

# MARAC

Mid-Atlantic Regional Archives Conference

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**Steering Committee Meeting**  
**Friday, April 9, 2021 10:00 AM- 2:00 PM**  
**Zoom Meeting (Remote)**  
**MINUTES**

In attendance: Jennie Knies, Sara Predmore, Tara Wink, Amanda Brent, Amanda May, Anne McDonough, Sara Borden, Caitlin Rizzo, Danna Bell, Diane Bockrath, David Grinnell, Hillary Kativa, Jan Zastrow, Josette Schluter, Josue Hurtado, Laura Montgomery, Lauren Brown, Lauren Burroughs, Liz Scott, Lori Hostuttler, Margaret Kidd, Mark Coulbourne, Mary Mannix, Meg Snyder, Matt Testa, Michael Martin, Molly Tighe, Paige Newman, Sarah Ponichtera, and Tara Maharjan. Christine Lutz

**I. Call to Order (5 min)**

- A. Call to Order at **10:03 AM**
- B. Approval of the Agenda
  - a. **Motion approved. Motion Seconded. Minutes approved by the membership.**
- C. Introductions (including new members)

**II. Approval of Steering Committee Minutes (5 min)**

- A. January 22, 2021 Minutes
- B. Any revisions to the minutes? Danna is spelled wrong on the first page.
  - a. **Motion approved. Motion Seconded. Minutes approved (with correction) by the membership.**

**III. Officer's Reports (30 min)**

- A. Chair
  - a. Chair's Report (Jennie Knies) – Report Submitted.
    - a. Only one thing to add: Apologies for not tasking the Meeting Model Working Group yet, but Jennie plans to do so before leaving office.
  - b. Administrator's Report (Sara Predmore) – Report Submitted.
    - a. Update on the virtual conference: Registration is closed as of last night and we have 785 registrations. We have had 70 people become members and 29 people renew their memberships. Over half of our members (446) are attending the conference. Prospects are up as are student numbers. Also, everyone has been very generous in contributing to community support and paying for others registrations, but Sara will let Amanda May discuss that. This has been a great show for the very first virtual conference. Danna Bell

adds that she just looked at the Society of California Archivists virtual conference and noted that group is charging \$35 for registration. Danna also adds that colleagues of Library of Congress are very excited. Sara Predmore concurs saying that Library of Congress is really well represented in registration numbers.

- b. Jennie Knies takes a moment to recognize what a big part Sara Predmore has played historically in managing the in-person conferences, and how well she has switched over and made this virtual conference a success. Sara Predmore adds that the committees have been wonderful. However, answering questions about Sched has been terrible. Sara adds that if you haven't registered for Sched yet make sure that you do so you can get zoom links.

B. Chair-Elect (Tara Wink) – Report Submitted.

- a. Updates on positions filled since submissions: The Communications Committee is now completely filled. The Education Committee is still waiting to hear back from one person. Membership Committee was filled, but it may be that we need one more. Nominations and Elections Committee is now filled. Meetings Coordinating Committee still needs one person as does the Web Team.
- b. Tara asks that if you received an e-mail from her, please do respond since she is still waiting to hear from a few people. Margaret Kidd asks if Tara needs suggestions and Tara said not at the moment. Tara adds that we do need a Technical Coordinator for Meetings Coordinating Committee, and some of the chair roles have yet to be filled. Tara Maharjan asks if Diversity and Inclusion was filled? Tara Wink confirms the person that ran and did not win ultimately filled the vacancy..
- c. Jennie Knies adds a reminder that outgoing committee members need to review the operations manual. Any updates can be sent to either Caitlin Rizzo or Sara Predmore. Jennie also adds a thank you to Paige Newman for chairing the Education committee especially during the COVID era. Jennie adds that she is sad to see her outgoing. Paige says thank you!
- d. Josue Hurtado asks when the official transition happens for outgoing/incoming? Tara Wink confirms that transitions happen on July 1.

C. Meetings Coordinator (Mary Mannix) – Report Submitted.

- a. Mary begins with a note to say she loves Sched and is also sad to lose Paige Newman.
- b. First additions on Gettysburg Conference: Sara Predmore and Mary Mannix sat down to suggest that the Program Chairs and Local Arrangements Committee have monthly meetings starting with the Gettysburg Conference. Mary Mannix also spoke to Laura Little and said the new thing now in conference planning is contact tracing and Laura will be forwarding information on that to Mary who will review if we need to contact trace at Gettysburg.
- c. Additions on Harrisonburg Conference: Mary met with the former Harrisonburg co-chairs who will be stepping down and entering into a consulting role. Mary will need to appoint two more co-chairs for Harrisonburg. They are still committed to James Madison University's involvement and Mary does have some ideas for new co-chairs. Mary adds that 1 Program Committee co-chair (Sheridan Sayles) will be coming on board for Harrisonburg, and will be recruiting her co-chair.
- d. Additions on College Park Conference: There is no signed contract yet, but Mary is hoping to have one before the end of the virtual conference. The food minimum right now is \$30,000 down from \$34,000 originally. Thankfully the MARAC Historian has provided a

nice list for potential Local Arrangement Committee co-chairs, so Mary can start recruiting soon.

- e. Discussion: Mary reminds us that we are trying to rebook Saratoga Springs and adds that it has been very difficult. The general assumption is that we have one conference a year and we don't know yet what year we need to be book for and what season. The question here is should Mary be concerned when re-booking about whether or not one conference a year model will go into effect.

Jennie Knies offers that the whole purpose for re-booking is so we don't have to pay a penalty for having voided the conference. Mary Mannix confirms that this is the case. Jennie Knies adds that one of the Meeting Model Task Force recommendations is that we try one virtual conference and one longer conference (those will be tested during the upcoming virtual and College Park). Jennie goes on to say that we now have three in-person conferences in a row scheduled, so perhaps we should plan for Spring 2023 to be virtual. If this is the case, the earliest we should try for Saratoga Springs will be Fall 2023 or Spring 2024. Jennie asks if the Meeting Model Task Force recommended Spring or Fall for in-person. Mary Mannix adds that she believes it was Fall. Jennie says she suggests we push for Fall for the moment and privilege Fall 2023 and Fall 2025. If neither of these work, Jennie suggests we keep pushing off by falls. Mary Mannix adds that time periods are limited and Fall 2024 is probably not available, but Fall 2023 or Fall 2025 should work. Jennie asks if the hotel is not available, would it be appropriate to start asking why we should accommodate them if they are not available accommodate us. Hillary Kativa clarifies that the Meeting Model Task Force suggested Spring initially, but there was a good amount of flexibility and everything Jennie and Mary have been suggesting is in line with their suggestions. Mary Mannix offers that seasons do matter and there's still COVID complications to consider.

Conclusion: Mary says if everyone is in agreement than Spring 2023 will be virtual, then Fall 2023 can hopefully be Saratoga Springs. No objections are made. Mary adds that she cannot say how wonderful Sara has been fabulous as have the Novaras in helping with these meetings. Thank you to everyone who is coming! Jennie adds a thank you to Mary as well.

D. Secretary (Caitlin Rizzo) – No Report Submitted. Nothing to Add.

E. Treasurer (Amanda May) – Report Submitted.

- a. Amanda begins by saying that everything is looking pretty nice! The report reflects that we are still doing fine if not underperforming on the income and expenses side of things. We have brought in 25% of our projection for income and only spent 21% for expenses, so that's good.
- b. Amanda adds that we do have a bit of an issue with some of our income that is COVID-related. Our conference income is obviously lower because we did not have a fall conference and the spring conference is cheap. Our membership is still down as is sales/advertising revenue. That might be because of COVID or the movement to electronic advertising/publishing of the *Mid-Atlantic Archivist*.
- c. Amanda adds that she cannot give the full quarterly report since she does not have the Vanguard statement, but considering the market she cannot imagine our investments gone down. Amanda adds that she is still working on getting access to those.
- d. Amanda clarifies that members can ignore the report on the virtual conference because the numbers are now outdated. She adds that we currently have 785 attendees, the income is very strong, and we are projecting a strong profit. We had many people add a \$1 and

support the graduate fund. Generosity has really defined this conference. People provided massive amounts of community support: 74 people paid the community support rate and 175 people paid for another person's attendance. Several people also felt comfortable registering for \$0 which is great. We did bring in less for vendors, but we made a respectable showing. Hopefully the attendance numbers will help boost vendor numbers in the future. We've blown past our initial projections for income. Our expenses were higher than we expected, but not by much and mostly because of Zoom. That's not the final report, but that will come after the conference wraps up. However, this is close to what the final numbers will be. More thank you's to everyone involved and to Sara Predmore in particular! We all agree to knight Sara officially.

- e. Discussion: Amanda says that for the fall conference, the committees have made a wonderful budget that is very tight and know what they are looking for and how to budget correctly. With that in mind, there is no concerns with their budget. However, the Finance Committee did ask that there be some sort of virtual component for the conference even if just for plenaries/lunch. Amanda adds that she is open for discussion on Gettysburg conference budget.

Sara Predmore speaks up to say that trying to do a hybrid conference as the Finance Committee asks would be extraordinarily complicated and expensive and she would shy away from that suggestion. Mary Mannix agrees and says that this might be an ask for the future especially considering the cost of A/V in hotels. Mary Mannix adds that this might disincentivize in person attendance. Tara Wink also adds that we do not currently have a Technical Coordinator to do this work and suggests we might think about this for Fall 2022. Margaret Kidd offers that she is the one who oversaw the suggestion and that this is fine by her. Jennie Knies offers her agreement that waiting to Fall 2022 might be best. Jennie also adds that when we do start to think about recordings we should consider if that's free or if there's a cost associated. Amanda May offers that we could afford a learning management system and place recordings behind a paywall or make a membership benefit or sell as an add on. Amanda says that should be something else for someone to coordinate. Danna Bell suggests that she likes Amanda May's suggestion about the learning management option as something to explore in the future since so many people have embraced the virtual. Amanda says she is hearing a no on the virtual option for Gettysburg but that we should return in the future. Molly Tighe adds that the previous to COVID we did a few things on Facebook Live (like community discussions), so that might be a way to do a plenary or business meeting that's low barrier or low cost. Amanda agrees that sounds doable, since that is a one camera and one microphone set up.

Conclusion: Amanda May confirms that we can leave that out of the current budget for Gettysburg and it can be considered a stretch goal.

- f. **Vote to approve the budget for the Gettysburg Conference. The members vote to approve the budget.**
- g. Discussion: As you saw from the Quarterly report, we are doing well keeping expenses below income, but we do need to find ways to increase our income. We have done a great job cutting expenses (for example we are in a free virtual steering committee meeting), so cost reductions like that and like not printing the *Mid-Atlantic Archivist*, doing more committee work via online means helps to reduce expenses and helps offset the reduction income. Amanda adds that even though this is reduction income for the next year, she wants to emphasize that we really need to keep membership up and do something to drum up income even if it's just five dollars. We also need to do something to demonstrate value to

our members. Amanda May opens the floor for discussion on the budget.

Conclusion: There are no questions or concerns for the budget as it stands.

- h. **Vote to approve the budget as presented. The members vote to approve the budget.**
- i. Discussion: Jennie Knies offers as an aside that it is probably a good idea that when Paige Newman meets with the incoming Education Committee chair to have a conversation about meeting for off-conference workshops. Tara Wink offers that Membership Committee should also be brought into those conversations. Paige Newman adds that Amanda May should be in those conversations as well. Amanda agrees. Jennie Knies asks if we have ever done online workshops. Paige Newman says we have not yet, but we are working on one now. Jennie adds she is thinking now with the success of the virtual conference there may be instructors more interested in doing an online-only workshops and more people will be willing to take them. Amanda May adds that hopefully our conference next week will help demonstrate we do know how to do online things. Tara Wink also suggests charging for a virtual tour as a way to provide income. Jan Zastrow adds that Hillary Kativa will be giving a mini-workshop for the virtual conference and Hillary Kativa says that this workshop will translate well. Amanda adds that tours could be free for members and charge for non-members, and that now we have tools to be creative.  
Conclusion: The incoming chairs for Education and Membership agree to meet with the Treasurer during the transition period. Jennie Knies adds a big thank you to Amanda May for her role as treasurer. Jan Zastrow adds a recommendation that she enjoyed archivist bingo and that could be used as a money maker.

F. Parliamentarian (Lauren Burroughs) – No Report Submitted. Nothing to add.

#### **IV. Advisory Positions (10 min)**

- A. Historian (Lauren Brown) – Report Submitted.
  - a. Lauren Brown was involved in the kick-off for the Anniversary Committee to discuss the meeting in Fall 2022. There are three co-chairs and they wanted to make sure that everyone in the organization has a mechanism for input on the celebration. It occurred to Lauren that we might want to have them report to Steering Committee on a quarterly basis since they are meeting a monthly basis. Lauren adds a thank you to Amanda May and Jennie Knies for seed money. Lauren adds that anyone with suggestions can reach out to him directly.
- B. Archivist (Joni Floyd) – Report Submitted. Jennie Knies informs us that Joni is absent, but if anyone has questions they can e-mail Joni directly.
- C. Development Coordinator (Margaret Kidd) – No Report Submitted.
  - a. Nothing to report other than an apology for not doing a development push for the conference. Also, just a note that if we have any profits that it would be wise to put them towards the graduate fund because we still have not got enough to add another scholarship. Margaret also confirms that like Amanda May she still lacks access to Vanguard account information.
- D. Web Team (Laura Montgomery/Don Sailer) – Report Submitted. Nothing to add.
- E. Regional Archival Association Consortium (Andrew Cassidy) – Report Submitted. Jennie Knies informs us that Andrew is absent today, so there is nothing to add.
- F. National Coalition for History (Jan Zastrow) – Report Submitted. Nothing to add.

#### **V. Old Business (60 min)**

A. **Strategic Plan review** (<https://www.marac.info/strategic-plan>)  
[https://docs.google.com/document/d/1rhGXw3DXp5SGRlIA5qnT\\_XhspewxNOTr4MSmsj1z0cQ/edit#heading=h.ore9gg6wt0cc](https://docs.google.com/document/d/1rhGXw3DXp5SGRlIA5qnT_XhspewxNOTr4MSmsj1z0cQ/edit#heading=h.ore9gg6wt0cc)

- a. Discussion: Jennie Knies offers that we did not have much old business other than we had created a Google Document for people to go in and record progress on the Strategic Plan. There is not much that needs to happen at this point. We reviewed the Strategic Plan and wrote out the identified objectives and action items, then asked people to comment on their progress/updates/etc. People can still go through and react and comment as they see fit. Jennie says that she does not think there's anything we need to do at this point. This will be helpful for whoever has to deal with the next phase of strategic planning as we go forward. This is a work in progress and some things need to be filled out, but Jennie offers that we have done pretty well as an organization in fulfilling the tasks that we came up with. Jennie asks how people feel moving forward: do we want to go through item by item or if we just want to people to continue to review and add as they are able?
- Amanda May suggests that since we are getting ready to transition this would be a good thing to add to the to-do list as people transition to talk over and then we can re-visit in July in a more thorough way. Danna Bell adds that we can continue to add and push off full review until winter in the chat. Jennie Knies adds that she is in favor of Amanda May's and Danna Bell's suggestions to continue to add/review for the time being. Tara Wink agrees to add this to the list of tasks to do at the point of transition.
- Conclusion: Jennie Knies suggests that everyone should add edit their operations manual entry to include a timeline item to review the connections between the strategic plan and their committee. Then we can go back and discuss the strategic plan more fully after the transitions are complete. Jennie asks for additional comments? There are none.

## VI. New Business (30 min)

- A. Discussion: Jennie Knies has no new business and asks if anyone has any open concerns. Josette Schlutter asks if there is any way for folks to donate to MARAC outside of conference registration as she was not able to donate with registration since her employer was covering the costs. Sara Predmore adds that this is possible by going to the ["Donate" area on MARAC's website](#). Jennie clarifies you have to login as a member first before donating, and Sara confirms that this is annoying but it's the only way to ensure folks get confirmations for payments and donations. Amanda May amplifies Margaret Kidd's note that she will put this link in conference session chats to help fundraise.
- B. Margaret adds an important update via chat: I'd like to say that Jennie Knies has done an amazing job leading us during COVID. All of the officers have! Thank you.

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

- A. Awards (Danna Bell) – Report Submitted.
- a. Nothing to add other than that notes on the second page of the report are important. For next year, we want to make the finding aid award cover two years because of the problems with my chair (who had a family emergency). Also, for future, we want to make sure the winners of the elections and the incoming senior chairs know about precedents of having the person who has the largest number of votes take the junior co-chairs. Nominations and Elections Committee folks need to be more aware of that. Jennie Knies adds that this was a miscommunication from a previous Nominations and Elections Committee. Tara Maharjan adds that Sara and she discussed changing the wording that says "this person had the most number of votes" to say

“this person will become chair.” Sara Predmore and the next Nominations and Elections Committee chair will have to work on that. Jennie adds a kudos to Danna Bell for re-vamping the Awards Committee and adds that Tara Maharjan has done a great job as well.

- B. Communications (Molly Tighe/Michael Martin) – Report Submitted.
  - a. Michael Martin adds we have nice a track for someone who comes in at the advertising position, goes into Assistant Editor, and then becomes the Editor. Michael also adds that Jodi Boyle is the outgoing editor and we should give her kudos.
  - b. Molly Tighe adds that she is really excited about the work on the *Technical Leaflets* which will be renamed the *Practical Archivist: A Technical Leaflet Series*. She adds that there is a publication coming soon on scrapbooks. Jennie Knies adds that she loves the new name.
  - c. Lauren Brown asks if we should consider a service award for Jodi Boyle. Amanda May, Meg Snyder, and Jennie Knies all agree.
  - d. Jennie Knies expresses gratefulness for the Communications team for their work and willingness to get engaged.
- C. Diversity & Inclusion (Josue Hurtado) – Report Submitted.
  - a. Josue Hurtado announces that we received the first four applications for the Diversity and Inclusion scholarship and selected a winner of the inaugural scholarship. The winner is a proposal about the LGBTQ History Project at the Shippensburg campus. The Program Chairs for Gettysburg were informed and we are very excited. Jennie Knies offers thanks to Josue who has done a great job.
  - b. Lauren Brown adds that a Service Award should go to Josue as well.
- D. Education (Paige Newman) – Report Submitted. Nothing to add.
- E. Membership (Sara Borden) – Report Submitted. Nothing to add.
  - a. Jennie Knies also adds that the Membership Committee has done amazing work under Sara Borden as the chair.
- F. Nominations and Elections (Tara Maharjan) – Report Submitted.
  - a. One member at large was recently elected to start in July will need to step away, so we offered the position to the runner up who lost by one vote but have not heard back. If that person declines, then we will need to run a special election. However, we are waiting to hear back first.

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

- A. Delaware (Diane Bockrath) – Report Submitted. Nothing to add.
- B. District of Columbia (Anne McDonough) – Report Submitted. Nothing to add other than a shout out for this upcoming event: <https://www.eventbrite.com/e/emergency-preparedness-for-small-arts-humanities-organizations-tickets-144079280005>
- C. Maryland (Mark Coulbourne) – Report Submitted. Nothing to add.
- D. New Jersey (Tara Maharjan) – Report Submitted. Nothing to add.
- E. New York (Margaret Snyder) – Report Submitted. Nothing to add but agreement on Jodi Boyle’s amazing work!
- F. Pennsylvania (David Grinnell) – No Report Submitted.
  - a. David adds a shout out to Jodi Boyle and the wonderful job she’s done.
- G. Virginia (Amanda Brend) – Report Submitted. Nothing to add but thank you’s for everyone who helped on virtual information session!
- H. West Virginia (Lori Hostuttler) – Report Submitted. Nothing to add.

### **IX. Announcements or Additions?**

A. Discussion: Danna Bell suggested that we discuss a service award for Jodi Boyle. Jennie Knies says that there is documented support in the chat, but that we should wait for the fall rather than rushing it through right now. Jennie Knies reminds people that you can recommend service awards at any point, so feel free to email the Chair with suggestions. Danna Bell agrees with that. Lauren Brown adds we should consider Service Awards for all long-term committee folks who are leaving positions. Jennie Knies reminds everyone that we are not sure who is responsible for Service Awards. Danna Bell says that it is Membership Committee's responsibility and offers that we discussed this in the past. Tara Wink asks if this is Distinguished Service Awards or Service Awards. Jennie Knies confirms that this is Service Awards. Jennie Knies would propose that because this comes up in Steering Committee and that maybe general Service Awards should just reside with Chair and Chair Elect. Tara Wink agrees. Danna Bell asks one question about how to deal with the Chair's Service Award, so for this reason maybe Chair-Elect should be responsible. Tara Wink asks if there should be a deadline then. Jennie Knies offers that the whole concept of the Service Award is traditional for the Program Committee and Local Arrangement Committee, but we do discuss some situations where someone has gone above and beyond then these have been very ad hoc, so maybe it is worth having some sort of calendar/timeline.

Conclusion: Jennie Knies offers that since Spring is the time for Distinguished Service, then we give regular Service Awards in the Fall. Then in the July meeting where everyone rolls off, the new Chair receives suggestions and Steering discusses then the non-conference service awards are given in the fall. Sara Predmore will print the awards, so that is worked out. Sara Predmore agrees and says we will not mail them but give them all out in Gettysburg. Jennie Knies offers that she and Tara Wink will meet and update the operations manual together.

- B. Announcement: Hillary Kativa announces that she is the steering committee member who will not be able to serve a second term because she accepted a new position in Boston. She adds that she will be back at Gettysburg however. She says thank you! Everyone congratulates Hillary and wishes her good luck!
- C. Jennie Knies thanks everyone and everyone thanks Jennie for her leadership during a crazy year!

## **X. Adjournment**

- A. Motion to Adjourn. Motion seconded.

**Meeting adjourned at 11:54 PM**

**Signed by: Sarah Ponichtera, August 3, 2021**



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