

# 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**

**Friday, July 24, 2020, 10am-2pm**

**Zoom (Remote)**

### **AGENDA**

#### **I. Call to Order (10 min)**

- A. Introductions
- B. Approval of Agenda

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

- A. April 16, 2020 Minutes

#### **III. Officer's Reports (30 min)**

- A. Chair
  - a. Chair's Report (Jennie Knies)
  - b. Administrator's Report (Sara Predmore)
- B. Chair-Elect (Tara Wink)
- C. Meetings Coordinator (Mary Mannix)
- D. Secretary (Caitlin Rizzo)
- E. Treasurer (Amanda May)
- F. Parliamentarian (Lauren Cahill)

#### **IV. Advisory Positions (10 min)**

- A. Historian (Lauren Brown)
- B. Archivist (Jodi Floyd)
- C. Development Coordinator (Margaret Kidd)
- D. Web Team (Laura Montgomery/Don Sailer)
- E. Regional Archival Association Consortium (Andrew Cassidy-Amstutz)
- F. National Coalition for History (Jan Zastrow)

#### **V. Old Business (60 min)**

- A. Membership Survey (Sara Borden)
- B. Meeting Model Task Force (Liz Scott and Hillary Kativa)
- C. Workshop contracts (Paige Newman)
- D. Membership/Dues renewal forgiveness (Knies and Predmore)
- E. Scholarship funding (Archival Education Fund) donation to SAA's Archival Workers Emergency Fund (Danna Bell)

**VI. New Business (45 min)**

- A. Saratoga Springs Conference/2021 (Knies/Mannix)
- B. Salary Range Policy for Job Board (Knies)
- C. File management – migration to Google (Predmore)
- D. Advertisements on MARAC website (Montgomery)
- E. Fall Steering Meeting date (October 22/23?)
- F. Fall Business Meeting dates (TBD)

**VII. Standing and Operational Committees (15 min)**

- A. Awards (Danna Bell)
- B. Communications (Molly Tighe/Michael Martin)
- C. Distinguished Service (Rachel Grove Rohrbaugh)
- D. Diversity & Inclusion (Josue Hurtado)
- E. Education (Paige Newman)
- F. Membership (Sara Borden)
- G. Nominations and Elections (Tara Maharjan)

**VIII. State Caucus New Business and Updates (15 min)**

- A. Delaware (Diane Bockrath)
- B. District of Columbia (Anne McDonough)
- C. Maryland (Mark Coulbourne)
- D. New Jersey (Tara Maharjan)
- E. New York (Margaret Snyder)
- F. Pennsylvania (David Grinnell)
- G. Virginia (Amanda Brent)
- H. West Virginia (Lori Hostuttler)

**IX. Adjournment**

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July 24, 2020

**To: MARAC Steering Committee**  
**From: Jennie Levine Knies, MARAC Chair**  
**Re: MARAC Chair's Report**

**Respectfully submitted to the Steering Committee on Friday, July 17, 2020, in advance of the Summer 2020 Steering Committee meeting through Zoom on July 24, 2020**

1. June 2020. Met several times with Administrator, Sara Predmore, to discuss her work for MARAC and how we can work together effectively for the organization.
2. June 16, 2020. Met with incoming Chair-Elect, Tara Wink, to discuss priorities for the coming year.
3. June 18, 2020. Met with outgoing Chair, Rachel Grove Rohrbaugh, to discuss transition.
4. Committee Outreach. Conducted several meetings with current or incoming committee chairs and MARAC Administrator, Sara Predmore, to discuss outstanding issues and plans for the coming year:
  - a. June 17, 2020. Awards Committee, Danna Bell
  - b. June 29, 2020. Nominations and Elections Committee, Tara Maharjan
  - c. June 29, 2020. Web Committee, Don Sailer and Laura Montgomery
  - d. July 6, 2020. Membership Committee, Sara Borden
  - e. July 8, 2020. Communications Committee, Molly Tighe and Michael Martin
  - f. July 13, 2020. Education Committee, Paige Newman
  - g. July 13, 2020. Diversity and Inclusion Committee, Josué Hurtado
  - h. July 17, 2020. Awards Committee Chairs
5. Made several appointments/reappointments in role as Chair-Elect prior to June 30, 2020:
  - **Communications Committee, Social Media Coordinator** – Kathleen Donahoe (through June 2022)
  - **Communications Committee, Advertising Editor**– Lara Szypszak (through June 2022)
  - **Communications Committee** – Diane Wunsch (through June 2022)
  - **MARAC Historian** – Lauren Brown (through June 2022)
  - **RAAC Representative** – Andrew Cassidy-Amstutz (through June 2021)
  - **Mentoring Subcommittee** – Diane Biunno (through June 2022)
  - **Nominations and Elections** – Matt Testa (through June 2021)
  - **Nominations and Elections** – Kate Palm (through June 2021)

6. Participated in discussions and phone calls surrounding decision to cancel the Spring 2020 meeting in Harrisonburg, VA, and the Fall 2020 meeting in Long Branch, NJ, due to the Covid-19 pandemic.
7. Participated in discussions regarding the Spring 2021 conference in Saratoga Springs, NY.
8. Worked with MARAC Administrator to test and troubleshoot Zoom account.
9. Sent queries to the Presidents of the Midwest Archives Conference, Society of Southwest Archivists and the New England Archivists re: their plans for 2021 conferences.
10. Submitted Chair's Column for the Summer 2020 issue of the *Mid-Atlantic Archivist*.

# MARAC

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To: MARAC STEERING COMMITTEE  
From: SARA PREDMORE, MARAC ADMINISTRATOR  
Date: JULY 24, 2020 – Z O O M M E E T I N G  
Re: ADMINISTRATOR'S REPORT

## Membership Statistics

There were 875 active members (as of June 30, 2020):

762 Regular Members

65 Retired Members

48 Student Members

## Membership Statistics Comparison

Member Type	2018 (as of 6/30/18)	2019 (as of 6/23/19)	2020 (as of 6/30/20)	% change 2019-2020
Regular	884	799	762	-4.63%
Retired	51	57	65	14.04%
Student	23	59	48	-18.64%
Total	958	915	875	-4.37%

## State Caucus Membership Statistics Comparison

Caucus	2018 (as of 6/30/18)	2019 (as of 6/30/19)	2020 (as of 6/30/20)
DC	155	153	136
Delaware	46	45	38
Maryland	196	192	184
New Jersey	144	133	129
New York	245	200	185
Pennsylvania	226	209	194
Virginia	152	154	159
West Virginia	15	29	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

Month	2018-2019	2019-2020
April	16	2
May	3	7
June	3	9
Total	22	18

### ADDITIONAL INFORMATION

**Fall 2020 Long Branch Conference:** I transferred vendor registrations from the Harrisonburg meeting to Long Branch and continued to process sponsor registrations. I worked ahead with the LAC to prepare the registration form, name badge layout, reception tickets, and meeting evaluations. I drafted the email messages pertaining to the conference and the evaluation forms. When the conference was cancelled, I worked with the LAC, Vendor Coordinator, and Treasurer to issue refunds to registered vendors and sponsors. This ended up being more complicated than normal refunds and required much communication with vendors and sponsors.

**Zoom Account:** I set up an organizational Zoom account for MARAC and created internal procedures for requesting and hosting meetings. The request form is available on the Steering Committee web page and protocols for hosting are in the Steering Committee google drive Training Documents. The Administrator will manage the account, coordinate meetings, and share login information with requestors. As of July 17<sup>th</sup>, 20 meetings have been scheduled. The standard meeting capacity is 100, but it can be increased as needed at the cost of approximately \$50/month.

**MARAC Google Drive:** I am implementing a Google Drive structure to streamline MARAC's communication and shared folders. The overarching goal is to create a more logical system that is clear, consistent, and accessible and provides a more fluid means of sharing information with incoming committee chairs. In addition, I developed a format for naming files that is more consistent, duplicable, and sustainable. I have begun populating committee folders and working with committees as their work for this membership year has started. To date, this includes Awards, Membership, and Nominations & Elections. I will review/edit the Operation Manual entries as I work through the folders.

**Committee Transitions:** I joined Jennie Knies in meeting with each committee chair to discuss their committee's activities and administrative support.

**Elections:** I collaborated with the NEC to conduct the special election for the NJ Caucus Representative. This election was held to determine a replacement the representative that was elected in January but became unable to fulfill the position. The election was held May 11-18. Tara Maharjan was elected for the 2020-2022 term.

**Membership:** To help our members feel more personally valued and engaged, I worked on several initiatives to develop targeted communications that bring members together.

- **Subject-matter E-lists:** I worked with Sara Borden to develop subject-matter e-lists to encourage members to connect virtually in ways that are personally relevant to them. I set up the e-lists, announcements, and welcome emails. Members will be responsible for joining the e-lists themselves; instructions for subscribing will be included in the announcements.

- **“Member Minute:”** This feature will briefly introduce a member to all of membership with a photo, some personal background, and information about any position held within MARAC. The intent is to help people get to know each other, attract interest in running for elected positions, and perhaps highlight congratulatory events. I have collaborated with the Membership, Communications, and Nominations and Elections Committees to organize it. The Member Minute will be announced through the membership listserv and published in the MARAC blog. Tara Maharjan offered to help get this going. I developed a google form and we have discussed who might be some of the first people highlighted. We anticipate the first Minute to be published in August. We need to decide which committee takes ownership of this in the long run.
- **Virtual New Member Orientation:** To make up for the new member orientations that won't be able to take place in person, I'm working with Sara Borden to schedule virtual new member orientations for new members since last November.
- **Membership Renewal:** In June, the Steering Committee voted to temporarily extend the membership renewal grace period from August 30th to December 31, 2020. During the grace period, members who have not yet paid their dues are still entitled to all the rights and privileges of active members. Extending the grace period will not save them any money, as our dues are not pro-rated, but it will give them extra time to budget for the payment while staying engaged with MARAC.
  - Renewal notices for the 2020-2021 membership year were sent electronically on June 18, 2020. Paper forms were mailed to the 52 members that requested them. The MARAC website was updated with the new information and forms. As of July 17, 2020, 331 members renewed their memberships which is down about 12% compared to 2019 at the same time.
  - Members that have renewed and made donations have been more generous compared to last year.
  - Some members have inquired about making donations toward memberships for members who cannot afford it. I can make it an option through the membership form; however, workflow, privacy, and responsibilities need to be clearly defined before I can do so.

## ***Meetings Coordinating Committee***

### **20 July 2020**

#### ***1) Next Meeting:***

**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)**

#### ***That said ...***

- **“The Program Committee and Local Arrangements Committee are reluctant to continue planning for MARAC Saratoga in Spring 2021 due to the uncertain nature of the COVID-19 pandemic and its effects on travel funding and capabilities as well as the health, safety, and well-being of MARAC attendees.”**
- **They ask MARAC to commit immediately to the concept of a virtual, or hybrid, meeting, if need be.**
- **Executive Committee will be bringing forth a recommendation.**

#### ***2) Future meetings:***

**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:**

**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  
(yes, it does sound very familiar, doesn't it?)**

**Room Rate: \$139**

**(as should this)**

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

**(and this)**

**Local Arrangements Co-Chairs: TBD**

**Program Committee Co-Chairs: TBD**

***3) Anniversary Meeting: (Due to the present state of the world,  
have not further pursued, though our Helms-Briscoe Rep. is  
writing the call.)***

**When: Fall 2022**

**Where: College Park, MD**

**Hotel: The Hotel?**

**Why: 50<sup>th</sup> Anniversary meeting**

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

**Submitted by**

**Mary K. Mannix**

**MCC Chair**

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July 24, 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 Tuesday, July 14, in advance of the Summer 2020 Steering meeting through Zoom on July 24, 2020.

1. Highlights of the Fourth Quarter Treasurer's Report (see attached) are listed below.
  - The income is from membership dues; publication sales and advertising; bank interest; and individual donations. Since refunds issued to conference vendors and sponsors for Harrisonburg and Long Branch were not expenses but rather reversals of income, they are recorded as such in our quarterly report.
  - Expenses are from Administrator salary and phone; our new Zoom subscription; an advocacy donation to the SAA Archival Workers Emergency Fund; the Dickinson office insurance policy; printing and mailing of the Harrisonburg conference program; awards given at the spring Business Meeting; and banking fees.
  - We wrapped up our year having lost \$24,920.70. These losses are explainable and expected given the circumstances of this year.
2. Average returns on investment for MARAC's accounts during the previous quarter (rounded to the nearest hundredth of a percent) are listed below.
  - PNC Savings Account – .04%
  - Vanguard Bonds – 2.96%
3. The Spring 2020 conference report for Harrisonburg, VA is attached. Due to the cancellation of the conference, we did not have any income. We were able to escape a cancellation fee by rescheduling our hotel contract for Spring 2022, carrying our \$1,000 deposit to that date. We had already printed and mailed the program, so that money was recorded as an expense. Our Administrator expended a large amount of time on planning, registration, and cancellation of this conference. Our conference budgets and reports usually allocate \$5,000 to account for the Administrator's time spent on conference activities, but I have lowered this to \$3,000 for this conference.

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4. Finance is charged to “review the total profits, if any, generated from the Fall and Spring meetings, and make a recommendation to the Steering Committee as to where those funds should be directed”. We did not realize any profits from our FY2020 meetings.

**FY 2020, 4th Quarter**

(April 1, 2020 to June 30, 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	\$6,928.00	\$35,629.00	87%
Conference Registration	\$90,000.00	\$24,198.00	\$20,380.00	\$430.00	\$0.00	\$45,008.00	50%
Conference Vendors	\$15,000.00	\$3,700.00	\$5,700.00	\$1,800.00	(\$7,200.00)	\$4,000.00	27%
Conference Sponsorship	\$7,000.00	\$500.00	\$0.00	\$5,950.00	(\$5,750.00)	\$700.00	10%
Publication Advertising	\$4,000.00	\$1,600.00	\$1,256.00	\$360.00	\$720.00	\$3,936.00	98%
Publication Sales	\$1,150.00	\$45.00	\$180.00	\$45.00	\$135.00	\$405.00	35%
Mailing List Sales	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Off-Meeting Workshops	\$5,500.00	\$1,710.00	\$285.00	\$0.00	\$0.00	\$1,995.00	36%
Bank Interest	\$125.00	\$35.52	\$34.79	\$32.94	\$28.62	\$131.87	105%
Investment Interest	\$2,000.00	\$751.43	\$438.34	\$328.63	\$2,545.00	\$4,063.40	203%
Gifts to Operations	\$500.00	\$305.00	\$231.00	\$80.00	\$236.00	\$852.00	170%
Miscellaneous	\$0.00	\$0.00	\$200.00	\$7,811.68	\$0.00	\$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>(\$2,357.38)</b>	<b>\$104,731.95</b>	<b>63%</b>
<b>EXPENSES</b>							
Administrator	\$20,000.00	\$5,857.98	\$3,182.71	\$5,258.87	\$3,685.47	\$17,985.03	90%
Web Services	\$6,000.00	\$5,657.40	\$0.00	\$318.00	\$187.16	\$6,162.56	103%
Archivist	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100%
Accountant	\$1,500.00	\$0.00	\$0.00	\$1,145.00	\$0.00	\$1,145.00	76%
Advocacy	\$2,870.00	\$1,500.00	\$0.00	\$0.00	\$1,370.00	\$2,870.00	100%
Insurance Policy	\$1,100.00	\$0.00	\$0.00	\$0.00	\$957.00	\$957.00	87%
Phone	\$650.00	\$166.36	\$167.14	\$166.54	\$165.86	\$665.90	102%
Postage	\$905.00	\$349.48	\$289.11	\$162.71	\$401.35	\$1,202.65	133%
Office Supplies	\$150.00	\$0.00	\$62.64	\$44.81	\$0.00	\$107.45	72%
Food	\$2,730.00	\$546.79	\$1,977.12	\$0.00	\$0.00	\$2,523.91	92%
Travel	\$2,450.00	\$1,171.72	\$492.02	\$0.00	\$0.00	\$1,663.74	68%
Equipment	\$330.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Printing and Design	\$6,150.00	\$0.00	\$2,597.55	\$1,290.18	\$1,875.05	\$5,762.78	94%
Conference	\$108,000.00	\$1,922.81	\$72,307.96	\$500.00	\$0.00	\$74,730.77	69%
Lodging	\$2,540.00	\$417.89	\$725.66	\$0.00	\$0.00	\$1,143.55	45%
Honoraria	\$2,500.00	\$0.00	\$1,200.00	\$0.00	\$0.00	\$1,200.00	48%
Awards and Prizes	\$1,300.00	\$0.00	\$575.00	\$0.00	\$750.00	\$1,325.00	102%
Scholarships	\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0%
Banking Fees	\$6,000.00	\$1,483.98	\$2,214.38	\$932.13	\$786.82	\$5,417.31	90%
Investments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Disaster Assistance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Miscellaneous	\$200.00	\$0.00	\$245.00	\$0.00	\$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>\$10,178.71</b>	<b>\$127,107.65</b>	<b>76%</b>
<b>Net Income or (Loss)</b>		<b>\$37,551.54</b>	<b>(\$56,401.16)</b>	<b>\$9,010.01</b>	<b>(\$12,536.09)</b>	<b>(\$22,375.70)</b>	

**Account Balances**

		<u>Opening</u>	<u>Credits</u>	<u>Debits</u>	<u>Closing</u>
PNC Checking	\$61,237.66	Operating (\$9,839.61)	(\$2,357.38)	(\$10,178.71)	(\$22,375.70)
PNC Savings	\$76,756.62	Restricted	\$1,590.00	\$0.00	\$142,416.36
Vanguard Bonds	\$88,400.66	Reserve	\$58,231.25	\$0.00	\$58,231.25
<b>Total</b>	<b>\$226,394.94</b>	<b>Surplus</b>	<b>\$46,724.84</b>	<b>\$0.00</b>	<b>\$46,724.84</b>
		<b>Totals</b>	<b>\$235,942.84</b>	<b>(\$767.38)</b>	<b>\$224,996.75</b>

**Summary - Fourth Quarter FY 2020**

Opening Balance	\$235,942.84
Total Income	(\$767.38)
Total Expenses	(\$10,178.71)
Closing Balance	\$224,996.75

**Restricted Funds**

		<u>Opening</u>	<u>New Gifts</u>	<u>Spending</u>	<u>Closing</u>
PNC Savings	\$54,015.70	Disaster Assist.	\$13,584.00	\$381.00	\$0.00
Vanguard Bonds	\$88,400.66	Education	\$121,626.36	\$473.00	\$0.00
<b>Total</b>	<b>\$142,416.36</b>	Graduate Schol	\$265.00	\$701.00	\$0.00
		Finch Award	\$5,351.00	\$35.00	\$0.00
		<b>Totals</b>	<b>\$140,826.36</b>	<b>\$1,590.00</b>	<b>\$0.00</b>
					<b>\$142,416.36</b>

**FY 2020, 4th Quarter** (April 1, 2020 to June 30, 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	\$6,928.00	\$35,629.00	87%
Conference Registration	\$90,000.00	\$24,198.00	\$20,380.00	\$430.00	\$0.00	\$45,008.00	50%
Conference Vendors	\$15,000.00	\$3,700.00	\$5,700.00	\$1,800.00	(\$7,200.00)	\$4,000.00	27%
Conference Sponsorship	\$7,000.00	\$500.00	\$0.00	\$5,950.00	(\$5,750.00)	\$700.00	10%
Publication Advertising	\$4,000.00	\$1,600.00	\$1,256.00	\$360.00	\$720.00	\$3,936.00	98%
Publication Sales	\$1,150.00	\$45.00	\$180.00	\$45.00	\$135.00	\$405.00	35%
Mailing List Sales	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Off-Meeting Workshops	\$5,500.00	\$1,710.00	\$285.00	\$0.00	\$0.00	\$1,995.00	36%
Bank Interest	\$125.00	\$35.52	\$34.79	\$32.94	\$28.62	\$131.87	105%
Investment Interest	\$2,000.00	\$751.43	\$438.34	\$328.63	\$2,545.00	\$4,063.40	203%
Gifts to Operations	\$500.00	\$305.00	\$231.00	\$80.00	\$236.00	\$852.00	170%
Miscellaneous	\$0.00	\$0.00	\$200.00	\$7,811.68	\$0.00	\$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>(\$2,357.38)</b>	<b>\$104,731.95</b>	<b>63%</b>
<b>EXPENSES</b>							
Administrator	\$8,605.00	\$5,906.76	\$926.88	\$494.09	\$180.76	\$7,508.49	87%
Executive Officers	\$24,100.00	\$7,357.98	\$5,262.68	\$5,258.87	\$6,199.63	\$24,079.16	100%
Caucus Funds	\$2,000.00	\$127.84	\$275.00	\$0.00	\$0.00	\$402.84	20%
Steering	\$3,440.00	\$1,940.56	\$1,825.32	\$0.00	\$0.00	\$3,765.88	109%
Communications	\$6,600.00	\$266.25	\$2,849.26	\$1,093.70	\$869.96	\$5,079.17	77%
Education	\$3,750.00	\$0.00	\$1,809.74	\$0.00	\$0.00	\$1,809.74	48%
Diversity and Inclusion	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Meetings Coordinating	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Finance	\$7,530.00	\$1,483.98	\$2,143.73	\$2,077.13	\$786.82	\$6,491.66	86%
Membership	\$200.00	\$53.18	\$27.67	\$297.99	\$0.00	\$378.84	189%
Nominating	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Finding Aids	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00	100%
Custer and Finch	\$550.00	\$15.05	\$330.05	\$0.00	\$0.00	\$345.10	63%
Distinguished Service	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	\$250.00	100%
Scholarship	\$0.00	\$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	\$0.00	\$74,955.96	129%
Spring Conference (LAC)	\$50,000.00	\$52.81	\$0.00	\$96.46	\$1,391.54	\$1,540.81	3%
<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>\$10,178.71</b>	<b>\$127,107.65</b>	<b>76%</b>
<b>Net Income or (Loss)</b>		<b>\$37,551.54</b>	<b>(\$56,401.16)</b>	<b>\$9,010.01</b>	<b>(\$12,536.09)</b>	<b>(\$22,375.70)</b>	

**Account Balances**

		<u>Opening</u>	<u>Credits</u>	<u>Debits</u>	<u>Closing</u>
PNC Checking	\$61,237.66	Operating (\$9,839.61)	(\$2,357.38)	(\$10,178.71)	(\$22,375.70)
PNC Savings	\$76,756.62	Restricted \$140,826.36	\$1,590.00	\$0.00	\$142,416.36
Vanguard Bonds	\$88,400.66	Reserve \$58,231.25	\$0.00	\$0.00	\$58,231.25
<b>Total</b>	<b>\$226,394.94</b>	<b>Surplus \$46,724.84</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$46,724.84</b>
		<b>Totals \$235,942.84</b>	<b>(\$767.38)</b>	<b>(\$10,178.71)</b>	<b>\$224,996.75</b>

**Summary - Fourth Quarter FY 2020**

Opening Balance	\$235,942.84
Total Income	(\$767.38)
Total Expenses	(\$10,178.71)
<b>Closing Balance</b>	<b>\$224,996.75</b>

**Restricted Funds**

		<u>Opening</u>	<u>New Gifts</u>	<u>Spending</u>	<u>Closing</u>
PNC Savings	\$54,015.70	Disaster Assist. \$13,584.00	\$381.00	\$0.00	\$13,965.00
Vanguard Bonds	\$88,400.66	Education \$121,626.36	\$473.00	\$0.00	\$122,099.36
<b>Total</b>	<b>\$142,416.36</b>	<b>Graduate Schol \$265.00</b>	<b>\$701.00</b>	<b>\$0.00</b>	<b>\$966.00</b>
		<b>Finch Award \$5,351.00</b>	<b>\$35.00</b>	<b>\$0.00</b>	<b>\$5,386.00</b>
		<b>Total \$140,826.36</b>	<b>\$1,590.00</b>	<b>\$0.00</b>	<b>\$142,416.36</b>

**MARAC MEETING REPORT****SPRING 2020****HARRISONBURG, VA****FINAL REPORT - SUMMARY**

<b>Category</b>	<b>Budgeted 250 Attendees</b>	<b>Actual 0 Attendees</b>
<b>INCOME</b>		
Registration Fees	\$28,740.00	\$0.00
Exhibitor Fees	\$11,825.00	\$0.00
Meals	\$5,000.00	\$0.00
Reception	\$200.00	\$0.00
Tour Fees	\$500.00	\$0.00
Workshop Fees	\$4,950.00	\$0.00
<b>Total Income</b>	<b>\$51,215.00</b>	<b>\$0.00</b>
<b>EXPENSES</b>		
Administrative Services	\$5,000.00	\$3,000.00
LAC Expenses	\$250.00	\$0.00
Event Insurance	\$800.00	\$0.00
Hospitality Event	\$0.00	\$0.00
Hotel Expenses	\$250.00	\$0.00
AV Expenses	\$4,000.00	\$0.00
Meal Expenses	\$25,709.88	\$0.00
Reception	\$6,250.00	\$0.00
Registration/Program	\$2,500.00	\$1,391.54
Session/Plenary Speakers	\$1,000.00	\$0.00
Tour Expenses	\$160.00	\$0.00
Workshop Expenses	\$3,280.00	\$0.00
<b>Total Expenses</b>	<b>\$49,199.88</b>	<b>\$4,391.54</b>
<b>Total</b>	<b>\$2,015.12</b>	<b>(\$4,391.54)</b>
<b>Steering Meal Reimbursement</b>	<b>\$640.00</b>	<b>\$0.00</b>
<b>NET INCOME/PROJECTED PROFIT</b>	<b>\$2,655.12</b>	<b>(\$4,391.54)</b>

## MARAC MEETING REPORT

SPRING 2020

HARRISONBURG, VA

## FINAL REPORT - INCOME

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

## Reception

Guest Tickets	\$20.00	10	\$200.00	\$20.00	0	\$0.00
<b>Total Reception Income</b>			<b>\$200.00</b>			<b>\$0.00</b>
<b>Tour Fees</b>						
Tour #1 (Carrier Arboretum)	\$10.00	10	\$100.00	\$10.00	0	\$0.00
Tour #2 (Wilson Library)	\$15.00	10	\$150.00	\$15.00	0	\$0.00
Tour #3 (Quilt Museum)	\$10.00	10	\$100.00	\$10.00	0	\$0.00
Tour #4 (Hone Quarry Cliff Trail Hike)	\$5.00	10	\$50.00	\$5.00	0	\$0.00
Tour #5 (Hugo Kohl)	\$10.00	10	\$100.00	\$10.00	0	\$0.00
<b>Total Tour Fees</b>			<b>\$500.00</b>			<b>\$0.00</b>
<b>Workshop Fees</b>						
Workshop #1 Collective Archivism	\$60.00	15	\$900.00	\$60.00	0	\$0.00
Workshop #2 Archives Basics	\$90.00	15	\$1,350.00	\$90.00	0	\$0.00
Workshop #3 Map Cataloging	\$90.00	15	\$1,350.00	\$90.00	0	\$0.00
Workshop #4 Stabilization	\$45.00	15	\$675.00	\$45.00	0	\$0.00
Workshop #5 Oversized	\$45.00	15	\$675.00	\$45.00	0	\$0.00
<b>Total Workshop Fees</b>			<b>\$4,950.00</b>			<b>\$0.00</b>
<b>Total Income</b>			<b>\$51,215.00</b>			<b>\$0.00</b>



## MARAC MEETING REPORT

SPRING 2020

HARRISONBURG, VA

## FINAL REPORT - EXPENSES

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

<b>Total Meal Expenses</b>			<b>\$25,709.88</b>			<b>\$0.00</b>
<b>Reception</b>						
Caterer			\$6,000.00			\$0.00
Entertainment			\$250.00			\$0.00
Transportation			\$0.00			\$0.00
Facility Fees			\$0.00			\$0.00
<b>Total Reception Costs</b>			<b>\$6,250.00</b>			<b>\$0.00</b>
<b>Registration/Program</b>						
Program Design/Print/Mail			\$2,000.00			\$1,391.54
Sched App			\$250.00			\$0.00
Website (JMU Hosting)			\$0.00			\$0.00
Folders, Badges, Lanyards, etc.			\$250.00			\$0.00
<b>Total Registration/Program Costs</b>			<b>\$2,500.00</b>			<b>\$1,391.54</b>
<b>Session/Plenary Speakers</b>						
Lodging/Travel/Meals			\$1,000.00			\$0.00
Honoraria			\$0.00			\$0.00
<b>Total Session/Plenary Costs</b>			<b>\$1,000.00</b>			<b>\$0.00</b>
<b>Tour Expenses</b>						
Tour #1 (Carrier Arboretum)	\$0.00	10	\$0.00	\$0.00	0	\$0.00
Tour #2 (Wilson Library)	\$8.00	10	\$80.00	\$8.00	0	\$0.00
Tour #3 (Quilt Museum)	\$8.00	10	\$80.00	\$8.00	0	\$0.00
Tour #4 (Hone Quarry Cliff Trail Hike)	\$0.00	10	\$0.00	\$0.00	0	\$0.00
Tour #5 (Hugo Kohl)	\$0.00	10	\$0.00	\$0.00	0	\$0.00
<b>Total Tour Expenses</b>			<b>\$160.00</b>			<b>\$0.00</b>
<b>Workshop Expenses</b>						
Honoraria			\$2,000.00			\$0.00
Lodging/Meals/Travel (Speakers)			\$1,000.00			\$0.00
Bus Rental (Arc of Citizenship)			\$0.00			\$0.00
Lunch (Arc of Citizenship) ?	\$12.00	15	\$180.00	\$12.00	0	\$0.00
Misc. Expenses			\$100.00			\$0.00
<b>Total Workshop Expenses</b>			<b>\$3,280.00</b>			<b>\$0.00</b>
<b>Total Expenses</b>			<b>\$44,399.88</b>			<b>\$4,391.54</b>

**MARAC Historian Report**  
**July/2020 (for the MARAC Steering Committee Meeting)**

As you all know, the COVID-19 situation has disrupted our work routines to a considerable extent. I have not visited the UMD campus since mid-March, and it is uncertain at present when I will be cleared to work again on the UMD campus. It is conceivable, however, that physical access to the MARAC Archives by researchers may be possible again this coming Fall Semester, on an appointment basis.

I was able to provide Mary Mannix (via UPS) with some documentation that she had requested from the Archives that relates to MARAC meetings from 2008 to the present. Hopefully, when it is safe to do this, Mary and I can sit down to discuss possible next steps in plugging some gaps in documentation about these recent meetings.

I have enjoyed participating (ex-officio) in the work of the Meeting Model Task Force, which has been very active in recent weeks and is very ably co-chaired by Hillary Kativa and Liz Scott.

Congrats to Liz Caringola of MARAC's Web Team, who recently revamped the page for the MARAC Archives on the MARAC website and in the process of doing this, has clearly laid out instructions on how to access digital surrogates from the Archives—previous conference programs, old newsletter issues, technical leaflets, and more! This is a nice step forward. And I'm sure that our Archivist Joni Floyd is doing some good "ingesting" work behind the scenes, although regretfully we haven't crossed paths since early last March!

Lauren Brown  
MARAC Historian

## MARAC Archivist Report

July 2020

- **MARAC Archives Webpage Consultation**-- Liz Caringola invited me to review the design improvements planned by the MARAC Web Design Team. I commended them for the new, streamlined format and thanked them for adding my and Lauren's photo with our contact information. Liz and I determined that the information about how to donate should be clearer. Therefore, I agreed to work on clarifying that information and will contact the Team with those updates.
- **Upcoming Mid-Atlantic Archivist Article** -- Jodi Boyle invited me to be interviewed for an article she is writing for the *Mid-Atlantic Archivist*. The article will profile me, and I will provide an update on the MARAC Archives. At the beginning of this month, Jodi shared her draft with me and gave me questions to answer. The deadline is September 2020.
- **MARAC Records—Statistics: Accessioning, Processing, & Views**
  - Finding Aid views (July 1, 2019-July 1, 2020): 58
  - Finding aid Updates: Links to digitized material added at relevant series level
  - New accessions: 1.5 linear feet

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  
July 24, 2020

Web Team members: Anastasia Matijkiw, Laura Montgomery (co-chair), Don Sailer (co-chair)

### Updates since the last Steering Meeting:

#### Advertisements on MARAC Website?

An advertiser in Mid-Atlantic Archivist asked the MAA Advertisement Editor if MARAC had any digital marketing opportunities. After the Communications Committee contacted Web Team to ask if this was possible, the Web Team decided that we would like Steering's input on whether MARAC should have ads on the website? And if so, in what format?

If yes, the Web Team recommends starting out by keeping things simple – possibly adding vendor/sponsor logos to Conference pages or thinking about ways to highlight certain advertisers/sponsors on the MAA page. We would be happy to work with other appropriate committees to discuss the issues involved with this. (For example, if we added sponsor logos to conference pages, would we add all of them? Would only certain ones – who paid a certain amount – be featured?)

While it appears that banner ads can be set up on the site, it would likely take a lot more time and effort to get this set up and establish a workflow.

#### Members

Liz Caringola, who served as co-chair since 2015, rotated off the team in June. Laura is taking over the role as co-chair. Don and Anastasia will continue for another term.

We will likely ask for new member(s) to be appointed to the Web Team sometime early next year. While we could ask for new members now, we would like to stagger term ends so that all terms do not end at the same time.

#### Archives Page – <https://www.marac.info/marac-archives>

Before finishing her term on the team, Liz updated the MARAC Archives page. Please check it out when you have a chance!

#### Committee and Caucus Pages

Committee pages have been updated to reflect new members. Caucus reps will receive an email by the end of the month regarding updates to their respective pages.

#### **Committee chairs and caucus reps ---**

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

#### Banner on Homepage

Laura and Don selected photos from recent MARAC conferences in order to create a new banner image on the homepage. We will update the banner image to advertise for the Spring 2021 conference sometime in fall 2020.

#### **Other tasks include:**

- Laura continued to update the Job Opportunities page
- Don met with a representative from the Saratoga Springs LAC to discuss updates to their conference page
- Don and Liz updated the Web Team Operations Manual
- Don updated committee and 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**

### **Summer 2020 MARAC Steering Committee Report**

- Responded to RAAC request for information about status of regional organization annual meetings
  - Shared status of MARAC Spring and Fall 2020 meetings and creation of virtual Business Meetings
- Question for discussion by Steering Committee
  - Two-year terms for RAAC Steering Committee started on July 1, 2020. All official representatives to the RAAC are eligible to run for a position on the RAAC Steering Committee. MARAC RAAC Representative term is off-cycle from RAAC Steering Committee term. Should MARAC RAAC Representative term be modified to allow MARAC RAAC Representative to participate in RAAC Steering Committee election and serve out complete term?

Respectfully submitted,  
Andrew Cassidy-Amstutz

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

### **Task Force Members:**

Bethany Antos, Rockefeller Archive Center  
Kerri Anne Burke, Citigroup  
Tabitha Cary, Cornell University  
Hillary Kativa, Science History Institute (co-chair)  
Brian Keough, University at Albany (SUNY)  
Lorna Loring, Handley Regional Library  
Michelle Novak, Rutgers University (student)  
Liz Scott, East Stroudsburg University (co-chair)

### **Updates to Project Timeline**

Following email discussion between Rachel Grove Rohrbaugh, Jennie Knies, Hillary Kativa, and Liz Scott, the project timeline was revised slightly to push delivery of task force report with recommendations to Steering to October 2020 (previously July). Also, following cancellation of the Long Branch meeting, Liz and Hillary are planning a virtual town hall for September to discuss the task force's work and findings with MARAC membership in advance of compiling the final report and recommendations for Steering.

### **Updates on Work (April-July 2020)**

- Kerri-Anne and Michelle surveyed other archival organizations about meeting models, with responses received from 8 peer organizations.
- Bethany and Tabitha drafted a survey for distribution to former MARAC PC/LAC Chairs. The survey has gone out and they are currently collecting responses.
- Lorna and Michelle surveyed vendors and exhibitors who have attended a MARAC meeting within the last 3 years.
- Hillary and Liz met individually with Mary Mannix and Amanda May to discuss their perspectives on MARAC's current meeting model and potential changes.
- Rachel Grove Rohrbaugh appointed Brian Keough to the task force to facilitate a direct and clear line of communication between the task force and the Saratoga Springs PC. Hillary and Liz subsequently oriented Brian to the task force's work and assigned him to research online conference models.
- All sub-committees are currently working on executive summaries of key findings and takeaways from their surveys.

Task Force is scheduled to meet via Zoom in August to review executive summaries and discuss next steps re virtual town hall and final report.

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