

MARAC

Mid-Atlantic Regional Archives Conference

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

STEERING COMMITTEE

Thursday, October 11, 2018, 5:30 p.m. – 8:30 p.m.

Tonic Bar and Grill

Wilmington, DE

MINUTES

In Attendance: Danna Bell, Sharmila Bhatia, Lauren Brown, Ilhan Citak, Becky Collier, Don Cornelius, Emily Cottle, Emily Flint, David Grinnell, Jennifer Henderson, Josue Hurtado, Geof Huth, Jessica Johnson, Margaret Kidd, Jennie Knies, Jane LaBarbara, Jessica Lydon, Mary Mannix, Amanda May, Paige Newman, Liz Novara, Vin Novara, Kate Palm, Sara Predmore, Rachel Grove Rohrbaugh, Liz Scott, Matt Testa, Molly Tighe

I) Call to Order (5 min) (5:45pm)

- A) Introductions
- B) Approval of Agenda - approved

II) Approval of Steering Committee Minutes (5 min)

- A) July 2018 Minutes - approved

III) Officer's Reports (15 min)

- A) Chair
 - i) Chair's Report (Collier) – Report submitted and added that two proposals were received and one went to Education and the other to Membership for consideration.
 - (1) Education concluded not in MARAC's purview
 - (2) Membership may modify it
 - ii) Administrator's Report (Predmore) – Report submitted
- B) Chair-Elect (Rachel Grove Rohrbaugh) – Report submitted
- C) Meetings Coordinator (Mannix) – Report submitted
 - i) Vote on service awards. All votes in favor. None opposed.
 - ii) Looking for new AV coordinator
 - iii) Correction to submitted report – Cambridge is November 7-9, 2019

- D) Secretary (Knies) – Report submitted**
- E) Treasurer (May) – Report submitted**
 - i) Minor amendments to first quarter report – see amended FY19 Q1 report**
 - ii) Updated figure for Vanguard bonds**
 - iii) Finance Committee wants to recommend that funding of graduate scholarships becomes a regular supported program/award. This would allow the Awards Committee to create regular guidelines. It is \$1,000 annually for one award. Motion from the Finance Committee.**
 - (1) Discussion: How will it be funded? Donations/Archival Education budget**
 - (2) Will annual membership be included? It is an additional \$20. Friendly amendment to increase award to \$1,020**
 - (a) Vote: \$1,000 of funds for annual graduate scholarship plus a \$20 student membership starting in FY2020. All in favor. None opposed**
 - iv) Morgantown budget**
 - (1) Discussion about Wifi charge.**
 - (2) Sponsorship numbers are perhaps underestimated**
 - (3) Steering dinner not marked as being reimbursed by Steering in budget draft**
 - (4) Bring down program printing costs**
 - (5) Applying for tax-exempt status in WV.**
 - (6) Motion to vote on Morgantown budget as presented. Vote: All in favor. None opposed.**
 - v) Fundraising for Archives Month. <http://marac.info/donate>**
- F) Parliamentarian (Bell) – No report**

IV) Advisory Positions (15 min)

- A) Historian (Brown) – Report submitted**
- B) Archivist (E. Novara) – Report submitted**
- C) Development Coordinator (Bhatia) – Report submitted**
 - i) Graduate School, Disaster, Archival Education funds are targets for fundraising**
- D) Web Team ((Liz Caringola/Don Sailer) – Report submitted**
 - i) Going to try “Sched” app (used by SAA) for Morgantown Conference**
- E) Regional Archival Association Consortium (V. Novara)**
 - i) Request for \$500 to support a half-day symposium at the SAA Meeting in Austin, TX. Proposing Best Practices for Education Programs workshop**
 - ii) Vote. Motion by Geof Huth to pay \$500 to support this event. Don Cornelius second. All in favor, none opposed.**
- F) National Coalition for History (Zastrow) – Report submitted**
 - i) Discussion: Since 2010 MARAC has donated \$1500 to NCH. In past two years that has bundled into funding for RAAC to have a seat on the NHC Policy Board. RAAC was unable to raise funds to contribute to a seat on the NCH board this year. If MARAC increases donation to \$4,000 then MARAC would have a seat on the NCH Policy Board. What are the benefits of MARAC having a seat on the NCH Policy Board? One suggestion to reach out to other regional organizations to try to share the seat.**
 - ii) Decision to provide the \$1,500 donation for this year and follow up with Jan Zastrow. Continue discussion at January 2019 Steering Committee meeting.**

V) Old Business (30 min)

- A) Operations Manual review (Jennie Knies & Margaret Kidd)
 - i) Discussion of some additional submissions and completed entries since the secretary submitted her report.
 - ii) Next steps include finalizing remaining entries, and deciding upon ultimate distribution and home for Operations Manual (Google Drive, Dropbox, MemberClicks, or some combination).
- B) Bylaws review (Liz Novara, Lauren Brown, Jessica Lydon) – Report submitted
 - i) Reviewed changes suggested by group to the Bylaws
 - ii) Vote. Motion from Rachel Grove Rohrbaugh to accept the bylaws that the committee has brought forth to present to the Membership. Second by Jessica Lydon. All in favor. None opposed. [Reminder: share with membership 30 days before Morgantown meeting]
- C) Awards (Emily Cottle & Amanda May)
 - i) There has been difficulty in attracting applicants for the Karen Stuart award. It is meant for people in area that hosts MARAC's spring & fall meetings. Question is what to do with funds if award is not given. Money can just go back into general scholarship fund.
 - ii) Discussion for January meeting to see if there are ways to modify Stuart scholarship to encourage more applicants.
 - iii) Sara Predmore suggested advertising scholarship in the conference program.

VI) New Business (30 min)

- A) Mentoring (V. Novara)
 - i) Mentoring Subcommittee. Members: Vin Novara, Sheridan Sayles, Jen King, Tyler Stump. Group mentoring centering around a theme. Based on New England Archivists group mentoring program.
 - ii) Launches July 1. One-year program.
 - iii) Recruiting mentors in early January. Call for mentees just before spring Morgantown meeting. Will have table at Morgantown meeting promoting the program. Promotion through MAA, blog posts, Twitter, etc.
- B) Disaster Fund application (B. Collier, M. Tighe)
 - i) Committee consisted of At-Large members
 - ii) To be used for supplies and services following heavy rain
 - iii) Currently reviewing application. Will bring recommendation to Steering.

VII) Standing and Operational Committees (15 min)

- A) Awards (Cuervo) – Report submitted
- B) Communications (Citak/Scott) – Report submitted
 - i) Looking for new Advertising Editor
 - ii) Need volunteer for editorial board for technical leaflets
 - iii) Open access submission form will be sent to Steering members for review
- C) Distinguished Service (V. Novara) – Report submitted
- D) Diversity & Inclusion (Hurtado) – Report submitted
 - i) Code of Conduct has not changed since Diversity Task Force report, and so it has already been approved/reported. Will be added to the Operations Manual and other areas, including the MARAC Meetings Policy Manual.
 - ii) Accessibility recommendations pertaining to meetings. Bring to MCC for discussion.
- E) Education (Newman) – Report submitted

- F) Membership (Borden) – Report submitted
- G) Nominations and Elections (Henderson) – Report submitted
 - i) Nominations open. Encourages Caucus reps to mention at their Caucus meetings.

VIII) State Caucus New Business and Updates (15 min)

- A) Delaware (Brown) – Report submitted
- B) District of Columbia (Gray) – No report
- C) Maryland (Testa) – Report submitted
- D) New Jersey (Cornelius) – Report submitted
 - i) 2 more caucus meetings scheduled
 - ii) Attending meeting of NJ Library Association History Section (ex-officio member)
 - iii) Attending meeting of Jersey Studies Academic Alliance (ex-officio member)
- E) New York (Palm) – Report submitted
- F) Pennsylvania (Grinnell) – No report
 - i) Trying to plan events
- G) Virginia (Johnson) – Report submitted
- H) West Virginia (LaBarbara) – Report submitted

I) Adjournment

Huth motion. Everyone second. 7:59pm

Signed by: [Secretary / date]



1/30/2019