

# MARAC

Mid-Atlantic Regional Archives Conference

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

## STEERING COMMITTEE

Thursday, April 11, 2019, 5:00 p.m. – 8:00 p.m.

Morgantown Marriott at Waterfront Place, Salon A, B, C

Morgantown, WV

## MINUTES

In Attendance: Danna Bell, Sharmila Bhatia, Sara Borden, Kevin Brown, Lauren Brown, Liz Caringola, Becky Collier, Don Cornelius, David Grinnell, Jennifer Henderson, Josue Hortado, Geof Huth, Jessica Johnson, Margaret Kidd, Jane LaBarbara, Jessica Lydon, Amanda May, Paige Newman, Vin Novara, Caitlin Rizzo, Rachel Grove Rohrbaugh, Josette Schluter, Liz Scott, Matt Testa, Molly Tighe

### I) Call to Order (5 min) (5:03pm)

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

### II) Approval of Steering Committee Minutes (5 min)

- A) January 2019 Minutes - approved

### III) Officers' Reports (15 min)

- A) Chair
  - i) Chair's Report (Collier) – Report submitted
    - (1) NCH Policy Board seat – heard from 11 regional organizations out of fifteen so far. Two have agreed to contribute so far.
  - ii) Administrator's Report (Predmore) – Report submitted
    - (1) Membership has declined from 2018 to 2019.
      - (a) Rohrbaugh asked question about number of graduate students matriculating, for example, University of Pittsburgh has changed its program. Other institutions are also not focusing on archival education.
      - (b) 200 members did not renew. Discussion about process (grace period) for sending MARAC renewals. Could we have Caucus chairs reach out to those who have not renewed. Will distribute list to all officers on Steering, sort by state, and everyone will review data.
      - (c) Joining MARAC now (in April) will roll over to 2020.

- (d) Discussion of having a survey for members who have chosen not to renew in order to gather membership data.
- (e) Sending postcards at renewal time to try to engage members and remind them to renew.
- B) Chair-Elect (Rohrbaugh) – Report submitted
- C) Meetings Coordinator (Mannix) – Report submitted
  - i) Looking to replace Vendor Coordinator, AV Coordinator, Program Editor. Please let Mannix know if anyone is interested.
- D) Secretary (Knies) – Report submitted
- E) Treasurer (May) – Report submitted
  - i) We have some declines in income and need to find a way to balance our budgets.
    - (1) Completely remote off-conference Steering Committee meetings
      - (a) Only voting members attend in person
      - (b) Pilot for a January meeting. Willing to do a test run using Chair-Elect’s Zoom system.
      - (c) Concerns about equal access to technology, etc. that might be impediments to members. Really hard to hold good remote meetings – difficult to hold peoples’ attention.
    - (2) Stop printing *Mid-Atlantic Archivist* and only provide electronically. 8 institutional memberships that receive paper copies. About 160 members still receive the print version. There is a balance between printing and bulk-rate mailing – smaller quantities (under 200) cost more to mail. Discussion of creating smaller item/postcard to advertise the digital *MAA* to hand out at places like SAA. Discussion of adding an extra cost to receive the *MAA* in print. Reduce print run to 25 issues? Predmore will look into costs of small print runs and ease of doing them as-needed.
      - (a) Is there a correlation between increase in digital and decline in membership? Are people feeling a loss of contact?
      - (b) Discussion about human contact and communicating with members.
      - (c) What is regionalization anymore? Do people feel connected?
      - (d) Communicate more. Do more.
    - (3) Discussion of sending postcards for membership renewals.
    - (4) Several caucuses have not spent money in recent years. Cut these budgets? Several opposed to formally cutting this money. Often caucus chairs can receive support from other institutions, however, they cannot depend on this.
      - (a) Create a caucus “pool” for the caucuses to use as needed. Reduce overall budget to \$2,000. What would the process be to allocate money? Who would “approve” the expenditures. **Vote: To move caucus budget to a \$2,000 pool for the year, and the Finance Committee will approve expenditures up to \$2,000. May motion. Kidd second. No further discussion. All votes in favor. None opposed. No abstentions.**
  - ii) Cambridge budget also showing a deficit but Treasurer will revise based on discussions at Finance Committee.
- F) Parliamentarian (Bell) – No report
  - i) Suggestion to train or hire a professional Parliamentarian if we will have intricate discussions.

#### **IV) Advisory Positions (15 min)**

- A) Historian (L. Brown) – Report submitted
  - i) Update on MARAC Archivist position – The University of Maryland posted the Curator of Maryland Collection position today. Graduate student Emily Flint has been assisting the MARAC Historian in keeping the Archives running.
  - ii) Certificate discussion – L. Brown, D. Bell, J. Knies will work out how to handle service awards moving forward.
  - iii) 50<sup>th</sup> Anniversary meeting. Should we start to prepare or create a planning a committee? Meetings Coordinator is already investigating locations in College Park, MD.
- B) Archivist (vacant) – No report.
- C) Development Coordinator (Bhatia) – No report
- D) Web Team (Caringola/Sailer) – Report submitted
- E) Regional Archival Association Consortium (Cassidy-Amstutz) – Report submitted
- F) National Coalition for History (Zastrow) – Report submitted

#### **BREAK FOR DINNER 6:08PM. RETURN 6:28PM**

#### **V) Old Business (45 min)**

- A. Operations Manual (Jennie Knies & Margaret Kidd)
  - i) Operations Manual is complete. It is living in a special Google Drive that was set up for this purpose. The secretary will place a master copy in DropBox every July 1
  - ii) Secretary will work with Web Team to place “view only” links on public website. Steering members will receive “Edit” links
- B. Bylaws (Lauren Brown, Jessica Lydon, Jennie Knies)
  - i) Starting Business Meeting at 8:15am.
  - ii) Will discuss article by article and ask for discussion.

#### **VI) New Business (15 min)**

- A) Diversity and Inclusion (Hurtado)
  - i) Diversity and Inclusion session scholarship. Modeled on the NEA’s Women’s Archivists session scholarship. How can this be created?
    - (1) Funding travel expenses
    - (2) How to fund? Archival Education Fund
    - (3) Who would be developing the rubric to decide what is “diversity?”
    - (4) How are program committees putting together sessions?
    - (5) Concern about “draw” being one of the criteria for a session
    - (6) Next steps: Steering is supportive of this initiative. Develop a workflow with MCC. Try to implement for Harrisonburg meeting.

#### **VII) Standing and Operational Committees (15 min)**

- A) Awards (Bell) – Report submitted
  - i) Concern about lack of applications for finding aids awards. Do we need to explore the definition of a finding aid?

- ii) Suggestion of taking finding aid award money and using it for an Arrangement and Description workshop.
- B) Communications (Citak/Scott) – Report submitted
  - i) New outreach push for technical leaflets
  - ii) No longer necessary to have “co-chairs” – one chair is sufficient.
- C) Distinguished Service Award (Novara) – Report submitted
- D) Diversity and Inclusion (Hurtado) – Report submitted
  - i) Proposal to add a demographic question to the membership form.
    - (1) Race, gender, etc. How will data be used? Will it be tied to their membership profile?
    - (2) Try to add a secondary survey that is anonymous and not tied to a profile
    - (3) Suggestion to have a demographic survey every 3 years or so. “M\*Census”
    - (4) MARAC did do a 2012 membership census. Rachel has a copy of the data and it is on the MARAC Dropbox
    - (5) Membership and Diversity and Inclusion will work together to develop a new survey.
- E) Education (Newman) – Report submitted
- F) Membership (Borden) – Report submitted
  - i) Membership Meet and Greet happening in Salon E RIGHT NOW
  - ii) New Members Meeting, Friday, 8:15am
  - iii) Mentorship Program has a table at this conference. Please sit at it if it is empty.
- G) Nominations and Elections (Henderson) – Report submitted

**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
- E) New York (Palm) – Report submitted
- F) Pennsylvania (Grinnell) – Report submitted
- G) Virginia (Johnson) – Report submitted
- H) West Virginia (LaBarbara) – Report submitted

**IX) Adjournment**

Huth motion. Everyone second. 7:36pm

**Signed by:**

Jennie Levine Knies / August 12, 2019

*Caitlin Rizzo* August 19, 2019