

MARAC

Mid-Atlantic Regional Archives Conference

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

STEERING COMMITTEE

Friday, July 16, 2021, 10am-2pm

Zoom (Remote)

AGENDA

In Attendance: Tara Wink, Sara Borden, Mary Mannix, Sarah Ponichtera, Amanda May, Matt Testa, Laura Christiansen, Christine Lutz, Josette Schluter, Diane Bockrath, Mark Coulbourne, Tara Maharjan, Amanda Brent, Lori Hostuttler, Sara Predmore, Lauren Burroughs, Lauren Brown, Joni Floyd, Jan Zastrow, Margaret Kidd, Danna Bell, Michael Martin., Molly Tighe, Rayna Andrews, Elliot McNally, Vicki Russo, Heather Perez, Don Sailer, Laura Montgomery, Margaret Turner.

I. Call to Order ((10:03am) Amanda May motions to call to order, Amanda Brent seconded it.

- A. Introductions. Tara Wink begins introductions, welcomes everyone to Steering for this year.
- B. Approval of Agenda - Matt Testa moves to approve the agenda and Lauren Burroughs seconds.

II. Approval of Steering Committee Minutes

1. April 9, 2021 Minutes - Lauren Brown notes we adjourned at 11:54 am not pm. Amanda May moves to approve, Josette Schluter seconds the motion.

III. Officer's Reports

1. Chair
 1. Chair's Report (Wink) – Report submitted.
 1. Tara notes that she will not be there for the business meeting on Saturday in Gettysburg, due to a family conflict. Sara Borden will run the business meeting instead. Tara Wink will give her report at the plenary.
 1. The web team is looking for two additional members. Asks people to email Tara Wink or Sara Borden with suggestions for people who can participate.
- ii. Administrator's Report (Predmore) – Report submitted
 1. Membership numbers from the report (908 members) was as of June 30, now increased to 922. Rutgers, UMD, and Queens College are supporting MARAC by encouraging students to become members. Last year the increase was only 18, but this year 61 new members for the Spring Conference.
 2. Reminds Committee chairs they can use MARAC elists instead of setting up their own email groups.
 3. Notes that if there are any technical problems with Dropbox or the Google drive Sara Predmore is happy to help.
 4. Reminds everyone to renew membership.

5. 8 people registered for the conference so far, registration just opened yesterday. Tara seconds Amanda May's chat comment that we should focus on retaining these new members for the long term.

B. Chair-Elect (Borden) – No Report, Nothing to add.

C. Meetings Coordinator (Mannix) – Report submitted, amended report submitted yesterday. Tara will be giving her report at the plenary, this brings a wider audience and might be a good thing to continue going forward.

.Contracts have been signed for College Park and Saratoga Springs, so the next virtual conference will be Spring 2023. Saratoga Springs did not have a lot of hotel availability, so that timing was fairly inflexible.

i.Nominates the virtual local arrangements committee for service awards due to their outstanding effort under difficult circumstances.

D. Secretary (Ponichtera) – No report, encourages everyone to update their part of the operating manual.

E. Treasurer (May) – Report submitted.

.Finances are doing well. We are now in FY22. We are spending less, bringing in more. Generous donations to restricted lines. Investments and savings are doing fine. Spring 21 Conference Report reflects the great success of that conference, and made \$8000+ for a conference that cost \$5 to attend. Next virtual conference planned for 2023.

i.Action needed - conference awards have not kept up with inflation. Archival education fund, which supports raising travel funds, is well supplied, so increasing reimbursements would not present a problem. Question whether these increased awards will take place in time for the fall conference in Gettysburg. Confirmed by Danna Bell that we do have time to implement the raise for fall. Amanda raises this for a vote. **10 votes in favor - the motion passes.**

ii.Next action needed - what to do with the profits from the conference. Finance committee wants the \$8000 to go to exploring sustaining future virtual conferences. The conference committees or task force put together would explore virtual offerings, hybrid or livestream/record live presentations. Put it behind a paywall as a benefit of membership. Could explore memberclicks as a platform option, since it is already in place at MARAC. Archive the workshops going forward. Amanda May recommends following that plan. Response is enthusiastic. Mary Mannix supports this idea. Sarah Ponichtera suggests a more specific spending plan. Tara Wink proposes an actual separate task force to develop spending recommendations rather than leaving it with the finance committee. Amanda May proposes creating a task force to develop a specific plan for spending this money to support the development of future virtual offerings. Look into options, costs, pros and costs of different delivery options. Elliot McNally adds that the education committee can support this as well. Needs reps from different areas - MCC, education, membership, finance. Should not be too large - 7 members max. **11 in favor - the motion passes.** Tara Wink will develop a call for members and send it to steering before broadcasting it more widely. Danna Bell recommends including someone who has actually set up rooms for conferences - and Tara recommends it be the new technical coordinator (who would also be the MCC member).

F. Parliamentarian (Burroughs) – No report, nothing to add.

IV. Advisory Positions (15 min)

1. Historian (Brown) – Report submitted. Nothing to add.

2. Archivist (Floyd) – Report submitted. She is not present, but is working to ensure digital records are ingested and archives are kept up to date.
3. Development Coordinator (Kidd) – Report submitted.
 1. Exploring doing a silent auction. Tara Wink in support. Sara Predmore adds that she ran a silent auction before, and it went over very well since it was online and people could support the organization even if they were not otherwise involved, and the majority of the winners were people who would not otherwise have donated.
- D. Web Team (Sailer) – Report submitted. Nothing to add.
- E. Regional Archival Association Consortium (Cassidy-Amstutz) – Report submitted. Not present.
- F. National Coalition for History (Zastrow) – No report

V. Old Business (30 min)

1. Lauren Brown. 50th anniversary committee. Group has been meeting monthly. They will send out questionnaire to the membership after Gettysburg in order for them to be able to provide input for the 2022 anniversary year. The culmination will be the fall 2022 meeting in College Park. Happy to share meeting minutes.
2. Service awards will be voted on, the certificates will be printed by Sara Predmore and awarded at the in person meeting at Gettysburg.
 1. Recommendation to give award to Jennie Knies who was Chair during COVID.
 2. Mary Mannix suggested the Local Arrangements co-chairs for the virtual conference.
 3. Lauren Brown wanted to give the Chair award for the previous year to Rachel Grove Rohrbaugh, who never got an award despite serving as previous Chair due to the cancellation of the conference due to COVID, and Caitlin Rizzo who rotated off as Secretary. People who have run committees: first Diversity and Inclusion Committee Chair, Jodi Boyle who stepped down as MAA editor, Sara Borden for heading up membership survey initiative and was membership chair for 6 years. First survey since 2012. Co-chairs of meeting model taskforce, who submitted report in the fall of 2020.
 4. Mary also suggests local arrangements committee from Long Branch, Tara Maharjan says it was already done at the previous meeting.
 5. Sara Predmore confirms - all LACs since fall of 2019 will be included.
 - 6. 9 in favor of awarding these service awards, the motion passes.**
 7. Since Tara will not be there, Sara Borden will distribute all the service awards except for the one that she is getting, which will be given by Mary Mannix.
- C. Strategic plan review. We are in Year 4 of the strategic plan, and this review is to make sure that we are following through on what we said we were going to do. Tara Wink suggested we put this off one more meeting to give new people the chance to read through the strategic plan and evaluate if everything is on track. We also need to look at what measures have been put in place to see whether progress is being made, and whether those make sense. We will talk about it in Gettysburg.
 1. New strategic plan will be launched in 2023.
 2. Matt Testa suggests we send a reminder to all the relevant officers to review the plan a month before the Gettysburg meeting, Tara Wink confirms.

VI. New Business (30 min)

1. Mentoring subcommittee discussion. The question is how do people get appointed to the committee, as right now it is fairly opaque. Amanda May thinks it may not make sense for it to be its own committee since this is linked to having a specific budget line and there is no need for a specific budget for mentoring so it may not

need to be its own committee. Vicki Russo says: How many people need to be on this committee - last year it was four people for 20 mentees. Is that number sufficient? Christine Lutz says there is a liaison now for each cohort, so there is not a major need for more members or a dedicated budget line at this time. Vicki Russo points out that we just got a lot more student members, this would be a real value to them. When would it need to be its own committee, perhaps there is a number, like 50 mentors, that suggests that it should be independent. Tara will work with Vicki and Christine on shoring up the documentation around how members are appointed so that there is clarity. Sara Borden supports Vicki's idea of having a cutoff number at which point the committee becomes independent.

2. Save the date - upcoming events. Tara Wink points out that we need clear identified dates for upcoming events in the reports. Diane Bockrath asked if there was money for caucus events. Amanda May said yes they have moved to a pool model where instead of individual caucuses having their own budgets there is a pool for everyone to draw on, and this is available to every caucus.

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

1. Awards (Bell) – Report submitted. Nothing to add.
 1. Suggestion to do 2 finding aid awards since we didn't have one last year.
- B. Communications (Martin) – Report submitted. Nothing to add, will discuss new position in August.
- C. Distinguished Service Award (Knies) – Report submitted, not present.
- D. Diversity and Inclusion (Andrews). Report submitted. Committee designated liaisons for upcoming meetings, discussed scholarships, and plans for publicity at the Gettysburg meeting. Announce scholarship winners so that people are inspired to apply. Create a standalone email for the committee to spread the word. Doing a bystander intervention training for people involved in the conference. Josue Hurtado working with someone at the Northeast Archivist Association who was doing a training that was cancelled due to COVID. Rayna Andrews would like to revive this and bring it to the membership. Perhaps as a workshop for the Harrisonburg conference. The Diversity chair should be on the MCC. This should be added to the operations manual.
- E. Education (McNally) – Report submitted. Nothing to add.
- F. Membership (Russo) – Report submitted. Nothing to add.
- G. Nominations and Elections (Perez) – Report submitted. Nothing to add.

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

1. Delaware (Bockrath) – Report submitted. Nothing to add.
2. District of Columbia (McDonough) – report submitted, Not present
3. Maryland (Coulbourne) – Report submitted
4. New Jersey (Maharjan) – Report submitted
5. New York (Snyder) – Report submitted, not present.
6. Pennsylvania (Grinnell) – No report, not present.
7. Virginia (Brent) – Report submitted, nothing to add.
8. West Virginia (Hostuttler) – Report submitted, nothing to add.

IX. **Adjournment**

Sara Predmore notes that the education committee's report should be revised to reflect changed cost of workshops, and confirms Amanda May will reach out to Sheridan Sayles regarding increase in travel reimbursements.

Mannix motions to adjourn. Schluter seconds. Adjourned at 11:43AM.

Signed by: Sarah Ponichtera, 10/7/2021

A handwritten signature in black ink, appearing to read "Sarah Ponichtera", is written above a solid horizontal line.
