

MARAC

Mid-Atlantic Regional Archives Conference

Delaware • District of Columbia • Maryland • New Jersey
New York • Pennsylvania • Virginia • West Virginia

STEERING COMMITTEE
Friday, July 14, 2017, 10:00 AM – 2:00 PM
National Archives, Washington, DC
Adams Conference Room
MINUTES

In Attendance: Sharmila Bhatia, Sara Borden, Lauren Brown, Becky Collier, Danielle Emerling, Geof Huth, Jennie Knies, Melissa Lindberg, Jessica Lydon, Mary Mannix, Kate Morris, Vin Novara, Laura Poll, Sara Predmore, Katy Rawdon, Rachel Grove Rohrbaugh, Don Sailer, Jan Zastrow

Phone Attendees: Sarah Denison, Molly Tighe, John Zarrillo

I) Call to Order: The meeting was called to order at 10:05am

A) Introductions

B) **Approval of Agenda: The agenda was approved.** 🤖 !

II) Approval of Steering Committee Minutes

A) **Spring 2017 Minutes. The minutes were approved** 🤖 !

III) Officers' Reports

A) Chair (V. Novara): Report submitted.

i) Special thanks to Becky Collier for arranging the meeting space at the National Archives

B) Administrator's Report (Predmore): Report submitted

i) Renewal of applications since July 1, 2017: 170 renewals so far

ii) Dip in membership numbers may be due to new policy of not offering memberships to non-members who register for conferences. For example, Newark had 58 non-members register, which is about equal to the dip in membership we have seen.

iii) 97 people registered for summer off-conference workshops so far.

iv) New issue of *mid-atlantic archivist* has been published.

C) Chair-Elect (B. Collier): No report.

i) Questions about venue and ease of access for Steering Committee meetings.

ii) Need to set January meeting date by Buffalo meeting.

iii) Would also like feedback re: the lunch caterer

- D) Meetings Coordinator (M. Mannix): Report submitted.
- i) Service Awards will be discussed under Committee Reports
 - ii) Meetings Coordinating Policy Manual updates
 - (a) Jennie Knies has been working on editing it, and Sara Predmore is going to review it one more time as well. This will be the first formal update in over a decade.
 - iii) Question about committee structure of Local Arrangements Committee (LAC) and Program Committee (PC) for the Delaware meeting. Mary has done due diligence in considering the proposal, and has consulted with the executive committee and is willing to allow the committees to structure themselves as they wish. Committee members will still be sitting on specific committees (LAC or PC), but the co-chairs will be working in a united approach.
- E) Secretary (Knies): No report.
- i) A request was made to make it a regular practice to have a draft of conference business meeting minutes available for the subsequent Steering Committee meeting.
- F) Treasurer (Rawdon): Report submitted.
- i) MARAC completed the year with a surplus, due partially to success of the last two meetings (Annapolis and Newark). A lot of financial success was due to the meeting organizers.
 - ii) Finance Committee proposals on disposition of profits:
 - (a) Discussion: Should we continue to collect money for the graduate school scholarship fund, once we have fully funded it to supply the two \$1000 scholarships? The consensus of the Steering Committee is yes. Also need to plan a more full discussion of purpose of educational fund.
 - (b) Finance Committee proposal re: disposition of \$525 of meeting profits to be contributed to the graduate student scholarship fund, bringing the total to \$2,000. This will allow MARAC to award two full scholarships of \$1,000. **This was approved.** 💰
 - (c) Finance Committee proposal re: disposition of the remainder of meeting profits (\$21,046.01) to remain in the general operating budget, allowing us to increase our budget surplus for Fiscal Year 2018 from the negative number of Fiscal Year 2017. When the surplus is a negative number, it means that MARAC does not have enough funds to maintain the recommended 35% of its total operating budget as a reserve fund in case of a catastrophic event. The Finance Committee believes that this use of meeting profits allows MARAC an unusual chance to significantly improve its financial footing. **This was approved.** 💰
 - (d) Finance Committee proposal re: disposition of \$7,000 of profits to be contributed to the Disaster Assistance fund, bringing the fund total to \$10,138. This will allow MARAC to provide up to five grants of \$2,000 to institutions in the MARAC region in the event of a disaster. **This was approved.** 💰
 - iii) PNC bank's fees have been adjusted and they were able to reduce our fees. Credit cards make up a large percentage of our fees. Overall we are very happy with PNC.
- G) Parliamentarian (Bell) - No report.

IV) Advisory Positions

- A) Historian (Brown): Report submitted.
 - i) Thanks to Geof Huth for dropping off more material for the MARAC Archives.
 - ii) Discussion of position title. “MARAC Archives Coordinator” was previous title. It is now “MARAC Historian.” However, there is still one reference to the MARAC Archives Coordinator in the By-Laws. Should we modify this? Decision to wait until we make more significant By-Laws changes.
- B) Archivist (E. Novara): Report submitted.
 - i) Records retention of the storage of MARAC current working files in Dropbox. Someone needs to be the product owner for the MARAC Dropbox.
 - ii) Proposal from Chair: MARAC Administrator would take on role as master of the MARAC Dropbox. Lauren Brown seconds the recommendation. **This was approved.**
 - iii) Discussion of how many years’ worth of files to retain online.
- C) National Coalition for History (Zastrow): Report submitted.
 - i) On 7/13/2017, the House Appropriations Committee decided to keep NHPRC although their budget was cut. The House Appropriations Committee recommended a cut to NARA funding as well. National Coalition of History has drafted a letter about NARA’s research hours – they are removing Saturday hours and adding an additional hour during the week. This may have been a strategy bracing for massive cuts down the line once the FY 2018 budget is approved.
 - ii) Zastrow will be attending SAA’s Regional Archives Association Consortium (RAAC) meeting at SAA this year.
 - iii) To stay up-to-date with current developments, visit the National Coalition of History website (<http://historycoalition.org/>).
 - iv) The MARAC chair sends letters in support of various institutions and programs; however, the most effective action is to call congress members about issues of importance.
- D) Web Team: Report submitted.
 - i) New website template will go “live” on Tuesday, July 18. After this happens, the various updates that have been waiting will be completed.
- E) Regional Archival Association Consortium (V. Novara): No report.
 - i) Chair is waiting for information from the Regional Archival Associations Consortium (RAAC). He is going to be a member of the Education Committee, but will not chair.
- F) Development Coordinator (Bhatia): Report submitted.

INTERMISSION (5 MINUTES)

Meeting resumed at 11:12 am

V) Old Business

- A) Feedback for the report of the Diversity & Inclusion Task Force and Town Hall in Buffalo
 - i) Diversity and Inclusion Task Force work is done. Report has been submitted to the membership. There will be a Town Hall meeting at Buffalo meeting at 10:00 following Plenary.

- ii) Purpose of Town Hall is simply discussion. Chair would like to provide some prompts.
 - iii) Concern about remote location of Buffalo and whether or not enough people will be attending but the group decided that electronic feedback is also appropriate. Could we webcast this Town Hall meeting? Mary will speak to Brian Keough, who is now our AV coordinator, to investigate possibilities.
 - iv) How will people submit feedback electronically? There is a form on the MARAC website to submit feedback: <https://goo.gl/forms/f62Cw8Gc2Krof1CV2>. Chair would like the coordinators to create a new form using MARAC's Survey Monkey account to gather feedback based specifically on prompts from the Town Hall.
 - v) Chair would like to appoint an interim coordinator to help prepare (shepherd the process) for the Town Hall and to process comments after the event, for Steering to be prepared to review prior to the Hershey meeting. Molly Tighe (member-at-large) and Geof Huth (member-at-large) volunteered to take on this task.
- B) Operations Manual
- i) The Administrator reports that there has not been a lot of activity updating the Operations Manual, which is now located in Dropbox.
 - ii) Everyone on Steering should review your sections in the Operational Manual using Track Changes and comments and be prepared to discuss at Buffalo Steering meeting.



Meeting resumed at 12:16 pm

VI) New Business

A) Inclusive Locations for MARAC Meetings

- (a) Issue came up with regards to West Virginia Supreme Court decision (May 2017) that the state's hate crime law (<http://law.lis.virginia.gov/vacode/title52/chapter1/section52-8.5/>) does not protect against hate crimes based on sexual orientation or gender identity, and whether or not MARAC should meet there. Pennsylvania's law (<http://www.phrc.pa.gov/Resources/Pages/Hate-Crime.aspx> - <http://www.legis.state.pa.us/WU01/LI/LI/CT/HTM/18/00.027.010.000..HTM>) is the same as West Virginia's.
- ii) SAA is also investigating similar situations. After discussion, Steering concluded that as a regional organization, MARAC has a responsibility to members of the caucuses to meet in every state. Steering has decided that we must try to plan another meeting in West Virginia. We can, however, take action to ensure that members feel safe at our meetings.
- iii) We should also query the membership on this issue. In addition, the Chair has drafted a letter to the governor of West Virginia, and we will continue to investigate ways to ensure that all MARAC members feel safe at meetings. The Diversity and Inclusion Task Force or its successor should be looking at these issues more broadly, in conjunction with strategic planning.

B) Mentoring Program

- i) Chair will prepare a formal proposal to consider creating a MARAC Mentoring Program.

C) Strategic Planning

- i) Do we need to start thinking about reviewing the previous Strategic Plan (February 2012) <http://www.marac.info/strategic-plan>. Is a strategic plan the appropriate document for MARAC? Do we need more of a “work plan”?
- ii) We need to review the current plan, is it still relevant?
- iii) Steering should plan moving forward to review the Strategic Plan annually and develop action items/tangible tasks to meet the goals to the Strategic Plan.
- iv) Before the Buffalo meeting, all members of Steering will review existing version of strategic plan and be prepared to discuss at Buffalo Steering meeting.

VII) Standing and Operational Committees

A) Awards (Cuervo): Report submitted.

- i) Discussion re: disposition of the student Challenge Grant.
 - (a) Should funding go directly to the school or should it be given directly to the student? It is standard practice to send most scholarship funding directly to the school and have the school disburse the money. **Steering voted unanimously to have the funding sent directly to the students’ university.**
 - (b) Should we require the applicants be MARAC members? **Steering voted unanimously that students do not need to be MARAC members**
 - (c) Should students also be awarded a free year of membership to MARAC? **Steering voted 18 in favor, 1 against, that awardees should be granted a free year of MARAC membership.**
 - (d) Should the awardee write a brief thank you note where MARAC can learn more about our newest/up-and-coming members? Where should it be advertised? MAA? MARAC website? **Steering voted unanimously that the student should be invited to submit a brief essay for the *mid-atlantic archivist* within a year of receipt sharing their experiences with how the scholarship helped them further their education. This should be mentioned in the publicity advertising the scholarship.**
- ii) Discussion of service awards. The procedures are fuzzy. Need to review Operations Manual, and in future, MCC should make recommendations and submit to the Awards Committee, who will propose to Steering. **Steering voted unanimously that the people mentioned in the Meetings Coordinating report should receive service awards. In addition, Steering voted unanimously to award an additional Service Award.**
- iii) The Awards Committee should use high-quality card stock to print awards.
- iv) Steering would like the Awards Committee to discuss other ways to recognize student and travel awards prior to or at the MARAC meeting, rather than at the business meeting. Perhaps in the conference program supplement, an award ribbon, or other note on their name tags.

B) Communications (Citak/Scott): Report submitted.

- i) Communications has put up a spreadsheet for members who are attending SAA to volunteer to sit at the MARAC table.

- C) Education (Newman): Report submitted.
- D) Membership (Borden): Report submitted.
- E) Nominations and Elections (Lindberg): Report submitted.
 - i) Question about brochures to hand out at SAA about how to get involved at MARAC. Melissa will create a handout with a list of potential positions.

VIII) State Caucus New Business and Updates

Chair would like caucuses have consistent data in their reports (how many new members, how many meetings held, etc.)

- A) Delaware (Denison): Report submitted.
- B) District of Columbia (Donahue): Report submitted.
- C) Maryland (Speck): Report submitted.
- D) New Jersey (Poll): Report submitted.
- E) New York (Zarrillo): Report submitted.
- F) Pennsylvania (Rohrbaugh): Report submitted.
 - i) PHMC was in danger of significant cuts, but due to various members contacting legislators and there was not a significant cut.
- G) Virginia (Morris): Report submitted.
- H) West Virginia (Emerling): Report submitted.

IX. Adjournment

1 : 41 pm