

MARAC

Mid-Atlantic Regional Archives Conference

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

STEERING COMMITTEE

**Friday, July 16,
10am-2pm Zoom (Remote)
AGENDA**

I. Call to Order (10 min)

- A. Introductions
- B. Approval of Agenda

II. Approval of Steering Committee Minutes (5 min)

- A. April 9, 2021 Steering Committee Meeting

III. Officer's Reports (30 min)

- A. Chair
 - a. Chair's Report (Tara Wink)
 - b. Administrator's Report (Sara Predmore)
- B. Chair-Elect (Sara Borden)
- C. Meetings Coordinator (Mary Mannix)
- D. Secretary (Sarah Ponichtera)
- E. Treasurer (Amanda May)
- F. Parliamentarian (Lauren Burroughs)

IV. Advisory Positions (10 min)

- A. Historian (Lauren Brown)
- B. Archivist (Joni 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. 50th Anniversary Committee/Meeting (Lauren Brown)
- B. Service Awards
 - a. Operations
 - b. Nominations for 2020-21
- C. Strategic Plan review (<https://www.marac.info/strategic-plan>) <https://docs.google.com/document/d/1rhGXw3DXp5SGRIIA5qnTXhsqpcwxNOTr4MSmsj1z0cQ/edit?usp=sharing>

VI. New Business (30 min)

- A. Mentoring SubCommittee Discussion
- B. Save the Date – Upcoming Events

VII. Standing and Operational Committees (15 min)

- A. Awards (Danna Bell)
- B. Communications (Molly Tighe/Michael Martin)
- D. Diversity & Inclusion (Rayna Andrews)
- E. Education (Elliot McNally)
- F. Membership (Vicki Russo)
- G. Nominations and Elections (Heather Perez)

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

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

IX. Adjournment

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Date: July 9, 2021

To: MARAC Steering Committee Members

From: Tara Wink

RE: Chair and Chair-elect Combined Report

- 1) May 4, 2021: Met with incoming Chair-elect, Sara Borden to discuss transition.
- 2) May 26, 2021: Met with outgoing Chair, Jennie Levine Knies to discuss transition.
- 3) June 2021: Met with outgoing and incoming steering committee members to discuss transitions and priorities for the coming year.
- 4) June – July 2021: Met separately with incoming and continuing committee chairs and officers to discuss the coming year. Meetings included Sara Predmore.
 - a. June 24: NEC Chair – Heather Perez
 - b. June 29: Education Chair – Elliot McNally
 - c. June 29: Membership Chair – Vicki Russo
 - d. June 30: Chair-elect – Sara Borden
 - e. June 30: Diversity & Inclusion Chair – Rayna Andrews
 - f. July 1: Awards Chair – Danna Bell
 - g. July 2: Secretary – Sarah Ponichtera
 - h. July 13: Communications Chairs – Michael Martin & Molly Tighe
 - i. July 14: Web Team – Don Sailor & Laura Montgomery
- 5) As Chair-Elect appointed/reappointed members to various committees and positions.

<u>Name</u>	<u>Committee & Title</u>	<u>Term Ending</u>
Molly Tighe	Co-Chair Communications	Summer 2023
Carolyn Friedrich	Advertising Editor Communications	Summer 2023
Kayla Hesin	Member Diversity Committee	Summer 2023
Elliot McNally	Chair Education Committee	Summer 2023
Melissa Erlandson	Member Education Committee	Summer 2023
Karolina Lewandowska	Member Education Committee	Summer 2023
Colleen Bradley-Sanders	Member Education Committee	Summer 2023
Miriam Spectre	Member Education Committee	Summer 2023
Amy Fitch	Member Finance Committee	Summer 2023
Matt Testa	Member-at-large Finance Committee	Summer 2023

Emily Rafferty	Program Editor Meetings Coordinating Committee	Summer 2023
David Ranzan	Assistant Program Editor Meetings Coordinating Committee	Summer 2023
Nicholas Zmijewski	Vendor Coordinator Meetings Coordinating Committee	Summer 2023
Alan Munshower	Technical Coordinator Meetings Coordinating Committee	Summer 2023
John Davis	Member Meetings Coordinating Committee	Summer 2023
Jennie Knies	Member Meetings Coordinating Committee	Summer 2023
Vicki Russo	Chair Membership Committee	Summer 2023
Alexandra F. Schlomer	Member Membership Committee	Summer 2023
Pam McClanahan	Member Membership Committee	Summer 2023
Kevin Delinger	Member Membership Committee	Summer 2023
Jordan Patty	Member Membership Committee	Summer 2023
Liz Scott	Former Steering NEC	Summer 2022
Caitlin Rizzo	Former Steering NEC	Summer 2022
Jesse Brown	Web Team Member	Summer 2023

6) Submitted Chair's Column and Q&A responses for the Summer 2021 issue of the *Mid-Atlantic Archivist*.

Respectfully Submitted,
Tara Wink
Chair

MARAC

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To: MARAC Steering Committee
From: Sara Predmore, MARAC Administrator
Date: July 9, 2021 – Zoom Meeting
Re: Administrator's Report

Membership Statistics

There were 908 active members as of June 30, 2021.

755 Regular Members
67 Retired Members
86 Student Members

Membership Statistics Comparison

Member Type	2019 (as of 6/23/19)	2020 (as of 6/30/20)	2021 (as of 6/30/2021)	% change 2020-2021
Regular	799	762	755	-0.92%
Retired	57	65	67	3.08%
Student	59	48	86	79.17%
Total	915	875	908	3.77%

State Caucus Membership Statistics Comparison

Caucus	2019 (as of 6/30/19)	2020 (as of 6/30/20)	2021 (as of 6/30/21)
DC	153	136	141
Delaware	45	38	34
Maryland	192	184	179
New Jersey	133	129	127
New York	200	185	186
Pennsylvania	209	194	191
Virginia	154	159	160
West Virginia	29	17	19

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

New Membership Applications

Month	2020	2021
April	2	45
May	7	6
June	9	10
Total	18	61

ADDITIONAL INFORMATION

Membership Renewal:

- Renewal notices for the 2021-2022 membership year were sent electronically on June 16, 2021. Paper forms were mailed to the 49 members that requested them. Eighty-one members were grandfathered as they joined or renewed after April 1st and their memberships rolled over to the next membership year. The MARAC website was updated with the new information and forms. As of July 11th, 367 members have renewed.
- Donations through the membership form have been generous.
- There is a system glitch with invoices requested through the membership form starting on June 24th. I discovered the problem on July 1st when a member told me that she never received the invoice that she requested. I contacted members that were affected and have been in constant contact with MemberClicks (Oasis) to resolve the problem. It was elevated to Tier 2 technical support on July 6th and as of July 9th has not been resolved.

MemberClicks: A new Contact Center was introduced in June that changes the way email messages are designed and formatted. Emails are now optimized to appear easily readable in any email client and on any device. I'm in the process of learning the new system and recreating previously saved messages.

Committee Transitions:

- Joined Tara Wink in meeting with committee chairs to discuss their committee's activities and administrative support
- Assisted Web Team with committee pages updates
- Updated Google Drive folders and access to E-lists, Dropbox, and Drive
- Distributed transition notes to Steering Committee

Fall 2021 Gettysburg:

- Meeting monthly with committee conference planners.
- Vendor and sponsor registration are ongoing with 12 vendors and 2 sponsors registered as of July 9th.
- Program and registration are expected to go live on July 15th.
- Members can renew their membership through the registration form.

50th Anniversary Committee:

- Meeting monthly with committee to provide administrative support for celebration activities.

Upcoming Tasks:

- Heavy membership renewal processing
- Heavy conference work
- Sending messages on behalf of conference, scholarship, and election committees

Meetings Coordinating Committee
Amended (note red)
16 July 2021

1) Upcoming Meeting:

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

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)

***** Update: The MARAC Chair will be reporting prior to the Plenary Address on Friday not at the Saturday Business Meeting.**

2. Future Meetings:

a) Spring 2022 (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: Sheridan Sayles (Seton Hall University) and Tyler Stump (Pennsylvania State Archives) **PC is investigating some hybrid possibilities.**

b) 50th Anniversary Meeting: Fall 2022 (October 19 – 22, 2022.)

Where: College Park, MD

Hotel: College Park Marriott Hotel & Conference Center

Room Rate: \$179

Food and Beverage Minimum: \$30,000

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

Local Arrangements Committee Co-Chairs: Becky Collier (NARAC) and Mark Coulbourne (University of Maryland)

Meetings Coordinating Committee

Amended (note red)

16 July 2021

Page 2

c) Spring 2023 Virtual Meeting, In Theory

d) Fall 2023 (October 18-22, 2023.) Saratoga Springs (To fulfill contract.)

Where: Saratoga Hilton and City Center (as before).

Program Committee Co-Chairs: TBD

Local Arrangements Committee Co-Chairs: Potentially Brian Keough and
TBD

3) Service Awards Nominations from Virtual Meeting 2021

Local Arrangements Committee Co-Chairs: Deb Schiff and John Zarillo

Program Committee Co-Chairs: Elizabeth Novara and Vincent Novara

Virtual Poster Presentation Coordinators: Tara Maharjan and Melissa
Ziobro

Submitted by

Mary K. Mannix, MCC Chair



July 14, 2021

**To: MARAC Officers
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 Wednesday, July 14, in advance of the Summer 2021 Steering meeting to be held virtually on July 16, 2021.

1. Highlights of the Fourth Quarter Treasurer's Report (see attached) are listed below.
 - The income is from membership dues; conference registration and vendors; publication sales and advertising; bank and investment interest; and individual donations.
 - Expenses are from Administrator salary and phone; MemberClicks and other web service annual fees; the insurance policy for the MARAC office; conference- and MAA-related printing and postage; 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%
 - Vanguard Bonds – .46%
3. The Spring 2021 conference report for the virtual conference is attached. It was wildly successful and profitable.
4. **ACTION NEEDED:** Finance requests that Steering raises the cap on conference travel awards.
 - Trimble - \$600
 - Klein - \$600
 - Stuart - \$300
5. **ACTION NEEDED:** Finance is charged to “review the total profits, if any, generated from the Fall and Spring meetings, and make a recommendation to the Steering Committee as to where those funds should be directed”. We have \$8,088.87 to discuss thanks to our virtual conference. Finance recommends that we use these profits to explore the feasibility of livestreaming or recording conference sessions and making



them available online. This can be performed by conference committees or by a separate working group.

6. Sara Predmore is now the MARAC Administrative Director! With Jim Gerencser's help, Dickinson revised her job description and re-assessed her pay grade. She moved up one step and her new hourly wage is \$17.92 per hour. This does not immediately affect our budget because she doesn't fill all of her budgeted hours – the other half of the "Pay Sara!" equation that we've been working on.

FY 2021, 4th Quarter (April 1, 2021 to June 30, 2021)

<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	\$4,345.00	\$12,500.00	\$38,625.00	97%
Conference Registration	\$92,000.00	\$0.00	\$0.00	\$7,815.00	\$4,505.00	\$12,320.00	13%
Conference Vendors	\$15,000.00	\$0.00	\$300.00	\$2,200.00	\$7,100.00	\$9,600.00	64%
Conference Sponsorship	\$7,000.00	\$0.00	\$0.00	\$400.00	\$750.00	\$1,150.00	16%
Publication Advertising	\$4,000.00	\$1,400.00	\$988.00	\$0.00	\$360.00	\$2,748.00	69%
Publication Sales	\$1,150.00	\$45.00	\$90.00	\$180.00	\$90.00	\$405.00	35%
Mailing List Sales	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Off-Meeting Workshops	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Bank Interest	\$150.00	\$13.32	\$1.93	\$1.89	\$1.92	\$19.06	13%
Investment Interest	\$2,000.00	\$575.81	\$625.03	(\$318.31)	\$406.63	\$1,289.16	64%
Gifts to Operations	\$600.00	\$404.00	\$560.00	\$33.00	\$590.00	\$1,587.00	265%
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Total Income	\$165,000.00	\$19,467.13	\$7,315.96	\$14,656.58	\$26,303.55	\$67,743.22	41%
EXPENSES							
Administrator	\$20,000.00	\$4,735.90	\$2,904.39	\$2,971.72	\$4,336.37	\$14,948.38	75%
Web Services	\$6,150.00	\$5,940.27	\$42.74	\$0.00	\$178.88	\$6,161.89	100%
Archivist	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100%
Accountant	\$1,145.00	\$0.00	\$0.00	\$1,145.00	\$0.00	\$1,145.00	100%
Advocacy	\$1,500.00	\$3,600.00	\$0.00	\$0.00	\$0.00	\$3,600.00	240%
Insurance Policy	\$1,000.00	\$0.00	\$0.00	\$0.00	\$968.00	\$968.00	97%
Phone	\$660.00	\$161.38	\$150.02	\$150.15	\$150.25	\$611.80	93%
Postage	\$740.00	\$254.83	\$229.95	\$160.50	\$50.50	\$695.78	94%
Office Supplies	\$125.00	\$0.00	\$0.00	\$108.10	\$0.00	\$108.10	86%
Food	\$5,260.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Travel	\$2,380.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Equipment	\$300.00	\$0.00	\$691.89	\$0.00	\$0.00	\$691.89	231%
Printing and Design	\$5,600.00	\$0.00	\$1,584.20	\$703.94	\$429.16	\$2,717.30	49%
Conference	\$108,000.00	\$2,500.00	\$3,000.00	\$207.33	\$2,932.80	\$8,640.13	8%
Lodging	\$2,340.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Honoraria	\$1,250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Awards and Prizes	\$1,300.00	\$100.00	\$300.00	\$250.00	\$0.00	\$650.00	50%
Scholarships	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Banking Fees	\$6,000.00	\$909.60	\$549.44	\$369.50	\$1,128.47	\$2,957.01	49%
Investments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Miscellaneous	\$250.00	\$0.00	\$50.00	\$0.00	\$0.00	\$50.00	20%
Total Expenses	\$165,000.00	\$18,201.98	\$10,502.63	\$6,066.24	\$10,174.43	\$44,945.28	27%
Net Income or (Loss)		\$1,265.15	(\$3,186.67)	\$8,590.34	\$16,129.12	\$22,797.94	

<u>Account Balances</u>			<u>Opening</u>	<u>Credits</u>	<u>Debits</u>	<u>Closing</u>
PNC Checking	\$84,056.38	Operating	\$6,668.82	\$26,303.55	(\$10,174.43)	\$22,797.94
PNC Savings	\$76,775.68	Restricted	\$144,106.36	\$2,019.00	\$0.00	\$146,125.36
Vanguard Bonds	\$89,689.82	Reserve	\$57,750.00	\$0.00	\$0.00	\$57,750.00
Total	\$250,521.88	Surplus	\$26,228.58	\$0.00	\$0.00	\$26,228.58
		Totals	\$234,753.76	\$28,322.55	(\$10,174.43)	\$252,901.88

Summary - Fourth Quarter FY 2021

Opening Balance	\$234,753.76
Total Income	\$28,322.55
Total Expenses	(\$10,174.43)
Closing Balance	\$252,901.88

<u>Restricted Funds</u>			<u>Opening</u>	<u>New Gifts</u>	<u>Spending</u>	<u>Closing</u>
PNC Savings	\$56,435.54	Disaster Assist.	\$14,980.00	\$569.00	\$0.00	\$15,549.00
Vanguard Bonds	\$89,689.82	Education	\$123,251.36	\$460.00	\$0.00	\$123,711.36
Total	\$146,125.36	Graduate Schol	\$613.00	\$846.00	\$0.00	\$1,459.00
		Finch Award	\$5,262.00	\$144.00	\$0.00	\$5,406.00
		Total	\$144,106.36	\$2,019.00	\$0.00	\$146,125.36

FY 2021, 4th Quarter (April 1, 2021 to June 30, 2021)

<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	\$4,345.00	\$12,500.00	\$38,625.00	97%
Conference Registration	\$92,000.00	\$0.00	\$0.00	\$7,815.00	\$4,505.00	\$12,320.00	13%
Conference Vendors	\$15,000.00	\$0.00	\$300.00	\$2,200.00	\$7,100.00	\$9,600.00	64%
Conference Sponsorship	\$7,000.00	\$0.00	\$0.00	\$400.00	\$750.00	\$1,150.00	16%
Publication Advertising	\$4,000.00	\$1,400.00	\$988.00	\$0.00	\$360.00	\$2,748.00	69%
Publication Sales	\$1,150.00	\$45.00	\$90.00	\$180.00	\$90.00	\$405.00	35%
Mailing List Sales	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Off-Meeting Workshops	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Bank Interest	\$150.00	\$13.32	\$1.93	\$1.89	\$1.92	\$19.06	13%
Investment Interest	\$2,000.00	\$575.81	\$625.03	(\$318.31)	\$406.63	\$1,289.16	64%
Gifts to Operations	\$600.00	\$404.00	\$560.00	\$33.00	\$590.00	\$1,587.00	265%
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Total Income	\$165,000.00	\$19,467.13	\$7,315.96	\$14,656.58	\$26,303.55	\$67,743.22	41%
EXPENSES							
Administrator	\$8,765.00	\$192.48	\$3,752.05	\$150.65	\$152.65	\$4,247.83	48%
Executive Officers	\$23,500.00	\$14,276.17	\$1,092.74	\$2,971.72	\$5,483.25	\$23,823.88	101%
Caucus Funds	\$1,750.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	6%
Steering	\$3,740.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Communications	\$6,000.00	\$151.40	\$1,764.78	\$863.94	\$477.26	\$3,257.38	54%
Education	\$2,160.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Diversity and Inclusion	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Meetings Coordinating	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Finance	\$7,175.00	\$964.60	\$564.94	\$1,622.60	\$1,128.47	\$4,280.61	60%
Membership	\$2,250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Nominating	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Finding Aids	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Custer and Finch	\$460.00	\$17.33	\$328.12	\$0.00	\$0.00	\$345.45	75%
Distinguished Service	\$250.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00	100%
Scholarship	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Fall Conference (LAC)	\$58,000.00	\$0.00	\$3,000.00	(\$1,000.00)	\$949.00	\$2,949.00	5%
Spring Conference (LAC)	\$50,000.00	\$2,500.00	\$0.00	\$1,207.33	\$1,983.80	\$5,691.13	11%
Total Expenses	\$165,000.00	\$18,201.98	\$10,502.63	\$6,066.24	\$10,174.43	\$44,945.28	27%
Net Income or (Loss)		\$1,265.15	(\$3,186.67)	\$8,590.34	\$16,129.12	\$22,797.94	

Account Balances

			<u>Opening</u>	<u>Credits</u>	<u>Debits</u>	<u>Closing</u>
PNC Checking	\$84,056.38	Operating	\$6,668.82	\$26,303.55	(\$10,174.43)	\$22,797.94
PNC Savings	\$76,775.68	Restricted	\$144,106.36	\$2,019.00	\$0.00	\$146,125.36
Vanguard Bonds	\$89,689.82	Reserve	\$57,750.00	\$0.00	\$0.00	\$57,750.00
Total	\$250,521.88	Surplus	\$26,228.58	\$0.00	\$0.00	\$26,228.58
		Totals	\$234,753.76	\$28,322.55	(\$10,174.43)	\$252,901.88

Summary - Fourth Quarter FY 2021

Opening Balance	\$234,753.76
Total Income	\$28,322.55
Total Expenses	(\$10,174.43)
Closing Balance	\$252,901.88

Restricted Funds

			<u>Opening</u>	<u>New Gifts</u>	<u>Spending</u>	<u>Closing</u>
PNC Savings	\$56,435.54	Disaster Assist.	\$14,980.00	\$569.00	\$0.00	\$15,549.00
Vanguard Bonds	\$89,689.82	Education	\$123,251.36	\$460.00	\$0.00	\$123,711.36
Total	\$146,125.36	Graduate Schol	\$613.00	\$846.00	\$0.00	\$1,459.00
		Finch Award	\$5,262.00	\$144.00	\$0.00	\$5,406.00
		Total	\$144,106.36	\$2,019.00	\$0.00	\$146,125.36

MARAC MEETING REPORT**SPRING 2021****VIRTUAL****SPRING 2021****VIRTUAL****FINAL SUMMARY**

Category	Budgeted 500 Attendees	Total 785 Attendees
INCOME		
Registration Fees	\$6,490.00	\$12,280.00
Exhibitor Fees	\$7,200.00	\$4,000.00
Total Income	\$13,690.00	\$16,280.00
EXPENSES		
Administrative Services	\$5,000.00	\$5,000.00
Registration/Program	\$1,150.00	\$2,891.13
Session/Plenary Speakers	\$750.00	\$300.00
Total Expenses	\$6,900.00	\$8,191.13
NET INCOME/PROFIT	\$6,790.00	\$8,088.87
Graduate Scholarship \$1 Addons		\$135.00

MARAC MEETING REPORT

SPRING 2021

VIRTUAL

FINAL INCOME

Category	Budgeted 500			Actual 785		
	Cost/Item	Attendees	Total	Cost/Item	Attendees	Total
INCOME						
Registration Fees						
Members Tier	\$5.00	365	\$1,825.00	\$5.00	353	\$1,765.00
Non-Members Tier	\$35.00	75	\$2,625.00	\$35.00	170	\$5,950.00
Community Support Tier	\$50.00	40	\$2,000.00	\$50.00	74	\$3,700.00
Sponsor Another's Attendance	\$5.00	20	\$20.00	\$5.00	173	\$865.00
Speaker Free Registration	\$0.00	0	\$20.00	\$0.00	89	\$0.00
Complimentary Registration, non-speaker	\$0.00	0	\$0.00	\$0.00	105	\$0.00
Total Registration Fees		500	\$6,490.00		964	\$12,280.00
Exhibitor Fees						
Standard Package	\$300.00	10	\$3,000.00	\$300.00	2	\$600.00
Premium Package	\$400.00	5	\$2,000.00	\$400.00	4	\$1,600.00
Session Sponsorship, session chair spotlight	\$100.00	5	\$500.00	\$100.00	10	\$1,000.00
Product Demo Time Slot (30 minutes, exclusive)	\$300.00	2	\$600.00	\$300.00	1	\$300.00
Donations/Sponsorships (Tier 1)	\$100.00	2	\$200.00	\$100.00	0	\$0.00
Donations/Sponsorships (Tier 2)	\$50.00	2	\$100.00	\$50.00	0	\$0.00
Program Ad Standalone Full	\$500.00	0	\$0.00	\$500.00	0	\$0.00
Program Ad Standalone Half	\$300.00	0	\$0.00	\$300.00	0	\$0.00
Program Ad Standalone Quarter	\$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
Program Ad Upgrade Full	\$300.00	1	\$300.00	\$300.00	0	\$0.00
Program Ad Upgrade Half	\$100.00	1	\$100.00	\$100.00	1	\$100.00
Total Exhibitor Fees			\$7,200.00			\$4,000.00
Total Income			\$13,690.00			\$16,280.00
Graduate Scholarship \$1 Addons				\$1.00	135	\$135.00

VIRTUAL

Category	Budgeted 500			Actual 785		
	Cost/Item	Attendees	Total	Cost/Item	Attendees	Total
EXPENSES						
Administrative Services			\$5,000.00			\$5,000.00
Registration/Program						
Postcard and Program, design/print/mail			\$500.00			\$1,106.62
Advertisement			\$200.00			\$0.00
Sched App			\$250.00			\$250.00
Expanded Zoom subscription			\$200.00			\$1,524.51
Info Session Prizes			\$0.00			\$10.00
Total Registration/Program Costs			\$1,150.00			\$2,891.13
Session/Plenary Speakers						
Honoraria			\$500.00			\$300.00
Misc. Expenses			\$250.00			\$0.00
Total Session/Plenary Costs			\$750.00			\$300.00
Total Expenses			\$6,900.00			\$8,191.13

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

After many months of waiting (well over a year, actually) it appears quite likely that I will be able to return to work in Special Collections at the UMD campus in August of this year. This means that I will be able to resume the full range of my duties as MARAC Historian, and will be in a position again to assist Joni Floyd with the MARAC Archives on a volunteer basis as appropriate.

The newly-formed 50th Anniversary Committee has commenced its work and is meeting via Zoom every month. I sense a great deal of energy and excitement on the part of committee members about anniversary planning for the 2022 calendar year, and in particular for events and celebrations connected with the Fall/22 “Anniversary” MARAC Meeting in College Park, MD. I am serving on this committee as a tri-chair with John LeGloahec and Alex Plante. I want to thank Jennie Knies, for orchestrating a good committee meeting launch in late March and also Sara Predmore for her ongoing support. (Look for a 50th Anniversary Committee report elsewhere in this quarter’s combined Steering Committee reports.)

Lauren Brown
MARAC Historian

MARAC Archivist Report: July 2021

MARAC Archives

- Received the pdf of the MARAC Final Membership Directory 2020-2021 from Sara P. for inclusion in the MARAC Archives.

MAA Backlog

- Assisted Jodi Boyle with MAA backlog uploads. The ingest should begin in August.

MARAC 50th Anniversary Celebration

- Attended May meeting
- Submitted three choices on the MARAC committee interest form. My first choice is "Hosting a tour of the MARAC Archives in conjunction with the Fall/22 meeting."

Submitted by,
Joni Floyd, MARAC Archivist

MARAC

Mid-Atlantic Regional Archives Conference

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

**Development Coordinator Report
Steering Committee Meeting
July 16, 2021**

I engaged in the following activities since the last Steering Committee Meeting:

- I attended the June MARAC 50th Anniversary Committee Meeting for a brainstorming session.
- Submitted a brief article to the Summer 2021 issue of the *Mid-Atlantic Archivist* highlighting the Graduate School Education Scholarship.
- Attended the July Finance Committee meeting.
- I am exploring holding a silent auction to raise money for our various funds. Currently, the idea is to solicit handmade items from our membership (archivists are a crafty bunch) and have both an in-person auction at a meeting and online. I am not sure that I could pull it together in time for the fall meeting, but if Steering approves of the idea, I could set it up for the spring.

Respectfully submitted,

Margaret Turman Kidd

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Web Team Report

Steering Committee Meeting
July 16, 2021

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

Updates since the last Steering Meeting:

- The Web Team will be meeting later this month to onboard new members, review plans for updating the site, and re-configure member responsibilities
- Updated conference, committee, and caucus pages as requested
- Updated member lists on all committee pages
- Laura updated the Job Opportunities page
- Don updated the Web Team Operations Manual and posted a new banner image for the Fall 2021 conference on the home page

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



Summer 2021 NATIONAL COALITION FOR HISTORY Report
MARAC Steering Committee Meeting, July 16, 2021

BIDEN ADMINISTRATION RELEASES FY22 BUDGET PROPOSAL: On May 27, 2021, the Biden administration released its detailed proposed federal budget for Fiscal Year (FY) 2022. It includes the Biden proposed budget for FY22 and compares it with the FY21 and FY20 budgets.

When viewed from that time frame, most programs were either level funded or received small increases. However, the National Archives and Records Administration (NARA) would see its first significant increase (7 percent) in many years! Likewise, the budget for the National Historical Publications and Records Commission (NHPRC) would increase 46 percent, from \$6.5 million to \$9.5 million. Over the past two years, NCH has prioritized advocacy for increased NARA and NHPRC funding.

To access a chart of how history, archival and education programs fared, visit <https://historycoalition.org/wp-content/uploads/2021/06/FY22-Biden-request-vs-FY-21-and-FY-20-1.pdf>

NCH STATEMENT OPPOSING “DIVISIVE CONCEPTS” LEGISLATION: Legislation currently under consideration by numerous state legislatures around the country menaces the academic freedom essential to all classrooms, especially those where history is the focus of discussion and debate. The National Coalition for History opposes the passage of so-called “divisive concepts” legislation in these legislatures. Such bills have been introduced in eight states and are designed to limit discussion about racism, sexism and discrimination in the classroom and/or the workplace. What is especially pernicious about these bills is that they masquerade as legislation defending free speech, but in fact have been purposely designed to curb consideration of subjects controversial or critical of American society and culture. While each one differs slightly from the other, many of these bills forbid any mention of:

- the continuities and systemic nature of racism, whether nationally or within a state;
- the idea that individuals, because of their race or sex, are inherently oppressive whether consciously or unconsciously;
- suggestions that individuals bear responsibility for actions committed in the past by members of their same race or sex;
- or indication in class that anyone should feel “discomfort, guilt, anguish, or any other form of psychological distress” because of their race or sex.

The National Coalition for History deplores the intent of these bills to foment confusion and have a chilling effect on teachers. It denounces such bills as thinly veiled attempts to place limits on a curriculum which fosters a comprehensive and critical look at American history from a variety of perspectives. Free and open discourse promotes the critical thinking skills that students need to excel both in the classroom and later in life. “Divisive concepts” legislation stifles that debate and our ability to move forward as a nation. NCH encourages its members to join in actively opposing all legislative obstacles to free speech and open debate on our history and institutions.

To learn more, visit <https://historycoalition.org/> Stay safe, be well!

—Jan Zastrow
NCH Representative
zastrow@hawaii.edu

MARAC 50th Anniversary Committee
Report to Steering Committee
July/2021

This is the first quarterly report to Steering from a newly-formed committee, tasked with celebrating in various ways MARAC's 50th anniversary in 2022.

Attached is the original charge for the committee, written by Jennie Knies. The committee first assembled via Zoom for an organizational meeting in late March; since then it has held Zoom meetings on a monthly basis. A list of members can be found in Jennie's document; the committee has three leaders: Lauren Brown, John LeGloahec, and Alexandra Plante.

Committee members have explored various options and possibilities in celebrating MARAC's 50th, culminating in several special events at the Fall/22 meeting in College Park—the birthplace of MARAC in 1972. To this end, the committee has discussed its plans with our MARAC Treasurer Amanda May and with our Development Officer, Margaret Kidd. It plans to trade notes at its July meeting with Becky Collier and Mark Colbourne, recently-appointed LAC Co-Chairs for the College Park meeting. The committee has plans of bringing this anniversary date to the attention of the general MARAC membership at the Fall/21 meeting in Gettysburg. It is currently completing work on devising a project chart, assigning names of committee members to specific tasks such as writing articles for the *maa* and planning a plenary session at the Fall/22 meeting focused on the history of MARAC.

One of the overarching goals of this committee, while making sure that we have some fun in 2022 and honor our founders, is to do what we can to leverage this anniversary year by increasing the profile of MARAC in our region--and in the process—to see MARAC go into 2023 year with a higher membership base and with strengthened financial resources.

For the 50th Anniversary Committee:

Lauren Brown
MARAC Historian

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 (Lauren Brown: lbrown3@umd.edu) CO-CHAIR
- MARAC Archivist (Dr. Joni Jones Floyd: jfloyd19@umd.edu)
- One representative from Fall 2022 Local Arrangements Committee (Mary Mannix until LAC is formed: mkmannix@gmail.com)
- One representative from Fall 2022 Program Committee (Danna Bell: dbellr@att.net)
- One representative from the MARAC Communications Committee (Jodi Boyle: jboyle@albany.edu)
- At least 3 additional MARAC members; at least one should have been a MARAC member for three years or fewer.
 - Lencia Beltran (lenciabeltran@gmail.com)
 - Alexandra deGraffenreid (aad5597@psu.edu)
 - Melissa Erlandson (inovskis@jlab.org)
 - Christina Gibson (ctgibson@umd.edu)
 - Sandra Glascock (sjglascock@gmail.com)
 - David Grinnell (grinnell@pitt.edu)
 - John LeGloahec (legloaj@gmail.com) CO-CHAIR
 - Taylor Mason (t.mason2270@gmail.com)
 - Alexandra Plante (acplante@gmail.com) CO-CHAIR
- MARAC Administrator (Sara Predmore: administrator@marac.info)

Timeline:

The Committee will commence work immediately upon this charge. A draft budget request should be submitted to the MARAC Treasurer by April 2021. The MARAC 50th anniversary will

officially begin in January 2022 and continue through the final day of the Fall 2022 MARAC meeting.