

MARAC

Mid-Atlantic Regional Archives Conference

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

STEERING COMMITTEE

Friday, January 25, 2019

Gelman Library, George Washington University

Washington, DC

MINUTES

In Attendance: Sharmila Bhatia, Kevin Brown, Lauren Brown, Liz Caringola, Becky Collier, Donald Cornelius, Derek Gray, Geof Huth, Jessica Johnson, Margaret Kidd, Jennie Knies, Jessica Lydon, Mary Mannix, Amanda May, Paige Newman, Sara Predmore, Rachel Grove Rohrbaugh, Matt Testa, Molly Tighe, Jan Zastrow

On the phone: Danna Bell, Andrew Cassidy-Amstutz, David Grinnell, Sara Borden, Jennifer Henderson, Josue Hurtada, Jane LaBarbara, Kate Palm

I) Call to Order (5 min) (10:03am)

A) Introductions

B) Approval of Agenda. Motion to vote on approval. First. Second. All votes in favor. None opposed. No abstentions

II) Approval of Steering Committee Minutes (5 min)

A) October 2018 Minutes. Motion to vote on approval. First. Second. All votes in favor. None opposed. No abstentions

III) Officer's Reports (15 min)

A) Chair

i) Chair's Report (Collier) – Report submitted

(1) Strategic Plan objectives for 2018-2019 update:

(a) Mentoring – slow start (see report)

(b) DRUM – discussion about more participation in depositing presentations

(c) Workshop Survey (no update from Paige Newman – still working on analyzing data)

(d) Support for local advocacy from Caucuses

ii) Administrator's Report (Predmore) – Report submitted

- (1) Electronic Ballot distributed 1/24 to membership
- (2) Conference registration live first week of February
- B) Chair-Elect (Rohrbaugh) – Report submitted
- C) Meetings Coordinator (Mannix) – Report submitted
 - i) No Saratoga in Fall 2020 because we can't get a weekend (looking at Spring 2021)
 - ii) Fall 2020 – Pennsylvania or Long Branch, New Jersey
 - iii) Correction: Cambridge Maryland, May 7-9
 - iv) Service Awards: Lauren Brown has some suggestions
 - (1) PLAC Committee Chairs for Wilmington Motion to vote on approval. First. Second. All votes in favor. None opposed. No abstentions
 - (a) Emily Cottle, Sarah Denison, Kate Fair, Maegan Peterman
 - (2) Should we give awards to Officers who have left office? Katie Rawdon (former MARAC Treasurer), Brian Keough (Chair), Vin Novara (Chair). Motion to vote on approval. First. Second. All votes in favor. None opposed. No abstentions
 - (a) Discussion – do they lose meaning when automatically given to everyone? Is it a big deal?
 - (b) Who is responsible for bringing the Officer awards forward?
 - (i) Steering Committee
 - (c) Who is responsible for making the actual pieces of paper?
 - (i) Secretary will design and purchase card stock. Will put template in Operations Manual
 - (3) Question – Why didn't we meet food and beverage minimum at Wilmington? Decision to not hold Steering Committee meeting there had an impact. Also Friday Luncheon consisted of boxed lunches, which was a lower cost than usual. Our penalty was \$1,500
 - v) Question – Why was attendance so low at Wilmington? Theories include recent SAA conference.
 - vi) Emily Rafferty will be stepping down as Program Editor. Looking for an apprentice. Will put out an advertisement.
- D) Secretary (Knies) – Report submitted
- E) Treasurer (May) – Report submitted
 - i) Archives Month Fundraising was huge. \$875.
 - ii) How can we spend down Archival Education Fund? Is publication and research considered "Education"? Finance is providing several ideas, but would like Steering/Committees to make final determination. We could ask the Awards Committee to explore ideas. Ideas include:
 - (1) Fund the establishment of the Mid-Atlantic Archives Institute
 - (a) Previous institute supported by NARA. The coordinator retired and was not replaced
 - (b) Closed for funding/personnel reasons
 - (2) Undergraduate Scholarships - \$1,000 (Discuss further in Morgantown to involve Awards Committee)
 - (a) Similar to Graduate Scholarships
 - (b) Funding interns and diversity candidates
 - (c) Steering supports this idea
 - (3) Operations grants to archives (Awards/Finance asked to explore this idea further)
 - (a) Grants add an additional level of bureaucracy (committee/vetting, etc.)
 - (b) Look at how SAA's Foundation Board is handling this
 - (4) Additional travel scholarships (from full ride [\$400] to conference registration only)

- (5) Research/Sabbatical grants (No)
 - (a) Outside of the scope of “education”
- (6) More publication prizes?
- (7) Scholarships for minority students pursuing archival studies
- (8) First-time meeting attendance award, first-time meeting presenter award
- (9) New author award – first-time published award
- (10) 1 completely-subsidized workshop per year. Preferably a diversity and inclusion workshop. Intro to archives workshop for lone arrangers.
 - (a) Steering agrees this is a priority
 - (b) All new members receive a \$45 discount to attend a workshop of their choosing. Usually only 2 or 3 used at each conference
- (11) Funding awards for 50th Anniversary? 50 for 50?
- (12) Should we explore the travel/meeting scholarships come out of the Archival Education Fund instead of Operations? Yes. Should we consider increasing the rates/amount of the travel scholarships?
- iii) L. Brown: Are we doing okay financially? Yes we are.
- iv) Collier: Quarterly reports broken down in two different ways. Organizations and Line Item organization.
- F) Parliamentary (Bell) – No report

IV) Advisory Positions (15 min)

- A) Historian (L. Brown) – Report submitted
- B) Archivist (vacant) – See Historian’s report
- C) Development Coordinator (Bhatia) – Report submitted
- D) Web Team (Sailer/Caringola) – Report submitted
 - i) Can publications be made more visible on the website – not in a sub-menu. The Web Team is working on this.
- E) Regional Archival Association Consortium (Cassidy-Amstutz) – Report submitted
- F) National Coalition for History (Zastrow) – Report submitted
 - i) Question from Steering in Wilmington. What is the benefit of MARAC having a seat on the NCH Policy Board? (MARAC had decided in Wilmington to only pay \$1,500 donation for this year)
 - (1) Part of the NCH Policy Board listserv (up-to-date information on issues and a vote in how to respond to those)
 - (2) Only other archival group on the board is SAA (represented by Nancy Beaumont). Everyone else are historians.
 - (3) Membership at sustaining level (\$4,000) allows group to promote two events/year on the NCH website (perhaps workshop). Also send rep to Congressional History Caucus every year.
 - (4) NCH has only one employee to do it all, and is struggling financially;
 - (a) Using investment fund to pay operating expenses.
 - (b) Membership is down 25% from last year
 - (5) NCH is like “our fire department” – it defends funding for major granting programs
 - (6) NCH Policy Board members are now being asked to contribute personal funds. Starting a “Friends of NCH” so individuals can become members.
 - (7) Why are other regionals not contributing? Most groups are tightening their fiscal belts.
 - (a) Can we reach out to the larger regional groups (MAC, NEA, etc.)

- (b) Zastrow has tried this in the past, but contributions were made consortially through RAAC for only a 2-year trial period.
- (c) We are based in DC so the issues are more apparent to us. NCH is our “lobby” in Congress; we need to encourage regionals to think strategically.
- (d) Becky and Rachel will reach out to chairs of other archival organizations directly, in hopes of partnering.
- (8) Recommendation that we attempt to locate partners to pay the full \$4,000 to keep our seat on the Policy Board. We have paid \$1,500 in September, but could contribute additional \$500 from our advocacy budget line.

V) Old Business (40 min)

- A) Operations Manual Wrap-Up (Knies/Kidd) – See Secretary’s report
- B) Bylaws (L. Brown/Lydon). Motion to vote on approval. First. Second. All votes in favor. None opposed. No abstentions
 - i) See edited document
 - ii) Put Mission from Strategic Plan under Article II?
 - iii) Check the Oxford commas
 - iv) Knies and Lydon can coordinate on final draft

Break for lunch: 12:20

Resume 1:00pm

- C) Copyright for leaflets (Collier/Rohrbaugh)
 - i) Non-exclusive “license” instead of right
 - ii) Change sentence in 4th paragraph “...perpetual non-exclusive license to reproduce and distribute this material to a worldwide audience in all media.” Change “DRUM” language to more generic statement. “... will be made available in MARAC’s designated digital repository.”

Final paragraph shall read: Author agrees to assign to Work a Creative Commons Attribution-NonCommercial-NoDerivatives 4.0 International Public License: <https://creativecommons.org/licenses/by-nc-nd/4.0/legalcode>. Author assigns to Publisher the perpetual non-exclusive license to reproduce and distribute this material to a worldwide audience in all media. Publisher may at any time discontinue publication of the Work for any reason. Archival copies of the Work will be made available in MARAC’s designated digital repository.
- D) Disaster Fund Application update (Tighe)
 - i) Application submitted, not awarded.

VI) New Business (30 min)

- A) 73 MARAC Furloughed Members (Rohrbaugh)
 - i) Initially a request from a member
 - ii) Should we put out a statement like SAA
 - (1) Sent to the membership
 - (2) What services do we provide to the public? Need to articulate.
 - (3) Craft a form letter that people can send to their representatives and Senators.
 - (4) Sign it as the Steering Committee

- iii) Can we do something tangible?
 - (1) In general – a scholarship for “underemployed” archivists
- iv) Will this affect Morgantown conference attendance?
 - (1) Extend Early-Bird registration
 - (2) Encourage people to rideshare or room share
 - (3) Streaming some sessions
- v) Make more scholarships for this meeting. Motion by May to add up to 5 additional unnamed travel scholarships for the Morgantown, WV, meeting, out of the Archival Educational Fund. Motion to vote on approval. First. Second. All votes in favor. None opposed. No abstentions
- B) Certificate of Thanks for Brigitte Kamsler (Collier)
 - i) Thank you for hosting at Gelman Library. Motion to vote on approval. First. Second. All votes in favor. None opposed. No abstentions

VII) Standing and Operational Committees (15 min)

- A) Awards (Cuervo) – Report submitted
 - i) If no applications, then no award will be granted
 - ii) Maybe need to review/update criteria for Finding Aids Award
- B) Communications (Citak/Scott) – Report submitted
- C) Distinguished Service Award (Novara) – Report submitted
- D) Diversity and Inclusion (Hurtado) – Report submitted
 - i) Logistics of bringing poster version of Code of Conduct to the registration desk for each conference.
 - ii) Sara can transport if it’s solid and not too easily-damaged
 - iii) Can have document saved if needed in a pinch or for off-conference workshops
 - (1) Discussion of having a slide or handout for off-conference workshops
- E) Education (Newman) – Report submitted
 - i) Cancellation policy – review. Vote on approval of policy as presented. All votes in favor. None opposed. No abstentions
- F) Membership (Borden) – Report submitted
 - i) Mentoring Sub-committee – Report submitted
 - ii) Requesting assistance for staffing mentoring table at Morgantown
- G) Nominations and Elections (Henderson) – Report submitted
 - i) Future discussion: how to get more people to run for more offices
 - (1) Mentoring?
 - (2) Build a leadership – responsibility of all of Steering
 - (3) Better explanation of duties and time obligations

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

- A) Delaware (Brown) – Report submitted
- B) District of Columbia (Gray) – Report submitted
- C) Maryland (Testa) – Report submitted
- D) New Jersey (Cornelius) – Report submitted
 - i) Co-sponsoring event about architectural styles. March 26, Plainfield Public Library, with New Jersey Library Association and others. Speaker will be Janet Foster.
- E) New York (Palm) – Report submitted
- F) Pennsylvania (Grinnell) – no Report

- i) Trying to organize opportunity for caucus to hear Dr. Ann Canning (Teaching with Primary Sources)
- G) Virginia (Johnson) – Report submitted
- H) West Virginia (LaBarbara) – Report submitted

IX)Adjournment

May motion. Tighe second. 2:00pm

Signed by: Jennie Levine Knies / 0/429/2019

Jennie Levine Knies 4/29/2019