ORAL HISTORY ASSOCIATION

Council Meeting
May 1, 2023
Zoom Teleconference Call
10:30am – 11:59am

Present: President Tomás Summers Sandoval, Vice President Kelly Navies, First Vice President Troy Reeves, Past President Amy Starecheski, Treasurer Mary Larson, Alissa Rae Funderburk, Shanna Farrell, Executive Director Stephen Sloan, Associate Director Steven Sielaff, & Program Associate Bethany Stewart
Members Absent: Zaheer Ali, Nishani Frazier, & Cynthia Tobar
Others Present: Anna Kaplan, Nairy AbdElShafy, & Christopher Pandza
Minutes Prepared by: Bethany Stewart

Agenda	Discussion & Decisions	Action Required	Responsible Party
Welcome	*10:38am*		
Standing Business: Minutes Approval	APPROVAL OF APRIL MINUTES ***Moved, Seconded, & Approved 10:39am***	Post minutes on website	Bethany
Standing Business: Between the Gavel	BETWEEN THE GAVEL (TOMÁS & SLOAN) • With members that dropped off committee roster, are the committees now thin? • No; but book award committee might need to grow.		

Standing Business: Review of Financials	FINANCIAL REVIEW (SLOAN)
	• Moving forward, will provide a more in-depth review at every other council meeting, just a brief update today:
	  ○ Rebalanced endowment accounts this morning.
	  ○ MARTHA ROSS AWARD - Finance committee recently discussed Martha Ross Award. Awarded on odd years and currently OHA's best endowed award; suggest increasing monetary award to $500 – will revisit in New Business.		

	○ CLIFF KUHN FUNDS - Finance committee also discussed OHA's pool of endowment funds for Cliff Kuhn that OHA hasn't yet used. ○ Finance Committee suggests assigning his name and monetary award to underwrite Postsecondary Teaching Award that is awarded on even years (alternating with Martha Ross Award). ○ Membership up 9% from this time this year. ○ Partner members up to 31; will surpass goal of 32 for the year.		
Standing Business: Update on OHR Search	<u>OHR SEARCH</u> • We have a short list of candidates from the OHR search committee. • Council reviews list and briefly discusses the remainder of the selection process. • No teams applied, just individuals. ○ One option: if committee selects one candidate for Editor, instead of making a team from current candidates, could do a second call for additional candidates to fill out team. • Timeline: ideally the new team can help put together 2023's last issue. • Debra (Chair of the Committee) will come to June meeting to present candidate. ○ Council should share any thoughts with Sloan, who will share it with the committee.	Review short list, share any thoughts with Sloan.	**All**
Standing Business: UPDATE on Website Evaluation	<u>WEBSITE EVALUATION COMPLETE (SIELAFF)</u> • There are 2 docs: Infrastructure Report & Website Report. • First, some updates: ○ Search function and menu work on mobile site now! ○ Upcoming event sidebar works now! ○ We integrated Google Analytics – site is getting about 400 hits a day.		

	○ A problem: a lot of linked hits are coming to our old best practices document on our website; need to force those to retire and let updated link come to the fore. • Infrastructure Report Summary– ○ MemberClicks (our membership management platform) we've been utilizing more and more this year; any website redesign should bleed over to MemberClicks members-only platform; less content overlaps though. Surveys or award forms should all be run through MemberClicks when possible. ○ All Academic – due for an evaluation as to if we want to replace it. • Website Report Summary– ○ Currently running on a theme that is a decade old and breaking down, not supported. Need an updated, common theme that is well supported. ○ Move it to a hosted site; WordPress Engine would improve functionality. ○ Less text, more images; more parent pages, less menu options. ○ Premium plugins that cost to run are all to facilitate the find-an-oral-historian directory that will launch soon. ○ Privacy Policy & Contact Us issues – need to make both more evident. ○ Alt-text for images needed – plug-ins available for this if we update the theme. ○ Sample websites available at end of report.	Thank Rachel for her work thus far.	Sielaff/Exec. Office
	• Rachel created a quote for website redesign work if we'd like her to continue through the redesign. ○ Her timeline: could finish between conference and next conference's CFP opening.	Look at 2023 Budget to see what's possible for redesign.	Exec. Office
	• Things to consider: ○ General policy for competitive bidding needed for OHA. ○ Budget. In 2023 budget? 2024? Or half this year and half next?	Come up with RFP process to present at next meeting.	Tomás, Sloan, & Sielaff

	• Next steps: RFP		
New Business: Annual Awards	STETSON KENNEDY VOX POPULI AWARD • Proposal to move the "Stetson Kennedy Vox Populi" Award to an every-other-year model to improve the pool (and up the monetary award)? • Proposal to shift the language of the award more to fit potential organizational candidates (here's the current description of the award from OHA website). Decision to move Stetson Kennedy to an every-other-year model, given on even years: *General agreement, Sloan & Tomás will create a draft for award language.* MARTHA ROSS AWARD Decision to raise the Martha Ross Award to $500: ***Moved, Seconded, Approved, 11:30am***	Draft award language for next meeting	Tomás & Sloan
New Business: El Paso 2026	UPDATE ON EL PASO FOR 2026 ANNUAL MEETING (SLOAN) • We received this latest proposal for El Paso; no meeting rooms, still some back and forth needed. • General feeling that all are still very interested in an El Paso '26 Conference.		

New Business: Update on Equity Audit Task Force
 	
11:42am
	UPDATE ON EQUITY AUDIT TASK FORCE WORK
	Anna Kaplan, Nairy AbdElShafy, & Christopher Pandza join to discuss the work of the task force.
	• Lack of data to complete analysis.
	• Plan to gather qualitative data to supplement.
	• DEI DATA (Pandza)
	  ○ OHA does not currently collect DEI data on a broad or consistent basis but has several opportunities to do so…
	• Potential points of collection:
	  ○ MemberClicks – Task Force proposes beginning portal integration in May, then communicate this and incentivize it to membership in the Summer; the Fall Annual meeting will drive a spike.
	  ▪ Sloan: Make membership form as brief as possible; have additional survey that goes out with membership confirmation.		

	○ Annual meeting registration (goal to publish in May). ○ Membership Survey. ○ Interviews conducted by Task Force – Summer 2023. ○ Sielaff: Exec. Office is about to push a form for the Find-An-Oral-Historian Database – may add DEI questions to this too, and also: we need to consider timing when we are requesting information from members. • Next steps: ○ Creating additions to forms. ○ Coming up with procedure of what platforms hold what information; what to do with information when it's out of that platform.	Send questions related to DEI for membership, database, & registration forms to Exec. Office Integrate questions related to DEI into forms.	Equity Audit Task Force Exec. Office
New Business: Council/OHR Relations	• Tomás & Troy present a document to formalize Council/OHR relationship, ease transition to new team. See draft document. ○ Alissa Rae: Would we cover OHR Editor travel to midwinter (MWM) & annual meeting or will they attend virtually? - Issue to consider.	Review document before June Council Meeting	**All**
New Business: NEH Grant for Open-Source Tools	• Sielaff: NEH is hesitant to fund for-profit orgs (TheirStory was collaborating), so pivoting and casting a wider net. ○ Need to consider how OHA would move forward with similarly interested parties in future.		
Adjourn	• *Tomás ends* the *meeting at 11:59am*		