

MARAC

Mid-Atlantic Regional Archives Conference

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**Delaware Caucus Report
Steering Committee Meeting
Conducted via internet
January 24, 2020**

1. Kevin Brown led his final caucus meeting held at the Cambridge conference on November 8, 2019, before stepping down due to an overseas move. He sent a message with updates to the caucus e-list for those who couldn't attend in person.
2. Diane Bockrath took up the remainder of Kevin's term (through June 2020) on January 1, 2020 following a special election.
3. There are currently 37 caucus members.

Respectfully submitted,
Diane Bockrath
Delaware Caucus Representative

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D.C. Caucus Report Steering Committee Meeting January 2020

1. Sent welcome emails to incoming Caucus members
2. Distributed job/interns announcements per Caucus member requests
3. Planned and executed volunteer events for Caucus members
 - a. 12/9/19 – Great Deframing Project at the DC History Center, deframing collections items that need to be rehoused in flat files. Seven caucus members attended and deframed more than 25 works from the Kiplinger Washington Collection.
 - b. 1/14/20 – Inventory assistance at the DC Archives, making box lists for a frequently requested resource: building permits. 9 caucus members attended and completed the box lists for 17 boxes of the 46 box accession.; 3130 folders in an hour and 45 minutes, an average of 3 folders per minute per person.



4. Started planning the next two volunteer events for Caucus members for March and April.

Respectfully submitted,

Anne McDonough
D.C. Caucus Representative

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Maryland Caucus Report Steering Committee Meeting

January 2020

1. Submitted news items to MAA as requested.
2. Welcomed 5 new caucus members.
3. Distributed news items to the caucus as requested. Encouraged caucus members to consider standing for election in MARAC.
4. Arranged tour of Jim Henson exhibit at the University of Maryland for 10 attendees on November 20. At the conclusion the event, I spoke to seven UMD iSchool students about MARAC and encouraged them to get involved in the organization.
5. Arranged tour of "Spectrum of Fashion" exhibit at the Maryland Historical Society and a tour of the MDHS library for 10 attendees on December 16, followed by a happy hour.

Respectfully submitted,

Matt Testa
Maryland Caucus Representative

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**New Jersey Caucus Report
Steering Committee Meeting
Remote Meeting
1/24/2020**

Upcoming Events

- The Caucus is meeting at the Plainfield (NJ) Public Library for a joint meeting with the New Jersey Library Association - History and Preservation Section. The meeting is on 1/23/2020 at 10 AM.
- The caucus representative will be attending upcoming meetings of the NJLA-History and Preservation Section (January), the Advocates for NJ History (February), and the New Jersey Studies Academic Alliance (February), for which the caucus representative is an ex-officio member.

New Members

- There were 3 new members of the caucus in the time period 10/2019-12/2019. Duly messaged, welcomed, and announced.

CAPES

- Re-appointed CAPES Coordinator Fred Pachman to a two year term as coordinator
- CAPES report 7/2019-12/2019 attached

Respectfully submitted,

Donald Cornelius
New Jersey Caucus Representative



NEW JERSEY CAUCUS

Caucus Archival Projects Evaluation Service

Coordinator's Report

July 2019 – December 2019

Frederic C. Pachman
CAPES Coordinator
25 Gerald Avenue
Red Bank, New Jersey 07701
732.923.6646
capescoordinator@gmail.com

New Jersey Historical Commission

Regarding our FY 2020 General Operating Support grant, the application was approved by the NJHC and CAPES will receive a grant of \$10,000. This initiates the next three-year cycle of our partnership.

Publicity, Promotion and Activities

CAPES consultant Elsalyn Palmisano and CAPES Coordinator Fred Pachman attended the annual Monmouth County Archives & History Day at the Monmouth County Library on October 12. Hosted an table top exhibit with handouts promoting CAPES surveys.

CAPES consultant Elsalyn Palmisano and CAPES Coordinator Fred Pachman attended the Tri County History Fair at the Plainfield Public Library on September 28, distributed handouts and applications, and met with Linda Barth of the League of Historical Societies of New Jersey.

Elsalyn Palmisano and Fred Pachman attended the annual conference of the New Jersey Historical Commission at Douglas College. We set-up a booth with handouts in the exhibit area for attendees and also met with CAPES grant recipients.

Consultations

The following surveys were completed from July 2019 – December 2019:

Westwood Public Library (Bergen)	Debra Schiff
Saint Pauls Evangelical Lutheran Church (Burlington)	Greg Gill
Stevens Institute of Technology, Archives & Special Collections (Hudson)	Peter Wosh

The following surveys are assigned and pending:

Barringer High School, Newark (Essex)	Alan Delozier
Montclair Public Library (Essex)	Elizabeth Shepard

Coordinator Notes

Throughout the last year there has been significant correspondence, e-mails and phone calls with potential clients interested in CAPES. Some of the institutions include Shrewsbury Friends Meeting House, Stickley Museum Craftsman Farms, Samuel Fleming House and Gardens, Pascack Valley Historical Society, Parker Homestead in Little Silver, Oceanic Library in Rumson, Navy Lakehurst Historical Society, Naval Air Station Wildwood Aviation Museum, Montclair Public Library, Montclair Historical Society, Joint Free Library of the Chathams, Historical Society of Bloomfield, Belleville, Public Library. Some of these resulted in actual applications, and some others are just waiting for organizations to prepare for a visit, or decide to submit an application in 2020.

New Jersey Caucus Chair Donald Cornelius has appointed me to serve a two-year term as CAPES Coordinator for 2020 & 2021.

It should be noted, for the record, that CAPES has concluded its first three decades of service to the New Jersey archival and historical community with more than 520 surveys and reports completed for schools, churches, colleges, historical associations and other institutions.

Thanks and recognition to Karl Niederer who has served several stints as a CAPES Consultant, as he retires from the active roster.

An e-mail was sent to our CAPES Consultants with a link to the MARAC Technical Leaflets <https://www.marac.info/technical-leaflet-series> reminding them to share the availability of these useful resources with their clients.

Thanks to Elsalyn Palmisano who has delivered another box of CAPES survey reports and Coordinator files to the Monmouth County Archives.

“Comments from our clients”

“I am writing at this time to tell you how excited we are that we have been awarded a ... project grant award specifically to implement some of the recommendations from ... CAPES report.”

“This will be a big step toward preserving our unique collection for the future.”

I believe the CAPES analysis was instrumental to our success with the grant proposal and I want to thank you and the CAPES program once again.”

Finances

Our checking account is with the TD Bank, and two signatures are required on all checks. Online banking for this account has been re-established, and information shared with Caucus Chair.

The expense categories listed below, coincide with the categories in the NJHC grants.

July 31, 2019 Balance				\$11023.02
Income				
Income Total				
Expenses				
	Transportation (Mileage)	157.43		
	Photos	0.00		
	Honoraria	1375.00		
	Professional services	1500.00		
	Postage	36.75		
	Materials & supplies	0		
	Conferences	157.74		
	Bank Fees	15.00		
Expenses Total			(3241.92)	
December 31, 2019 Balance				\$7781.10

Individual expenditures:

Coordinator Honorarium	Frederic C. Pachman	\$1375.00
CAPES Expenses	Frederic C. Pachman	119.83
Westwood Public Library (Bergen)	Debra Schiff	539.79
Saint Pauls Evangelical Lutheran Church (Burlington)	Greg Gill	512.09
Stevens Institute of Technology, Archives & Special Collections (Hudson)	Peter Wosh	511.00
Mileage	Elsalyn Palmisano	11.47

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**New York Caucus Report
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1. Reported to caucus news from November's Steering Committee meeting at Cambridge conference
2. Distributed news items to the caucus as requested.
3. Solicited news items for submission to MAA as requested.
4. Welcomed ~4 new members to the caucus.

Respectfully submitted,

Kate Palm
New York Caucus Representative

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**Virginia Caucus Report
Steering Committee Meeting
Conducted virtually
January 24, 2020**

1. Sent welcome emails to incoming caucus members.
2. Submitted caucus news items for inclusion in the Mid-Atlantic Archivist
3. Communicated updates from Steering Committee meeting to the Caucus.

Respectfully submitted,

Jessica E. Johnson
Virginia Caucus Representative

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**West Virginia Caucus Report
Steering Committee Meeting
Conducted via internet
January 24, 2020**

1. Sought news items to submit to MAA as requested.
2. Distributed news items to the caucus as needed.
3. Welcomed new members as needed (none since the November 2019 report).

Respectfully submitted,

Jane LaBarbara
West Virginia Caucus Representative