

Awards Committee Report

7/12/19

Individual committee received by the July 12th deadline have been included below.

I have asked the committee chairs to review the Operations Manual section for their committee to determine if additional information needs to be added. I have also asked them to inform me of how they publicize the availability of the awards they present. I would like to explore ways to insure that all of the available awards receive nominations and that the process is competitive.

I hope to meet with the committee chairs in Cambridge if not before.

Custer Award:

This is the current situation with the Custer Award:

We sent the call out a little late this year (3rd week of June), but we're doing okay with submissions. We have 3 weeks left before the deadline, and as of today, we have eight total submissions (two books and six articles)

Laura Streett
Custer Award/Finch Award Committee Chair

Distinguished Service Award:

First meeting will be held at the Cambridge meeting.

Becky Collier
Distinguished Service Award Chair

No reports from Finding Aids Awards (their cycle will not start until after the Cambridge meeting) or Scholarship Awards.

Respectfully Submitted,

Danna Bell
Awards Committee Chair

To: MARAC Steering Committee

Re: Summary of the Communications Committee Activities (April 2019-July 2019) for Spring Steering Committee Meeting, July 2019

The Communications Committee is comprised of Ilhan Citak (Co-Chair), Molly Tighe (Co-Chair), Jodi Boyle, Michael Martin, Melissa Nerino, Kathleen Donahoe, Heidi Abbey and Alex Japha.

MAA Newsletters, Jodi Boyle and Michael Martin --

Published the Summer issue of the MAA on July 1.

Worked with the MARAC Web Team, and added Google Analytics to the MAA portion of the web site as of April 30 to gather general metrics for advertising and readership purposes. We cannot use Analytics for individual issue statistics at this time.

With the Web Team, also investigated the possibility of displaying the current issue of the MAA and other recent issues using the open-source Internet Archive. (The previous MARAC archivist uploaded all back issues through 2014 in the Internet Archive.) Issues in the Internet Archive may be flipped through and viewed like a hard-copy publication with two-page spreads open simultaneously unlike the current online PDF issues of the MAA which only allows one page views at a time. The Internet Archive also allows us to obtain statistics about individual issues. Determined that once the MARAC archivist position is filled, Web Team co-chair Liz Caringola and MAA editor J. Boyle will connect with the new person to establish a workflow so the PDFs of new issues are placed in the Internet Archive quickly, thus fulfilling both objectives – obtaining individual statistics and providing a more hard copy-like reading experience. Freely accessible with a superior interface that meets evolving user expectations, this effort meets the committee's goal of encouraging active engagement in the organization (Strategic Plan, Objective 1).

Technical Leaflets, Alex Japha --

New Technical Leaflets editor Alex Japha spoke with Chris Hartten regarding operating procedures and ongoing projects. He received Chris' working documents including manuals, forms, and leaflet files.

Social Media, Kathleen Donahoe --

Since the beginning of April we've tweeted 12 times which resulted in 732 profile visits, 24 mentions by other users, and 20 new followers. The blog had three new posts in that time. The Facebook group has seen 23 new members join, bringing our current total to 609. There have

been 17 new posts in the group with 12 total comments and 139 reactions from our members. Posts by the committee have included promotion of DRUM, the mentorship program, and MARAC awards. The committee is comparing these metrics to earlier periods to help assess trends in member participation.

MAA Advertising, Melissa Nerino –

Since the last report, we have renewed several contracts for advertisers for the next four issues. Additionally, the Society of American Archivists issued a single ad for the Summer 2019 issue. Communication lines were opened with the conference program editor and vendor coordinator about sharing contact information for vendors/advertisers. The advertisement spreadsheet was updated to reflect this new information, as several of the contacts that had potentially outdated information. This new information has been used to contact potential advertisers for future issues of the *Mid-Atlantic Archivist*.

Other:

-- MAA Print subscription charge -- will be announced during at the start of the next membership cycle, June 2020. Members can subscribe to the print for \$10 charge additional to the membership fee.

-- Liz's term ended in Spring 2019

Ilhan's term is ending in Fall 2019.

Molly is the new co-chair

Chris Hartten's term ended in Spring 2019

Alex Japha is the new Technical Leaflets Editor

Web Team updated the new names on the MARAC website (as of July 12, 2019)

Respectfully submitted by Ilhan Citak and Molly Tighe.

**MARAC
Diversity and Inclusion Committee Report
July 2019**

Date: July 14, 2019

To: Members of the MARAC Steering Committee

**Re: Summary of the Diversity and Inclusion Committee Activities (May 2019 – July 2019)
for Spring Steering Committee Meeting, July 19, 2019**

The Diversity and Inclusion Committee is comprised of the following members: Josué Hurtado (chair), Rayna Andrews, Leslie Van Veen McRoberts, and Marci Bayer.

Morgantown Meeting:

At the Morgantown meeting the code of conduct was displayed at the registration desk, was on the registration website, included in the print program (as a supplement), there was a lactation Room and gender-neutral restroom.

Working on proposal for scholarship

Our committee began work on fleshing out our proposal for a Diversity and Inclusion Session Scholarship. We look forward to further discussion and refinement at the next steering committee meetings.

Member Survey

At the last steering committee meeting, we proposed plans for a demographic membership survey. We have arranged for a conference call with Sara Borden (Membership Committee chair), and Paige Newman (Education Committee chair) to discuss plans to design and implement a membership survey.

Website Updates

We continued to update the resource page, including an article by committee member Leslie Van Veen McRoberts in the American Archivist entitled “The Archival Mystique: Women Archivists Are Professional Archivists,” about “the duality of being a demographically female-dominated profession while women archivists still face traditional gender limitations.”

Committee Meetings

The committee met by conference call on May 13 and conducted most of its work online.

Program Committee coordination

Marci Bayer for Harrisonburg will be D&I committee member embedded in the program committee for the Harrisonburg conference.

Respectfully submitted by Josué Hurtado (chair)

MARAC

Mid-Atlantic Regional Archives Conference

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

MARAC Education Committee Report – 12 July 2019

Cambridge Conference Workshops Fall 2019:

Basics of Museum Object Photography for Non-Photographers

Half-day: 9am to 1pm

Instructors: Douglas Peterson and Wayne Cozzolino, Digital Transitions

Copyright Fundamentals for Librarians and Archivists

Full-Day: 9am to 4pm

Instructor: Peter Hirtle

Reparative Archives: Acquisition, Advocacy, Utilization and Transformation

Full-Day: 9am to 4pm

Instructor: Lae'l Hughes-Watkins

Going It Alone: Considerations, Skills, Joys and Sorrows of Archival Consulting

Half-Day: 1pm to 4pm

Instructor: Valerie A. Metzler

Off Conference Workshops:

June 10, 2019: Project Management in the Archival Workplace – Vin Novara
Thurmont Regional Library, Thurmont, MD - A success!

October 25, 2019: Copyright Fundamentals for Librarians and Archivists – Peter Hirtle
Chester Library, Chester, NJ

In the works:

Possible partnership with the Atlantic Chapter Music Library Association for a sheet music preservation workshop

Continued tasks:

- ~ Workshop instructors' contracts
- ~ Establishing guidelines for co-sponsorship
- ~ Developing webinars
- ~ Creating a MARAC Archives Institute

Respectfully submitted:

Paige Newman, Chair

Andrea Belair

Deirdre Joyce

Elliot McNally

Dawn Sherman-Fells

Elizabeth Wilkinson

MARAC

Membership Committee Report

July 2019

Membership

- Sara A. Borden, Chair
- Sierra Green
- Theresa Altieri Taplin
- Helice Koffler
- Alexandra deGraffenreid
- Yukako Tatsumi
- Cara Griggs
- Sheridan Sayles, Mentorship Program Sub-Committee Coordinator
 - Tyler Stump
 - Jennifer King
 - Nicole Topich
- Caitlin Rizzo, MARAC Secretary (ex-officio)
- Sara Predmore, MARAC Administrator (ex-officio)

Progress and News

- Mentorship Program
 - The Mentorship Program is up and running. Vin Novara stepped down as coordinator and Sheridan Sayles took his place. We are very grateful to Vin for giving us such a successful launch. This achieves the first bullet point under the second objective of the Strategic Plan. Please see the separate report Sheridan Sayles submitted for additional information.
- New Member Meet & Greet
 - The West Virginia Meet & Greet was possibly our most successful yet. However, the arrangements for Maryland have proven to be trickier. As such, there are some questions that the Membership Committee would like the Steering Committee to consider:
 - Is the Meet & Greet reception something Steering would like to see continue?
 - Should it happen at every conference?
 - If it is to continue, can we consider having a standing sponsor for the event? This will offset the cost of the room, hotel staff, and food. Who should take the lead on finding a sponsor?
 - The ideal setup for planning this event would be having one or two members of the Membership Committee act as the consistent presence in the planning while LAC takes the lead on finding the space and ensuring the date/time of the event. Previously, Sheridan Sayles has acted as a liaison from Membership to the LAC and this worked well. Membership would still take the lead on planning and executing the ice-breakers. However, some assistance on the door prizes/swag would also be helpful. Is this a feasible model?

- Membership Survey
 - The Committee plans to work with Diversity and Inclusion as well as Education to create a new survey to get in-depth data on MARAC membership. The creation of the survey will begin this summer. Once the survey questions are compiled and approved, we will send the survey out to membership. As this is such a preliminary stage, timeframe is difficult to estimate, but we hope to get the survey out in the winter. This new survey should assist us in achieving objectives listed in under the first point of the Strategic Plan.

Report of the Mentoring Subcommittee
Summer 2019
10 July 2019

1. Launching the Program

The first round of cohorts has been collected. There are 8 cohorts total with 2 mentors each and no more than 8 mentees per group. The cohorts are:

- New Professionals, D.C. area (1)
- New Professionals, D.C. area (2)
- New Professionals, NYC area
- New Professionals, NYC-ish area
- Mid-Career Archivists
- Students and Second Career Archivists
- Digital Archives
- Lone Arrangers

Where possible, we tried to group cohorts by areas of interest and geographic location (so that cohorts are free to do an in-person meeting if they desire). Each liaison is working with two cohorts each and either has the first meeting set up or is currently scheduling the first meeting.

2. Evaluation of the Program

Since each liaison is planning to have their first cohort meetings set for the end of July, we are going to set up a check in meeting to see what is working and not, as well as identify possible areas of growth.

3. Next Steps

- a. During the upcoming September meeting, we hope to solidify our mid-cycle evaluation as well as revisit any documentation, workflows, and I intend to also suggest a planning call with the New England Archivists (NEA) committee to share lessons learned.
- b. Due to some confusion of the exact duties of the proposed iSchool Liaison as well as the amount of work necessary for a successful iSchool Liaison, further discussion with Sara Borden, Chair of the Membership Committee, will be necessary.

Best,

Sheridan Sayles, MARAC Membership Committee Mentoring Coordinator