

MARAC

Mid-Atlantic Regional Archives Conference

Delaware • District of Columbia • Maryland • New Jersey
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STEERING COMMITTEE

Thursday, March 24, 2022 6pm-9pm
Hotel Madison, Madison Board Room
MINUTES

Present: Tara Wink, Jessica Webster, Margaret Turman Kidd, Melissa Nerino, Sara Predmore, Amanda Brent, Zach Hottel, Vicki Russo, Lauren Brown, Elliot McNally, Allison Fischbach, Lori Hostuttler, Danna Bell, Angela Rodgers-Koukoui, Diane Bockrath, Matt Testa, Laura Christiansen, Alex Plante, David Grinnell, Taylor Mason, Sheridan Sayles, Joe Schill, Amanda May, Amy Fitch, Josette Schluter

I. Call to Order

- A. Introductions: Tara Wink begins the meeting with having everyone introduce themselves.
- B. Approval of Agenda; Moved and seconded.

II. Approval of Steering Committee Minutes: January 28, 2022 Steering Committee Meeting; Moved and seconded.

III. Officer's Reports

A. Chair

a. Chair's Report (Wink) – Report Submitted.

Tara notes there are a lot of new members or first-time attendees at the Harrisonburg meeting and encourages everyone to do their best to welcome new faces. She notes that we are working to retain people, so make MARAC a welcoming environment, introduce new members to the organization. Tara is working with chair elect Sara Borden to transition power. Sara has asked for 2-5 SMART goals for the strategic plan – which needs to be updated in the next year. Tara is also working with Sara Predmore to make the website more welcoming and friendly; she requests chairs and officers work to update the information about committees on website. Currently you can click on a link for each committee for more information but the committee pages are dry and factual. She asks for help creating a more personal touch, such as, what this committee does, the cycle of work, and making the cite a good place to start looking for information about the organization. Because of the upcoming transition of new officers and committee chairs, this is a good time to do the work. She encourages all chairs and officers to update their manuals and take time to look at the site. Tara asks for a volunteer to oversee the committee pages work. Laura Christiansen volunteered. Website is first impression, we need more transparency. Reiterate – look at manuals, make sure they make sense. Now is the time. Tara asks outgoing chairs and

officers to schedule time to meet with incoming steering committee members filling new roles. Thank you for a really great year!

b. Administrator's Report (Predmore) – Report submitted.

Sara reports that the membership numbers are back to pre-pandemic levels. She reports that the numbers keep increasing and asks the committee to continue working to retain new members. She reports that there are 183 people attending this meeting.

B. Chair-Elect (Borden – not present) – Report submitted.

Tara again reiterates Sara's request for 2-5 SMART GOALS to her for the new strategic plan. Tara also asks for suggestions for any members for upcoming committee vacancies. Please talk to Sara [Borden] about appointments.

C. Meetings Coordinator (Mannix – not present) – Report Submitted

Sara Predmore reads Mary's report sent via email. She announces, Amanda May and Josette Schluter will be co-chairs for the Program Committee for Saratoga Springs. Brian Keough will be LAC chair for Saratoga. The report asks for co-chairs for Virtual conference in the spring. Members are reminded that the next three meetings are :College Park, Virtual, Saratoga Springs.

E. Treasurer (May) – Report Submitted

Amanda reports that there is no Quarter 3 report yet since we are still in March. She reports that Sara Predmore has a new working phone and she was finally able to gain access to Vanguard account, which we have not had access to for three years! Amanda requested caucus chairs look at what their caucus is spending money on, how that feeds/impacts the budget. She encourages Caucus Chairs, officers, and committee chairs to request funds for the coming year. Amanda provides an example of unexpected costs: scholarships for conferences come out of education fund, but postage impacts caucus/committee budgets, consider savings, anything we can spend money on. Deadline for budget information is April 30th. Amanda will draft, discuss and vote via email or zoom for the upcoming year. Current year's budget attached – if need more info, contact Amanda.

F. Parliamentarian (Burroughs) – no report submitted

IV. Advisory Positions

A. Historian (Brown) – report submitted.

Lauren announces there is an Official Logo for the 50th anniversary it will appear in various forms and fashions.

B. Archivist (Floyd – not present) – report submitted.

Tara reports that she, Sara, and Joni have been meeting via zoom to discuss the MARAC archives; she alerts steering that there may be a need for an Archives Task Force. She reports that at present the archives are confusing and we need to look at what we need to be saving.

C. Development Coordinator (Kidd) – report submitted.

Nothing to add. Margaret provides a teaser for the upcoming silent auction at the College Park meeting. Items are on view at the registration desk.

D. Web Team (MontgomerySailer – not present) – Report submitted.

E. Regional Archival Association Consortium (Cassidy-Amstutz – not present)

No report.

F. National Coalition for History (Zastrow – not present)

No report.

V. Old Business

A. 50th Anniversary Committee/Meeting (Brown/Plante) – Report submitted.

Honoring MARAC Founders

Lauren Brown reports that he is defining MARAC Founders as members who joined in first 10 years (1972-1982). He asks for steering to consider how to recognize these folks at College Park. For those in that category there is a dwindling number; not too many attended the Cambridge, MD (Fall 2019) meeting. Lauren would like to somehow offer a gesture of appreciation. He lists the ideas he had initially: comp registration for meeting, or a more symbolic gesture, such as tag for badge at meeting. He asks for suggestions and feedback. There is a general discussion about how to get these members to attend including: reach out to them specifically, invite them to come personally, specifically those who are no longer active members. It is announced that a luncheon is not an option at the College Park meeting. Amanda provides an estimate of the costs associated with offering comp registrations for the founders: \$1,000 – 2,000 range. The discussion shifts to offering a visual or symbolic thing. The College Park meeting will be a longer meeting with multiple opportunities to recognize founders at various events. Angela asks if there vintage photographs of founding members? Other suggestions are: slides or a visual display, an invitation to the reception. The discussion turns to the anniversary plenary honoring them and a reception will follow plenary; this could be an opportunity to interact with the current members and founders. Sara Predmore suggests there be an opportunity to register for social ticket, just for the plenary and the reception afterward? There is a question about how far along in the budget the planning committee is. Amanda responds and says they can possibly work it into the budget. Lauren reports that there will be a slide show at Harrisonburg reception of past covers. Alex Plante thanks steering for the feedback and will take it back to the Anniversary Committee for planning.

B. Fundraising Campaign for the 50th

The Anniversary committee reports that they would like to do something for fundraising during the Anniversary Year along the lines of 50 for 50. The campaign encourages people to donate \$50 to the scholarship fund, disaster fund, etc. Discussion around how this will be presented ensues. It is decided that the campaign will have its own fundraising page and message and the Anniversary Committee will come up with the message and Sara Predmore will send the message out. David Grinnell Suggests that the message should be repeated several times in many places. Tara suggests that the campaign should choose a specific fund to support, maybe Graduate student scholarship. Danna Bell suggests that we may want to be careful in choosing the scholarship fund as the silent auction also supports that fund and that

there is also a disaster fund which is only funded out of what people decide to donate and that that fund would be diminished quickly if something were to happen. Tara asks where is our most need? Lauren Brown asks about the Finch Award? Amanda responds that it is overfunded. Danna mentions that we did 25 for 25, 30 for 30 but she doesn't remember how successful they were. Lauren responds that they were successful but were matched to specific students, whereas this would be just beefing up the scholarship fund. Final discussions revolve around who is responsible for rolling the campaign out. The Anniversary Committee will create an announcement. Sara Predmore and Amanda May will work on form for donations. Sara Predmore suggests naming the campaign 50 for the future. David asks if we want to still give option to donate different amounts or if 50 is the minimum? Tara summarizes that this will be a separate campaign. Sara Predmore suggests reaching out to people who are not active and people who have left. Sara suggests doing a mailing about the campaign in addition to an email as they are more personal. She suggests that people are willing to write checks. Tara suggests running recognitions in the MAA. 50 for the Future is the name. There will be a Separate campaign with separate form - \$50 minimum. Alex Plante summarizes that the Anniversary committee be in charge of messaging in the MAA, Direct mail message, forum /form in order to keep the tone and message. Sara Predmore asks if we should do some sort of Estate planning guide on the website. Tara asks if she should tease the campaign in the business meeting; the committee says we should.

B. MARAC Online Education Logistics Task Force (Biunno/Montgomery – not present) – no report submitted

Matt Testa reports that there is nothing new to report. He says the committee is looking to see how this meeting goes and what gets captured and how well it is captured before making final decisions. He says the committee has drafted a report, but will look more closely at it after the Harrisonburg meeting. Amanda noted that the Plenary and a few other speakers would be using Zoom and inquired if these would be recorded? Matt was not sure.

C. Strategic Plan (Borden/Wink)

Nothing except getting Goals to Sara by 4/15/2022

VI. New Business

A. Steering Committee Proxies

Tara reports that there are many proxies (or alternates) attending the steering meetings, but there is no written direction for the use of proxies at steering in the bylaws or procedures. She suggests that steering needs to streamline the process as there will continue to be a need for proxies/alternates as COVID is not going away. She suggests that something needs to be written somewhere addressing members who cannot attend the steering meeting. She suggests adding it to the operations manual or perhaps in the new Steering procedures. A discussion about proxies voting ensues. David Grinnell suggests that if we really want to make sure that proxies should or should not vote that decision needs to go in bylaws. Tara asks if anyone is aware of it being in the manual. Danna responds that she had not heard of the use of proxies before and that in the past people just didn't come. Margaret confirms that it has been very informal. Lauren confirms that there have been occasions where the Chair can't come and someone else from the committee fills in. Danna points out that if you are going to have someone come in as caucus rep for example who hasn't been elected, if they would vote against the

caucus consensus, that's a problem. Amanda asks without proxies, the question is do we have a quorum? (Yes, there was a quorum at this meeting) Josette points out that with a hybrid meeting, when we are recording meeting, with virtual participants there is still voting and reporting and we would still have quorum. David responds that a Proxy has to do with voting and suggests that we should have two different terms: voting members have a proxy and non – voting chairs have a substitute. He notes it's important to make a differentiation. Amanda reading from the Bylaws says: "Article 7.9 says that remote attendance is valid – same as in person." Sara Predmore responds that the intent with having someone fill in is just to pass along information. Jessica Webster suggests having the Election of an alternate at the same time as the election, or next most votes becomes alternate. Tara suggests that the Hybrid option may be what we need to do moving forward to make sure that everyone is available and present. She suggests that if this is the direction we need to go in we need to work it into the budget. Margaret responds that in the past they have had people call in which was problematic but perhaps it is easier now. David agrees that the technology exists but isn't sure how portable it is. He suggests it may be good to talk to IT departments at conference sites and see what equipment is needed. Lori Hofstetter suggests that we look into the hybrid model. She also suggests that we consider having meetings at other times as the time frame we usually schedule the steering meeting conflicts with the Conference meet and greet. Matt Testa responds that if we are moving to a hybrid model it will shape planning for future conferences, venues, planning and suggests that a discussion needs to be had with the College Park planning Committees. Tara suggests that for College Park Steering should try a hybrid model and go from there. Sheridan suggests that as part of recruitment and elections remote participation by officers and committee members may be a selling point and make it easier for people to participate.

B. Discussion Bylaws Changes

Tara discusses that the term for the chair position is very short and perhaps it should be a 3 year term: Chair elect for 1 year, 2 years in office as chair. Margaret reports that at the time of the bylaws change it was a difficult decision to make it the chair term a year. Tara suggests talking to past chairs to see what they think and that she wants to make sure we are doing the job justice. Danna Bell agrees that as a 2 year chair, you spend one year learning and one year feeling you know what you are doing. She suggests that you have 1 year as chair elect, one year as chair, one year as leaving chair and that would provide support. She reminds all that this will be a bylaw change. Amanda May responds that a lot of organizations do it that way. Tara asks if that person would vote and whether or not they would be an officer. Sara Predmore responds that Brian Keough, a former chair came to several meetings after he was no longer chair to help with the new officer. She said that people began to question why he was still attending. Sheridan suggests looking at the SAA model for MARAC. Margaret reports that NEC often have trouble recruiting for the role of chair-elect/chair because of the time commitment and that she likes the ramp down idea. David suggests appointing a small committee of people to investigate, identify options and present for a larger discussion.

C. Committees Webpage [See Chair's report]

VII. Standing and Operational Committees

A. Awards (Bell) – report submitted

a. Distinguished Service Changes

Danna Bell reports that the Distinguished Service Award committee would like to roll over people not previously selected to the following year. This way those submitted and not awarded would not need a new submission. Danna is interested in Steering's thoughts on this as it's an operational change and does not need a formal vote. All agree with this practice.

Danna then reports that the DSA would like the ability if no applications have been received, to go out and solicit applications. She asks for a discussion. Sara Predmore suggests that the reason for so few applicants is because of the timing of the deadline (this year January 31) Sara suggests pushing the deadline into the fall. Danna responds that the deadline is shaped by the timing of the meetings and suggests a later date in Spring. Tara asks about the logistics of awarding the DSA during Virtual Spring Meetings and that we may need to change the timing of the award to Fall if we do virtual spring meetings. Danna will take the discussion back to the chair of the DSA.

Danna presents another challenge with the DSA: the awardee doesn't know that they are getting the award, which makes getting a CV difficult. She asks steering to discuss modifying the process to get letters of support and not necessarily the CV. Discussion follows and steering agrees that it is best to get as much information as possible while maintaining secrecy and that the CV may not be completely necessary.

b. Scholarships

Danna Bell reports that there were a number of outstanding candidates for scholarships and asks if there a way to offer additional scholarships for those not funded by the named scholarships, such as Workshop scholarships? Amanda May responds with yes and asks the scholarship committee to they build it into their next budget request.

Danna Bell presents another question: how many times can someone how has received the award apply and receive the award? She adds, if you apply again and again, someone else is not receiving funding. Jessica Webster adds that some places have a window after receiving the award that you can't reapply. Amanda reminds everyone that we have had the problem where we didn't have enough applicants for a couple of conferences in a row. Jessica suggests adding words such as as "preference will be given to first time applicants" to the call. Amanda May suggests alternative wording "priority will be given to previously unfunded."

Danna adds that we should be making sure that graduate scholarship fund is funded. Hope that we can work on ways to continue to fund or endow scholarship fund.

B. Communications (Tighe/Martin/Nerino Proxy) – Report Submitted

Melissa Nerino reports that the technical leaflet is changing its name to Practical Archivist and getting new ISSN. She announces that there is a new MAA is out and the next submission deadline is June 1st. Still looking for more images for MAA for rest of year – historical images, pictures of MARAC. Take pictures and send to new email for MAA.

D. Diversity & Inclusion (Rayna Andrews *not present*) – Report Submitted

Suggest that she ask for funding for bystander intervention training. Danna Bell adds that the training is not cheap maybe in the area \$5,000. Tara Wink suggests that it be a workshop we would have to

subsidize somehow. Amanda suggests using Archival Education funding and adds that it is an important training.

E. Education (McNally) – Report Submitted

Elliot McNally asks what the workshops should look like for the virtual conference, adding that 6 hours is really long. Sara Predmore adds that we did not have workshops with the last virtual conference. Tara suggests maybe do them not connected to conference, or do shorter webinars. Talked to JMU workshop / tour organizers today – suggested doing their program virtually. Elliot adds that perhaps the goal should be to sandwich more off-conference workshops. Lots of requests for resume and skill building workshops.

F. Membership (Russo)

Report Submitted, Nothing to add

G. Nominations and Elections (Perez)

Report Submitted, Nothing to add. Have plenty of secretary nominations. Will not announce at business

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

A. Delaware (Bockrath)

Report Submitted, Nothing to add

B. District of Columbia (McDonough)

No report.

C. Maryland (Coulbourne)

Report Submitted, Nothing to add

D. New Jersey (Maharjan/Plante Proxy)

Report Submitted, Nothing to add

E. New York (Snyder/Fitch Proxy)

Report Submitted, Nothing to add

F. Pennsylvania (David Grinnell)

David reports how wonderful it was at the Gettysburg meeting to have a great caucus meeting – recruited 3 new candidates.

G. Virginia (Brent)

Report Submitted, Amanda Brent welcomes the new Virginia Caucus Rep, Zach Hottel.

H. West Virginia (Hostuttler)


Report submitted, Nothing to add

IX. Adjournment

Motion, Seconded.

Prepared by Tara Wink 3/22/2022

Signed by:


KEVIN M. CLARK

11/17/2022