

Minutes of the Ohio Roundup Steering Committee  
Saturday, August 29, 2009, 4:15 P.M., Park Inn, Toledo, Ohio

**In Attendance**

**Committee Members and Alternates**

Bob R.	ORSC Chair	Columbus
Frank W.	ORSC Vice Chair	Toledo
Jim O.	ORSC Secretary	Toledo
Shannon S.	ORSC Alt Secretary	Columbus
Judy F.	ORSC Treasurer	Toledo
Dawna R.	ORSC Alt Treasurer	Canton
Larry T.	ORSC Archivist	Dayton
Gerry P.	ORSC Webmaster	Columbus
Lisa Y.	Delegate	Akron
Al A	Delegate	Cincinnati
Troy S.	Delegate	Cleveland
Tommy M	Delegate	Columbus
Steve K	Alternate	Columbus
Jefferson A.	Delegate	Dayton
Bryan T	Alternate	Dayton
Tim G.	Delegate	Toledo
Megan M.	Alternate	Toledo

**Guests**

Jason K.	2009 Roundup Co-Chair	Toledo
Debbie H.	2010 Roundup Co-Chair	Cleveland
Harry S.	2010 Roundup Co-Chair	Cleveland
Louie B	Area 55 Chair	Toledo
Zal Z.	Guest	Cleveland
Mike R	Guest	Cleveland
Richard M.	Guest	Toledo
Darryl R	Guest	Cleveland
James F	Guest	Cleveland
Doug B	Guest	Toledo
Sue H.	Guest	Toledo
Mat L.	Guest	Toledo

**Bob R.** called the meeting to order at 4:16 p.m.

**Previous minutes:**

- The committee reviewed and approved the minutes of the previous meeting.

**Financial Report:**

- Judy F. presented her spreadsheet with financial information to the committee. (See attachment 1.) Current balance totaled \$ 16,863.50.
- The treasurer's report was approved.

**Cleveland Committee 2010 Roundup:**

- Debbie H and Harry S introduced the 2010 Committee members and passed out the Bid packet for the 2010 Roundup to the committee members.

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- Bob R questioned the \$15,000 projected fundraising income and maybe it was not realistic.
- The Cleveland committee admitted that maybe the fundraising amount was more of a high goal that they had set and pointed out that it was offset by a projected net profit of \$10,500
- Also some discussion about the Hotel contract, guaranteeing rooms, and locking in room rates that can compete with the discounted rates available on the internet.
- Judy F reminded the committee that they need to have Liability Insurance added to the Budget. Toledo paid \$383.00
- Debbie talked affectionately about the Theme of the roundup “You Are Needed” and how it was inspired by the memory of Dennis S.
- A motion was made by Judy F and seconded by Al A to accept the bid. The Motion passed
- The Cleveland Committee was given a check for \$1,500.00 for seed money.

**Toledo Committee 2009 Roundup:**

- Jason K. reported that there were over 220 registrations so far and that financially we should not have any problems paying the bills and returning the Seed money to the Steering committee.
- Doug B announced that fundraising for this year’s roundup far exceeded expectations and handed over the funds from the Friday night 50/50 drawings to the Cleveland committee.

**Old Business:**

- Ohio Roundup Archives – Shannon presented a rough draft of the Proposal for the Archives Committee (see attachment 2)
  - Troy, Larry and Shannon will work on getting everything categorized
  - Expenses to consider:
    - Acid free boxes
    - Digitize Paper
    - Preserving Documents
    - Archives display
  - How to proceed from Here?
  - What should we collect?
- Judy F asked if we could get a list of what’s in the inventory
- Shannon believes that they will have the list available by the February meeting
- Troy said that they will at least have some idea by November.
- Estimated expenses needed for the committee is possibly between \$250 - \$300
- A motion made and seconded to give the committee a check for \$300.00. The motion passed

**New Business:**

**Columbus Committee 2011 Roundup:**

- Tommy M presented the committee with a Letter of intent to bid for the 2011 Ohio Roundup to be hosted by the Columbus Roundup committee and asked for the \$500.00 seed money.
- The letter of Intent to bid was approved by the committee and Columbus was presented a check for \$500.0 for seed money.
- Bob R reported that in order to open up a bank account they need to Register a “Fictitious Name” with the State of Ohio and that it will cost \$50.00

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**501-C3 update**

- Frank reported that The State Steering Committee is a 501C-4 not a 501C-3
- Frank asked if we should file for the 501c-3 status. He said the accountant can file for us for a fee.
- A motion was made and seconded to go ahead with refiling for 501c-3 status through the accountant.

**Louie B, Area 55 Chairperson** and Also the Chairperson for the 2010 Ohio State Convention being held in Toledo next August, asked the Committee if they will be willing to turn over the mailing list of the Ohio Roundup for the State convention to use.

After much discussion and concern about breaking our member's anonymity it was the general feeling of the committee that it would not be in the best interest to turn over our mailing list.

Next meeting: The next regularly scheduled meeting will be held on Sunday, November 22, 2009, 12:00 P.M., 1160 N. High St., Columbus, Ohio.

With no other business to discuss, the meeting was adjourned at 5:50 P.M.

*Respectfully Submitted*

*James H Oneail*  
*ORSC Secretary*

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Attachment 1 – ORSC Financial Report

Transaction:3  
6/6/2009 through 8/28/2009

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8/27/2009	Date	Account	Num	Description	Memo	Category	Clr	Amount
<b>BALANCE 6/5/2009</b>								<b>11,065.49</b>
	6/30/2009	Savings	DEP	Interest		Interest Inc		3.64
	7/31/2009	Savings	DEP	Interest		Interest Inc		3.35
<b>6/6/2009 - 8/28/2009</b>								<b>6.99</b>
<b>BALANCE 8/28/2009</b>								<b>11,072.48</b>
<b>TOTAL INFLOWS</b>								<b>6.99</b>
<b>TOTAL OUTFLOWS</b>								<b>0.00</b>
<b>NET TOTAL</b>								<b>6.99</b>

Transaction:2  
6/6/2009 through 8/28/2009

Page 1

8/27/2009	Date	Account	Num	Description	Memo	Category	Clr	Amount
<b>BALANCE 6/5/2009</b>								<b>5,325.02</b>
	6/6/2009	State Steering...DEP		Restitution	Gary M	Restitution		395.00
	7/24/2009	State Steering...1034		27th Ohio Ro...		Scholarship D...		-79.00
	7/24/2009	State Steering...DEP		Restitution	Gary M	Restitution		100.00
	8/25/2009	State Steering...DEP		Restitution	Gary M	Restitution		50.00
<b>6/6/2009 - 8/28/2009</b>								<b>466.00</b>
<b>BALANCE 8/28/2009</b>								<b>5,791.02</b>
<b>TOTAL INFLOWS</b>								<b>545.00</b>
<b>TOTAL OUTFLOWS</b>								<b>-79.00</b>
<b>NET TOTAL</b>								<b>466.00</b>

Attachment 2 – Draft Proposal for the Ohio Roundup Archives

### **Draft Proposal for the Ohio Roundup Archives**

The Ohio Roundup Archives Committee met on Aug 22, 2009 at the home of Larry T.

#### A.A. Archives Guidelines

Most of the following details, suggestions and recommendations are based on the A.A. Guidelines published by the General Service Office, which can be found at [http://www.aa.org/lang/en/en\\_pdfs/mg-17\\_archives.pdf](http://www.aa.org/lang/en/en_pdfs/mg-17_archives.pdf).

#### The Ohio Roundup Archives Committee

The Ohio Roundup Steering Committee (ORSC) recognizes a need to protect Ohio Roundup artifacts. Therefore, it was determined that the ORSC should form an Archive committee. The Ohio Roundup bylaws, amended Jun 7, 2009 added a non-voting service position of Archivist. Larry T has been serving as the informal archivist since approximately 1995; therefore, he was nominated and accepted the position of Archivist.

The current committee consists of Larry T and Shannon S (Archives committee member). The Ohio Roundup Archives Committee may be referred to as ORAC.

The ORAC should include at least one additional member (one archivist, two members); Troy S has expressed an interest in participating as a member.

The Ohio Roundup Archivist and committee members should not rotate frequently and should be committed to the Archives for many years.

The ORAC assumes there is no need for public access to the Archives; therefore, access to the Archives will be limited to the ORAC, except when the ORAC establishes a display at future Ohio Roundups

#### Proposed Mission of the ORAC (revised from the A.A. Archives Guidelines)

The mission of the Ohio Roundup Archives Committee is to preserve and protect the history and pertinent artifacts from all Ohio Roundups, to make that history accessible to future Ohio Roundups, and to provide a context for understanding the progression of the Ohio Roundup.

#### Proposed Purpose of the ORAC (revised from the A.A. Archives Guidelines)

Consistent with the Ohio Roundup Steering Committee's primary purpose of catering to the recovering gay, lesbian, bisexual and transgendered (GLBT) community in Ohio, the ORAC will:

- Receive, classify, and index all relevant material, such as administrative files and records, correspondence, and artifacts considered to have historical importance to the ORSC.
- Hold and preserve such material.
- Provide access to these materials at future Ohio Roundups.

### **Draft Proposal for the Ohio Roundup Archives**

- Promote knowledge and understanding of the origins, goals and historical progression of the Ohio Roundup.

#### Proposed ORAC Responsibilities

1. Categorize, store and preserve artifacts based on display content approved by the ORSC.
2. Begin preservation of organic materials such as cotton, burlap, polyester, etc.
3. Create an electronic inventory list.
4. Finalize list of items each host city should submit to Archives.
5. Secure a storage facility, preferably in a central location to all current host cities (Toledo, Cleveland, Columbus, Cincinnati, Dayton and Canton).
6. Create and submit for approval to the ORSC an Archives budget.
7. Maintain the Archives budget.
8. Purchase archive preservation materials (acid free boxes, mylar bags, etc).
9. Create a digital photo archive.
10. Transport, setup, teardown and store Archives display at each Ohio Roundup.

#### Current Ohio Roundup Archives

A variety of artifacts exists in the current Ohio Roundup Archives with dates beginning in 1982 (meeting minutes, planning material, etc) and no comprehensive inventory of those artifacts are available.

At this time, the following can be located in the Ohio Roundup Archives:

- Banners (1984 – 2008)
- Recorded Leads on cassette and tape (most if not all were converted to CD)
- Coffee Cups and Mugs
- Documents (planning notes, host city proposals, programs, registration forms, flyers, notes, budgets)
- T-shirts, Buttons, Bandannas
- A Robe
- Table Tents
- Digital Photos (1<sup>st</sup> through 25<sup>th</sup>)
- Digital photos of all banners may exist on CD
- A Big Book signed by the committee members of the first three Ohio Roundups
- Oral History by Dennis

#### Storing the Archives (revised from the A.A. Archives Guidelines)

The Archives collection ought to be stored in rented space, rather than in an individual's home. Renting space eliminates any appearance of there being a "private collection" and any problems that might arise later regarding issues of ownership following the death or departure of a custodian.

### **Draft Proposal for the Ohio Roundup Archives**

#### Proposed ORAC Display

- Should exist at every Ohio Roundup beginning with 2010 in Cleveland
- Shall be setup and monitored by an ORAC member
- Shall not be unattended
- Shall be setup Friday and close at the ORAC's discretion, then open the following day and close at the end of workshops on Saturday.
- Host city should be willing to assist with monitoring the ORAC display to relieve ORAC members for breaks, etc
- An ORAC member shall be responsible for storage when the archive display is closed
- The ORAC shall not delegate the transportation (excluding banners), setup, teardown and storage of the display
- Should maintain the tradition of displaying previous Ohio Roundup banners in the banquet room, but should be coordinated with the display (i.e. if 1989's material is on display, then 1989's banner should be in the banquet room).

The ORAC recommends one of the following for the archive display and that the ORSC allow no exceptions:

1. Previous artifacts (including banners) from the current host city (i.e. the 2010 Ohio Roundup in Cleveland would include all or a rotation of all previous artifacts from Cleveland Roundups), or
2. Previous artifacts (including banners) from three to four roundups in chronological order (e.g. 2010 Ohio Roundup in Cleveland would include all material from 1984, 1985, 1986 and so on)

The ORAC recommends that the display (option 1 or 2 above) include:

- Banners (many of the older banners may have never been or haven't been displayed in quite sometime)
- T-shirts and/or Sweatshirts
- Coffee Cups and/or Mugs
- Documents – programs, name badges, registration forms, etc.
- Other relevant material
- Digital Photos
- A current inventory list

#### Adding To and Maintaining the Ohio Roundup Archives

The ORAC recommends:

- ORSC and host city financial support
- An ongoing announcement requesting artifacts donations to the Ohio Roundup Archives
  - These announcements should be consistent, included on future registration forms, and made during future Ohio Roundups.

### Draft Proposal for the Ohio Roundup Archives

- A Deed of Gift transferring ownership of material to the ORSC/ORAC
  - That all future host cities (beginning 2009) donate the following when they exist:
    - Banner
    - Full Registration Program including all registration material given to attendees (pens, notebooks, local area info, etc)
    - Name Badge
    - Copy of host city proposal
    - One Coffee Cup or Mug
    - One t-shirt or sweatshirt
    - Copy of all leads
    - Fundraising Flyers
    - Registration Form
    - Magnets
    - Digital photos
    - Photo(s) banquet centerpiece
    - Names (first and last initial) of host city committee members
    - Final expenses/budget
    - Digital copy of logo
    - Posters
    - Info regarding additional activities, such as the river cruise
    - Host city committee special items
- 

The ORAC seeks input and guidance from the ORSC guidance on the following:

1. Seventh Tradition contributions to offset the initial and ongoing cost of maintaining the Ohio Roundup Archives
2. Determine whether host cities should contribute to the ongoing costs of maintaining the Ohio Roundup Archives
3. Storage Expenses
4. Initial expenses (mylar bags: \$25 – 30; acid-free boxes 15 @ \$10 – 15 each)
5. How and what to rotate in the archive display
6. What, if any archive material should be uploaded to ohioroundup.org
  - a. Leads
  - b. Photos
  - c. Inventory lists
  - d. Other
7. How to discard duplicate artifacts or those deemed not appropriate for the Archives
8. A formal transfer of archive material from Larry T to the ORSC/ORAC