

MARAC

Mid-Atlantic Regional Archives Conference

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

STEERING COMMITTEE **Friday, July 24, 2020, 10am- 2pm** **Zoom (Remote)** **MINUTES**

In Attendance: Jennie Knies, Caitlin Rizzo, Tara Wink, Mary Mannix, Amanda May, Danna Bell, Melissa McMullen, Sara Predmore, Tara Maharjan, Margaret Kidd, Hillary Kativa, Sara Borden, Diane Bockrath, Amanda Brent, Molly Tighe, Paul Kelly, Laura Montgomery, Lauren Cahill, Michael Martin, Jan Zastrow, Meg Snyder, Mark Coulbourne, Lauren Brown, Amanda Brent, Josette Schluter, Liz Scott, Josue Hurtado, Lori Hostuttler, Gregory Weideman

I) Call to Order (5 min) (10:04 a.m.)

- A. Introductions & Reminders of Zoom Etiquette for the Meeting
- B. Approval of Agenda – Mary Mannix makes a motion to approve. Meg Snyder seconded. All members vote yes. No members oppose. Agenda approved.

II) Approval of Steering Committee Minutes (5 min)

- A. April 16, 2020 Minutes – Amanda May makes a motion to approve. Tara Wink seconded. All members vote yes. No members oppose. Minutes approved.

III) Officer's Reports (15 min)

- A. Chair
 - i. Chair's Report (Jennie Knies) – Report submitted. Nothing to add.
 - ii. Administrator's Report (Sara Predmore) – Report submitted
 - 1. E-mails are all updated for the committee, but if anyone is not receiving e-mails re: MARAC communication, they need to let Sara know.
 - 2. Note that each committee has the option to use its own e-mail address for the group, they can absolutely do so but they need to ask Sara. Just an additional note that if anyone has any e-mails to go to all of membership they should go through the Administrator for distribution.
 - 3. There's a big gap in membership forms that have been received in office and that Sara has not been able to process yet, so membership is probably not down a full 12%.
 - 4. Jennie Knies asks about the option to donate to another individual's membership. Sara remarks that generosity has been up, so there are donations available and people willing to donate more. However, options for donation are limited as there is no one currently asking for sponsorship. Jennie suggests that we will discuss later on in the meeting.
- B. Chair-Elect (Tara Wink) – No report submitted
- C. Meetings Coordinator (Mary Mannix) – Report submitted

1. We have not yet been invoiced for Long Branch because the hotel has shut down its meetings again.
 2. We have two local arrangements folks for Gettysburg but their may be additional member so we are waiting.
 3. Update on Saratoga Springs came through e-mail via Jennie Knies. The plan is that we will shut down the meeting in person and start to plan for a virtual meeting instead to give us the ability to better focus on a virtual offering. Lauren Brown mentions that the by-laws say that we have to have a meeting in the Spring, but a virtual meeting should count to satisfy the by-laws.
 4. Jennie mentions that she reached out to MAC, NEA, and SWAC and no one has any plans yet for fall but we are all planning to come up with a model together. New York Archivists have come up with a model that we might be able to build upon or even make more robust. Either way we will be able to offer something good for members in Spring.
 5. Harrisonburg is our last signed hotel contract at the moment. Gettysburg has also been signed. We have no intention of signing anything in the near future. Danna suggests that we may want to reach out to the National Council for History Education Conference and National Council for Social Studies as groups that have held large virtual conferences.
 6. Hillary Kativa offers that Elizabeth James (member of the finance committee) mentioned the same conference (NCHEC) and she is participating in a write-up about how they organized that conference. Hillary Kativa also mentions that DLF just put out a CFP for their virtual conference.
 7. Greg Weideman thanks the committee for the conversation and the clarification.
 8. Josue adds that hopefully this becomes part of our new institutional capabilities going forward and add what we learn to the meetings manual.
 9. Danna Bell and Mark Coulborne add that this allows us to expand the length of the conference potentially as well.
 10. Laura Montgomery adds that she is the co-chair of the New York Archives conference that went virtual in June and is happy to help MARAC going forward.
 11. Lauren would love to archive the material from meetings that didn't get off the ground and Mary adds that she would love do so as well.
- D. Secretary (Caitlin Rizzo) – No report submitted. Nothing to add.
- E. Treasurer (Amanda May) – Report submitted
1. Clarification that the reason that there are negative numbers in the income report is because we have had to refund some expenses from cancellations.
 2. We will not need to pass a new budget.
 3. Lauren Brown asks if we are still relying on conference revenue for projected income. Amanda May confirms that we are, and that this will impact the budget. Amanda says we are not in a place to worry because virtual cost-saving will help.
- F. Parliamentarian (Lauren Cahill) – No report submitted. Nothing to add.

IV) Advisory Positions (10 min)

- A. Historian (Lauren Brown) – Report submitted. Nothing to add.
- B. Archivist (Joni Floyd) – Report submitted. Joni Floyd is not present for questions.
 1. Amanda May asks Lauren Brown on behalf of Jodi Floyd how to submit materials to the archive during COVID 19. Lauren Brown says just to send materials straight to him for

- the time being. Lauren adds that his role normally facilitates this pass off in person as well.
- C. Development Coordinator (Margaret Kidd) – No report submitted.
 - 1. Margaret is interested in ideas for fundraising, so if anyone would like to pursue questions please reach out to her.
 - D. Web Team (Laura Montgomery/Don Sailer) – Report submitted.
 - 1. Committee chairs and caucus reps are kindly asked to review their pages for updates.
 - E. Regional Archival Association Consortium (Andrew Cassidy-Amstutz) – Report submitted. Andrew is not present for questions.
 - 1. Jennie Knies adds that he has a question regarding his term and Jennie Knies offers that we should take that over e-mail.
 - F. National Coalition for History (Jan Zastrow) – No report submitted. Nothing to add.

Break for 5 minutes. Return at 10:50 a.m.

V) Old Business (60 min)

- A. Membership Survey (Sara Borden)
 - 1. Link to Sara's Presentation and the Google Drive with Information regarding Surveys: https://drive.google.com/drive/folders/1u_XAx7e2vueDAelm3poLZxSCmw5f7E6b?usp=sharing
 - 2. Sara created a link to a google drive with more information and the full report that she will distribute to everyone via e-mail following today's meeting.
 - 3. Danna Bell points out that so many of these issues are something we've seen for quite a bit. She notes the difficulty of finding folks not in academic positions that would like to serve and notes that there should be some conversations among the professionals not in the academy about why these issues arise. She also adds some frustration around the fact that there are so many leadership positions and yet so many individuals that feel the need for there to be more leadership options. Sara adds that because professional service is built into academic institutions, it makes sense that we are seeing an overabundance from that group, but clearly there is more to do.
 - 4. Lauren Brown asks if the Outreach Committee if there is a way to engage federal archivists in particular.
 - 5. Liz Scott adds that the Meeting Model Task Force revealed that there is a pretty even split around wanting to change meetings and not. Liz mentions that there will be a town hall in the fall to better engage membership.
 - 6. Danna adds that Casey Coleman (past chair at NAGARA) noting that folks have been really frustrated with SAA and that we might want to partner with NAGARA or federal archives groups for more collaboration.
 - 7. Josette adds that Public Relations is seen as big issue in the kind of internal networking. Josette adds that many new federal professionals are not aware of MARAC and what it can provide. Josette asks if we can do an advocacy table on site. Tara adds a question about whether we're getting enough students in.
 - 8. Jan Zastrow adds to Josette's point that their needs to be more PR and she asks if ARMA is taking away membership and if maybe we should take a look at what their doing. She also thinks that it is an excellent idea to reorganize caucuses around subject/interests. She agrees that the idea of increasing publication is also useful.

9. Hillary Kativa asks via chat if there an opportunity to “bring a buddy” to a MARAC program or event where MARAC members could bring non-members.
10. Sara Predmore asks what is our next plan for sharing this information for membership? Sara Borden has no specific plan, but in the past there was a presentation for general membership. The full report is 130 pages. Many suggests a presentation at the business meeting and an article in the MAA. Jennie suggests this presentation for the business meeting would be great. Sara Predmore thinks that an email to let the membership know that results are coming soon would be a good idea. Sara Borden adds that we should be okay sharing comments in a full way. Sara also poses a question as to how/when to send e-mails to ensure that we get higher open rates and welcomes feedback on that. Jennie asks whether the way that emails comes through in our inbox is the problem (i.e. font is small and formatting is a little off, maybe a mail-chimp format would be better). Sara mentions that she’s open to all suggestions. Finally, Sara Predmore offers that it has been successful in the past doing a project management class at NARA in the summer and that really opened doors. Maybe more presentations could be
11. Caitlin Rizzo added that maybe there is an opportunity to create lower bar opportunities for leadership for the list-serves for examples.
12. Josue Hurtado adds that we might want to regularly schedule the survey and commit to a more longitudinal model so that we can track our progress and successes/failures. Jennie mentioned that we should put it into the Operations Manual for Membership Committee.
13. Jennie suggests that we have some next steps for taking a look at PR, List-Serves, and E-mails. As far as an immediate next step we will plan on presenting this at the leadership meeting and a write up for the MAA. Jennie will follow up with individuals as needed.
14. Mary Mannix adds that embedding PR in our infrastructure might help increase visibility. Maragret Kidd just indicated that we might want to create a communication plan. Molly Tighe adds that from the Communications Committee that they recently created a position to create content that was specifically called for in the strategic plan.

B. Meeting Model Task Force (Liz Scott and Hillary Kativa)

1. Liz and Hillary have submitted their report.
2. Hillary adds a thank you to Lauren Brown for serving in an ex-officio member of the committee.
3. Hillary asks if there is a discussion regarding a timeline for announcing decisions around Saratoga Springs and wonders if that might be opportunity to remind folks that the task force exists and the town hall is coming in September. Jennie offers that there is a few steps before we can publicize the change for Saratoga Springs and offers that when the communication goes forward we can include information about the Town Hall at that point. Jennie asks if we can get a date for the Town Hall on the calendar to include in that e-mail. Hilary and Liz ask for anyone to provide feedback on timeline for the Town Hall if they have it.
4. Mary Mannix adds that the follow ups for Saratoga Springs are slated to be put together for the next couple of weeks.
5. Jennie Knies adds that we should think about the logistics of providing opportunities for folks to ask question ahead of time and maybe recording the meeting for those who can’t make it.

C. Workshop Contracts (Paige Newman)

1. Paige is not present and wants to discuss at the next meeting.
2. Amanda May offers that this is the third/fourth meeting in a row that we've added this to the agenda and asks if we can move forward sooner rather than later. Jennie Knies offers she will talk to Paige.

D. Membership/Dues Renewal Forgiveness (Knies and Predmore)

1. Jennie Knies added this item just to make folks know that we made a decision to extend the grace period for dues through the end of the calendar year.
2. Sara Predmore adds that we may want to tie this conversation to requests to give money to individual members through the Mutual Aid Network
3. Caitlin offers that we did have requests in the Mutual Aid Network to provide support to others members and two requests to receive support, but that given the small number and the previous conversations around opening the fund line we might want to hold off and come back to this in the fall.
4. Amanda May offers also that in the last Steering Committee we decided against the option to open the Disaster Resistance fund for individual support and that we should stick with that decision.
5. Jennie Knies says we can continue this conversation in the next item.

E. Scholarship Funding (Archival Education Fund) Donation to SAA's Archival Workers Emergency Fund (Danna Bell)

1. Danna's committee members have reached out to MAC and NEA to look at how those groups are supporting SAA's AWEF. Danna was previously in support of sending scholarship money to AWEF, however at this point if there will be a virtual conference she may be in favor of reserving some funds to give for the virtual conference fee. Tara Wink adds that if we go virtual we are considering not charging for membership and only charging for membership, so we could give the money away to AWEF if we are not charging anyway.
2. Josette Schluter suggests that we do this on a conference by conference basis, so give the money from Harrisonburg and/or Long Branch and donate it to AWEF. Then, the rest of the funding could be paid forward.
3. Motion to donate \$2100 to the SAA AWEF. Meg Snyder makes a motion to approve. All in favor. None opposed. Motion is passed.

VI) Lunch at 11:57 a.m. We will return at 12:30 p.m.

Returned at 12:35 p.m.

VII) New Business (30 min)

A. Saratoga Springs Conference 2021 (Knies/Mannix)

1. Nothing to add. Conversations earlier in the meeting suffice.

B. Salary Range Policy for Job Board (Knies)

1. This conversation is a follow up from an earlier conversation around requiring salary ranges for posting on the job board. Jennie adds that right now the point is moot because we do not have any job postings.
2. Josue Hurtado adds his support and provides the insight that this requires collective action across organizations and that we should contribute.
3. Sara Predmore adds that we don't currently ask for a salary in the Google form so we would need to add the option.

4. Meg Snyder adds that this also helps us to do better advocacy within the profession to hold institutions accountable.
5. Josue suggests perhaps adding a “Decline to State” option. Jennie voices concern that this may just be a place where institutions feel no shame in providing opaque answers.
6. Jan agrees to add salary range but wonders if it would be more effective to include a search option only for those that do provide salary ranges or just stating preference should be given for listings with salaries.
7. Tara Wink offers that she agrees with concern that there are currently no positions on the job board. Laura Montgomery responds that as part of the web team that she has noticed a decline since March on the job board, so she does feel like part of the problem is the availability of jobs at the moment.
8. Jan Zastrow asks whether the job board is being indexed and crawled by search engines. Jennie Knies offers that she doesn’t know the answer but we can look it up. Jennie decides to leave it here for now and suggests that we modify the form.
9. Amanda May offers that we may just add a question to the submission form would be an easy change to make. Jennie Knies thinks this a good idea and that we can move forward minimally with this once we have more job postings go up.
10. General vote for if we are in favor. All in favor.

C. File Management—Migration to Google (Predmore)

1. Sara Predmore brings to the table that we have so many separate places to store information and send it. She has invited committee members to the Google Drive and hopes that committee members will make more use of the Google Drive and ease pass offs between chair positions. She is currently working on Awards, Membership, Nominations and Elections, and will continue to reach out to more of us going forward.
2. Tara asks if Sara would like any legacy documents from past years. Sara says if there is something folks want to contribute from the past couple of years that would be okay.
3. Jennie Knies offers that we should have a contingency plan of backing up our Google Drive. Amanda May adds that from a digital preservation standpoint, Google changes your files in small and big ways. Drop Box is better for digital preservation. Lauren Brown adds that this a records management issue perhaps more than an archival issue and that we should maybe consider continuing this conversation with Joni Floyd as the Archivist. Jennie Knies and Sara Predmore will arrange a time to discuss with Joni Floyd and Lauren Brown in more detail. Caitlin will check the Operations Manual to see how that is being archived.

D. Advertisements on MARAC website (Montgomery)

1. Web Team is looking at whether or not we can add advertisements to the website. The team looked at SponsorAds and decided that we could move forward. Don Sailer would be willing to sit on any further discussions but the team agreed that they needed more information about what was imagined as far as “dynamic” ads.
2. Jennie Knies wonders if anyone has any objections? Margaret Kidd adds that we would want to make sure they are unintrusive. Danna Bell mentions that we need to indicate that we are not supporting certain products over others. Amanda May adds that there needs to be a policy around unacceptable content.
3. Clarification that these would be adds similar to the adds that run in MAA and potentiall based off of SAA’s website (<https://www.officialmediaguide.com/saa0/print2/>).
4. Michael Martin adds that Communications Committee will have a sub-committee to manage this and that we would like to solicit from usual vendors.

5. Josette Shluter asks if we are going to designate where the revenue will go? General funds? Amanda May offers that we could use the funds to subsidize the website fee (which is over 5,000 per year). Amanda additionally offers that MemberClicks has additional modules that we could add to our website if we have additional revenue. Jennie Knies adds that we could also use the revenue to subsidize the costs associated with a virtual conference.
 6. Jennie Knies mentions that it seems most are in favor and that next steps will be to iron out the details around ad placement, ad fees, etc. The Communications Committee and Web Team should consider creating a cost sheet and charging the Vendor Coordinator for MCC as a point person. That group can form a sub-committee to work on this and at some point in the fall we can reach out to vendors and provide the new options.
 7. Amanda May asks if we have a space on the website for vendors can see how they can interact with us? Jennie Knies mentions that we do not now have a central page around advertisements and vendor engagement, but once we have a cost sheet we can move forward with that idea. Jennie adds that we will also need a simple statement around the content we accept for advertisements.
- E. Fall Steering Meeting date (October 22/23)
1. Jennie Knies suggests that we consider the dates from the Long Branch conference. If so, we can have Sara Predmore send a Doodle poll for dates.
 2. Josette asks quickly if the combined report for the Steering Meeting could have hyperlink/bookmarks. Sara says that she will look at adding that.
 3. Jennie asks if we would prefer a doodle poll or if we would prefer a vote at the meeting? Jennie asks if we agree on October 23rd and multiple people voice support. We declare that October 23rd will be the date for the next Steering Meeting.
- F. Fall Business Meeting Dates (TBD)
1. Agreement that we do not want to schedule on October 24th at 8:00 a.m. for the Fall Business Meeting date, but that we should consider the sometime within the week following the Steering Meeting.
 2. Jennie Knies puts forward Friday, October 30th from 11 a.m. to 12 p.m. Everyone is in agreement.

VIII) Standing and Operational Committees (15 min)

- A. Awards (Danna Bell) – Report submitted. Nothing to add.
- B. Communications (Molly Tighe/Michael Martin) – Report submitted. Nothing to add.
- C. Distinguished Service Award (Rachel Grove Rohrbaugh) – No report submitted. Rachel is not available.
 1. Danna offers we took this off because it is part of the Awards Committee.
- D. Diversity and Inclusion (Josue Hurtado) – Report submitted
 1. Josue Hurtado would like to amend his report to add the statement on racial injustice. Jennie Knies offers that he absolutely can do that.
- E. Education (Paige Newman) – Report submitted
 1. Paige is not present to provide comments.
 2. Sara Borden adds that we have 55 members that have enrolled and but we only 100 slots, so we want to make sure that we are registering and not forwarding the zoom link to individuals that have not registered. Jennie Knies offers that we may have members that do not know their login which might complicate registration. Sara Predmore offers that she usually provides a username in the email to help individuals remember their account.

3. Michael Martin offers that we've settled on August 5th for the webinar.
- F. Membership (Sara Borden) – Report submitted
 1. Sara will put the link to the Google Drive in Chat (https://drive.google.com/drive/folders/1u_XAx7e2vueDAelm3poLZxSCmw5f7E6b?usp=sharing).
 2. Sara would also like to encourage folks on Steering Committee to participate on Virtual New Member Orientations
- G. Nominations and Elections (Tara Maharjan) – Report submitted
 1. NEC will work on cheat sheet for to explain what the steering committee does.

IX) State Caucus New Business and Updates (15 min)

- A. Delaware (Diane Bockrath) – Report submitted. Nothing to add.
- B. District of Columbia (Anne McDonough) – Report submitted. Anne is not present.
- C. Maryland (Mark Coulbourne) – No report submitted.
 1. Maryland has gotten three new members since the beginning of July.
- D. New Jersey (Tara Maharjan) – Report submitted. Nothing to add.
- E. New York (Margaret Snyder) – Report submitted. Nothing to add.
- F. Pennsylvania (David Grinnell) – No report submitted. David is not present.
- G. Virginia (Amanda Brent) – Report submitted. Nothing to add.
- H. West Virginia (Lori Hostuttler) – Report submitted. Nothing to add.

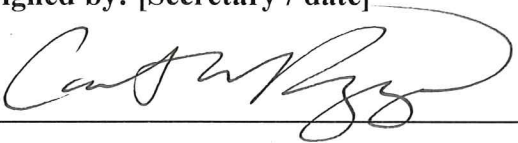
X) Additional Comments

- A. Moderators for E-List
 - i. Sara Predmore and Sara Borden will send out to Steering Committee then General Membership. Jennie Knies offers that we might just open to general membership to have some new people come forward.

XI) Adjournment

Motion. Second. 1:37 p.m.

Signed by: [Secretary / date]



/0/23/2020