

# 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, October 23, 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. July 24, 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. Meeting Model Task Force (Liz Scott and Hillary Kativa)
- B. Membership/Dues renewal forgiveness (Knies and Predmore)

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

- A. Spring Steering Meeting date (Friday, April 9)
- B. Spring Business Meeting date (Friday, April 16)

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

- A. Awards (Danna Bell)
- B. Communications (Molly Tighe/Michael Martin)
- 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**

# MARAC

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**October 23, 2020**

**To: MARAC Steering Committee**

**From: Jennie Levine Knies, MARAC Chair**

**Re: MARAC Chair's Report**

**Respectfully submitted to the Steering Committee on October 14, 2020, in advance of the Fall 2020 Steering Committee meeting through Zoom on October 23, 2020**

1. Met several times with Administrator, Sara Predmore, to discuss her work for MARAC and upcoming priorities. (August 31, September 23, and October 19, 2020)
2. Attended MARAC Meeting Model Town Hall. (September 25, 2020)
3. Attended two MARAC Membership Meet and Greets. (September 18 and September 26, 2020).
4. Coordinated creation of new eList ([job-concern@marac.info](mailto:job-concern@marac.info)) with Sara Predmore, at the request of Margaret Snyder, New York Caucus Chair
5. Sent condolence letter to the family of MARAC member, Beth Harris (Virginia Caucus), who passed away in August (September 2, 2020).
6. Worked with Sara Predmore, Chair-Elect Tara Wink, Membership Committee chair Sara Borden, and Communications Co-Chairs Molly Tighe and Michael Martin, and Nominations and Elections Chair Tara Maharjan, to finalize details pertaining to the Member Minute program. Solicited volunteers from the Members-at-Large to steward the pilot program. Josette Schluter has volunteered to help get the Member Minute off the ground. Currently over 30 submissions!
7. Corresponded with Awards Committee Chair, Danna Bell and Treasurer, Amanda May, re: disposition of funds for the C. Herbert Finch Award.
8. Formally dissolved the Saratoga Springs Spring 2021 Program and Local Arrangements Committee in lieu of decision to hold the Spring 2021 conference virtually.
9. Participated in discussions regarding the virtual Spring 2021 conference and attended "Kick Off meeting." (September 25, 2020)
10. Followed up to earlier queries to the Presidents of the Midwest Archives Conference, Society of Southwest Archivists and the New England Archivists re: their plans for 2021 conferences.
11. Submitted Chair's Column for the Fall 2020 issue of the *Mid-Atlantic Archivist*.

# MARAC

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**To: MARAC STEERING COMMITTEE**  
**From: SARA PREDMORE, MARAC ADMINISTRATOR**  
**Date: October 23, 2020 - ZOOM MEETING**  
**Re: ADMINISTRATOR'S REPORT**

## **Membership Statistics**

There were 633 active members (as of October 15, 2020):

540 Regular Members

62 Retired Members

31 Student Members

## **Membership Statistics Comparison**

<b>Member Type</b>	<b>2018 (as of 10/4/18)</b>	<b>2019 (as of 10/31/19)</b>	<b>2020 (as of 10/15/20)</b>	<b>% change 2019-2020</b>
<b>Regular</b>	707	679	540	-20.47%
<b>Retired</b>	54	58	62	6.90%
<b>Student</b>	32	35	31	-11.43%
<b>Total</b>	<b>793</b>	<b>772</b>	<b>633</b>	<b>-18.01%</b>

## **State Caucus Membership Statistics Comparison**

<b>Caucus</b>	<b>2018 (as of 10/4/18)</b>	<b>2019 (as of 10/31/19)</b>	<b>2020 (as of 10/15/20)</b>
<b>DC</b>	131	122	107
<b>Delaware</b>	40	38	27
<b>Maryland</b>	169	163	136
<b>New Jersey</b>	118	110	88
<b>New York</b>	175	164	136
<b>Pennsylvania</b>	183	174	135
<b>Virginia</b>	121	133	117
<b>West Virginia</b>	13	15	12

**Note:** As some members may be part of more than one caucus, total membership numbers and total state caucus numbers may differ.

### New Membership Applications (as of 10/15/20)

Month	2018	2019	2020
August	19	16	7
September	17	29	6
October	3	20	5
Total	39	65	18

### ADDITIONAL INFORMATION

**Communications:** Worked with the Web Team and MemberClicks to set up the necessary widgets that will allow us to put sponsor ads on MARAC's website.

**Membership:** Our membership grace renewal period was extended to December 31, 2020 to help members in difficult circumstances budget for their dues payment. The numbers in the above tables indicate only the members that have renewed their membership not including those in their grace period. I have not received any more offers from members to pay for another's membership dues.

- **Special Interest E-lists:** Collaborated with Sara Borden to develop and implement these new e-lists to support member engagement. We have six new e-lists with 286 subscribers. Each e-list has a volunteer moderator. Information and link for subscription instructions were added to the welcome email to new members and to the Members Only webpage. While interest for the e-lists seemed high, the number of messages sent is minimal.
- **Virtual New Member Orientation:** Worked with Sara Borden to host three virtual new member orientations in August. A total of 60 members participated. The last session was recorded and the link posted to the Members Only webpage of the website.
- **Member Minute:** Coordinated with several people to pursue this offering and set up draft documents for the survey form, procedures, tracking spreadsheet, emails, and blog formats in the google drive. The invitation to participate was sent on October 3<sup>rd</sup>. Thirty members submitted their information. Josette Schluter volunteered to follow-up with them to gather photos and will send the information to the Social Media Coordinator, Kathleen Donahoe, to post.

**Meeting Model Town Hall** was held on September 25<sup>th</sup>. 115 people registered to attend. The session was recorded and I posted it the Members Only webpage.

**Occasional Webinars** were held on July 29<sup>th</sup>, August 5<sup>th</sup>, and September 30<sup>th</sup>. I set up registration forms to gather questions in advance and provide a more secure means to share the Zoom information. Recordings were temporarily posted to the Webinars/Workshops page until we exceed our cloud storage on Zoom. The procedure to upload to DRUM is still being clarified.

**Conferences:** Updates are ongoing for the web pages and e-lists for the Spring 2021 Virtual Conference and Fall 2021 Gettysburg Conference.

**Operations and Meetings Manuals:** Updates are ongoing

Date: October 16, 2020

To: MARAC Steering Committee Members

From: Tara Wink

RE: Chair-elect Report

1. Attended MARAC Meetings Task Force Town Hall (September 25, 2020)
2. Worked with Sara Predmore, Chair Jennie Knies, Membership Committee chair Sara Borden, and Communications Co-Chairs Molly Tighe and Michael Martin, and Nominations and Elections Chair Tara Maharjan, to finalize details pertaining to the Member Minute program.
3. Participated in discussion and planning to formally cancel Saratoga Springs Fall Meeting.
4. Met virtually with the Spring 2021 Virtual MARAC Meeting team (September 25, 2020) to begin planning details for the meeting.
5. Assisted in planning of the Opening the Archives Occasional Webinar (held September 30, 2020) with Paige Newman, Workshop Coordinator and moderated the session.
6. Attended New Member Meeting (August 26, 2020)

Respectfully Submitted,

Tara Wink

Chair Elect

# ***Meetings Coordinating Committee***

## **19 October 2020**

### **1) “Lost” Meetings:**

#### **a) Long Branch, NJ (Fall 2020)**

***Status: In midst of penalty negotiation.***

#### **b) Saratoga Springs, NY (Spring 2021)**

**Hotel: Saratoga Hilton and Saratoga Springs City Center**

***Status: Continue to wait for potential future dates from hotel.***

### **2) Next Meeting:**

**When: Week of April 12, 2021**

**Where: Remote**

**Hotel: Zoom**

**Local Arrangements Committee Co-Chairs: Deb Schiff (The College of New Jersey) and John Zarillo (Georgetown University)**

**Program Committee Co-Chairs: Program Committee Co-Chairs: Elizabeth Novara (Library of Congress) and Vincent Novara (Library of Congress)**

### **3) 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: Cindy Bendroth (PA State Archives) and Scott Keefer (Daughters of Charity – Emmitsburg, MD)**

**Program Committee Co-Chairs: Rachel M. Grove Rohrbaugh (Elizabethtown College) and Rejoice Scherry (Delaware State University)**

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

**Where: Harrisonburg, VA**

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

**Room Rate: \$139**

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

**Local Arrangements Co-Chairs: TBD**

**Program Committee Co-Chairs: TBD**

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

**When: Fall 2022**

**Where: College Park, MD**

**Hotel: The Hotel at the University of Maryland**

**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**



October 16, 2020

**To: MARAC Officers  
State Caucus Representatives  
Committee Chairs  
MARAC Administrator  
MARAC Archivist**  
**From: Amanda May, MARAC Treasurer**  
**Re: Treasurer/Finance Committee Report**

Respectfully submitted to the Steering Committee on Friday, October 16, in advance of the Fall 2020 Steering meeting to be held virtually on October 23, 2020.

1. Highlights of the First Quarter Treasurer's Report (see attached) are listed below.
  - The income is from membership dues; MAA advertising and sales; investment interest; and gifts to general operations and the restricted funds.
  - Expenses are from Administrator salary; Memberclicks expenses (website); our contribution to the National History Coalition and the Archival Workers Emergency Fund; Dickinson College reimbursements for postage and printing; an additional deposit for the spring 2022 conference; an award given by the New Jersey caucus; and banking and credit card transaction fees.
2. Average returns on investment for MARAC's accounts during the previous quarter (rounded to the nearest hundredth of a percent) are listed below.
  - PNC Savings Account – .02%
  - Vanguard Bonds – .65%
3. The Treasurer and Development Coordinator met to discuss MARAC savings and investments and next steps.
4. Planning for a virtual conference in the spring of 2021 is underway. The Treasurer mocked up a budget for that conference and Gettysburg in fall 2021 but neither are ready for Steering consideration yet.
5. Ad rates for publications and conferences are going through a shift. We're going to start selling ads on the MARAC website, and there will be more parity between MAA and conference ad rates.

**FY 2021, 1st Quarter**

(July 1, 2020 to September 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	\$40,000.00	\$17,029.00				\$17,029.00	43%
Conference Registration	\$92,000.00	\$0.00				\$0.00	0%
Conference Vendors	\$15,000.00	\$0.00				\$0.00	0%
Conference Sponsorship	\$7,000.00	\$0.00				\$0.00	0%
Publication Advertising	\$4,000.00	\$1,400.00				\$1,400.00	35%
Publication Sales	\$1,150.00	\$45.00				\$45.00	4%
Mailing List Sales	\$100.00	\$0.00				\$0.00	0%
Off-Meeting Workshops	\$3,000.00	\$0.00				\$0.00	0%
Bank Interest	\$150.00	\$13.32				\$13.32	9%
Investment Interest	\$2,000.00	\$575.81				\$575.81	29%
Gifts to Operations	\$600.00	\$404.00				\$404.00	67%
Miscellaneous	\$0.00	\$0.00				\$0.00	0%
<b>Total Income</b>	<b>\$165,000.00</b>	<b>\$19,467.13</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$19,467.13</b>	<b>12%</b>
<b>EXPENSES</b>							
Administrator	\$20,000.00	\$4,735.90				\$4,735.90	24%
Web Services	\$6,150.00	\$5,940.27				\$5,940.27	97%
Archivist	\$1,000.00	\$0.00				\$0.00	0%
Accountant	\$1,145.00	\$0.00				\$0.00	0%
Advocacy	\$1,500.00	\$3,600.00				\$3,600.00	240%
Insurance Policy	\$1,000.00	\$0.00				\$0.00	0%
Phone	\$660.00	\$161.38				\$161.38	24%
Postage	\$740.00	\$254.83				\$254.83	34%
Office Supplies	\$125.00	\$0.00				\$0.00	0%
Food	\$5,260.00	\$0.00				\$0.00	0%
Travel	\$2,380.00	\$0.00				\$0.00	0%
Equipment	\$300.00	\$0.00				\$0.00	0%
Printing and Design	\$5,600.00	\$0.00				\$0.00	0%
Conference	\$108,000.00	\$2,500.00				\$2,500.00	2%
Lodging	\$2,340.00	\$0.00				\$0.00	0%
Honoraria	\$1,250.00	\$0.00				\$0.00	0%
Awards and Prizes	\$1,300.00	\$100.00				\$100.00	8%
Scholarships	\$0.00	\$0.00				\$0.00	0%
Banking Fees	\$6,000.00	\$909.60				\$909.60	15%
Investments	\$0.00	\$0.00				\$0.00	0%
Miscellaneous	\$250.00	\$0.00				\$0.00	0%
<b>Total Expenses</b>	<b>\$165,000.00</b>	<b>\$18,201.98</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$18,201.98</b>	<b>11%</b>
<b>Net Income or (Loss)</b>		<b>\$1,265.15</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,265.15</b>	

**Account Balances**

<u>Account Balances</u>			<u>Opening</u>	<u>Credits</u>	<u>Debits</u>	<u>Closing</u>
PNC Checking	\$61,175.68	Operating	\$0.00	\$19,467.13	(\$18,201.98)	\$1,265.15
PNC Savings	\$76,769.94	Restricted	\$142,416.36	\$1,662.00	\$0.00	\$144,078.36
Vanguard Bonds	\$88,976.47	Reserve	\$57,750.00	\$0.00	\$0.00	\$57,750.00
<u>Total</u>	<u>\$226,922.09</u>	<u>Surplus</u>	<u>\$26,228.58</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$26,228.58</u>
		<u>Totals</u>	<u>\$226,394.94</u>	<u>\$21,129.13</u>	<u>(\$18,201.98)</u>	<u>\$229,322.09</u>

**Summary - First Quarter FY 2021**

Opening Balance	\$226,394.94
Total Income	\$21,129.13
Total Expenses	(\$18,201.98)
<b>Closing Balance</b>	<b>\$229,322.09</b>

**Restricted Funds**

<u>Restricted Funds</u>		<u>Opening</u>	<u>New Gifts</u>	<u>Spending</u>	<u>Closing</u>	
PNC Savings	\$55,101.89	Disaster Assist.	\$13,965.00	\$625.00	\$0.00	\$14,590.00
Vanguard Bonds	\$88,976.47	Education	\$122,099.36	\$742.00	\$0.00	\$122,841.36
<hr/>						
Total	\$144,078.36	Graduate Schol	\$966.00	\$254.00	\$0.00	\$1,220.00
		Finch Award	\$5,386.00	\$41.00	\$0.00	\$5,427.00
<hr/>						
		Total	\$142,416.36	\$1,662.00	\$0.00	\$144,078.36

**FY 2021, 1st Quarter** (July 1, 2020 to September 30, 2020)

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Miscellaneous	\$0.00	\$0.00				\$0.00	0%
<b>Total Income</b>	<b>\$165,000.00</b>	<b>\$19,467.13</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$19,467.13</b>	<b>12%</b>
<b>EXPENSES</b>							
Administrator	\$8,765.00	\$192.48				\$192.48	2%
Executive Officers	\$23,500.00	\$14,276.17				\$14,276.17	61%
Caucus Funds	\$1,750.00	\$100.00				\$100.00	6%
Steering	\$3,740.00	\$0.00				\$0.00	0%
Communications	\$6,000.00	\$151.40				\$151.40	3%
Education	\$100.00	\$0.00				\$0.00	0%
Diversity and Inclusion	\$2,160.00	\$0.00				\$0.00	0%
Meetings Coordinating	\$7,175.00	\$0.00				\$0.00	0%
Finance	\$300.00	\$964.60				\$964.60	322%
Membership	\$2,250.00	\$0.00				\$0.00	0%
Nominating	\$50.00	\$0.00				\$0.00	0%
Finding Aids	\$460.00	\$0.00				\$0.00	0%
Custer and Finch	\$250.00	\$17.33				\$17.33	7%
Distinguished Service	\$500.00	\$0.00				\$0.00	0%
Scholarship	\$0.00	\$0.00				\$0.00	0%
Fall Conference (LAC)	\$58,000.00	\$0.00				\$0.00	0%
Spring Conference (LAC)	\$50,000.00	\$2,500.00				\$2,500.00	5%
<b>Total Expenses</b>	<b>\$165,000.00</b>	<b>\$18,201.98</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$18,201.98</b>	<b>11%</b>
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**Account Balances**

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		<b>Totals</b>	<b>\$226,394.94</b>	<b>\$21,129.13</b>	<b>(\$18,201.98)</b>	<b>\$229,322.09</b>

**Summary - First Quarter FY 2021**

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			<u>Opening</u>	<u>New Gifts</u>	<u>Spending</u>	<u>Closing</u>
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		Finch Award	\$5,386.00	\$41.00	\$0.00	\$5,427.00
		<b>Total</b>	<b>\$142,416.36</b>	<b>\$1,662.00</b>	<b>\$0.00</b>	<b>\$144,078.36</b>

**MARAC Historian Report**  
**October/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 been cleared to return to Hornbake Library at UMD (and consequently have not consulted the MARAC Archives) since mid-March; it is still uncertain at present when I will be cleared to work again on the UMD campus, but hopefully that will occur early next calendar year.

In the meantime, there are a couple of MARAC-related activities to report for this quarter. I have continued to participate (ex-officio) in the work of the Meeting Model Task Force, which just recently held a Town Hall meeting via Zoom. The Task Force is planning to present its findings with recommendations at this our Fall Steering Committee meeting.

Joni Floyd and I have fortunately been able to stay in close touch via email and phone. I recently assisted Joni in formulating a records retention plan for the MARAC Awards Committee.

Lauren Brown  
MARAC Historian

## 1. MARAC Awards Committee Records Retention Plan

- Thanks to an inquiry from Danna Bell. Awards Committee Chair, the need to formulate a records profile for the MARAC Awards Committee became a top priority
- MARAC Historian Lauren Brown and I devised a detailed Records Retention Plan for the MARAC Awards Committee
- This plan lays the foundation for a full MARAC Records Retention plan (CY 2021).

## 2. Dropbox Files – Steering Committee

- Files of MARAC Chair -- Grove Rohrbaugh, Rachel
  - Scheduled for removal from Dropbox and SCUA ingest –October 16, 23, or 30, 2020
    - Date depends on overall on-campus schedule of the Electronic Records Archivist
- File backlog – Pre-2019
  - Scheduled for removal from Dropbox and SCUA ingest – Oct. 28, 2020
  - I will contact Sara for access to these materials

## 3. DRUM Ingest ---MARAC Occasional Webinars

- A folder has been created in DRUM entitled “MARAC Occasional Webinar”
- I have secured permission to administer this folder
  - Files may not exceed file size limit of 2GB.
  - Presenter must send me the file or a link to the file by email to me and include:
    - Presentation Title
    - Name of Presenters
    - Date of Presentation
  - Presenters will have to complete a license agreement before the files will be uploaded.
  - I will send each presenter the license agreement by email
  - Each present must reply with “I agree” before upload commences

## 4. Reference Requests

- Awards Committee chair  
Query: sought clarification on records profile/ what types of record to send to the MARAC Archives -- July, 24. 2020  
Consultations with MARAC Historical Lauren Brown -- [2]  
Fulfilled -- Sept.16.2020
- Finding Aid Correction  
Query Date: Sept. 25, 2020  
Fulfilled: Oct. 9, 2020

## 5. Interview with MAA

- Complete on August 29, 2020
- Appears in Fall 2020 edition

# 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  
October 23, 2020

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

### Updates since the last Steering Meeting:

#### Advertisements on MARAC Website

Don and Laura met with members of the Communications and Amanda (Treasurer) to discuss adding banner advertisements to the website. We are currently working with Sara Predmore and Memberclicks to add the required sponsored ads widget to the site. As of October 14, we unfortunately do not know when we will be ready to start adding banner ads to the site.

#### Future Plans

The Web Team is planning on working with Membership Committee to update their pages, including creating a more obvious link for those interested in joining or renewing their membership.

#### Caucus Pages

Caucus pages have been updated. If you would like to include a photo on your page, please send one to [maracwebteam@gmail.com](mailto:maracwebteam@gmail.com)

**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.**

### Other tasks include:

- Laura continued to update the Job Opportunities page
- Don updated the Web Team Operations Manual
- Don updated committee and caucus pages as requested.

Respectfully submitted,  
Don Sailer

## **Regional Archival Associations Consortium Representative**

### **Fall 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
  - Shared status of MARAC Spring 2021 meeting and transition to virtual meeting

Respectfully submitted,  
Andrew Cassidy-Amstutz

# **MARAC Meeting Model Task Force**

## **Final Report to Steering Committee - October 2020**

### **INTRODUCTION AND BACKGROUND**

The MARAC Steering Committee voted to form the Meeting Model Task Force in January 2020, with At-Large Members Hillary Kativa and Liz Scott serving as co-chairs. Notably, this initiative pre-dated the COVID-19 pandemic and was unrelated to the subsequent cancellations of meetings in Harrisonburg, Long Branch, and Saratoga Springs, though the pandemic obviously became a factor in the Task Force's research and discussions.

The idea of examining MARAC's meeting model is one that has bubbled up from time to time and there have been past initiatives to consider other models. The impetus this time was rising costs and financial losses related to the Fall 2019 meeting in Cambridge, concerns about wear and tear on those who plan and present at conferences, and a desire to better understand if MARAC is meeting the needs of its members.

As stated in the call for participants, which circulated in February, the purpose of the Task Force was to evaluate MARAC's current meeting model and investigate potential alternatives to the biannual conference structure. Accordingly, the Task Force was not responsible for creating a new meeting model, but rather providing research and recommendations to the Steering Committee.

The following individuals subsequently were selected and appointed to serve on the Task Force:

Bethany Antos, Rockefeller Archive Center  
Lauren Brown, University of Maryland (ex-officio)  
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)

## TASK FORCE ACTIVITIES

From March to October 2020, the primary work of the Task Force was conducted by three sub-committees as follows:

**Peer Organizations:** this sub-committee, consisting of Kerri Anne and Michelle, surveyed 10 peer archival organizations to learn how they structure their meetings and conferences.

**Program & Local Arrangements Committee Chairs:** this sub-committee, consisting of Tabitha and Bethany, surveyed PC & LAC Chairs for the last 15 MARAC meetings.

**Vendor Outreach:** this sub-committee, consisting of Lorna and Michelle, surveyed vendors who attended meetings in the last 3 years (2017, 2018, and 2019).

Additionally, Task Force co-chairs Hillary and Liz analyzed findings from the 2020 Membership Survey, interviewed MARAC Meetings Coordinator Mary Mannix and Treasurer Amanda May, and led a Town Hall with MARAC members to discuss the Task Force's work and solicit feedback on current and potential meeting models.

## EXECUTIVE SUMMARY: PEER ORGANIZATIONS SUB-COMMITTEE (Kerri Anne Burke and Michelle Novak)

**Background:** The Peer Organization Sub-Committee of the MARAC Meeting Model Task Force surveyed peer archival organizations to learn how they structure their meetings and conferences.

**Scope of Survey and Responses:** The Sub-Committee sent the survey by email to ten archival organizations and received ten responses. The survey included questions about the types of events held, frequency of meetings/conferences, number of meeting attendees, whether the number of meeting attendees has increased or decreased from year to year, cost and number of days of meetings and what types of events members were asking for more of. Some questions took COVID-19 into consideration, including the effect of COVID-19 on 2020 events and if organizations will have online or hybrid conferences in the future. Respondents were allowed to edit answers and view the results of the survey to inform their own organizational decisions.

### Frequency of Meeting / Conference

- Six organizations meet annually for a single day in-person meeting.
- One organization meets semi-annually for a single day in-person meeting.

### Length of Meeting / Conference

- Seven organizations meet annually for a 3-4 day in-person meeting.

- One organization meets semi-annually for a 3-4 day in-person meeting.
- Two organizations meet for one day.

### **Length of Meeting / Conference Model**

- Nine organizations have had their current meeting model for more than five (5) years.
- Nine organizations have been prompted to re-evaluate their meeting model for various reasons including: rising costs to hold meetings; budget pressures for attendees; declining attendance; COVID-19.

### **Other findings:**

- Meeting attendance is generally:
  - about the same for four organizations.
  - increasing for three organizations.
  - decreasing for three organizations.
- Seven organizations hold three day meetings (including pre-conference events); one organization holds a four-day meeting (including pre-conference events).
- Members have asked the leadership of the organizations for more in-person networking events and training/workshops.
- All organizations are thinking about online or hybrid conferences for the future (accelerated by COVID).
- Rising costs (for hosts and participants) and budget pressures on attendees was the most cited reason for reevaluating meeting format.
- Eight of the ten respondents replied that they are not recording sessions, with three reporting that they are looking into doing so. One respondent has recorded sessions in the past but will not be doing so going forward. Only one respondent is currently recording sessions. Sessions are free to registrants and/or public.

## **RESEARCH AND RESOURCES**

### **Survey Results (Tabular)**

[https://docs.google.com/spreadsheets/d/1wYm73ZkVMld3YwM8vI6b2ROCpeds\\_goK7c-dNNK5X3M/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1wYm73ZkVMld3YwM8vI6b2ROCpeds_goK7c-dNNK5X3M/edit?usp=sharing)

Of note, review the types of meetings and frequency; multiple options and formats were presented:

### **Training**

- 4/10 hold Online (Single-Topic) Webinars; 2 are considering it.
- 4/10 hold Online Courses / Training / Workshops; 3 are considering it.
- 9/10 hold In-Person Courses / Training / Workshops; 1 is considering it.

### **Single-Day Meetings / Seminars**

- 3/10 hold Online Single-Day Meetings / Seminars; 3 are considering it.
- 7/10 hold In-Person Single-Day Meetings / Seminars; 1 is considering it.

### **Multi-Day Meetings / Conferences**

- 4/10 hold In-Person Multi-Day Meetings / Conference; 1 is considering it.
- 0/10 hold Online Multi-Day Meetings / Conferences; 5 are considering it.

### **Networking**

- 1/10 hold Online Networking / Virtual Gatherings; 2 are considering it.
- 5/10 hold In-Person Networking / Virtual Gatherings.

### **Addendum: SAA Conference Format and Results**

The 2020 Society of American Archivists annual meeting, held entirely virtually, received the highest number of participants of any SAA conference. Some personal (Michelle) take-aways from the conference include:

#### **Pros**

- Record attendance (can get numbers from Eric Chin, if desired).
- Reduced admission for un-and under-employed archivists were well received.
- Travel awards were reconfigured to allow for more free passes—affecting a greater number of recipients.
- Increased attendance and participation in section meetings.
- One sector participant noted increased attendance in government sector archivists due to the more accessible format and reduced fees.
- Pre-recorded sessions eliminated the technology glitches of live-streaming; allows for re-use of content.

#### **Cons**

- Not clear enough definition between live sessions, such as sector meetings, and recorded ones, which can be viewed on-demand. Use of “typical” conference schedule software, that showed all pre-recorded sessions happening one one day, did not help clarify this. <https://archives2020.sched.com>.
- Finding recorded sessions on the SAA website is difficult.
- TBD success of vendor hall, not as front-and-center as in in-person events.

## **EXECUTIVE SUMMARY OF THE PC & LAC CHAIRS SUB-COMMITTEE (Bethany Antos and Tabitha Cary)**

**Background:** The Former MARAC PC & LAC Chairs Sub-Committee of the MARAC Meeting Model Task Force surveyed former Program Committee Chairs and Local Arrangements Committee Chairs for the last 15 MARAC meetings, including the cancelled meeting scheduled

for Harrisonburg, VA in Spring 2020. The sub-committee was looking to gauge the ease of planning the meetings, the accessibility of meeting locations, and perceived positives and negatives of MARAC's current meeting model of two in-person conferences a year.

**Scope of Survey and Responses:** The Sub-Committee sent the survey by email to sixty former chairs and received twenty-eight responses, an almost 50% response rate. Questions included whether or not responders were a PC Chair, a LAC Chair, or both, the ease of recruiting committee members, the ease in finding session presenters, the ease in finding local activities, the ease for presenters and conference attendees to travel to the conference location, and their feelings on MARAC's current meeting model. Questions were both scaled and open-ended to encourage further explanation of responses.

**Committee Makeup:** 43% of respondents were LAC chairs only, 29% of respondents served as PC Chairs only, and 25% served as both.

**Ease of recruiting members:** 60% of respondents felt that it was easy to recruit members, with only 10% of respondents finding it somewhat difficult. The open-ended responses indicate that location of the meeting affects ease in recruiting members, with more remote locations having fewer archivists to tap for help. Respondents also indicated that some members signed up, but didn't actually contribute to the work of the committee.

**Accessibility of meeting location:** 72% of respondents found their meetings to require a normal or an easy amount of planning to travel to their meeting location. Responses seemed to depend on availability of public transportation.

**Ease of finding session presenters and local activities:** Respondents were much less concerned about finding session presenters, but indicated a higher degree of difficulty in assembling local activities for attendees.

**Perspectives on current meeting model:** Respondents were split between maintaining the current meeting model and switching to a new one, with many stating they see the benefits of the current model and also how changing that model could benefit MARAC and its members. Pros and cons for the two meetings per year model:

- Provides more opportunities for members to engage in professional development (presenting, committee work) and networking.
- Allows members to select which meeting to attend, as opposed to miss one and have to wait another year.
- Allows MARAC to be more geographically reachable by traveling to more locations throughout the region.

- Places a lot of strain on the volunteers for the PC and LAC, as well as other MARAC committees/staff.
- MARAC membership is shrinking, making it harder to fill volunteer positions.
- The expense of attending two meetings a year is a lot for many members who have little to no employer funding for professional development.

#### **Other findings:**

- People who chair PC and LAC committees are likely to attend at least one meeting a year, with 46% of respondents attending two per year and 21% attending one a year.
- Respondents commonly expressed that having two meetings makes the content feel redundant and watered down.
- One meeting a year could increase competition for sessions, which could boost the quality of the content.
- At least one respondent expressed that switching to one meeting a year would allow MARAC to better explore virtual options for the conference, which could make it easier for MARAC members to participate.
- One meeting a year would enable MARAC to focus on other ways to serve their members, such as increased workshops and education seminars.
- People want virtual options for meetings, regardless of meeting frequency.
- People find MARAC to be of great value to them, and are open to changes if they will help MARAC maintain its value.
- People want to see change and innovation in the way meetings are held to make them more interesting and to increase their value (i.e. different types of sessions, more interactive sessions).
- Chairing a committee is a lot of hard work. One respondent let us know that they stopped going to MARAC meetings after chairing a committee due to the stress and perceived thanklessness of the work they had done.

#### **RESEARCH AND RESOURCES**

- List of people receiving the survey:  
[https://drive.google.com/file/d/1peCP53kygzAROs6-Cye\\_qJBts\\_OXYNXB/view?usp=sharing](https://drive.google.com/file/d/1peCP53kygzAROs6-Cye_qJBts_OXYNXB/view?usp=sharing)
- Email draft sent to survey recipients:  
<https://drive.google.com/file/d/1BGVA7avn33NCHMQEQwhuzgoP0bQVKobN/view?usp=sharing>
- All responses in spreadsheet form:  
[https://docs.google.com/spreadsheets/d/1mpaksCR0Fjh9rGilly3l76RFdS9Y\\_RsG8NAb-vq6hCQ/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1mpaksCR0Fjh9rGilly3l76RFdS9Y_RsG8NAb-vq6hCQ/edit?usp=sharing)

- Responses with graphs (click on responses tab at top):  
<https://docs.google.com/forms/d/14Z1vgKJPxVA90CxBVw2qTg8F0PjFMgsck0X19LIUGzY/edit#responses>

## EXECUTIVE SUMMARY: VENDOR SUB-COMMITTEE (Lorna Loring and Michelle Novak)

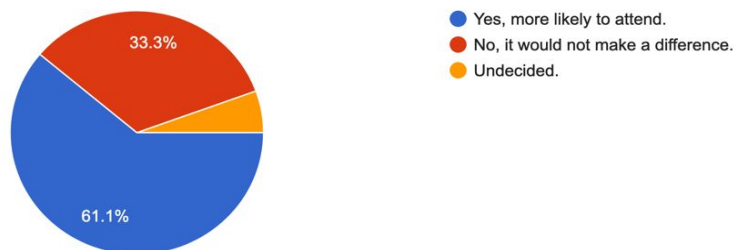
**Background:** The Vendor Sub-Committee of the MARAC Model Meeting Task Force surveyed MARAC vendors who attended meetings in the past three years (2017, 2018, 2019) to determine their opinion on participation in MARAC meetings and the proposed shift to an annual meeting model.

**Scope of Survey and Responses:** The Sub-Committee sent the survey by email to 65 vendors and received 18 responses (28% response rate) from organizations that offered a range of archival products and services. [Note: Approximately a third of vendors surveyed were one-time attendee local organizations such as historical societies and library schools and were unlikely to be invested in responding to the survey. Breakdowns of vendor type and further comments on the response rate are available in the notes at the end of this document].

Of the 18 organizations that responded, approximately two-thirds (66.7%) had been attending MARAC meetings for 5 years or more. Additionally, two-thirds (66.7%) planned to attend both (now-cancelled) 2020 meetings while 27.8% planned to attend at least one of the 2020 meetings.

### Opinion on Shift to Annual Meeting Model:

Would changing the meeting to once a year increase the likelihood of your attendance?  
 18 responses



### Other Findings:

- Vendors add value to meetings beyond paying for a table. All responding vendors reported supporting meetings with giveaways, event sponsorship, and training.
- A majority of vendors (72.2%) indicated that attendance at MARAC meetings provided a good return on their investment. MARAC meetings increased visibility of their organization or company and led to increased business with archival organizations in the MARAC region.
- Vendors attended many other conferences, both regionally and nationally. As one vendor pointed out, the timing of the meeting should not conflict with any major national meeting.

- A majority of vendors (72.2%) planned to continue attending; the remainder were undecided.
- A majority of vendors (72.2%) indicated that they would be interested in some form of virtual events with MARAC members outside of meetings.
- When asked for any additional comments, vendors generally provided positive feedback about MARAC Conferences. There was some concern about cost, especially for smaller companies, and a sense that engagement with attendees is sometimes lacking.

## RESEARCH AND RESOURCES

### **Survey Recipients -- MARAC Exhibitors 2017–2020** (6 Conferences plus vendors for 2 Cancelled Conferences)

We sent the initial survey in May to organizations listed as vendors between 2017 and 2019, and followed up with those vendors who had not replied in June.

**Interpreting Survey Results and Response Rate:** Opinions of those exhibitors who participate in three or more conferences may be viewed as satisfied exhibitors and their opinions may hold more weight than less frequent exhibitors.

The response rate of 28 % was low, but can partly be explained by the number of one-time exhibitors from local organizations, which have a connection to the conference location but would be unlikely to exhibit or sponsor at a conference in another location. Additionally, there was significant disruption of business operations because of the COVID-19 pandemic and this may have affected priorities and interest in responding to the survey.

### **Spreadsheet of all MARAC Conference exhibitors, contact information, and frequency and type of participation.**

<https://docs.google.com/spreadsheets/d/1Y-DDg8DEvf-kNvEdFua2yMilelJLkJTutCGbYn773g8/edit?usp=sharing>

### **PDF Format -- Exhibitors by Type:**

<https://drive.google.com/file/d/1hOvEiwpO6OjG8FawUuNVSKUgs94zh07Y/view?usp=sharing>

- **Service Exhibitors:** Strongest continued support are from vendors in service areas, where building face-to-face connections are key. Satisfying their needs in an all-digital environment will be a particular challenge.
- **Awareness and Outreach Exhibitors:** Support from local organizations may wane in a virtual, and borderless, environment. While these types of exhibitors are less frequent, they seem to offer significant sponsorship.

### **Survey Responses / Analytics** (Google Forms, summary graphs)

[https://docs.google.com/forms/d/1GYSOOHvR7mqopmr\\_rwrIFBxgkqPi-ZheCo5k4eBy8Sg/edit#responses](https://docs.google.com/forms/d/1GYSOOHvR7mqopmr_rwrIFBxgkqPi-ZheCo5k4eBy8Sg/edit#responses)

[https://docs.google.com/forms/d/1GYSOOHvR7mqopmr\\_rwrIFBxgkqPi-ZheCo5k4eBy8Sg/viewanalytics](https://docs.google.com/forms/d/1GYSOOHvR7mqopmr_rwrIFBxgkqPi-ZheCo5k4eBy8Sg/viewanalytics)

**Survey Responses** (PDF, all individual responses, no graphs, 162 pages)

[https://drive.google.com/file/d/1hewD2QKLMQ3ofHY6KCKWqQ2\\_uDHVVy-r/view?usp=sharing](https://drive.google.com/file/d/1hewD2QKLMQ3ofHY6KCKWqQ2_uDHVVy-r/view?usp=sharing)

**Survey Responses (Tabular) with Notes:**

<https://docs.google.com/spreadsheets/d/1pK4ytsSS3EMHiciUaoUqIJQD6U6K5vstNSplsTZ0WJA/edit?usp=sharing>

## **EXECUTIVE SUMMARY: MEETING WITH MARY MANNIX, MARAC MEETINGS COORDINATOR (Liz Scott)**

Hillary Kativa and I compiled questions that we would ask to both the Meetings Coordinator and the Treasurer. The following is a summary of those answers.

1. How has Covid-19 affected your perspective on MARAC's current meeting model? Are there any trends you anticipate going forward that might impact MARAC's current meeting model?
  - When will we have a face-to face-meeting again?
  - Currently 3 contracts have been signed but none after that
  - Support choice of the membership and Steering committee of how they would like to go with future conferences, ie. one larger conference, same model, hybrid, etc.
2. If MARAC were to move to a once a year meeting with a smaller online forum/workshop for their second meeting, do you feel there would be financial consequences (good or bad) if this should happen? Please explain. Ex. Will you be gaining revenue or losing revenue due to this potential model?
  - Mary notes this question is more for Amanda however has pros and cons.
  - Having one longer conference will affect costs. Most conferences give you free meetings rooms if you book their sleeping rooms. However if you expand the conference, you will need to make it during the week as they use weekends for weddings/events. So most likely the conference will be Wednesday to Saturday.
  - Costs could be more expensive.
  - Could check into Universities to see if they can host conferences but there are costs there as well.

3. Have you noticed conference attendance going up or going down in recent years? Staying the same?
  - Numbers are holding steady.
  - Morgantown-251.
  - Wilmington-279.
  - Cambridge-284.
4. Do you personally feel the twice a year conference model as it stands now is sustainable?
  - No reason it can't be sustainable.
  - Always have enough volunteers to run conferences.
5. What do you perceive as the benefits of moving to a once a year conference model?
  - Less work like contracts.
  - However, a lot is lost like institutional culture by not having it twice a year.
  - Less chance for members to get involved with Local Arrangements and Program Committees.
6. What do you perceive could be challenges of moving to a once a year conference model?
  - It will not be much more work for PC/LAC.
  - Conferences will have to move into the week, not the weekend.
  - Raise registration rates as changes in contracts such as food will not be beneficial.
  - Longer conferences will require more money.
7. If the model were a once a year conference, would you like to see that conference extended? As of now, the conference usually is 1.5 days. Would a 2.5 or 3.5 day conference work in your opinion? How would this impact your work with MARAC? (Ex. It would force me to create a larger budget, etc.)
8. If MARAC were to move to a different conference model, what do you see as the potential impact(s) on the Treasurer or Meetings Coordinator role?
  - Answered in previous questions.
9. What would be your preferred MARAC meeting model?
  - Would like to stick with two times per year-it is a sustainable model.

10. Is there anything you would like to add that we didn't cover?

## **TAKEAWAYS**

- MARAC is financially sound.
- Meeting two times per year is preferred and stands with the spirit of MARAC.
- Meeting just once with a larger conference could be more expensive.
- Meeting less allows less opportunities for volunteers to get involved, such as presenting and even attending ,
- If we moved to once a year, having a virtual event as the second event would be needed.

## **EXECUTIVE SUMMARY: MEETING WITH AMANDA MAY, MARAC TREASURER (Hillary Kativa)**

Liz Scott and I compiled questions that we would ask to both the Meetings Coordinator and the Treasurer. The following is a summary of those answers.

1. How has Covid-19 affected your perspective on MARAC's current meeting model? Are there any trends you anticipate going forward that might impact MARAC's current meeting model?
  - More cautious about signing contracts, given the uncertain environment and cancellation fees involved.
  - While MARAC is financially sound right now, the majority of income comes from conference fees and we may have to look at other ways to balance the budget in future.
  - One conference per year reduces our risk vis-a-vis cancellations and associated fees.
2. If MARAC were to move to a once a year meeting with a smaller online forum/workshop for their second meeting, do you feel there would be financial consequences (good or bad) if this should happen? Please explain. Ex. Will you be gaining revenue or losing revenue due to this potential model?
  - One of the main conference revenue streams is table rentals; potential exists for increased income for increased days of tabling.
  - A bigger/longer conference might attract more vendors, especially if the meeting is held in a centralized location (areas like Morgantown can be out of the way for vendors).

3. Have you noticed conference attendance going up or going down in recent years? Staying the same?
  - We generally budget for 250-300 attendees, though some meetings like Hershey and Baltimore notably drew significantly more attendees.
  - Approximately 250 attendees tends to be our core attendance.
  - Attendees tend to be MARAC members who register early at the lowest registration rate.
4. Do you personally feel the twice a year conference model as it stands now is sustainable?
  - Amanda noted that she is a big supporter of moving to a one conference-per-year model, coupled with a shorter, yearly symposium.
  - Loves going to conferences, but doesn't feel that the current model is the best choice for MARAC.
5. What do you perceive as the benefits of moving to a once a year conference model?
  - In general, Amanda feels that MARAC as an organization has outgrown its current model; there are so many activities, committee meetings, etc. to fit into a short time frame and a longer, yearly conference would allow for more breathing room for connection and networking.
  - Focusing attention and effort on one conference per year would add value and justify increased prices.
  - Location-wise, one larger conference in a central location could lead to better deals with larger hotels that need to compete for our business.
  - **Cons of the current model:** a lot of repeat workshops, speakers, and session topics; condensed time table and rush to fit in tours, service projects, etc.; wear-and-tear on Steering Committee (non-stop meetings on Thursdays).
6. What do you perceive could be challenges of moving to a once a year conference model?
  - Loss of local flavor (locations like Erie and Cambridge) if we need to meet in larger hotels, likely in the I-95 corridor.
  - In general, Amanda feels the challenges would be offset by the benefits, including the ability to recruit more PC & LAC volunteers and financial implications, such as the ability to rework our pricing to be more consistent with the costs.
7. If the model were a once a year conference, would you like to see that conference extended? As of now, the conference usually is 1.5 days. Would a 2.5 or 3.5 day conference work in your opinion? How would this impact your work with MARAC? (Ex. It would force me to create a larger budget, etc.)

- A model like the SAA Annual Meeting is too big for MARAC.
  - Tacking on one additional day would be workable and allow more breathing room for discussion/affinity groups, sessions, workshops, etc.
8. If MARAC were to move to a different conference model, what do you see as the potential impact(s) on the Treasurer or Meetings Coordinator role?
- One yearly conference would lighten the load on the Treasurer; currently, there is a significant amount of work involved in conferences, including drafting and refining the budget, cutting checks, and communicating with hotels.
  - Conferences have so many moving parts to keep apprised of and a one-conference model would allow for more oversight and time to work one-on-one with LACs to develop and execute a sustainable budget.
9. What would be your preferred MARAC meeting model?
- See response to question 4.
  - Amanda also expressed concern that MARAC's current model and the value of networking and connection in particular does not translate to an online environment.
  - In general, Amanda feels virtual programming should not become MARAC's primary mode of conferencing, but rather should be integrated into conferences (for example streaming certain sessions or themed tracks) or an option for a yearly themed symposium in place of one of the in-person meetings.
10. Is there anything you would like to add that we didn't cover?
- Currently, we don't have a lot of ways to reach people outside of conferences and MARAC needs to think about membership benefits beyond conferences.
  - If MARAC moves to a yearly conference model, we need to consider added off-conference value for members and have a plan in place for other offerings, such as webinars and increased caucus activity.

## TAKEAWAYS

- MARAC is financially sound.
- COVID-19 and cancellation of meetings in Harrisonburg, Long Branch, and Saratoga Springs make us more cautious about signing contracts. Moving to one in-person meeting per year reduces risk.

- MARAC may have outgrown its current meeting model (so much to do in such a short period of time); at same time, MARAC meeting model as it stands does not translate to an online environment (loss of networking, connections, etc.).
- Changes to the meeting model present an opportunity to expand the benefits of MARAC membership beyond conferences (something we're already seeing with occasional webinars, etc.).

## **OTHER FINDINGS: MEETING MODEL TOWN HALL (Liz Scott)**

On September 25, 2020, Hillary and I hosted a Town Hall Meeting to discuss our findings and receive feedback from the membership. We enlisted the help of MARAC Administrator Sara Predmore to help us design a reservation form and area to submit questions for the Town Hall. Additionally, she agreed to be our moderator and help with both live and chat questions from the members. Hillary and I presented a brief slide show, which summarized the work of the Task Force. After the presentation, we provided the membership with some possible talking points they may want to address. We first answered pre-submitted questions and then turned to live and chat questions. Overall, we had 100 people attend the Town Hall Meeting and had a lively discussion about the pros and cons of changing the meeting format, which helped inform some of the recommendations being made to Steering.

The Town Hall Meeting presentation slides can be found here:

<https://docs.google.com/presentation/d/1nBQi9nUFfGkJPxPKElLvHvtoERaIcL8D2WDLNYtAk/edit#slide=id.p>

## **FINAL RECOMMENDATIONS TO STEERING**

### **Recommended Options for MARAC's Meeting Model**

- 1) 1 meeting per year with more robust state caucus activity
  - Meetings could be in-person or virtual.
  - The caucuses will play a larger role in membership activities.
  - **Note:** regardless of any potential changes to MARAC's Meeting Model, the Task Force recommends more clearly-articulated expectations for caucus representatives to increase regional activity, including a recommendation or requirement of at least one meeting or event per quarter.
- 2) 2 meetings per year with 1 in-person meeting and 1 virtual meeting
  - Length of the in-person meeting can vary.
  - Style of the virtual meeting will be determined and can vary in format-i.e. panel discussion, symposium, or single day/multi-day conference.

- It is recommended that the in-person meeting be held in the spring due to the change in leadership and because of the Distinguished Service Award.
  - The second meeting would be held virtually in the fall.
- 3) 1 meeting per year with length of the meeting expanded to 3-4 days
- A longer conference would allow for more “breathing” room in the schedule and have more opportunities for the membership to present sessions, network, and become involved. In the event of a longer conference, it is recommended that more time be devoted to off-hotel activities and increased community engagement, such as in-service days.

Also included are additional remarks about the meeting models.

- There were no recommendations to continue with two in-person meetings per year as the Task Force believes MARAC membership has moved beyond that option.
- The Task Force recommends that a new meeting model work as a “trial-run” and that any new model should be explored for a specific time period to test out the new model before it is fully adopted.
- The Task Force recommends that any current upcoming in-person meetings have a virtual component to the meeting. This may be in the form of streaming specific sessions on a targeted topic or have recorded sessions and plenaries available during or after the conference.
- The Task Force also recommends investigating options to record and make available conference speeches, sessions, and other events or consider streaming them live from the conference if possible.
- The Task Force recommends the formation of a Working Group to review the current meeting structure and explore different in-person and virtual conference make-ups. This recommendation is informed by feedback from the Saratoga Springs Program Committee Chairs, as well as a general desire for new and innovative session formats and ideas, more transparent recruitment and compensation of speakers, etc. expressed in both the Meeting Model Town Hall and 2020 Membership Survey.

Respectively submitted,

Hillary Kativa and Liz Scott, Meeting Model Task Force co-chairs

- It is recommended that the in-person meeting be held in the spring due to the change in leadership and because of the Distinguished Service Award.
  - The second meeting would be held virtually in the fall.
- 3) 1 meeting per year with length of the meeting expanded to 3-4 days
- A longer conference would allow for more “breathing” room in the schedule and have more opportunities for the membership to present sessions, network, and become involved. In the event of a longer conference, it is recommended that more time be devoted to off-hotel activities and increased community engagement, such as in-service days.

Also included are additional remarks about the meeting models.

- There were no recommendations to continue with two in-person meetings per year as the Task Force believes MARAC membership has moved beyond that option.
- The Task Force recommends that a new meeting model work as a “trial-run” and that any new model should be explored for a specific time period to test out the new model before it is fully adopted.
- The Task Force recommends that any current upcoming in-person meetings have a virtual component to the meeting. This may be in the form of streaming specific sessions on a targeted topic or have recorded sessions and plenaries available during or after the conference.
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