

# 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, WV**

### **AGENDA**

#### **I. Call to Order (5 min)**

- A. Introductions
- B. Approval of Agenda

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

- A. January 2019 Minutes

#### **III. Officer's Reports (15 min)**

- A. Chair
  - a. Chair's Report (Becky Collier)
  - b. Administrator's Report (Sara Predmore)
- B. Chair-Elect (Rachel Grove Rohrbaugh)
- C. Meetings Coordinator (Mary Mannix)
- D. Secretary (Jennie Knies)
- E. Treasurer (Amanda May)
- F. Parliamentarian (Danna Bell)

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

- A. Historian (Lauren Brown)
- B. Archivist (?)
- C. Development Coordinator (Sharmila Bhatia)
- D. Web Team (Liz Caringola/Don Sailer)
- E. Regional Archival Association Consortium (Andrew Cassidy-Amstutz)
- F. National Coalition for History (Jan Zastrow)

#### **V. Old Business (30 min)**

- A. Operations Manual (Jennie Knies & Margaret Kidd)
- B. Bylaws (Lauren Brown, Jessica Lydon, Jennie Knies)

#### **VI. New Business (30 min)**

- A. Diversity & Inclusion Proposal (Josue Hurtado)

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

- A. Awards (Danna Bell)
- B. Communications (Ilhan Citak/Liz Scott)
- C. Distinguished Service (Vin Novara)

- D. Diversity & Inclusion (Josue Hurtado)
- E. Education (Paige Newman)
- F. Membership (Sara Borden)
- G. Nominations and Elections (Jennifer Henderson)

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

- A. Delaware (Kevin Brown)
- B. District of Columbia (Derek Gray)
- C. Maryland (Matt Testa)
- D. New Jersey (Don Cornelius)
- E. New York (Kate Palm)
- F. Pennsylvania (David Grinnell)
- G. Virginia (Jessica Johnson)
- H. West Virginia (Jane LaBarbara)

**IX. Adjournment**

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Date : April 11, 2019

To : MARAC Steering Committee Members

From: Rebecca L. Collier

Re : Report of Chair

1. Arrangements for tonight's Steering Committee meeting
  - Thank you to Jane LaBarbara for the meeting space and buffet dinner
  - To save on costs, we need to put the room back the way it was
2. Bylaws comments and discussions at Business Meeting
  - Thank you to Lauren, Jennie, Rachel & Jessica for putting the finishing touches on the Bylaws sent out to membership
  - Business Meeting procedures to work out
  - Send out for a vote by membership within 30 days
3. Shared NCH Policy Board seat
  - Sent out email to 15 organizations
  - 11 responded that they will discuss it at their scheduled meetings this month
  - The response so far toward \$2,000 match
    - NEA has offered \$500
    - Society of Mississippi Archivists have offered \$100
4. Advocacy
  - Hollins University's response to "blackface" pictures in yearbooks by taking digital images offline
    - SAA made a statement
    - I asked Rachel to prepare a statement on behalf of MARAC & approved by the Steering Committee
  - DC Archives Budget Hearing
    - I wrote a letter to the DC Government Operations Committee & approved by the Steering Committee
  - Both were within less than 24 hours of each other -- Thank you to Rachel & Sara for see that they both were sent off and posted to MARAC's web site & blog
5. Objectives from Strategic Plan for FY 2018-2019
  - Membership -- Mentoring Program is behind target of October 2018 but should be ready to launch by July 1, 2019

- Communications & Web Team -- Highlight access of and increase submission to DRUM by January 1, 2019.
  - Currently there's is a link to DRUM on the Previous Conferences page: <https://www.marac.info/previous-conferences>
  - The other logical place to include this information is on the MARAC Archives page, but maybe at this point it makes sense to wait until UMD has a new Curator for Maryland and Historical Manuscripts/MARAC Archivist and work with them on revamping that page
  - The Web Team will start to mock up a new page this spring/summer so that we won't be starting from scratch when they are hired.
- Education -- Survey & assess last 5 years of Workshops to provide data on optimal number, timing & topics by January 1, 2019.
  - Paige has compiled a list of on and off conferences since Fall 2017 which was completed before January 1, 2019. The lists include instructor, where conference was held or which institution hosted and name of workshop.
  - She has started gathering information on workshops held before Fall 2017 but has not completed the lists yet.
- D&I, Web Team & MCC -- Record or stream the Plenary, Business Meeting or any sessions beginning with Spring 2019 Morgantown meeting.
  - If arrangements were made for recording/livestreaming, we could embed the video from YouTube, Vimeo, etc. into a page on our website.
  - It's everything that comes before that (e.g., getting permission from the speakers, hiring someone to do video/sound, having a stable internet connection at the conference hotel, etc.) that would be difficult.
- Steering -- We supported DC Caucus advocacy efforts for the DC Archives budget.
  - How can we streamline the process?
  - What support do we need to provide in order to improve your efforts?
- Membership & Caucuses -- Sara Borden compiled a list of the archives, libraries, and information science graduate programs in the MARAC region
  - The Caucus Reps to double-check their state listing and update.
  - No special contact was made to grad students for the Spring 2019 Morgantown meeting.

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**To: MARAC STEERING COMMITTEE**  
**From: SARA PREDMORE, MARAC ADMINISTRATOR**  
**Date: April 11, 2019 – Morgantown, WV**  
**Re: ADMINISTRATOR'S REPORT**

## Membership Statistics

There were 891 active members (as of April 5, 2019):

783 Regular Members  
56 Retired Members  
53 Student Members

## Membership Statistics Comparison

Member Type	2016 (as of 4/10/16)	2017 (as of 4/10/17)	2018 (as of 4/5/18)	2019 (as of 4/5/19)	% change 2018-2019
Regular	927	891	804	783	-2.61%
Retired	30	23	28	56	100.00%
Student	113	135	103	53	-48.54%
Total	1070	1049	935	891	-4.71%

## State Caucus Membership Statistics Comparison

Caucus	2017 (as of 4/10/17)	2018 (as of 4/6/18)	2019 (as of 4/5/19)
DC	190	152	146
Delaware	43	46	45
Maryland	240	192	184
New Jersey	144	143	128
New York	234	246	191
Pennsylvania	239	226	203
Virginia	171	149	148
West Virginia	19	15	21

**Note:** As some members may be part of more than one caucus, total membership numbers and total state caucus numbers may differ.

### New Membership Applications (as of 04/5/19)

Month	2017-2018	2018-2019
February	11	10
March	5	10
April	0	3
Total	16	23

### ADDITIONAL INFORMATION

**MemberClicks:** Continually implementing new procedures to utilize system enhancements for profiles and payment management.

**Elections:** The 2019 elections ran from January 24<sup>th</sup> to February 8<sup>th</sup>. 336 of MARAC's 850 active members in January voted.

**Mid-Atlantic Archivist:** The MAA Spring 2019 edition (Vol. 48 No. 2) was published on March 28, 2019.

**Spring 2019 Morgantown Conference:** Registration included 238 pre-registered attendees, 16 vendors, 9 sponsors, and 2 advertisers.

**By-laws Revision:** The vote regarding the proposed by-laws revision will take place after the spring conference. Ballots will be distributed no later than April 23rd.

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## Chair-Elect Report

Steering Committee Meeting  
Morgantown, West Virginia  
April 2019

### 1. Recent Appointments

Name	Title/Committee	Term Ends
Danna Bell	Interim Awards Committee Chair	Summer 2019

### 2. Summer 2019 Steering Committee Meeting Date and Location

The Steering Committee will meet on Friday, July 19, 2019 at Hagerty Library on Drexel University's main campus at 3300 Market Street in Philadelphia. Drexel is conveniently located near 30<sup>th</sup> Street Station. Thank you to Sarah Newhouse, MARAC member and Digital Archivist at Drexel, for securing the space and to Hillary Kativa, in-coming Member-at-large, for her helpful suggestions.

### 3. MAA Article on Upcoming Appointments

I submitted an article to the spring *Mid-Atlantic Archivist* requesting volunteers for upcoming committee vacancies.

### 4. Advocacy: Hollins Yearbooks and DC Archives

- With the help of several other members of Steering I drafted a letter to the membership about the Federal Government Shutdown that included information about expanded scholarships for the Morgantown meeting.
- I drafted a "MARAC Statement in Support of Full Online Access to Hollins University Yearbooks," which the Steering Committee approved. See [https://themaracblog.files.wordpress.com/2019/04/marac\\_statement\\_hollins\\_yearbooks.pdf](https://themaracblog.files.wordpress.com/2019/04/marac_statement_hollins_yearbooks.pdf). I sent the statement to the Hollins University President on April 5.
- I sent a letter (draft by Chair Rebecca Collier and reviewed by the Steering Committee) to the DC Government Operations Committee on April 5 to advocate for a new, state-of-the-art Archives; significantly more staff and upgraded facilities for the current Archives; and comprehensive records management for the DC Government:  
<https://marac.memberclicks.net/assets/docs/LetterToDCGovernmentOperationsCommittee.pdf>.

## **5. Operations Manual**

I sent a sample appointment letter to the Secretary for inclusion in the Operations Manual.

Respectfully submitted,  
Rachel Grove Rohrbaugh  
Chair-Elect

## ***Meetings Coordinating Committee***

**7 April 2019**

### **1) This Meeting:**

**When: April 11–13, 2019**

**Where: Morgantown, WVA**

**Hotel: Morgantown Marriott at Waterfront Place**

**Room Rate: \$164**

**Food and Beverage Minimum: \$15,000.00**

**Local Arrangements Committee Co-Chairs: Lori Hostuttler (West Virginia University); Danielle Emerling (West Virginia University); and Jane LaBarbara (West Virginia University).**

**Program Committee Co-Chairs: Marie Elia University at Buffalo (and Elizabeth Scot (East Stroudsburg University of Pennsylvania).**

### **2) Next Meeting:**

**When: November 7-9 2019**

**Where: Cambridge, MD**

**Hotel: Hyatt Regency Chesapeake Bay**

**Room Rate: \$189**

**Food and Beverage Minimum: \$28,000**

**Local Arrangements Committee Co-Chairs: Tara Wink (University of Maryland, Baltimore), Leslie M. Van Veen McRoberts (Salisbury University), and Lindsey Loeper (University of Maryland Baltimore County).**

**Program Committee Co-Chairs: John LeGloahec (National Archives) and Julia Corrin (Carnegie Mellon University)**

### **3) Then:**

**When: April 16-18, 2020**

**Where: Harrisonburg, VA**

**Hotel: Hotel Madison & Shenandoah Valley Conference Center**

**Room Rate: \$139**

**Food and Beverage Minimum: \$20,000**

**Local Arrangements Committee Co-Chairs: Kate Moss (James Madison University) and Grace Barth (James Madison University)**

**Program Committee Co-Chairs: Elizabeth Novara (Library of Congress) and Vincent Novara (University of Maryland)**

### **4) Under consideration, site visit early May ...**

**When: October 2020**

***Meetings Coordinating Committee***

***7 April 2019***

***Page 2***

**Where: Ocean Place Resort and Spa  
Long Branch, NJ  
LAC and PC Co-chairs: Investigated in Morgantown.**

**5) Contract requested ...**

**When: Spring 2021  
Where: Saratoga Springs, NY  
Local Arrangements Committee Co-Chair: Brian Keough  
Brian did site visit in April.**

**6) Still thinking it is a great idea:**

**College Park, MD for MARAC's 2022 50<sup>th</sup> Anniversary meeting.**

**7) Still attempting to meet with MAAM about a dual meeting.**

**Submitted by**

**Mary K. Mannix  
MCC Chair**

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## Secretary's Report to Steering

Spring 2019

Morgantown, WV

### *Minutes:*

January 29, 2019: Submitted draft of January 25, 2019 Steering Committee Minutes to Steering Committee members for comment.

February 5, 2019: Submitted final version of Fall 2018 Steering Committee Minutes to Administrator to post on MARAC website.

### *Operations Manual:*

With Member-At-Large, Margaret Kidd, prepared Committee/Officer description drafts and solicited feedback on content for the revised MARAC Operations Manual (currently located in Google Drive).

January 29, 2019: Corresponded with Administrator re: setting up a dedicated Google account in which to store the final version of the Operations Manual. The account is [marac.operations@gmail.com](mailto:marac.operations@gmail.com). Margaret and Jennie will transfer the Operations Manual to this account prior the Spring 2019 Steering Committee meeting.

March 7, 2019: Margaret and Jennie meet in order to review what is left to do re: a first “complete” Operations Manual.

April 3, 2019: Margaret and Jennie finalize Operations Manual to present to the Steering Committee. Outstanding questions/incomplete:

- Steering Committee entry needs to be reviewed
- We did not create an entry for “how to form a committee.” We decided the appropriate time to do that is the next time that an ad-hoc or other committee is formed.
- We recommend downloading a complete copy annually in order to have backup. Where will this copy be retained?
- How do we distribute/provide links to Operations Manual entries? Are they totally publicly available, or on an “as-needed” basis? We feel that the entries will be especially useful when recruiting volunteers for MARAC positions and elections.

*Bylaws:*

Worked with Chair (Collier), Chair-Elect (Rohrbaugh), MARAC Historian (Brown), Jessica Lydon, Geof Huth, and MARAC Administrator (Predmore) to prepare draft of revised bylaws for distribution to MARAC membership and for use during the Spring 2019 Business Meeting.

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April 5, 2019

**TO: MARAC OFFICERS  
STATE CAUCUS REPRESENTATIVES  
COMMITTEE CHAIRS  
MARAC ADMINISTRATOR  
MARAC ARCHIVIST  
FROM: AMANDA MAY, MARAC TREASURER  
RE: TREASURER/FINANCE COMMITTEE REPORT**

Respectfully submitted to the Steering Committee on Friday, April 5, in advance of the Spring 2019 Steering meeting to be held in Morgantown, WV. on April 12, 2019.

1. Highlights of the Third Quarter Treasurer's Report (see attached) are listed below.
  - The income is from membership dues; Spring 2019 conference registration, vendors, and sponsorship; MAA advertising and sales; and bank interest.
  - Expenses are from Administrator salary and phone; Steering Committee meeting expense reimbursements; Treasurer office supplies; MAA and conference program printing and postage; conference hotel deposits; website fees for SurveyMonkey and the conference website; and banking and credit card transaction fees.
2. Average returns on investment for MARAC's accounts during the previous quarter (rounded to the nearest hundredth of a percent) are listed below.
  - PNC Savings Account – .04%
  - Vanguard Bonds – waiting for statement
3. The Fall 2019 conference budget for Cambridge, MD is attached. There is a significant projected deficit due to high hotel and food costs. Meetings Coordinating Committee wants to raise the registration fee and I want to raise meal costs (luncheon, business breakfast). The attached budget reflects these price raises. We can discuss whether those raises would apply to subsequent conferences as well.
4. The MARAC FY2020 Budget (see attached) is forwarded to the Steering Committee for its approval and adoption. (A comparison to the budget for FY2019 is also provided.)
  - Our income is going down, based on historical figures, and there were several requests for expense increases. I tried to balance it all, but I'm still projecting a deficit unless Finance and Steering can come up with some solutions. The deficit can mostly be explained by the projected Cambridge deficit, which I don't think will be as severe as predicted, and can be balanced out by Harrisonburg profits, if any.

**FY 2019, 3rd Quarter** (January 1, 2019 to March 31, 2019)

<u>CATEGORY</u>	<u>Budget</u>	<u>1st Quarter</u>	<u>2nd Quarter</u>	<u>3rd Quarter</u>	<u>4th Quarter</u>	<u>Total</u>	<u>% Budget</u>
<b>INCOME</b>							
Membership Dues	\$43,000.00	\$25,893.00	\$2,242.00	\$1,787.00		\$29,922.00	70%
Conference Registration	\$95,000.00	\$30,726.00	\$3,431.00	\$28,876.50		\$63,033.50	66%
Conference Vendors	\$15,000.00	\$3,100.00	\$6,950.00	\$5,020.00		\$15,070.00	100%
Conference Sponsorship	\$6,000.00	\$1,000.00	\$6,250.00	\$2,750.00		\$10,000.00	167%
Publication Advertising	\$4,000.00	\$1,205.00	\$360.00	\$988.00		\$2,553.00	64%
Publication Sales	\$350.00	\$45.00	\$0.00	\$270.00		\$315.00	90%
Mailing List Sales	\$150.00	\$0.00	\$0.00	\$0.00		\$0.00	0%
Off-Meeting Workshops	\$13,500.00	(\$90.00)	\$797.50	\$0.00		\$707.50	5%
Bank Interest	\$100.00	\$34.33	\$35.48	\$33.23		\$103.04	103%
Investment Interest	\$2,000.00	\$294.50	\$778.26			\$1,072.76	54%
Gifts to Operations	\$500.00	\$180.00	\$25.00	\$0.00		\$205.00	41%
Miscellaneous	\$0.00	\$0.00	\$75.00	\$0.00		\$75.00	0%
<b>Total Income</b>	<b>\$179,600.00</b>	<b>\$62,387.83</b>	<b>\$20,944.24</b>	<b>\$39,724.73</b>	<b>\$0.00</b>	<b>\$123,056.80</b>	<b>69%</b>
<b>EXPENSES</b>							
Administrator	\$20,000.00	\$6,169.81	\$3,634.58	\$5,009.78		\$14,814.17	74%
Web Services	\$5,125.00	\$5,388.00	\$74.00	\$616.00		\$6,078.00	119%
Archivist	\$1,000.00	\$750.00	\$0.00	\$0.00		\$750.00	75%
Accountant	\$1,500.00	\$0.00	\$0.00	\$1,075.00		\$1,075.00	72%
Advocacy	\$2,095.00	\$0.00	\$1,500.00	\$0.00		\$1,500.00	72%
Insurance Policy	\$1,100.00	\$300.00	\$0.00	\$0.00		\$300.00	27%
Phone	\$650.00	\$164.69	\$165.00	\$165.36		\$495.05	76%
Postage	\$1,085.00	\$440.21	\$352.96	\$1,678.90		\$2,472.07	228%
Office Supplies	\$150.00	\$330.82	\$40.80	\$57.01		\$428.63	286%
Food	\$6,305.00	\$363.48	\$1,403.60	\$433.71		\$2,200.79	35%
Travel	\$5,290.00	\$1,111.94	\$464.72	\$1,283.57		\$2,860.23	54%
Equipment	\$0.00	\$689.74	\$0.00	\$164.76		\$854.50	0%
Printing and Design	\$8,700.00	\$1,486.61	\$4,180.86	\$28.39		\$5,695.86	65%
Conference	\$105,000.00	\$0.00	\$34,250.87	\$3,234.02		\$37,484.89	36%
Lodging	\$3,700.00	\$75.15	\$139.22	\$551.75		\$766.12	21%
Honoraria	\$6,350.00	\$0.00	\$1,950.00	\$0.00		\$1,950.00	31%
Awards and Prizes	\$1,450.00	\$295.00	\$850.00	\$250.00		\$1,395.00	96%
Scholarships	\$2,000.00	\$0.00	\$710.24	\$400.00		\$1,110.24	56%
Banking Fees	\$7,200.00	\$1,540.85	\$1,506.85	\$681.26		\$3,728.96	52%
Investments	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	0%
Disaster Assistance	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	0%
Miscellaneous	\$900.00	\$0.00	\$50.00	\$56.00		\$106.00	12%
<b>Total Expenses</b>	<b>\$179,600.00</b>	<b>\$19,106.30</b>	<b>\$51,273.70</b>	<b>\$15,685.51</b>	<b>\$0.00</b>	<b>\$86,065.51</b>	<b>48%</b>
<b>Net Income or (Loss)</b>		<b>\$43,281.53</b>	<b>(\$30,329.46)</b>	<b>\$24,039.22</b>	<b>\$0.00</b>	<b>\$36,991.29</b>	

**Account Balances**

<u>Account Balances</u>			<u>Opening</u>	<u>Credits</u>	<u>Debits</u>	<u>Closing</u>
PNC Checking	\$116,125.11	Operating	\$12,952.07	\$39,724.73	(\$15,685.51)	\$36,991.29
PNC Savings	\$76,590.37	Restricted	\$142,591.00	\$0.00	\$0.00	\$142,591.00
Vanguard Bonds	\$81,496.61	Reserve	\$62,860.00	\$0.00	\$0.00	\$62,860.00
Total	\$274,212.09	Surplus	\$78,432.33	\$0.00	\$0.00	\$78,432.33
		Totals	\$296,835.40	\$39,724.73	(\$15,685.51)	\$320,874.62

**Summary - Third Quarter FY 2019**

Opening Balance	\$294,835.40
Total Income	\$39,724.73
Total Expenses	(\$15,685.51)
Closing Balance	\$318,874.62

**Restricted Funds**

		<u>Opening</u>	<u>New Gifts</u>	<u>Spending</u>	<u>Closing</u>
PNC Savings	\$61,094.39	Disaster Assist.	\$12,308.00	\$0.00	\$12,308.00
Vanguard Bonds	<b>\$81,496.61</b>	Education	\$123,588.00	\$0.00	\$123,588.00
Total	\$142,591.00	Graduate Scholar	\$895.00	\$0.00	\$895.00
		Finch Award	\$5,800.00	\$0.00	\$5,800.00
		Total	\$142,591.00	\$0.00	\$142,591.00

**FY 2019, 3rd Quarter** (January 1, 2019 to March 31, 2019)

<u>CATEGORY</u>	<u>Budget</u>	<u>1st Quarter</u>	<u>2nd Quarter</u>	<u>3rd Quarter</u>	<u>4th Quarter</u>	<u>Total</u>	<u>% Budget</u>
<b>INCOME</b>							
Membership Dues	\$43,000.00	\$25,893.00	\$2,242.00	\$1,787.00		\$29,922.00	70%
Conference Registration	\$95,000.00	\$30,726.00	\$3,431.00	\$28,876.50		\$63,033.50	66%
Conference Vendors	\$15,000.00	\$3,100.00	\$6,950.00	\$5,020.00		\$15,070.00	100%
Conference Sponsorship	\$6,000.00	\$1,000.00	\$6,250.00	\$2,750.00		\$10,000.00	167%
Publication Advertising	\$4,000.00	\$1,205.00	\$360.00	\$988.00		\$2,553.00	64%
Publication Sales	\$350.00	\$45.00	\$0.00	\$270.00		\$315.00	90%
Mailing List Sales	\$150.00	\$0.00	\$0.00	\$0.00		\$0.00	0%
Off-Meeting Workshops	\$13,500.00	(\$90.00)	\$797.50	\$0.00		\$707.50	5%
Bank Interest	\$100.00	\$34.33	\$35.48	\$33.23		\$103.04	103%
Investment Interest	\$2,000.00	\$294.50	\$778.26			\$1,072.76	54%
Gifts to Operations	\$500.00	\$180.00	\$25.00	\$0.00		\$205.00	41%
Miscellaneous	\$0.00	\$0.00	\$75.00	\$0.00		\$75.00	0%
<b>Total Income</b>	<b>\$179,600.00</b>	<b>\$62,387.83</b>	<b>\$20,944.24</b>	<b>\$39,724.73</b>	<b>\$0.00</b>	<b>\$123,056.80</b>	<b>69%</b>
<b>EXPENSES</b>							
Administrator	\$7,830.00	\$5,671.80	\$394.72	\$485.20		\$6,551.72	84%
Executive Officers	\$23,600.00	\$6,919.81	\$3,634.58	\$5,009.78		\$15,564.17	66%
DE Caucus	\$500.00	\$0.00	\$0.00	\$0.00		\$0.00	0%
DC Caucus	\$500.00	\$0.00	\$0.00	\$0.00		\$0.00	0%
MD Caucus	\$500.00	\$0.00	\$0.00	\$0.00		\$0.00	0%
NJ Caucus	\$500.00	\$45.00	\$0.00	\$0.00		\$45.00	9%
NY Caucus	\$500.00	\$0.00	\$0.00	\$0.00		\$0.00	0%
PA Caucus	\$500.00	\$0.00	\$0.00	\$0.00		\$0.00	0%
VA Caucus	\$400.00	\$0.00	\$250.00	\$0.00		\$250.00	63%
WV Caucus	\$450.00	\$0.00	\$0.00	\$0.00		\$0.00	0%
Steering	\$6,440.00	\$1,432.87	\$2,810.00	\$2,152.90		\$6,395.77	99%
Communications	\$9,850.00	\$1,783.79	\$1,898.35	\$1,673.43		\$5,355.57	54%
Education	\$10,600.00	\$0.00	\$589.48	\$0.00		\$589.48	6%
Diversity and Inclusion	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	0%
Meetings Coordinating	\$0.00	\$689.74	\$0.00	\$280.89		\$970.63	0%
Finance	\$8,730.00	\$1,540.85	\$1,534.13	\$1,869.27		\$4,944.25	57%
Membership	\$200.00	\$63.73	\$71.56	\$0.00		\$135.29	68%
Nominating	\$50.00	\$27.93	\$0.00	\$0.00		\$27.93	56%
Custer	\$450.00	\$13.65	\$600.00	\$0.00		\$613.65	136%
Distinguished Service	\$250.00	\$0.00	\$0.00	\$250.00		\$250.00	100%
Finding Aids	\$750.00	\$0.00	\$0.00	\$0.00		\$0.00	0%
Scholarship	\$2,000.00	\$250.00	\$650.00	\$400.00		\$1,300.00	65%
Fall Conference (LAC)	\$50,000.00	\$630.82	\$38,790.88	\$32.02		\$39,453.72	79%
Spring Conference (LAC)	\$55,000.00	\$36.31	\$50.00	\$3,532.02		\$3,618.33	7%
<b>Total Expenses</b>	<b>\$179,600.00</b>	<b>\$19,106.30</b>	<b>\$51,273.70</b>	<b>\$15,685.51</b>	<b>\$0.00</b>	<b>\$86,065.51</b>	<b>48%</b>
<b>Net Income or (Loss)</b>		<b>\$43,281.53</b>	<b>(\$30,329.46)</b>	<b>\$24,039.22</b>	<b>\$0.00</b>	<b>\$36,991.29</b>	

**Account Balances**

			<u>Opening</u>	<u>Credits</u>	<u>Debits</u>	<u>Closing</u>
PNC Checking	\$116,125.11	Operating	\$12,952.07	\$39,724.73	(\$15,685.51)	\$36,991.29
PNC Savings	\$76,590.37	Restricted	\$142,591.00	\$0.00	\$0.00	\$142,591.00
Vanguard Bonds	\$81,496.61	Reserve	\$62,860.00	\$0.00	\$0.00	\$62,860.00
<b>Total</b>	<b>\$274,212.09</b>	<b>Surplus</b>	<b>\$78,432.33</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$78,432.33</b>
		<b>Totals</b>	<b>\$296,835.40</b>	<b>\$39,724.73</b>	<b>(\$15,685.51)</b>	<b>\$320,874.62</b>

**Summary - Third Quarter FY 2019**

Opening Balance	\$294,835.40
Total Income	\$39,724.73
Total Expenses	(\$15,685.51)
Closing Balance	\$318,874.62

**Restricted Funds**

			<u>Opening</u>	<u>New Gifts</u>	<u>Spending</u>	<u>Closing</u>
PNC Savings	\$61,094.39	Disaster Assist.	\$12,308.00	\$0.00	\$0.00	\$12,308.00
Vanguard Bonds	\$81,496.61	Education	\$123,588.00	\$0.00	\$0.00	\$123,588.00
<b>Total</b>	<b>\$142,591.00</b>	Graduate Scholar	\$895.00	\$0.00	\$0.00	\$895.00
		Finch Award	\$5,800.00	\$0.00	\$0.00	\$5,800.00
		<b>Total</b>	<b>\$142,591.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$142,591.00</b>

## MARAC Fall 2019 MEETING

Cambridge, MD

**Proposed Budget**

<b>Category</b>	<b>Total for 250 Attendees</b>	<b>Total for 300 Attendees</b>
<b>INCOME</b>		
Registration Fees	\$29,150.00	\$32,480.00
Exhibitor Fees	\$12,925.00	\$12,925.00
Meals	\$6,375.00	\$7,300.00
Reception	\$1,200.00	\$1,300.00
Tour Fees	\$650.00	\$975.00
Workshop Fees	\$5,625.00	\$7,200.00
<b>Total Income</b>	<b>\$55,925.00</b>	<b>\$62,180.00</b>
<b>EXPENSES</b>		
Administrative Services	\$5,000.00	\$5,000.00
LAC Expenses	\$250.00	\$250.00
Hotel Expenses	\$250.00	\$250.00
AV Expenses	\$13,484.61	\$13,484.61
Meal Expenses	\$35,593.50	\$43,645.50
Reception	\$650.00	\$650.00
Registration/Program	\$3,500.00	\$3,500.00
Session/Plenary Speakers	\$335.00	\$335.00
Tour Expenses	\$500.00	\$500.00
Workshop Expenses	\$3,100.00	\$3,100.00
<b>Total Expenses</b>	<b>\$62,663.11</b>	<b>\$70,715.11</b>
<b>Total</b>	<b>(\$6,738.11)</b>	<b>(\$8,535.11)</b>
<b>Reimbursement for Steering Committee</b>	<b>\$800.00</b>	<b>\$800.00</b>
<b>NET INCOME / PROJECTED PROFIT</b>	<b>(\$5,938.11)</b>	<b>(\$7,735.11)</b>

## Proposed Budget - Income Estimates

Category	250			300		
	Cost/Item	Attendees	Total	Cost/Item	Attendees	Total
<b>INCOME</b>						
<b>Registration Fees</b>						
Pre-Reg Members	\$110.00	140	\$15,400.00	\$110.00	175	\$19,250.00
Pre-Reg Non-Members	\$150.00	35	\$5,250.00	\$150.00	25	\$3,750.00
Late Reg Members	\$120.00	25	\$3,000.00	\$120.00	25	\$3,000.00
Late Reg Non-Members	\$160.00	10	\$1,600.00	\$160.00	10	\$1,600.00
Member, on-site	\$130.00	15	\$1,950.00	\$130.00	25	\$3,250.00
Non-member, on-site	\$170.00	5	\$850.00	\$17.00	15	\$255.00
Student registration	\$55.00	10	\$550.00	\$55.00	10	\$550.00
One day (Saturday only)	\$55.00	10	\$550.00	\$55.00	15	\$825.00
<b>Total Registration Fees</b>		<b>250</b>	<b>\$29,150.00</b>		<b>300</b>	<b>\$32,480.00</b>
<b>Exhibitor Fees</b>						
Ads (Full page)	\$500.00	1	\$500.00	\$500.00	1	\$500.00
Ads (Half page)	\$300.00	1	\$300.00	\$300.00	1	\$300.00
Ads (Quarter page)	\$200.00	1	\$200.00	\$200.00	1	\$200.00
Ads (Business Card)	\$125.00	1	\$125.00	\$125.00	1	\$125.00
Donations/Sponsorships	\$250.00	8	\$2,000.00	\$250.00	8	\$2,000.00
Donations/Sponsorships	\$500.00	2	\$1,000.00	\$500.00	2	\$1,000.00
Rental - 1 Table	\$600.00	12	\$7,200.00	\$600.00	12	\$7,200.00
Rental - 2 Tables	\$800.00	2	\$1,600.00	\$800.00	2	\$1,600.00
<b>Total Exhibitor Fees</b>			<b>\$12,925.00</b>			<b>\$12,925.00</b>
<b>Meals</b>						
Breakfast - Business Mtg.	\$25.00	75	\$1,875.00	\$25.00	100	\$2,500.00
Lunch - Friday	\$30.00	150	\$4,500.00	\$30.00	160	\$4,800.00
<b>Total Meals</b>			<b>\$6,375.00</b>			<b>\$7,300.00</b>
<b>Reception</b>						
Sponsorship	\$500.00	2	\$1,000.00	\$500.00	2	\$1,000.00
Guest Tickets	\$20.00	10	\$200.00	\$20.00	15	\$300.00
<b>Total Reception Income</b>			<b>\$1,200.00</b>			<b>\$1,300.00</b>
<b>Tour Fees</b>						
Tour #1	\$25.00	10	\$250.00	\$25.00	15	\$375.00
Tour #2	\$10.00	10	\$100.00	\$10.00	15	\$150.00
Tour #3	\$10.00	10	\$100.00	\$10.00	15	\$150.00
Tour #4	\$5.00	10	\$50.00	\$5.00	15	\$75.00
Tour #5	\$5.00	10	\$50.00	\$5.00	15	\$75.00
Tour #6	\$5.00	10	\$50.00	\$5.00	15	\$75.00
Tour #7	\$5.00	10	\$50.00	\$5.00	15	\$75.00
<b>Total Tour Fees</b>			<b>\$650.00</b>			<b>\$975.00</b>
<b>Workshop Fees</b>						
Workshop #1	\$90.00	20	\$1,800.00	\$90.00	25	\$2,250.00
Workshop #2	\$90.00	20	\$1,800.00	\$90.00	25	\$2,250.00
Workshop #3	\$90.00	15	\$1,350.00	\$90.00	20	\$1,800.00
Workshop #4	\$45.00	15	\$675.00	\$45.00	20	\$900.00
<b>Total Workshop Fees</b>			<b>\$5,625.00</b>			<b>\$7,200.00</b>
<b>Total Income</b>			<b>\$55,925.00</b>			<b>\$62,180.00</b>

## Proposed Budget - Expense Estimates

Category	250			300		
	Cost/Item	Attendees	Total	Cost/Item	Attendees	Total
<b>EXPENSES</b>						
<b>Administrative Services</b>			<b>\$5,000.00</b>			<b>\$5,000.00</b>
<b>LAC Expenses</b>			<b>\$250.00</b>			<b>\$250.00</b>
<b>Hotel Expenses</b>						
Room Rentals			\$0.00			\$0.00
Room Rental Tax (6% of room expenses)			\$0.00			\$0.00
Porterage and other miscellaneous expenses			\$250.00			\$250.00
			<u>\$250.00</u>			<u>\$250.00</u>
<b>AV Expenses</b>						
AV Equipment Tech			\$12,310.22			\$12,310.22
AV Equipment Loss Damage Waiver			\$435.76			\$435.76
AV Taxes (can this be exempted? AKM)			\$738.63			\$738.63
<b>Total Hotel Expenses</b>			<b>\$13,484.61</b>			<b>\$13,484.61</b>
<b>Meal Expenses</b>						
Breakfast Buffet - Sat	\$36.00	75	\$2,700.00	\$36.00	100	\$3,600.00
Continental Breakfast - Fri	\$34.00	200	\$6,800.00	\$34.00	225	\$7,650.00
Coffee Breaks Thur (AM & PM)	\$10.00	75	\$750.00	\$10.00	85	\$850.00
Coffee Breaks Fri (AM & PM)	\$10.00	375	\$3,750.00	\$10.00	450	\$4,500.00
Lunch - Friday (meat)	\$50.00	100	\$5,000.00	\$50.00	125	\$6,250.00
Lunch - Friday (veg)	\$45.00	25	\$1,125.00	\$45.00	25	\$1,125.00
Reception Catering Friday			\$8,250.00			\$11,000.00
Steering Committee - Th	\$40.00	20	\$800.00	\$40.00	20	\$800.00
<b>otal Meal Expenses w/Svc Charge (22%)</b>			<b>\$35,593.50</b>			<b>\$43,645.50</b>
<b>Reception</b>						
Entertainment			\$250.00			\$250.00
Insurance			\$400.00			\$400.00
Facility Fees			\$0.00			\$0.00
<b>Total Additional Reception Costs</b>			<b>\$650.00</b>			<b>\$650.00</b>
<b>Registration/Program</b>						
Sched App			\$250.00			\$250.00
Program			\$3,000.00			\$3,000.00
Folders, Badges, etc.			\$250.00			\$250.00
<b>Total Registration/Program Costs</b>			<b>\$3,500.00</b>			<b>\$3,500.00</b>
<b>Session/Plenary Speakers</b>						
Lodging			\$200.00			\$200.00
Meals			\$35.00			\$35.00
Travel			\$100.00			\$100.00
<b>Total Session/Plenary Costs</b>			<b>\$335.00</b>			<b>\$335.00</b>
<b>Total Tour Expenses</b>			<b>\$500.00</b>			<b>\$500.00</b>
<b>Workshop Expenses</b>						
Honoraria			\$1,500.00			\$1,500.00
Lodging/Meals			\$500.00			\$500.00
Travel (Speakers)			\$1,000.00			\$1,000.00
Misc. Expenses			\$100.00			\$100.00
<b>Total Workshop Expenses</b>			<b>\$3,100.00</b>			<b>\$3,100.00</b>
<b>Total Expenses</b>			<b>\$62,663.11</b>			<b>\$70,715.11</b>

## MARAC Budget - Fiscal 2020

### MARAC Income

Category	Anticipated
<b>Annual Receipts</b>	
Membership Dues	\$ 41,000.00
Conference Registration	\$ 90,000.00
Conference Vendors	\$ 15,000.00
Conference Sponsorship	\$ 7,000.00
Publication Advertising	\$ 3,750.00
Publication Sales	\$ 400.00
Mailing List Sales	\$ 100.00
Off-Meeting Workshops	\$ 5,500.00
Bank Interest	\$ 125.00
Investment Interest	\$ 2,000.00
Gifts to Operations	\$ 500.00
Miscellaneous	\$ -
<b>TOTAL</b>	<b>\$165,375.00</b>

### MARAC Expenses

Category	Allocated
<b>General</b>	
Administrator	\$ 8,605.00
Executive Officers	\$ 24,100.00
<b>Caucuses</b>	
Delaware	\$ 500.00
District of Columbia	\$ 500.00
Maryland	\$ 500.00
New Jersey	\$ 450.00
New York	\$ 500.00
Pennsylvania	\$ 600.00
Virginia	\$ 500.00
West Virginia	\$ 275.00
<b>Committees</b>	
Steering	\$ 6,340.00
Communications	\$ 9,850.00
Diversity and Inclusion	\$ 500.00
Education	\$ 3,750.00
Finance	\$ 7,530.00
Meetings Coordinating	\$ 300.00
Membership	\$ 200.00
Nominating	\$ 50.00
Custer Finch	\$ 550.00
Distinguished Service	\$ 250.00
Finding Aids	\$ 500.00
Scholarship	\$ -
Fall Conference (LAC)	\$ 58,000.00
Spring Conference (LAC)	\$ 50,000.00
<b>TOTAL</b>	<b>\$174,350.00</b>

PROJECTED DEFICIT 8,975.00

### MARAC Income

Category	Anticipated
<b>Annual Receipts</b>	
Membership Dues	\$ 41,000.00
Conference Registration	\$ 90,000.00
Conference Vendors	\$ 15,000.00
Conference Sponsorship	\$ 7,000.00
Publication Advertising	\$ 3,750.00
Publication Sales	\$ 400.00
Mailing List Sales	\$ 100.00
Off-Meeting Workshops	\$ 5,500.00
Bank Interest	\$ 125.00
Investment Interest	\$ 2,000.00
Gifts to Operations	\$ 500.00
Miscellaneous	\$ -
<b>TOTAL</b>	<b>\$165,375.00</b>

### MARAC Expenses

Category	Allocated
<b>Operational Support</b>	
Administrator Salary	\$20,000.00
Web Services	\$6,000.00
Archivist	\$1,000.00
Accountant	\$1,500.00
Advocacy	\$2,870.00
Insurance Policy	\$1,100.00
<b>General Support</b>	
Phone	\$650.00
Postage	\$905.00
Office Supplies	\$150.00
Food	\$5,305.00
Travel	\$4,240.00
<b>Rented Services</b>	
Equipment	\$330.00
Printing and Design	\$8,800.00
Conference	\$108,000.00
Lodging	\$2,900.00
Honoraria	\$2,500.00
<b>Awards and Scholarships</b>	
Awards and Prizes	\$1,300.00
Scholarships	\$0.00
<b>Financial Operations</b>	
Banking Fees	\$6,000.00
Investments	\$0.00
<b>Other</b>	
Disaster Relief	\$0.00
Miscellaneous	\$800.00
<b>TOTAL</b>	<b>\$174,350.00</b>

PROJECTED DEFICIT 8,975.00

### Notes

Membership has been dropping, we're only at 70% of budgeted amount at the end of FY19 Q3.  
Conference registration has also been dropping. We are raising rates for Cambridge, not sure if we'll do so for Harrisonburg.  
Our vendor coordinator is amazeballs.  
Our sponsors have been very generous for two years running.  
Dropping this slightly due to lower returns than expected.  
Raising slightly to adjust for trend.  
Nobody wants our mailing list.  
Paige wants to keep this pretty low this year as a restructuring year.  
Hoping to pivot to a higher interest rate vehicle, but no guarantees.  
Keeping steady and hoping for high returns.  
Keeping steady. Lots of contributions to restricted funds, though.  
Zero.

Same  
Memberclicks and SurveyMonkey both raised prices in FY19  
Same  
Had to budget for an audit as well as annual tax prep  
Increased NCH advocacy ask by \$500.  
Same  
Same  
ADMIN: could lower postage due to thank you notes switching to electronic, fewer programs being mailed.  
Fewer committees are mailing things.  
PA: Asked for \$200 increase, would have put them \$200 above other caucuses. I cut down food and honoraria requests slightly for this reason.  
Mostly due to workshops decrease.  
MCC: Added equipment request because equipment being bought has all been for conferences, under AV supervisor.  
Cambridge will be expensive, hopefully Harrisonburg won't be, so I'm splitting the difference.  
Mostly due to workshops decrease.  
Mostly due to workshops decrease.  
CUSTER asked for \$150 more than last year. I have given them \$100 more. FINDING AIDS asked for \$750 but they're only allowed to award \$500.  
**ACTION ITEM:** Change Scholarships Committee scholarships to be funded completely from AEF: \$2000  
FINANCE: reduced banking fees based on FY19 totals so far.

Can be explained by Cambridge deficit. If Harrisonburg comes up with a budget projecting a profit, we'll be fine.

## MARAC Budget - FY2019

### MARAC Income

Category	Anticipated
<b>Annual Receipts</b>	
Membership Dues	\$43,000.00
Conference Registration	\$95,000.00
Conference Vendors	\$15,000.00
Conference Sponsorship	\$6,000.00
Publication Advertising	\$4,000.00
Publication Sales	\$350.00
Mailing List Sales	\$150.00
Off-Meeting Workshops	\$13,500.00
Bank Interest	\$100.00
Investment Interest	\$2,000.00
Gifts to Operations	\$500.00
Miscellaneous	\$0.00
<b>TOTAL</b>	<b>\$179,600.00</b>

### MARAC Expenses

Category	Allocated
<b>Operational Support</b>	
Administrator Salary	\$20,000.00
Web Services	\$5,125.00
Archivist	\$1,000.00
Accountant	\$1,500.00
Advocacy	\$2,095.00
Insurance Policy	\$1,100.00
<b>General Support</b>	
Phone	\$650.00
Postage	\$1,085.00
Office Supplies	\$150.00
Food	\$6,305.00
Travel	\$5,290.00
<b>Rented Services</b>	
Equipment	\$0.00
Printing and Design	\$8,700.00
Conference	\$105,000.00
Lodging	\$3,700.00
Honoraria	\$6,350.00
<b>Awards and Scholarships</b>	
Awards and Prizes	\$1,450.00
Scholarships	\$2,000.00
<b>Financial Operations</b>	
Banking Fees	\$7,200.00
Investments	\$0.00
<b>Other</b>	
Disaster Relief	\$0.00
Miscellaneous	\$900.00
<b>TOTAL</b>	<b>\$179,600.00</b>

## MARAC Budget - FY2020

### MARAC Income

Category	Anticipated
<b>Annual Receipts</b>	
Membership Dues	\$41,000.00
Conference Registration	\$90,000.00
Conference Vendors	\$15,000.00
Conference Sponsorship	\$7,000.00
Publication Advertising	\$3,750.00
Publication Sales	\$400.00
Mailing List Sales	\$100.00
Off-Meeting Workshops	\$5,500.00
Bank Interest	\$125.00
Investment Interest	\$2,000.00
Gifts to Operations	\$500.00
Miscellaneous	\$0.00
<b>TOTAL</b>	<b>\$165,375.00</b>

### MARAC Expenses

Category	Allocated
<b>Operational Support</b>	
Administrator Salary	\$20,000.00
Web Services	\$6,000.00
Archivist	\$1,000.00
Accountant	\$1,500.00
Advocacy	\$2,870.00
Insurance Policy	\$1,100.00
<b>General Support</b>	
Phone	\$650.00
Postage	\$905.00
Office Supplies	\$150.00
Food	\$5,305.00
Travel	\$4,240.00
<b>Rented Services</b>	
Equipment	\$330.00
Printing and Design	\$8,800.00
Conference	\$108,000.00
Lodging	\$2,900.00
Honoraria	\$2,500.00
<b>Awards and Scholarships</b>	
Awards and Prizes	\$1,300.00
Scholarships	\$0.00
<b>Financial Operations</b>	
Banking Fees	\$6,000.00
Investments	\$0.00
<b>Other</b>	
Disaster Relief	\$0.00
Miscellaneous	\$800.00
<b>TOTAL</b>	<b>\$174,350.00</b>

## **MARAC Historian Report**

**April/2019 (for the MARAC Steering Committee Meeting in Morgantown, WV)**

This quarter I have been working extensively with Emily Flint on the staff of the UMD Libraries in completing appraisal and processing work for paper documentation that is being incorporated into MARAC's core archival collection. This project is almost completed; Emily will continue on, with assistance from specialists on the UMD staff, in dealing with MARAC's recently-generated digital files.

Along with Jessica Lydon, Jennie Knies, and others, I have been engaged in current work drafting revisions to the MARAC bylaws; as you all know a new bylaws document will be reviewed and commented on by the general membership of MARAC at Morgantown's Business Meeting.

I have also been involved in discussions with Jennie and others about the issue of MARAC certificates: who will produce them, what format for the certificates is preferable, etc. This conversation will continue at Morgantown with additional input from Danna Bell, our new Awards Committee Chair.

I am continuing to work on updating and expanding chronological leadership lists and on mini-histories about certain aspects of our organizational history such as the history of strategic planning in MARAC—and also beginning to think about how we might celebrate MARAC's 50<sup>th</sup> anniversary year, coming up in 2022. I'm anticipating that this activity, which is in line with my MARAC Historian duties, will be my major focus for the rest of calendar year 2019.

Lauren Brown  
MARAC Historian

# MARAC

Mid-Atlantic Regional Archives Conference

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

## Web Team Report

Steering Committee Meeting  
Morgantown, WV  
April 11, 2019

Web Team members: Liz Caringola, Anastasia Matijkiw, Laura Montgomery, Don Sailer

### Updates since the last Steering Meeting:

Based on feedback from the last Steering Meeting, Publications now has a place in the website's main navigation menu and the old Publications page was divided into 3 new pages: Mid-Atlantic Archivist, Technical Leaflet Series, and Occasional Papers & Symposia. Liz made these changes in consultation with the editors of the Mid-Atlantic Archivist and Technical Leaflet Series and the co-chairs of the Communications Committee with the intent of making the publications and other relevant information easier to find.

Don worked with the Mentoring Subcommittee to create a page for the new mentoring program and with the Diversity and Inclusion Committee to add MARAC's Code of Conduct to the website.

The Web Team updated its portion of the Operations Manual. Developing a style guide for the website and centralizing other Web Team documentation remain goals for the Web Team this year.

Finally, the Web Team has begun using Trello to track and assign its tasks.

### Other tasks include:

- Liz and Anastasia maintained the Job Opportunities page, adding 23 job postings since the last Steering meeting.
- Don updated the committee pages for Membership and Scholarship as requested.
- Liz and Don updated caucus pages and assisted caucus reps as requested.
- Don and Liz updated the home page as needed to indicate opened/closed registration for Morgantown; Liz updated the upcoming conferences page.

Respectfully submitted,  
Liz Caringola

**Regional Archival Associations Consortium Representative**

**Spring 2019 MARAC Steering Committee Report**

- No updates at this time
  - Still waiting for responses from RAAC Co-Chairs and Education Subcommittee about MARAC involvement

Respectfully Submitted,  
Andrew Cassidy-Amstutz



**Spring 2019 NATIONAL COALITION FOR HISTORY Report**  
MARAC Steering Committee Meeting, April 11, 2019

**FY20 FEDERAL FUNDING:** On March 18, the White House released its detailed budget request to Congress for fiscal year (FY) 2020. As has become the norm since taking office, the president's budget proposes devastating cuts to federal humanities and history funding. These include elimination of NEH, IMLS, NHPRC, history and preservation programs at the National Park Service and federal K-12 history and higher education programs. The only major increase in funding is +\$51 million for the Library of Congress up to \$747 million. See <http://historycoalition.org/wp-content/uploads/2019/03/FY-18-19-and-20-request-final.pdf> for a chart of the proposed budget.

From NCH Director Lee White: "The point to remember is that Congress ultimately controls appropriations, not the president. Leaders of both parties have pronounced Trump's FY20 budget 'dead on arrival,' and these draconian cuts are unlikely to pass. Quite simply, the president is appealing to his base by paying lip service to downsizing the government, while not proposing a realistic budget for Congress to use as a starting point. Our community can and should fight vigorously against these proposed cuts, but the budget process is complex, and NCH will be advocating for history-related agencies every step of the way."

**OBAMA PRESIDENTIAL LIBRARY UPDATE:** In May 2017, the National Archives and the Obama Foundation announced a plan to make President Obama's presidential library all digital. Few details were provided at the time save for a press release from NARA and a brief mention of the library in plans for the Obama Presidential Center by the Obama Foundation.

A recent article in the *New York Times* highlighting the new "virtual model" for the Barack Obama Presidential Library triggered a host of new questions concerning the accessibility, preservation and storage of presidential records by the National Archives. In response, the Obama Foundation and the National Archives have posted more detailed information on their websites to address issues raised in the article. See <https://www.archives.gov/presidential-libraries/information-about-new-model-for-obama-presidential-library> for details.

**CONTROVERSY OVER DEPARTMENT OF INTERIOR RECORDS DISPOSITION:** NARA announced effective March 4, 2019, that it's changing the process for public review and comment of proposed records schedules. Under the old process, NARA published notice in the *Federal Register* of agency records schedules open for comment. People who wished to review and comment on the schedules had to request copies of the actual documents, submit comments, and receive responses via mail or email. Now the public will be able to access the accompanying documents online using the Federal eRulemaking Portal, <https://www.regulations.gov>.

Please contact me if you have any questions—and have a great meeting in Morgantown!

—Jan Zastrow  
NCH Representative  
[zastrow@hawaii.edu](mailto:zastrow@hawaii.edu)