

MARAC

Mid-Atlantic Regional Archives Conference

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

Business Meeting
Tuesday, May 5, 2020 1:00 PM- 2:00 PM
Zoom Meeting
MINUTES

I. Call to Order (5 min)

- A) House Keeping and Basic Zoom Protocol (JK at 1:04)
- B) Meeting called to order at **1:07 P.M.**

II. Approval of the Agenda

- A) Any revisions to the agenda? No revisions.
- B) Motion approved. Motion Seconded. Agenda approved by the membership.

III. Approval of the Fall 2019 Business Meeting Minutes

- A) Any revisions to the minutes?
 - i) Becky Collier: p. 2, VII.C. Last word should be Treasurer.
- B) Motion approved. Motion Seconded. Minutes approved by the membership.

IV. Chair's Report (Rohrbaugh)

- A) Harrisonburg and Long Branch Cancellations:
 - i) We have cancelled the Harrisonburg and Long Branch conferences due to the COVID-19 pandemic. We saw recently that SAA will be virtual this year; however, we have decided in our case and our financial situation, it made the most sense to cancel these meetings. If anyone has any questions or concerns, you can feel free to send to the Chair or ask a question or comment now in the Chat. Moderator offers that we are seeing messages of support in the chat at the moment, but no questions.
- B) Donation to Archival Workers Emergency Fund
 - i) We made a decision at the Steering Committee meeting in April to donate to the Archival Workers Emergency Fund created by SAA. At MARAC, we made a donation of \$1,773.00 using the money that was initially left over in our advocacy fund. We are starting there and there may be an opportunity to provide an additional donation later on after being approved by the Steering Committee. Note from the Chair-Elect, if you are calling into this meeting and cannot leave comments on chat, apologies. Please let us know following the meeting if there's anything else you would like to follow up.
- C) COVID-19 Discussions and Mutual Aid Network

- i) We also discussed at the Steering Committee in April about how to host discussions around the COVID-19 pandemic and our secretary is currently working on a Mutual Aid Network document. This information will be distributed through caucus reps.
 - ii) Our Parliamentarian suggests that we allow folks on the phone to unmute for voting. There are only three phone numbers at the moment and we will follow.
 - iii) Question: Will future contracts have a clause that permits cancellation without penalties in the event of pandemics or other such disasters? Chair will allow Meetings Coordinator to provide an answer during her report.
- D) Online Education
- i) Prior to the pandemic, we began discussing online education. This is something that we would like to continue given the pandemic. Paige Newman just shared this week that there are some webinars in the works in partnership with other organizations, including Rapid Response Collecting and Digital Collecting in an Emergency coming forward. There are a few different people working on this including the Education Committee. If anyone does have ideas, please forward to Paige Newman, or the Chair and Chair-Elect. MARAC also recently signed up for our own zoom account, so we will have the ability to host webinars in the future.
 - ii) From Lisa Mangiafico: Maybe use the travel scholarships to fund some online education--either systems or for individuals to attend online options that have a fee.
 - iii) From Sheridan Sayles: As Chair of Mentorship Subcommittee, I would also encourage people to volunteer for Mentoring and share with early career people to be mentees.
 - iv) Cara Griggs: Maybe turn conference sessions into webinars. Moderator: We are currently trying to discuss the best system/logistics to do that. Just as a side note, our zoom account is a fairly limited one, so we would have to look toward that in the future. Chair: I think one consideration is that we are all working during a pandemic, we are all negotiating how to work in an online environment, how to work and care for a family, and how to balance these big life concerns around how we ask individuals to participate. We are aware that we are an entirely volunteer organization and we want to be respectful of what we ask of members who maybe were not prepared to plan an entire online conference.
- E) Meeting Model Task Force
- i) There is currently an attempt underway around looking at the MARAC Meeting Model. Chair appointed Liz Scott and Hillary Kativa (members at large) as co-chairs of this task force. We have additionally appointed Bethany Antos, Tabitha Carey, Lorna Loring, and Michelle Loback working on gathering information about decisions MARAC has made in the past and decisions we might make in the future.
 - ii) John Beekman: Partner with institution that has a bigger zoom account to host programs? Chair: We have discussed this but we want to be respectful of the fact that we are a volunteer organization collecting dues, and try to choose a least expensive option. However, we are in a very moment right now with many unknowns and we will consider this moving forward.
 - iii) Hillary Kativa: Thank you for being respectful and conscious of what people have the bandwidth for right now. Focusing on scale-able options is a smart strategy.
- F) Membership Survey Analysis
- i) The membership committee is working on an analysis right now as are other groups including the Meeting Model Task Force. We will plan to see an analysis at the Summer Steering Committee meeting and then will distribute more widely to the general

membership.

V. Meeting Coordinator's Report and Service Awards (Mannix)

A) Discussion of Hotel Contracts

- i) We work with Helms-Briscoe who is our official representative when we're dealing with hotels. We have been working with them for many years now, and they are professionals. We are not likely to ever a hotel contract without some penalty. All hotel contracts have an Act of God clause (Force majeure) which relieves us penalties if there is an "Act of God"—these are determined by the State so there is some variance for each conference. We are often able to at least rebook with hotels to save money. This is why we have decided to rebook with Harrisonburg and that is why we incurred no fees. For Long Branch, we did incur fees. However, we decided to choose our own fate on this conference as I understand it. The penalties for this contract would have dramatically increased in 2 days and if we had attempted to hold the conference in October we would have risked either getting the money back because the state was in quarantine or we would have risked taking a large financial hit.
- ii) We have cancelled both Harrisonburg and Long Branch. However, we are going to Saratoga Springs once again. Please put it on your calendar for April 8-10, 2021! Our next contract is for Gettysburg October 7-9, 2021. We are currently looking for Local Arrangements Co-chairs, so please consider.
- iii) We will be going to Harrisonburg March 24-26, 2022.
- iv) Fall 2022 we will be in College Park for MARAC's 50th and Jennie Knies' 50th as well.
- v) If you are a presenter for Harrisonburg or Long Branch, Saratoga Springs is willing to give your presentation a home. So please consider that.
- vi) Thank you to Harrisonburg and Long Branch PCs and LACs for their work!

B) Service Awards

- i) Cambridge Local Arrangements Co-Chairs: Tara Wink Lindsey Loeper
- ii) Cambridge Program Co-Chairs: John LeGloachec and Julia Corrin
- iii) Harrisonburg Local Arrangements Co-Chairs: Tiffany Cole, Kate Morris, and Sarah Roth Mullet
- iv) Harrisonburg Program Co-Chairs: Elizabeth Novara and Vincent Novara

C) Addition from Molly Tighe: Presenters wishing to turn their presentation into an article for MAA are welcome to do so.

VI. Treasurer's Report (May)

A) Treasurer's Report available at [MARAC Treasurer Report FY20-Q3](#)

- ### B) Update on Financial State: Third Quarter Report shows that our income is at 64% of what was budgeted, which is low but not too bad. This is on track with what we've seen in previous years. If you look at expenses, everything is on track there as well, so even with a weird year we are on track. Our fourth quarter will be fairly quiet, so we should be fine for this fiscal year. However, I would like to call attention to the fact that our operating, restricted, reserved, and surplus lines on the quarter budget. So the reserve funds are basically our emergency funds which have plenty of money in it. Things like the Long Branch cancellation fee will come out of the reserve funds which are very healthy. We also have a large surplus, which means that our financial health is secure during this time. All of our cancellation from the past three months have protected the financial health of MARAC. Our cancellation fee for Long Branch was only 19,000 as opposed to 38,000 or 57,000 which were the penalties moving forward by even just a

week. So please keep in mind that Mary and Rachel have discussed these financial implications, but I want to emphasize this as well. Even our restricted funds are particularly healthy, and we are currently looking into ways to spend those funds to help our membership. Jan Zastrow makes the point that the cancellation fee for Long Branch for 19,000 may be refunded. We will hope for a refund, but we definitely do not want the state of New Jersey to be in quarantine during this time either.

- C) Lisa Mangiafico: Are we anticipating a drop in membership for the upcoming fiscal year? And is there any discussion yet about supporting members in that way if they cannot afford to carry on their membership? Chair-Elect: We have had some discussions with the MARAC Administrator, perhaps the Chair would like to discuss. Chair: We have discussed moving the grace period for renewal, but our conversations have centered around supporting membership in other ways. We will wait and see how membership looks coming forward. Treasurer: Membership has been declining already, so the Steering Committee was more interested in supporting scholarships and funding for other programmatic needs. Chair-Elect: The other issue is that it's administratively more simple to extend the grace period for renewals than it is to start offering scholarships and payments. Treasurer: We are happy to come up with new solutions and interesting initiatives on the fly so it is possible.
- i) Margarete Kidd: Perhaps we can do some kind of bridge membership for those with financial hardship. Chair Elect: That's essentially what we mean by grace renewal period.
- ii) Michelle Novack: Special event insurance (if MARAC takes policies) is also on the rise even though they usually don't cover costs associated with AoG. Does MARAC take such insurance and is an increase in premiums budgeted? Treasurer: Many event cancellations policies don't cover pandemics, so this was something that couldn't be helped. So that's why we self-insure with the reserve fund, but it's something we have to keep because our conferences cost so much.

VII. Awards Announcements & Presentations

- A) Finding Aid Award (presented by Julia Novakovic)
- i) Finding Aid Award given to the University of Delaware for the Jermote O. Herlihy Political Campaign Ephemera Collection written by Sarah A. V. Ellington.
- B) Distinguished Service Awards (presented by Becky Collier)
- i) Susan McElrath, Bancroft Library MARAC Chair, 2007-2009
- ii) The incident all the letters of support expressed is about one particular moment when the Administrator resigned with no notice. Susan and the treasurer took over the position and coordinated the search for/transition to a new Administration. Susan showed great leadership during a time of great upheaval. Susan has also been very active in SAA and served as part of the steering committee for the Privacy and Confidentiality committee and RAO committee. Susan has been a teacher, leader, instructor of several archival workshops. She has mentored numerous archives and is now the head of public services at the Bancroft Library described as an "ideal archivist."
- iii) Susan: Thank you—I wasn't expecting this! I am really honored.

VIII. New Business (Rohrbaugh)

- A) No new business.

IX. Announcements & Adjournment

- A) Any announcements?

- i) Rachel Announces that we thought we had a candidate for NJ Caucus Rep, but that person is now unable to run. We are still looking for someone to step up to the plate, and we think this would be a wonderful opportunity for someone to get involved. Please, if you are interested in running for NJ caucus rep for July 2020-2022, please contact Christopher Anglim or Rachel. Link to description of duties in the OM placed into chat.
 - ii) No additional announcements.
- B) Motion to Adjourn. Motion seconded.

Meeting adjourned at 2:02 PM

Signed by: [Secretary / date]

DRAFT