

MARAC

Mid-Atlantic Regional Archives Conference

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

STEERING COMMITTEE

Thursday, November 11, 2019

Hyatt Regency Cambridge Hotel, Skipjack A/B

Cambridge, MD

MINUTES

In Attendance: Caitlin Rizzo, Lori Hostuttler, Rachel Grove Rohrbaugh, Liz Scott, David Grinnell, Don Sailer, Andrew Cassidy-Amstutz, Becky Collier, Amanda May, Josette Schluter, Matt Testa, Joni Floyd, Lauren Brown, Anne McDonough, Kate Palm, Sharmila Bhatia, Danna Bell, Don Cornelius, Sara Borden, Paige Newman, Jessica Johnson, Hillary Kativa, Ilhan Citak, Mary Mannix, Jennie Knies, Kevin Brown, Sara Predmore, Vin Novara

I) Call to Order (5 min) (6:00 p.m.)

- A) Introductions
- B) Review of protocol by Parliamentarian
- C) Approval of Agenda – approved

II) Approval of Steering Committee Minutes (5 min)

- A) July 2019 Minutes
 - i) Corrections to be submitted to Secretary and Chair for approval.
 - ii) Motion to approve meeting minutes as corrected? All votes in favor. None opposed. Motion passes.

III) Officer's Reports (15 min)

- A) Chair
 - i) Chair's Report (Rohrbaugh) – Report submitted. No significant updates.
 - ii) Administrator's Report (Predmore) – Report submitted.
 - (a) Membership numbers in general are down, but there was a big uptick in new members through the registration form for the Cambridge conference.
 - (b) The Membership Postcard was mailed to lapsed members on October 10, 2019. However, during the effort to release the postcard, the Administrator noticed that we

do not have many pictures of people available for marketing. The Administrator suggests we may want to have more pictures of people at the conference.

- (c) Discussion: Does anyone know of options for photographs of archivists at MARAC? If not, should we investigate taking more photographs at conferences? Concluded that Meetings Coordinator will investigate the best practice concerning taking photographs at meetings with Meetings Coordinating Committee, including whether or not to include release forms as part of the registration form, post warnings to members that photographs may be taken at conferences, and/or use lanyards to designate willingness to have photographs taken at conferences.

B) Chair-Elect (Knies) – Report submitted. No significant updates.

C) Meetings Coordinator (Mannix) – Report submitted.

- (a) Amendments made to last report submitted: Incorrectly listed Kate Morris as Kate Moss. Moss will not be appearing at the conference.
- (b) Meetings Coordinator is currently working with MARAC Archivist and Historian to identify gaps in the records of past conferences.
- (c) Meetings Coordinator recently met with Web Team co-chairs to work to streamline the process of creating websites for individual conferences with hopes to save money, provide more systematic branding, and increase the likelihood of harvesting the websites.

D) Secretary (Rizzo) – No Report.

E) Treasurer (May) – Report submitted.

- (a) There is a current deficit of \$630.50 for the Harrisonburg Conference budget. The Treasurer is currently having discussions about how to bring the budget in line. There was contention around one tour, which is now being changed to a tour-workshop. This tour will become a diversity and inclusion tour-workshop of Harrisonburg's legacy of diversity. It will be placed under the workshop category and there will be a fee to attend as with other workshops. This will bring the budget more in line, though we will not have a large surplus. Conclusion: An amended version of the budget will reflect these changes and will be sent to the Steering Committee via e-mail.

F) Parliamentarian (Novara) – No report.

- (a) The Chair's report reflects that the Parliamentarian had anticipated stepping down after the Cambridge meeting; however, the Parliamentarian will now be able to finish out the year and will officially step down after July 2020.

IV) Old Business (30 minutes)

- A) Discussion: Josue Hurtado is absent today, so discussion of the Diversity and Inclusion Scholarship will be postponed. However, the Chair adds that the Harrisonburg co-chairs are currently working to test the process of identifying sessions that qualify for the scholarship using the Harrisonburg Conference session proposals. Vin Novara adds that we currently have 25 viable sessions and have had many sessions that would qualify. Any further discussion or comments will be held for the Steering Committee meeting in January. Conclusion: If anyone has additional comments, they can be sent to Josue Hurtado via e-mail before the next Steering Committee meeting in January.
- B) Discussion: At the Steering Committee meeting in July, Sarah Borden proposed codifying the Meet and Greet event for new members in the Meetings Manual. At that time, the Steering Committee chose to bring the decision to the Meetings Coordinator and the Meetings

do not have many pictures of people available for marketing. The Administrator suggests we may want to have more pictures of people at the conference.

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Coordinating Committee in order to discuss the proposal to include the Meet and Greet as strongly encouraged in the Meetings Manual. Conclusion: The Meetings Coordinating Committee approved this change to the Meetings Manual and the Manual will be updated following the Harrisonburg Conference.

- C) Discussion: Who will be responsible for the budget of the Meet and Greet? Conclusion: The Meetings Coordinator clarified that the Meet and Greet will be incorporated into the conference budget and the Local Arrangements Committee will be responsible for either covering the budget or identifying a sponsor. The Meetings Coordinator offers that the Meetings Coordinating Committee will be responsible for programming for the event and in the future the event will be more moderately price. The Meetings Coordinator also clarifies that the Meet and Greet will be strongly recommended, but that if the Meet and Greet does not fit into the budget that it will be optional.

V) New Business (30 min)

- A) Discussion: The Membership Committee is currently working on updating the 2013 membership survey with the Diversity and Inclusion and Education Committees. The updated survey will include additional questions regarding gender identity and racial identity. In turn, the Committee will be adding options to not identify as any particular gender or to write-in racial identities. The Committee will also be adding questions about current and desired membership benefits as well as current and desired education opportunities. In total, the Committee's new draft currently asks members to answer 43 questions. Conclusion: The updated draft of the survey will be sent the Chair and Chair-Elect for review as part of the January Steering Committee meeting. Anyone with questions about the current version should contact Sara Borden before the January meeting.
- B) Discussion: Should the new survey text should be submitted to the entire Steering Committee? Conclusion: The Committee chairs should be sufficient for the moment, but the survey text can be made available upon request.
- C) Discussion: Does the survey text contains more multiple-choice or write-in questions? Additionally, will the survey include caucus level information and will it be paper, electronic, or both? Conclusion: The survey will be predominantly multiple-choice. The survey will include information that should be relevant to the caucuses. The survey will be electronic-only (via Survey Monkey).

VI) Advisory Positions (15 min)

- A) Historian (Brown) – Report submitted.
- (a) Historian welcomes the new MARAC Archivist!
 - (b) Discussion: Would anyone like to be involved in conversations and planning concerning MARAC's forthcoming 50th Anniversary? Conclusion: Jennie Knies and Sharmila Bhatia volunteer to take part.
- B) Archivist (Floyd) – Report submitted.
- (a) Introductions—MARAC Archivist has had initial conversations with MARAC Historian Lauren Brown and been introduced to the web site by Liz Caringola. Archivist has already begun to answer reference questions and is working with MARAC Historian and Meetings Coordinator on a project to identify gaps in the MARAC records.
- C) Development Coordinator (Bhatia) – Report submitted.

- (a) General announcement: Once again fundraising for the Disaster Relief Fund. We have a healthy balance right now. However, this fund is only funded through donations, so please give!
- (b) Discussion: Can we highlight successful aid efforts as the result of the day of giving in a message to members? Conclusion: No conclusion reached. The Administrator added language that explains each fund in order to help members better understand fundraising efforts in the membership renewal form this year. So far we are seeing success from this effort.
- D) Web Team (Caringola/Sailer) – Report submitted.
 - (a) Committee chairs please check your web pages and let the web-team know!
- E) Regional Archival Association Consortium Representative (Cassidy-Amstutz) – Report submitted.
 - (a) RAAC Committee Chair, Michael Law, is drafting a two-year plan for the committee which will be a change from the previous three-year plan. The committee will be updating and adding new goals.
 - (b) The MARAC Chair and Representatives for RAAC and NCH recently spoke with Mary Rubin (one of the RAAC co-chairs) to clarify that it was unlikely that MARAC would reach a Sustaining Membership level of support in the near term. RAAC agreed to approach SAA about the possibility of a grant to support efforts to reach the Sustaining Membership level, but unless SAA contributes funds MARAC/RAAC will be dependent on smaller contributions to reach the Sustaining Membership level. For additional details about discussion, members should feel free to ask the Representative.
- F) National Coalition for History Representative (Zastrow) – Report submitted. Jan absent and the Chair reports.
 - (a) There is no opportunity this fiscal year to be a Sustaining Member, but we are putting the wheels in motion for 2021. However, Jan does not want to be responsible for collecting dues.
 - (b) Discussion: Did other contributing organizations receive notification of the failure to reach the Sustaining Membership level? Decision: Yes, the Chair contacted other organizations and encouraged them to donate on their own to help NCH. However, all organizations understand that we are no longer partners at this point.

VII) Standing and Operational Committees (15 min)

- A) Awards (Bell) – Report submitted
 - (a) Discussion: At the business meeting, we have the award presentations, but we were confused about who presents the awards. Decision: The Chair read the Operations Manual and found that there are assigned individuals who give the awards.
 - (b) Discussion: The Committee Chair was surprised to find that presenters are expected to discuss the individuals that each award is named after. Conclusion: The former Chair advises that she created slides for each award in order to avoid having presenters having to discuss each individual that the awards are named for. The current Chair mentions that she updated these slides to include information about Custer and Finch as well.
 - (c) Discussion: The Chair expressed concern that the Graduate School Archival Education Scholarship did not appear on the website and the Awards Committee confirmed that they were unsure of the status. Decision: The Graduate School

Archival Education Award is a permanent award of \$1,000.00 and membership. The Treasurer adds that the last time the award was bestowed MARAC allocated an additional \$120.00 award. The Chair adds that the confusion stemmed from the language “one-time” but that this is now a permanent award. The Web Team confirms that the scholarship has its own website now.

B) Communications (Citak/Tighe) – Report submitted.

- (a) The Communications Committee work with the Treasurer and the Administrator to come to the recommendations that the *Mid-Atlantic Archivist* should move to an electronic only format by Winter 2020. The *Mid-Atlantic Archivist* will only be available in print for Paying institutions. Vendors have been contacted and are accepting of this change. If any individuals would like to request a print copy of the *Mid-Atlantic Archivist*, they will be asked to pay \$45.00 per year to receive their copy as this is this cost of printing. These recommendations are in the report, but the committee is happy to answer any questions.
- (b) Discussion: The Committee Chair’s term will be ending in Fall 2019. Does the outgoing Chair feel the next Committee Chair should continue to have a Co-Chair? Decision: Yes, and the outgoing Chair has a recommendation for who that should be.

C) Distinguished Service Award (Collier) – Report submitted.

- (a) Discussion: The Distinguished Service Award Chair feels that because she delivers her report to the Awards Committee Chair, she should not have to attend the Steering Committee Meeting unless otherwise needed. Conclusion: While the Chair and former Chairs agreed that they enjoy having past Chairs in the room for meetings, the Parliamentarian confirms that this is just common practice. The by-laws do not mandate that the Distinguished Service Award Chair attend. The current Chair can ask the past Chair to attend if they so choose, but otherwise the past chair need not attend. The Secretary will add this to the Operations Manual.
- (b) The Distinguished Service Award Chair reminds the Caucus Representatives that we are currently seeking nominations for the Distinguished Service Award and we would like them to announce this at Caucus Meetings. The Distinguished Service Award Chair will provide an e-mail for Caucus Representatives to send out as a reminder as well.

D) Diversity and Inclusion (Hurtado)– Report submitted.

E) Education (Newman) – Report submitted.

- (a) The Committee sent the Steering Committee workshop and instructor contracts for comments, edits, and/or approval. The main difference in the new contracts is a change to the travel budget as MARAC will now pay up \$250.00 for travel off-conference. There will be a vote at the Steering Committee meeting in January to approve.
- (b) The Committee Chair and Liz Scott met with Erin Burns about the Communicate and Connect program at PaLA to discuss webinar resources and options.
- (c) Discussion: Following the webinar discussion, the Committee Chair and Scott found that an institutional zoom membership would cost only \$100.00, and may be a good option going forward. Conclusion: MARAC members at federal agencies may have difficulty accessing Zoom. Bhatia offers that she will investigate ongoing IT issues at NARA that may impact federal use of Zoom. Scott mentions that are additional programs (i.e., Adobe Connect and BlueJeans) that may be investigated as well.

F) Membership (Borden) – Report submitted.

- (a) Reminder to please attend the Meet and Greet in Michner Library downstairs. The event will last until 9:30 tonight, so please stop by!

Break for dinner at 7:10 p.m. Readjourned at 8:11 p.m.

G) Nominations and Elections (Anglim) – Report submitted (presented by Sarah on behalf of Christopher).

- (a) There are currently two individuals interested in running for the Delaware Caucus Representative. The election will be set to open a week before Thanksgiving and voting will last for two weeks.
- (b) Discussion: Is there anything we can do at the Conference to help address issues with recruitment? Decision: The Chair will encourage nominations at the Business Meeting and encourages members to nominate any individuals they feel should be considered. The Operations Manual can also be a good tool to help individuals considering running.
- (c) Discussion: Why are people hesitant to run for the Chair-Elect position? Conclusion: Many individuals are intimidated about becoming Chair, but this can be mitigated by having Chairs suggest the position to you. The Treasurer adds that we might consider an on-ramp position like Chair-Elect as a useful tool for recruiting candidates for the Treasurer position as well.
- (d) Discussion: How many times can each individual be nominated for each different office? Conclusion: The by-laws do not provide any clarification here; however, many people on the Steering Committee have held several positions during their time with MARAC.

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

A) Discussion: Should the Chairs attend Caucus meetings or is this disruptive? Conclusion: The Chair is always welcome but not obligated to attend Caucus meetings; however, the Chair and Chair-Elect both commit to attending Caucus meetings at this Conference to promote nominations to leadership positions.

- B) Delaware (Kevin Brown) – Report submitted.
- C) District of Columbia (Anne McDonough) – No report.
- D) Maryland (Matt Testa) – Report submitted.
- E) New Jersey (Don Cornelius) – Report submitted.
- F) New York (Kate Palm) – Report submitted.
- G) Pennsylvania (Dave Grinnell) – Report submitted.
- H) Virginia (Jessica Johnson) – Report submitted.
- I) West Virginia (Jane LaBarbara) – Report submitted.

IX) Adjournment

- A) Chair makes a motion to adjourn. Motion seconded. All in Favor. None opposed. Adjourned at 8:46 p.m.

Signed by: Caitlin Rizzo 4/27/2020

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