

MARAC

Mid-Atlantic Regional Archives Conference

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

STEERING COMMITTEE

Friday, October 23, 2020, 10am-2pm

Zoom (Remote)

AGENDA

In Attendance: Danna Bell, Diane Bockrath, Sara Borden, Amanda Brent, Lauren Brown, Andrew Cassidy-Amstutz, Mark Coulbourne, Joni Floyd, David Grinnell, Josue Hurtado, Lori Hostuttler, Hillary Kativa, Jennie Knies, Michael Martin, Mary Mannix, Tara Maharjan, Amanda May, Anne McDonough, Sara Predmore, Caitlin Rizzo, Don Sailer, Liz Scott, Josette Schluter, Meg Snyder, Molly Tighe, Tara Wink

I. Call to Order (21 min) (10:02 a.m.)

- A. Approval of Agenda—Amanda May makes a motion to approve. Mark Coulbourne seconded. All members vote yes. No members oppose. Agenda approved.
- B. Introductions

II. Approval of Steering Committee Minutes (2 min)

- A. July 24, 2020 Minutes
- B. Amendments—Amanda May has submitted amendments and amendments have been made. Anne McDonough *did* submit a report just late.
- C. Jennie Knies makes a motion to approve. Tara Wink seconded. All members vote yes. No members oppose. Minutes approved.

III. Officer's Reports (30 min)

- A. Chair
 - a. Chair's Report (Jennie Knies) — Report submitted. Nothing to add.
 - b. Administrator's Report (Sara Predmore) — Report submitted. Nothing to add. Membership numbers are down, but there is no clear reason why—it's probably just not having a conference. No one has approached Sara re: receiving donations towards their membership. Jennie Knies mentions that there is a natural cycle of loss and gains around membership numbers that Sara and Jennie discussed that could be the reason.
- B. Meetings Coordinator (Mary Mannix) — Report submitted.
 - a. Because the governor of New Jersey still has bans on large gatherings, so we are hoping that this will mean we will not have to pay any money for Long Branch.
 - b. Jennie asks if we've had to pay any money for Harrisonburg and Long Branch. Mary confirms that we won't have to pay anything for Harrisonburg because we

rescheduled, but we had a late invoice for Long Branch and are putting off paying them.

c. Sara asks about Service Awards for the cancelled conferences. Mary says we should still give service awards. Sara asks what we should do as far as certificates; Mary will have a mad rush at Gettysburg.

C. Chair-Elect (Tara Wink) — Report submitted. Nothing to add.

D. Secretary (Caitlin Rizzo) — No report submitted. Nothing to add.

E. Treasurer (Amanda May) — Report submitted.

a. We are doing good. We made more money than we spent in the first quarter.

b. Proposed Registration rates for the virtual conference:

- \$5 – This tier is recommended for new professionals, students, and/or those who have limited or no institutional funding for professional development. If this tier is unfeasible, please reach out to the MARAC Support Group (what is this called?) and you will be anonymously matched with someone who can sponsor your attendance.
- \$25 – This tier is recommended for attendees that have not had any change in professional development funding.
In-person equivalent tiers for those wishing to support this event and MARAC at a higher rate:
 - \$50 – This tier is equivalent to our usual in-person student rate.
 - \$95 – This tier is equivalent to our usual in-person member early-bird registration rate.
 - \$115 – This tier is equivalent to our usual member late registration rate.
 - \$160 – This highest registration rate is equivalent to our usual non-member late registration rate. If the rate you wish to register at is not listed here, please contact our administrator directly.

This scale is based on BitCurator's digital forum. There could also be a pay what you wish option. The Virtual Conference Committee is also suggesting keeping lower tiers for the membership. We need to get this approved soon for the budget.

c. Discussion: Tara Wink suggests a lower number for non-members to register. Liz Scott suggests we might want fewer options (lower-, middle-, and high-tier). Hillary Kativa agrees with Liz Scott to make fewer choices and offers the language of “community support tiered pricing” for marketing the higher costs. Mary Mannix agrees with the idea of the member versus non-member pricing. Sara Predmore offers that the form can accommodate all of these options; community support rates could be done but we would need to tweak the wording on the form a bit. Mark Coulbourne adds that we need to be careful around the language for institutional folks that have to justify costs for professional development; Mark Coulbourne also adds that UMD folks will need to apply for all professional development budget requests until June within the next 2 weeks so there is a timing issue. Tara points out that this is probably true for many academic institutions and seconds Mark's comments regarding language. Danna asks if membership is included in the conference cost. Sara confirms that this policy was discontinued and offers that she often provides an estimated rate for folks who need to place budget holds. Amanda also notes that workshops will also

be available and will follow the same rates that we have offered them at in the past. Jennie adds that Paige has already secured a virtual workshop on oral histories. Jennie adds that in this case because the numbers are below the maximum, we should not have to vote on the tiers but should be okay to let the Treasurer finalize these decisions with the Virtual Conference Committee, rather than vote. Amanda agrees that as long as registration falls under \$120 then it should be fine

F. Parliamentarian (Lauren Cahill) — No report submitted. Not in attendance.

Bathroom break at 10:47 a.m. Returned at 10:56 a.m.

IV. Advisory Positions (5 min)

- A. Historian (Lauren Brown) — Report submitted. Nothing to add.
- B. Archivist (Jodi Floyd) — Report submitted. Joni had to leave but left update in chat.
 - a. Update: DRUM Ingest--I am waiting on approval for a Google form for presenters to complete. The approval should take no more than a week.
- C. Development Coordinator (Margaret Kidd) — No report submitted. Margaret absent; Jennie reports on her behalf.
 - a. Update: Margaret Kidd and Amanda May have been working on a push in November to drum up support.
- D. Web Team (Laura Montgomery/Don Sailer) — Report submitted. Nothing to add.
 - a. Jennie Knies provides an update to add that the ad widget is live.
- E. Regional Archival Association Consortium (Andrew Cassidy-Amstutz) — Report submitted. Nothing to add.
 - a. Andrew has been asked to update on conference status, which he will do when that is available.
- F. National Coalition for History (Jan Zastrow) — No report submitted. Jan is absent, but Jennie Knies provides that she reached out to say there is nothing to add.

V. Old Business (60 min)

- A. Meeting Model Task Force (Liz Scott and Hillary Kativa)
 - a. Liz Scott and Hillary Kativa are happy to take questions and comments.
 - b. Discussion: Jennie Knies is interested in how we would actually change the meeting model to make decisions based on the work of the committee. Jennie Knies suggests that there doesn't appear to be a need to revise the guidelines. Lauren adds that his interpretation of the by-laws would not require any change to the by-laws; however, the meeting manual would be probably need to be changed.
 - c. Discussion: Liz Scott starts discussions of recommendations to add that the recommendations do not suggest we flip a switch but try to emphasize the need for trial runs, etc. Hillary Kativa adds that the additional takeaways show that there is a desire for an increased caucus activity and the idea that the pandemic lends itself to the caucuses being more active and filling in a gap. Hillary Kativa suggests that we strongly encourage clearer expectations for caucus activity and virtual meetings, etc. Some of the caucuses have already started this, but perhaps we should formalize that suggestion.
 - d. Summary of the Recommendations (Jennie Knies):

1. 1 meeting per year with a more robust state caucus activity
Recommendations of at least one event per quarter for caucuses.

Discussion: Lauren Brown adds that at this point we are talking about a much different organizational model at this point than just having meetings and caucuses. We have websites and listservs as well. Diane Bockrath adds that the DE caucus is having virtual monthly meetings and that caucus has been very enthusiastic. Her entire caucus was enthusiastic of one meeting per year with a smaller themed meeting but that was not reported out in the recommendations. She adds that she thinks increased caucus activities are good, but we need more guidance and we need to acknowledge that there are regional differences in size and geography that will mean different members in different regions have different experience. Hillary Kativa responds to the idea of a single meeting and a themed meeting, and adds that option was removed because of the expense associated. It's not that it can't be an option but that was why that was not included as an option. Hillary adds that NEA does follow this model, but because of the size of MARAC and expense this doesn't make much sense. David Grinnell adds that there are major financial challenges for the caucuses if they need to increase activity. David adds that with bigger caucuses there are a bunch of expenses to go the other side of the state and that means there are particular budgetary concerns. Amanda Brent adds that this is a similar problem for Virginia and New York. Amanda May offers that there is funds available for the caucus chairs but historically the caucus chairs have not taken advantage of this. Mark Coulbourne adds that he would love some direction about what increased activity might look like. Sara Predmore offers that increased caucus activity could include off-conference workshops and work with the Education team. Tara Wink agrees that it could be shifted from a conversation around geographic-caucus and move toward thematic groups. Jennie Knies adds that if we choose option one then we need another group to nail down concrete details among the caucus chairs. Jennie Knies offers that caucus chairs in larger groups could support more local meet ups. Jennie Knies also mentions that the thematically-based e-lists have not really taken off. Mary Mannix mentions that the infrastructure needs to be changed to help the caucus chairs to give them the visibility and freedom to move forward. Tara Wink offers the idea of a caucus chair-elect to assist. David Grinnell suggests caucus co-chairs to incorporate more of a team.

e. Summary of Additional Recommendations (Jennie Knies)

2. 2 meetings per year with 1 in-person meeting and 1 virtual meeting
3. 1 meeting per year with length of the meeting expanded to 3-4 days

Discussion: Danna Bell adds that moving to a single meeting in the Spring could cause us to lose medical librarians and archivists that meet in the spring as well. Jennie Knies adds that there is steady membership numbers for both Spring and Fall. Mary Mannix adds that we should test-drive the single big meeting at the College Park meeting (Fall 2022) since we don't have dates planned yet and it's in a good place even though this would be a fall meeting. Tara Wink adds that in general the best thing we can do is try all of these scenarios moving forward. We will test virtual in 2021 because of the pandemic. Liz Scott asks if having a large

fall meeting would mess with the by-laws. Jennie Knies answers that it would be okay because Harrisonburg is happening in spring. Liz Scott also offers that the membership has been very vocal about wanting more streaming content even if the meeting is in-person, so that should be considered as well. Jennie Knies offers that these are good options to try out and we are already trying the first option in 2021, so we can test-drive different options. If we can come up with feed-back mechanisms along the way then we can make some decisions based off of what feedback we get. Jennie Knies recommends that there are some decisions that will need to be made, but if we cannot plan anything else physical for Saratoga Springs in 2023, then we can report on the on the recommendations to the membership and use that as a basis to explain what we're doing. Do we need to think about a co-MCC chair? Mary Mannix says no right now; but with virtual she's trying to be more involved so there's an option that in the future. Mary Mannix asks whether steering will tell her to go get a longer contract for College Park to accomplish this. Tara Wink and Jennie Knies agree with Mary's suggestion. Hillary adds that it sounds to her what we need more than an MCC co-chair might be someone to coordinate caucuses or off-conference offerings. Tara agrees as does Mary Mannix. Danna Bell asks if that would mean expanding the role of the Education committee. It would also help for Steering to know what all the caucuses are doing so all members can take advantage. Jennie Knies asks if caucus chairs have their own e-list to communicate chair-to-chair? Sara Predmore adds that there is an e-list but it's not really in use. Jennie Knies offers that we would have to think further about what that position would do and what it would mean. Tara Wink offers that it might go to the chair-elect as she's not particularly busy at the moment. Jennie Knies and Mary Mannix agree that this would be a great role for the chair-elect. Danna Bell asks if this is an Awards Committee model. David Grinnell asks if the Caucus chairs should get together and discuss opportunity to talk with each other to learn more about what is important to each caucus and find out what we all do. Tara offers this could be the role of the chair-elect. Jennie asks if it would be feasible for caucus chairs and chair-elect to get together to have these conversations and be ready to report out at the Winter Steering Committee meeting (January). Caucus chairs agree and will go forward. Jennie asks if additionally, we need to make a motion to expand the college park meeting to a longer meeting. Danna Bell offers that we do not need to have Steering Committee weigh in on this now, but that Meetings Coordinating Committee should make the suggestion in either January or March going forward so that we don't need the votes. Mary Mannix will start pursuing a contract to find out how much it might cost and can start thinking through the budget. Mary Mannix adds that we should plan for this to go longer into the work week but not weekend. Jennie Knies offers that this sounds good and that we can look for volunteers at the Business Meeting in a week. Mark Colbourne offers to help with local arrangements in College Park. Jennie Knies that we will also mention the report and recommendations as well as our approach briefly at the business meeting and that we will continue to talk through this at the next meeting just to keep track. Lauren Brown asks that we should decide if steering committee

should get a consensus that we agree we are moving in the right direction with details to come into the future.

Jennie Knies suggests we use the yes/no feature to get a quick temperature check. 17 yeses. We will continue onward.

B. Membership/Dues renewal forgiveness (Knies and Predmore)

- a. Update (Jennie Knies): We told membership that we were providing an extension through December 31. We want to wrap this up and make a decision that anyone that has not renewed by December 31 will lose their membership.
- b. Discussion: Amanda May suggests that it might be helpful to send a message to let folks know that there are currently offers to sponsor memberships. Sara Predmore offers that there is no way to marry request and available funds. Sara asks Caitlin Rizzo to comment regarding requests from the Mutual Aid Network which is where this originated. Caitlin Rizzo offers that the requests have dropped off, but it's a kind of chicken/egg problem with no mechanism to donate. Jennie Knies adds that maybe the best way forward is just to reach out to let people know that there will be a very reduced rate for members for the next conference to the renewal notice. Jennie and Sara agree to add that language and let anyone who has not renewed that there will be a reduced rate and if they do not renew they will be dropped.

Break at 11:58 a.m. Return at 12:03 p.m

VI. New Business (45 min)

- A. Amendment: Winter Steering Meeting date (Jennie Knies)
 - a. Jennie decrees January 22, 2020 and if we need to change it we will do so.
- B. Spring Steering Meeting date (Friday, April 9)
 - a. No stated issues. It shall be so. Times will come following the virtual conference schedule.
- C. Spring Business Meeting date (Friday, April 16)
 - a. No stated issues. It shall be so. Times will come following the virtual conference schedule.

VII. Standing and Operational Committees (15 min)

- A. Awards (Danna Bell) — Report submitted. Nothing to add.
 - a. Danna Bell asks if she or committee chairs will give out awards at the virtual business meeting. Jennie Knies answers that we should ask the committee chairs and Danna will reach out and will offer to take over in their stead if they are unavailable.
- B. Communications (Molly Tighe/Michael Martin) — Report submitted.
 - a. Molly Tighe adds that technical leaflets have been making much progress and we have a new one coming out by the end of the year and we have formalized the review process to make it a double-blind peer review. The Communication Team would like to rebrand the leaflets in conjunction with the 50th year anniversary and so would like Steering to weigh in on a potential name

change. Thoughts/comments/objections? General agreement that this sounds good. Tara Wink suggests a naming contest for members. Mark Colbourne provides support for new names. Liz Scott asks if editorial board is involved. Molly Tighe adds that they are. Liz Scott asks how reviewers are chosen but Molly Tighe does not recall at the moment. Liz Scott asks if we could have MARAC members review as well as write. Molly offers that this is a great idea. Molly mentioned the idea of adding another seat on the committee to liaison with the editorial board and this is something that the additional person could do.

- b. Molly Tighe also adds that the Communications team is preparing for the 50th anniversary and wondering if there has been any talk about a Task Force for coordination and if so if Communications team can be on it. Lauren Brown initiated a conversation around this last year, but he would like to start up an anniversary committee with current MARAC officers and meeting co-chairs, etc. Jennie Knies adds that she would be happy to task an anniversary committee after this meeting.
 - c. Michael Martin adds that the Communications team came up with an advertisement rate of \$250/quarter of the year and will be trying that rate out this winter. Also, occasional webinars have launched and have all gone very well. There was only one issue with the zoom recordings, but Communications is working on that with Joni Floyd at the moment. Jennie asks for Michael to clarify what the problem is with DRUM vs. the Internet Archive for the recordings. Michael Martin offers that the problem is because they are moving away from DRUM to the Internet Archive and they need a new workflow. Jennie Knies will plan to follow up with Joni Floyd.
- C. Diversity & Inclusion (Josue Hurtado) — Report submitted.
- a. Planning another forum and hoping to make the forums semi-regular.
- D. Education (Paige Newman) — Report submitted. Paige is absent.
- a. Jennie Knies adds on her behalf that the occasional webinars have been pretty successful. Additional topics suggests and Paige is working on them. Michael Martin adds that the first two webinars had 70 and 50 participants respectively.
- E. Membership (Sara Borden) — Report submitted.
- a. Sara A. Borden adds that the e-lists are not particularly active and she's hoping that the moderators will push the conversation.
 - b. Jennie Knies adds that Josette Schluter is taking over this idea of the member minute, but we got a lot of interest so Josette Schluter and Sara Predmore are taking over that. Jennie thanks everyone involved and especially Sara Predmore and Josette Schluter.
- F. Nominations and Elections (Tara Maharjan) — Report submitted.
- a. Numbers have changed since submitting report, so every position has been filled. The update numbers are as follows:
 - i. Chair Elect (1 needed) - 2 running
 - ii. Secretary (1 needed) - 1 running
 - iii. Meeting Coordinator (1 needed) - 1 running
 - iv. Member-At-Large (4 needed) - 5 running

- v. Diversity Chair (1 needed) - 1 running
 - vi. Custer Award (2 needed) - 2 running
 - vii. Distinguished Service (1 needed) - 2 running
 - viii. Finding Aids (2 needed) - 4 running
 - ix. NEC (3 needed) - 2 running
 - x. Scholarship (2 needed) - 6 running
- b. New form is working great! You can find it here:
<https://go.rutgers.edu/maracelection>

VIII. 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 had to leave early, but added an update via chat.
 - a. One addition: the DC Caucus will be co-hosting a social evening on 11/4 with the MD Caucus.
- C. Maryland (Mark Coulbourne) — Report submitted. Nothing to add.
- D. New Jersey (Tara Maharjan) — Report submitted. Nothing to add.
- E. New York (Margaret Snyder) — Report submitted. Nothing to add.
- F. Pennsylvania (David Grinnell) — Report submitted. Nothing to add.
- G. Virginia (Amanda Brent) — Report submitted. Nothing to add.
- H. West Virginia (Lori Hostuttler) — Report submitted.
 - a. West Virginia caucus did meet this week and 7 people attended.

IX. Additional Announcements

- A. Please feel free to wear Halloween costumes for the business meeting next week!

XII. Adjournment

- A. David Grinnel Motion to adjourn. Mary Mannix seconds. Adjourned at 12:32 p.m.

Signed by: [Secretary / date]



1/22/2021