

# MARAC

Mid-Atlantic Regional Archives Conference

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

## STEERING COMMITTEE

April 16, 2020

p.m. - p.m.

Harrisonburg, VA

### AGENDA

#### **I. Call to Order (5 min)**

- A. Introductions
- B. Approval of Agenda

#### **II. Approval of Steering Committee Minutes (5 min)**

- A. January 2020 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 (Borden)
- B. Meeting Model Task Force (Scott and Kativa)

#### **V. New Business (30 min)**

- A. COVID-19 Town Hall Discussions and Zoom Meetings (Tighe)
- B. Assistance for Displaced Workers/Emergency Funding (Testa)
- C. Salary Range Policy for Job Board (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 (Michael Martin/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  
April 2020

### 1. Spring Business Meeting

Our spring Business Meeting will be held on Tuesday, May 5 at 1:00 PM via Zoom.  
Please save the date!

### 2. Conference Cancellation

Worked with members of MARAC Executive Committee to plan for the cancellation of our spring meeting due to COVID-19 pandemic.

### 3. Meeting Model Task Force

Worked with Task Force Chairs Hillary Kativa and Elizabeth Scott to appoint committee members:

- Bethany Antos, Rockefeller Archive Center
- Kerri Anne Burke, Citigroup
- Tabitha Cary, Cornell University
- Lorna Loring, Handley Regional Library
- Michelle Novak, Rutgers University

### 4. Advocacy

Sent NARA/NHPRC advocacy call to Caucus Reps for distribution to members.

<http://historycoalition.org/2020/03/02/ask-your-house-member-to-sign-letter-in-support-of-increased-funding-for-nara-and-nhprc/>

### 5. Diversity Award and MCC Activities

Assisted the D&I Committee and MCC with the standardization of a session proposal form.

### 6. Midwest Archives Conference Outreach

Corresponded with MAC leadership about future partnerships. There is some interest in a future joint meeting. Also corresponded about how to handle COVID-19 conference cancellation.

**7. MAA Column**

Submitted and later revised last MAA column as Chair. Thank you for the opportunity to serve MARAC as Chair!

Respectfully submitted,  
Rachel Grove Rohrbaugh  
Chair, 2019-2020

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**To: MARAC STEERING COMMITTEE**  
**From: SARA PREDMORE, MARAC ADMINISTRATOR**  
**Date: April 10, 2020 - Zoom Meeting**  
**Re: ADMINISTRATOR'S REPORT**

## Membership Statistics

There were 853 active members (as of April 10, 2020):

745 Regular Members  
63 Retired Members  
45 Student Members

## Membership Statistics Comparison

Member Type	2018 (as of 4/5/18)	2019 (as of 4/5/19)	2020 (as of 4/10/20)	% change 2019-2020
Regular	804	783	745	-4.85%
Retired	28	56	63	12.50%
Student	103	53	45	-15.09%
Total	935	892	853	-4.37%

## State Caucus Membership Statistics Comparison

Caucus	2018 (as of 4/6/18)	2019 (as of 4/5/19)	2020 (as of 4/10/20)
DC	152	146	132
Delaware	46	45	40
Maryland	192	184	177
New Jersey	143	128	126
New York	246	191	178
Pennsylvania	226	203	188
Virginia	149	148	151
West Virginia	15	21	17

**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 04/10/20)**

<b>Month</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>
<b>February</b>	11	10	14
<b>March</b>	5	10	6
<b>April</b>	0	3	1
<b>Total</b>	16	23	21

### **ADDITIONAL INFORMATION**

#### **Spring 2020 Harrisonburg Conference:**

**Preparation:** I processed participant and vendor registrations and coordinated with the LAC regarding meals, name badges, reception tickets, and A/V supplies.

**Cancellation:** I issued online refunds to registrants and coordinated check refunds with Treasurer. I provided a master list of all transactions to Treasurer. I coordinated with the Vendor Coordinator to issue refunds to vendors or transfer their registrations to Long Branch. I also issued refunds to sponsors.

**Fall 2020 Long Branch Conference:** I transferred vendor registrations from Harrisonburg to Long Branch and continued to process sponsor registrations. I've worked ahead with the LAC to prepare the registration form, name badge layout, and reception tickets. I drafted the email messages pertaining to the conference and the meeting and workshop evaluation forms.

**Spring 2021 Saratoga Spring Conference:** I prepared the vendor registration form.

**Elections:** Voting took place from January 23<sup>rd</sup> to February 6<sup>th</sup>. 343 of the 804 members at the time voted. A special election will be held in May to replace the newly elected New Jersey Caucus Rep who had to decline the position.

**Membership:** I created the membership survey in SurveyMonkey, distributed the survey to 836 members, and provided the results to Sara Borden.

**Mid Atlantic Archivist:** The MAA spring edition (Vol. 49, No. 2) was published electronically on March 25, 2010. The printing and mailing of paper copies has been postponed until May due to the closure of the Dickinson Print Center because of COVID-19. Members who receive paper copies were notified and offered the opportunity to opt out of the paper copy for the spring edition only.

**Communications Committee:** I attended the committee meeting held via Zoom on April 7<sup>th</sup> to coordinate administrative support for upcoming initiatives.

**MemberClicks:** I've begun to review the membership database in preparation for membership renewal for the 2020-2021 membership year.

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Date: ?, 2020

To: MARAC Steering Committee Members

From: Jennie Knies

RE: Chair-elect Report

1. 19 appointments/reappointments have been made since the Winter 2020 Steering Committee meeting. There are still a few more positions to be filled before June 30:

**Communications Committee** – Assistant Editor, *Mid-Atlantic Archivist* - Melissa Nerino (through October 2022)

**Communications Committee** – Dana Dorman (through June 2022)

**Diversity and Inclusion Committee** – Rayna Andrews (through June 2022)

**Diversity and Inclusion Committee** – Marci Bayer (through June 2022)

**Diversity and Inclusion Committee** – Alissa Zawoyski (through June 2022)

**Education Committee** – Elizabeth Wilkinson (through June 2022)

**Finance Committee** – Elizabeth James (through June 2022)

**Finance Committee** – Katy Rawdon (through June 2022)

**Finance Committee** – Edith Sandler (through June 2022)

**Finance Committee, Development Coordinator** – Margaret Kidd (through June 2022)

**Meetings Coordinating Committee** – Rebecca Collier (through June 2022)

**Membership Committee** – Sierra Green (through June 2022)

**Membership Committee** – Theresa Altieri Taplin (through June 2022)

**Membership Committee** – Liza Zakharova (through June 2022)

**Mentoring Subcommittee** – Christie Lutz (through June 2022)

**Parliamentarian** – Lauren Cahill (through June 2021)

**Web Team** – Laura Montgomery (co-chair through June 2022)

**Web Team** – Don Sailer (co-chair through June 2022)

**Web Team** – Anastasia Matijkiw (through June 2022)

PLEASE NOTE: If you are a Steering Committee member and rotating off of Steering in June 2020 and wish to be appointed to the Nominations and Elections Committee for a one-year term, please let me know. I am looking for two volunteers!

2. Participated in discussions and phone calls surrounding decision to cancel the Spring 2022 meeting in Harrisonburg, VA, due to the Covid-19 pandemic

3. Reviewed drafts of MARAC Membership Survey

4. Set up and tested Zoom meeting space for Spring 2020 Steering Committee meeting.

5. Summer 2020 meeting. Will poll Steering Committee for preference over July 17 or July 24, 2020. Waiting to assess national situation before making decision about remote or in-person meeting.

Respectfully submitted,  
Jennie Levine Knies  
Chair-elect



***Meetings Coordinating Committee***  
**12 April 2020**

**1) If you haven't heard ... The Meeting That Wasn't:**

**~~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)~~**

**\*\* Rescheduling for Spring 2022. Date under discussion, contract not yet received.  
No financial penalty due to the hotel, down payment will be applied to the future  
meeting.**

**\*\* Both Long Branch and Saratoga Spring are offering space to any sessions who  
would like to move to another meeting. MAA is putting a call out to presenters who  
would like to submit written content relating to their talks. And, there is hope for a  
standalone proceedings publication that would pull together content of the sessions  
that more directly tied to the conference theme of "Suffrage Legacies: Civil Rights,  
Political Activism, and Archives".**

***Thursday March 24-Saturday March 26, 2022***

**2) Finger crossed ... the next meeting ...**

**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)**

***Meetings Coordinating Committee***

**12 April 2020**

***Page 2***

**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)**

**When: October 7-9, 2021**

**Where: Gettysburg, PA**

**Hotel: Wyndham Gettysburg**

**Room Rate: \$149**

**Food and Beverage Minimum: \$14,000**

**Local Arrangements Committee Co-Chairs: Still, 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)**

**When: March 24-26, 2022**

**Where: Harrisonburg, VA**

**Hotel: Hotel Madison & Shenandoah Valley Conference Center**

**Room Rate: \$139??**

**Food and Beverage Minimum: \$20,000??**

**Local Arrangements Co-Chairs: TBD**

**Program Committee Co-Chairs: TBD**

**4) Anniversary Meeting:**

**When: Fall 2022**

**Where: College Park, MD**

**Hotel: The Hotel?**

**Why: 50<sup>th</sup> Anniversary meeting and Jennie turns 50<sup>th</sup>!**

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

**Submitted by**

**Mary K. Mannix**

**MCC Chair**

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April 10, 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, April 10, in advance of the Spring 2020 Steering meeting through Zoom on April 16, 2020.

1. Highlights of the Third Quarter Treasurer's Report (see attached) are listed below.
  - The income is from membership dues, conference income (mostly vendors have chosen to forward their money to Long Branch or other conferences, but some of this money will be refunded in Q4), publication advertising and sales, bank interest, donations, and a refund from the Cambridge conference hotel.
  - Expenses are from administrator salary and phone, Survey Monkey renewal, FY19 tax preparation, MAA printing and postage, Cambridge name badges and reception tickets printing, printing and postage for the Membership Committee postcard, a deposit for the Long Branch reception, and banking 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 – .042%
  - Vanguard Bonds – .38%
3. The Harrisonburg, VA (Spring 2020) report is not ready yet. The hotel did not enforce their \$17,000 cancellation fee, keeping only the deposit. Mary Mannix is attempting to reschedule the booking for spring 2022, so the deposit will be reported on that report and not this one. Expenses were minimal, and I need to wait for the Dickinson invoice to know how much we spent on printing and mailing the program. Sara spent a lot of time on the cancellation administration, and our credit card processing expenses were way higher than normal because we reversed all of the charges. What are your thoughts on the \$5,000 Administrative Services line, and adding additional credit card charges to the report?
4. The Long Branch (Fall 2020) proposed budget (see attached) is presented for the review and approval of the Steering Committee. Note the much higher registration fees. I played with numbers to get the 250 registration number into the black, though the conference is very likely to reach the 300-350 registration numbers due to the conference's proximity to NYC and Philadelphia. Food price points are different at 250 – that is a deliberate

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choice of the LAC and reflects different selections. AV prices are based on Cambridge's final costs, since the same vendor is involved.

5. The FY21 proposed budget (see attached) is presented for the review and approval of the Steering Committee. Things largely stayed the same – one big difference is the increase in the Membership Committee's budget to allow for subsidization of the Meet and Greet events at conferences. Shortfalls should be made up with sponsorships, and the event should not be held if or should be greatly curtailed if sponsorships cannot be acquired. LACs are in charge of procuring space and ordering food for the event if it is to be held in the conference hotel, just like they do for Steering meetings.
6. The Finance Committee discussed the decrease in Sara's billable hours due to how she has embraced efficiencies. We will have more information and recommendations available in the summer.
7. **NEEDS A STEERING VOTE:** Finance proposes the creation of additional awards for the Long Branch conference in order to help offset financial ramifications of the COVID-19 pandemic. Based on similar awards made available for Morgantown after the 2019 federal government shutdown. Motion: 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.

**FY 2020, 3rd Quarter** (January 1, 2020 to March 31, 2020)

<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>
<b>INCOME</b>							
Membership Dues	\$41,000.00	\$23,781.00	\$2,930.00	\$1,990.00		\$28,701.00	70%
Conference Registration	\$90,000.00	\$24,198.00	\$20,380.00	\$430.00		\$45,008.00	50%
Conference Vendors	\$15,000.00	\$3,700.00	\$5,700.00	\$1,800.00		\$11,200.00	75%
Conference Sponsorship	\$7,000.00	\$500.00	\$0.00	\$5,950.00		\$6,450.00	92%
Publication Advertising	\$4,000.00	\$1,600.00	\$1,256.00	\$360.00		\$3,216.00	80%
Publication Sales	\$1,150.00	\$45.00	\$180.00	\$45.00		\$270.00	23%
Mailing List Sales	\$100.00	\$0.00	\$0.00	\$0.00		\$0.00	0%
Off-Meeting Workshops	\$5,500.00	\$1,710.00	\$285.00	\$0.00		\$1,995.00	36%
Bank Interest	\$125.00	\$35.52	\$34.79	\$32.94		\$103.25	83%
Investment Interest	\$2,000.00	\$751.43	\$438.34	\$328.63		\$1,518.40	76%
Gifts to Operations	\$500.00	\$305.00	\$231.00	\$80.00		\$616.00	123%
Miscellaneous	\$0.00	\$0.00	\$200.00	\$7,811.68		\$8,011.68	0%
<b>Total Income</b>	<b>\$166,375.00</b>	<b>\$56,625.95</b>	<b>\$31,635.13</b>	<b>\$18,828.25</b>	<b>\$0.00</b>	<b>\$107,089.33</b>	<b>64%</b>
<b>EXPENSES</b>							
Administrator	\$20,000.00	\$5,857.98	\$3,182.71	\$5,258.87		\$14,299.56	71%
Web Services	\$6,000.00	\$5,657.40	\$0.00	\$318.00		\$5,975.40	100%
Archivist	\$1,000.00	\$0.00	\$1,000.00	\$0.00		\$1,000.00	100%
Accountant	\$1,500.00	\$0.00	\$0.00	\$1,145.00		\$1,145.00	76%
Advocacy	\$2,870.00	\$1,500.00	\$0.00	\$0.00		\$1,500.00	52%
Insurance Policy	\$1,100.00	\$0.00	\$0.00	\$0.00		\$0.00	0%
Phone	\$650.00	\$166.36	\$167.14	\$166.54		\$500.04	77%
Postage	\$905.00	\$349.48	\$289.11	\$162.71		\$801.30	89%
Office Supplies	\$150.00	\$0.00	\$62.64	\$44.81		\$107.45	72%
Food	\$2,730.00	\$546.79	\$1,977.12	\$0.00		\$2,523.91	92%
Travel	\$2,450.00	\$1,171.72	\$492.02	\$0.00		\$1,663.74	68%
Equipment	\$330.00	\$0.00	\$0.00	\$0.00		\$0.00	0%
Printing and Design	\$6,150.00	\$0.00	\$2,597.55	\$1,290.18		\$3,887.73	63%
Conference	\$108,000.00	\$1,922.81	\$72,307.96	\$500.00		\$74,730.77	69%
Lodging	\$2,540.00	\$417.89	\$725.66	\$0.00		\$1,143.55	45%
Honoraria	\$2,500.00	\$0.00	\$1,200.00	\$0.00		\$1,200.00	48%
Awards and Prizes	\$1,300.00	\$0.00	\$575.00	\$0.00		\$575.00	44%
Scholarships	\$0.00	\$0.00	\$1,000.00	\$0.00		\$1,000.00	0%
Banking Fees	\$6,000.00	\$1,483.98	\$2,214.38	\$932.13		\$4,630.49	77%
Investments	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	0%
Disaster Assistance	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	0%
Miscellaneous	\$200.00	\$0.00	\$245.00	\$0.00		\$245.00	123%
<b>Total Expenses</b>	<b>\$166,375.00</b>	<b>\$19,074.41</b>	<b>\$88,036.29</b>	<b>\$9,818.24</b>	<b>\$0.00</b>	<b>\$116,928.94</b>	<b>70%</b>
<b>Net Income or (Loss)</b>		<b>\$37,551.54</b>	<b>(\$56,401.16)</b>	<b>\$9,010.01</b>	<b>\$0.00</b>	<b>(\$9,839.61)</b>	

**Account Balances**

		<u>Opening</u>	<u>Credits</u>	<u>Debits</u>	<u>Closing</u>
PNC Checking	\$73,372.37	Operating (\$18,849.62)	\$18,828.25	(\$9,818.24)	(\$9,839.61)
PNC Savings	\$76,728.00	Restricted	\$35.00	\$0.00	\$140,826.36
Vanguard Bonds	\$85,855.66	Reserve	\$0.00	\$0.00	\$58,231.25
<b>Total</b>	<b>\$235,956.03</b>	<b>Surplus</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$46,724.84</b>
		<b>Totals</b>	<b>\$226,897.83</b>	<b>\$18,863.25</b>	<b>\$235,942.84</b>

**Summary - Third Quarter FY 2020**

Opening Balance	\$226,897.83
Total Income	\$18,863.25
Total Expenses	(\$9,818.24)
Closing Balance	\$235,942.84

**Restricted Funds**

<u>Restricted Funds</u>		<u>Opening</u>	<u>New Gifts</u>	<u>Spending</u>	<u>Closing</u>	
PNC Savings	\$54,970.70	Disaster Assist.	\$13,554.00	\$30.00	\$0.00	\$13,584.00
Vanguard Bonds	\$85,855.66	Education	\$121,626.36	\$0.00	\$0.00	\$121,626.36
<hr/>		<hr/>				
Total	\$140,826.36	Graduate Schol	\$260.00	\$5.00	\$0.00	\$265.00
		Finch Award	\$5,351.00	\$0.00	\$0.00	\$5,351.00
		<hr/>				
		Total	\$140,791.36	\$35.00	\$0.00	\$140,826.36

**FY 2020, 3rd Quarter** (January 1, 2020 to March 31, 2020)

<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>
<b>INCOME</b>							
Membership Dues	\$41,000.00	\$23,781.00	\$2,930.00	\$1,990.00		\$28,701.00	70%
Conference Registration	\$90,000.00	\$24,198.00	\$20,380.00	\$430.00		\$45,008.00	50%
Conference Vendors	\$15,000.00	\$3,700.00	\$5,700.00	\$1,800.00		\$11,200.00	75%
Conference Sponsorship	\$7,000.00	\$500.00	\$0.00	\$5,950.00		\$6,450.00	92%
Publication Advertising	\$4,000.00	\$1,600.00	\$1,256.00	\$360.00		\$3,216.00	80%
Publication Sales	\$1,150.00	\$45.00	\$180.00	\$45.00		\$270.00	23%
Mailing List Sales	\$100.00	\$0.00	\$0.00	\$0.00		\$0.00	0%
Off-Meeting Workshops	\$5,500.00	\$1,710.00	\$285.00	\$0.00		\$1,995.00	36%
Bank Interest	\$125.00	\$35.52	\$34.79	\$32.94		\$103.25	83%
Investment Interest	\$2,000.00	\$751.43	\$438.34	\$328.63		\$1,518.40	76%
Gifts to Operations	\$500.00	\$305.00	\$231.00	\$80.00		\$616.00	123%
Miscellaneous	\$0.00	\$0.00	\$200.00	\$7,811.68		\$8,011.68	0%
<b>Total Income</b>	<b>\$166,375.00</b>	<b>\$56,625.95</b>	<b>\$31,635.13</b>	<b>\$18,828.25</b>	<b>\$0.00</b>	<b>\$107,089.33</b>	<b>64%</b>
<b>EXPENSES</b>							
Administrator	\$8,605.00	\$5,906.76	\$926.88	\$494.09		\$7,327.73	85%
Executive Officers	\$24,100.00	\$7,357.98	\$5,262.68	\$5,258.87		\$17,879.53	74%
Caucus Funds	\$2,000.00	\$127.84	\$275.00	\$0.00		\$402.84	20%
Steering	\$3,440.00	\$1,940.56	\$1,825.32	\$0.00		\$3,765.88	109%
Communications	\$6,600.00	\$266.25	\$2,849.26	\$1,093.70		\$4,209.21	64%
Education	\$3,750.00	\$0.00	\$1,809.74	\$0.00		\$1,809.74	48%
Diversity and Inclusion	\$500.00	\$0.00	\$0.00	\$0.00		\$0.00	0%
Meetings Coordinating	\$300.00	\$0.00	\$0.00	\$0.00		\$0.00	0%
Finance	\$7,530.00	\$1,483.98	\$2,143.73	\$2,077.13		\$5,704.84	76%
Membership	\$200.00	\$53.18	\$27.67	\$297.99		\$378.84	189%
Nominating	\$50.00	\$0.00	\$0.00	\$0.00		\$0.00	0%
Finding Aids	\$500.00	\$0.00	\$0.00	\$0.00		\$0.00	0%
Custer and Finch	\$550.00	\$15.05	\$330.05	\$0.00		\$345.10	63%
Distinguished Service	\$250.00	\$0.00	\$0.00	\$0.00		\$0.00	0%
Scholarship	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	0%
Fall Conference (LAC)	\$58,000.00	\$1,870.00	\$72,585.96	\$500.00		\$74,955.96	129%
Spring Conference (LAC)	\$50,000.00	\$52.81	\$0.00	\$96.46		\$149.27	0%
<b>Total Expenses</b>	<b>\$166,375.00</b>	<b>\$19,074.41</b>	<b>\$88,036.29</b>	<b>\$9,818.24</b>	<b>\$0.00</b>	<b>\$116,928.94</b>	<b>70%</b>
<b>Net Income or (Loss)</b>		<b>\$37,551.54</b>	<b>(\$56,401.16)</b>	<b>\$9,010.01</b>	<b>\$0.00</b>	<b>(\$9,839.61)</b>	

**Account Balances**

			<u>Opening</u>	<u>Credits</u>	<u>Debits</u>	<u>Closing</u>
PNC Checking	\$73,372.37	Operating	(\$18,849.62)	\$18,828.25	(\$9,818.24)	(\$9,839.61)
PNC Savings	\$76,728.00	Restricted	\$140,791.36	\$35.00	\$0.00	\$140,826.36
Vanguard Bonds	\$85,855.66	Reserve	\$58,231.25	\$0.00	\$0.00	\$58,231.25
<b>Total</b>	<b>\$235,956.03</b>	<b>Surplus</b>	<b>\$46,724.84</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$46,724.84</b>
		<b>Totals</b>	<b>\$226,897.83</b>	<b>\$18,863.25</b>	<b>(\$9,818.24)</b>	<b>\$235,942.84</b>

**Summary - Third Quarter FY 2020**

Opening Balance	\$226,897.83
Total Income	\$18,863.25
Total Expenses	(\$9,818.24)
<b>Closing Balance</b>	<b>\$235,942.84</b>

**Restricted Funds**

			<u>Opening</u>	<u>New Gifts</u>	<u>Spending</u>	<u>Closing</u>
PNC Savings	\$54,970.70	Disaster Assist.	\$13,554.00	\$30.00	\$0.00	\$13,584.00
Vanguard Bonds	\$85,855.66	Education	\$121,626.36	\$0.00	\$0.00	\$121,626.36
<b>Total</b>	<b>\$140,826.36</b>	Graduate Schol	\$260.00	\$5.00	\$0.00	\$265.00
		Finch Award	\$5,351.00	\$0.00	\$0.00	\$5,351.00
		<b>Total</b>	<b>\$140,791.36</b>	<b>\$35.00</b>	<b>\$0.00</b>	<b>\$140,826.36</b>

**MARAC MEETING BUDGET****FALL 2020****LONG BRANCH, NJ****Proposed Budget Summary**

<b>Category</b>	<b>Total for 250 Attendees</b>	<b>Total for 300 Attendees</b>	<b>Total for 350 Attendees</b>
<b>INCOME</b>			
Registration Fees	\$35,330.00	\$42,375.00	\$49,420.00
Exhibitor Fees	\$13,950.00	\$13,950.00	\$13,950.00
Meals	\$6,150.00	\$7,200.00	\$8,250.00
Reception	\$250.00	\$375.00	\$500.00
Tour Fees	\$400.00	\$600.00	\$800.00
Workshop Fees	\$7,650.00	\$9,900.00	\$12,150.00
<b>Total Income</b>	<b>\$63,730.00</b>	<b>\$74,400.00</b>	<b>\$85,070.00</b>
<b>EXPENSES</b>			
Administrative Services	\$5,000.00	\$5,000.00	\$5,000.00
LAC Expenses	\$250.00	\$250.00	\$250.00
Event Insurance	\$800.00	\$800.00	\$800.00
Hotel Expenses	\$250.00	\$250.00	\$250.00
AV Expenses	\$12,500.00	\$12,500.00	\$12,500.00
Meal Expenses	\$33,917.51	\$33,899.36	\$36,815.46
Reception	\$6,540.00	\$8,640.00	\$9,300.00
Registration/Program	\$2,500.00	\$2,500.00	\$2,500.00
Session/Plenary Speakers	\$1,000.00	\$1,000.00	\$1,000.00
Tour Expenses	\$250.00	\$375.00	\$500.00
Workshop Expenses	\$2,600.00	\$2,600.00	\$2,600.00
<b>Total Expenses</b>	<b>\$65,607.51</b>	<b>\$67,814.36</b>	<b>\$71,515.46</b>
<b>Total</b>	<b>(\$1,877.51)</b>	<b>\$6,585.64</b>	<b>\$13,554.54</b>
Membership Meet and Greet Reimbursement	\$1,000.00	\$1,000.00	\$1,000.00
Steering Meal Reimbursement	\$800.00	\$760.00	\$760.00
<b>NET INCOME/PROJECTED PROFIT</b>	<b>(\$77.51)</b>	<b>\$8,345.64</b>	<b>\$15,314.54</b>

MARAC MEETING BUDGET      FALL 2020      LONG BRANCH, NJ

Proposed Budget - Income Estimates

Category	250			300			350			
	Cost/Item	Attendees	Total	Cost/Item	Attendees	Total	Cost/Item	Attendees	Total	
INCOME										
Registration Fees										
Pre-Reg Members	\$140.00	155	\$21,700.00	\$140.00	190	\$26,600.00	\$140.00	225	\$31,500.00	
Pre-Reg Non-Members	\$180.00	25	\$4,500.00	\$180.00	30	\$5,400.00	\$180.00	35	\$6,300.00	
Late Reg Members	\$150.00	25	\$3,750.00	\$150.00	30	\$4,500.00	\$150.00	35	\$5,250.00	
Late Reg Non-Members	\$190.00	10	\$1,900.00	\$190.00	10	\$1,900.00	\$190.00	10	\$1,900.00	
Member, on-site	\$160.00	8	\$1,280.00	\$160.00	10	\$1,600.00	\$160.00	12	\$1,920.00	
Non-member, on-site	\$200.00	5	\$1,000.00	\$200.00	5	\$1,000.00	\$200.00	5	\$1,000.00	
Student registration	\$50.00	18	\$900.00	\$50.00	20	\$1,000.00	\$50.00	22	\$1,100.00	
One day (Saturday only)	\$75.00	4	\$300.00	\$75.00	5	\$375.00	\$75.00	6	\$450.00	
Total Registration Fees		250	\$35,330.00		300	\$42,375.00		350	\$49,420.00	
Exhibitor Fees										
Ads (Full Page)	\$500.00	0	\$0.00	\$500.00	0	\$0.00	\$500.00	0	\$0.00	
Ads (Half Page)	\$300.00	0	\$0.00	\$300.00	0	\$0.00	\$300.00	0	\$0.00	
Ads (Quarter Page)	\$200.00	1	\$200.00	\$200.00	1	\$200.00	\$200.00	1	\$200.00	
Ads (Business Card)	\$125.00	0	\$0.00	\$125.00	0	\$0.00	\$125.00	0	\$0.00	
Donations/Sponsorships	\$250.00	3	\$750.00	\$250.00	3	\$750.00	\$250.00	3	\$750.00	
Donations/Sponsorships	\$500.00	0	\$0.00	\$500.00	0	\$0.00	\$500.00	0	\$0.00	
Donations/Sponsorships	\$1,000.00	4	\$4,000.00	\$1,000.00	4	\$4,000.00	\$1,000.00	4	\$4,000.00	
Rental - 1 Table	\$600.00	15	\$9,000.00	\$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	\$750.00	0	\$0.00	
Total Exhibitor Fees			\$13,950.00			\$13,950.00			\$13,950.00	
Meals										
Lunch - Friday	\$30.00	125	\$3,750.00	\$30.00	150	\$4,500.00	\$30.00	175	\$5,250.00	Raised this to \$30. We still lose about \$7-\$8 pp. Raised this to \$30.
Breakfast - Business Mtg.	\$30.00	80	\$2,400.00	\$30.00	90	\$2,700.00	\$30.00	100	\$3,000.00	
Total Meals			\$6,150.00			\$7,200.00			\$8,250.00	
Reception										
Guest Tickets	\$25.00	10	\$250.00	\$25.00	15	\$375.00	\$25.00	20	\$500.00	
Total Reception Income			\$250.00			\$375.00			\$500.00	
Tour Fees										
Tour #1: Mansions and Music: Wilson Hall, Guggenheim Library, Springsteen Archives at Monmouth U.	\$10.00	10	\$100.00	\$10.00	15	\$150.00	\$10.00	20	\$200.00	Income: \$10 per participant. MARAC LAC incurs no upfront expenses. This is essentially fund-raiser for MARAC.
Tour #2: Sandy Hook Lighthouse and Fort Hancock: A Tour of Sandy Hook's Maritime and Military Heritage	\$10.00	10	\$100.00	\$10.00	15	\$150.00	\$10.00	20	\$200.00	Income: \$10 per participant. MARAC LAC incurs no upfront expenses. No charge for the lighthouse tour and no park admission charge because it is after Labor Day. This is essentially fund-raiser for MARAC.
Tour #3: Walk Back in Time: An Architectu	\$5.00	10	\$50.00	\$5.00	15	\$75.00	\$5.00	20	\$100.00	Income: \$20 per participant. Historical Association charges \$15 per person, \$12 per senior. MARAC makes a small profit. Limit 25 people.
Tour #4: Bruce Springsteen Exhibit	\$10.00	10	\$100.00	\$10.00	15	\$150.00	\$10.00	20	\$200.00	Income: \$10 per participant. MARAC LAC incurs no upfront expenses. This is
Tour #5: Brewery Crawl (on hold)										
Tour #6: Paranormal Tour	\$5.00	10	\$50.00	\$5.00	15	\$75.00	\$5.00	20	\$100.00	Cost: \$15 per participant. Tour charges \$12 per person, but we are getting a discount of \$10 per person. MARAC makes a small profit. Limit 75 people.
Total Tour Fees			\$400.00			\$600.00			\$800.00	



Workshop Fees									
Workshop #1	\$90.00	15	\$1,350.00	\$90.00	20	\$1,800.00	\$90.00	25	\$2,250.00
Workshop #2	\$90.00	15	\$1,350.00	\$90.00	20	\$1,800.00	\$90.00	25	\$2,250.00
Workshop #3	\$90.00	15	\$1,350.00	\$90.00	20	\$1,800.00	\$90.00	25	\$2,250.00
Business Archives Forum	\$90.00	40	\$3,600.00	\$90.00	50	\$4,500.00	\$90.00	60	\$5,400.00
Total Workshop Fees			\$7,650.00			\$9,900.00			\$12,150.00
Total Income			\$63,730.00			\$74,400.00			\$85,070.00

Proposed Budget - Expense Estimates

Category	250			300			350		
	Cost/Item	Attendees	Total	Cost/Item	Attendees	Total	Cost/Item	Attendees	Total
EXPENSES									
Administrative Services			\$5,000.00			\$5,000.00			\$5,000.00
LAC Expenses			\$250.00			\$250.00			\$250.00
Event Insurance			\$800.00			\$800.00			\$800.00
Hotel Expenses									
Room Rentals			\$0.00			\$0.00			\$0.00
Porterage and Misc. Expenses			\$250.00			\$250.00			\$250.00
Total Hotel Expenses			\$250.00			\$250.00			\$250.00
AV Expenses									
PSAV Cambridge Total			\$12,500.00			\$12,500.00			\$12,500.00
Total AV Expenses			\$12,500.00			\$12,500.00			\$12,500.00
Meal Expenses									
Coffee Breaks Thur (AM)	\$28.00	65	\$1,820.00	\$60.00	10	\$600.00	\$60.00	12	\$720.00
Coffee Breaks Thur (PM)	\$18.00	65	\$1,170.00	\$17.00	85	\$1,445.00	\$17.00	90	\$1,530.00
Steering Committee - Th	\$40.00	20	\$800.00	\$38.00	20	\$760.00	\$38.00	20	\$760.00
Hospitality Event (Thursday Meet and G	\$6.00	100	\$1,390.00	\$6.00	125	\$1,540.00	\$6.00	145	\$1,660.00
Continental Breakfast - Fri	\$28.00	250	\$7,000.00	\$22.00	300	\$6,600.00	\$22.00	350	\$7,700.00
Coffee Break Fri AM	\$60.00	15	\$900.00	\$60.00	20	\$1,200.00	\$60.00	25	\$1,500.00
Lunch - Friday (meat)	\$40.00	50	\$2,000.00	\$37.00	50	\$1,850.00	\$37.00	50	\$1,850.00
Lunch - Friday (fish)	\$46.00	50	\$2,300.00	\$38.00	75	\$2,850.00	\$38.00	75	\$2,850.00
Lunch - Friday (veg)	\$40.00	25	\$1,000.00	\$37.00	25	\$925.00	\$37.00	25	\$925.00
Vendor box lunches	\$44.00	24	\$1,056.00	\$44.00	24	\$1,056.00	\$44.00	24	\$1,056.00
Coffee Break Fri PM	\$21.00	275	\$5,775.00	\$17.00	350	\$5,950.00	\$17.00	375	\$6,375.00
Breakfast Buffet - Sat	\$30.00	80	\$2,400.00	\$28.00	90	\$2,520.00	\$28.00	95	\$2,660.00
Coffee Break Sat (optional)	\$60.00	7	\$420.00	\$60.00	12	\$720.00	\$60.00	14	\$840.00
Meal Subtotal			\$28,031.00			\$28,016.00			\$30,426.00
Meal Service Charge (21% of subtotal)			\$5,886.51			\$5,883.36			\$6,389.46
Total Meal Expenses			\$33,917.51			\$33,899.36			\$36,815.46
Reception									
Caterer and Facility	\$22.00	175	\$3,850.00	\$22.00	225	\$4,950.00	\$22.00	250	\$5,500.00
Alcohol (if separate)	\$7.00	175	\$1,600.00	\$7.00	250	\$2,250.00	\$7.00	250	\$2,250.00
Transportation			\$0.00			\$0.00			\$0.00
Service Charge			\$1,090.00			\$1,440.00			\$1,550.00
Entertainment	\$300.00	1	\$300.00	\$300.00	1	\$300.00	\$300.00	1	\$300.00
Total Reception Costs			\$6,540.00			\$8,640.00			\$9,300.00

<b>Registration/Program</b>										
Program Design/Print/Mail			\$2,000.00			\$2,000.00				\$2,000.00
Sched App			\$250.00			\$250.00				\$250.00
Folders, Badges, Lanyards, etc.			\$250.00			\$250.00				\$250.00
<b>Total Registration/Program Costs</b>			<b>\$2,500.00</b>			<b>\$2,500.00</b>				<b>\$2,500.00</b>
<b>Session/Plenary Speakers</b>										
Lodging/Travel/Meals			\$500.00			\$500.00				\$500.00
Honoraria			\$500.00			\$500.00				\$500.00
<b>Total Session/Plenary Costs</b>			<b>\$1,000.00</b>			<b>\$1,000.00</b>				<b>\$1,000.00</b>
<b>Tour Expenses</b>										
Tour #1: Mansions and Music: Wilson Hall, Guggenheim Library, Springsteen Archives at Monmouth U.	\$0.00	10	\$0.00	\$0.00	15	\$0.00	\$0.00	20	\$0.00	Cost: \$10 per participant. MARAC LAC incurs no upfront expenses. This is essentially fund-raiser for MARAC. Cost: \$10 per participant. MARAC LAC incurs no upfront expenses. No charge for the lighthouse tour and no park admission charge because it is after Labor Day. This is essentially fund-raiser for MARAC. Cost: \$20 per participant. Historical Association charges \$15 per person, \$12 per senior. MARAC makes a small profit. Limit 25 people. Cost: \$10 per participant. MARAC LAC incurs no upfront expenses. This is essentially fund-raiser for MARAC. <b>Tabled for now</b>
Tour #2: Sandy Hook Lighthouse and Fort Hancock: A Tour of Sandy Hook's Maritime and Military Heritage	\$0.00	10	\$0.00	\$0.00	15	\$0.00	\$0.00	20	\$0.00	
Tour #3: Walk Back in Time: An Architect	\$15.00	10	\$150.00	\$15.00	15	\$225.00	\$15.00	20	\$300.00	
Tour #4: Bruce Springsteen Exhibit	\$0.00	10	\$0.00	\$0.00	15	\$0.00	\$0.00	20	\$0.00	
Tour #5: Brewery Crawl (on hold)										Cost: \$30 per participant. Cost of trolley is \$225 per hour (3 hour minimum). Total cost \$675. Participants pay own bar tab. We are already looking at sponsors to help Cost: \$15 per participant. Tour charges \$12 per person, but we are getting a discount of \$10 per person. MARAC makes a small profit. Limit 75 people.
Tour #6: Paranormal Tour	\$10.00	10	\$100.00	\$10.00	15	\$150.00	\$10.00	20	\$200.00	
<b>Total Tour Expenses</b>			<b>\$250.00</b>			<b>\$375.00</b>			<b>\$500.00</b>	
<b>Workshop Expenses</b>										
Honoraria			\$1,500.00			\$1,500.00				\$1,500.00
Lodging/Meals/Travel (Speakers)			\$1,000.00			\$1,000.00				\$1,000.00
Misc. Expenses			\$100.00			\$100.00				\$100.00
<b>Total Workshop Expenses</b>			<b>\$2,600.00</b>			<b>\$2,600.00</b>			<b>\$2,600.00</b>	
<b>Total Expenses</b>			<b>\$65,607.51</b>			<b>\$67,814.36</b>			<b>\$71,515.46</b>	

## MARAC Budget - Fiscal 2021

### MARAC Income

Category	Anticipated
<b>Annual Receipts</b>	
Membership Dues	\$ 40,000.00
Conference Registration	\$ 92,000.00
Conference Vendors	\$ 15,000.00
Conference Sponsorship	\$ 7,000.00
Publication Advertising	\$ 4,000.00
Publication Sales	\$ 1,150.00
Mailing List Sales	\$ 100.00
Off-Meeting Workshops	\$ 3,000.00
Bank Interest	\$ 150.00
Investment Interest	\$ 2,000.00
Gifts to Operations	\$ 600.00
Miscellaneous	\$ -
<b>TOTAL</b>	<b>\$165,000.00</b>

### MARAC Expenses

Category	Allocated
<b>General</b>	
Administrator	\$ 8,765.00
Executive Officers	\$ 23,500.00
Caucuses	\$ 1,750.00
<b>Committees</b>	
Steering	\$ 3,740.00
Communications	\$ 6,000.00
Diversity and Inclusion	\$ 100.00
Education	\$ 2,160.00
Finance	\$ 7,175.00
Meetings Coordinating	\$ 300.00
Membership	\$ 2,250.00
Nominating	\$ 50.00
Custer Finch	\$ 460.00
Distinguished Service	\$ 250.00
Finding Aids	\$ 500.00
Scholarship	\$ -
Fall Conference (LAC)	\$ 58,000.00
Spring Conference (LAC)	\$ 50,000.00
<b>TOTAL</b>	<b>\$165,000.00</b>

### MARAC Income

Category	Anticipated
<b>Annual Receipts</b>	
Membership Dues	\$ 40,000.00
Conference Registration	\$ 92,000.00
Conference Vendors	\$ 15,000.00
Conference Sponsorship	\$ 7,000.00
Publication Advertising	\$ 4,000.00
Publication Sales	\$ 1,150.00
Mailing List Sales	\$ 100.00
Off-Meeting Workshops	\$ 3,000.00
Bank Interest	\$ 150.00
Investment Interest	\$ 2,000.00
Gifts to Operations	\$ 600.00
Miscellaneous	\$ -
<b>TOTAL</b>	<b>\$165,000.00</b>

### MARAC Expenses

Category	Allocated
<b>Operational Support</b>	
Administrator Salary	\$20,000.00
Web Services	\$6,150.00
Archivist	\$1,000.00
Accountant	\$1,145.00
Advocacy	\$1,500.00
Insurance Policy	\$1,000.00
<b>General Support</b>	
Phone	\$660.00
Postage	\$740.00
Office Supplies	\$125.00
Food	\$5,260.00
Travel	\$2,380.00
<b>Rented Services</b>	
Equipment	\$300.00
Printing and Design	\$5,600.00
Conference	\$108,000.00
Lodging	\$2,340.00
Honoraria	\$1,250.00
<b>Awards and Scholarships</b>	
Awards and Prizes	\$1,300.00
Scholarships	\$0.00
<b>Financial Operations</b>	
Banking Fees	\$6,000.00
Investments	\$0.00
<b>Other</b>	
Disaster Relief	\$0.00
Miscellaneous	\$250.00
<b>TOTAL</b>	<b>\$165,000.00</b>

### Notes

Membership has been dropping, we're only at 70% of budgeted amount at the end of FY20 Q3.  
 Seems to be at a sweet spot.  
 Nick is the best!  
 Our sponsors have been very generous for three years running.  
 Keeping same as we eye how people react to e-print shift  
 Keeping same as we eye how people react to e-print shift  
 Reduced. Projected slow year due to COVID-19, navigating incorporation of Zoom workshops.  
 Slight increase.  
 Keeping steady and hoping the market recovers.  
 Keeping steady. Lots of contributions to restricted funds, though.  
 Zero.

Same  
 Increased to incorporate Zoom subscription.  
 Same  
 Costs the same every year.  
 NCH cost lowered due to dissolution of regional coalition.  
 Slight decrease  
 Slight increase  
 Same  
 Same  
 Membership events at conferences, generally high food prices especially Steering at conferences  
 Remote Steering meeting, fewer off-meeting workshops.  
 For MCC equipment for conferences  
 MAA moved to ePub model  
 Same  
 Remote Steering meeting, fewer off-meeting workshops.  
 Fewer off-meeting workshops.  
 Same  
 All scholarships funded from AEF  
 Same  
 Same  
 Pay out of Disaster Relief Fund - will be removing this line next year.  
 Things come up.

## **MARAC Meeting Model Task Force Report to Steering Committee - April 2020**

Call for participants circulated to MARAC membership on 2/26/2020. From 16 responses, the following individuals were selected to serve on the task force:

Bethany Antos, Rockefeller Archive Center  
Kerri Anne Burke, Citigroup  
Tabitha Cary, Cornell University  
Lorna Loring, Handley Regional Library  
Michelle Novak, Rutgers University (student)

### **Project Overview/Timeline**

- April-July 2020: Task force reviews possible meeting models, pros/cons, member interest, financial implications, et cetera.
- July 2020 (summer Steering meeting): Task force presents report with recommendations to Steering.
- July-October 2020: Task force gathers any additional information and reports out to membership as appropriate.
- October 2020 (Long Branch meeting): in-person reports to membership (Business meeting and/or town hall); other activities as needed to proceed with work.

### **Work/Updates Thus Far**

Task Force met via Zoom on 4/7/2020. Identified initial tasks and team assignments as follows:

- Reach out to other archival organizations about meeting models (Kerri-Anne, Michelle),
  - Initial tasks: identify comparable archival organizations to survey; draft questionnaire or other tool(s) for collecting info on meeting models and preferences.
- Interview former MARAC PC/LAC Chairs (Bethany, Tabitha)
  - Initial tasks: draft questionnaire or other tool(s) for interviewing former PC and LAC chairs about their experiences and perspectives on MARAC's current meeting model.
- Outreach to vendors (Lorna, Michelle).

Task Force scheduled to meet via Zoom the week of April 27th to review initial work and discuss next steps re outreach to other archival organizations, PC/LAC Chairs, and vendors.

Respectfully submitted by Hillary Kativa and Liz Scott, Task Force Co-Chairs

To: Rachel Grove Rohrbaugh, Jennie Levine Knies, Amanda May, Sara Predmore

From: Paige Newman and Liz Scott

Re: Zoom account for MARAC

Date: April 1, 2020

## Summary

On March 24, 2020 Paige and I reached out to a Zoom sales consultant regarding the purchase of a plan for MARAC. Unfortunately, right now they are so swamped with new requests, he just told us the pricing plans and to sign up online for whatever one we wanted. If we do sign up, there is access to training videos and other resources.

After reviewing the plans (<https://zoom.us/pricing>) we have decided the best plan for MARAC would be the Pro Plan which is set at \$14.99 per month. If you pay an annual subscription in full at the time of purchase, you save \$30.00. The total cost would be \$149.90 rather than \$179.88. This was also the plan that Penn State was using for their webinar series Connect & Communicate. We recommend purchasing the annual subscription up front to save money.

The Pro Plan comes with the following features:

- All basic features
  - Closed captioning feature, breakout rooms, white board, etc.
- Meeting duration limit is 24 hrs
- User management
- Admin feature controls
- Reporting
- Custom Personal Meeting ID
- Assign scheduler
- 1GB of MP4 or M4A cloud recording
- REST API
- Skype for Business (Lync) interoperability

We asked the sales consultant for clarification about logins vs. hosts. With this plan you get one host where another plan can have up to ten hosts. Here is the answer:

**1. One license can host one meeting and that one license is meant for one user with one email for one log in. They are individual licenses for individual subscriptions. Small and large organizations will typically buy a package of licenses depending on what their needs are.**

We did want to know about closed captioning as we agreed that was an important feature to have access to. Here is the sale consultant's response:

**2. Zoom is very ADA friendly! We do have CC as well as a few other features:**

- <https://zoom.us/accessibility>
- <https://support.zoom.us/hc/en-us/articles/207279736-Getting-started-with-closed-captioning>
- <https://support.zoom.us/hc/en-us/articles/115003498783-Viewing-Closed-Captions>

Lastly, we asked about transcripts. While we would get an audio recording of the Zoom meeting, we would NOT get a typed out transcript of the meeting or the chat that occurred. That is only available on higher plans. See his response:

**3. We do offer transcripts, however that feature is within our Business and Enterprise plans.**

If we wanted the transcripts, we would need to upgrade which is a significant cost. The next plan up costs nearly \$2000.00 per year.

**Pros**

- "Join from your browser" link which allows participants to bypass the Zoom application download process, and join a meeting directly from their browser. This is a workaround for participants who are unable to download, install, or run applications. Note that the meeting experience from the browser is limited but this would work for employees at institutions such as NARA or others who currently cannot download applications to their computers.

**Cons**

- No transcripts. Only available with Business and Enterprise plans so would require an upgrade for this feature. We would receive an audio transcript so would still have a record of a meeting/workshop which might suffice at this point.

To view an example of what an audio transcript would look like, here is a link to a very brief (6 second) transcript from my work Zoom account.

<https://esu-online.zoom.us/rec/share/5JxYMJrS7nhOZpH1wUzYB4IbHYjleaa80yIX-acLmhwdI8FOKPxZgJx4tPnTd9OA>

The only way to get that is to upgrade which is really pricey.

- The Pro plan would only have 1GB of storage on the cloud for recordings. While this seems like a lot, it will fill up quickly and since the files are large, for someone to record a Zoom session to their personal computer could be a space issue. For an additional \$40 per month, you can purchase more storage. However, at this time, we do not feel we need this option either until we have used the product and tested it further.
- There is only one login associated with one email. We believe that only a limited number of people would be scheduling Zoom meetings (Chair, Education Committee Chair, Sara) so this could either be seen as a pro or con. We could also designate one or two people to set up the meetings who knew the login and password. This is something that could be discussed once purchased. We can also look into pricing for multiple licenses like educational institutions have but we believe that we do not need this feature at this time as individual MARAC members do not need their own account.

### **Additional Information**

There is a “webinar” option with some of the higher plans but once we researched that option, we realized MARAC does not need that. That is to hold webinars with up to 10,000 participants and allow people to purchase things during the webinar. This was an upgrade that we did not need.

In recent weeks, there have been security issues regarding Zoom such as hackers breaking into meetings. This can be solved by adding passwords to join meetings where hosts need to confirm each person is allowed in the meeting. Also, Zoom has announced more bugs are being fixed and more security is being worked on in response to these issues.

### **Recommendation**

Our recommendation is that MARAC start with the Pro Plan and then buy add-ons for storage or upgrade to a different type of account in the future. We believe this plan will be sufficient for the needs of the mentoring group, Steering meeting, and future online educational opportunities at this point in time. The pricing for the next plan up costs almost \$2,000 and at this time, we do not believe that plan is necessary.

Many current MARAC members have their own institutional accounts and we believe they would be willing to show and train others on the product. There are also lots of live trainings and pre-recorded trainings available for help.

Respectfully submitted by Paige Newman and Liz Scott



**MARAC Historian Report**  
**April/2020 (for the MARAC Steering Committee Meeting; conference call)**

As you all know, the coronavirus pandemic has disrupted our work routines to a considerable extent. My last day working at the University of Maryland campus was on March 12<sup>th</sup>; I have not been cleared to re-enter Hornbake Library since then.

A few days before this situation manifested itself, I was able to participate in a conference call with my colleagues on the Distinguished Service Committee; members of that committee have made a good selection for the 2020 award out of an outstanding cohort of nominations.

Recently I have also volunteered to work as an ex-officio member of the newly-formed Meeting Model Task Force.

And as with all of you I'm sure, it was crushing to learn about the cancellation of the Harrisonburg meeting, but I believe it was certainly the only step MARAC could take, given the existing circumstances. My heart goes out to the Local Arrangement and Program Committees for all the excellent work that they did to prepare for this meeting. Perhaps we can make it to Harrisonburg sometime in the future.

Lauren Brown  
MARAC Historian

## MARAC Archivist Report

April 2020

Joanne Archer, Head of Access & Outreach Services, Special Collections and University Archives, University of Maryland Libraries, and I met online regarding the procedures for ingesting the digital version of the *Mid-Atlantic Archivist* into the Internet Archive. Joanne wrote an overview of UMD's role as the archival repository for MARAC's records and explained SCUA's digital content strategy for MARAC in terms of DRUM, Archive It, and the Internet Archive. I wrote a draft of the workflow for the ingest. Then I supplied Jodi Boyle with the overview and the workflow.

I was to serve as the moderator for "S2. Recent Archival Research by Graduate Students" at the spring 2020 meeting in Harrisonburg, Virginia. The decision to cancel the conference was, I am sure, a very difficult one. Nevertheless, it was the right decision. The coordination it took for its cancellation and the transparency with doing so should be commended.

Since March 12, 2020, the majority of the Special Collections library staff have been urged not to visit the facility. I have been teleworking since that time. I am especially grateful for the assistance of MARAC Historian Lauren Brown during this challenging time. Thanks to his efforts, the most recent query for a historical survey in the MARAC Archives was handled thoroughly before the full shutdown.

Respectfully Submitted,

Joni Floyd

# MARAC

Mid-Atlantic Regional Archives Conference

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

## Web Team Report

Steering Committee Meeting  
April 16, 2020

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

### Updates since the last Steering Meeting:

The new template for Upcoming Conferences is live! Each conference has a separate page, which we hope will make the site easier to use. Liz took the lead on creating the new template. Conference PC and LAC chairs can contact the webteam ([maracwebteam@gmail.com](mailto:maracwebteam@gmail.com)) to request updates to their conference pages.

As the Upcoming Conference template is live, , the Web Team is moving 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 are continuing to work on a proposal to establish guidelines regarding the job ads that we post on our site. We hope to submit this proposal at the next Steering committee meeting.

We also ask committee chairs and caucus reps to double check your page(s) on the MARAC website. Please contact us at [maracwebteam@gmail.com](mailto:maracwebteam@gmail.com) if you notice any issues or if you would like to make any updates.

### Web Team Member Update

Liz, who has been co-chair of the Web Team since it was created in 2015, will be transiting off the team at this end of this term. Laura will be taking over the role as co-chair. Don and Anastasia will continue for another term.

### Other tasks include:

- Laura updated the Job Opportunities page
- Don and Liz updated the Web Team Operations Manual
- Don updated 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**

### **Spring 2020 MARAC Steering Committee Report**

- Continuation of conversation from Winter Steering Committee meeting
  - 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.
- No contact from RAAC since last Steering Committee meeting. Current status of operations or activities unclear. Unlikely RAAC will be able to meet Sustaining Membership level for NCH in near future.

Respectfully submitted,  
Andrew Cassidy-Amstutz



**Spring 2020 NATIONAL COALITION FOR HISTORY Report**  
MARAC Steering Committee Meeting, April 16, 2020

**NCH TESTIMONY URGES SENATE TO INCREASE FUNDING FOR NARA AND**

**NHPRC:** In late March, NCH Executive Director Lee White submitted testimony to the Senate Appropriations Committee on the Administration's proposed fiscal year (FY) 2021 budget for the National Archives and Records Administration. NCH criticized the proposed \$2.1 million reduction in Operating Expenses (OE) for FY 21, down to a level of \$356.9 million. NCH asked the committee to increase NARA's OE budget by 10 percent, up to a level of \$395 million. Specific NARA funding requests included: Improving Veterans' Access to Their Military Records; Digitization Initiative at Archives II; and the Civil Rights Cold Case Initiative.

NCH also supported an increase of \$500,000 for the National Historical Publications and Records Commission (NHPRC) grants program bringing the agency's funding up to \$7 million in FY 21. This program has repeatedly been targeted for elimination by the Administration.

**WAY TO GO, NARA!** Four preservation and conservation specialists at the National Archives and Records Administration did some quick thinking and realized the equipment they use to deal with records damaged by floods, fires, or mold could help doctors and nurses fighting the Coronavirus. Motion picture preservation specialists Heidi Holmstrom and Audrey Amidon, and Conservation Lab employees Rachel Bartgis and Vicki Lee asked NARA leadership about donating supplies to the pandemic. Late last month, NARA sent N-95 masks, nitrile gloves, gowns, and Tyvek suits to the Washington, D.C.'s Emergency Management Response Team, which is working with the Department of Health and Human Services to distribute and reallocate the donated supplies. "I know what we have is only a drop in the bucket," Amidon said, "but they're on our shelf and could help save lives."

**FEDERAL AGENCY COVID-19 RESOURCES:** Below are links to COVID-19 resources available from history and archives related federal agencies. Included is a link to the Small Business Administration financial loans program to cover operational expenses in nonprofit organizations such as museums, historic sites and scholarly societies, of <500 employees.

**Small Business Administration** -- <https://www.sba.gov/page/coronavirus-covid-19-small-business-guidance-loan-resources>

**National Archives** -- <https://www.archives.gov/coronavirus>

**National Park Service** -- <https://www.nps.gov/coronavirus>

**NEH** -- <https://www.neh.gov/news/information-neh-and-covid-19>

**IMLS** -- <https://www.ims.gov/coronavirus-covid-19-updates>

Be safe, stay well and see you on Zoom!

Jan Zastrow  
NCH Representative, [zastrow@hawaii.edu](mailto:zastrow@hawaii.edu)