

MARAC

Mid-Atlantic Regional Archives Conference

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

STEERING COMMITTEE

January 24, 2020

9:30 a.m. - 12:30 p.m.

Teleconference - Zoom link: <https://psu.zoom.us/j/255414631>

AGENDA

I. Call to Order (5 min)

- A. Introductions
- B. Approval of Agenda

II. Approval of Steering Committee Minutes (5 min)

- A. November 2019 Minutes

III. Officer's Reports (15 min)

- A. Chair
 - 1. Chair's Report (Rachel Grove Rohrbaugh)
 - 2. 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. Old Business (30 min)

- A. Membership Survey (Sara Borden)
- B. Diversity and Inclusion Scholarship (Josue Hurtado)
- C. Workshop Instructor Contracts (Paige Newman)

V. New Business (30 min)

- A. Conference Recommendations (Amanda May)
- B. Meeting Model Task Force (Rachel Grove Rohrbaugh)

VI. Advisory Positions (15 min)

- A. Historian (Lauren Brown)
- B. Archivist (Joni Floyd)
- 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)

VII. Standing and Operational Committees (30 min)

- A. Awards (Danna Bell)
- B. Communications (Ilhan Citak/Molly Tighe)
- 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 (Diane Bockrath)
- B. District of Columbia (Anne McDonough)
- 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
Teleconference
January 2020

1. Nominations and Elections

Assisted with recruitment of candidates for the 2020 elections.

2. Resignations

- Accepted the resignation of Ilhan Citak as Co-Chair of the Communications Committee. The Chair-Elect appointed Michael Martin, MAA Assistant Editor, as his replacement.
- Yukako Tatsumi resigned from the Membership Committee. I provided clarification on number of committee members – can exceed 9 members and Membership (along with Communications, Education, and the Web Team) is an operational committee (not a standing committee mentioned in the by-laws). The Chair-Elect appointed Liza Zakharova as Tatsumi's replacement.

3. Membership Survey

Reviewed and provided comments on 2020 Membership Survey drafted by the Membership Committee and representatives of Education and D&I.

4. Holiday Message and MAA Column

Wrote holiday message for distribution to the membership as well as winter *Mid-Atlantic Archivist* column.

5. Meeting Model

Discussed possible meeting model task force with Chair-Elect and Meetings Coordinator. Requested related documents (provided by Historian Lauren Brown) from the MARAC Archives.

Respectfully submitted,
Rachel Grove Rohrbaugh
Chair, 2019-2020

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To: MARAC STEERING COMMITTEE
From: SARA PREDMORE, MARAC ADMINISTRATOR
Date: January 17, 2020 – Zoom Meeting
Re: ADMINISTRATOR'S REPORT

Membership Statistics

There were 810 active members (as of January 15, 2020):

707 Regular Members
62 Retired Members
41 Student Members

Membership Statistics Comparison

Member Type	2018 (as of 1/15/18)	2019 (as of 1/15/19)	2020 (as of 1/15/20)	% change 2019-2020
Regular	759	754	707	-6.23%
Retired	26	55	62	12.73%
Student	101	41	41	0.00%
Total	886	850	810	-4.71%

State Caucus Membership Statistics Comparison

Caucus	2018 (as of 1/15/18)	2019 (as of 1/15/19)	2020 (as of 1/15/20)
DC	143	137	125
Delaware	43	44	38
Maryland	176	176	168
New Jersey	138	121	116
New York	240	189	172
Pennsylvania	207	195	183
Virginia	143	141	142
West Virginia	15	16	16

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 (as of 01/15/20)

Month	2017-2018	2018-2019	2019-2020
November	10	3	10
December	6	5	3
January	5	6	5
Total	21	14	18

ADDITIONAL INFORMATION

MemberClicks: After the Cambridge conference, I populated the education transcripts of workshop attendees, updated the member landing web page with “Your CEUs” links, and announced the new feature to membership with instructions on how to access and use it.

Steering Committee: I worked with Jennie Knies to coordinate details and test Zoom meeting capabilities for our first remote meeting in January 2020.

Communications Committee: I participated in the committee phone meeting in January providing support regarding ISSN documentation and information about online access to previous MAA editions. I coordinated with Jodi Boyle to send letters to institutional subscribers with their Winter 2020 MAA edition explaining the upcoming changes with the MAA distribution.

Spring 2020 Harrisonburg Conference: I created the registration forms and have completed them on behalf of the vendors and sponsors. We have 11 vendors, 1 sponsor, and 2 advertisers registered. I continually work with the LAC Co-Chairs and PC Co-Chairs on conference planning. Program publication and online registration expected to go live the first week of February.

Fall 2020 Long Branch Conference: We have 4 sponsor/vendors registered.

Elections: I prepared the draft ballot and am awaiting the candidates’ biographies. Voting is expected to be open from January 23th to February 6th.

Membership Survey: I prepared the draft of the online membership survey. After review and testing, the survey is expected to be distributed mid-February.

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Date: January 14, 2020

To: MARAC Steering Committee Members

From: Jennie Knies

RE: Chair-elect Report

1. 2 appointments/reappointments have been made since the Fall 2019 Steering Committee meeting:

Communications – Michael Martin (co-chair through June 2022)

Membership – Liza Zakharova (member through June 2020)

3. December 2019 – worked with MARAC Administrator to work out details and logistics for the Winter 2020 remote Steering Committee meeting using Zoom.

Respectfully submitted,
Jennie Levine Knies
Chair-Elect

Meetings Coordinating Committee
24 January 2020
Corrected

1) Next Meeting:

When: April 16-18, 2020

Where: Harrisonburg, VA

Hotel: Hotel Madison & Shenandoah Valley Conference Center

Room Rate: \$139

Food and Beverage Minimum: \$20,000

Local Arrangements Co-Chairs: Tiffany Cole, Kate Morris, and Sarah Roth-Mullet (James Madison University)

Program Committee Co-Chairs: Elizabeth Novara (Library of Congress) and Vincent Novara (Library of Congress)

2) Then:

When: October 22-24, 2020

Where: Long Branch, NJ

Hotel: Ocean Place Resort and Spa

Room Rate: \$185

Food and Beverage Minimum: \$28,000

Local Arrangements Committee Co-Chairs: Tara Maharjan (Rutgers University Special Collections and University Archives) and Melissa Ziobro (Monmouth University).

Program Committee Co-Chairs: Don Cornelius (New Jersey State Archives) and Alan Delozier (Seton Hall University).

3) And, Then:

When: April 8-10, 2021

Where: Saratoga Springs, NY

Hotel: Saratoga Hilton and Saratoga Springs City Center

Room Rate: \$159

Food and Beverage Minimum: \$14,500

Local Arrangements Committee Co-Chairs: Jamie Brinkman (New York State Archives) and Melissa McMullen (University at Albany, SUNY)

Program Committee Co-Chairs: Rachel Appel (Temple University) and Gregory Wiedeman (University at Albany, SUNY)

4) Negotiations Frozen, Should I proceed?

When: Fall 2021

Where: Gettysburg, PA

Hotel: Wyndham Gettysburg

Room Rate: \$149

Food and Beverage Minimum: \$14,000 possibly.

Local Arrangements Committee Co-Chairs: Not yet determined, recommendations received from PA Caucus Rep.

Program Committee Co-Chairs: Rachel M. Grove Rohrbaugh (Elizabethtown College) and Rejoice Scherry (Delaware State University)

5) Anniversary Meeting:

When: Fall 2022

Where: College Park, MD

Hotel: The Hotel

Why: 50th Anniversary meeting and Jennie turns 50th!

Program Committee Co-Chairs: Sharmila Bhatia (NARA) and Danna Bell-Russel (LC).

6) And, it is continues:

- a. Working with Liz Caringola of the WebTeam, plans underway for meetings to work directly with the WebTeam for their websites – save money, streamline process, more systematic branding, greater likelihood of harvesting for posterity, and all those sort of things.**
- b. MCC Member Susan Graham investigating past conferences to determine the number of sleeping rooms sold in order to update the Manual.**
- c. MCC Chair in communication with MARAC Archivist and Historian in order to survey the records of past conferences to see what is missing.**

7) Cambridge

As can probably be imagined, I have spent a great deal of time ruminating on the “Cambridge situation”. I have met with the Cambridge LAC Co-chairs; I met with Robin Emrich to go over the budget from a “forensic” approach. As many of you know, Robin has created four, perhaps five, budgets for MARAC. She crafted the budgets for the three meetings where I served as an LAC Co-chair. She spent many years on MCC. In my experience, she is one of the few people who truly understands the meetings budgeting process, which is not as simple a thing as many people may think. Through all of this I remain stunned about the Cambridge outcome, Tara and Lindsey remain stunned I remain at a loss (no pun intended) as to why this occurred, but I would like to make it clear that it was not intentional, but this I mean that the LAC Co-Chairs did not work from a position that lacked respect for the budget, the process, or a lack of accountability. They did not willy-nilly order food in the dark of night. I would also like to make it clear that if anyone in MARAC feels the need to blame anyone it should be the Meetings Coordinator, not the LAC Co-chairs. Not to imply that blame should be placed anywhere, and that certainly is not a helpful way to move forward, but we all know that there will be people placing blame. In the end, it is the Meetings Coordinator who signs the contract and serves as the person of last resort.

This is without a doubt a bad situation, decisions were made that would not have been made again, even without the financial loss. I am concerned, however, by what I see as general suspicion on the part of Finance Committee towards the structure and duties of the concept of the Local Arrangements Committee. I have not been made aware that Finance has ever felt that LACs do not feel accountable to follow the budget. I have never interacted with an LAC who did not feel accountable or feel the pressure of financial success for the organization, such as the cookie situation in Alexandria. This situation, as horrible as it is, is an anomaly, while this does not make it any less serious, but it is an anomaly; it is not a foreseeable trend. And, I would like to remind Steering that Morgantown felt pushed into the New Member reception expenditure.

In order to relieve the burdens on the Treasurer, perhaps a different member of Finance should be assigned to the LAC\PCs distribution lists and serve as an active role there, interacting with the committees and attending committee meetings. I see this differently than oversight, perhaps this is simply semantics.

Meetings Coordinating Committee

24 January 2020

(corrected)

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From what I can deduce this situation was impacted by what I see as an odd break down in the conference infrastructure that is occurring. Amanda and I discussed in Cambridge that several recent LACs have had trouble creating a budget. I don't know why this is suddenly so, but it is. I don't know what guidance other LACs received that these more recent have not, thus the introduction of the idea of budget mentors. Robin Emrich has already been put into contact with Long Branch.

From my perspective, and from what Robin saw, a major concern with the meeting was a poorly constructed budget that, yes, missed such things as the service charges. This was a failure not on the part of the LACs but on all of us who saw the budget once it was submitted.

Please find following a chart, kept by Helms-Briscoe, which shows recent food and beverage minimums. While Cambridge was not a cheap meeting, as you can see here, it is not truly outside of our brackets of expenditures. And, we almost always spend above our minimum. And, service charges are not an oddity. Of course, the issue it is not just the F&B minimum but what we can get for it. Can we afford more than water and crackers? Before I sign any contract I do look at the menus. Also, prior to negotiations the initial food and beverage minimum for Cambridge was \$40,000.

Program	City	Hotel	F & B min
Fall 2012	Richmond	Omni	\$10K+ + & \$12,500 rental
Fall 2013	Philadelphia	Hyatt Penn's Landing	\$26,000 ++
Spring 2014	Rochester	Hyatt Regency	\$5,000 ++
Fall 2014	Baltimore	Tremont	\$16,000 ++
Spring 2015	Boston	Park Plaza	N/A - with NEA
Fall 2015	Roanoke	Hotel Roanoke	\$26,200 ++
Spring 2016	Pittsburgh	Omni William Penn	\$25,000 ++
Fall 2016	Annapolis	Westin	\$26,000 ++
Spring 2017	Newark	Best Western	\$21,300 ++
Fall 2017	Buffalo	Hyatt Regency	\$15,000 ++
Spring 2018	Hershey	Hershey Lodge	\$10,000 ++
Fall 2018	Wilmington	Hotel du Pont	\$17,500 ++
Spring 2019	Morgantown	Marriott	\$15,000 ++
Fall 2019	Chesapeake Bay	Hyatt Regency	\$28,000 ++
Spring 2020	Harrisonburg	Madison/Shenandoah	\$20,000 ++

Meetings Coordinating Committee

24 January 2020

(corrected)

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Fall 2020	Long Branch	Ocean Place	\$28,000++
Spring 2021	Saratoga Spring	Hilton	\$14,500++
Fall 2021 (Proposed)	Gettysburg		\$14,000++

Resort hotels, such as Cambridge, which we don't generally look at, tend to be have higher minimums and are often harder to work with. It is unfortunate that Long Branch, which is likely to be the same, is so calendar close. Unfortunately it fell into this cycle due to the availability of a potential Saratoga Springs, the meeting to follow, LAC Co-chair.

Leaving aside the possibility of going to one meeting a year, which MCC will be happy to investigate if directed by the Chair, should MARAC go further "in country" in order to potentially find hotels with much lower food and beverage minimums and, no matter the location, rule out hotels with higher food and beverage minimum above a certain number.

Quick thoughts on certain points brought up in Finance's Postmortem:

1. The primary impact of the mysterious departure of the third LAC Co-chair's related to the fact she knew the area and, of course, theoretically might know sponsors, perhaps even her own institution. Generally, a third co-chair is not a practice that I find useful unless one of the co-chairs cannot commit "full-time" due to other obligations or when there are few other MARAC members in the area.
2. Many conferences do not have local sponsors, although always desired.
3. Hotels do, generally, provide itemized final estimates.

The following recommendations coming out of my recent meetings and e-mails from MCC members:

1. The implementation of the budget mentors, Becky agreed in Cambridge, and Robin afterwards.
2. In the next budget cycle the Membership committee should have the New Member Reception in their budget and the reception expenditure be treated in the same manner that the Steering Committee dinner is handed. I would like to remind Steering that one of the reasons that the Hospitality Suite was removed was the added burden on the LAC. I know this seems to be difficult

for many to understand but this “small event” is a burden on the LAC. I have stated this from the beginning. With nothing but the deepest respect, this is a Membership Committee event, it should be “driven” on all fronts by them. And, of course, there will be some LACs who will be willing to play a greater role based on the composition of their committee.

3. If the LAC cannot locate a place that they feel is appropriate, or within budget, that have the option of not having a reception. A potential location for a reception is not always an obviously known entity when a site is selected. And, there is the MARAC worldview that a reception at the hotel is not desirable and, yes, they are often more expensive. The best example of the problem of locating a desirable reception site is the Silver Spring meeting. Silver Spring is not the middle of nowhere, on first glance one would think that a site could be found, while not adding the almost always unwanted expense of hiring transportation. Karen Fishman and I literally spent hours walking the streets of Silver Spring looking for a reception site in the city and could not find one.

4. Regularly update the budget. LACs already do this, but are not directed to do so, following a process recommended by Jim Gerencser many years ago

...

“... in the future we have LAC chairs submit a rough budget one full year before a conference (based largely on our hotel estimates), with the more detailed budget request being submitted six months prior ...”

The first budget is a framework, a skeleton, and this would allow the budget to be an organic entity and allow the LAC, in times such as Cambridge, to make hard decisions without guilt and concern about not meeting organizational expectations.

5. Press upon, even more forcefully, to future LAC Co-Chairs that they should delegate as many tasks as possible, including food ordering\menu development and budget construction. The Co-Chairs are managers and coordinators. This is not always possible due to the skills, or lack thereof, of the committee members and the size of the committee, but this generally allows the LAC Co-Chairs to provide more oversight which is difficult to do if these tasks come out of their own desks.
6. Over the years MARAC has tried to educate its members about the cost of meetings and the details of planning the conferences. Suggest that this

continue, the first step perhaps being part of the Meetings Coordinator's Report, in a light hearted yet precise manner, at the Saturday Breakfast Meeting.

7. MCC investigate the concerns addressed in the Finances Cambridge Postmortem about the vendors. Folklore has always been that the attendance of vendors has always been based on location and other events that they have obligations to during a financial quarter
8. Support the concept of a Dropbox repository. When I was first an LAC Co-chair I visited the MARAC archives and went over all Baltimore meetings, I know this is certainly no feasible for most LAC Co-chairs.

Things I am concerned about:

The situation with our credit in Cambridge, will this happen again, and while Amanda has explained to me, I don't understand it, and MARAC's non-profit status, or lack thereof, in Maryland. I have been e-mailing Amanda about this and, while I have been involved in discussions with her earlier, I don't really understand how this happened and truly believe that we should maintain this status in Maryland.

Submitted by

**Mary K. Mannix
MCC Chair**

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January 17, 2020

**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 Friday, January 17, in advance of the Winter 2020 Steering meeting through Zoom on January 24, 2020.

1. Highlights of the Second Quarter Treasurer's Report (see attached) are listed below.
 - The income is from membership dues; Fall 2019 conference income, including return of petty cash; MAA advertising and sales; off-meeting workshops; investment interest; and gifts to general operations and the restricted funds.
 - Expenses are from Administrator salary; MARAC archives support; administrator phone; committee and other postage and supplies; expenses relating to off-conference workshops; expenses relating to the Fall 2019 conference; awards presented at the conference; an end-of-year gift given to the administrator; and petty cash and banking and credit card transaction fees.
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 – .52%
3. The Harrisonburg, VA (Spring 2020) proposed budget (see attached) has been revised based on better estimates, especially for AV, and with recalibrated tours and workshops, and is presented for the review and approval of the Steering Committee.
4. The Cambridge conference report and recommendations document have been attached to my report. These documents were previously sent out to Steering separately and are unchanged from that previous transmission.

Q2 Quarterly Report

FY 2020, 2nd Quarter (October 1, 2019 to December 31, 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	\$41,000.00	\$23,781.00	\$2,930.00			\$26,711.00	65%
Conference Registration	\$90,000.00	\$24,198.00	\$20,380.00			\$44,578.00	50%
Conference Vendors	\$15,000.00	\$3,700.00	\$5,700.00			\$9,400.00	63%
Conference Sponsorship	\$7,000.00	\$500.00	\$0.00			\$500.00	7%
Publication Advertising	\$4,000.00	\$1,600.00	\$1,256.00			\$2,856.00	71%
Publication Sales	\$1,150.00	\$45.00	\$180.00			\$225.00	20%
Mailing List Sales	\$100.00	\$0.00	\$0.00			\$0.00	0%
Off-Meeting Workshops	\$5,500.00	\$1,710.00	\$285.00			\$1,995.00	36%
Bank Interest	\$125.00	\$35.52	\$34.79			\$70.31	56%
Investment Interest	\$2,000.00	\$751.43	\$438.34			\$1,189.77	59%
Gifts to Operations	\$500.00	\$305.00	\$231.00			\$536.00	107%
Miscellaneous	\$0.00	\$0.00	\$200.00			\$200.00	0%
Total Income	\$166,375.00	\$56,625.95	\$31,635.13	\$0.00	\$0.00	\$88,261.08	53%
EXPENSES							
Administrator	\$20,000.00	\$5,857.98	\$3,182.71			\$9,040.69	45%
Web Services	\$6,000.00	\$5,657.40	\$0.00			\$5,657.40	94%
Archivist	\$1,000.00	\$0.00	\$1,000.00			\$1,000.00	100%
Accountant	\$1,500.00	\$0.00	\$0.00			\$0.00	0%
Advocacy	\$2,870.00	\$1,500.00	\$0.00			\$1,500.00	52%
Insurance Policy	\$1,100.00	\$0.00	\$0.00			\$0.00	0%
Phone	\$650.00	\$166.36	\$167.14			\$333.50	51%
Postage	\$905.00	\$349.48	\$289.11			\$638.59	71%
Office Supplies	\$150.00	\$0.00	\$62.64			\$62.64	42%
Food	\$2,730.00	\$546.79	\$151.80			\$698.59	26%
Travel	\$2,450.00	\$1,171.72	\$492.02			\$1,663.74	68%
Equipment	\$330.00	\$0.00	\$0.00			\$0.00	0%
Printing and Design	\$6,150.00	\$0.00	\$2,597.55			\$2,597.55	42%
Conference	\$108,000.00	\$1,922.81	\$74,133.28			\$76,056.09	70%
Lodging	\$2,540.00	\$417.89	\$725.66			\$1,143.55	45%
Honoraria	\$2,500.00	\$0.00	\$1,200.00			\$1,200.00	48%
Awards and Prizes	\$1,300.00	\$0.00	\$575.00			\$575.00	44%
Scholarships	\$0.00	\$0.00	\$1,000.00			\$1,000.00	0%
Banking Fees	\$6,000.00	\$1,483.98	\$2,214.38			\$3,698.36	62%
Investments	\$0.00	\$0.00	\$0.00			\$0.00	0%
Disaster Assistance	\$0.00	\$0.00	\$0.00			\$0.00	0%
Miscellaneous	\$200.00	\$0.00	\$245.00			\$245.00	123%
Total Expenses	\$166,375.00	\$19,074.41	\$88,036.29	\$0.00	\$0.00	\$107,110.70	64%
Net Income or (Loss)		\$37,551.54	(\$56,401.16)	\$0.00	\$0.00	(\$18,849.62)	

Account Balances

PNC Checking	\$64,923.93	Operating	\$37,551.54	\$31,635.13	(\$88,036.29)	(\$18,849.62)
PNC Savings	\$76,695.06	Restricted	\$142,805.00	\$196.00	(\$2,209.64)	\$140,791.36
Vanguard Bonds	\$85,527.03	Reserve	\$58,231.25	\$0.00	\$0.00	\$58,231.25
Total	\$227,146.02	Surplus	\$46,724.84	\$0.00	\$0.00	\$46,724.84
		Totals	\$285,312.63	\$31,831.13	(\$90,245.93)	\$226,897.83

Summary - Second Quarter FY 2020

Opening Balance	\$285,312.63
Total Income	\$31,831.13
Total Expenses	(\$90,245.93)
Closing Balance	\$226,897.83

Restricted Funds

<u>Restricted Funds</u>		<u>Opening</u>	<u>New Gifts</u>	<u>Spending</u>	<u>Closing</u>	
PNC Savings	\$55,264.33	Disaster Assist.	\$13,393.00	\$161.00	\$0.00	\$13,554.00
Vanguard Bonds	\$85,527.03	Education	\$122,561.00	\$25.00	(\$959.64)	\$121,626.36
<hr/>						
Total	\$140,791.36	Graduate Schol	\$1,255.00	\$5.00	(\$1,000.00)	\$260.00
		Finch Award	\$5,596.00	\$5.00	(\$250.00)	\$5,351.00
<hr/>						
		Total	\$142,805.00	\$196.00	(\$2,209.64)	\$140,791.36

FY 2020, 2nd Quarter (October 1, 2019 to December 31, 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>
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Miscellaneous	\$0.00	\$0.00	\$200.00			\$200.00	0%
Total Income	\$166,375.00	\$56,625.95	\$31,635.13	\$0.00	\$0.00	\$88,261.08	53%
EXPENSES							
Administrator	\$8,605.00	\$5,906.76	\$926.88			\$6,833.64	79%
Executive Officers	\$24,100.00	\$7,357.98	\$5,262.68			\$12,620.66	52%
Caucus Funds	\$2,000.00	\$127.84	\$275.00			\$402.84	20%
Steering	\$3,440.00	\$1,940.56	\$0.00			\$1,940.56	56%
Communications	\$6,600.00	\$266.25	\$2,849.26			\$3,115.51	47%
Education	\$3,750.00	\$0.00	\$1,809.74			\$1,809.74	48%
Diversity and Inclusion	\$500.00	\$0.00	\$0.00			\$0.00	0%
Meetings Coordinating	\$300.00	\$0.00	\$0.00			\$0.00	0%
Finance	\$7,530.00	\$1,483.98	\$2,143.73			\$3,627.71	48%
Membership	\$200.00	\$53.18	\$27.67			\$80.85	40%
Nominating	\$50.00	\$0.00	\$0.00			\$0.00	0%
Finding Aids	\$500.00	\$0.00	\$0.00			\$0.00	0%
Custer and Finch	\$550.00	\$15.05	\$330.05			\$345.10	63%
Distinguished Service	\$250.00	\$0.00	\$0.00			\$0.00	0%
Scholarship	\$0.00	\$0.00	\$0.00			\$0.00	0%
Fall Conference (LAC)	\$58,000.00	\$1,870.00	\$74,411.28			\$76,281.28	132%
Spring Conference (LAC)	\$50,000.00	\$52.81	\$0.00			\$52.81	0%
Total Expenses	\$166,375.00	\$19,074.41	\$88,036.29	\$0.00	\$0.00	\$107,110.70	64%
Net Income or (Loss)		\$37,551.54	(\$56,401.16)	\$0.00	\$0.00	(\$18,849.62)	

Account Balances

			<u>Opening</u>	<u>Credits</u>	<u>Debits</u>	<u>Closing</u>
PNC Checking	\$64,923.93	Operating	\$37,551.54	\$31,635.13	(\$88,036.29)	(\$18,849.62)
PNC Savings	\$76,695.06	Restricted	\$142,805.00	\$196.00	(\$2,209.64)	\$140,791.36
Vanguard Bonds	\$85,527.03	Reserve	\$58,231.25	\$0.00	\$0.00	\$58,231.25
Total	\$227,146.02	Surplus	\$46,724.84	\$0.00	\$0.00	\$46,724.84
		Totals	\$285,312.63	\$31,831.13	(\$90,245.93)	\$226,897.83

Summary - Second Quarter FY 2020

Opening Balance	\$285,312.63
Total Income	\$31,831.13
Total Expenses	(\$90,245.93)
Closing Balance	\$226,897.83

Restricted Funds

			<u>Opening</u>	<u>New Gifts</u>	<u>Spending</u>	<u>Closing</u>
PNC Savings	\$55,264.33	Disaster Assist.	\$13,393.00	\$161.00	\$0.00	\$13,554.00
Vanguard Bonds	\$85,527.03	Education	\$122,561.00	\$25.00	(\$959.64)	\$121,626.36
Total	\$140,791.36	Graduate Schol	\$1,255.00	\$5.00	(\$1,000.00)	\$260.00
		Finch Award	\$5,596.00	\$5.00	(\$250.00)	\$5,351.00
		Total	\$142,805.00	\$196.00	(\$2,209.64)	\$140,791.36

Spring 2020 Harrisonburg Budget 2.0

MARAC MEETING BUDGET**SPRING 2020****HARRISONBURG, VA****Proposed Budget Summary**

Category	Total for 250 Attendees	Total for 300 Attendees
INCOME		
Registration Fees	\$28,740.00	\$34,085.00
Exhibitor Fees	\$11,825.00	\$11,825.00
Meals	\$5,000.00	\$5,875.00
Reception	\$200.00	\$300.00
Tour Fees	\$500.00	\$700.00
Workshop Fees	\$4,950.00	\$6,600.00
Total Income	\$51,215.00	\$59,385.00
EXPENSES		
Administrative Services	\$5,000.00	\$5,000.00
LAC Expenses	\$250.00	\$250.00
Event Insurance	\$800.00	\$800.00
Hospitality Event	\$0.00	\$0.00
Hotel Expenses	\$250.00	\$250.00
AV Expenses	\$4,000.00	\$4,000.00
Meal Expenses	\$25,709.88	\$31,329.63
Reception	\$6,250.00	\$8,250.00
Registration/Program	\$2,500.00	\$2,500.00
Session/Plenary Speakers	\$1,000.00	\$1,000.00
Tour Expenses	\$160.00	\$240.00
Workshop Expenses	\$3,280.00	\$3,280.00
Total Expenses	\$49,199.88	\$56,899.63
Total	\$2,015.12	\$2,485.37
Steering Meal Reimbursement	\$640.00	\$640.00
NET INCOME/PROJECTED PROFIT	\$2,655.12	\$3,125.37

MARAC MEETING BUDGET

SPRING 2020

HARRISONBURG, VA

Proposed Budget - Income Estimates

Category	250			300		
	Cost/Item	Attendees	Total	Cost/Item	Attendees	Total
INCOME						
Registration Fees						
Pre-Reg Members	\$110.00	155	\$17,050.00	\$110.00	190	\$20,900.00
Pre-Reg Non-Members	\$150.00	25	\$3,750.00	\$150.00	25	\$3,750.00
Late Reg Members	\$120.00	25	\$3,000.00	\$120.00	30	\$3,600.00
Late Reg Non-Members	\$160.00	10	\$1,600.00	\$160.00	10	\$1,600.00
Member, on-site	\$130.00	8	\$1,040.00	\$130.00	10	\$1,300.00
Non-member, on-site	\$170.00	5	\$850.00	\$170.00	6	\$1,020.00
Student registration	\$65.00	18	\$1,170.00	\$65.00	23	\$1,495.00
One day (Saturday only)	\$70.00	4	\$280.00	\$70.00	6	\$420.00
Total Registration Fees		250	\$28,740.00		300	\$34,085.00
Exhibitor Fees						
Ads (Full Page)	\$500.00	0	\$0.00	\$500.00	0	\$0.00
Ads (Half Page)	\$300.00	0	\$0.00	\$300.00	0	\$0.00
Ads (Quarter Page)	\$200.00	1	\$200.00	\$200.00	1	\$200.00
Ads (Business Card)	\$125.00	1	\$125.00	\$125.00	1	\$125.00
Donations/Sponsorships	\$250.00	2	\$500.00	\$250.00	2	\$500.00
Donations/Sponsorships	\$500.00	2	\$1,000.00	\$500.00	2	\$1,000.00
Donations/Sponsorships	\$1,000.00	1	\$1,000.00	\$1,000.00	1	\$1,000.00
Rental - 1 Table	\$600.00	15	\$9,000.00	\$600.00	15	\$9,000.00
Rental - 2 Tables	\$750.00	0	\$0.00	\$750.00	0	\$0.00
Total Exhibitor Fees			\$11,825.00			\$11,825.00
Meals						
Lunch - Friday	\$25.00	125	\$3,125.00	\$25.00	150	\$3,750.00
Breakfast - Business Mtg.	\$25.00	75	\$1,875.00	\$25.00	85	\$2,125.00
Total Meals			\$5,000.00			\$5,875.00
Reception						
Guest Tickets	\$20.00	10	\$200.00	\$20.00	15	\$300.00

Total Reception Income			\$200.00			\$300.00
Tour Fees						
Tour #1 (Carrier Arboretum)	\$10.00	10	\$100.00	\$10.00	15	\$150.00
Tour #2 (Wilson Library)	\$15.00	10	\$150.00	\$15.00	15	\$225.00
Tour #3 (Quilt Museum)	\$10.00	10	\$100.00	\$10.00	15	\$150.00
Tour #4 (Hone Quarry Cliff Trail Hike)	\$5.00	10	\$50.00	\$5.00	15	\$75.00
Tour #5 (Hugo Kohl)	\$10.00	10	\$100.00	\$10.00	10	\$100.00
Total Tour Fees			\$500.00			\$700.00
Workshop Fees						
Workshop #1 Collective Archivism	\$60.00	15	\$900.00	\$60.00	20	\$1,200.00
Workshop #2 Archives Basics	\$90.00	15	\$1,350.00	\$90.00	20	\$1,800.00
Workshop #3 Map Cataloging	\$90.00	15	\$1,350.00	\$90.00	20	\$1,800.00
Workshop #4 Stabilization	\$45.00	15	\$675.00	\$45.00	20	\$900.00
Workshop #5 Oversized	\$45.00	15	\$675.00	\$45.00	20	\$900.00
Total Workshop Fees			\$4,950.00			\$6,600.00
Total Income			\$51,215.00			\$59,385.00

MARAC MEETING BUDGET

SPRING 2020

HARRISONBURG, VA

Proposed Budget - Expense Estimates

Category	250			300		
	Cost/Item	Attendees	Total	Cost/Item	Attendees	Total
EXPENSES						
Administrative Services			\$5,000.00			\$5,000.00
LAC Expenses			\$250.00			\$250.00
Event Insurance			\$800.00			\$800.00
Hospitality Event			\$0.00			\$0.00
Hotel Expenses						
Room Rentals			\$0.00			\$0.00
Porterage and Misc. Expenses			\$250.00			\$250.00
Total Hotel Expenses			\$250.00			\$250.00
AV Expenses (NEED A DETAILED QUOTE)						
AV Equipment Tech			\$0.00			\$0.00
AV Equipment Rental			\$4,000.00			\$4,000.00
Taxes and Fees?			\$0.00			\$0.00
Total AV Expenses			\$4,000.00			\$4,000.00
Meal Expenses						
Coffee Breaks Thur (AM & PM)	\$15.00	75	\$1,125.00	\$15.00	85	\$1,275.00
Steering Committee - Th	\$32.00	20	\$640.00	\$32.00	20	\$640.00
Continental Breakfast - Fri	\$14.00	250	\$3,500.00	\$14.00	300	\$4,200.00
Coffee Break Fri AM	\$22.00	275	\$6,050.00	\$22.00	350	\$7,700.00
Lunch - Friday (meat)	\$21.00	50	\$1,050.00	\$21.00	50	\$1,050.00
Lunch - Friday (fish)	\$24.00	50	\$1,200.00	\$24.00	75	\$1,800.00
Lunch - Friday (veg)	\$22.00	25	\$550.00	\$22.00	25	\$550.00
vendor box lunches	\$21.00	24	\$504.00	\$21.00	24	\$504.00
Coffee Break Fri PM	\$15.00	275	\$4,125.00	\$15.00	350	\$5,250.00
Breakfast Buffet - Sat	\$20.00	75	\$1,500.00	\$20.00	85	\$1,700.00
Coffee Break Sat (optional)	\$25.00	0	\$0.00	\$25.00	0	\$0.00
Meal Subtotal			\$20,244.00			\$24,669.00
Meal Service Charge (20% of subtotal)			\$4,048.80			\$4,933.80
Meal Local Tax (7% of subtotal)			\$1,417.08			\$1,726.83
Total Meal Expenses			\$25,709.88			\$31,329.63

Reception						
Caterer			\$6,000.00			\$8,000.00
Entertainment			\$250.00			\$250.00
Transportation			\$0.00			\$0.00
Facility Fees			\$0.00			\$0.00
Total Reception Costs			\$6,250.00			\$8,250.00
Registration/Program						
Program Design/Print/Mail			\$2,000.00			\$2,000.00
Sched App			\$250.00			\$250.00
Website (JMU Hosting)			\$0.00			\$0.00
Folders, Badges, Lanyards, etc.			\$250.00			\$250.00
Total Registration/Program Costs			\$2,500.00			\$2,500.00
Session/Plenary Speakers						
Lodging/Travel/Meals			\$1,000.00			\$1,000.00
Honoraria			\$0.00			\$0.00
Total Session/Plenary Costs			\$1,000.00			\$1,000.00
Tour Expenses						
Tour #1 (Carrier Arboretum)	\$0.00	10	\$0.00	\$0.00	15	\$0.00
Tour #2 (Wilson Library)	\$8.00	10	\$80.00	\$8.00	15	\$120.00
Tour #3 (Quilt Museum)	\$8.00	10	\$80.00	\$8.00	15	\$120.00
Tour #4 (Hone Quarry Cliff Trail Hike)	\$0.00	10	\$0.00	\$0.00	15	\$0.00
Tour #5 (Hugo Kohl)	\$0.00	10	\$0.00	\$0.00	10	\$0.00
Total Tour Expenses			\$160.00			\$240.00

Fall 2019 Cambridge Report and Recommendations

MARAC FALL 2019 MEETING**CAMBRIDGE, MD**

Due to 11 attendees being complimentary or workshop-only, I have shown the projections for 250 attendees instead of 300.

FINAL SUMMARY

Category	Budgeted 250	Actual 284 Attendees
	Attendees	
INCOME		
Registration Fees	\$29,150.00	\$30,905.00
Exhibitor Fees	\$13,125.00	\$11,150.00
Meals	\$6,375.00	\$5,822.00
Reception	\$1,200.00	\$2,460.00
Tour Fees	\$650.00	\$1,320.00
Workshop Fees	\$5,625.00	\$6,075.00
Total Income	\$56,125.00	\$57,732.00
EXPENSES		
Administrative Services	\$5,000.00	\$5,000.00
LAC Expenses	\$250.00	\$403.90
Hotel Expenses	\$250.00	\$0.00
AV Expenses	\$10,000.00	\$13,373.20
Meal Expenses	\$35,593.50	\$47,326.34
Reception	\$650.00	\$2,870.00
Registration/Program	\$3,500.00	\$2,217.48
Session/Plenary Speakers	\$335.00	\$0.00
Tour Expenses	\$500.00	\$673.52
Workshop Expenses	\$3,100.00	\$3,469.08
Total Expenses	\$59,178.50	\$75,333.52
Total	(\$3,053.50)	(\$17,601.52)
Reimbursement for Steering Committee	\$800.00	\$1,825.32
NET INCOME / PROFIT	(\$2,253.50)	(\$15,776.20)

MARAC FALL 2019 MEETING

CAMBRIDGE, MD

FINAL INCOME

CATEGORY	Budgeted 250			Actual 284		
	Cost/Item	Attendees	Total	Cost/Item	Attendees	Total
Registration Fees						
Pre-Reg Members	\$110.00	140	\$15,400.00	\$110.00	189	\$20,790.00
Pre-Reg Non-Members	\$150.00	35	\$5,250.00	\$150.00	22	\$3,300.00
Late Reg Members	\$120.00	25	\$3,000.00	\$120.00	25	\$3,000.00
Late Reg Non-Members	\$160.00	10	\$1,600.00	\$160.00	8	\$1,280.00
Member, on-site	\$130.00	15	\$1,950.00	\$130.00	11	\$1,430.00
Non-member, on-site	\$170.00	5	\$850.00	\$170.00	1	\$170.00
Student registration	\$55.00	10	\$550.00	\$55.00	15	\$825.00
One day (Saturday only)	\$55.00	10	\$550.00	\$55.00	2	\$110.00
Complimentary or Workshop Only	\$0.00	0	\$0.00	\$0.00	11	\$0.00
Total Registration Fees		250	\$29,150.00		284	\$30,905.00
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	3	\$600.00
Ads (Business Card)	\$125.00	1	\$125.00	\$125.00	0	\$0.00
Ad (Vendor upgrade to full page)				\$300.00	1	\$300.00
Ad (Vendor upgrade to half page)				\$100.00	1	\$100.00
Donations/Sponsorships	\$250.00	8	\$2,000.00	\$250.00	1	\$250.00
Donations/Sponsorships	\$500.00	2	\$1,000.00	\$500.00	1	\$500.00
Donations/Sponsorships				\$1,000.00	1	\$1,000.00
Rental - 1 Table	\$600.00	15	\$9,000.00	\$600.00	14	\$8,400.00
Rental - 2 Tables	\$800.00	0	\$0.00	\$800.00	0	\$0.00
Total Exhibitor Fees			\$13,125.00			\$11,150.00
Meals						
Breakfast - Business Mtg.	\$25.00	75	\$1,875.00	\$26.00	57	\$1,482.00
Lunch - Friday	\$30.00	150	\$4,500.00	\$35.00	124	\$4,340.00
Total Meals			\$6,375.00			\$5,822.00
Reception						
Sponsorship	\$500.00	2	\$1,000.00	\$2,000.00	1	\$2,000.00
Guest Tickets	\$20.00	10	\$200.00	\$20.00	23	\$460.00
Total Reception Income			\$1,200.00			\$2,460.00

Tour Fees (designation numbers changed in planning)

Tour #1 (Choptank)	\$25.00	10	\$250.00	\$10.00	12	\$120.00
Tour #2 (Tubman)	\$10.00	10	\$100.00	\$10.00	32	\$320.00
Tour #3 (Layton)	\$10.00	10	\$100.00	\$10.00	14	\$140.00
Tour #4 (Ghost)	\$5.00	10	\$50.00	\$20.00	29	\$580.00
Tour #5 (RAR)	\$5.00	10	\$50.00	\$10.00	16	\$160.00
Tour #6 (X - cancelled)	\$5.00	10	\$50.00	\$0.00	0	\$0.00
Tour #7 (X - cancelled)	\$5.00	10	\$50.00	\$0.00	0	\$0.00
Total Tour Fees			\$650.00			\$1,320.00

Workshop Fees

Workshop #1	\$90.00	20	\$1,800.00	\$45.00	19	\$855.00
Workshop #2	\$90.00	20	\$1,800.00	\$90.00	36	\$3,240.00
Workshop #3	\$90.00	15	\$1,350.00	\$90.00	18	\$1,620.00
Workshop #4	\$45.00	15	\$675.00	\$45.00	8	\$360.00
Total Workshop Fees			\$5,625.00			\$6,075.00

Total Income			\$56,125.00			\$57,732.00
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MARAC FALL 2019 MEETING

CAMBRIDGE, MD

FINAL EXPENSES

CATEGORY	Budgeted 250			Actual 284		
	Cost/Item	Attendees	Total	Cost/Item	Attendees	Total
Administrative Services			\$5,000.00			\$5,000.00
LAC Expenses						
Vendor Site Visit						\$325.90
PNC Wire Transfer Fee						\$78.00
Total LAC Expenses			\$250.00			\$403.90
Hotel Expenses						
Room Rentals			\$0.00			\$0.00
Room Rental Tax (6% of room expenses)			\$0.00			\$0.00
Porterage and other miscellaneous expenses			\$250.00			\$0.00
Total Hotel Expenses			\$250.00			\$0.00
AV Expenses						
AV Equipment Tech			\$9,000.00			\$9,723.60
AV Equipment Support						\$2,484.92
AV Equipment Loss Damage Waiver			\$400.00			\$432.16
AV Taxes			\$600.00			\$732.52
Total AV Expenses			\$10,000.00			\$13,373.20
Meal Expenses						
Breakfast Buffet - Sat	\$36.00	75	\$2,700.00			\$2,534.59
Continental Breakfast - Fri	\$34.00	200	\$6,800.00			\$7,979.26
Coffee Breaks Thur (AM & PM)	\$10.00	75	\$750.00			\$2,464.18
Coffee Breaks Fri (AM & PM)	\$10.00	375	\$3,750.00			\$5,280.40
Coffee Break Sat						\$1,173.42
Lunch - Friday (meat)	\$50.00	100	\$5,000.00			\$7,434.78
Lunch - Friday (veg)	\$45.00	25	\$1,125.00			\$0.00
Vendor Lunches						\$451.77
Reception Catering Friday			\$8,250.00			\$18,182.62
Steering Committee - Th	\$40.00	20	\$800.00			\$1,825.32
Subtotal Meal Expenses			\$29,175.00			\$47,326.34
Service Charge (22%)			\$6,418.50			included in subtotal figures
Total Meal Expenses			\$35,593.50			\$47,326.34

Reception			
Entertainment	\$250.00		\$0.00
Insurance	\$400.00		\$870.00
Facility Fees	\$0.00		\$2,000.00
Total Additional Reception Costs	\$650.00		\$2,870.00
Registration/Program			
Sched App	\$250.00		\$250.00
Program	\$3,000.00		\$1,883.86
Folders, Badges, etc.	\$250.00		
Pronoun ribbons			\$31.97
Reception Tickets			\$10.08
Nametags			\$41.57
Total Registration/Program Costs	\$3,500.00		\$2,217.48
Session/Plenary Speakers			
Lodging	\$200.00		\$0.00
Meals	\$35.00		\$0.00
Travel	\$100.00		\$0.00
Total Session/Plenary Costs	\$335.00		\$0.00
Tour Expenses			
Tour #1 (Choptank)			\$50.00
Tour #2 (Tubman)			\$0.00
Tour #3 (Layton)			\$84.00
Tour #4 (Ghost)			\$400.00
Tour #5 (RAR)			\$139.52
Total Tour Expenses	\$500.00		\$673.52
Workshop Expenses			
Honoraria	\$1,500.00		\$2,200.00
Lodging/Meals/Travel (Speakers)	\$1,500.00		\$1,224.08
New member workshop coupon		\$45.00 1	\$45.00
Misc. Expenses	\$100.00		\$0.00
Total Workshop Expenses	\$3,100.00		\$3,469.08
Total Expenses	\$59,178.50		\$75,333.52

The Cambridge Report

Cambridge Postmortem

First, let's say some nice stuff about Cambridge:

- Tours were a huge success. They were popular and well-executed and they made money.
- Workshops were a huge success. The copyright and diversity workshops, especially, were very well-received.
- Cambridge was lovely and the hotel was a nice accommodation
- Meeting was well attended with 284 attendees

Now let's talk about what contributed to losses at Cambridge:

- Sudden departure of one LAC chair, with no communication after she left the region. This left the LAC understaffed and overburdened.
- Food expenditures
 - Went well over minimum
 - Very expensive food
 - Overspent the budget
 - Reception
 - Coffee breaks, extra coffee break
 - Steering (this didn't affect the conference budget because it gets reimbursed from the Steering budget, but this blew the Steering budget for the year)
 - Didn't account for the service charge?
- Workshops cost more than expected
 - Instructors are asking for more compensation (per Paige)
- The hotel was expensive and strangely combative on several things
 - Only \$5,000 credit extended, compared to our usual ~\$25,000 or more.
 - Had to wire a prepayment due to the credit situation
 - Had a hard time getting payment amount and instructions from the hotel
 - Wire transfer fee was \$78 (this is increasing to \$90 in 2020, per PNC)
 - With more notice, I could have overnighted a check at a cost of ~\$15
 - Hotel required us to carry insurance for the whole event, not just the reception (this is becoming the norm in our contracts)
 - Hotel wouldn't comp us a hotel night for our vendor coordinator's visit

- Hotel charged us for the reception venue even though it was their call that we couldn't have the reception out there. They wouldn't light the fire, but they lit a fire in another location.
- It was difficult to acquire local sponsorships due to the financial circumstances of the surrounding area.

Recommendations

Tweaks to the Meeting Manual

- Require hotels to provide an itemized final estimate after food choices have been made but before the final food order is placed
- Carefully assess the feasibility of an outdoor reception. Make sure that the location fee covers the outdoor location and a rain location.
- Treasurer: Tweak the budget template: **[DONE]**
 - Break out the food price per head, service charge, and applicable taxes into separate lines
 - Analyze historical trends of registration categories and tweak the template accordingly (more people are early-bird members, fewer are non-member on-site). This applies to lunch and breakfast orders as well.
 - Update the template to reflect insurance changes, break out AV expenses, etc.

Create a Dropbox repository, similar to the Steering Dropbox repository, for conference documents.

- Will serve as a reference during planning and a historical resource afterwards.
- Cuts down on emailing and printing
- Permissions managed by Administrator
- Contents packaged and sent to Archivist after the conference
- Documents to be included:
 - Hotel contract
 - Food and AV estimates
 - Other bills and invoices
 - Workshop contracts?
 - Budget draft, final budget, and final report
 - Vendor and sponsorship spreadsheet
 - LAC report
 - Survey results

Assign a member of Finance to each LAC to consult on budget development and expenditures.

- Provides support to LAC chairs and reduces Treasurer wear and tear by acting as a proxy.
- Duties for this Finance representative:
 - Provide guidance on budget development
 - Provide guidance on expenditures
 - Add an extra eye, especially for food orders, to ensure that expenses are kept within the approved budget
 - Catch unapproved expenditures such as the new member event in Morgantown, the extra coffee break in Cambridge, and the overspending on the reception in Cambridge
 - Serve as a proxy for the Treasurer
- Upcoming LAC representatives:
 - Harrisonburg: Edith
 - Long Branch: Tara
- If Finance is going to be positioned as oversight on LACs, then LAC chairs (and members?) cannot be members of Finance until their conference is complete.

Connect LAC chairs with MCC budget development consultants

- Discussion point: are these budget consultants informal, or are they official parts of MCC with terms?
- Suggested people:
 - Becky Collier
 - Robin Emrich

Are our conference locations too expensive?

- For Cambridge, there was a \$28,000 food and beverage minimum and a 22% service charge. If we had only ordered \$28,000 of food, we still would have realized a \$2,000 loss on the conference.
- High food and beverage minimum combined with low opportunities for alternate steering and reception sites, low opportunities for sponsorship contributed very heavily to this conference's losses.
- We have a \$28,000 food and beverage minimum in Long Branch as well.

Start to re-think the 2-conferences-per-year model

- Reasons for rethinking the model:
 - Topics get diluted and we have the same sessions over and over
 - Expensive to put on, expensive to attend

- NEA and MAC do it differently
- It's a lot of wear and tear on the Treasurer
- Lots of the same vendors over and over, and may be too much for our vendors
- Reasons to keep it the same:
 - "It's the same way we've always done it"
 - More people can participate in planning and leadership
 - More people can attend - or are we always seeing the same people?
 - We can see more places
 - It mostly works, for now
- NEA and MAC both have a meeting/symposium model that we can move towards. Business Archives Forum is an example of an event that MARAC has hosted to great success (51 attendees in Newark, 29 in Hershey).
 - Pros:
 - Symposium allows for a more concentrated look at a topic that's relevant to our region
 - Symposium can be lower-key, lower-cost
 - We could make our big conference bigger, since we're having fewer of them per year
 - Cons:
 - Can we give as much of an opportunity for involvement with only one big conference?
 - Other considerations:
 - Do we have our big meeting in the spring or the fall? NEA and MAC are both in the spring.
 - Do we make our big meeting bigger? One or more session slots added? More workshops, maybe a day on the end? Expand LAC and PCs?
 - What does the symposium look like? Hotel block, reception or other networking event? At a hotel, an event venue, a university? Workshops attached? Registration rates?

MARAC Historian Report

January/2020 (for the MARAC Steering Committee Meeting; conference call)

I have enjoyed continuing to work closely with our new UMD curator and MARAC Archivist Joni Floyd. We both attended the semi-annual meeting in Cambridge, including the Steering Committee meeting that was held there. We have looked at some sectors of the MARAC archival collection where documentation is sparse; I anticipate helping to correct this by (for example) working with our Meetings Coordinator Mary Mannix to see what can be done to improve the acquisition into the Archive of documentation generated by LC and PC chairs.

With Doug McElrath and Jodi Koste, I was involved in a panel discussion at the Cambridge meeting that explored the history of hospitality suites at MARAC meetings and the resulting humorous resolutions that were read at subsequent business meetings. In this regard, it was particularly gratifying to witness the return of Alex Magoun who recited again his famous “Henry V” resolution (originally presented at the business meeting in Trenton, Spring/2003). I think all who attended enjoyed the session and perhaps learned a little about what might be termed one aspect of MARAC’s cultural history.

Recently I have helped Joni respond to two queries from MARAC members: one on the origins of the Membership Development Committee and another on the history (and debate about) the semi-annual meeting model in MARAC.

Our 50th anniversary year (2022) is beginning to approach; consequently I’ve started to touch bases with a couple of folks in MARAC just to sound them out about how this event might be celebrated at the Fall/2022 meeting. At the moment, there is nothing new to report on this topic.

Lauren Brown
MARAC Historian

MARAC Archivist Report
Steering Committee Meeting
Jan. 24, 2020

On December 3, 2019 I was contacted by Jodi Boyle, editor of the Mid-Atlantic Archivist (MAA), to discuss the MARAC Communications Committee's hope to—as part of its plans to move to a mostly digital publication in 2021—add each new issue of the MAA to the DRUM when it is published.

Through subsequent email discussion, I explained:

- The MAA is currently not in DRUM but in the Internet Archive.
- I can be of assistance with adding the MAA to the Internet Archive four times a year as requested.

The details of this new agreement will take longer than I originally expressed to Jodi; therefore, Jodi had to adjust her original plans of having the proposed ingest procedures reported on in the winter 2020 issue of the MAA by MARAC Chair Rohrbaugh.

In early February, I will be meeting again with Joanne Archer, head of the Access Team to delineate the ingest procedures.

Respectfully submitted,

Joni J. Floyd
MARAC Archivist

MARAC

Mid-Atlantic Regional Archives Conference

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

Date: January 24, 2020

To: Steering Committee

From: Sharmila Bhatia, Development Coordinator

Subject: Development Coordinator's Report to Steering

Day of Giving:

We had asked members to donate to the Disaster Relief Fund during the Fall Meeting at Cambridge, Maryland. We received donations totaling \$140 with \$70 donated in cash at the registration desk. Although the fundraising drive wasn't as successful as we had hoped, the fund which relies solely on donations has a balance of \$13,554.

MARAC

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Web Team Report

Steering Committee Meeting
January 24, 2020

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

Updates since the last Steering Meeting:

Liz will be meeting with Mary Mannix regarding the new template for the Upcoming Conference page. We hope to have the new conference pages live by the end of January 2020.

The Web Team is continuing to discuss long terms plans for new ways to enhance and improve the experience for users on the MARAC website as well as identify pages that need to be re-designed, including the Archives, About, and Previous Conference pages. We will focus these pages after the Conference template has been completed.

We are working on a proposal to establish guidelines regarding the job ads that we post on our site. We will submit this proposal at the next Steering committee meeting.

Please check pages relevant to your caucus/committee and email us (maracwebteam@gmail.com) if you notice any issues or if you would like to make any updates.

Other tasks include:

- Laura has been updating the Job Opportunities page
- Liz is updating the Delaware caucus page
- Don updated the Steering Committee member list
- Don and Liz updated the Web Team Operations Manual
- Don updated other committee pages as requested.
- Liz and Don updated caucus pages and assisted caucus reps and committee chairs as requested.

Respectfully submitted,
Don Sailer

Regional Archival Associations Consortium Representative

Winter 2020 MARAC Steering Committee Report

- RAAC Education Committee
 - Stated goal: Facilitate regional initiatives by building up a contact list and generating proposals to encourage collaboration.
 - Open question: Whether the Education Committee can put forward a webinar idea, instructor, education area, etc. as a part of this year's projected RAAC symposium.
- RAAC and NCH
 - Waiting to hear back from RAAC about outreach to SAA for grant to reach Sustaining Membership level from extra SAA Sustaining Membership level funds.
- Vendor question
 - Request from RAAC for contact list or directory of vendors who sponsor or participate in events. This would not be the general main contact information for sales, but rather for their reps who schedule and set-up exhibits or financially sponsor archival conferences/events. The end goal is to obtain lists from different regionals to maintain a ready-resource list for conference coordinators.
 - Interest from MARAC in sharing vendor list?

Respectfully submitted,
Andrew Cassidy-Amstutz