

MARAC

Mid-Atlantic Regional Archives Conference

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

STEERING COMMITTEE
Thursday, April 16, 2020, 10:30 AM – 2:30 PM
Zoom Meeting
MINUTES

In Attendance: Rachel Grove-Rohrbaugh, Jennie Knies, Sara Predmore, Caitlin Rizzo, Amanda May, Molly Tighe, Jessica Johnson, Michael Martin, Tara Maharjan, Mary Mannix, Mark Coulbourne, Don Sailer, Diane Bockrath, Kate Palm, Meg Snyder, Hillary Kativa, Jan Zastrow, Lauren Cahill, Matt Testa, Lauren Brown, David Grinnell, Vince Novara, Josette Schluter, Liz Scott, Lori Hostuttler (on behalf of Jane LaBarbara), Danna Bell, Sharmila Bhatia, Andrew Cassidy-Amstutz, Paige Newman, Josue Hurtado, Don Cornelius, Amanda Brent, Tara Wink, Chris Anglim

- I. Call to Order (5 minutes) (10:31 a.m.)**
 - A. Review of Zoom and Voting Protocols
 - B. Introductions
 - C. Approval of Agenda—Motion to approve. Second. Agenda approved.

- II. Approval of Steering Committee Minutes (5 minutes)**
 - A. January 2020 Minutes—approved
 - i) Corrections: No corrections. Motion to approve. Motion Seconded. Minutes approved.

- III. Officers' Reports (15 minutes)**
 - A. Chair
 - i) Chair's Report (Rohrbaugh)—Report submitted.
 - (1) Drawing extra attention to the fact that the Spring Meeting will be held May 5, 2020 at 1:00 p.m. via Zoom. We will need a quorum, so please do try to attend. Action Item: Vin will follow up with the amount of participants needed for a quorum.
 - B. Administrator's Report (Predmore)—Report submitted.
 - C. Chair-Elect (Knies)—Report submitted.
 - (1) Jennie is not done with appointments and needs two Steering Committee members rotating off in June 2020 to serve on Nominations/Elections Committee. Action Item: Any interested members, please contact Jennie.
 - (2) Discussion: Our first online steering committee was this past Winter. At that point, we discussed having one online steering meeting a year and one in person

meeting. We had hoped for the in-person meeting to be held at Drexel in Philadelphia, but right now we do not have a sense if they will be open for that meeting. We are probably going to need to plan to have our meeting in July online.

Decision: Consensus that most are in favor of moving to an online for the summer, so we will go forward with that.

D. Meetings Coordinator (Mary Mannix)—Report Submitted.

- (1) We are currently waiting on communication with three different hotels. We are hoping to settle with the Harrisonburg hotel for an updated contract, the Ocean Place hotel in Long Branch to hear more regarding cancellation/rates, and the Gettysburg hotel to hear more regarding that contract. MCC is waiting on replies for all three.

E. Secretary (Rizzo)—No report submitted.

F. Treasurer (May)—Report submitted.

- (1) Quarter 3 is on track. Conference vendor/sponsorship income is being forwarded to future conferences (i.e., Long Branch and Saratoga Springs), but that money may change in the future because those payments are paid far into the future and the situation may change given the pandemic. That said, we started this year in a surplus.
- (2) Discussion: Lauren Brown asks about what looks like negative return for bonds and savings, but Amanda May says that this is a formatting error. These are positive returns and our conservative investing habits have actually paid off. No action needed.
- (3) May notes that the Harrisonburg budget is not ready yet. However, we did not incur any debt for the cancellations and are currently renegotiating for a future conference with the hotel in 2020.
- (4) Discussion: We need to approve the Long Branch budget. The registration is higher than usual, but reflects a higher food and beverage minimum. Finance and Local Committee have approved the higher base rate. This is \$20 over the highest base rate registration we have offered in the past at \$140 base rate for pre-registration for member (i.e. lowest registration rate) and \$180 for non-member pre-registration. We will need to vote to approve this higher base rate as currently the Meetings Manual sets a cap at \$115 as the registration base rate. Jessica Johnson raises a concern on the risks of raising costs when many institutions are suffering budget cut. Many members raise the need to increase scholarships alongside increase in base rate alongside, and May ensures that this concern is already taken up in the submitted report.

Decision: Motion to approve Long Branch Budget as submitted. Motion approved.

- (5) Discussion: Fiscal Year 2021 Budget needs to be approved. The largest difference from Fiscal Year 2020 is the Membership Committee's budget, which is receiving additional money for the Meet and Greet events. The other notable item is that we dropped the anticipated revenue from membership dues because membership is steadily dropping. Predmore asked if the number for Communications Committee reflects the money saved by moving the *MAA* primarily online. Amanda confirms that it does.

Decision: Motion to approve FY2021 Budget. Motion Approved.

(a) Discussion: Finance proposes the creation of 5 additional awards for \$400 each to pay for the Long Branch conference in order to help offset financial ramifications of the COVID-19 pandemic. This proposal is based on similar awards made available for Morgantown after the 2019 Federal Government Shutdown. Discussion as to whether \$400 is enough to cover costs and general agreement that these will not aim to cover all costs just to subsidize expenses but that we should advertise them as subsidies very clearly. Grinnell asks if we can gather information to evaluate effectiveness and May suggests that we should since we've found in the past members did not take full advantage of scholarships. General discussion on the importance of publicizing these scholarships and whether or not publicizing winners is hurting the number of overall applicants.

Decision: Motion to add up to 5 additional awards of \$400 each to pay for registration, travel, lodging, and food for the Long Branch conference, paid out of the Archival Education Fund. Motion approved.

(6) Rohrbaugh asks to return to an earlier question in the chat regarding whether or not we need to raise the registration cap in the Meetings Manual in order to move forward with Long Branch. Danna Bell says we can raise the cap by vote, but that we have already done so. Sharmila Bhatia adds that we can change the cap entirely going forward if Steering so chooses.

(7) Decision: May suggests that this is a good question for Meeting Model Task Force and Rohrbaugh agrees to come back to this question following Meeting Model Task Force review.

G. Parliamentarian—No report submitted.

Break at 11:25 AM. Reconvene at 11:45 AM

IV. Old Business (30 min)

A. Membership Survey (Borden)

(1) Discussion: Borden is unavailable right now, and Rohrbaugh presents on her behalf. Borden has noted that she hasn't been able to put together an analysis as of now. She has been focusing on adapting the survey for lapsed members. Predmore adds that Borden and Predmore are moving forward on an effort to adapt the same survey for lapsed members, which represents a group of 200 folks that lapsed in the past fiscal year. Rohrbaugh will follow up on progress for either the May/July Meeting. Scott asks if the survey results would be available to all on Steering Committee for everyone's review and Predmore offers to put results into DropBox (link here: https://www.dropbox.com/sh/sito819a0rc9s7v/AAAv_pSOq31sqonorZi86AgHa?dl=0). Online Education and Meeting Model Task Force can now access the raw results for review.

B. Meeting Model Task Force (Scott and Kativa)

(1) Discussion: Scott and Kativa have prepared a preliminary report for the task force. They have made appointments and started meetings. They have additionally have asked Rohrbaugh for space at Long Branch for a Town Hall with

membership. They are now looking for access to results of membership survey (discussed above). Today they are looking for names/contact information for former PCs and LAC chairs from Steering Committee. Mannix adds that all PC and LAC chairs are on the website and if needed Predmore can create a list. Action Item: Kativa adds that based on our conversations today she has added a note to the survey they are developing to ask other organizations about registration base rates.

- (2) Discussion: Rohrbaugh asks if the timeline needs to be adjusted.
Decision: Scott and Kativa agree that there is no adjustment needed as of now, but that that might happen if Long Branch is cancelled and we need to change plans to report out and have a virtual town hall.
- (3) Discussion: Rohrbaugh raises the issue of how far in advance we should be planning meetings given the changes we might make to the meeting model? Mannix offers that there is nothing currently planned after College Park's Anniversary meeting, so that might be the natural point for us to pause and reassess. However, Mannix adds that a town hall in Long Branch needs to be initiated now and Scott and Kativa confirm that it will be initiated in the next week. Discussion on when to hold Town Hall. Tighe clarifies that the last town hall was held during a plenary, and they are currently thinking of that model, but have not fully determined their recommendations.
Decision: We will pause after College Park's Anniversary meeting and Meeting Model Task Force will work with Long Branch LAC/PCs to arrange a time for the Town Hall.

V. New Business (30 min)

A. COVID-19 Town Hall Discussions and Zoom Meetings (Tighe/Martin)

- (1) Discussion: Communications Committee would like to suggest two new ideas. The first idea is sponsoring COVID-19 Town Hall discussions for various caucuses via Zoom to give people opportunities to discuss responses to the pandemic. The plan of action is to reach out to caucus chairs to let them know that Communications would like to help facilitate in moderating and scheduling town halls. The second idea is hosting mini-webinars (separate from displaced presentations for Harrisonburg) to facilitate member interaction. There is also the option for an additional publication, but the Committee discussed that they do not think that would be effective and should focus instead of allowing for a separate feature to showcase work happening right now in the *MAA*.
- (2) Discussion: Testa says this is a good idea and that he is happy to lead Maryland's Town Hall. He asks if this should be before or after the business meeting in May and whether there is a particular agenda or if these are open forums. Martin says that the general impression is that will be open forums.
- (3) Discussion: Are there already volunteers for the mini-webinars? Martin says that is his impression. Rohrbaugh offers that this is good timing and suggests that the models she has seen have been different from full workshops, so she's excited to try out a Lunch/Learn kind of model or mini-presentations.
- (4) Discussion: The next report is on MARAC getting their own zoom account, so we need to think through getting our own Zoom account to do this work. May adds

that \$150 has already been budgeted in FY2021 for the Zoom account, but May approves purchasing for this fiscal year to support more virtual meetings. Rohrbaugh asks who would own the collective account. Agreement that the Administrator will manage the account and the Secretary will serve as back up. Decision: Predmore asks if we can initiate this purchase today and Rohrbaugh agrees to move forward with purchase and account set up.

- (5) Discussion: What will be the timing for these efforts now that we know a zoom account will be available? Martin offers that members are aiming for June. Testa offers he would be happy to host something immediately after the Business Meeting for Maryland caucus. Rohrbaugh says that it makes sense to her to try to host Town Halls in Mid-May, but she suggests caucus reps should get in touch with Tighe and Martin directly. Palm adds that she might like to hold the caucus town halls after hours for folks that might not be able to meet otherwise. Action Item: Rohrbaugh advises that caucus representatives should be in touch with Communications for arrangement. .

B. Assistance for Displaced Workers/Emergency Funding (Testa)

- (1) Discussion: Matt Testa puts forth the idea of providing emergency funding to support archival workers who have been displaced because of the pandemic. The SAA seeded the fund with \$1500 and is allowing individuals to fundraise. Testa asks how we would like to communicate to membership about how to apply for Archival Workers Emergency Fund (AWEF) and additionally how MARAC might want to support this fund or support other ways of helping struggling members. We might consider waive or delay member fees, contribute to SAA's fund, etc. Link here: <https://www2.archivists.org/news/2020/archival-workers-emergency-fund-launched-by-saa-foundation>. Rizzo mentions that we might consider setting up a Mutual Aid Network as well. Bhatia adds that she is currently on the SAA AWEF Committee; they currently have 51 applications and have already received over \$12,000 in additional donations.
- (2) Discussion: Bhatia adds that it would be interesting to consider other ways to support archivists (i.e., reducing membership or deferring membership). For example, SAA is providing free membership for those that donate up to \$1,000. May adds that we do have an advocacy line in our budget with \$1,373 if we wanted to contribute to AWEF. We could also term this a disaster and use a disaster relief fund or we could additionally be creative with the archival education fund to offer support.
- (3) Discussion: Rachel asks if we should we consider using the advocacy funds to make a joint donation to the AWEF as well as fundraising and consider subsidizing some memberships? Predmore notes that MARAC already extends membership which is what other organizations are doing, so maybe we should just advertise what we're already doing. Mannix and May suggest that it might be over complicated to fundraise on behalf of SAA that we should just advertise for other folks. Rohrbaugh agrees with general consensus that we should support this effort and asks how to best communicate with members to encourage additional support? Bhatia adds that she has placed this on Facebook already, and would support Predmore sending out a MARAC-wide email.

Decision: Rorhbaugh and Bhatia will write a letter to membership to tell them that MARAC will donate the money in their advocacy budget and that we encourage MARAC members to donate individually on their own as well. We will highlight that non-SAA members can apply for these funds. Rohrbaugh adds that we will use several forms of communication, perhaps both through caucuses and general MARAC-wide message as well. Knies adds that we should use social media as well.

Decision: Motion to use advocacy funds to support SAA AWEF funds and encourage the membership to do so as well. Motion seconded. Motion approved.

- (4) Discussion: Should MARAC use Archival Education Funds to extend membership for another year? Knies adds that she finds this a little too complicated, but would rather give a year of membership for non-members registered for Harrisonburg. Bell offers that she would hope that we only support those who indicate they require additional support. Palm adds that subsidizing membership would be well received; however, if we have to reduce education to do so, we would be reducing the value of membership itself. May says that this is actually a slush fund, so this would be separate and this fund is quite flush. May adds that we could ask people to apply. Cornelius offers that we should avoid giving Predmore more work right now. Predmore adds that we can hold on that decision until July when we have more time to assess the situation. Bell asks what the tax implications for gifting memberships. May says there are no formal rules regarding the use of the fund, but if we are subsidizing education through access to membership then we would be fine. May adds we are better using the advocacy budget for AWEF and not using the Education fund for that.

Decision: Rohrbaugh advises that we hold off on any decisions regarding the membership year until August 1, 2020 in order to have more time to understand what's going on and make separate announcements.

- (5) Discussion: Rohrbaugh suggests returning to Mutual Aid Network. Rizzo offers to take the lead on this and we can put this out to the Membership Committee. Decision: Rizzo will get started and will reach out to committees/caucuses to spread the word and organize. Rohrbaugh suggests that mentoring subcommittee might be a natural place to go next. Rizzo agrees to reach out to Borden as a first step.

LUNCH BREAK AT 1:00 PM RECONVENE AT 1:33 PM

C. Salary Range Policy for Job Board (Rorhbaugh)

- (1) Discussion: Based off of work proposed by SAA, we wanted to consider the idea to put salaries on the job board for transparency. Decision: Rohrbaugh will punt this to Knies and hold off on a formal decision until the Summer.

VI. Advisory Positions (15 minutes)

- A. Historian (Brown)—Report submitted. Nothing to add.
- B. Archivist (Floyd)—Report submitted. Nothing to add.
- C. Development Coordinator (Bhatia)—No report submitted.
- D. Web Team (Caringola/Sailer)—Report submitted. Nothing to add.

- E. Regional Archival Association Consortium (Andrew Cassidy-Amstutz)—Report submitted. Nothing to add.
- F. National Coalition for History (Jan Zastrow) —Report submitted. Nothing to add.

VII. Standing and Operational Committees (15 minutes)

- A. Awards (Bell)—No report submitted. Nothing to add.
- B. Communications (Martin/ Tighe)—Report submitted. Nothing to add. (Introduction of Mr. Muffin the Cat to the Steering Committee.)
- C. Diversity & Inclusion (Hurtado)—Report submitted.
 - (1) Alyssa Zawoyski appointed to fill vacant position. Other members have been reappointed for another year.
 - (2) Diversity and Inclusion strongly supports the salary range postings on the job board.
- D. Education (Newman)—Report submitted.
 - (1) Rorhbaugh on behalf of Newman: We need to table workshop contracts again, but we will revisit soon.
- E. Membership (Borden)—Report submitted.
 - (1) Rohrbaugh on behalf of Borden: Boden is currently unavailable, but will be working with the survey results.
- F. Nominations and Elections (Anglim)—Report submitted.
 - i) Knies on behalf of Christopher Anglim: They are working on an election for New Jersey Caucus chair and they are a little concerned that it may be difficult to find candidates right now. They will probably tap Cornelius for ideas. Predmore offers that NEC sometimes struggle with getting biographical information for individuals running for caucus chairs and suggests we might want to use a Google form to solicit biographical details right away. Knies says she already has plans to follow up about this after the change in leadership because right now there were people tried to get on the ballot did not actually make it on, so this might be helpful. Cornelius adds that he’s already working hard to recruit and encourages others to join in recruiting as well. Predmore adds that she sent Anglim a list of all members of contact information for the caucus. Wink agrees that a form will help streamline things, but also suggests that it might be worth it to encourage people to use their profile to fill out biographies. Predmore says that this is already being used when candidates don’t submit a biography but the field is actually “MARAC Service,” so maybe we need to reword it. Wink adds that this might be a longer conversation to table for now. Decision: Per Rorhbaugh, Wink and PRedmore will work together on a google form and Rohrbaugh will help Cornelius with recruiting a NJ Caucus representative. Rohrbaugh suggests we might consider having NJ members register for other state’s caucuses if there are no recruits that step up to run.

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

- A. Delaware (Bockrath)—Report submitted. Nothing to add.
- B. District of Columbia (McDonough)—Report submitted.
 - i) Rohrbaugh reports on behalf of McDonough: Quick note to add that McDonough sent an e-mail to everyone with her updates, if they cannot find them.

- C. Maryland (Testa)—Report submitted. Nothing to add.
- D. New Jersey (Cornelius)—Report submitted. Nothing to add.
- E. New York (Palm)—Report submitted. Nothing to add.
- F. Pennsylvania (Grinnell)—Report submitted. Nothing to add.
- G. Virginia (Johnson)—Report submitted. Nothing to add.
- H. West Virginia (Hostuttler on behalf of LaBarbara)—Report submitted. Nothing to add.

IX. Additional Questions

A. Discussion: Cornelius congratulates all of the individuals who were LACs/PCs for Harrisonburg on their flexibility and work on the Harrisonburg conference. Cornelius adds that he is currently not so sure about Long Branch’s viability and asks how long we will wait before making a decision. Mannix offers that it will depend on the state of the world and the hotel contract, but the hotel is not answering e-mails at this time. Mannix thinks it will likely up to the hotel and that this will likely look like the Harrisonburg situation. Mannix recommends moving forward as though it will happen. May suggests that the Long Branch contract is much more punitive towards cancellations, and recommends discussing sooner rather than later. Knies suggests that May might do something like she did for Harrisonburg and run projections for cancelling. Knies says we might look forward to the summer when Universities will be clear about if they intend to cancel Fall semesters, etc.

Action Item: May will put projections together for the conference cancellation and we will all remain vigilant about the timeline.

B. Discussion: Kativa asks who the current vendor coordinators are right now. May confirms that it is Nick. Mannix recommends reaching out to Nick and CC’ing David. Action Item: Predmore offers to correct website error that caused the confusion. Knies has a list of committee membership and will update following appointments.

C. Discussion: Wink asks Mannix if she should still be promoting the conference. Mannix advises that she should proceed as normal in terms of promotion. Both Rohrbaugh and Knies encourage Wink and add that we might do a video for the business meeting. Wink offers that they just have to adapt a video that’s already been made. Rohrbaugh questions if it seems insensitive to promote something in person right now. Rohrbaugh and May both emphasize the need to strike the right tone. Mannix asks if an official message from the chair maybe in order to acknowledge that we are moving forward but with optimism and flexibility, etc. Bockrath adds from a personal perspective folks appreciated having the optimism and something to look forward to when planning events ahead.

Decision: Wink will go forward with video for business meeting and Rohrbaugh will check in with Mannix before she sends out a message, but will send a message to all membership.

X. Adjournment

Chair makes a motion to adjourn. All in favor. None opposed. Adjourned at 2: 18 p.m.

Signature: Caitlin Rizzo / July 24, 2020

