

MARAC

Mid-Atlantic Regional Archives Conference

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

STEERING COMMITTEE

Thursday, October 7,
6pm-9pm Gettysburg, PA
Salon AB
AGENDA

In Attendance: Tara Wink, Sara Borden, Mary Mannix, Sarah Ponichtera, Amanda May, Matt Testa, Laura Christiansen, Christine Lutz, Josette Schluter, Diane Bockrath, Anne McDonough, Mark Coulbourne, Sheridan Sayles, Bethany Antos, David Grinnell, Zach Hottel, Lori Hostuttler, Sara Predmore, Lauren Burroughs, Lauren Brown, Joni Floyd, Tabitha Cary, Margaret Kidd, Andrew Cassidy-Amstutz, Danna Bell, Carolyn Friendrich, Molly Tighe, Marci Bayer, Elizabeth Wilkinson, Vicki Russo, Heather Perez, Don Sailer, Laura Montgomery.

I. Call to Order – 6:33pm

- A. Introductions.
- B. Approval of Agenda – Amanda May motions to approve, Joni Floyd seconds.

II. Approval of Steering Committee Minutes

- A. Minutes of July 16, 2021 Steering Committee Meeting, held on Zoom. Lauren Brown requests that the Secretary add the actual names of everyone getting service awards. Lori Hostuttler moves to approve, Mary Mannix seconds.

III. Officer's Reports

- A. Chair
 - 1. Chair's Report (Wink) – Report Submitted. Encourages caucuses to have a virtual meeting to debrief after the conference because so many could not come. Similarly Membership should have a virtual welcome to new members after the in person welcome session tomorrow. LAC co-chair needed for Harrisonburg, and members in general. Nominations and elections are coming. Jennie Kniess asks for someone to receive the distinguished service award who has done great work for MARAC.
 - 2. Administrator's Report (Predmore) – Report Submitted. Update on registration is 241 registered for this conference. 262 were registered but some had to cancel. Awards for presentation on Saturday.
- A. Chair-Elect (Borden) – No report. Nothing to add.
- B. Meetings Coordinator (Mannix) – Report Submitted. Nothing to add.
- C. Secretary (Ponichtera) – No report. Nothing to add.
- D. Treasurer (May) – Report Submitted. Nothing to add.
- E. Parliamentarian (Burroughs) – No report. Not present.

IV. Advisory Positions

- A. Historian (Brown) – Report Submitted. Nothing to add.
- B. Archivist (Floyd) – Report Submitted. Not present.
- C. Development Coordinator (Kidd) – No Report. Has not been a lot of activity. Still planning on doing a silent auction in the spring. Virginia Archives month is doing activism and archives, promoting donating to archival funds including the disaster relief, education, and disaster relief funds. Tara asked whether to advertise them, Margaret says yes announce the donation drive but not yet the silent auction.
- D. Web Team (Sailer) – Report Submitted. Not present.
- E. Regional Archival Association Consortium (Cassidy-Amstutz) – Report Submitted. Not present.
 - 1. Tara says that the CASE legislation was to protect library and archival workers from being sued, and we wrote a letter in support of that.
- F. National Coalition for History (Cary) – Report Submitted. Nothing to add.

V. Old Business

- A. 50th Anniversary Committee/Meeting (Lauren Brown) - Planning for 50th anniversary events throughout the year culminating the in the College Park meeting. Planning a survey to distribute to membership. Tara Wink says that Becky and Mark (LAC co-chairs) needs a decision on the reception and plenary by October 25th. And a decision on the oral history project.
- B. MARAC Online Education Logistics Task Force – Amanda says the inaugural meeting took place a few weeks ago, and sketched out what questions they want to answer and which are out of scope. The first is to facilitate the Harrisonburg conference, which seeks to have a set of conferences available in an online format. Here in Gettysburg selected sessions are being recorded and will be made available online. A delivery system has to be determined – possibly memberclicks, which is already in use. What was out of scope included doing the actual recordings. That will be added to the programming or local arrangements committees brief. But the task force will establish some guidelines and best practices. Matt Testa adds that the committee addressed workshops being recorded but decided that was also out of scope. Tara says the deadline is February, Amanda says the task force hopes to test out its ideas at Harrisonburg and create a report based on that. Both conclude that there is a clear demand and they are trying to come through but it is difficult to make hybrid work.
- C. Strategic Plan review (<https://www.marac.info/strategic-plan>)
https://docs.google.com/document/d/1rhGXw3DXp5SGRllA5qnT_XhspcwxNOTr4MSmsj1z0cQ/edit?usp=sharing

The code of conduct has been implemented. The DEI committee has been productive and is giving its first award this year. Mentorship program has been established. Exploring remote workshop attendance. Some of the big goals are being accomplished. On the other hand, DRUM is not really happening. Danna Bell says this is something that should be approached with the University of Maryland. Tara says this may not be something that we can address unless the DRUM can accept the filetypes we are creating. Amanda May says that we also need to be able to embargo content if we are going to make it available for purchase so that we are not undercutting our fundraising efforts. It may still be viable as a permanent repository but needs to be paused if we are going to monetize content. Amanda May also says we may want to make some content available freely on MARAC's YouTube

channel. Lauren Brown says sometimes it is not possible because conference participants do not donate their materials (such as slides). Mary Mannix confirms this is a problem. Carolyn says that the communications committee is also having technical problems with DRUM.

Tara asks, are there other goals that we should be working toward that are not in our strategic goals at present? She says, we do not need to answer this right now, but this is something we need to answer at some point and be held accountable for the results. Matt Testa points out that the strategic plan has not been referred to due to the turnover of the steering committee. We would need to go over the past reports to see the flaws. There was a good effort in the document to create specific accountabilities and dates but there has not been follow through. Something to keep in mind for future strategic plans – how to sustain its goals through everything that comes up (pandemics included!). Tara suggests the strategic goals should be simpler, and the highly specific goals should be internal rather than included as part of the strategic plan. Grinnell suggests it may be better suited for smaller groups to move this forward. Danna Bell suggests designating a member of the committee whose responsibility it would be to serve as the overseer of the strategic plan. Mary Mannix concurs, describing the position as the voice of the strategic plan. Lori says instead of a strategic plan her library has a strategic roadmap, which is then issued as guidance to the steering committee members (caucus chairs, etc.). Margaret Kidd says that she agrees that roadmaps are a little more flexible and that the establishment of dates was working well until the pandemic hit. Diane agrees that strategic planning should be more about a vision and less about a specific to do list.

Tara confirms that the values are what is published and the SMART goals are behind the scenes. She suggests that since it's clear that the pandemic has disrupted the current plan, forming a group to review how to proceed would be worthwhile. Amanda May asks about what tools this person or group will have to make these goals happen – since it is not meant to be coercive, perhaps investigating what went “wrong” when things did not happen as planned would be the way to go. Tara and Sara Borden will serve on this committee. Vicki says it could be added to the description in the operations manual to look at the strategic plan. Should it be only Steering or non-steering? Matt suggests past Steering members might offer valuable insight. Sara B. says there has been a concerted effort to include non-steering members. Tara and Sara B. will come up with a plan. New Membership Committee chair says that she spoke about that with her committee about the strategic plan. She says that it is a productive way of going about this to ensure that the committee chairs are aware of these goals and communicating them to their groups. She says many of the goals are quite similar so they try to do a single process to address multiple goals. Tara agrees goals need to be SMARTer. Tara and Sara B. will report back by next Steering Committee meeting in January.

VI. New Business

- A. Save the Date – Upcoming Events.
- B. Amanda May reminds the caucuses that they have money that can be spent on events.

VII. Standing and Operational Committees (15 min)

- A. Awards (Bell) – Report Submitted. Nothing to add. Tara asks if John Woods who gives the money for the Finch award can speak while Ilhan will announce the nominee. Amanda asks when he gave money because she is not aware of him giving money. Danna and Mary Mannix confirm that he gave the initial money. Sara Predmore confirms that he does maintain his membership and takes out ads.
- B. Communications (Friendrich) – Report Submitted. Nothing to add.

- C. Diversity and Inclusion (Bayer) – Report Submitted. Please remind people the scholarship is available. Otherwise nothing to add.
- D. Education (Wilkinson) – Report Submitted. Nothing to add.
- E. Membership (Russo) – Report Submitted. Re-instituted the archival outreach to education committee. Otherwise nothing to add.
- F. Nominations and Elections (Perez) – Report Submitted. Caucus reps, chair elect, treasurer needed. Two more weeks for nominations. Sara Predmore mentions that elections are going to be a little earlier next year since it's tied to the business meeting – so early January not late January.

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

- A. Delaware (Bockrath) – Report Submitted. Nothing to add.
- B. District of Columbia (Coulbourne) – Report Submitted. Nothing to add.
- C. Maryland (Coulbourne) – Report Submitted. Nothing to add.
- D. New Jersey (Maharjan) – Report submitted. Virtual meeting October 15. Nothing to add.
- E. New York (Antos) – Report submitted. Nothing to add.
- F. Pennsylvania (Grinnell) – No report. Nothing to add.
- G. Virginia (Hottel) – Report submitted. Nothing to add.
- H. West Virginia (Hostuttler) – Report submitted. Nothing to add.

IX. Adjournment. Adjourned 7:36. Motion to adjourn Mark Coulbourne, seconded by Bayer.

Signed by: Sarah Ponichtera, 1/28/22


