for metadata professionals ○ Phase 1 includes identifying 3 metadata standards commonly used for oral history collections. ○ Phase 2 includes familiarizing the 3 metadata professionals with the OHA Metadata Working toolkit. ○ Phase 3 convene project participants to review and discuss the mappings done. ○ Phase 4 identify and apply for grants to support a larger project. • No previous crosswalks exist for oral history. • Element list is for the full life cycle of oral history. 		

	<ul style="list-style-type: none"> • Discussion: How do people know to begin participating in this? • Can be useful to current librarians/archivists and those who don't have a cataloging background. <ul style="list-style-type: none"> ○ Hope to make oral history more accessible. ○ Possible cross-over to other organizations ○ Element fields can be unique to individual projects. <p><u>Natalie left at 4:13pm</u></p> <ul style="list-style-type: none"> • No budget line for this but can pull from the endowment if voted upon • A possible idea is to add a line and run at a deficit budget of 1500. <p>Nishani moves to fund the project at \$1500, Troy seconds, all approved at 4:24pm</p>		
<p>Designated Scholarship Discussions</p>	<p><u>HBCU and Single-Parent Scholarships</u></p> <ul style="list-style-type: none"> • 13,000 is given in scholarships every year. <ul style="list-style-type: none"> ○ 5750 for presenter and non-presenter and 7250 for international • The committee can update existing limits if desired. • Last year's presenter scholarship rubric was shared. <ul style="list-style-type: none"> ○ Committee can revise rubric. • Scholarship categories need to be more closely defined. • Alissa Rae is scholarship liaison. <p>Nishani motions to incorporate single parents and HBCU's through a rotating policy of financing based on need through scholarship, can be for presenter, non-presenter or international. To be re-evaluated every 2 years. Troy seconds, approved at 4:52pm</p> <p><u>Indigenous Initiative</u></p> <ul style="list-style-type: none"> • Designated money out of the endowment for it • Next stage is to begin putting a group together to see where the money will go. • Discussed giving scholarships to attend the conference. 		

	Motioned by Sarah to let the indigenous caucus propose a plan for spending the money seconded by Tomas, approved at 5:03pm.		
Routledge Contract with Stephen Sloan	<u>Routledge Contract</u> <ul style="list-style-type: none"> • The contract is up at the end of this year. • Helpful in the past year with the new editorial team • Few issues with author disputes and Routledge were very helpful. • According to the editorial team (ingoing and outgoing), we should stay with Routledge. 	Check contract for questions/clarifications by April	All
NPS Partnerships Discussion	<u>NPS Partnership</u> <ul style="list-style-type: none"> • Signed memorandum of understanding with NPS • Submitted a proposal for a webinar and awaiting their budget for approval. • Standing need for basic oral history training. <ul style="list-style-type: none"> ○ Next step may be partnering to advise on projects, doing interviews for a park, training. <p>Break at 5:21pm until Sunday</p>		

Sunday Agenda	Discussion & Decisions	Action Required	Responsible Party
Cincinnati 2024 Annual Meeting with Troy Reeves	<p>Start 8:19am</p> <p><u>Annual Meeting 2024: Cincinnati</u></p> <ul style="list-style-type: none"> • One sponsor so far • No plenaries or keynotes have been chosen yet. • Will schedule less than what was scheduled in Baltimore. • Attendance vs membership is high, almost 1200 members, about 700 attended. • One hour and a half meeting time for all committees to meet. <p><u>Registration Pricing</u></p> <ul style="list-style-type: none"> • Discount rate went down last year. • Open discussion on raising day rate and/or raising retired. • Going to keep the day rate, K-12 student rate, and family member of conference presenter rate. 		

	<p>Tomas motions to keep the prices same as last year, Sarah seconded. All approved at 8:38am</p> <ul style="list-style-type: none"> • Call for chairs will be coming out soon. • Consider sponsoring at the annual meeting if part of an organization. • Discussion of sponsorship prices • Idea of a more prominent annual meeting banner on website’s front page 		
<p>2025 Meeting in Atlanta with Sarah Milligan</p>	<p>[8:51AM] <u>2025 Annual Meeting: Atlanta</u></p> <ul style="list-style-type: none"> • Connections will be made locally soon. <ul style="list-style-type: none"> ○ Planning and teambuilding will begin soon, hopefully everyone will be in place by summer. • Alissa Rae will be the program co-chair. • Suggestion to start advertising early - Save the date graphic. 	<p>Create a graphic for future annual meeting.</p> <p>Add a future annual meeting tab on the website.</p>	<p>Chiara (GA)</p> <p>Sielaff</p>
<p>2026 Annual Meeting Proposals</p>	<p>[8:59am] <u>2026 Annual Meeting Proposals</u></p> <ul style="list-style-type: none"> • Sloan presented options for Annual Meeting 2026: Scottsdale, AZ - Albuquerque, NM – Portland, WA – Houston, TX – El Paso, TX <ul style="list-style-type: none"> ○ Considering room cost, location, taxes, meeting spaces • Agreed to decline the Houston and El Paso choices. • Next steps are to go back to Helms Briscoe, and she will negotiate further. • Discussed ideas for after 2027 	<p>Give finalists back to Helms Briscoe to negotiate further</p>	<p>Sloan</p>
<p>Looking at OHR Report with Sloan</p>	<p><u>OHR Report</u></p> <ul style="list-style-type: none"> • Holly will come to the April council meeting. • Emerging Crises award winners to submit to OHR. • Availability to check open access through public library databases in most major cities. • Transparent about what the organization gets out of the publication agreement. • Discussion of possible integration of OHR blog into website • Looks to improve line of communication with OHR. <ul style="list-style-type: none"> ○ Editorial board plans to meet in March. 	<p>Submit recommendations to the OHR editor for people they know to work on the Call for Papers: Oral History and Disability</p>	<p>All</p>

	<ul style="list-style-type: none"> • Shanna will be liaison to the OHR board through the end of her term on council • Encourage the OHR editorial team. • Panel is being created for annual meeting. • Deadline for the OHR Call for Papers: Oral History and Disability is March 31 		
Task force with Oral History and the Law revisit	<p>[9:51am] <u>Task Force with Oral History and the Law</u></p> <ul style="list-style-type: none"> • Start a task force or put out a call and see who answers. <ul style="list-style-type: none"> ○ Best practices resource or stand alone. ○ Workshop <ul style="list-style-type: none"> ▪ Work with the workshop coordinator if many submissions don't come in. • Troy and Sarah will have a later discussion on task force construction – conversation has been deferred to April – Francine will join meeting. 	Look at royalties since 2014.	Sloan
Suggestions for Partner Members	<ul style="list-style-type: none"> • Request for suggestions for partner members 	Send partner member ideas to Sloan via email	All
Next Steps	<ul style="list-style-type: none"> • Review Routledge contract • Reminders to submit to annual meeting. • Should the advocacy committee continue the next steps – the task has been undertaken by the task force? • Committee representation on the website 		
Adjourn	Adjourned at [10:15am]		