

MARAC

Mid-Atlantic Regional Archives Conference

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

STEERING COMMITTEE

July 19, 2019

10 a.m.—2 p.m.

Drexel University, Philadelphia, PA

AGENDA

I. Call to Order (5 min)

- A. Introductions
- B. Approval of Agenda

II. Approval of Steering Committee Minutes (5 min)

- A. April 2019 Minutes (Morgantown, WV)

III. Officer's Reports (15 min)

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

IV. Advisory Positions (15 min)

- A. Historian (Lauren Brown)
- B. Archivist (vacant)
- 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. Diversity & Inclusion Scholarship (Josue Hurtado)

VI. New Business (30 min)

- A. Conference Meet and Greet Receptions (Sara Borden)
- B. MemberClicks Continuing Education Transcript (Sara Predmore)

VII. Standing and Operational Committees (15 min)

- A. Awards (Danna Bell)
- B. Communications (Ilhan Citak/Molly Tighe)

- C. Distinguished Service (Becky Collier)
- D. Diversity & Inclusion (Josue Hurtado)
- E. Education (Paige Newman)
- F. Membership (Sara Borden)
- G. Nominations and Elections (Christopher Anglim)

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

- A. Delaware (Kevin Brown)
- B. District of Columbia (Derek Gray)
Position is currently vacant but Grey submitted final report.
- 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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Chair Report

Steering Committee Meeting
Philadelphia, Pennsylvania
July 2019

1. Meeting with Administrator

On May 2, I travelled to Dickinson College to meet with MARAC Administrator Sara Predmore to discuss her work for MARAC and how we can work together effectively for the organization.

2. Meeting with Incoming Chair-Elect

On June 27, I had a phone meeting with then incoming Chair Elect Jennie Knies to discuss priorities for the coming year.

3. Meetings with Committee Chairs

I had a phone meeting July 9, with Membership Chair Sara Borden to discuss support for the Membership Meet and Greet and plans for a membership survey in the fall. I also have a phone meeting scheduled on July 17 with Education Committee Chair Paige Newman.

4. Resignations

a. Nominations and Elections Chair

Jessica Wagner Webster stepped down as incoming Nominations and Elections Committee Chair on June 26. Christopher Anglim, another elected member of the committee agreed to serve as chair, and I appointed him do so. Wagner Webster will remain on the committee as a member.

b. D.C. Caucus Chair

I also accepted the resignation of Derek Gray as D.C. Caucus Representative on July 1. Christopher Anglim, new Chair of Nominations and Elections and his committee have been tasked with preparing a ballot for a new D.C. Caucus Representative by the end of the month as prescribed in the by-laws. Sara Predmore provided Anglim with a list of D.C. Caucus members.

5. NCH Policy Board

In her last weeks as Chair, Becky continued to reach out to the other regionals to try to raise \$4,000 for a seat on the National Coalition for History Policy Board. Right now, we only have \$2,100 pledged.

6. Planning for Fall Steering

I have been working with Lindsey Loeper on Local Arrangements to try to plan a meal for our fall meeting that is within our budget. This has been challenging given food costs at the hotel, but I am committed to trying to keep us on site.

7. Appointments

In my final weeks as Chair-Elect, I completed a number of appointments and reappointments. I also worked with the Web Team to have these added to the website.

Name	Title/Committee	Term Ends
Margaret Kidd	N&E Committee Member, Former Steering	Summer 2020
Geof Huth	N&E Committee Member, Former Steering	Summer 2020
David Ranzan	Assistant Program Editor, MCC	Summer 2021
Emily Rafferty	Program Editor, MCC	Summer 2021
Josette Schluter	MCC Member, Member- at-large	Summer 2021
Lisa Illum	Technical Coordinator, MCC	Summer 2021
Nicholas Zmijewski	Vendor Coordinator, MCC	Summer 2021
Paige Newman	Education Committee Chair	Summer 2021
Andrea Belair	Education Committee Member	Summer 2021
Deirdre Joyce	Education Committee Member	Summer 2021
Dawn Sherman-Fells	Education Committee Member	Summer 2021
Elliot McNally	Education Committee Member	Summer 2021
Sara Borden	Membership Committee Chair	Summer 2021
Sheridan Sayles	Mentoring Coordinator, Membership Committee, Mentoring Subcommittee	Summer 2021
Nicole Topich	Membership Committee Member, Mentoring Subcommittee	Summer 2021
Alexandra deGraffenreid	Membership Committee Member	Summer 2021
Cara Griggs	Membership Committee Member	Summer 2021
Tara Wink	Finance Committee Member	Summer 2021

Hillary Kativa	Finance Committee Member, Member-at-large	Summer 2021
Jodi Boyle	MAA Editor, Communications Committee	Summer 2021
Heidi Moyer	Communications Committee Member	Summer 2021
Molly Tighe	Communications Committee Chair	Summer 2021
Alex Japha	Technical Leaflets Editor, Communications Committee	Summer 2021
Andrew Cassidy-Amstutz	RAAC Representative	Summer 2020
Jan Zastrow	NCH Representative	Summer 2020
Vin Novara	Parliamentarian	Summer 2020

Respectfully submitted,
Rachel Grove Rohrbaugh
Chair, 2019-2020

To: MARAC STEERING COMMITTEE
From: SARA PREDMORE, MARAC ADMINISTRATOR
Date: JULY 12, 2018 – DREXEL UNIVERSITY, PHILADELPHIA, PA
Re: ADMINISTRATOR’S REPORT

Membership Statistics

There were 915 active members (as of June 30, 2019):

- 799 Regular Members
- 57 Retired Members
- 59 Student Members

Membership Statistics Comparison

Member Type	2017 (as of 6/30/2017)	2018 (as of 6/30/18)	2019 (as of 6/30/19)	% change 2018-2019
Regular	898	884	799	-9.62%
Retired	25	51	57	11.76%
Student	136	23	59	156.52%
Total	1059	958	915	-4.49%

State Caucus Membership Statistics Comparison

Caucus	2017 (as of 6/30/2017)	2018 (as of 6/30/18)	2019 (as of 6/30/19)
DC	190	155	153
Delaware	43	46	45
Maryland	244	196	192
New Jersey	147	144	133
New York	240	245	200
Pennsylvania	242	226	209
Virginia	173	152	154
West Virginia	19	15	29

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

Month	2019-2020
April	16
May	3
June	3
Total	22

ADDITIONAL INFORMATION

MemberClicks: A new function was recently introduced to track members' continuing education.

The CE Transcript allows the administrator to view, add to and maintain members' earned educational credit hours at the profile level. Additionally, CE Transcript empowers members to access, add to, and export their educational history on demand.

The administrator would be responsible for updating profiles after workshops. It would not be labor intensive, but it would be a long-term responsibility to be added to the Administrator's job description.

Bylaws Vote: Working with Jennifer Henderson, Chair of the Nominations and Elections Committee, the vote to approve the proposed bylaws revision held April 26-May 10, 2019. The revisions were approved. A note for future votes on revisions: there were errors in pdf that accompanied the ballot likely due to multiple formatting changes. Although corrections were made and membership was informed, it was suggested that the pdf format used for this vote should not be used for future bylaws revisions votes.

Mid-Atlantic Archivist: I worked with the Dickinson College Print Center to determine per piece pricing for printing and mailing the MAA and separate design costs for an all-digital edition. I shared the information with the Treasurer. The MAA summer edition was distributed electronically on July 1, 2019 and 167 copies were mailed.

Membership: I sent a listing of lapsed members to the Membership Chair and Caucus Reps asking for input on how best to contact and encourage these people to renew their memberships. Some Caucus Reps provided job/location updates on people and agreed to reach out personally to members in their area.

To develop targeted renewal messages to each of our member types (Regular, Retired, and Student), I took an informal poll of the Steering Committee to garner opinions on the different benefits for each member type. In addition to tailoring messages to our different member types, I used the information to develop membership marketing messages to send to non-members that attended the Morgantown conference or the Project Management workshop in June.

Renewal Stats: Descriptions for our donation funds were added to the membership renewal form. Renewal notices for the 2019-2020 membership year were sent electronically on June 24, 2019. Paper forms were mailed to the 96 members that requested them. The MARAC website was updated with the new information and forms. As of July 11, 2019, 375 members renewed their memberships.

Fall 2019 Cambridge Conference: Vendor and sponsor registration is ongoing with 13 organizations registered as of July 11, 2019.

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Secretary's Report to Steering

Summer 2019, Philadelphia, PA

Minutes

April 14, 2019: Submitted draft of April 11 Steering Committee minutes to Steering Committee members for comment.

April 28, 2019: Submitted Wilmington (Fall 2018) Business Meeting minutes for posting
Winter Steering Committee minutes (January 2019) to MARAC administrator to post on the website.

Operations Manual

With Member-At-Large, Margaret Kidd, finalized Google Drive and release of Operations Manual.

Created a "Public view" version of the manual to link to from the MARAC website.

Worked with MARAC Administrator, Sara Predmore, to post revised Bylaws on the MARAC website.

Respectfully submitted,

Jennie Levine Knies
MARAC Secretary

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July 10, 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 Wednesday, July 10, in advance of the Summer 2019 Steering meeting to be held in Philadelphia, PA on July 19, 2019.

1. Highlights of the Fourth Quarter Treasurer's Report (see attached) are listed below.
 - The income is from membership dues; conference income; off-meeting workshops; publication sales and advertising; mailing list sales; bank interest; and gifts.
 - Expenses are from Administrator salary and phone; MARAC archives support; caucus events and sponsorships; MARAC insurance; MAA printing and mailing; and expenses related to the Spring conference.
 - We wrapped up the year under budget by \$6,616.54. We brought in less money but we were also fiscally prudent.
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 Spring 2019 conference report for Morgantown, WV is attached. Expenses were lower than expected, especially with tour expenses, the hospitality event (LAC was going to buy a round of appetizers, but everyone seemed happy buying their own food and drink), and administrative services (which were possibly mis-reported for previous conferences, something which will be fixed going forward). Slight loss of \$439.29.
 - Finance asks Steering to clarify whether Membership or LAC should pay for New Member Receptions for future conferences. LAC paid for the Morgantown event, \$3,447.41, which contributed to the conference's deficit, but it was not in either group's budget.
 - The Treasurer asks Steering to weigh in on the Administrative Expenses line of each conference's budget. Background and more information will be forthcoming

from the Treasurer, who is currently gathering information, at the Steering meeting.

4. According to our charge to “review the total profits, if any, generated from the Fall and Spring meetings, and make a recommendation to the Steering Committee as to where those funds should be directed” we shall discuss disposition of the \$3,942.25 in meeting profits for the 2019 fiscal year. The Finance Committee recommends the following actions:

- Give the Membership Committee an additional \$400 for producing a postcard to send to non-renewing members and to take to conferences where MARAC has a table, as a cheaper giveaway to interested parties than conference programs or MAA issues.
- Subsidize the Cambridge conference by \$2,000 specifically for the reception. If Cambridge turns a profit, up to \$2,000 of the profits will be made available to Steering for alternative disposition.
- Add enough money to the Graduate Scholarship fund to fund an additional award of \$1,000, making two \$1,000 awards total for FY20.
- Add an additional \$400 travel award available for each conference in FY20.

FY 2019, 4th Quarter (April 1, 2019 to June 30, 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>
INCOME							
Membership Dues	\$43,000.00	\$25,893.00	\$2,242.00	\$1,787.00	\$6,971.00	\$36,893.00	86%
Conference Registration	\$95,000.00	\$30,726.00	\$3,431.00	\$28,876.50	\$3,302.00	\$66,335.50	70%
Conference Vendors	\$15,000.00	\$3,100.00	\$6,950.00	\$5,020.00	\$5,700.00	\$20,770.00	138%
Conference Sponsorship	\$6,000.00	\$1,000.00	\$6,250.00	\$2,750.00	\$1,250.00	\$11,250.00	188%
Publication Advertising	\$4,000.00	\$1,205.00	\$360.00	\$988.00	\$1,080.00	\$3,633.00	91%
Publication Sales	\$350.00	\$45.00	\$0.00	\$270.00	\$90.00	\$405.00	116%
Mailing List Sales	\$150.00	\$0.00	\$0.00	\$0.00	\$50.00	\$50.00	33%
Off-Meeting Workshops	\$13,500.00	(\$90.00)	\$797.50	\$0.00	\$2,175.00	\$2,882.50	21%
Bank Interest	\$100.00	\$34.33	\$35.48	\$33.23	\$34.38	\$137.42	137%
Investment Interest	\$2,000.00	\$294.50	\$778.26	\$1,429.72	\$1,410.93	\$3,913.41	196%
Gifts to Operations	\$500.00	\$180.00	\$25.00	\$0.00	\$76.00	\$281.00	56%
Miscellaneous	\$0.00	\$0.00	\$75.00	\$0.00	\$200.00	\$275.00	0%
Total Income	\$179,600.00	\$62,387.83	\$20,944.24	\$41,154.45	\$22,339.31	\$146,825.83	82%
EXPENSES							
Administrator	\$20,000.00	\$6,169.81	\$3,634.58	\$5,009.78	\$5,129.82	\$19,943.99	100%
Web Services	\$5,125.00	\$5,388.00	\$74.00	\$616.00	\$0.00	\$6,078.00	119%
Archivist	\$1,000.00	\$750.00	\$0.00	\$0.00	\$250.00	\$1,000.00	100%
Accountant	\$1,500.00	\$0.00	\$0.00	\$1,075.00	\$0.00	\$1,075.00	72%
Advocacy	\$2,095.00	\$0.00	\$1,500.00	\$0.00	\$70.00	\$1,570.00	75%
Insurance Policy	\$1,100.00	\$300.00	\$0.00	\$0.00	\$953.00	\$1,253.00	114%
Phone	\$650.00	\$164.69	\$165.00	\$165.36	\$165.21	\$660.26	102%
Postage	\$1,085.00	\$440.21	\$352.96	\$1,678.90	\$468.47	\$2,940.54	271%
Office Supplies	\$150.00	\$330.82	\$40.80	\$57.01	\$69.57	\$498.20	332%
Food	\$6,305.00	\$363.48	\$1,403.60	\$433.71	\$104.58	\$2,305.37	37%
Travel	\$5,290.00	\$1,111.94	\$464.72	\$1,283.57	\$98.00	\$2,958.23	56%
Equipment	\$0.00	\$689.74	\$0.00	\$164.76	\$0.00	\$854.50	0%
Printing and Design	\$8,700.00	\$1,486.61	\$4,180.86	\$28.39	\$2,603.53	\$8,299.39	95%
Conference	\$105,000.00	\$0.00	\$34,250.87	\$3,234.02	\$39,046.32	\$76,531.21	73%
Lodging	\$3,700.00	\$75.15	\$139.22	\$551.75	\$0.00	\$766.12	21%
Honoraria	\$6,350.00	\$0.00	\$1,950.00	\$0.00	\$1,330.00	\$3,280.00	52%
Awards and Prizes	\$1,450.00	\$295.00	\$600.00	\$250.00	\$120.00	\$1,265.00	87%
Scholarships	\$2,000.00	\$0.00	\$710.24	\$400.00	\$1,069.26	\$2,179.50	109%
Banking Fees	\$7,200.00	\$1,540.85	\$1,506.85	\$681.26	\$1,425.09	\$5,154.05	72%
Investments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Disaster Assistance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Miscellaneous	\$900.00	\$0.00	\$50.00	\$56.00	\$80.00	\$186.00	21%
Total Expenses	\$179,600.00	\$19,106.30	\$51,023.70	\$15,685.51	\$52,982.85	\$138,798.36	77%
Net Income or (Loss)		\$43,281.53	(\$30,079.46)	\$25,468.94	(\$30,643.54)	\$8,027.47	

Account Balances

		<u>Opening</u>	<u>Credits</u>	<u>Debits</u>	<u>Closing</u>	
PNC Checking	\$84,864.08	Operating	\$38,421.01	\$22,339.31	(\$52,982.85)	\$7,777.47
PNC Savings	\$76,624.75	Restricted	\$142,341.00	\$529.00	\$0.00	\$142,870.00
Vanguard Bonds	\$84,337.26	Reserve	\$62,860.00	\$0.00	\$0.00	\$62,860.00
Total	\$245,826.09	Surplus	\$78,432.33	\$0.00	\$0.00	\$78,432.33
		Totals	\$322,054.34	\$22,868.31	(\$52,982.85)	\$291,939.80

Summary - Fourth Quarter FY 2019

Opening Balance	\$320,304.34
Total Income	\$22,868.31
Total Expenses	(\$52,982.85)
Closing Balance	\$290,189.80

Restricted Funds

		<u>Opening</u>	<u>New Gifts</u>	<u>Spending</u>	<u>Closing</u>	
PNC Savings	\$58,532.74	Disaster Assist.	\$12,308.00	\$261.00	\$0.00	\$12,569.00
Vanguard Bonds	\$84,337.26	Education	\$123,588.00	\$141.00	\$0.00	\$123,729.00
Total	\$142,870.00	Graduate Scholar	\$895.00	\$126.00	\$0.00	\$1,021.00
		Finch Award	\$5,550.00	\$1.00	\$0.00	\$5,551.00
		Total	\$142,341.00	\$529.00	\$0.00	\$142,870.00

FY 2019, 4th Quarter

(April 1, 2019 to June 30, 2019)

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Conference Sponsorship	\$6,000.00	\$1,000.00	\$6,250.00	\$2,750.00	\$1,250.00	\$11,250.00	188%
Publication Advertising	\$4,000.00	\$1,205.00	\$360.00	\$988.00	\$1,080.00	\$3,633.00	91%
Publication Sales	\$350.00	\$45.00	\$0.00	\$270.00	\$90.00	\$405.00	116%
Mailing List Sales	\$150.00	\$0.00	\$0.00	\$0.00	\$50.00	\$50.00	33%
Off-Meeting Workshops	\$13,500.00	(\$90.00)	\$797.50	\$0.00	\$2,175.00	\$2,882.50	21%
Bank Interest	\$100.00	\$34.33	\$35.48	\$33.23	\$34.38	\$137.42	137%
Investment Interest	\$2,000.00	\$294.50	\$778.26	\$1,429.72	\$1,410.93	\$3,913.41	196%
Gifts to Operations	\$500.00	\$180.00	\$25.00	\$0.00	\$76.00	\$281.00	56%
Miscellaneous	\$0.00	\$0.00	\$75.00	\$0.00	\$200.00	\$275.00	0%
Total Income	\$179,600.00	\$62,387.83	\$20,944.24	\$41,154.45	\$22,339.31	\$146,825.83	82%
EXPENSES							
Administrator	\$7,830.00	\$5,671.80	\$394.72	\$485.20	\$5,330.38	\$11,882.10	152%
Executive Officers	\$23,600.00	\$6,919.81	\$3,634.58	\$5,009.78	\$1,203.00	\$16,767.17	71%
DE Caucus	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
DC Caucus	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
MD Caucus	\$500.00	\$0.00	\$0.00	\$0.00	\$80.00	\$80.00	16%
NJ Caucus	\$500.00	\$45.00	\$0.00	\$0.00	\$140.00	\$185.00	37%
NY Caucus	\$500.00	\$0.00	\$0.00	\$0.00	\$50.00	\$50.00	10%
PA Caucus	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
VA Caucus	\$400.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	63%
WV Caucus	\$450.00	\$0.00	\$0.00	\$0.00	\$36.73	\$36.73	8%
Steering	\$6,440.00	\$1,432.87	\$2,810.00	\$2,152.90	\$98.00	\$6,493.77	101%
Communications	\$9,850.00	\$1,783.79	\$1,898.35	\$1,673.43	\$1,493.84	\$6,849.41	70%
Education	\$10,600.00	\$0.00	\$589.48	\$0.00	\$0.00	\$589.48	6%
Diversity and Inclusion	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Meetings Coordinating	\$0.00	\$689.74	\$0.00	\$280.89	\$0.00	\$970.63	0%
Finance	\$8,730.00	\$1,540.85	\$1,534.13	\$1,869.27	\$1,508.70	\$6,452.95	74%
Membership	\$200.00	\$63.73	\$71.56	\$0.00	\$174.08	\$309.37	155%
Nominating	\$50.00	\$27.93	\$0.00	\$0.00	\$0.00	\$27.93	56%
Custer	\$450.00	\$13.65	\$350.00	\$0.00	\$0.00	\$363.65	81%
Distinguished Service	\$250.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00	100%
Finding Aids	\$750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Scholarship	\$2,000.00	\$250.00	\$650.00	\$400.00	\$1,069.26	\$2,369.26	118%
Fall Conference (LAC)	\$50,000.00	\$630.82	\$38,790.88	\$32.02	\$435.90	\$39,889.62	80%
Spring Conference (LAC)	\$55,000.00	\$36.31	\$50.00	\$3,532.02	\$41,362.96	\$44,981.29	82%
Total Expenses	\$179,600.00	\$19,106.30	\$51,023.70	\$15,685.51	\$52,982.85	\$138,798.36	77%
Net Income or (Loss)		\$43,281.53	(\$30,079.46)	\$25,468.94	(\$30,643.54)	\$8,027.47	

<u>Account Balances</u>		<u>Opening</u>	<u>Credits</u>	<u>Debits</u>	<u>Closing</u>	
PNC Checking	\$84,864.08	Operating	\$38,421.01	\$22,339.31	(\$52,982.85)	\$7,777.47
PNC Savings	\$76,624.75	Restricted	\$142,341.00	\$529.00	\$0.00	\$142,870.00
Vanguard Bonds	\$84,337.26	Reserve	\$62,860.00	\$0.00	\$0.00	\$62,860.00
Total	\$245,826.09	Surplus	\$78,432.33	\$0.00	\$0.00	\$78,432.33
		Totals	\$322,054.34	\$22,868.31	(\$52,982.85)	\$291,939.80

Summary - Fourth Quarter FY 2019

Opening Balance	\$320,304.34
Total Income	\$22,868.31
Total Expenses	(\$52,982.85)
Closing Balance	\$290,189.80

<u>Restricted Funds</u>		<u>Opening</u>	<u>New Gifts</u>	<u>Spending</u>	<u>Closing</u>	
PNC Savings	\$58,532.74	Disaster Assist.	\$12,308.00	\$261.00	\$0.00	\$12,569.00
Vanguard Bonds	\$84,337.26	Education	\$123,588.00	\$141.00	\$0.00	\$123,729.00
Total	\$142,870.00	Graduate Scholar	\$895.00	\$126.00	\$0.00	\$1,021.00
		Finch Award	\$5,550.00	\$1.00	\$0.00	\$5,551.00
		Total	\$142,341.00	\$529.00	\$0.00	\$142,870.00

FINAL SUMMARY

Category	Budgeted 250 Attendees	Actual 251 Attendees
INCOME		
Registration Fees	\$25,650.00	\$23,925.00
Exhibitor Fees	\$12,925.00	\$13,950.00
Meals	\$4,275.00	\$3,460.00
Reception	\$1,200.00	\$200.00
Tour Fees	\$995.00	\$278.50
Workshop Fees	\$4,050.00	\$4,320.00
Total Income	\$49,095.00	\$46,133.50
EXPENSES		
Administrative Services	\$5,000.00	\$5,000.00
Hospitality Event	\$250.00	\$0.00
Hotel Expenses	\$10,193.00	\$10,875.45
LAC Expenses	\$250.00	\$63.20
Meal Expenses with Tax Exemption	\$19,227.04	\$20,628.67
Reception	\$7,482.50	\$6,383.45
Registration/Program	\$2,600.00	\$1,954.56
Session/Plenary Speakers	\$885.00	\$986.19
Tour Expenses	\$865.00	\$285.70
In-Service Day Expenses	\$250.00	\$82.01
Workshop Expenses	\$2,750.00	\$1,475.00
Total Expenses	\$49,752.54	\$47,734.23
Profit	(\$657.54)	(\$1,600.73)
MARAC Cover of Steering Dinner	\$1,659.20	\$1,161.44
NET INCOME / PROFIT	\$1,001.66	(\$439.29)

MARAC SPRING 2019 MEETING

MORGANTOWN, WV

FINAL INCOME

CATEGORY	Budgeted 250			Actual 251		
	Cost/Item	Attendees	Total	Cost/Item	Attendees	Total
Registration Fees						
Pre-Reg Members	\$95.00	140	\$13,300.00	\$95.00	144	\$13,680.00
Pre-Reg Non-Members	\$135.00	35	\$4,725.00	\$135.00	21	\$2,835.00
Late Reg Members	\$105.00	25	\$2,625.00	\$105.00	30	\$3,150.00
Late Reg Non-Members	\$145.00	10	\$1,450.00	\$145.00	12	\$1,740.00
Member, on-site	\$115.00	15	\$1,725.00	\$115.00	6	\$690.00
Non-member, on-site	\$155.00	5	\$775.00	\$155.00	3	\$465.00
Student registration	\$50.00	10	\$500.00	\$50.00	24	\$1,200.00
Complimentary or Workshop				\$0.00	8	\$0.00
One day (Saturday only)	\$55.00	10	\$550.00	\$55.00	3	\$165.00
Total Registration Fees		250	\$25,650.00		251	\$23,925.00
Exhibitor Fees						
Ads (Full page)	\$500.00	1	\$500.00	\$500.00	0	\$0.00
Ads (Half page)	\$300.00	1	\$300.00	\$300.00	0	\$0.00
Ads (Quarter page)	\$200.00	1	\$200.00	\$200.00	2	\$400.00
Ads (Business Card)	\$125.00	1	\$125.00	\$125.00	0	\$0.00
Ads (Table Upgrade to 1/2 Pg)	\$100.00	0	\$0.00	\$100.00	2	\$200.00
Donations/Sponsorships	\$250.00	8	\$2,000.00	\$250.00	3	\$750.00
Donations/Sponsorships	\$500.00	2	\$1,000.00	\$500.00	2	\$1,000.00
Donations/Sponsorships	\$1,000.00	0	\$0.00	\$1,000.00	2	\$2,000.00
Rental - 1 Table	\$600.00	12	\$7,200.00	\$600.00	16	\$9,600.00
Rental - 2 Tables	\$800.00	2	\$1,600.00	\$800.00	0	\$0.00
Total Exhibitor Fees			\$12,925.00			\$13,950.00
Meals						
Breakfast - Business Mtg.	\$20.00	70	\$1,400.00	\$20.00	44	\$880.00
Vendor Additional Box Lunches				\$20.00	4	\$80.00
Lunch - Friday	\$25.00	115	\$2,875.00	\$25.00	100	\$2,500.00
Total Meals			\$4,275.00			\$3,460.00
Reception						
Sponsorship	\$500.00	2	\$1,000.00	\$500.00	0	\$0.00
Guest Tickets	\$20.00	10	\$200.00	\$20.00	10	\$200.00
Total Reception Income			\$1,200.00			\$200.00
Tour Fees						
Tour #1 Zipline	\$40.00	10	\$400.00	\$40.00	0	\$0.00
Tour #2 Arthurdale	\$12.00	10	\$120.00	\$12.00	8	\$96.00

Tour #3 Mtown	\$10.00	10	\$100.00	\$10.00	7	\$70.00
Tour #4 Easton	\$10.00	10	\$100.00	\$10.00	3	\$30.00
Tour #5 Art Museum	\$10.00	10	\$100.00	\$10.00	0	\$0.00
Tour #6 Coopers Rock State Park	\$5.00	10	\$50.00	\$5.00	6	\$30.00
Tour #7 Watts Museum	\$7.50	10	\$75.00	\$7.50	3	\$22.50
Tour #8 PRT	\$5.00	10	\$50.00	\$5.00	6	\$30.00
Total Tour Fees			\$995.00			\$278.50
Workshop Fees						
Workshop #1	\$90.00	15	\$1,350.00	\$90.00	13	\$1,170.00
Workshop #2	\$90.00	15	\$1,350.00	\$90.00	28	\$2,520.00
Workshop #3	\$90.00	15	\$1,350.00	\$90.00	7	\$630.00
Total Workshop Fees			\$4,050.00			\$4,320.00
Total Income			\$49,095.00			\$46,133.50

FINAL EXPENSES

Category	Budgeted 250			Actual 251		
	Cost/Item	Attendees	Total	Cost/Item	Attendees	Total
Administrative Services Total			\$5,000.00			\$5,000.00
Hospitality Event			\$250.00			\$0.00
Hotel Expenses						
AV Equipment Tech & Rental			\$6,000.00			\$8,242.73
Wireless Internet			\$1,350.00			\$950.00
Room Rentals			\$0.00			\$0.00
Table rentals for vendors	\$50.00	16	\$800.00			\$800.00
Miscellaneous Expenses			\$250.00			\$119.00
Miscellaneous Expenses 22% service charge			\$1,793.00			\$763.72
Total Hotel Expenses			\$10,193.00			\$10,875.45
LAC Expenses						
Lactation Supplies						\$63.20
Total LAC Expenses			\$250.00			\$63.20
Meal Expenses						
Breakfast Buffet - Sat	\$25.00	70	\$1,750.00			\$1,433.50
Continental Breakfast - Fri	\$14.00	200	\$2,800.00			\$3,825.92
Coffee Breaks Thur (AM & PM)	\$22.00	50	\$1,100.00			\$1,073.60
Meet and Greet Th						\$3,447.41
Coffee Breaks Fri (AM & PM)	\$29.00	200	\$5,800.00			\$5,065.44
Coffee Break Sat AM	\$9.00	150	\$1,350.00			\$858.88
Lunch - Friday (fish)	\$28.00	45	\$1,260.00			\$3,498.96
Lunch - Friday (chicken)	\$21.00	45	\$945.00			
Lunch - Friday (veg)	\$22.00	25	\$550.00			
Lunch - Exhibitor Friday	\$18.00	14	\$252.00			\$263.52
Steering Committee - Th	\$34.00	40	\$1,360.00			\$1,161.44
Subtotal Meal Expenses			\$17,167.00			\$20,628.67
Subtotal Meal Expenses less 10% discount			\$15,450.30			
Service Charge 22%			\$3,776.74			
Total Meal Expenses			\$19,227.04			\$20,628.67
Reception						
Caterer			\$5,000.00			\$4,199.40
Alcohol			\$1,000.00			\$615.50
Entertainment			\$250.00			\$80.00
Insurance			\$400.00			\$176.97
Transportation			\$722.50			\$637.50
Security			\$110.00			\$110.00
Facility Fees			\$0.00			\$564.08
Total Reception Costs			\$7,482.50			\$6,383.45
Registration/Program						
Sched App			\$250.00			\$250.00
Program			\$2,000.00			\$1,422.54
Folders, Badges, etc.			\$250.00			\$234.02
Website (hosting, ad-free upgrade)			\$100.00			\$48.00
Total Registration/Program Costs			\$2,600.00			\$1,954.56

Uncancelled staff rate room
Stage and ramp in room

Lunch/Plenary Speakers

Lodging (use comp room)			\$0.00		\$0.00
Honoraria			\$500.00		\$750.00
Meals			\$165.00		\$43.49
Travel			\$220.00		\$192.70
Total Session/Plenary Costs			\$885.00		\$986.19

Tours

Tour #1 Zipline	\$40.00	10	\$400.00		cancelled
Tour #2 Arthurdale	\$8.00	10	\$80.00		\$64.00
Tour #2 van rental (if needed)	n/a		\$100.00		\$71.70
Tour #3 Mtown (honorarium)	n/a	10	\$100.00		\$50.00
Tour #4 Easton (honorarium)	n/a	10	\$50.00		\$50.00
Tour #5 Art Museum (honorarium)	n/a	10	\$50.00		cancelled
Tour #6 Coopers Rock State Park	n/a		\$0.00		\$0.00
Tour #7 Watts Museum	n/a	10	\$75.00		\$50.00
Tour #8 PRT	\$1.00	10	\$10.00		\$0.00
Total Tour Expenses			\$865.00		\$285.70

In-Service

Parking					\$64.00
Coffee					\$18.01
Total In-Service Day Expenses			\$250.00		\$82.01

Workshop Expenses

Honoraria (\$500 per instructor)			\$1,500.00		\$1,000.00	
Travel (up to \$250 per instructor)			\$1,250.00		\$250.00	
New Member Workshop Coupons			\$0.00	\$45.00	5	\$225.00
Misc. Expenses			\$0.00			
Total Workshop Expenses			\$2,750.00			\$1,475.00

Total Expenses			\$49,752.54			\$47,734.23
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MARAC Historian Report
July/2019 (for the MARAC Steering Committee Meeting in Philadelphia, PA)

I am pleased to announce that an updated finding aid to the MARAC Archives is now “up” on relevant web pages, including a link to the finding aid on the MARAC website. This is largely due to diligent and careful work by Emily Flint, currently a contractual archivist on the staff in Special Collections/University Archives (SCUA) at UMD. I worked with her closely on this project.

I believe are all very pleased that the proposed Bylaws revisions received favorable votes across the board; it was a pleasure to be involved in this project, and also I imagine we are all pleased this project is behind us now!

I have accepted an offer to be a presenter at the upcoming MARAC meeting this fall, along with Jodi Koste and Doug McElrath. The session will focus on the history of MARAC’s “hospitality suite” and subsequent humorous resolutions being presented at MARAC business meetings the following mornings. I also participated in one of Jeff Huth’s “An Archivist’s Tale” podcasts (#70); in my interview I spoke for some time about the early history of MARAC.

There should be an announcement very soon at this point regarding the appointment of a new curator in SCUA/UMD. This person will take on the duties of becoming the new MARAC Archivist, the fifth MARAC archivist since the founding of the Archives by Mary Boccaccio in 1975. Perhaps I will have this information for you by July 19th.

Some of you know that I undertook knee surgery in late May—my rehab is proceeding satisfactorily, but at this juncture I’m not sure if I will be making the trek to Philadelphia—if not I will certainly call in for the Steering Committee meeting.

Lauren Brown
MARAC Historian

MARAC

Mid-Atlantic Regional Archives Conference

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Web Team Report

Steering Committee Meeting
Philadelphia, PA
July 19, 2019

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

Updates since the last Steering Meeting:

The member lists on all Committee pages have been updated. Please check your committee pages and email us (maracwebteam@gmail.com) if you notice any errors.

Liz set up Google Analytics for the MARAC website and determined that the MARAC Archivist was the person in the past who facilitated requests for MARAC materials to be added to the Internet Archive. Liz also discussed what kind of tracking information we can provide to Communications in regard to how many people view issues of MAA online.

The Web Team is also continuing to update its portion of the Operations Manual. This includes a style guide as well as information that we should send conference chairs regarding content we need for the website and the type of assistance that we can provide. In addition, the Web Team will, be meeting later this summer to discuss developing long-term plans for new ways to enhance and improve the experience for users on the MARAC website. We have also identified several pages – such as the About page (<https://www.marac.info/about->) that need to be redesigned.

Other tasks include:

- Liz and Anastasia maintained the Job Opportunities page, adding over 55 job postings since the last Steering meeting.
- Don updated the bylaws page as well as the committee pages as requested.
- Don tested the membership renewal form.
- Liz and Don updated caucus pages and assisted caucus reps and committee chairs as requested.

Respectfully submitted,
Don Sailer

Regional Archival Associations Consortium Representative

Summer 2019 MARAC Steering Committee Report

- No updates at this time
 - Still waiting for responses from RAAC Co-Chairs and Education Subcommittee about MARAC involvement
- Discussion of current level of MARAC involvement by Steering Committee proposed
 - Continuation of standalone RAAC Representative
 - Responsibility assumed by other elected Steering Committee position?
 - MARAC involvement and value gained
 - Etc

Respectfully submitted,
Andrew Cassidy-Amstutz



Summer 2019 NATIONAL COALITION FOR HISTORY Report
MARAC Steering Committee Meeting, July 19, 2019

HOUSE COMMITTEE CLEARS BILL TO REAUTHORIZE THE NHPRC: On June 12, the House Oversight and Reform Committee marked up HR 2978, the “National Historical Publications and Records Commission Reauthorization Act.” The bill would reauthorize the NHPRC at a level of \$15 million from fiscal year 2020 to 2025. This is a major accomplishment since NCH has been working for 10 years to get the NHPRC reauthorized. The bill also provides a designated seat for NCH member CoSA (Council of State Archivists) on the NHPRC.

NARA SEEKS PUBLIC COMMENT ON “ICE” DETAINEE RECORDS: NARA is in the final stages of a records scheduling process with the U.S. Immigration and Customs Enforcement (ICE), for schedule DAA-0567-2015-0013, Detainee Records. The schedule, which covers records related to deaths and allegations of sexual assault and abuse of detainees, received a record number of public comments when initially released in 2017. NARA has published a Consolidated Reply to Comments on Regulations.gov and a Notice in the *Federal Register*. The public now has until August 5, 2019 to submit comments to NARA specifically related to items proposed for disposition on the schedule. This schedule will authorize the disposal of various categories of ICE records over an extended period of time and designate other records for permanent retention, including case files related to detainee deaths in ICE custody.

This schedule was originally proposed to NARA on October 26, 2015. NARA published notice of the pending schedule in the *Federal Register* on July 14, 2017. At that time, ICE requested that NARA approve a records retention schedule that would have allowed them to destroy detainee records in 11 categories including solitary confinement, assault, sexual abuse and deaths while in custody. NARA initially recommended the approval of ICE’s request, which sparked outrage during the public comment period with a broad range of opponents arguing the records clearly had permanent historical value. NARA agreed to suspend its initial recommendation and reviewed the records retention schedule with ICE to determine what, if any, records could be destroyed. This revised schedule is the result of that re-evaluation process.

TRUMAN PRESIDENTIAL LIBRARY TO UNDERGO MAJOR RENOVATIONS: The Harry S. Truman Library and Museum is launching a significant renovation of its facilities and programs. This is the Truman Library’s first major renovation in more than 20 years and the largest since the museum opened its doors in 1957. This \$25 million project is planned to coincide with the 75th anniversary of the start of Truman’s presidency in 2020.

Learn more, as always, at the National Coalition for History website at <http://historycoalition.org/>

—Jan Zastrow
NCH Representative
zastrow@hawaii.edu