

# MARAC

Mid-Atlantic Regional Archives Conference

---

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

## STEERING COMMITTEE

Friday, January 19, 2018, 10:00 AM – 2:00 PM

National Archives, Washington, DC

Adams Conference Room

## MINUTES

In Attendance: Danna Bell, Sharmila Bhatia, Liz Caringola, Becky Collier, Adriana Cuervo, Rachel Donahue, Geof Huth, Margaret Kidd, Jennie Knies, Melissa Lindberg, Jessica Lydon, Mary Mannix, Paige Newman, Liz Novara, Vin Novara, Sara Predmore, Rachel Grove Rohrbaugh, Molly Tighe, Jan Zastrow

Phone Attendees: Laura Poll, Sara Borden, Jason Speck, Katy Rawdon, Sarah Denison, Danielle Emerling

I) Call to Order: The meeting was called to order at 10:02am

A) Introductions

B) **Approval of Agenda: The agenda was approved.** 🧑🏻‍💼 !

II) Approval of Steering Committee Minutes

A) **Fall 2017 Minutes (Buffalo). The minutes were approved** 🧑🏻‍💼 !

III) Officers' Reports

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

i) SAA Distinguished Service Award Committee looking for nominations for individuals to be recognized at the national level.

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

i) Membership down from last year, although some inflation still exists from the previous policy of automatically granting conference attendees membership. Total membership as of this meeting is 886 members.

ii) Many upgrades to MemberClicks. Sara has been working with the Web Committee and is going smoothly. The new version has more financial integration but the search features are still not great.

iii) Spring 2018 conference registration will start next week (January 2018)

iv) New issue of *Mid-Atlantic Archivist* has been published.

C) Chair-Elect (B. Collier): Report submitted.

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

- ii) Need to set summer/July meeting date by Hershey meeting.
- D) Meetings Coordinator (M. Mannix): Report submitted.
  - i) Request for service awards for Buffalo Program Committee (Cindy Bendroth, Bonnie Weddle) and Local Arrangements Committee (Jim Tammaro, Amy Miller) co-chairs. **This was approved.**
  - ii) Previewing Morgantown location in two weeks, and hoping to sign a contract in February
  - iii) Hershey hotel room block already taken for Saturday night.
- E) Secretary (Knies): No report.
  - i) Margaret Kidd and Jennie Knies will review the Operations Manual prior to the next Steering Committee meeting
- F) Treasurer (Rawdon): Report submitted.
  - i) Steering Committee members should submit expense requests in a timely manner.
  - ii) People who have budgets will be asked to submit requests in February.
  - iii) Buffalo meeting made a profit.
  - iv) Finance has approved final Hershey budget. Steering will need to vote on the revised budget. All in favor. **This was approved.**
- G) Parliamentarian (Bell) - No report.

#### IV) Advisory Positions

- A) Historian (Brown): Report submitted.
- B) Archivist (E. Novara): Report submitted.
- C) Development Coordinator (Bhatia): No report.
  - i) Educational Endowment Fund. Recommendation to change name to reflect new uses of fund. Rawdon noted that the discussion centered on how much of meeting profits to the fund, and not the fund itself. The Educational Endowment Fund is still used for educational purposes. This “fund” is not actually in a separate account, we just track it as a line item in our budget. Bhatia still proposes removing the word “Endowment” from the title of funding. Fund currently has \$122,000 (Collier notes that fund was started by an anonymous donation of \$2,000 in the late 1990s). Currently, it grows primarily from donations from members. This fund earns interest as part of the Vanguard account, although it is not considerable.
  - ii) MARAC has a number of other small funds, and there is a recommendation to reallocate some of the Education Endowment Fund to expand existing scholarships and/or to create a scholarship that could be used to attract diverse members.
  - iii) Should we convert the Educational Endowment Fund into a true endowment and restrict the principle and only use the interest. Would this potentially cause problems for MARAC?
  - iv) Also need to think about frequency of donations to fund. Discussion of simply creating another scholarship to gather donations and put the discussion of how to manage the actual fund at a later time?
  - v) Proposal to think of additional scholarships not in terms of a concept like “diversity” but perhaps in terms of what people might actually need to attend a MARAC meeting (childcare, for example).
  - vi) Bhatia proposes to develop scenarios on this line item (the Educational Endowment Fund) by the Hershey meeting. Next stage would be to determine what to DO with

the money. Chair recommends that Development and the Treasurer work together on this task.

- vii) Chair reminds us that we are a regional organization but we are not a small organization, and that we can/should think big.
- D) Web Team: (Caringola) Report submitted.
  - i) [maracwebteam@gmail.com](mailto:maracwebteam@gmail.com) is the address to use to contact the Web team. And a web page: <http://www.marac.info/web-team>
- E) Regional Archival Association Consortium (RAAC) (Novara): No report.
  - i) Regional Archival Associations Consortium (RAAC) requesting funding from its members to pay for an intern to support "Archives Day on the Hill" during the upcoming SAA meeting in August. SAA is requesting RAAC regionals to pay an additional \$25 toward this effort. Members of RAAC Steering are not happy about this; they feel the Society of American Archivists should contribute the lion's share.
  - ii) Met several times in the fall and again in January.
  - iii) Education Subcommittee (chaired by V. Novara) about to launch a survey to the regionals to ask about their educational offerings.
- F) National Coalition for History (Zastrow): Report submitted.
  - i) RAAC's National Coalition for History (NCH) Representative, Jan Zastrow, attended the NCH Policy Board Meeting on **January 5**, and learned that NCH has a budget crunch: there's an ongoing shortfall of \$7,000, even with only one full-time staff member and a part-time intern. Also, fewer than half of the member organizations currently link to NCH on their own websites. Member organizations are encouraged to prominently display the NCH logo in the future. NCH has prepared logos and text that member organizations can use. The MARAC Web Team will help coordinate.
  - ii) RAAC's membership in NCH will need to be revisited in the fall as the current consortial arrangement only goes until **January 2019**. As of now, only a percentage of RAAC pays into the NCH membership.

### **INTERMISSION (5 MINUTES)**

**Meeting resumed at 11:06 am**

#### V) Old Business

- A) Review of the Diversity & Inclusion Task Force and Town Hall in Buffalo and Final Recommendations (G. Huth, V. Novara, M. Tighe)
  - i) Thanks to Geof and Molly for coordinating
  - ii) Takeaways: MARAC is not currently a very diverse organization and that we could be better allies as an organization. There are many different ways to look at this issue. For example, looking at barriers to entering the profession is one way to look at these issues and how to address them. Salary inequity is another issue.
  - iii) Should be a multi-pronged approach, although failure is a potential outcome.
  - iv) MARAC has some momentum and has been looking into these issues in an in-depth manner.
  - v) People seemed in favor of having a Diversity and Inclusion Committee
  - vi) Potential workshops: Bystander training, Micro-aggression training. SAA has been having workshops on Cultural Competency (taught by Helen Wong Smith). Perhaps one could be held in conjunction with the Wilmington, DE, MARAC meeting. Paige

Newman will reach out to Helen Wong Smith about coordinating this on behalf of the Education Committee.

- vii) How do we encourage a diverse group of people that there are benefits to being an archivist? Suggestion to involve new/younger professionals (generationally diverse) and archival students in order to get a fresh perspective and really think toward the future.
- viii) Suggestion to involve MARAC in more mentoring.
- ix) Should there be a standing position on the Steering Committee for a graduate student? Rather than having one student represent, why not have interns/student representatives on all the standing committees? Can Caucus reps be more involved in archival education programs in their communities, perhaps having a student shadow Caucus reps? Some faculty are more involved in professional organizations than others (therefore the students have varying level of involvement/activity in MARAC). “SNAP” (Students and New Archival Professionals) group at SAA might be a model.
- x) Could survey graduate students to ask how they might best like to get involved in MARAC? Could Steering have a graduate student liaison? Could the graduate student attendance at Steering be rotating? Note that Steering Committee meetings are actually open to MARAC members.
- xi) Steering will investigate some of the options discussed here. The Administrator can give committee chairs access to look at committee volunteer options selected on MemberClicks. So, committee chairs can search for students in a particular region.
- xii) Straw poll to Steering re: creation of new position: Diversity Coordinator (voting member of Steering, elected position, change to By-laws). Some concerns expressed – how to assess and evaluate affects? Strong concerns expressed specifically by minority members on Steering about having a voting member on Steering. If a voting member, it is an elected position, rather than appointed. Does not having a vote stifle conversation? Also a discussion of creation of a committee on Diversity and Inclusion. Less objection to the creation of the Committee that can formulate policies and actions that we can implement. Steering members supported the idea of creating a standing committee, which would require a change to the By-laws. This requires a ballot vote.

**LUNCH**



**Meeting resumed at 12:35 pm**

- xiii) Vote re: establishment a Diversity and Inclusion Coordinator. One abstention. **This was approved**
- xiv) Vote re: should Diversity and Inclusion Coordinator have voting privileges? Two in favor. Two abstentions. All others opposed. **Not approved.**
- xv) Vote re: establishment of a Diversity and Inclusion Committee with a designated budget determined in conjunction with the Treasurer, the Chair, and the D & I Coordinator. **This was approved.**
- xvi) Next steps: Need to prepare wording for Bylaw revisions 30 days in advance of the Business meeting in Hershey. After that, we have 30 days to send out a ballot to the MARAC membership. A special committee will be appointed by the chair to tally

the votes. M. Tighe, M. Kidd (members at large), and M. Lindbergh (Chair, Nominations and Elections) will be this committee.

xvii) “We’re all beautiful people,” said Vin with conviction.

B) Operations Manual review (V. Novara)

i) See Secretary’s report above

C) Strategic Plan review (V. Novara)

i) V. Novara will arrange for a facilitator group (from the Center for Leadership and Organizational Change at the University of Maryland) to manage the discussion among the group that was created to take on this task.

ii) Steering may have to approve a minor budget to facilitate this activity.

VI) New Business

A) M. Kidd – suggests that because our ability to communicate virtually has improved, should we attempt to have the capability of having the Steering Committee meeting virtually using GoTo Meeting or another technology. MCC Coordinator will contact AV Coordinator about investigating a microphone and web cam.

VII) Standing and Operational Committees

A) Awards (Cuervo): Report submitted.

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

C) Education (Newman): Report submitted.

i) Suggestions for workshops welcome

ii) Committee seeking commentary on draft handout of wording regarding a policy and contract that addresses off-conference workshop cancellations. Two draft contracts distributed for instructors. Will also be distributed by email and will continue discussion at the Hershey meeting.

iii) Suggestion from B. Collier that MARAC investigate developing a week-long “Modern Archives Institute” type program.

D) Membership (Borden): Report submitted.

E) Nominations and Elections (Lindberg): Report submitted.

i) Several uncontested races for open positions. Discussion of ways to encourage people to run for “heavy lifting” positions (Caucus representatives, Officers)

ii) Perhaps a mentoring program could help inspire people to want to be more involved in MARAC activities

VIII) State Caucus New Business and Updates

General note from the Administrator. Would like to add caucus events to the website events calendar.

Additional comments: D. Bell: “L is for Literature” volunteer opportunity at the Library of Congress. Can we put out call to MARAC members.

A) Delaware (Denison): Report submitted.

B) District of Columbia (Donahue): Report submitted.

- i) Information item: The NEH has a new grant program specifically for sustaining existing projects that relate to the Humanities (Preservation and Access).
  - ii) DMCA exemption year – should archivists still be allowed to go around DRM on digital files.
- C) Maryland (Speck): Report submitted.
  - D) New Jersey (Poll): Report submitted.
  - E) New York (Zarrillo): Report submitted.
  - F) Pennsylvania (Rohrbaugh): Report submitted.
  - G) Virginia (Morris): Report submitted.
  - H) West Virginia (Emerling): Report submitted.

## **IX. Adjournment**

**1 : 3 1 pm**