**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

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<tr>
<th>Agenda</th>
<th>Discussion &amp; Decisions</th>
<th>Action Required</th>
<th>Responsible Party</th>
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<tr>
<td>Welcome</td>
<td>Amy opens meeting</td>
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<td>Icebreaker</td>
<td>Members share goals for the day’s council meeting</td>
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<td>Discussion of Strategic Plan</td>
<td>HOW ARE WE DOING WITH STRATEGIC PLAN?</td>
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<td></td>
<td>• Pretty well</td>
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<td>• Area to develop: Partnerships with other organizations; to connect with folks doing oral history work in other fields</td>
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<td>○ Some success with other oral history groups, not with partnerships outside of oral history</td>
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<td>○ Examples of past partnerships:</td>
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<td>▪ Baltimore Oral History Collaborative</td>
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<td>▪ Unconference in Baltimore – sparked ideas for our own conference programming</td>
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<td>○ What do these relationships look like? What does reciprocity look like? Sponsored panels, tables, etc.?</td>
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<td>○ New opportunities for new connections with new Exec. Office –</td>
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some of these connections happen at the top level
  - 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

**DO WE NEED TO UPDATE THE STRATEGIC PLAN?**
- 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

**Revision to start in 2024; Exec Office will give insight at Annual Meeting (AM) 2023**

**HOW SHOULD WE SHARE OUR PROGRESS WITH MEMBERS?**
- Event for membership to meet NEH, MLS, NEA, Mellon, etc. program officers – online event? Grant-writing workshop? Fellowship application workshop?

**Executive Office Transition Report (Faith, Louis, Kris, Steven)**

**STEVEN’S STATUS REPORT**
- Steven: Contract signed, announcement of new executive office contract made
  - After conference, will begin process of new Program Associate search, now a full-time position
    - Search Committee is Steven, Stephen, and council member – which council member?
    - **Alissa Rae volunteers**
- 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

### FAITH’S STATUS REPORT
- Faith’s report outlines things that need to happen before end of the year
  - 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

### WEBSITE
- Faith’s report recommendation: IT manager/consultant on call (from membership or outside? If member, perhaps offer a stipend?)
  - 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

### CONSIDERATIONS FOR NEXT EXEC. OFFICE SEARCH

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<th>Action</th>
<th>Responsible Party</th>
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<tr>
<td>Create Records Retention Policy for OHA Materials</td>
<td>Steven; Exec. Office</td>
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<td>Look into hiring website evaluator; make staffing recommendations</td>
<td>Steven/Exec. Office</td>
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<td>Create document of issues with website</td>
<td>Faith &amp; Council</td>
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<td>Programming</td>
<td>ANNUAL MEETINGS</td>
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<td>• Dan recommends starting early—now even—to get a greater number of viable candidates</td>
<td>Thank and disband past Exec. Office search committee</td>
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<td>Dan</td>
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**ANNUAL MEETINGS**

- Lessons learned recently, vision for the future?
  - Have received feedback that conferences in hotels can be alienating/expensive/inaccessible
  - IDEAS:
    - 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
- 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

**2023 MEETING IN BALTIMORE (KELLY)**

- 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
  - Considering alternate options for registration fees for folks who want to just attend this portion of conference

**2024 MEETING IN CINCINNATI (TROY)**

- Historic hotel
- Kelly: Underground Railroad Museum is there
- Amy was pretty far along in the planning of cancelled Cincinnati conference

**FUTURE CONFERENCE LOCATIONS**

- 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

**DISCUSSION OF NO-FLY ZONES**

- HelmsBriscoe gives us viable options of conference locations, limited by budget,

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<tr>
<td></td>
<td>Share Cincinnati planning docs with Troy</td>
<td>Amy</td>
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October 19, 2022 OHA Annual Council Meeting Minutes
parameters, and no-fly states for states like CA (https://oag.ca.gov/ab1887)
• Discussion over whether to decide as council that we will open our options up to anywhere; but would have to consider increased scholarship funds
  o PRO: Conference as form of activism – more engagement with local orgs/more local support
  o CON: Another association saw a 1/3 reduction of attendants to conference in San Antonio, TX

**Committee decides to open up options for 2025 conference to anywhere – interested in South and Pacific Northwest in particular**

YEAR ROUND & PUBLIC ONLINE PROGRAMMING:
• 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.

**Changing the PPC charge to: facilitate 2 programs this year, doesn’t have to be you to come up with the ideas**
• When other committees have public programming ideas, reach out to PPC – more collaboration needed

SYMPOSIA

Tell HelmsBriscoe that we’re open to all states; interested in South or PNW for ’25
Kris/Tomás/new Exec. Office

Update language around Charge
Tomás; liaison & chair of Public Programming Committee

Send ideas for public programming to PPC
All committees; chairs
- 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
  - 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-ac; 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

6 MEETUPS
- 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.

OTHER PROGRAMS
- Fundraising/grant writing workshop?
- Meet the program officers workshop - Dan, Mellon, Mary Larson
- Grant Writing workshop with Margaret Gooding?
- 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

#### GENERAL
- 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?

#### TASK FORCES – GENERAL
- Need to update website, decommission past task forces, have a liaison

#### NON-PANEL EVENTS ON PRELIM PROGRAM
- Emerging Professionals: Events not submitted through portal didn’t end up on program. How do we fix this?
  - Helpful if they could submit through portal in a separate form any event that isn’t a panel

#### DIVERSITY COMMITTEE
- 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
- Set up standing meeting once per month
- Committee Chairs
- Exec. Office
- Exec. Office
- All; Committee on Committees
- Committee on Committees

- Ensure events outside of portal submission make it onto preliminary program
- Create Call for Events/room needs at the same time as Call for Proposals
- Consider how to increase communication among committees
- Need to clearly outline/communicate service terms for committee members
| OHA History | • 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  
  o Give award for lifetime of service, interview the recipient  
    ▪ 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 | Draft charge for OHA History Task Force, ask council to consider potential members | Amy  
| Review of Committee, Task Force Reports, Oral History Review (OHR) | **METADATA TASK FORCE**  
• 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 | Itemize proposed Equity Audit Budget for presentation at Equity Audit Task Force; Cynthia |  
|  | **EQUITY AUDIT TASK FORCE**  
• Budget review – request funds for Digital Analyst; Graphic Design – council requests more details | |
### CONTRACTOR SEARCHES - GENERAL
- Need to set a cost threshold for when search for external contractors necessitates council approval of contractor

### DIVERSITY COMMITTEE
- Ongoing outreach to diverse organizations
- Request for Accessibility Consultant funds; council requests more details
- Created Accessibility Statement Draft

### DEVELOPMENT COMMITTEE
- 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

### OHR
- 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

### Potential Partnership with Ukrainian Oral Historians
- Amy connected with Ukrainian Oral Historian at Columbia & head of Ukrainian Oral History Association – they gave suggestions for where OHA can direct support

### Mid-Winter Meeting (MWM)
- Give more clarity on role of consultant
- Present Accessibility Statement Draft to Council

### Appoint OHR Liaison
- Tomás

### Steven talks to Elinor & Amy asks OHR team about copyediting duties/time commitment
- Steven; Amy

### Diversity Committee
- Give more clarity on role of consultant
- Present Accessibility Statement Draft to Council

### Potential Partnership with Ukrainian Oral Historians
- Amy connected with Ukrainian Oral Historian at Columbia & head of Ukrainian Oral History Association – they gave suggestions for where OHA can direct support
• 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?

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<th>Closing Council Reminders</th>
<th>FINAL COUNCIL NOTES:</th>
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<tr>
<td>• Discussion of timely submission of Expense Reports from Annual Meeting</td>
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<td>• Select Location for MWM – Waco?</td>
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<td>• Newcomer’s Breakfast – Council Attends</td>
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<td>• THANKS TO AMY FOR SERVICE AS PRESIDENT, DAN ON COUNCIL, OUTGOING EXECUTIVE OFFICE</td>
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<tr>
<td>• Welcome to Tomás &amp; Steven</td>
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<tr>
<td>• Tomás: Indigenous Initiative a focus moving forward</td>
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<td>• Hopes to create handbook for making future transitions easier</td>
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<thead>
<tr>
<th>Adjourn</th>
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<tbody>
<tr>
<td>Amy adjourns the meeting</td>
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