

# 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**  
**Friday, July 19, 2019, 10:00 AM – 2:00 PM**  
**Drexel University, Philadelphia, PA**  
**MINUTES**

In Attendance: Amanda May, Andrew Cassidy-Amstutz, Caitlin Rizzo, Don Cornelius, Don Sailer, Hillary Kativa, Jennie Knies, Jessica Johnson, Josette Schluter, Josue Hurtado, Kate Palm, Liz Scott, Paige Newman, Rachel Grove Rohrbaugh, Sara Borden, Sara Predmore, Sharmila Bhatia, Kevin Brown, Matt Testa, Vin Novara, Danna Bell, Chris Anglim, David Grinnell, Jan Zastrow, Jane LaBarbara, Molly Tighe, Lauren Brown

- 1) Call to Order (5 minutes) (10:06a.m.)**
  - a) Introductions
  - b) Review of voting members
  - c) Approval of Agenda—approved
- 2) Approval of Steering Committee Minutes (5 minutes)**
  - a) April 2019 Minutes—approved
- 3) Officers' Reports (15 minutes)**
  - a) Chair
    - i) Chair's Report (Rohrbaugh)—Report submitted and added two additional updates on meetings with Education committee chairs and another update on the NCH Policy Board.
      - (1) Education committee concluded that it will work with the Communication committee and Diversity and Inclusion committee to be involved with ongoing survey.
      - (2) Education committee also noted interest in considering a webinar series based on technical leaflets of conference presentation. Treasurer concluded that Education Committee will need to consider what model to adopt (i.e., if there would be any associated fees, honoraria, or if webinars would be available to members and non-members.)
      - (3) NW Archivists have agreed to contribute an additional \$500.00 to the \$4,000 goal for a collective "Sustaining Membership" which would allow for an automatic seat on the National Coalition for History Board; however, this falls short of the goal to maintain a partnership at the \$1,000.00 level with two partners or at the \$2,000.00 level with a single partner. Chair concludes that we will continue

fundraising efforts until October 2019 and if no suitable fundraising options arise proceed with a membership commitment at the “Contributing Level” for \$1,500.00.

- b) Administrator’s Report (Predmore)—Report submitted and added updates about recent membership numbers and marketing efforts to increase membership.
  - i) Current membership is at 915 active members and student membership is up following Morgantown. Renewal notices are no in effect and members will have a grace period until August 30 before they drop off of the list serv. Caucus representatives agree to reach out to lapsed members where possible.
  - ii) Marketing messages are now being sent to prospective new members and there is a renewed focus on creating a postcard to send out. Predmore and Kativa will work together to format and send out.
  - iii) Membership renewal has rolled out and we have 915 active members. Two renewal notices will have gone out and more are to come.
- c) Chair-Elect (Jennie Knies)—No report.
- d) Meetings Coordinator (Mary Mannix by text to Sara Predmore)— Report Submitted and updates provided on MARAC 2020 and Service Awards for contributors from Morgantown.
  - i) Contracts have been signed for 2020 conferences in Saratoga Springs, New York and Long Branch, New Jersey. Dates have been confirmed for Long Branch and will be October 20-24, 2020. The Local Arrangements and Program Committees have been filled for Long Branch as well.
  - ii) Discussion: High cost of hotels and resort hotels and their effects on travel/ accommodations. Treasurer will further discuss hotel costs and Fall 2019 conference in Cambridge in the Treasurer’s Report.
  - iii) Discussion: Who is responsible for printing service awards and who receives service awards? Conclude that Archives Coordinator will no longer be responsible for printing service awards, instead Administrator will be responsible. Service awards will be given at the proposal of Steering and Meetings Coordinating Committee and also given to major officers as they cycle out.
  - iv) Vote on service awards for Marie Elia (Morgantown PC), Liz Scott (Morgantown PC), Lori Hostuttler (Morgantown LAC), Danielle Emerling (Morgantown LAC), and Jane LaBarbara (Morgantown LAC). All votes in favor. None opposed. Motion passes.
- e) Secretary (Caitlin Rizzo)—Report submitted.
- f) Treasurer (Amanda May)—Report submitted.
  - i) Updated figures for budget. Vanguard’s bonds did very well at .017%.
  - ii) Updates to Morgantown came in at slight deficit with most of the expenses stemming from the new member reception, which has raised questions of whether Local Arrangements or Membership should pay for the new member receptions that will be discussed under new business.
  - iii) Discussion: Earlier questions arose about what the administrative expenses line in the budget is for every conference. Concluded that this is the money set aside to compensate the Administrator for efforts.
  - iv) There is \$3,447.41 in new profits for next fiscal year. Finance Committee would like to recommend we use that money in particular ways.

- (1) Finance recommends allocating \$400.00 to producing membership post card for the effort to increase non-renewing member.
- (2) Finance recommends subsidizing the Cambridge conference with an additional \$2,000.00 in the understanding that if Cambridge returns a profit, the money would be returned.
- (3) Finance recommends that allocating remaining funds to the Graduate Scholarship fund to make one additional \$1,000.00 award for 2020.
- (4) Discussion: Status of Graduate Scholarship funds, Travel Award Funds, and membership donation funding.
- (5) Vote: Additional funds should be allocated in ways stipulated by Finance report. All in favor. None opposed.
- g) Parliamentarian (Vin Novara)—No report submitted.
- i) Parliamentarian provides a review of procedures.

**4) Advisory Positions (15 minutes)**

- a) Historian (Brown)—Report submitted.
  - i) Lauren adds that new MARAC Archivist should be announced shortly.
- b) Archivist (vacant)—No report submitted.
- c) Development Coordinator (Bhatia)—No report submitted.
  - i) Suggests another targeted fundraising effort in the fall for Archives Month or Fall meeting.
  - ii) Discussion: Which funds should be targeted? Agree that disaster funds should be targeted.
  - iii) Motion to vote on targeting the Disaster funds for Fall? All in favor. None opposed.
- d) Web Team (Caringola/Sailer)—Report submitted.
  - i) Caucus Reps and Committee Chairs should review their webpage and send recommendations to Sailer.
  - ii) Discussion: Chair adds that committee member information may be outdated and members should update to avoid confusion.
- e) Regional Archival Association Consortium (Andrew Cassidy-Amstutz)—Report submitted.
  - i) Discussion: What is MARAC's expectation from further RAAC involvement? RAAC representative notes that RAAC has been fairly inactive and there has been very little contact. Conclude that RAAC will have a meeting at SAA and Bell volunteers to attend as a representative in Austin.
- f) National Coalition for History (Jan Zastrow) —Report submitted.
  - i) Decision for Zastrow to reach out to Lee White to discuss how board policy members are selected from Contributing Member pool and inform Steering Committee at next meeting.
  - ii) Request received from the Ohio Archivist Association whom are interested in working with History Caucus in the House. Zastrow will follow up with Lee White.

**5) Old Business (30 minutes)**

- a) Diversity & Inclusion Scholarship (Hurtado)

- i) Discussion of draft included a revised workflow, timeline, and rubric for the Diversity and Inclusion Scholarship award.
- ii) Discussion: Is it possible to pre-pay funds for award winners rather than reimburse funds? Education will provide language for re-use/consideration.
- iii) Steering committee will provide comments by August 15, 2019. Next steps include editing and fleshing out communication strategy, providing language from Education's work with instructor contracts, and piloting workflow for selection of awardees with Harrisburg conference.
- iv) Motion to adjourn for 20 minutes. All in favor. None opposed. Adjourned at 12:02. Returned at 12:25.

**6) New Business (30 minutes)**

- a) Conference Meet and Greet Receptions (Borden)
  - i) Discussion: Who should be responsible for planning/funding the Thursday Night Conference Meet and Greet and are sponsors available for funding?
    - (1) Currently, members for the Meetings Coordinating Committee have been serving as a liaison to the Local Arrangements Committee, but there will not be a member available to do this for Cambridge in Fall 2019. Discussion of whether responsibilities should be codified in the Operations Manual or whether the Meet and Greet should just be suggested to every Local Arrangements Committee via the Meetings Manual.
    - (2) Decision that sponsorships can be arranged through either the Vendor Coordinator or Advertising Coordinator via Meetings Coordinating Committee or through Local Arrangements Committee. Meetings Coordinating Committee should be responsible for providing support, but Local Arrangements Committee should be responsible for finding rooms, etc.
    - (3) Next Step: Mannix will be asked to add to Meetings Coordinating Committee agenda for Cambridge to discuss further.
- b) MemberClicks Continuing Education Transcript (Predmore)
  - i) Interested in adding a line to membership profiles to track continuing education /workshop certificates, but will need instructors to record and pass along attendance records. Education agrees to coordinate attendance information.
  - ii) Motion to endorse adding continuing education transcripts to membership profiles. All in favor. None opposed.

**7) Standing and Operational Committees (15 minutes)**

- a) Awards (Bell)—Report submitted.
  - i) Updates on Custer Award: 6 articles and 2 books have been nominated.
- b) Communications (Citak/ Tighe)—Report submitted.
- c) Distinguished Service (Collier)—Report submitted as part of Awards Report.
- d) Diversity & Inclusion (Hurtado)—Report submitted.
- e) Education (Newman)—Report submitted.
- f) Membership (Borden)—Report submitted.
- g) Nominations and Elections (Anglim)—Report submitted.
  - i) Discussion: We need a DC caucus representative by July 30<sup>th</sup>. Sara will send the ballot to DC caucus members. Election will start by July 30<sup>th</sup> and run to mid-August.

**8) State Caucus New Business and Updates (15 minutes)**

- a) Delaware (Brown)—Report submitted.
- b) District of Columbia (vacant)—Report submitted.
- c) Maryland (Testa)—Report submitted.
- d) New Jersey (Cornelius)—Report submitted.
  - i) New Jersey will award the Innovative Archives Award for the Puerto Rican Community Archives in New Jersey Hispanic Research and Information Center at Monmouth County Archives and History Day.
- e) New York (Palm)—Report submitted.
- f) Pennsylvania (Grinnell)—Report submitted.
- g) Virginia (Johnson)—Report submitted.
- h) West Virginia (LaBarbara)—Report submitted.

**9) Additional Items to Discuss (5 minutes)**

- a) Service Awards will be awarded to Becky Collier, Margaret Kidd, David Ranzan, and Brian Keough.
- b) Chair makes a motion to award Service Awards. All in favor. None opposed.
- c) Treasurer reminds caucus chairs that we have moved to a pooled funding model, and so if money is required chairs should contact Amanda May.

**10) Announcements (5 minutes)**

- a) MARAC will have a table at SAA, and if anyone is there to stop by that would be great.

**11) Adjournment**

Chair makes a motion to adjourn. All in favor. None opposed. Adjourned at 1:21 p.m.

**Signature:**

*Caithlen Ryzgo 11/15/2019*