

MARAC

Mid-Atlantic Regional Archives Conference

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

STEERING COMMITTEE

Friday, January 22, 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. October 23, 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. Strategic Plan review (<https://www.marac.info/strategic-plan>)

VI. New Business (45 min)

- A. Meeting/Travel awards/Virtual conference (Danna Bell)
- B. Anniversary Committee (Jennie Knies) (see attached charge)

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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January 15, 2021

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

Respectfully submitted to the Steering Committee on January 15, 2021, in advance of the Winter 2021 Steering Committee meeting through Zoom on January 22, 2021

1. Met several times with Administrator, Sara Predmore, to discuss her work for MARAC and upcoming priorities. (December 7, January 15)
2. Prepared slides and coordinated MARAC Fall 2020 Business Meeting (over Zoom, October 30, 2020)
3. Wrote advocacy letter in support of funding and staffing for the DC Archives.
4. Discussed MARAC support of the US Truth, Racial Healing, and Transformation movement, per query from MARAC member
5. Worked with Sara Borden (Membership) and Mary Mannix (Meetings Coordinator) to finalize adjustments to MARAC Meetings Manual to clarify roles for the New Member Meet and Greet events. Submitted changes to Sara Predmore.
6. Wrote "Holiday Message" to mail to MARAC members at end of year
7. Provided feedback for schedule on Spring 2021 virtual conference
8. Developed charge for MARAC 50th Anniversary Committee
9. Submitted Chair's Column for the Winter 2021 issue of the *Mid-Atlantic Archivist*.

MARAC

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To: MARAC STEERING COMMITTEE
From: SARA PREDMORE, MARAC ADMINISTRATOR
Date: January 15, 2021 – Zoom Meeting
Re: ADMINISTRATOR'S REPORT

Membership Statistics

There were 729 active members (as of January 15, 2021):

620 Regular Members
66 Retired Members
43 Student Members

Membership Statistics Comparison

Member Type	2019 (as of 1/15/19)	2020 (as of 1/15/20)	2020 (as of 1/15/21)	% change 2020-2021
Regular	754	707	620	-17.77%
Retired	55	62	66	20.00%
Student	41	41	43	4.88%
Total	850	810	729	-14.24%

State Caucus Membership Statistics Comparison

Caucus	2019 (as of 1/15/19)	2020 (as of 1/15/20)	2021 (as of 1/15/21)
DC	137	125	126
Delaware	44	38	32
Maryland	176	168	158
New Jersey	121	116	108
New York	189	172	152
Pennsylvania	195	183	154
Virginia	141	142	138
West Virginia	16	16	15

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 01/15/21)

Month	2018-2019	2019-2020	2020-2021
November	3	10	4
December	5	3	5
January	6	5	4
Total	14	18	13

ADDITIONAL INFORMATION

Membership: The last membership renewal reminder was sent on December 14, 2020. As of January 15, 2021, 202 people have let their memberships lapse.

Steering Committee: Met with Jennie Knies monthly to review organizational activities and work priorities.

Elections: Electronic and paper ballots were distributed on January 15th to 729 members. Voting will be open January 15th to February 5th.

Google Drive: Worked with Communications, Development, Diversity & Inclusion to populate their folders and update Operations Manual entries.

Operations and Meetings Manuals: Updates are ongoing.

Spring 2021 Virtual Conference:

- Attended monthly coordination meetings and worked with the Vendor Coordinator and LAC to create forms and procedures for vendors, sponsors, and advertisers. We have 3 vendors, 1 sponsor, and 2 advertisers registered.
- Save the Date postcard was mailed the week of Jan 11th to approximately 1935 people. They should receive around Jan 22nd. I updated the conference web page to include the "Schedule at a Glance" and an abbreviated welcome message from LAC/PC Chairs.
- Set up the MARAC YouTube Channel that will be used for the virtual conference and Occasional Webinar recordings. I designated Kathleen Donahoe, Social Media Coordinator, as the manager of the channel.
- Coordinated with Web Team regarding the placement of sponsor logos on conference web page.
- Program publication and online registration targeted for March 1st.

Website: Coordinated with the MARAC Chair and Web Team to move and update of Advocacy page from "Resources" to "About". Consolidated reports and updated the resources found on the Diversity and Inclusion page.

Date: January 11, 2021

To: MARAC Steering Committee Members

From: Tara Wink

RE: Chair-elect Report

1. Organized and hosted Caucus Chairs Meeting on December 7
 - a. Discussed having quarterly events hosted by different Caucus Chairs
 - i. First will be a March event to get people pumped for the virtual conference.
Each rep would talk about a component that they are excited about. Push out registration link. People could have a chance to ask questions about the format
 1. Planners: Meg Snyder and Amanda Brent
 - b. Will plan another Caucus Reps Meeting after March event
 - i. Try to have quarterly meetings of the reps
2. November 2020: Commented on the Advocacy letter to the DC Archives written by Chair Jennie Knies
3. Attended November DC and Maryland Joint Caucus Meeting
4. Attended December Maryland Caucus Meeting

Respectfully Submitted,

Tara Wink

Chair Elect

Meetings Coordinating Committee

16 January 2021

1) Next Meeting:

When: April 12 – 16, 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)

Schedule: The goal was consistency but with two time formats to meet differing family caretaking duties and work schedules.

	4/12/2021		4/13/2021		4/14/2021		4/15/2021		4/16/2021
12:30-1:30pm	MARAC Chair's Greeting/Program Committee Chairs Welcome Remarks/New Member Orientation	9:30-10:30 am	Plenary Speaker+	12:30-1:30pm	Caucus Meetings	9:30-10:30 am	Business Meeting	12:30-1:30pm	Luncheon Speaker
1:30-3:00pm	Concurrent Sessions X 2	10:30-12:00 pm	Concurrent Sessions X 2	1:30-3:00pm	Concurrent Sessions X 2	10:30-12:00 pm	Concurrent Sessions X 2	1:30-3:00pm	Concurrent Sessions X 2
3:00-3:30pm	Vendor Sessions*	12:00-12:30 pm	Vendor Sessions*	3:00-3:30pm	Vendor Sessions*	12:00-12:30 pm	Vendor Sessions*	3:00-3:30pm	Vendor Sessions*
3:30-4:00pm	Break/Chat Rooms?	12:30-1:00 pm	Break/Chat Rooms?	3:30-4:00pm	Break/Chat Rooms?	12:30-1:00 pm	Break/Chat Rooms?	3:30-4:00pm	Break/Chat Rooms?
4:00-5:30pm	Concurrent Sessions X 3	1:00-2:30 pm	Concurrent Sessions X 3	4:00-5:30pm	Concurrent Sessions X 3	1:00-2:30 pm	Concurrent Sessions X 3	4:00-5:30pm	Concurrent Sessions X 3

Meetings Coordinating Committee

16 January 2021

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Future meetings:

When: October 7-9, 2021

Where: Gettysburg, PA

Hotel: Wyndham Gettysburg

Room Rate: \$149

Food and Beverage Minimum: \$14,000

Reception: Gettysburg National Military Park Museum and Visitor Center

Meet 'n Greet: Includes ice cream to be donated, we have permission from hotel to bring it in. Very exciting!!!

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

2) Anniversary Meeting:

When: Fall 2022 (maybe October 19 – 22, 2022. A longer schedule is under consideration.)

Where: College Park, MD

Hotel: College Park Marriott Hotel & Conference Center (maybe, it has pulled ahead of “The Hotel”, the early favorite.)

Room Rate: \$179 (quoted, contract not finalized)

Food and Beverage Minimum: Under debate, but most likely a lot.

Why: 50th Anniversary meeting

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

Submitted by

Mary K. Mannix, MCC Chair



January 15, 2021

**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, January 15, in advance of the Fall 2020 Steering meeting to be held virtually on January 22, 2021.

1. Highlights of the Second Quarter Treasurer's Report (see attached) are listed below.
 - The income is from membership dues; Spring 2021 vendor sales; MAA advertising and sales; bank interest; and gifts to general operations and the restricted funds.
 - Expenses are from Administrator salary; MARAC archives support; administrator phone; a new laptop for the administrator; MAA printing and postage; committee and other postage and supplies; expenses relating to the Fall 2021 conference; annual awards; an end-of-year gift given to the administrator; and banking 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 – 0.00%
 - Vanguard Bonds – 0.70%
3. The Virtual Conference (Spring 2021) proposed budget (see attached) is submitted. It is much simpler than our usual conference budgets. It is presented for your review and approval.
4. The Treasurer and Development Coordinator met a few times to discuss investments and to begin the process of gaining online access to the Vanguard account.

FY 2021, 2nd Quarter (October 1, 2020 to December 31, 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>
INCOME							
Membership Dues	\$40,000.00	\$17,029.00	\$4,751.00			\$21,780.00	54%
Conference Registration	\$92,000.00	\$0.00	\$0.00			\$0.00	0%
Conference Vendors	\$15,000.00	\$0.00	\$300.00			\$300.00	2%
Conference Sponsorship	\$7,000.00	\$0.00	\$0.00			\$0.00	0%
Publication Advertising	\$4,000.00	\$1,400.00	\$988.00			\$2,388.00	60%
Publication Sales	\$1,150.00	\$45.00	\$90.00			\$135.00	12%
Mailing List Sales	\$100.00	\$0.00	\$0.00			\$0.00	0%
Off-Meeting Workshops	\$3,000.00	\$0.00	\$0.00			\$0.00	0%
Bank Interest	\$150.00	\$13.32	\$1.93			\$15.25	10%
Investment Interest	\$2,000.00	\$575.81	\$625.03			\$1,200.84	60%
Gifts to Operations	\$600.00	\$404.00	\$560.00			\$964.00	161%
Miscellaneous	\$0.00	\$0.00	\$0.00			\$0.00	0%
Total Income	\$165,000.00	\$19,467.13	\$7,315.96	\$0.00	\$0.00	\$26,783.09	16%
EXPENSES							
Administrator	\$20,000.00	\$4,735.90	\$2,904.39			\$7,640.29	38%
Web Services	\$6,150.00	\$5,940.27	\$42.74			\$5,983.01	97%
Archivist	\$1,000.00	\$0.00	\$1,000.00			\$1,000.00	100%
Accountant	\$1,145.00	\$0.00	\$0.00			\$0.00	0%
Advocacy	\$1,500.00	\$3,600.00	\$0.00			\$3,600.00	240%
Insurance Policy	\$1,000.00	\$0.00	\$0.00			\$0.00	0%
Phone	\$660.00	\$161.38	\$150.02			\$311.40	47%
Postage	\$740.00	\$254.83	\$229.95			\$484.78	66%
Office Supplies	\$125.00	\$0.00	\$0.00			\$0.00	0%
Food	\$5,260.00	\$0.00	\$0.00			\$0.00	0%
Travel	\$2,380.00	\$0.00	\$0.00			\$0.00	0%
Equipment	\$300.00	\$0.00	\$691.89			\$691.89	231%
Printing and Design	\$5,600.00	\$0.00	\$1,584.20			\$1,584.20	28%
Conference	\$108,000.00	\$2,500.00	\$3,000.00			\$5,500.00	5%
Lodging	\$2,340.00	\$0.00	\$0.00			\$0.00	0%
Honoraria	\$1,250.00	\$0.00	\$0.00			\$0.00	0%
Awards and Prizes	\$1,300.00	\$100.00	\$300.00			\$400.00	31%
Scholarships	\$0.00	\$0.00	\$0.00			\$0.00	0%
Banking Fees	\$6,000.00	\$909.60	\$549.44			\$1,459.04	24%
Investments	\$0.00	\$0.00	\$0.00			\$0.00	0%
Miscellaneous	\$250.00	\$0.00	\$50.00			\$50.00	20%
Total Expenses	\$165,000.00	\$18,201.98	\$10,502.63	\$0.00	\$0.00	\$28,704.61	17%
Net Income or (Loss)		\$1,265.15	(\$3,186.67)	\$0.00	\$0.00	(\$1,921.52)	

<u>Account Balances</u>			<u>Opening</u>	<u>Credits</u>	<u>Debits</u>	<u>Closing</u>
PNC Checking	\$58,227.05	Operating	\$1,265.15	\$7,315.96	(\$10,502.63)	(\$1,921.52)
PNC Savings	\$76,771.87	Restricted	\$144,078.36	\$865.00	(\$1,270.00)	\$143,673.36
Vanguard Bonds	\$89,601.50	Reserve	\$57,750.00	\$0.00	\$0.00	\$57,750.00
<u>Total</u>	<u>\$224,600.42</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>\$229,322.09</u>	<u>\$8,180.96</u>	<u>(\$11,772.63)</u>	<u>\$225,730.42</u>

Summary - Second Quarter FY 2021

Opening Balance	\$229,322.09
Total Income	\$8,180.96
Total Expenses	(\$11,772.63)
Closing Balance	\$225,730.42

<u>Restricted Funds</u>			<u>Opening</u>	<u>New Gifts</u>	<u>Spending</u>	<u>Closing</u>
PNC Savings	\$54,071.86	Disaster Assist.	\$14,590.00	\$255.00	\$0.00	\$14,845.00
Vanguard Bonds	\$89,601.50	Education	\$122,841.36	\$305.00	\$0.00	\$123,146.36
<hr/>						
Total	\$143,673.36	Graduate Schol	\$1,220.00	\$290.00	(\$1,020.00)	\$490.00
		Finch Award	\$5,427.00	\$15.00	(\$250.00)	\$5,192.00
<hr/>						
		Total	\$144,078.36	\$865.00	(\$1,270.00)	\$143,673.36

FY 2021, 2nd Quarter (October 1, 2020 to December 31, 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>
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Mailing List Sales	\$100.00	\$0.00	\$0.00			\$0.00	0%
Off-Meeting Workshops	\$3,000.00	\$0.00	\$0.00			\$0.00	0%
Bank Interest	\$150.00	\$13.32	\$1.93			\$15.25	10%
Investment Interest	\$2,000.00	\$575.81	\$625.03			\$1,200.84	60%
Gifts to Operations	\$600.00	\$404.00	\$560.00			\$964.00	161%
Miscellaneous	\$0.00	\$0.00	\$0.00			\$0.00	0%
Total Income	\$165,000.00	\$19,467.13	\$7,315.96	\$0.00	\$0.00	\$26,783.09	16%
EXPENSES							
Administrator	\$8,765.00	\$192.48	\$3,752.05			\$3,944.53	45%
Executive Officers	\$23,500.00	\$14,276.17	\$1,092.74			\$15,368.91	65%
Caucus Funds	\$1,750.00	\$100.00	\$0.00			\$100.00	6%
Steering	\$3,740.00	\$0.00	\$0.00			\$0.00	0%
Communications	\$6,000.00	\$151.40	\$1,764.78			\$1,916.18	32%
Education	\$100.00	\$0.00	\$0.00			\$0.00	0%
Diversity and Inclusion	\$2,160.00	\$0.00	\$0.00			\$0.00	0%
Meetings Coordinating	\$7,175.00	\$0.00	\$0.00			\$0.00	0%
Finance	\$300.00	\$964.60	\$564.94			\$1,529.54	510%
Membership	\$2,250.00	\$0.00	\$0.00			\$0.00	0%
Nominating	\$50.00	\$0.00	\$0.00			\$0.00	0%
Finding Aids	\$460.00	\$0.00	\$0.00			\$0.00	0%
Custer and Finch	\$250.00	\$17.33	\$328.12			\$345.45	138%
Distinguished Service	\$500.00	\$0.00	\$0.00			\$0.00	0%
Scholarship	\$0.00	\$0.00	\$0.00			\$0.00	0%
Fall Conference (LAC)	\$58,000.00	\$0.00	\$3,000.00			\$3,000.00	5%
Spring Conference (LAC)	\$50,000.00	\$2,500.00	\$0.00			\$2,500.00	5%
Total Expenses	\$165,000.00	\$18,201.98	\$10,502.63	\$0.00	\$0.00	\$28,704.61	17%
Net Income or (Loss)		\$1,265.15	(\$3,186.67)	\$0.00	\$0.00	(\$1,921.52)	

Account Balances

			<u>Opening</u>	<u>Credits</u>	<u>Debits</u>	<u>Closing</u>
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Total	\$224,600.42	Surplus	\$26,228.58	\$0.00	\$0.00	\$26,228.58
		Totals	\$229,322.09	\$8,180.96	(\$11,772.63)	\$225,730.42

Summary - Second Quarter FY 2021

Opening Balance	\$229,322.09
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Restricted Funds

			<u>Opening</u>	<u>New Gifts</u>	<u>Spending</u>	<u>Closing</u>
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Total	\$143,673.36	Graduate Schol	\$1,220.00	\$290.00	(\$1,020.00)	\$490.00
		Finch Award	\$5,427.00	\$15.00	(\$250.00)	\$5,192.00
		Total	\$144,078.36	\$865.00	(\$1,270.00)	\$143,673.36

MARAC MEETING BUDGET**SPRING 2021****REMOTE****Proposed Budget Summary**

Category	Total for 100 Attendees	Total for 300 Attendees	Total for 500 Attendees
INCOME			
Registration Fees	\$1,310.00	\$3,930.00	\$6,550.00
Exhibitor Fees	\$6,400.00	\$6,400.00	\$6,400.00
Total Income	\$7,710.00	\$10,330.00	\$12,950.00
EXPENSES			
Administrative Services	\$5,000.00	\$5,000.00	\$5,000.00
Registration/Program	\$1,150.00	\$1,150.00	\$1,150.00
Session/Plenary Speakers	\$750.00	\$750.00	\$750.00
Total Expenses	\$6,900.00	\$6,900.00	\$6,900.00
NET INCOME/PROJECTED PROFIT	\$810.00	\$3,430.00	\$6,050.00

MARAC MEETING BUDGET

SPRING 2021

REMOTE

Proposed Budget - Income Estimates

Category	100			300			500			
	Cost/Item	Attendees	Total	Cost/Item	Attendees	Total	Cost/Item	Attendees	Total	
INCOME										
Registration Fees										
Members Tier	\$5.00	73	\$365.00	\$5.00	219	\$1,095.00	\$5.00	365	\$1,825.00	Our income won't be coming from registration. This is mostly to provide a membership benefit, encourage people not to no-show, and subsidize cost of delivery.
Non-Members Tier	\$35.00	15	\$525.00	\$35.00	45	\$1,575.00	\$35.00	75	\$2,625.00	
Community Support Tier	\$50.00	8	\$400.00	\$50.00	24	\$1,200.00	\$50.00	40	\$2,000.00	
Sponsor Another's Attendance	\$5.00	4	\$20.00	\$5.00	12	\$60.00	\$5.00	20	\$100.00	Add a box "Add \$5 to your registration to help offset costs" to registration
Total Registration Fees		100	\$1,310.00		300	\$3,930.00		500	\$6,550.00	
Exhibitor Fees										
Standard Package	\$300.00	10	\$3,000.00	\$300.00	10	\$3,000.00	\$300.00	10	\$3,000.00	
Premium Package	\$400.00	5	\$2,000.00	\$400.00	5	\$2,000.00	\$400.00	5	\$2,000.00	
Session Sponsorship, session chair spotlight	\$100.00	5	\$500.00	\$100.00	5	\$500.00	\$100.00	5	\$500.00	
Product Demo Time Slot (30 minutes, exclusive)	\$300.00	2	\$600.00	\$300.00	2	\$600.00	\$300.00	2	\$600.00	
Donations/Sponsorships (Tier 1)	\$100.00	2	\$200.00	\$100.00	2	\$200.00	\$100.00	2	\$200.00	
Donations/Sponsorships (Tier 2)	\$50.00	2	\$100.00	\$50.00	2	\$100.00	\$50.00	2	\$100.00	
Program Ad Standalone Full	\$500.00	0	\$0.00	\$500.00	0	\$0.00	\$500.00	0	\$0.00	
Program Ad Standalone Half	\$300.00	0	\$0.00	\$300.00	0	\$0.00	\$300.00	0	\$0.00	
Program Ad Standalone Quarter	\$200.00	2	\$400.00	\$200.00	2	\$400.00	\$200.00	2	\$400.00	
Program Ad Standalone Business Card	\$100.00	0	\$0.00	\$100.00	0	\$0.00	\$100.00	0	\$0.00	
Program Ad Upgrade Full	\$300.00	1	\$300.00	\$300.00	1	\$300.00	\$300.00	1	\$300.00	
Program Ad Upgrade Half	\$100.00	1	\$100.00	\$100.00	1	\$100.00	\$100.00	1	\$100.00	
Total Exhibitor Fees			\$6,400.00			\$6,400.00			\$6,400.00	
Total Income			\$7,710.00			\$10,330.00			\$12,950.00	

MARAC MEETING BUDGET

SPRING 2021

REMOTE

Proposed Budget - Expense Estimates

Category	100			300			500		
	Cost/Item	Attendees	Total	Cost/Item	Attendees	Total	Cost/Item	Attendees	Total
EXPENSES									
Administrative Services			\$5,000.00			\$5,000.00			\$5,000.00
Registration/Program									
Postcard Design/Print/Mail			\$500.00			\$500.00	\$500.00		Advertise registration to members
Advertisement			\$200.00			\$200.00	\$200.00		Ad swaps with MAC, NEA? SAA, ALA ad? History associations?
Sched App			\$250.00			\$250.00	\$250.00		This Sched tier gets us what we need, it's also what we usually use.
Expanded Zoom subscription			\$200.00			\$200.00	\$200.00		Not sure on final price, but went off various website quotes
Total Registration/Program Costs			\$1,150.00			\$1,150.00			\$1,150.00
Session/Plenary Speakers									
Honoraria			\$500.00			\$500.00	\$500.00		
Misc. Expenses			\$250.00			\$250.00	\$250.00		Camera, ring light, microphone?
Total Session/Plenary Costs			\$750.00			\$750.00			\$750.00
Total Expenses			\$6,900.00			\$6,900.00			\$6,900.00

MARAC Historian Report January/2021 (for the MARAC Steering Committee Meeting)

This last quarter has been relatively quiet on my front. I have not yet been cleared to return to work at the University of Maryland and consequently any potential research work I might do using the MARAC Archives is limited, although there are several key archival resources in the Archives that are currently available online via the MARAC website.

As ex-officio member of the Distinguished Service Award I drafted an article about the award that is scheduled to appear in the upcoming Winter Issue of the *maa*. I want to thank the editing skills of our DSA Chair, Rachel Grove Rohrbaugh, with that assignment.

Lauren Brown
MARAC Historian

MARAC Archivist Report

January 2021 (for May 2020 – Jan 15, 2021)

Update to *Mid-Atlantic Archivist* Ingest Procedures

Since my report from April 2020, I complied with Jodi Boyle's request to change the date of the annual ingest to a time later than the first week of July. I consulted with the Access Team at Special Collections and University Archives (SCUA), and the members agreed to a new later time frame: Early August.

Update to Annual Stipend Invoice to MARAC Treasurer

At my request, MARAC Treasurer Amanda Koss May agreed to receiving the annual stipend invoice in early December instead of the previous practice of the MARAC Archivist sending the request in July. This request was made so that a new practice of providing a brief statement of activity can be added to the invoice. This new timeline now corresponds with the new timeframe for the ingest activity.

MARAC 50th Anniversary Discussion

MARAC Historian Lauren Brown, SCUA Director Doug McElrath and I met through video conferencing to begin a conversation about what role SCUA and each of us would like to undertake in planning for the milestone event in 2022.

Respectfully submitted,

Joni Floyd

MARAC

Mid-Atlantic Regional Archives Conference

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

Web Team Report

Steering Committee Meeting
January 22, 2021

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

Updates since the last Steering Meeting:

- Laura met with Sara to discuss conference advertisements, which will appear only in the footer of the Spring 2021 conference page.
- Don met with members of the Communications committee to discuss plans for advertisements that appear on all pages of the website under “Our Sponsors” section on the right side of the page. Don posted several test ads, including one for the Spring 2021 conference.
- The Web Team will be meeting in early February to review future plans for updating the site, adding new members, and possibly re-configuring member responsibilities. Future plans include working with Membership Committee to update their pages.
- Don updated committee and caucus pages as requested.
- Laura continued to update the Job Opportunities page
- Don updated the Web Team Operations Manual

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

Respectfully submitted,
Don Sailer

Regional Archival Associations Consortium Representative

Winter 2021 MARAC Steering Committee Report

- Continued responding to RAAC messages about regional responses to COVID-19
- Continued responding to RAAC requests for information about conferences

Respectfully submitted,
Andrew Cassidy-Amstutz



Winter 2021 NATIONAL COALITION FOR HISTORY Report
MARAC Steering Committee Meeting, January 22, 2021

FINAL FY 21 BUDGET: On Dec. 21, 2020, President Trump signed into law an omnibus appropriations bill to fund the federal government for the remainder of fiscal year 2021. Across the board, history, archival and education programs were either level funded or received small increases. This should be considered a major victory, since the president had proposed eliminating the National Historical Publications and Records Commission, National Endowment for the Humanities, the Institute of Museum and Library Services, and other programs.

The sole exception was the National Archives and Records Administration (NARA), which received \$377 million for operating expenses (OE), an \$18 million increase from the FY 20 level of \$359 million. However, the bill allocates \$18 million for NARA as an offset to perform its duties related to the presidential transition. So, it is a wash and NARA's OE remains the same. \$2 million is designated to fund the Civil Rights Cold Case Review Board and \$9.2 million is allocated for NARA to continue its records digitization initiative.

LEGISLATION INTRODUCED TO PROTECT PRESIDENTIAL RECORDS: Following reports that the outgoing Trump administration is destroying presidential records and ignoring the law when using non-official electronic devices to conduct official business, U.S. Senator Chris Murphy (D-Conn.) introduced the Promoting Accountability and Security in Transition (PAST) Act on Dec. 17, 2020, in order to clarify and enhance existing law with regards to presidential transition and presidential records. Congressman Mike Quigley (IL-05) introduced the companion legislation in the U.S. House of Representatives.

"This bill ensures that all presidential records are documented, archived, and preserved for the historical record," said Quigley, co-founder and co-chair of the Congressional Transparency Caucus. "It is imperative that we push for commonsense legislation like this to hold elected officials accountable for what they do and say, including on social media platforms. This is about building more government accountability and transparency not only for the outgoing administration but for every administration."

NCH Executive Director Lee White clarifies, "It has become evident that the Presidential Records Act (PRA), while well intentioned, did not go far enough in establishing guardrails defining how these vital records should be accounted for, and preserved especially during a presidential transition. The law also needs to be amended to address rapidly changing technologies such as apps and software with automatic deleting functionality. Presidential records tell our Nation's story from a unique perspective and are essential to an incoming administration in making informed decisions. They are equally vital to historians who rely on presidential records to compile the full narrative of an administration for future generations. Sen. Murphy's bill goes a long way towards filling the gaps left by the PRA amendments of 2014 and the National Coalition for History endorses the PAST Act."

—Jan Zastrow
NCH Representative
zastrow@hawaii.edu

Mid-Atlantic Regional Archives Conference (MARAC) 50th Anniversary Committee

The MARAC 50th Anniversary Committee is charged with planning, coordinating, and implementing a program of celebrations and events to commemorate the 50th anniversary of MARAC in 2022.

The Committee's primary role will be to collaborate with the Local Arrangements Committee and the Program Committee for the Fall 2022 MARAC meeting in College Park, MD, to ensure that reflection on MARAC's history, as well as paths for the future, are a primary focus of the meeting. The Committee will also develop a celebratory plan that includes a timeline for the celebration, and recommendations for additional programming throughout 2022. The plan should include any resources needed and should also work with the editors of the *Mid-Atlantic Archivist* to ensure that articles about MARAC's history are included in 2022 issues.

To ensure the broadest possible inclusion of ideas and participation, the Committee will endeavor to engage the entire MARAC membership in the planning process and beyond.

Membership: The Committee shall consist of the following:

- MARAC Historian
- MARAC Archivist
- One representative from Fall 2022 Local Arrangements Committee
- One representative from Fall 2022 Program Committee
- 3 additional MARAC members; at least one should have been a MARAC member for three years or fewer.
- MARAC Administrator

Timeline:

The Committee will commence work immediately upon this charge. The MARAC 50th anniversary will officially begin in January 2022 and continue through the final day of the Fall 2022 MARAC meeting.