

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
- B. Approval of Agenda

II. Approval of Steering Committee Minutes (5 min)

- A. October 8, 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 (15 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 (45 min)

- A. 50th Anniversary Committee/Meeting (Lauren Brown)
 - a. History Factory Offer
- B. MARAC Online Education Logistics Task Force (Diane Biunno/Laura Montgomery)
- C. Strategic Plan review (Sara Borden/Tara Wink)

VI. New Business (45 min)

- A. Steering Committee Meeting Timing (Sara Predmore/Tara Wink)
- B. Policies and Procedures (Sara Predmore/Tara Wink/Mary Mannix)
 - a. [Vendor Policy](#) (sent via email)
 - b. [Privacy Policy](#) (sent via email)
 - c. [Steering Committee Procedures](#)
 - d. Organization Chart

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)
 - 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). [Off-Conference On-Conference](#)
- 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: January 20, 2022

To: MARAC Steering Committee Members

From: Tara Wink

RE: Chair Report

- 1) Submitted Chair's Column for Winter 2022 issue of the *Mid-Atlantic Archivist*.
- 2) Wrote New Year's Chair Message to membership
- 3) Met monthly with Sara Predmore.
 - a. Assisted with drafting of Policies and Procedures (Vendor, Privacy, Steering Committee, and Org Chart) to be discussed new business
 - b. Made changes to MARAC Welcome on website
- 4) Met with Joni Floyd and Sara Predmore to discuss a plan for managing and uploading MARAC digital Records
 - a. Decisions: Last 5 years' Business and Steering Committee minutes will remain on MARAC website, prior years' will be available through archivist; same is true of Conference Programs; will be removing unnecessary documents from Dropbox, these will be accessible through archivist so not deleted permanently just removing duplicates from Dropbox
- 5) Met with Sara Borden to discuss new MARAC Strategic Plan
- 6) Attended 1/24 MCC Meeting
- 7) Announcements:
 - a. Please consider nominating someone for the distinguished service award. Contact former MARAC chair, Jennie Knies to nominate someone or for any questions.
 - b. Sara Borden will soon begin appointing members for next year, please consider suggesting members, especially newer members, to fill a variety of vacancies
 - c. Consider sharing any MARAC photographs to the *Mid-Atlantic Archivist* for the 50th Anniversary special
- 8) Upcoming Events:
 - a. Harrisonburg Spring Meeting, March 24-26
 - b. Next Steering Meeting: March 24, 2022 at Harrisonburg; newly elected officers will be included in the invite for that meeting.

Respectfully Submitted,
Tara Wink
Chair

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To: MARAC STEERING COMMITTEE
From: SARA PREDMORE, MARAC ADMINISTRATOR
Date: January 21, 2022 – Zoom Meeting
Re: ADMINISTRATOR'S REPORT

Membership Statistics

There were 874 active members (as of January 21, 2022):

739 Regular Members
63 Retired Members
72 Student Members

Membership Statistics Comparison

Member Type	2020 (as of 1/15/20)	2021 (as of 1/15/21)	2022 (as of 1/21/22)	% change 2021-2022
Regular	707	620	739	19.19%
Retired	62	66	63	-4.55%
Student	41	43	72	67.44%
Total	810	729	874	19.89%

State Caucus Membership Statistics Comparison

Caucus	2020 (as of 1/15/20)	2021 (as of 1/15/21)	2022 (as of 1/21/22)
DC	125	126	138
Delaware	38	32	31
Maryland	168	158	181
New Jersey	116	108	118
New York	172	152	164
Pennsylvania	183	154	185
Virginia	142	138	146
West Virginia	16	15	17

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 (as of 01/21/22)

Month	2019-2020	2020-2021	2021-2022
November	10	4	4
December	3	5	6
January	5	4	7
Total	18	13	17

ADDITIONAL INFORMATION

Elections: Electronic and paper ballots were distributed on January 7th to 860 members. Voting has closed and results sent to NEC Chair. Approximately 43% of eligible members voted. Due to significant price increase for a SurveyMonkey subscription, we chose to use ElectionBuddy which is a pay per use platform. Learning the new system and setting up the election took more time, but the receipt of electronic ballots was higher, and the system was more conducive to resending ballots that had been blocked by filters. I recommend continuing to use ElectionBuddy.

Website Project and Policies: What started as a surface level exploration of the [New England Archivists](#) and [Midwest Archives Conference](#) websites to see what they have on their membership pages, has turned into a consuming project of making MARAC's website more friendly, codifying practices into publicly available policies and procedures, restructuring our Meetings Manual, and looking to the future needs of MARAC membership. I'm working with the Web Team on restructuring the website and coordinating with respective committee chairs on providing information.

Completed Tasks:

- Created [Registration FAQ](#) page to provide convenient access to answers. Will provide link on all conference messaging and webpages.
- Moved and updated [General Meeting Information](#) to provide expanded explanations of our meeting format, suggestions as to why it is beneficial to attend, and more information on how to volunteer
- Switched "Shop" quick link to "Join/Renew" linked to membership form
- Moved Membership out from "About" to have its own tab
- Added introduction to [Committees](#) page
- Drafted [Steering Committee Procedures](#)
- Drafted [Vendor Policy](#)
- Drafted [Privacy Policy](#)
- Moved Member Orientation video from Zoom storage to YouTube and made publicly available
- Added option to membership form to allow people to upload their image through the form and then I will add it to their profile.
- Posted Chair's image and welcome note on home page

Ongoing Tasks:

- Creating dropdown menu for Membership to include items such as *How to Volunteer*, *Give the Gift of Membership*, etc. Membership Chair is working on content.
- Posting an organizational chart on website similar to [NEA's](#). Chair is working on creating chart.
- Exploring other policies such as Honorarium and Reimbursement and Registration Fee Schedule

- Continuing to promote “Friendly Faces” for our Membership Directory. Offer a photo op at Harrisonburg registration table to collect images.
- Reviewing of Education page and offering links to outside resources
- Considering setting up “Partner Organizations”
- Working with MARAC Archivist and Chair to determine document retention policies in order to provide long-term access to documentation and resources through a streamlined website
- Reviewing YouTube analytics to assist in determining cost/benefit analysis of recording presentations

Committee Support: Provided administrative support for the following committees to include attending meetings, coordinating efforts with chairs, and messaging.

- 50th Anniversary
- Online Education Logistics Task Force
- Education
- Executive Committee
- Finance
- Membership
- MCC, Gettysburg, Harrisonburg, and College Park LACs and PCs
- Awards and Scholarships
- Communications
- Nominations and Elections
- Web Team

Spring 2021 Harrisonburg:

- Met monthly with committee conference planners
- Ten vendors and three sponsors have registered.
- Attendee registration opened on January 21.

Upcoming Tasks:

- Heavy conference work for Harrisonburg, preparing for College Park
- Restructuring and heavy editing of Meetings Manual, projected completion **4/1/22**.
 - A Manual Editor will be designated from MCC to update planning guides and reports after every conference. (Mary)
 - Set up “Meeting Planning” page under Conferences tab to bring the information forward. Currently you have to visit Home> About> Committees> MCC to find the link (WebTeam)
 - Converting the 120-page static pdf into several well-defined guides to make more user-friendly and easily accessible online
 - Creating a greatly reduced general guide (Mary)
 - Finalizing an overall meeting timeline that encompasses main committee responsibilities at a glance (Sara). Draft has been distributed for review.
 - Deconstruct full manual and appendices to create separate detailed guides for each committee and other primary positions of responsibility. (Sara)
 - Update previous meeting statistics (Sara)

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Date: 28 January 2022

To: MARAC Steering Committee Members

From: Sara Borden

RE: Chair-elect Report

1. Wink and Borden have been working on creating a timeline and some goals for the next round of strategic planning
 - a. Created a list of which goals from last plan are Completed, Ongoing, Not Completed
 - b. Which goals should be brought over?
 - c. Requesting two goals at least and five goals at most from Officers and Chairs
 - d. Each goal should be a [SMART goal](#)
 - e. Goals should also be accompanied, no matter how rough, by a timeline and success metric
 - f. This is the beginning of a process that will take shape over the next year or so
2. Borden has been working with the MARAC Administrator, Wink, and others on Steering to examine, edit, and update current administrative policy and procedure documents.

Meetings Coordinating Committee

27January 2022

1. Next Meeting:

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: Kayla Heslin (University of Pittsburg), Mary Mannix (Frederick County Public Libraries), and Ali Zawoyski (College of William & Mary)

Program Committee Co-Chairs: Sheridan Sayles (Seton Hall University) and Tyler Stump (Pennsylvania State Archives)

***** Having communication problems with hotel, they are very short staffed, trying to add additional rooms to Wednesday night for two weeks now. *****

2. Future Meetings:

Fall 2022 (October 19 – 22, 2022.)

50th Anniversary Meeting

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 (NARA) and Mark Coulbourne (University of Maryland)

Spring 2023 Virtual Meeting, In Theory

Fall 2023

(October 18-22, 2023)

Saratoga Springs

(To fulfill contract.)

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

***Room Rate:* \$189**

***Food and Beverage Minimum:* \$12,000**

***Program Committee Co-Chairs:* TBD**

***Local Arrangements Committee Co-Chairs:* Potentially Brian Keough and (Person has expressed interest, being courted.)**

3. Manual

Working on manual revision.

Submitted by

Mary K. Mannix, MCC Chair

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January 28, 2022

**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 in advance of the Winter 2022 Steering meeting.

1. Highlights of the Second Quarter Treasurer's Report (see attached) are listed below.
 - The income is from membership dues, conference income, publication sales, off-meeting workshop registration, gifts to operating and restricted funds, and bank interest.
 - Expenses are from Administrator salary; donations to the NHC; administrator phone and postage expenses; conference expenses; annual awards; banking fees; and investment losses.
 - Expenditures from restricted funds were for the graduate scholarship and conference scholarships.
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 – -.60%
3. The spring 2022 budget draft is enclosed. As with Gettysburg, we're expecting a lower turnout than in pandemic-free times and budgeting accordingly. However, there is room in the hotel contract and with vendors to expand based on registration and we can expect a profit in the case of higher attendance.
4. The fall 2021 conference report is enclosed. At 243 attendees, we made a small profit of \$515.52.
5. **Action Item:** The Administrative Director has asked for a concrete policy on cancellation fees. When a transaction is processed by our credit card processor (Authorize), we pay a small fee no matter which way the transaction is going. When we refund a cancellation that was paid for by a credit card, we end up taking a loss because we are paying

transaction fees twice. “The credit card transaction types for which the per-transaction fee is charged are: charges, refunds, void and declines.” Peer organizations have cancellation fees in place.

Vote: Put in place a \$5 cancellation fee for cancellations for most events. For smaller events such as the \$10 off-conference workshop, do not assess a cancellation fee but include a disclaimer that all sales are final. We can waive the cancellation fee if circumstances warrant.

6. **Action Item:** The Workshop Coordinator and Education Chair are asking for an increase to honorarium amounts for workshops. They are currently \$250 for a half-day workshop and \$500 for a full-day workshop. Workshop registration fees have been raised from \$45/\$90 to \$50/\$100 since the Gettysburg conference to account for rising costs of production.

Vote: Increase workshop honoraria to \$300 for a half-day workshop and \$600 for a full-day workshop. Increase expense reimbursement cap for on-conference workshops to \$300.

FY 2022, 2nd Quarter (October 1, 2021 to December 31, 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	\$38,000.00	\$21,906.00	\$1,546.00			\$23,452.00	62%
Conference Registration	\$85,000.00	\$35,260.00	\$3,440.00			\$38,700.00	46%
Conference Vendors	\$15,000.00	\$2,985.00	\$4,900.00			\$7,885.00	53%
Conference Sponsorship	\$7,000.00	\$1,000.00	\$0.00			\$1,000.00	14%
Publication Advertising	\$4,000.00	\$1,256.00	\$0.00			\$1,256.00	31%
Publication Sales	\$900.00	\$45.00	\$180.00			\$225.00	25%
Mailing List Sales	\$70.00	\$0.00	\$0.00			\$0.00	0%
Off-Meeting Workshops	\$1,500.00	\$0.00	\$750.00			\$750.00	50%
Bank Interest	\$150.00	\$1.93	\$1.94			\$3.87	3%
Investment Interest	\$2,000.00	\$55.38	(\$597.08)			(\$541.70)	-27%
Gifts to Operations	\$800.00	\$473.00	\$5.00			\$478.00	60%
Miscellaneous	\$0.00	\$0.00	\$200.00			\$200.00	0%
Total Income	\$154,420.00	\$62,982.31	\$10,425.86	\$0.00	\$0.00	\$73,408.17	48%
EXPENSES							
Administrator	\$20,000.00	\$6,423.61	\$4,803.43			\$11,227.04	56%
Web Services	\$6,200.00	\$6,237.28	\$0.00			\$6,237.28	101%
Archivist	\$1,000.00	\$0.00	\$0.00			\$0.00	0%
Accountant	\$1,145.00	\$0.00	\$0.00			\$0.00	0%
Advocacy	\$1,500.00	\$0.00	\$1,500.00			\$1,500.00	100%
Insurance Policy	\$1,000.00	\$0.00	\$0.00			\$0.00	0%
Phone	\$660.00	\$150.25	\$149.95			\$300.20	45%
Postage	\$750.00	\$4.04	\$28.80			\$32.84	4%
Office Supplies	\$125.00	\$0.00	\$83.67			\$83.67	67%
Food	\$4,760.00	\$0.00	\$2,347.90			\$2,347.90	49%
Travel	\$1,080.00	\$0.00	\$33.60			\$33.60	3%
Equipment	\$300.00	\$43.43	\$0.00			\$43.43	14%
Printing and Design	\$4,600.00	\$352.36	\$684.97			\$1,037.33	23%
Conference	\$100,000.00	\$1,194.95	\$40,576.42			\$41,771.37	42%
Lodging	\$1,700.00	\$0.00	\$662.67			\$662.67	39%
Honoraria	\$1,250.00	\$0.00	\$0.00			\$0.00	0%
Awards and Prizes	\$1,550.00	\$100.00	\$300.00			\$400.00	26%
Scholarships	\$0.00	\$0.00	\$0.00			\$0.00	0%
Banking Fees	\$5,500.00	\$2,130.33	\$1,623.09			\$3,753.42	68%
Investments	\$0.00	\$0.00	\$0.00			\$0.00	0%
50th Anniversary	\$750.00	\$0.00	\$0.00			\$0.00	0%
Miscellaneous	\$550.00	\$0.00	\$29.46			\$29.46	5%
Total Expenses	\$154,420.00	\$16,636.25	\$52,823.96	\$0.00	\$0.00	\$69,460.21	45%
Net Income or (Loss)		\$46,346.06	(\$42,398.10)	\$0.00	\$0.00	\$3,947.96	

Account Balances

PNC Checking	\$87,514.74	Operating	\$46,346.06	\$10,425.86	(\$52,823.96)	\$3,947.96
PNC Savings	\$76,779.55	Restricted	\$146,709.36	\$90.00	(\$2,641.43)	\$144,157.93
Vanguard Bonds	\$89,148.12	Reserve	\$54,047.00	\$0.00	\$0.00	\$54,047.00
Total	\$253,442.41	Surplus	\$50,349.52	\$0.00	\$0.00	\$50,349.52
		Totals	\$297,451.94	\$10,515.86	(\$55,465.39)	\$252,502.41

Summary - Second Quarter FY 2022

Opening Balance	\$297,451.94
Total Income	\$10,515.86
Total Expenses	(\$55,465.39)
Closing Balance	\$252,502.41

Restricted Funds

PNC Savings	\$55,009.81	Disaster Assist.	\$16,341.00	\$30.00	\$0.00	\$16,371.00
Vanguard Bonds	\$89,148.12	Education	\$123,258.36	\$5.00	(\$1,641.43)	\$121,621.93
Total	\$144,157.93	Graduate Schol	\$1,894.00	\$50.00	(\$1,000.00)	\$944.00
		Finch Award	\$5,216.00	\$5.00	\$0.00	\$5,221.00
		Total	\$146,709.36	\$90.00	(\$2,641.43)	\$144,157.93

FY 2022, 2nd Quarter (October 1, 2021 to December 31, 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	\$38,000.00	\$21,906.00	\$1,546.00			\$23,452.00	62%
Conference Registration	\$85,000.00	\$35,260.00	\$3,440.00			\$38,700.00	46%
Conference Vendors	\$15,000.00	\$2,985.00	\$4,900.00			\$7,885.00	53%
Conference Sponsorship	\$7,000.00	\$1,000.00	\$0.00			\$1,000.00	14%
Publication Advertising	\$4,000.00	\$1,256.00	\$0.00			\$1,256.00	31%
Publication Sales	\$900.00	\$45.00	\$180.00			\$225.00	25%
Mailing List Sales	\$70.00	\$0.00	\$0.00			\$0.00	0%
Off-Meeting Workshops	\$1,500.00	\$0.00	\$750.00			\$750.00	50%
Bank Interest	\$150.00	\$1.93	\$1.94			\$3.87	3%
Investment Interest	\$2,000.00	\$55.38	(\$597.08)			(\$541.70)	-27%
Gifts to Operations	\$800.00	\$473.00	\$5.00			\$478.00	60%
Miscellaneous	\$0.00	\$0.00	\$200.00			\$200.00	0%
Total Income	\$154,420.00	\$62,982.31	\$10,425.86	\$0.00	\$0.00	\$73,408.17	48%
EXPENSES							
Administrator	\$8,615.00	\$154.29	\$877.46			\$1,031.75	12%
Executive Officers	\$23,500.00	\$12,660.89	\$6,378.43			\$19,039.32	81%
Caucus Funds	\$1,600.00	\$100.00	\$0.00			\$100.00	6%
Steering	\$2,550.00	\$0.00	\$1,324.15			\$1,324.15	52%
Communications	\$5,000.00	\$352.36	\$386.23			\$738.59	15%
Education	\$2,360.00	\$0.00	\$0.00			\$0.00	0%
Diversity and Inclusion	\$100.00	\$0.00	\$0.00			\$0.00	0%
Meetings Coordinating	\$300.00	\$43.43	\$0.00			\$43.43	14%
Finance	\$6,695.00	\$2,130.33	\$1,577.55			\$3,707.88	55%
Membership	\$2,450.00	\$0.00	\$1,083.67			\$1,083.67	44%
Nominating	\$40.00	\$0.00	\$0.00			\$0.00	0%
Finding Aids	\$500.00	\$0.00	\$0.00			\$0.00	0%
Custer and Finch	\$460.00	\$0.00	\$300.00			\$300.00	65%
Distinguished Service	\$250.00	\$0.00	\$0.00			\$0.00	0%
Scholarship	\$0.00	\$0.00	\$0.00			\$0.00	0%
Fall Conference (LAC)	\$50,000.00	\$1,194.95	\$40,896.47			\$42,091.42	84%
Spring Conference (LAC)	\$50,000.00	\$0.00	\$0.00			\$0.00	0%
Total Expenses	\$154,420.00	\$16,636.25	\$52,823.96	\$0.00	\$0.00	\$69,460.21	45%
Net Income or (Loss)		\$46,346.06	(\$42,398.10)	\$0.00	\$0.00	\$3,947.96	

Account Balances

			<u>Opening</u>	<u>Credits</u>	<u>Debits</u>	<u>Closing</u>
PNC Checking	\$87,514.74	Operating	\$46,346.06	\$10,425.86	(\$52,823.96)	\$3,947.96
PNC Savings	\$76,779.55	Restricted	\$146,709.36	\$90.00	(\$2,641.43)	\$144,157.93
Vanguard Bonds	\$89,148.12	Reserve	\$54,047.00	\$0.00	\$0.00	\$54,047.00
Total	\$253,442.41	Surplus	\$50,349.52	\$0.00	\$0.00	\$50,349.52
		Totals	\$297,451.94	\$10,515.86	(\$55,465.39)	\$252,502.41

Summary - Second Quarter FY 2022

Opening Balance	\$297,451.94
Total Income	\$10,515.86
Total Expenses	(\$55,465.39)
Closing Balance	\$252,502.41

Restricted Funds

			<u>Opening</u>	<u>New Gifts</u>	<u>Spending</u>	<u>Closing</u>
PNC Savings	\$55,009.81	Disaster Assist.	\$16,341.00	\$30.00	\$0.00	\$16,371.00
Vanguard Bonds	\$89,148.12	Education	\$123,258.36	\$5.00	(\$1,641.43)	\$121,621.93
Total	\$144,157.93	Graduate Schol	\$1,894.00	\$50.00	(\$1,000.00)	\$944.00
		Finch Award	\$5,216.00	\$5.00	\$0.00	\$5,221.00
		Total	\$146,709.36	\$90.00	(\$2,641.43)	\$144,157.93

Category	Total for 200 Attendees	Total for 250 Attendees	Total for 300 Attendees
INCOME			
Registration Fees	\$25,130.00	\$31,800.00	\$38,140.00
Exhibitor Fees	\$8,350.00	\$9,600.00	\$11,100.00
Meals	\$5,175.00	\$5,750.00	\$6,750.00
Reception	\$2,100.00	\$2,100.00	\$2,200.00
Tour Fees	\$550.00	\$550.00	\$550.00
Workshop Fees	\$3,000.00	\$3,000.00	\$3,000.00
Total Income	\$44,305.00	\$52,800.00	\$61,740.00
EXPENSES			
Administrative Services	\$5,000.00	\$5,000.00	\$5,000.00
LAC Expenses	\$250.00	\$250.00	\$250.00
Event Insurance	\$800.00	\$800.00	\$800.00
Hotel Expenses	\$3,787.20	\$250.00	\$250.00
AV Expenses	\$9,000.00	\$9,000.00	\$9,000.00
Meal Expenses	\$22,185.27	\$27,051.18	\$31,230.63
Reception	\$3,716.39	\$4,358.57	\$5,111.75
Registration/Program	\$1,549.00	\$1,549.00	\$1,549.00
Session/Plenary Speakers	\$2,000.00	\$2,000.00	\$2,000.00
Tour Expenses	\$300.00	\$300.00	\$300.00
Workshop Expenses	\$3,050.00	\$3,050.00	\$3,050.00
Total Expenses	\$51,637.86	\$53,608.75	\$58,541.38
Total	(\$7,332.86)	(\$808.75)	\$3,198.62
Steering Meal Reimbursement	\$960.00	\$960.00	\$960.00
Online Ed Task Force Reimbursement	\$4,000.00	\$4,000.00	\$4,000.00
NET INCOME/PROJECTED PROFIT	(\$2,372.86)	\$4,151.25	\$8,158.62

MARAC MEETING BUDGET

SPRING 2022

HARRISONBURG, VA

Proposed Budget - Income Estimates

Category	200			250			300		
	Cost/Item	Attendees	Total	Cost/Item	Attendees	Total	Cost/Item	Attendees	Total
INCOME									
Registration Fees									
Pre-Reg Members	\$120.00	140	\$16,800.00	\$120.00	170	\$20,400.00	\$120.00	200	\$24,000.00
Pre-Reg Non-Members	\$170.00	23	\$3,910.00	\$170.00	30	\$5,100.00	\$170.00	35	\$5,950.00
Late Reg Members	\$140.00	15	\$2,100.00	\$140.00	15	\$2,100.00	\$140.00	20	\$2,800.00
Late Reg Non-Members	\$190.00	5	\$950.00	\$190.00	5	\$950.00	\$190.00	8	\$1,520.00
Member, on-site	\$160.00	2	\$320.00	\$160.00	10	\$1,600.00	\$160.00	12	\$1,920.00
Non-member, on-site	\$210.00	1	\$210.00	\$210.00	3	\$630.00	\$210.00	3	\$630.00
Student registration	\$60.00	12	\$720.00	\$60.00	15	\$900.00	\$60.00	20	\$1,200.00
One day (Saturday only)	\$60.00	2	\$120.00	\$60.00	2	\$120.00	\$60.00	2	\$120.00
Total Registration Fees		200	\$25,130.00		250	\$31,800.00		300	\$38,140.00
Exhibitor Fees									
Ads (Full Page)	\$500.00	0	\$0.00	\$500.00	0	\$0.00	\$500.00	0	\$0.00
Ads (Half Page)	\$300.00	1	\$300.00	\$300.00	1	\$300.00	\$300.00	2	\$600.00
Ads (Quarter Page)	\$200.00	2	\$400.00	\$200.00	2	\$400.00	\$200.00	2	\$400.00
Ads (Business Card)	\$100.00	0	\$0.00	\$100.00	0	\$0.00	\$100.00	0	\$0.00
Donations/Sponsorships	\$250.00	3	\$750.00	\$200.00	4	\$800.00	\$200.00	4	\$800.00
Donations/Sponsorships	\$500.00	1	\$500.00	\$500.00	1	\$500.00	\$500.00	1	\$500.00
Donations/Sponsorships	\$1,000.00	1	\$1,000.00	\$1,000.00	1	\$1,000.00	\$1,000.00	1	\$1,000.00
Rental - 1 Table	\$600.00	9	\$5,400.00	\$600.00	11	\$6,600.00	\$600.00	13	\$7,800.00
Rental - 2 Tables	\$800.00	0	\$0.00	\$800.00	0	\$0.00	\$800.00	0	\$0.00
Total Exhibitor Fees			\$8,350.00			\$9,600.00			\$11,100.00
Meals									
Lunch - Friday	\$30.00	110	\$3,300.00	\$30.00	125	\$3,750.00	\$30.00	150	\$4,500.00
Breakfast - Business Mtg.	\$25.00	75	\$1,875.00	\$25.00	80	\$2,000.00	\$25.00	90	\$2,250.00
Total Meals			\$5,175.00			\$5,750.00			\$6,750.00
Reception									
Sponsorship	\$2,000.00	1	\$2,000.00	\$2,000.00	1	\$2,000.00	\$2,000.00	1	\$2,000.00
Guest Tickets	\$20.00	5	\$100.00	\$20.00	5	\$100.00	\$20.00	10	\$200.00
Total Reception Income			\$2,100.00			\$2,100.00			\$2,200.00
Tour Fees									
Tour #1 (Carrier Arboretum)	\$10.00	<u>Min</u> 10	\$100.00	\$10.00	<u>Min</u> 10	\$100.00	\$10.00	<u>Min</u> 10	\$100.00

Tour #2 (Duke Hall Art Gallery)	\$5.00	10	\$50.00	\$5.00	10	\$50.00	\$5.00	10	\$50.00
Tour #3 (Quilt Museum)	\$10.00	10	\$100.00	\$10.00	10	\$100.00	\$10.00	10	\$100.00
Tour #4 (Wilson Library)	\$15.00	10	\$150.00	\$15.00	10	\$150.00	\$15.00	10	\$150.00
Tour #5 (Beer Tour)	\$5.00	10	\$50.00	\$5.00	10	\$50.00	\$5.00	10	\$50.00
Tour #6 (Local History Tour)	\$10.00	10	\$100.00	\$10.00	10	\$100.00	\$10.00	10	\$100.00
Total Tour Fees			\$550.00			\$550.00			\$550.00

Workshop Fees		Min			Min			Min	
Workshop #1	\$100.00	10	\$1,000.00	\$100.00	10	\$1,000.00	\$100.00	10	\$1,000.00
Workshop #2	\$50.00	10	\$500.00	\$50.00	10	\$500.00	\$50.00	10	\$500.00
Workshop #3	\$50.00	10	\$500.00	\$50.00	10	\$500.00	\$50.00	10	\$500.00
Workshop #4	\$50.00	10	\$500.00	\$50.00	10	\$500.00	\$50.00	10	\$500.00
Workshop #5	\$50.00	10	\$500.00	\$50.00	10	\$500.00	\$50.00	10	\$500.00
Total Workshop Fees			\$3,000.00			\$3,000.00			\$3,000.00

Total Income			\$44,305.00			\$52,800.00			\$61,740.00
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MARAC MEETING BUDGET

SPRING 2022

HARRISONBURG, VA

Proposed Budget - Expense Estimates

Category	200			250			300		
	Cost/Item	Attendees	Total	Cost/Item	Attendees	Total	Cost/Item	Attendees	Total
EXPENSES									
Administrative Services			\$5,000.00			\$5,000.00			\$5,000.00
LAC Expenses			\$250.00			\$250.00			\$250.00
Event Insurance			\$800.00			\$800.00			\$800.00
Hotel Expenses									
Room Rentals			\$3,537.20 *			\$0.00			\$0.00
Porterage and Misc. Expenses			\$250.00			\$250.00			\$250.00
Total Hotel Expenses			\$3,787.20			\$250.00			\$250.00
AV Expenses (NEED A DETAILED QUOTE)									
AV Equipment Tech			\$0.00			\$0.00			\$0.00
AV Equipment Rental			\$9,000.00			\$9,000.00			\$9,000.00
Taxes and Fees?			\$0.00			\$0.00			\$0.00
Total AV Expenses			\$9,000.00			\$9,000.00			\$9,000.00
Meal Expenses									
Thur AM & PM Coffee Breaks, continuous bev	\$18.00	50	\$900.00	\$18.00	50	\$900.00	\$18.00	65	\$1,170.00
Thur AM Coffee Break snack	\$8.00	40	\$320.00	\$8.00	50	\$400.00	\$8.00	65	\$520.00
plus bagels	\$32.00	6	\$192.00	\$32.00	6	\$192.00	\$32.00	8	\$256.00
Thur PM Coffee Break snack	\$8.00	40	\$320.00	\$8.00	50	\$400.00	\$8.00	65	\$520.00
plus brownies & cookies	\$25.00	6	\$150.00	\$25.00	6	\$150.00	\$25.00	8	\$200.00
Thur PM Steering Committee Working Dinner	\$32.00	30	\$960.00	\$32.00	30	\$960.00	\$32.00	30	\$960.00
Thur PM - Meet & Greet	\$27.00	85	\$2,295.00	\$27.00	100	\$2,700.00	\$27.00	115	\$3,105.00
Fri Continental Breakfast	\$14.00	150	\$2,100.00	\$14.00	200	\$2,800.00	\$14.00	225	\$3,150.00
Fri AM & PM Coffee Breaks, continuous bev	\$15.00	150	\$2,250.00	\$15.00	200	\$3,000.00	\$15.00	225	\$3,375.00
Fri AM Coffee Break snack	\$11.00	150	\$1,650.00	\$11.00	200	\$2,200.00	\$11.00	225	\$2,475.00
Fri Lunch (chicken)	\$21.00	40	\$840.00	\$21.00	50	\$1,050.00	\$21.00	75	\$1,575.00
Fri Lunch (fish)	\$24.00	40	\$960.00	\$24.00	50	\$1,200.00	\$24.00	50	\$1,200.00
Fri Lunch (veg)	\$24.00	30	\$720.00	\$24.00	25	\$600.00	\$24.00	25	\$600.00
Fri Lunch - box lunch vendors	\$21.00	10	\$210.00	\$21.00	12	\$252.00	\$21.00	14	\$294.00
Fri PM Coffee Break snack	\$13.00	150	\$1,950.00	\$13.00	200	\$2,600.00	\$13.00	225	\$2,925.00
Sat Breakfast buffet	\$20.00	75	\$1,500.00	\$20.00	80	\$1,600.00	\$20.00	90	\$1,800.00
Sat AM Coffee Break snack	\$11.00	75	\$825.00	\$11.00	100	\$1,100.00	\$11.00	125	\$1,375.00
Sat AM Coffee Break beverage	\$2.00	75	\$150.00	\$2.00	100	\$200.00	\$2.00	125	\$250.00
Meal Subtotal			\$18,292.00			\$22,304.00			\$25,750.00
Meal Subtotal (including 10% discount)			\$16,462.80 *			\$20,073.60			\$23,175.00
With Service Charge (20% of subtotal)			\$19,755.36			\$24,088.32			\$27,810.00
Meal Local Tax (12.3% of subtotal)			\$2,429.91			\$2,962.86			\$3,420.63
Total Meal Expenses			\$22,185.27			\$27,051.18			\$31,230.63

Reception									
Caterer			\$3,461.39			\$4,103.57			\$4,856.75
Entertainment			\$255.00			\$255.00			\$255.00
Facility Fees			\$0.00			\$0.00			\$0.00
Total Reception Costs			\$3,716.39			\$4,358.57			\$5,111.75
Registration/Program									
Program Design/Print/Mail			\$1,000.00			\$1,000.00			\$1,000.00
Sched App			\$299.00			\$299.00			\$299.00
Folders, Badges, Lanyards, etc.			\$250.00			\$250.00			\$250.00
Total Registration/Program Costs			\$1,549.00			\$1,549.00			\$1,549.00
Session/Plenary Speakers									
Lodging/Travel/Meals			\$500.00			\$500.00			\$500.00
Honoraria			\$1,500.00			\$1,500.00			\$1,500.00
Total Session/Plenary Costs			\$2,000.00			\$2,000.00			\$2,000.00
Tour Expenses									
		Min			Min			Min	
Tour #1 (Carrier Arboretum)	\$10.00	10	\$100.00	\$10.00	10	\$100.00	\$10.00	10	\$100.00
Tour #2 (Duke Hall Art Gallery)	\$0.00	10	\$0.00	\$0.00	10	\$0.00	\$0.00	10	\$0.00
Tour #3 (Quilt Museum)	\$10.00	10	\$100.00	\$10.00	10	\$100.00	\$10.00	10	\$100.00
Tour #4 (Wilson Library)	\$0.00	10	\$0.00	\$0.00	10	\$0.00	\$0.00	10	\$0.00
Tour #5 (Beer Tour)	\$0.00	10	\$0.00	\$0.00	10	\$0.00	\$0.00	10	\$0.00
Tour #6 (Local History Tour)	\$10.00	10	\$100.00	\$10.00	10	\$100.00	\$10.00	10	\$100.00
Total Tour Expenses			\$300.00			\$300.00			\$300.00
Workshop Expenses									
Honoraria			\$1,800.00			\$1,800.00			\$1,800.00
Lodging/Meals/Travel (Speakers)			\$1,250.00			\$1,250.00			\$1,250.00
Misc. Expenses			\$0.00			\$0.00			\$0.00
Total Workshop Expenses			\$3,050.00			\$3,050.00			\$3,050.00
Total Expenses			\$51,637.86			\$53,608.75			\$58,541.38

MARAC FALL 2021 MEETING**GETTYSBURG, PA****FINAL SUMMARY**

Category	Budgeted 250 Attendees	Actual 243 Attendees
INCOME		
Registration Fees	\$31,700.00	\$28,610.00
Exhibitor Fees	\$9,600.00	\$10,735.00
Meals	\$5,750.00	\$5,665.00
Reception	\$150.00	\$420.00
Tour Fees	\$720.00	\$1,870.00
Workshop Fees	\$4,500.00	\$3,550.00
Total Income	\$52,420.00	\$50,850.00
EXPENSES		
Administrative Services	\$5,000.00	\$5,000.00
LAC Expenses	\$150.00	\$168.24
Event Insurance	\$1,000.00	\$300.00
Hotel Expenses	\$750.00	\$318.00
AV Expenses	\$3,800.00	\$6,110.69
Meal Expenses	\$22,371.30	\$22,963.42
Reception	\$14,085.04	\$13,255.00
Registration/Program	\$1,000.00	\$1,251.05
Session/Plenary Speakers	\$350.00	\$150.00
Tour Expenses	\$555.00	\$1,729.46
Workshop Expenses	\$2,850.00	\$2,405.11
Total Expenses	\$51,911.34	\$53,650.97
Total	\$508.66	(\$2,800.97)
Hotel Comp Nights Earned	\$0.00	\$992.34
Membership Meet and Greet Reimbursement	\$1,000.00	\$1,000.00
Steering Meal Reimbursement	\$800.00	\$1,324.15
NET INCOME/PROJECTED PROFIT	\$2,308.66	\$515.52

MARAC FALL 2021 MEETING

GETTYSBURG, PA

FINAL INCOME

Category	Budgeted 250			Actual 243		
	Cost/Item	Attendees	Total	Cost/Item	Attendees	Total
Registration Fees						
Pre-Reg Members	\$120.00	170	\$20,400.00	\$120.00	155	\$18,600.00
Pre-Reg Non-Members	\$170.00	30	\$5,100.00	\$170.00	13	\$2,210.00
Late Reg Members	\$140.00	20	\$2,800.00	\$140.00	29	\$4,060.00
Late Reg Non-Members	\$190.00	5	\$950.00	\$190.00	2	\$380.00
Member, on-site	\$160.00	5	\$800.00	\$160.00	9	\$1,440.00
Non-member, on-site	\$210.00	3	\$630.00	\$210.00	2	\$420.00
Student registration	\$60.00	15	\$900.00	\$60.00	18	\$1,080.00
One day (Saturday only)	\$60.00	2	\$120.00	\$60.00	7	\$420.00
Complimentary or Workshop Only	\$0.00	0	\$0.00	\$0.00	8	\$0.00
Total Registration Fees		250	\$31,700.00		243	\$28,610.00
Exhibitor Fees						
Ads (Full Page)	\$500.00	0	\$0.00	\$500.00	0	\$0.00
Ads (Half Page)	\$300.00	1	\$300.00	\$300.00	0	\$0.00
Ads (Quarter Page)	\$200.00	2	\$400.00	\$200.00	1	\$200.00
Ads (Business Card)	\$125.00	0	\$0.00	\$125.00	0	\$0.00
Donations/Sponsorships	\$250.00	4	\$1,000.00	\$2,050.00	1	\$2,050.00 (Total)
Donations/Sponsorships	\$500.00	1	\$500.00	\$0.00	0	\$0.00
Donations/Sponsorships	\$1,000.00	1	\$1,000.00	\$0.00	0	\$0.00
Rental - 1 Table	\$600.00	8	\$4,800.00	\$600.00	14	\$8,400.00
Rental - 1 Table (Non-Profit Rate)	\$0.00	0	\$0.00	\$85.00	1	\$85.00
Rental - 2 Tables	\$800.00	2	\$1,600.00	\$800.00	0	\$0.00
Total Exhibitor Fees			\$9,600.00			\$10,735.00
Meals						
Lunch - Friday	\$30.00	125	\$3,750.00	\$30.00	138	\$4,140.00
Breakfast - Business Mtg.	\$25.00	80	\$2,000.00	\$25.00	54	\$1,350.00
Extra Vendor Lunches	\$0.00	0	\$0.00	\$25.00	7	\$175.00
Total Meals			\$5,750.00			\$5,665.00

Reception						
Guest Tickets	\$30.00	5	\$150.00	\$30.00	14	\$420.00
Total Reception Income			\$150.00			\$420.00
Tour Fees						
Tour 1 - Daughters of Charity	\$5.00	10	\$50.00	\$5.00	5	\$25.00
Tour 2 - Evergreen Cemetery	\$12.00	15	\$180.00	\$10.00	18	\$180.00
Tour 3 - Shriver House	\$10.00	10	\$100.00	\$10.00	13	\$130.00
Tour 4 - Adams Co Winery	\$10.00	10	\$100.00	\$10.00	28	\$280.00
Tour 5 - Gettysburg Special Collections	\$5.00	6	\$30.00	\$5.00	17	\$85.00
Tour 6 - Hickory Hollow Horseback	\$80.00	2	\$160.00	\$80.00	12	\$960.00
Tour 7 - Seminary Ridge Museum	\$10.00	10	\$100.00	\$10.00	21	\$210.00
Total Tour Fees			\$720.00			\$1,870.00
Workshop Fees						
Workshop: Map Cataloging Basics	\$100.00	15	\$1,500.00	\$100.00	10	\$1,000.00
Workshop: Preserving Scrapbooks	\$100.00	15	\$1,500.00	\$50.00	23	\$1,150.00
Workshop: Nuts and Bolts	\$100.00	15	\$1,500.00	\$50.00	28	\$1,400.00
Total Workshop Fees		45	\$4,500.00		61	\$3,550.00
Total Income			\$52,420.00			\$50,850.00

MARAC FALL 2021 MEETING

GETTYSBURG, PA

FINAL EXPENSES

Category	Budgeted 250			Actual 243		
	Cost/Item	Attendees	Total	Cost/Item	Attendees	Total
EXPENSES						
Administrative Services			\$5,000.00			\$5,000.00
LAC Expenses						
Hand Sanitizer, PPE			\$100.00			\$81.33
Miscellaneous			\$50.00			\$86.91
Total LAC Expenses			\$150.00			\$168.24
Event Insurance			\$1,000.00			\$300.00
Hotel Expenses						
Penalty for unsold room/nights			\$0.00			\$0.00
Tables/Outlets for Vendors			\$500.00			\$318.00
Porterage and Miscellaneous			\$250.00			\$0.00
Total Hotel Expenses			\$750.00			\$318.00
AV Expenses						
AV expenses			\$3,800.00			\$6,110.69
Total AV Expenses			\$3,800.00			\$6,110.69
Meal Expenses						
Coffee Breaks Thur (AM)	\$10.00	50	\$500.00			\$880.00
Coffee Breaks Thur (PM)	\$10.00	50	\$500.00			\$880.00
Steering Committee - Th	\$32.00	25	\$800.00			\$1,016.00
Hospitality Event (Th Meet & Greet)	\$13.00	100	\$1,300.00			\$1,687.50
Continental Breakfast - Fri	\$18.00	200	\$3,600.00			\$2,740.50
Coffee Break Fri AM	\$10.00	200	\$2,000.00			\$2,072.00
Lunch - Friday (meat)	\$27.00	50	\$1,350.00			\$2,862.00
Lunch - Friday (fish)	\$27.00	50	\$1,350.00			\$0.00
Lunch - Friday (veg)	\$27.00	25	\$675.00			\$1,080.00
Vendor box lunches	\$20.00	12	\$240.00			\$270.00
Coffee Break Fri PM	\$13.00	200	\$2,600.00			\$1,978.00
Breakfast Buffet - Sat	\$23.00	80	\$1,840.00			\$1,092.00
Coffee Break Sat (optional)	\$10.00	100	\$1,000.00			\$1,495.00
Meal Subtotal			\$17,755.00			\$18,053.00
Meal Service Charge (20% of subtotal)			\$3,551.00			\$3,610.60
PA Tax (6%)			\$1,065.30			\$1,299.82

\$14,000 F&B minimum per contract

Total Meal Expenses	\$22,371.30			\$22,963.42		
Reception						
Facility			\$1,500.00			\$1,500.00
Caterer	\$33.00	188	\$6,704.00			\$6,633.00 \$4,000 F&B minimum per contract
Tour of Facility	\$6.00	188	\$1,128.00	\$6.00	201	\$1,206.00
Wine & Beer bar	\$10.00	188	\$1,880.00			\$826.00
Transportation			\$480.00			\$480.00 1 bus
Service Charge			\$1,743.04			\$2,055.00 20% Admin fee + 6% Tax based on
Linen & Set-up Fees	\$650.00	1	\$650.00			\$555.00
Total Reception Costs	\$14,085.04			\$13,255.00		
Registration/Program						
Program Design/Print/Mail			\$500.00			\$320.05
Supplement Design/Print			\$0.00			\$432.00
Scheduling App			\$250.00			\$499.00 went over our allotted users
Folders, Badges, Lanyards, etc.			\$250.00			\$0.00
Total Registration/Program Costs	\$1,000.00			\$1,251.05		
Session/Plenary Speakers						
Lodging/Travel/Meals			\$100.00			\$0.00
Honoraria			\$250.00			\$150.00
Total Session/Plenary Costs	\$350.00			\$150.00		
Tour Expenses						
Tour 1 - Daughters of Charity	\$0.00	10	\$0.00	5		\$30.00
Tour 2 - Evergreen Cemetery	\$10.00	15	\$150.00	18		\$180.00
Tour 3 - Shriver House	\$9.50	10	\$95.00	13		\$142.50
Tour 4 - Adams Co Winery	\$8.00	10	\$80.00	28		\$224.00
Tour 5 - Gettysburg Special Collections	\$0.00	6	\$0.00	17		\$80.00
Tour 6 - Hickory Hollow Horseback	\$75.00	2	\$150.00	12		\$900.00
Tour 7 - Seminary Ridge Museum	\$8.00	10	\$80.00	21		\$172.96
Total Tour Expenses	\$555.00			\$1,729.46		
Workshop Expenses						
Honoraria			\$1,750.00			\$1,000.00
Lodging/Meals/Travel (Speakers)			\$1,000.00			\$995.35
Discount Codes Utilized			\$0.00			\$135.00
Misc. Expenses			\$100.00			\$274.76
Total Workshop Expenses	\$2,850.00			\$2,405.11		
Total Expenses	\$51,911.34			\$53,650.97		

MARAC Historian Report
(for the January/2022 MARAC Steering Committee Meeting (via Zoom))

In recent months I have been able to continue my visits to Hornbake Library at the University of Maryland--coordinating my work plans with Joni Floyd, our MARAC Archivist.

My main focus continues to be centered on the work of the 50th Anniversary Committee; Alex Plante and John LeGloahec are the other tri-chairs of this committee.

In this regard, I recently contributed an anniversary-themed article to our *maa* editor Melissa Nerino. The article describes the birth and early history of the newsletter itself including the interesting evolution of its graphic design since its inception in 1972. This article is slated to appear in the Winter/22 issue of the newsletter and will be followed by other anniversary-themed articles that are scheduled to be published in the *maa* as calendar year 2022 progresses.

Lauren Brown
MARAC Historian

MARAC Archivist Report: Jan. 2022

MARAC Archives

- Met with Tara Wink and Sara Predmore on Dec. 2, 2021 regarding the retention and disposition schedule and workflow for MARAC minutes and reports. Tara and Sara had great ideas for how to streamline the process. We agreed to meet again on February 10, 2022. Amy Wickner, UMD Electronic Records Archivist, has been invited to attend to provide feedback on our plans.

MARAC 50th Anniversary Celebration

- In conversation with MARAC Archivist Lauren Brown to plan the tour of the MARAC Archives and the particulars for the exhibition of conference program. As part of panel design and production, I suggested that the program be printed on retractable banners instead of foam core board, since they are more durable and portable. While likely more expensive, the durability will add to the future use of the exhibit (it could go on tour MARAC -member institutions) or establishing the MARAC brand and later events. I also agreed to arrange for Lauren and me to meet with Rebecca Wilson, UMD Libraries Graphics Coordinator for some suggestions.
- Attended MARAC 50th Planning Committee meeting on Jan. 19, 2022. I agreed to work with Sara on readying the release paperwork for possible interviews.

Submitted by Joni Floyd
1.19.2022

MARAC

Mid-Atlantic Regional Archives Conference

Delaware • District of Columbia • Maryland • New Jersey
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**Development Coordinator Report
Steering Committee Meeting
January 28, 2022**

I expressed at our last meeting that I was investigating holding a silent auction to raise funds for the Graduate School Scholarship Fund. I had planned to have a virtual auction. However, after further consideration, I thought it would be better to hold the auction at the Fall 2022 meeting. Logistically, it would be easier, allowing for more time to plan, and as it is the 50th-anniversary meeting, I expect there will be a large turnout.

I discussed this with Tara Wink, Sara Borden, Mary Mannix, and several others I had approached for advice and assistance. We all agreed that holding it at the fall meeting makes sense. My work on this project will begin in earnest in late January/early February.

While my term as Development Coordinator ends this summer, I am happy to see the auction through to completion.

I welcome any suggestions, questions, or assistance that the Steering Committee has to offer.

Respectfully submitted,

Margaret Turman Kidd

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Web Team Report

Steering Committee Meeting
January 28, 2022

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

Updates since the last Steering Meeting:

- The Web Team is meeting in early February to review plans for updating the site and re-configure member responsibilities
- Updated conference, committee, and caucus pages as requested
- Reconfigured menu and the quick links sidebar as requested
- Added sponsor/vendor logos to the Spring 2022 Conference page
- Laura updated the Job Opportunities page
- Don reviewed and updated the Web Team Operations Manual

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



Winter 2022 NATIONAL COALITION FOR HISTORY Report
MARAC Steering Committee Meeting, Jan. 28, 2022

ARCHIVIST OF THE US DAVID FERRIERO ANNOUNCES RETIREMENT:

After 12 years as the 10th Archivist of the United States, David Ferriero gave a statement to NARA staff that he had decided to retire as of April 2022. Deputy Archivist Debra Steidel Wall will serve as Acting Archivist until the President nominates and the Senate confirms his successor.

To paraphrase, Ferriero stated, “It has been the honor of a lifetime to serve my country once more, this time to lead the Executive Branch agency charged with ensuring that the American people can hold their government accountable and learn from the past by accessing the records of our country.

... “We have become a leader in the government’s transition to a digital future, electronic records management, and the principles of Open Government. We’ve served our customers in new and innovative ways, including increasing public access and engagement through the online catalog and social media; streamlining how we serve veterans; expanding access to museums, exhibits, and public programs in person and virtually; and establishing civic literacy initiatives. We’ve fostered strong relationships with partner organizations, and increased outreach to traditional and new stakeholders. Throughout, we’ve put the customer at the center of all that we do.

... “I’ve said many times that our employees are the real treasures of the National Archives. It is not easy to leave you with our important work continuing, especially initiatives to foster equity and enhance the employee and customer experiences. However, our profession is one of stewardship, where despite our enduring responsibilities, we are here for what amounts to a brief period of time. We have come a long way since 1934, and we have made great strides in the last 12 years, but the need for thoughtful and deliberate progress and transformation remains. As the Archivist of the United States, I know that you will build on our work together in ways I cannot imagine.” Good luck in the future, David!

NATIONAL ARCHIVES UPDATES PLAN FOR REOPENING RESEARCH ROOMS:

Last November, NARA announced plans for resuming research room operations. In-person access to research rooms would be dependent on local health conditions and several requirements were put in place to ensure the safety of both staff and patrons. Research room visits are by appointment only. See updates at <https://www.archives.gov/Coronavirus>. In brief:

- At high transmission levels, a limited number of staff may volunteer to be on-site to complete certain work that must be done on-site. No research rooms will be open.
- At substantial or moderate transmission levels, staff will be on-site to complete core work and research rooms will open at a limited capacity by appointment only.
- At low transmission levels, staff will be on-site to complete all types of work, and research rooms are expected to remain open by appointment only.

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 (via Zoom)
January/2022

In mid-year 2021 the Committee was able to chart out all the various activities and programs that it might undertake in calendar year 2022. Coupled with this planning, Alex Plante (one of our tri-chairs) took the lead in creating a questionnaire that was sent out to the membership of MARAC in November of 2021. It attempted to gauge the level of interest among the rank and file in various elements of our planning and also to give the general membership an opportunity to suggest activities or initiatives that the Committee may have not yet considered. The response to this questionnaire (255 returns) was quite strong; Committee members were able to have a good conversation about the feedback at its December Zoom meeting and has gained a fairly firm idea on how to proceed, going into calendar year 2022.

Several facets of Committee planning are beginning to materialize already. In November I submitted an article to *maa* editor Melissa Nerino for publication in the Winter/22 issue. It is the first of an anticipated series of four articles that will explore some aspect of MARAC's history and will be published in each issue of the newsletter during calendar year 2022. John LeGloahec has enlisted the artistic abilities Geof Huth to develop a visual logo for the anniversary year. And a 50th anniversary ribbon was distributed at the recent Gettysburg MARAC meeting.

Shortly after the Gettysburg meeting, I was approached by Michael Clause who is on the staff of The History Factory (<https://www.historyfactory.com/>) The History Factory has expressed interest in helping MARAC (via consultations) with our anniversary planning, free of charge. I have discussed this kind offer with the other tri-chairs of the Anniversary Committee; while I believe we have certain activities well in hand (e.g., developing an exhibit on the history of MARAC, organizing a reception at our Fall/22 meeting, etc.) there could be some benefit in talking to staff at the History Factory about some broader goals that are to some extent are beyond the scope of the Anniversary Committee—such as using this 50th anniversary year as an opportunity to increase our profile and membership base in the region and to increase our financial resources. For this reason, I've asked our Chair Tara Wink to put this topic on the agenda for our Winter Steering Committee meeting.

For the 50th Anniversary Committee:

Lauren Brown
MARAC Historian

Recommendations for MARAC Spring 2022 conference in Harrisonburg, VA
January 20, 2022
Report by the Online Education Task Force

This document outlines the resources and effort needed to capture, process, preserve, and provide access to MARAC recordings of the Harrisonburg Conference in Spring 2022. The document does not give recommendations for live-streaming events or presentations as it will not be feasible for the Spring 2022 conference. It does not focus on mandating which committees or officers should be responsible for the various tasks.

The document provides options for pre-production, production, and post-production activities, and outlines multiple options that take into consideration the varying availability of resources, budgets, time, paid staff, and volunteers. These options allow for flexibility based on changing technical needs, the evolving pandemic situation, and in-person and virtual options.

1. Pre-production

- a. Capture - determine scope
 - i. In-person conference option 1: Plan to capture all sessions
 - ii. In-person conference option 2A: Plan to capture only select sessions (e.g., all sessions that take place in the primary meeting room, or only plenaries)
 - iii. In-person conference option 2B: Plan to capture and/or offer live-streaming for select sessions
 - iv. Virtual conference: Plan to record all sessions on Zoom (or whatever synchronous platform is used)
- b. Workflow
 - i. In-person conference option 1: Arrange for recording through the hotel or outside vendor
 - ii. In-person conference option 2: Coordinate with MARAC volunteers to capture and edit recordings using MARAC-owned equipment and software.
 - iii. All options: Collect release forms from presenters. Because some presenters may choose not to have their sessions recorded, we may want to collect release forms before determining which sessions are to be recorded.
 - 1. Session Coordinator:
 - a. Create document containing the metadata in shared folder
 - b. Distribute recording releases to panelists and moderator to be returned to Session Coordinator
 - c. Upload completed recording releases to shared folder. If there are multiple releases, combine into one file.

- d. (In Zoom session) record session to personal computer and upload to shared folder
 - 2. MARAC Administrator:
 - a. Create shared folder when notified of session
 - b. Distribute announcements and coordinate registration
 - 3. MARAC Archivist:
 - a. Take note of scheduled session
 - b. Check shared folder after session and notify DRUM personnel when all documentation and recording are in folder
 - c. Notify MARAC Administrator once recording has been uploaded to DRUM and is available for viewing
- c. Labor/Resources
 - i. In-person conference option 1: Hire the hotel or outside vendor. This requires low to moderate effort from MARAC volunteers to coordinate the work. Financial costs can be high, depending on the number of sessions recorded, the production quality, and potentially the local market.
 - ii. In-person conference option 2: DIY. Rely on volunteers to set up cameras and microphones, capture the events, and edit the recordings. Requires high effort from MARAC volunteers, especially the MARAC Meetings Committee Technical Coordinator. Volunteers will need to be selected and trained before the event. There will be some costs up front for equipment and software, but over time this option will be cheaper than hiring the hotel or outside vendor.
 - iii. Virtual conference: Session Coordinator coordinates with session chairs and collects recordings.
 - iv. For in-person conferences where we expect to capture a substantial number of videos, MARAC will offer a low-cost virtual registration option so that members can have access to the recordings shortly after the event. MARAC Administrator will maintain the list of virtual attendees.
- d. Equipment/software
 - i. Plan and anticipate equipment needs for production and post-production. Purchase new equipment as necessary.

2. Production

- a. Capture
 - i. In-person conference option 1: All volunteer production, organized by or in consultation with the MARAC Meetings Committee Technical Coordinator. Equipment must be provided by volunteers or procured.

- ii. In-person conference option 2: Use hotel's AV services or preferred vendor.
 - iii. In-person conference option 3: Contract with outside vendor to arrange capture.
 - iv. Virtual conference option: For Zoom conferences, arrange video capture.
- b. Workflow
 - i. In-person conference option 1: AV Volunteers arrange to meet a month prior to the conference on Zoom, and then in person on the first day (workshop day) of the conference to test equipment and game plan.
 - ii. In-person conference option 2: Coordinated by Technical Coordinator or volunteer AV consultant in MARAC.
 - iii. In-person conference option 3: Coordinated by Technical Coordinator or volunteer AV consultant in MARAC.
 - iv. Virtual conference option: Instructions for Zoom conference recording should be included with other managerial instructions for session coordinator.
- c. Labor/Resources
 - i. In-person option 1: AV Volunteers from the Program Committee or the Local Arrangements Committee will work with the Technical Coordinator to record sessions. Number of volunteers will be based on scope of recording; may need up to 6 per day to staff concurrent sessions. Volunteer labor is also needed for video editing.
 - ii. In-person option 2: In-house AV preferred vendor will supply all labor and equipment. Hourly rate for a videographer is approximately \$75/hour. Rental charge for vendor-provided equipment is approximately \$1000/day.
 - iii. In-person option 3: Arrangements with a local video service can be made to account for all equipment and staffing needs. Industry standard pricing is \$150/hr per camera, plus \$150/hr for editing with an expectation of 2 hours of editing per hour of footage. This amounts to \$500-\$1000 per session. Although, one quote received from a Harrisonburg videographer was \$450 for recording and editing three 2-hour sessions, so cost can vary based on conference location.
 - iv. Virtual option: Provide instructions for session coordinators to record Zoom meetings.
- d. Equipment/software
 - i. In-person option 1: MARAC Meetings Committee Technical Coordinator and volunteers will provide personal equipment, or freely-available equipment from an employer, school, library, or other resource. For a

single session, needed equipment includes: 1 digital video recorder with power supply, 1 digital audio recorder (with aux input and built-in-microphones), 1 tripod for video camera, extra batteries, 2 sd card (or other compatible storage solution), power extension cable, 1/8" aux cord and 1/4" aux cord with adapters for soundboard patch. Access to a basic video editing program will be needed for final edit [combine video and audio, crop video, add text and fades].

- ii. In-person option 2: All included in the contract. MARAC may have the option to provide our own capture device (i.e., laptop). Worth considering if there are significant savings and no technical barriers. Access to a basic video editing program will be needed for final edit [crop video, add text and fades].
- iii. In-person option 3: Contracted vendor will produce the final video, consulting with the Meetings Committee Technical Coordinator.
- iv. Virtual option: Zoom capture will be done on personal computers.

3. Post-Production

a. Delivery

- i. For vendor-produced recordings, the vendor delivers edited video files to the MARAC Archivist and MARAC Administrator.
- ii. For MARAC-produced recordings, the MARAC AV coordinator coordinates editing of AV files with MARAC volunteers and delivers edited files to the MARAC Archivist and MARAC Administrator.
- iii. Virtual conference option: Zoom recordings are shared with the MARAC Archivist and MARAC Administrator. No editing is required in most cases.

b. Access

- i. Streaming on demand is provided through a free or low-cost web-based platform such as Vimeo or YouTube.
- ii. The committee recommends that only the registered attendees of a conference should be granted access to the recordings for the six months following the event. The recordings will become public six months after the event. There could be a separate registration tier for registrants who want access to videos before the six months is over - they would get access to the Sched and therefore the videos. [See 1.c.iv]
- iii. During these initial six months, videos are designated as private in Vimeo and will not appear in public searches. Private URLs for these resources are created and added to the Sched site for the recently finished

conference. Registered attendees will have access to the recordings through Sched. The videos are set as public after six months.

c. Workflow

- i. MARAC Archivist or MARAC Administrator collects finalized video files and processes them for Vimeo, YouTube, or other video streaming platforms. Video links are then added to the Sched site for the recent conference.
- ii. After six months, the streaming videos are changed to public and available on demand for all public users. The MARAC Archivist also adds the videos to DRUM for long-term preservation (and access via download only).

d. Labor/Resources

- i. For edited videos delivered by a vendor and for Zoom recordings, the MARAC Administrator and Archivist will have to process the videos for access and preservation.
- ii. For recordings produced by MARAC, volunteers will need to process the video capture and deliver edited files. This work could be time-consuming.
- iii. A volunteer should arrange for transcription, according to one of the options below. Editing of auto-generated transcripts can be time-consuming for volunteers and a volunteer coordinator, but the results are better than relying on an unedited transcript alone. Rates vary for paid transcription services.

e. Equipment/software

- i. Editing software. For light video editing, MARAC could rely on free applications such as VideoPad, iMovie, or Shotcut. For more substantial editing work, MARAC may want to purchase a license to Adobe Premiere Pro. Please note that Adobe Premiere Pro has a steep learning curve. Volunteers will likely already need to know how to use the software.
- ii. Transcription/captioning options
 1. Utilize the free automated transcript service offered through YouTube or Vimeo. Add a disclaimer at the end of each transcription explaining that it's a product of automated software and may have inaccuracies.
 2. Paid subscription automated transcript service like <https://otter.ai> or <https://www.happyscribe.com>. Add a disclaimer at the end of each transcription explaining that it's a product of automated software and may have inaccuracies.
 3. Paid on-demand transcription by human typists through a service such as <https://www.ubiquis.io/>

4. If resources allow, volunteers edit the automated transcriptions created through either the free service or the paid subscription.