

MARAC

Mid-Atlantic Regional Archives Conference

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

STEERING COMMITTEE

Friday, January 28,

10am-12pm, Zoom

AGENDA

I. Call to Order (10 min)

A. Introductions

Present: Tara Wink, Sara Predmore, Sara Borden, Mary Mannix, Amanda May, Lauren Bourroughs, Lauren Brown, Margaret Kidd, Don Sailer, Jan Zastrow, Danna Bell, Molly Tighe, Michael Martin, Rayna Andrews, Elliot McNally, Vicki Russo, Heather Perez, Diane Bockrath, Mark Coulbourne, Tara Maharjan, Margaret Snyder, Amanda Brent, Lori Hostuttler, Matt Testa, Christie Lutz, Josette Schluter, Laura Christenson.

B. Approval of Agenda

Moved and seconded.

II. Approval of Steering Committee Minutes (5 min)

A. October 8, 2021 Steering Committee Meeting

Moved and seconded.

III. Officer's Reports (30 min)

A. Chair

a. Chair's Report (Tara Wink)

Still looking for Distinguished Service award nominations, Sara Borden will soon be appointing people, please make recommendations. Call for photographs for the MAA – let's celebrate our 50th anniversary. Make reservations for Harrisonburg.

b. Administrator's Report (Sara Predmore)

Numbers are up, despite COVID. The virtual meetings brought in students – 67% increase in this category.

Have been working on improving the website – making it more accessible and user-friendly. Committee and caucus pages belong to those committees, and the web team is happy to make

changes. Now introducing more visuals – starting with photo of the Chair. Created a new tab for membership. This will include information on how to get involved, volunteer, centralize forms and communications. We now have a join/renew button to bring membership to the forefront, on request of Amanda May. Need to add more information to the education tab, including more information on workshops apart from the conference workshops. We could at minimum include a generic statement with links to other organizations such as CCAHA or LoC if we are not offering workshops at that time. Policies and procedures should go here under about. Soon we will create a new heading for Meetings Planning to centralize that information more easily available without having to dig into the current giant PDF. We will add the YouTube channel – only questions is where. Mark Coulburne suggests the Education tab. As well as a link to DRUM. Sara requests any suggestions for wording, encouraging people to get involved. Affirms that a statement of welcome really makes the website more engaging and interpretable. For example with the committees list – which was previously just a list of tabs to the various committees. Need explanation for what the committees are and what positions exist that might fit them. Diversity and Inclusion resources are now published to Google docs – so now when the Google doc on the MARAC google drive is updated, the website will be updated accordingly. The documents have to be published to make this work – so the committees should keep in mind to publish any relevant documents in the same way, minimizing work on the administrator and web team. Sara Predmore suggests that rather than the history of each committee, the committee pages should start with what kinds of people they are looking for or what skills would be a good match for the work of each committee. Tara asks the committees to look at their page and suggest revised language in time for the Harrisonburg meeting.

B. Chair-Elect (Sara Borden)

Affirms that the strategic planning details are in the report, please take a look to prepare for upcoming discussions. Tara suggests updating committee language in tandem with reviewing the manual.

C. Meetings Coordinator (Mary Mannix)

Difficulty dealing with the hotel in Harrisonburg. Wednesday rooms are currently filled, and hotel is not responding. If anyone has trouble getting a room please email me directly so I can make sure you get a room when they open up more. PC has been having trouble getting enough session proposals for College Park – 18 and we need 28 sessions. Today is the deadline for using the form but we will accept additional proposals, so let us know. Affirm that not all the sessions needs to be anniversary-related. Lauren Brown is also concerned about the lack of session proposals. PC will be meeting on Wednesday of next week to begin review of proposals. They will also have to built some on their own. They can cede a day to Education is they want to offer additional workshops. But just hoping for more proposals. Mary asks caucus chairs to request their members to propose sessions. Confirms that spring 2023 will be virtual. Mark will host a zoom session to encourage and support people interested in proposing sessions for College Park. Hoping that this will encourage new archivists and produce new sessions.

D. Secretary (Sarah Ponichtera)

No report.

E. Treasurer (Amanda May)

On track for the end of the second quarter. Investment accounts lost some money due to the bond market falling. Suggests finding another place to hold the savings – will work with the new treasurer on how to proceed. The Harrisonburg budget is looking quite similar to Gettysburg in that we are trying to minimize losses if we have a small turnout. 200 attendees will ensure that we break even – that is what we are hoping for. Budget was approved by finance – Steering approves the budget as presented. Voting proceeds according to Zoom buttons, and passes. Gettysburg made a profit of \$515, and beyond that returned to in person gathering in a positive way.

New policy for returns – we pay a transaction fee whether we are accepting or returning payments, so we are taking a loss in transactions fees when people cancel. Finance proposes a \$5 cancellation fee for all but the lowest-cost workshops. Sara Predmore suggests that this policy does not go into effect until after the Harrisonburg conference since we have not published the policy in advance of them registering for conferences. Amanda agrees that is the best way to proceed. Sara Predmore affirms that this is essential to making sure that as a small organization these fees add up and so this is important. Amanda says we paid over \$2000 in banking fees last year – a significant percentage of the money we are bringing in. Tara affirms this is not about punishing people but about accountability and responsible financial stewardship. Amanda says this is not out of step with what other organizations are doing. Steering votes in favor.

Increasing honoraria for workshop teachers, and expense cap. Currently up to \$250 for lodging, travel, and food is reimbursed. If it is for an off-conference workshop, full expenses are reimbursed. Increase would increase to \$300 for half day / \$600 for full day workshops (split between instructors as needed). Workshop fees have also been increased \$5 for half day, \$10 for full day, to account for inflation as well as support this change. Steering votes in favor.

F. Parliamentarian (Lauren Burroughs)

Nothing to add.

IV. Advisory Positions (15 min)

A. Historian (Lauren Brown)

Jodi Boyle is conducting a feature on archivists who are the same age as MARAC (turning 50). Next feature will be on relationships formed in MARAC, both familial and romantic.

B. Archivist (Joni Floyd)

Tara, Sara, and Joni have met to streamline the process of getting digital materials into Archives and remove excess from website (currently 10 years of minutes, for example).

C. Development Coordinator (Margaret Kidd)

Nothing to add. Lauren has a question about the auction for College Park – what will be auctioned? Margaret is soliciting donations in terms of crafted materials or donations of material help from members, and will also solicit donations from members. Tara could offer a free year of MARAC membership as a raffle but probably not an auction.

D. Web Team (Laura Montgomery/Don Sailer)

Nothing to add.

E. Regional Archival Association Consortium (Andrew Cassidy-Amstutz)

Absent.

F. National Coalition for History (Jan Zastrow)

Nothing to add, but interested in input on the retirement of David Ferreiro as National Archivist.

V. Old Business (45 min)

A. 50th Anniversary Committee/Meeting (Lauren Brown)

Committee is interested in launching an oral history program in conjunction with the anniversary year.

a. History Factory Offer

Offering services in creating a history of the organization. We do not need their help organizing our archives or creating an exhibit but we could use help in leveraging this event to increase our profile, membership base, and ultimately finances. Lauren is interested in taking them up on the offer but not sure how best to proceed. Membership Committee chair would like to be involved if they can help with boosting membership. Tara affirms they should invite them to the committee meeting and also include related chairs (membership, development, chair-elect). Concern is what they might want in return.

B. MARAC Online Education Logistics Task Force (Diane Biunno/Laura Montgomery)

Matta Testa reports that initial discussions were centered on options that might work for Harrisonburg. As a reminder there was a surplus from last year that could be devoted to equipment for recording, but Matt feels this kind of work should be outsourced to lessen the burden on MARAC volunteers and staff, with the caveat that this is not the official group recommendation but his opinion. Tara says the report is very thorough. The quote for recording for Harrisonburg was \$450. This includes capture for the plenary, the luncheon, and a “zoom room.” We also have to broadcast the people who are presenting remotely (thought this will not

have a budget impact). The first quote included black velour drapes which was eliminated – but the camera, the mixer, cables, technicians – all costs money. This will be a test of whether this is something we want and whether this is an expense that we should build into our regular budget. Mary M. says that in case of a surge another Zoom room may be required (and is getting priced out by Alan). Tara affirms we need to see how useful these materials will be after the conference and whether this is something that is compatible with MARAC’s core mission. Matt suggests that this is more of an interim than a final report, and after Harrisonburg there should be an evaluation phase. A core issue for the committee has been hammering out how these workflows will happen – and additional committees may need to step up to take some of this on as well. Matt suggests the idea of a virtual registration option that would involve a smaller fee in order to have expedited access to the recordings before they are released to the general public. Amanda May says that is something that could be offered later. Tara would hesitate to offer that now because there was some delay in getting the recordings up before – would not want to offer this now. But in the future it’s a good option.

C. Strategic Plan review (Sara Borden/Tara Wink)

Sara Borden – we will be asking for each MARAC officer to create a few goals for the next round of the strategic plan. A document was created based on the last strategic plan, showing which goals were completed, ongoing. We need to establish which of these should be continued, but also additional goals from each steering member. Check Sara’s report for the definition of SMART goals. At least two and no more than five SMART goals by the spring meeting – along with timelines and success metrics. Goal is for it to be less cumbersome than last time. Tara mentions there are a lot of ongoing but some are actually more completed than ongoing – please note that these categories are a bit mixed – more work was done than they were initially aware of. Jennie started this process – “strategic plans never die” !

VI. New Business (45 min)

A. Steering Committee Meeting Timing (Sara Predmore/Tara Wink)

The four hour 10-2 time period is a holdover from a time when we met in person over lunch. In an online environment perhaps it would be possible both to shorten it and to confine it to either morning or afternoon. Friday afternoons are rough, so perhaps Friday mornings are better. Lauren Brown recommends 9-12, getting away from the idea of going through the lunch hour. Tara agrees. Tara affirms that it saves money and time to Zoom so there is no need to return to in person meetings. Danna Bell affirms that 9-12 is much better. Any policy documents need to be updated to affirm the change? Tara does not think so.

B. Policies and Procedures (Sara Predmore/Tara Wink/Mary Mannix)

There should be a document of policies and procedures that is public and everyone can reference as needed. So this is adapted from the NEA document adapted to MARAC’s situation by Tara and Sara. Danna’s question – does a proposal have to come through a

committee chair, or could it be proposed by any MARAC member? If so how would that work? Tara says so far there is nothing in the bylaws that addresses how proposals are supposed to come from Steering. Many times they come through Finance, which then provides Steering with something they can vote on. The problem is not the content it is just difficult to come up with language to describe how it would work otherwise. Perhaps proposals could come to the Chair, but the Chair can't make a motion so that's a bit of an issue. Sara Predmore points out that there is a form for general members to submit proposals on the website, it just isn't part of the bylaws yet. Josette asks if best practices on how Zoom meetings take place might be included in this document. (For members to know the best way of voting, etc., as well as for transparency). Tara proposes using Jenny's slideshow on Zoom etiquette and adding that to this document. It will be linked to the Procedures paragraph. Rayna – is there a proposal template? There is in that there is a web form that goes to the web team who brings it to Steering. Web team confirms they are the owners and the form has only received spam for the last few years. Tara says that is likely because no one knew it was there. Sara asks whether Rayna's question was really about the form or whether there should be a specified format regardless of whether the proposal comes from the web form or elsewhere. Danna suggests putting it in the operations manual.

Diane suggests that the wording might be changed to eliminate the reference to Thursday night meetings since in the context of a virtual conference that may not be the case.

Tara suggests continuing to edit this between now and Harrisonburg, and to vote in between sessions before Harrisonburg. Matt suggests an introductory text if this is going to be a public facing document to contextualize it for new people. Matt also did not see a page with the names of the current officers on the page. Tara asks everyone to review and finalize by next Friday for a vote the second week of February.

a. Vendor Policy (sent via email)

Sara is often asked to use the listserv to advertise goods and services, and even when they are really great it is not MARAC's place to support any particular business so we need to written policy to direct vendors to so they can understand what is and isn't possible with the listserv. Matt mentions that vendors should have to disclose when they speak at a conference that they are there as representatives of a business. Tara asks where it should go specifically. Christina suggests it could go in the bullet points. Mary has not yet seen it. Tara affirms that Mary should review this before it's voted on. This could be voted on off meeting in addition to the other policy and have it voted on before Harrisonburg.

b. Privacy Policy (sent via email)

Does this need to be run by legal counsel? There is no MARAC lawyer, not sure that we want to pay one but also not comfortable putting this out there without review.

MARAC needs to protect itself though. Perhaps we can find someone who would do it pro bono. Perhaps the language could be simplified so that it would not seem so legalistic. Don't we have an opt out for the mailing list? We do allow people to opt out of the mailing list that is sold, but so far there is no opt out of the directory website, or sharing their name with vendors who buy that list. There is currently no mechanism for it. With specific effort on a case by case basis Sara could fill in placeholder information but there's no systemic way to do this. Customizing these lists would be prohibitively difficult so any opt out would have to be all or nothing.

Privacy concerns for people who get scholarships. Although most people are not embarrassed, people may feel differently so perhaps there should be an opportunity to opt out. Tara points out there is a right to know where the money is going but there may not be a right to know the specific individual it went to. Danna is surprised people would not want the publicity as it raises people's profile and they often go on to elected positions. Margaret Kidd suggests putting an advisory that the results will be publicized so that people do not apply if they do not want to be known as a recipient. Amanda May points out that we do not require a demonstration of financial need to scholarships, and suggests adding merit to the name of the scholarship. The scholarship committee will work on this, with Danna Bell.

c. Steering Committee Procedures

d. Organization Chart

VII. Standing and Operational Committees (15 min)

A. Awards (Danna Bell)

B. Communications (Molly Tighe/Michael Martin)

New issue is out

D. Diversity & Inclusion (Rayna Andrews)

Good feedback from Gettysburg.

E. Education (Elliot McNally)

a. Workshop Cancellation/Refund Policy (sent via email with report)

b. Reimbursement Guidelines for Instructors (sent via email with report)

c. Workshop Contracts (sent via email with report)

Nothing to add.

F. Membership (Vicki Russo)

Thank you to Sara Predmore – great new website. Committee will review content.

G. Nominations and Elections (Heather Perez)

Paper ballots are being counted now. 102 people voted for all the caucus elections, even though you're only supposed to vote for your own caucus. The Pennsylvania election results would change if we throw out those ballots, so that election may need to be rerun. And the operations manual needs to be updated to prevent this from happening again.

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

A. Delaware (Diane Bockrath)

Nothing to add.

B. District of Columbia (Anne McDonough)

Nothing to add.

C. Maryland (Mark Coulbourne)

Wrap-up held after Gettysburg

D. New Jersey (Tara Maharjan)

Will continue as caucus chair.

E. New York (Margaret Snyder)

Nothing to add.

F. Pennsylvania (David Grinnell)

Absent.

G. Virginia (Amanda Brent)

Nothing to add.

H. West Virginia (Lori Hostuttler)

Nothing to add.

IX. Adjournment

Motion to adjourn, moved and seconded.

Prepared by Sarah Ponichtera 1/28/22

Signed by Tara Wink 3/24/22

Tara Wink