ORAL HISTORY ASSOCIATION

Council Meeting
September 18, 2023
Zoom Teleconference Call
10:30am – 12:01pm

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

Agenda	Discussion & Decisions	Action Required	Responsible Party
Welcome	*10:32am*		
Standing Business: Minutes Approval	APPROVAL OF AUGUST MINUTES: ***Moved, Seconded, & Approved 10:33am.***	Post minutes on website	Bethany

Standing Business: Between the Gavel	BETWEEN THE GAVEL (TOMÁS & SLOAN)
	• We sent membership offer to a group of HBCU-based oral historians.
	  ○ Made spreadsheet of all HBCUs, then those that have oral historians/oral history programs.
	  ○ 10 invitations sent, 3 have become members.
	• Executive Office is changing the accounting system to eliminate the difference between our bookkeeping and the requirements of the 990 form – from cash to accrual-basis.
	• We followed up with those who ran for OHA positions and were not elected. Will integrate this as part of standard procedure moving forward.
	• Executive office to meet with OHR board (and new team).		

	○ Have applicants for Managing & Book Review Editor positions. Will begin interviews on Friday. • Service acknowledgment letters went out to those requesting. • The website task force was constituted and began meeting.		
Standing Business: Review of Financials & Conference	<u>FINANCIAL REVIEW (SLOAN)</u> • Revisiting the issue of the cost of the website review and where it will come out of our existing 2023 budget: Remaining cost is $4,800 (covers work through December). We have just over $1,800 left in transition funds. Leaves about a $3,000 shortage. • We are saving $8,600 on Program Associate salary, thanks to our NEH grant. This will allow us to balance books. <u>CONFERENCE UPDATE (SLOAN/KELLY)</u> • 428 Registrants, we had 375 last year total. • Solidified A/V company. • Kelly & LAC working to plan and publicize Block Party & Spoken Word Night.		
Standing Business: Update on 2024 Conference	<u>UPDATE ON 2024 CONFERENCE (TROY)</u> • Have a conference committee of 16 – some local folks, some folks with local ties, some folks for program review. • CFP completed; topic: "Oral History Bridging Past, Present, & Future." • No keynotes or plenaries planned yet, let Troy or Ellen Brooks know if you have any suggestions.		
New Business: ACLS Statement on West Virginia	<u>MOTION TO SIGN ON TO ACLS STATEMENT ON WEST VIRGINIA</u> • ACLS sent out statement week before last, Advocacy Committee has recommended we sign on. ○ Likely the beginning of a series of statements we may need to sign on to along similar lines. ***Question of signing on the ACLS Statement on West Virginia:*** ***Moved, Seconded, & Approved, 10:57am.***	Contact ACLS to sign on to Statement	Sloan

Standing Business: Council Member Resignation & Next Steps	<u>COUNCIL MEMBER RESIGNATION & NEXT STEPS</u>
	• From the OHA Constitution (page 2, #9): "If a vacancy shall occur in the Council or in any of the offices except the presidency, vice presidency, or executive directorship, it may be filled by the Council, and the person designated shall hold the position for the unexpired term of the person vacating it."
	• This vacated seat's term would end in 2024.
	• Discussion of how to make council participation more sustainable.
	  ○ Meeting times? Can revisit at Annual Meeting Council Meeting (AMCM).
	  ○ Transcript services like Otter? In addition to the minutes, Exec. Office has transcripts and recordings of meetings already that they could share.
	• Discussion of possible replacements. First up: folks that did not win a seat in the last round of elections.
	• Discussion of process & potential alternative processes.
	• No timeline given for when we need the replacement in place. What deadline do we want to set?
	• By 12pm ET Wednesday, send in your ideas (without contacting candidate directly). We will collect and send out bios/links to website. Will have another meeting to discuss/vote. Would like this person to be in place by Annual Meeting.
		Send in names for consideration for council seat by Wednesday 12pm ET
		
		Send out poll for meeting time if needed
			All
			
			Tomás

Standing Business: OHA Procurement Policy	<u>MOTION TO ADOPT OHA PROCUREMENT POLICY</u> • Thanks to Troy & Amy for comments. • There are further edits that need to be made; several exceptions to $5,000 threshold – hotel goes through a broker, A/V company for annual meeting choices often limited, OHR decisions, etc. Change "minority-owned" to "POC-owned." • Suggestion to amend $5k threshold to $7,500. ***Question of raising threshold to $7,500:*** ***Moved, Seconded, & Approved, 11:33am.***		

	• Clarify that whole policy only applies to things over $7,500. Or just explicitly omit general office supplies, software. Would like to hear from Exec. Office what they think. • Can consider & edit before October so council has time to review. ***Move to table until AMCM:*** ***Moved, Seconded, & Approved, 11:34am.***	Consider how/what they would suggest excluding	Exec. Office
New Business: OHA Membership Calendar	• Currently, membership works on a calendar year, all memberships expire Dec. 31st; but if you sign up Aug. 16 or later, you get a free few months. • Propose a change to a 12-month membership. • Benefits: keeps membership numbers more stable through the year, avoids Jan. 1 drop-off, would help our funding stream (by not giving 3 months+ free). ***Question of moving to 12-month membership structure:*** ***Moved, Seconded, & Unanimously Approved, 11:42am.*** • Is there a way to set up a payment plan for life memberships? May be a question for finance committee.	Make change in 2024 Bring up Life Membership payment plan to Finance Committee	Exec. Office Mary; Sloan
New Business: Cliff Kuhn Award	<u>POSSIBILITIES FOR AWARD NAMED FOR CLIFF KUHN</u> • When Cliff Kuhn passed in 2015, OHA collected donations in his name. He was appointed Exec. Director in 2013 (so this year is 10-year anniversary). Those funds have never been used, have grown within the endowment. Question of attaching Kuhn's name (and a monetary prize from this fund) to the existing higher education teaching award. • The award is/will be presented biennially, in rotation with the Martha Ross Award. • Discussion of renaming existing award vs. creating new award. • Discussion of possibly clarifying who can apply to Postsecondary Award, with need considered. But this award is a small amount of money right now. • Share ideas for Cliff Kuhn award to Tomás; he will add to agenda for October.	---------->	**All**

	• We will also discuss possible creation of other awards at the AMCM.		
Looking Ahead & Adjourn	• Head's up: AMCM will require pre-reading on everyone's part. • *Tomás ends* the *meeting at 12:01pm*	Read reports and other materials prior to AMCM	**All**