

MARAC

Mid-Atlantic Regional Archives Conference

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

STEERING COMMITTEE

Thursday, March 24, 2022

6pm-9pm Hotel Madison, Madison Board Room

AGENDA

I. Call to Order (10 min)

- A. Introductions
- B. Approval of Agenda

II. Approval of Steering Committee Minutes (5 min)

- A. January 28, 2022 Steering Committee Meeting

III. Officer's Reports (15 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/Alex Plante)
 - a. Honoring MARAC Founders
 - b. Fundraising Campaign for the 50th
- B. MARAC Online Education Logistics Task Force (Diane Biunno/Laura Montgomery)
- C. Strategic Plan (Sara Borden/Tara Wink)
 - a. Goals to Sara by 4/15/2022

VI. New Business (45 min)

- A. Steering Committee Proxies
- B. Discussion Bylaws Changes
- C. Committees Webpage
 - a. Need for project lead
 - b. FAQs

VII. Standing and Operational Committees (30 min)

- A. Awards (Danna Bell)
 - a. Distinguished Service Changes
 - b. Scholarships
- B. Communications (Molly Tighe/Michael Martin/Melissa Nerino Proxy)
- D. Diversity & Inclusion (Rayna Andrews)
- E. Education (Elliot McNally)
- 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/Alex Plante Proxy)
- E. New York (Margaret Snyder/Amy Fitch Proxy)
- F. Pennsylvania (David Grinnell)
- G. Virginia (Amanda Brent)
- H. West Virginia (Lori Hostuttler)

IX. Adjournment

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Date: March 17, 2022

To: MARAC Steering Committee Members

From: Tara Wink

RE: Chair Report

- 1) Submitted Chair's Column for Spring 2022 issue of the *Mid-Atlantic Archivist*.
- 2) Met monthly with Sara Predmore.
- 3) Met with Joni Floyd and Sara Predmore again to discuss a plan for managing and uploading MARAC digital Records
- 4) Met with Sara Borden to discuss transition of leadership and appointments
- 5) Met with Anniversary Committee Chairs and representatives from History Factory to discuss the 50th Anniversary
- 6) Announcements:
 - a. Please meet with incoming chairs and officers to discuss the work you do for a smooth transition
 - b. Please update and edit your officer or committee manuals
 - c. Sara Borden will soon begin appointing members for next year, please consider suggesting members, especially newer members, to fill a variety of vacancies
 - d. Consider sharing a virtual tour with the Anniversary Committee:
https://pennstate.qualtrics.com/jfe/form/SV_6zM27szk4xWRj82
- 7) Upcoming Events:
 - a. Anniversary Meeting: College Park, October 19-22

Respectfully Submitted,
Tara Wink
Chair

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To: MARAC STEERING COMMITTEE
From: SARA PREDMORE, MARAC ADMINISTRATOR
Date: March 24, 2022 – Harrisonburg, VA
Re: ADMINISTRATOR'S REPORT

Membership Statistics

There were 909 active members (as of March 17, 2022):

766 Regular Members
65 Retired Members
78 Student Members

Membership Statistics Comparison

Member Type	2020 (as of 4/10/20)	2021 (as of 4/1/21)	2022 (as of 3/17/22)	% change 2021-2022
Regular	745	692	766	10.69%
Retired	63	66	65	-1.52%
Student	45	59	78	32.20%
Total	853	817	909	11.26%

State Caucus Membership Statistics Comparison

Caucus	2020 (as of 4/10/20)	2021 (as of 4/1/21)	2022 (as of 3/17/22)
DC	132	129	143
Delaware	40	33	32
Maryland	177	167	185
New Jersey	126	115	118
New York	178	165	166
Pennsylvania	188	172	191
Virginia	151	148	154
West Virginia	17	17	19

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 03/18/22)

Month	2019-2020	2020-2021	2021-2022
February	14	5	16
March	6	40	5
April	1	4	-
Total	21	49	21

ADDITIONAL INFORMATION

Website Project and Policies: Worked with Web Team to restructure webpage for Bylaws and Policies. Posted Bylaws, Code of Conduct, Privacy Policy, Vendor Policy, and Steering Committee Procedures to new webpage

- **Ongoing Tasks:**
 - Creating dropdown menu for Membership to include items such as *How to Volunteer*, *Give the Gift of Membership*, etc. Collaborating with Membership Committee on content.
 - Posting an organizational chart on website. Chair is working on creating chart.
 - Continuing to promote “Friendly Faces” for our Membership Directory.
 - Working with MARAC Archivist and Chair to determine document retention policies in order to provide clear directions on website for accessing documents

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, Harrisonburg, and College Park LACs and PCs
- Awards and Scholarships
- Communications
- Nominations and Elections
- Web Team

Spring 2021 Harrisonburg:

- Collaborated with Membership Chair to restart old Membership Navigator Program. Re-branded as “Meeting Match,” 21 first time attendees requested matches.
- Met monthly with Harrisonburg conference planners
- 186 people registered as of March 17th

Upcoming Tasks:

- Supporting special election for Secretary position
- Continued editing of Meetings Manual, projected completion now 6/1/22.
- Membership Renewal
- Supporting transitions of Steering Committee members

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Date: 18 January 2022

To: MARAC Steering Committee Members

From: Sara Borden

RE: Chair-elect Report

1. Borden is still awaiting strategic planning goals from many members of Steering. Goals should be submitted to sara.a.borden@gmail.com by April 15, 2022. Please see below for parameters.
 - a. Requesting two goals at least and five goals at most from Officers and Chairs
 - b. Each goal should be a [SMART goal](#)
 - c. Goals should also be accompanied, no matter how rough, by a timeline and success metric
2. Borden has been working on gathering upcoming committee vacancies and volunteers to fill them as the time for reappointments nears. She will work extensively on this task in April.
3. Borden and Wink have been discussing ways to improve communication both among members of Steering as well as between Steering/leadership and the membership. They have tossed around several ideas but are still working on a good solution.



March 18, 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 March 2022 Steering meeting.

1. Q3 report will be sent out to Steering after March 31.
2. Started training incoming Treasurer, Amy Fitch.
3. Acquired a new phone and phone case for Sara Predmore.
4. Gained access to the Vanguard account!!
5. **ACTION ITEM:** Please start thinking about your FY23 budget request for your committee. Do you have a special initiative that needs funding? Do you want to start a new scholarship or award? Caucus chairs – can you think of at least ONE event that your caucus can do next year? Let’s build it all into the budget! Once the Q3 report is complete, I will start putting the budget together based on any feedback I receive. FY22 budget is attached as a reminder. **Deadline is April 30.**

MARAC Budget - Fiscal 2022

MARAC Income

Category	Anticipated
Annual Receipts	
Membership Dues	\$ 38,000.00
Conference Registration	\$ 85,000.00
Conference Vendors	\$ 15,000.00
Conference Sponsorship	\$ 7,000.00
Publication Advertising	\$ 4,000.00
Publication Sales	\$ 900.00
Mailing List Sales	\$ 70.00
Off-Meeting Workshops	\$ 1,500.00
Bank Interest	\$ 150.00
Investment Interest	\$ 2,000.00
Gifts to Operations	\$ 800.00
Miscellaneous	\$ -
TOTAL	\$154,420.00

MARAC Expenses

Category	Allocated
General	
Administrator	\$ 8,615.00
Executive Officers	\$ 23,500.00
Caucuses	\$ 1,600.00
Committees	
Steering	\$ 2,550.00
Communications	\$ 5,000.00
Diversity and Inclusion	\$ 100.00
Education	\$ 2,360.00
Finance	\$ 6,695.00
Meetings Coordinating	\$ 300.00
Membership	\$ 2,450.00
Nominating	\$ 40.00
Custer Finch	\$ 460.00
Distinguished Service	\$ 250.00
Finding Aids	\$ 500.00
Scholarship	\$ -
Fall Conference (LAC)	\$ 50,000.00
Spring Conference (LAC)	\$ 50,000.00
TOTAL	\$154,420.00

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MARAC Expenses

Category	Allocated
Operational Support	
Administrator Salary	\$20,000.00
Web Services	\$6,200.00
Archivist	\$1,000.00
Accountant	\$1,145.00
Advocacy	\$1,500.00
Insurance Policy	\$1,000.00
General Support	
Phone	\$660.00
Postage	\$750.00
Office Supplies	\$125.00
Food	\$4,760.00
Travel	\$1,080.00
Rented Services	
Equipment	\$300.00
Printing and Design	\$4,600.00
Conference	\$100,000.00
Lodging	\$1,700.00
Honoraria	\$1,250.00
Awards and Scholarships	
Awards and Prizes	\$1,550.00
Scholarships	\$0.00
Financial Operations	
Banking Fees	\$5,500.00
Investments	\$0.00
Other	
50th Anniversary	\$750.00
Miscellaneous	\$550.00
TOTAL	\$154,420.00

MARAC Historian Report
(for the March/2022 MARAC Steering Committee Meeting (Harrisonburg))

My work this quarter almost exclusively focused on projects connected in some way with the work of the 50th Anniversary Committee. In the interest of space, I will list these projects only briefly but can provide more detail if requested.

Anniversary exhibit for Collee Park meeting (to be deployed in the conference hotel).

“Birthplace of MARAC Tour” planning (at College Park meeting)

Budget planning and budget reporting for the 50th Anniversary Committee.

Initial planning work for the first plenary session, College Park meeting.

Initial planning for a regular session at the College Park meeting (involving myself and John LeGloahec)

Suggestion for an additional regular session at College Park (sent to Ed Galloway on the College Park PC).

Work on anniversary-related articles for the MAA (primarily, completing work on an article that will be published in the Spring/22 issue, with Jodi Boyle)

Participation in various anniversary-related Zoom meetings and communications, including a special meeting with staff of the History Factory and with the PC and LAC co-chairs of the College Park meeting.

Preparation of a power point slide show that will feature front covers of all MARAC programs from Fall/1972 to the present, designed to be used at the Friday reception at Harrisonburg and potentially also at the College Park meeting (with graduate student assistant Susannah Holliday at UMD).

Volunteered to take a few photos of the UMD campus and interior shots of Hornbake Library for the College Park LAC.

Lauren Brown
MARAC Historian

MARAC Archivist Report: March 2022

MARAC Archives Retention & Disposition Schedule – Discussions Continues

- Met with Tara Wink and Sara Predmore on February 10 for another discussion regarding the retention and disposition schedule. At this meeting we also discussed the workflow for MARAC minutes. The primary challenges are:
 - Clarifying a schedule for which MARAC records will be removed from the website, when, and stored where. The current schedule for the MAA could serve as a model. The challenge is that the MARAC minutes are currently being captured during the web crawl, so storing them elsewhere would be redundant and a poor use of resources.
 - Tara suggested that a task force be called to assist with drafting a schedule; I agreed.
 - Unfortunately, Amy Wickner, UMD Electronic Records Archivist, was not able to attend this meeting as planned. I met with her later. Amy agreed to draft a workflow for accessing the MARAC minutes. She plans to share it with me by the middle of April. Here is what she supplied previously:

MARAC web archives

- The most recent crawl of the Minutes page (May 2021): <https://wayback.archive-it.org/2269/20210501084208/https://www.marac.info/minutes>
- All crawls of the Minutes page: https://wayback.archive-it.org/2269/*/https://www.marac.info/minutes

MARAC 50th Anniversary Celebration

- Display for Spring 2022/ Harrisonburg
 - Assigned Susannah Holiday, one of the student workers in Maryland & Historical Collections, the collection area I curate, to work with MARAC Historian Lauren Brown on the PowerPoint presentation depicting all the MAA covers. Lauren was pleased with Susannah's work.
- Exhibition for Fall 2022
 - Assisted MARAC Historian Lauren Brown by arranging a meeting with Rebecca Wilson, UM Libraries Graphics Coordinator. At the meeting on Feb. 24, she provided great suggestions, which will be designed by MDHC student worker Susannah Holiday.

DRUM (Digital repositories University of Maryland) Submissions to MARAC Fall 2022 Conference

- Worked with Terry Owen, DRUM Administrator; and Program Committee Co-Chairs Sheridan Sayles and Tyler Stump to modify the submission process to DRUM. Terry explained that, his team ran into an issue last fall with non-UMD authors not being able to self-upload. Until the matter is resolved, presenters are to send their presentations to drum-help@umd.edu, and his team will deposit them on their behalf. Presenters will also have to indicate in their message to us that they agree to the DRUM Distribution License, which will be included in the email. The email to presenters sent by the Program Committee Co-Chairs and the reminder email that the MARAC Archivist sends to them has been updated accordingly in the MARAC Operations folder.

Submitted by Joni Floyd
3.16.2022

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Development Coordinator Report Steering Committee Meeting March 24, 2022

Since our last meeting, I shared a request with members asking if they would be interested in donating crafted items for a silent auction at the fall meeting (see attached request). I am pleased to report that 29 members indicated that they would be willing to participate, and ten said they were interested in helping with the auction. Among the crafts listed are knitted/crocheted items, pottery, wood crafts, handmade cards and journals, framed nature photographs, cross stitch/embroidery, and (my personal favorite) hand sewed, tie on 18th-century ladies' pockets! This isn't even an exhaustive list.

What is clear is that we have a crafty and generous membership. Even if only half of those interested contribute items, I feel we will have an excellent auction to raise money for the Graduate School Scholarship Fund.

The next steps include contacting the perspective crafters to get firm commitments, organizing the volunteers, ensuring that we adhere to regulations regarding silent auctions in Maryland, and coordinating with the meeting LAC for space. I welcome your suggestions and feedback as I plan the auction.

As Development Coordinator, I participated in a meeting with the History Factory, along with Tara Wink, Lauren Brown, and Alexandra Plante. It was to discuss strategies for planning MARAC's 50th anniversary.

Our treasurer, Amanda May, has finally been granted access to the Vanguard account. This access will allow us to assess how MARAC's funds are invested and discuss options, including engaging a financial advisor. We are near the end of our term, so we

will likely only do preliminary work, and we can discuss it with the incoming treasurer, Amy Fitch.

Respectfully submitted,

Margaret Turman Kidd

Requesting Donations For A Very Crafty MARAC Silent Auction

Calling all MARAC members! Are you crafty? Do you like to create things and share them with others? Do you like to raise money for a good cause? If so, then this is for you!

During the 50th Anniversary Meeting at College Park, MD (October 19-22, 2022), there will be a silent auction to raise money for the Graduate School Archival Education Scholarship fund. This is one of our newest funds (established in 2018) and has yet to build up a sustaining amount of money. The auction will be a fun way for members to show off their skills, purchase unique items, and raise money to support students.

We are looking for all types of craft donations including, but not limited to:

- Knitted or crocheted items
- Embroidery and cross stitch
- Sewn items
- Pottery
- Woodcrafts
- Jewelry
- Cardmaking and papercraft
- Paintings
- Basically, if you can make it, we want it!

If you are not a crafter but would like to participate, consider donating your time or talent. If you have a skill, perhaps offer an hour session to teach that skill.

The only parameters for the auction are that physical items must be on-site and easy to transport. Any time or talent donations must be something that can be done virtually.

Please fill out this [form](#) if you would like to donate to the silent auction or volunteer. It is to gauge interest and what type of donation you would like to make. The Development Coordinator will contact those interested. **The deadline for filling out the form is March 15, 2022.**



Need some inspiration? Here are two items for the auction, a crocheted granny square skull afghan and a small silver ceramic trash can labeled “paper clips.” Both items are handmade with love by MARAC members.

Questions? Please contact Margaret Turman Kidd at kiddm@vcu.edu.

Thank you for supporting MARAC!

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Web Team Report

Steering Committee Meeting
March 24, 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 April re-configure member responsibilities and plan for onboarding new members
- Updated conference, committee, and caucus pages as requested
- Reconfigured menu and the quick links sidebar as requested
- Added new pages to the site as requested
- Continued to add 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

MARAC 50th Anniversary Committee
Report to Steering Committee (for the meeting in Harrisonburg, VA)
March/2022

The Anniversary Committee has had a busy quarter; some of its initial planning is beginning to materialize already. Anniversary-related articles are being published in the MAA this year; an article focusing on relationships formed in MARAC and multigenerational archival families in MARAC was submitted for the Spring/22 issue. Responding to a request from the Harrisonburg LAC, the Committee prepared a power point slide show of the front covers of all MARAC programs from 1972 to the present; this slide show will be available for viewing at the Friday reception in Harrisburg and will be used at the College Park meeting as well. Work on College Park lobby exhibit on the history of MARAC and planning for the Thursday plenary session (also at College Park) are well underway.

A logo, derived from an original “glyph” design concept by Geof Huth (and reported on in the Winter issue of the MAA) has been completed (see logo attached). Approximately 15 repositories have signed up for a “visual archives” initiative, designed to bring attention to archival repositories in the mid-Atlantic region. Working with tri-chair Alex Plante, the New Jersey Caucus is making plans to launch an oral history initiative; this is seen as a pilot project that hopefully will become an ongoing oral history program across the MARAC region.

In addition, tri-chairs of the Committee have started to meet with the PC and LAC co-chairs for the College Park meeting. One aspect of this is to coordinate budget planning between the LAC budget for College Park and the planned FY23 budget for the Anniversary Committee.

In our last quarterly report, there was information about a proposal by the History Factory to provide a pro bono consultation about anniversaries. In early March, two of our committee tri-chairs joined Tara Wink and Margaret Kidd to have a Zoom conversation about this topic with several members of the History Factory staff, including their president. I believe we had a good exchange of information but there didn’t seem to be a need for any further discussion. Subsequent to that Zoom meeting, some literature on this topic was sent by the History Factory to those who participated. Two recommendations from this literature have captured my attention: 1) attempt to hold to your priorities and not get distracted by secondary projects and assignments, and 2) be mindful of what is known as “ROI” (return on investment)—that is to say in our context: are the results of a particular project equaling or exceeding the effort and time you have invested in that project?

In this vein, tri-chairs have taken a look at the landscape of fund-raising for MARAC in this anniversary year and wonder if Margaret Kidd’s silent auction

initiative could be complemented by one or two other fund-raising initiatives. We believe there is still time to consider doing this in calendar year 2022, but we could benefit from the perspective of the Steering Committee in exploring options. To this end, we have asked Tara Wink to put the topic of fund-raising on our agenda for the Spring/22 meeting in Harrisonburg.

Lauren Brown
MARAC Historian

