

MARAC

Mid-Atlantic Regional Archives Conference

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MARAC Steering Committee meeting minutes
July 15, 2022

In attendance: Sara Borden (chair), Jessica Webster (chair-elect), Mary Mannix (meetings coordinator), Kevin Clair (secretary), Amy Fitch (treasurer), Matt Testa (member-at-large), Laura Christiansen (member-at-large), Christie Lutz (member-at-large), Josette Schluter (member-at-large), Diane Bockrath (Delaware caucus), Allison Fischbach (Maryland caucus), Tara Maharjan (New Jersey caucus), Danielle Glynn (New York caucus), Taylor Mason (Pennsylvania caucus), Lori Hostuttler (West Virginia caucus); Sara Predmore (MARAC administrator), Lauren Brown (archives coordinator/historian); Jan Zastrow (NCH representative), Angela Koukoui (awards chair), Michael Martin (communications co-chair), Molly Tighe (communications co-chair), Rayna Andrews (diversity and inclusion chair), Elliot McNally (education chair), Sheridan Sayles (nominations and elections chair), Laura Montgomery (Web team co-chair), Amanda Brent

Regrets: Christopher Anglim (District of Columbia caucus), Zachary Hottel (Virginia caucus)

Sara Borden called the meeting to order at 9:05am.

(9:05) A round of introductions

(9:20) Housekeeping items for the Zoom meeting. Contributions via chat or voice; recognition of voting members.

(9:20) Approval of agenda. Mason moved to approve; Fitch seconded.

(9:21) Approval of minutes from the May 23 meeting. No changes were recommended. Fitch moved to approve; Mason seconded. Minutes approved.

(9:22) Officers' reports:

- Chair report submitted.
 - Still working on strategic planning for MARAC; Sara will be reaching out to steering committee members for additional goals to consider for the plan.
- Administrator report submitted.
 - 401 active members of MARAC.
 - Everyone should have access to steering committee Google drive; committee chairs should have access to their individual folders. These belong to the committees to do with what they will. Google Drive seemed successful for sharing reports but feedback is always welcome; contact Sara P. directly.

- \$4500 in pledges for the 50 For The Future; things are going well. More announcements on the way about the campaign next week, including notes about employer donation matching and the Disaster Relief Fund
- Sara B. highlighted the work Sara P. regularly does to maintain the meetings manual on Google Drive, especially instructions for specific steering committee roles.
- Invitation to donate what you're comfortable donating
- Chair-elect report submitted
- Meetings coordinator report submitted
 - Steering should provide input on the length of the 2023 virtual meeting in the spring. How long should it be? At what time should we hold it (mid-March to May window)?
 - A consensus emerged that 2-3 days of virtual meeting is plenty, to combat Zoom fatigue and maximize engagement.
 - Some attendees noted that half-days (4 hours) are preferable to full days. Two half-days allows for flexibility for those who don't necessarily get dedicated professional development time – they can drop in or out as appropriate to their interests.
 - Holding one day's sessions in the morning and the other's in the afternoon may also help with this.
 - Thursday/Friday still preferred? Yes
 - The longer the program, the harder it is to actually fill it (submissions are always a problem)
 - Programming had talked about having a summer series of continuing education sessions to complement the virtual meeting next year. Mary will be in touch.
 - Spring 2024 – a one-day symposium focused on EDI, to be held in place of the usual spring conference. To be held in Philadelphia due to travel convenience for the region. Likely on a Monday (with room block to include the preceding Sunday). A CFP has been issued for potential lodging/event hosts.
 - It's possible College Park may not make much money...
- Secretary report to come
- Treasurer report submitted
 - Overall the financial picture is solid
 - FY 2023 just underway.
 - The report submitted was for FY 2022. Page 1 is what we spent money on, Page 2 is who did the expensing.
 - We lost quite a bit of money in Q4, because that's when all the spending for the spring conference happened (the income came in during Q3)
 - We lost \$8400 overall for the year
 - A substantial amount of this was due to bonds and investments
 - Harrisonburg lost money because we had fewer in-person attendees than expected
 - We also do not expect to make money from College Park in the fall.

- No action items
- Parliamentarian report
 - We don't have one right now

(9:46) Advisory reports

- No in-meeting historian report
- No in-meeting archivist report (Joni not present)
- Development Coordinator report submitted
 - We don't have an incoming development coordinator. If you know anyone, talk to Sara B.
- Web Team report submitted
 - Laura doesn't have much to add. Don Sailer is stepping down so there is mostly business continuity/rebuilding work going on.
- RAAC report submitted
 - Andrew not present to add more
- National Coalition for History report submitted
 - There is a move afoot to privatize the George W. Bush Presidential Library, taking it out of the hands of NARA and into the Bush Foundation's.
 - A bad precedent for other presidential libraries
 - More on this in New Business

(9:50) Old business

- 50th Anniversary Committee Report (Lauren)
 - Kudos to Christie, Taylor, Sara P., Tara and the NJ Caucus
 - Oral history available online:
 - https://www.youtube.com/watch?v=X2j8HuY_GaA
 - Thanks to the finance committee for approving a budget that will allow the committee to get exhibitions and swag available for the fall meeting
 - Three plenaries prepared
 - One to discuss MARAC history through the years, reception to follow
 - Tours of the Hornbake Library at UM (MARAC archives)
 - Posters to be made available for members
 - Per-unit printing costs are prohibitive but we could make it available for self-printing
 - Virtual Archives Tours: The committee will be inviting repositories to provide video visits of their archives, exhibits within their archives, etc. Some of these tours will be published soon; many more will be solicited and invited over the coming months.
- Strategic planning (Sara B.)
 - We're looking for SMART goals from committee chairs and stakeholders
 - Meetings to follow

(9:58) New business

- Spinning off the mentoring sub-committee

- Would move from being under Membership Committee to its own committee
- Would require a change to the MARAC by-laws
- Thoughts?
 - Sara P.: Consider that a sub-committee that operates without much guidance or oversight from its committee might just be a well-run subcommittee. Recommend some research into this
 - Sheridan: It may be easier to recruit people to serve on Mentorship if it's a stand-alone committee rather than being under Membership. Would also reflect SAA's structure (where Mentorship is also its own committee)
 - Christie: Being a sub-committee of Membership isn't a problem, per se, but agrees that recruitment may be made easier if it's more prominent in the committee structure. Funding may also be more readily available for programming opportunities if Mentorship is its own committee?
 - Amy will need to look into the financials more.
 - Molly: Putting Mentorship at the committee level will allow Mentorship committee chairs onto Steering, which is a great thing
 - Jan: Will this add to Sara P.'s administrative burden, if there are additional committees?
 - Ideally committee questions would go to the chairs and chairs-elect, and Sara would be called in for administrative needs only. Sara P. is more worried about the burden a new committee would place on Steering than on her.
 - Mary: A few years back we shrunk committees; part of the concern that led to this was that Steering was too big and we needed to compact it. (Largely this consisted of folding individual awards' committees into a single Awards Committee.) Overall she agrees with Molly about providing more opportunities for people to get involved with Steering.
 - Having Steering on Zoom makes it less likely that the size of the meeting would be unwieldy.
 - Steering Committee is open to the entire membership – this could/should be publicized more widely
- Membership in National Coalition for History (Jan)
 - Proposal for consideration: that MARAC support NCH at the Sustaining Level in order to have an automatic seat on its board
 - Jan is very impressed at the amount of advocacy work that NCH is able to accomplish with legislators and other stakeholders with the size of its budget and staff
 - Benefits: In addition to the automatic seat on the board, it would allow us promotional opportunities for MARAC activities; would be able to have representation on NCH's list of Policy Board officers; would have access to direct advocacy opportunities with Congress
 - Discussion:
 - Would we be able to fundraise through 50 For The Future for this membership?

- We're not allowed to – those funds are designated for the Disaster Relief Fund, among other things
- Can we fundraise specifically around elevating MARAC to a Sustaining Level contribution? This is a possibility
- Amy was able to share this opportunity yesterday morning with the Finance Committee. No substantial feedback yet, though the sense is that we cannot support this increase in membership levels at this time:
 - Coming off a loss in FY 2022
 - Expect conferences to continue to be a net loss for us for FY 2023
 - Ongoing increase of \$1500 each year is hard to find funding for at this point
 - The level we're currently at will be \$1800 for FY 2023; upgrading to the Sustaining Level would be \$4300, hence the \$2500 increase
 - Concerns that the return on investment with a higher membership level may not justify the costs
- Lauren: Do any of these organizations rely on individual "angel donors"?
 - Not that Jan is aware of, but can look into this
- Finance Committee will investigate this further but will likely recommend that MARAC remain at the contributing level of \$1800/year
- Are there models that other organizations have for fundraising and budgeting specifically around advocacy opportunities such as NCH? Jan is going to go back to the organization and report back to Steering.
- Matt: Should we be thinking more broadly about our advocacy efforts and the way that we fund them? Advocacy Committee, perhaps, to look more closely at the federal level as well as at the regional and state levels?
 - State caucuses contribute to this at the state level, or at least that is within their charge

(10:29) Standing and operational committees

- Awards
 - Nothing to report; looking forward to the work ahead for the year
- Communications
 - Nothing to add to the report
- Distinguished Service
 - Tara not available to present
- Diversity and Inclusion
 - Committee re-appointments, empty seats to fill soon
 - Will be working with MCC to plan the spring 2024 EDI symposium
- Education
 - Elliot does not have much to add to the report; excited about the workshops that are planned for College Park
 - Any virtual education opportunities? Pass them along to Elliot!
- Membership

- Vicki not available to present
- N&E
 - Sheridan has nothing to add to the report

(10:31) State caucus reports

- Nothing to add for any of the state caucus reports

(10:32) General announcements

- Check the operations and meeting manuals
- Expect to hear more about 50 For The Future
- Expect to be bothered about strategic plan goals
- The Communications Committee is working to have a table at SAA. Molly and the committee will be asking for volunteers for MARAC members who are planning to attend SAA to sit at the table for shifts
- When will the College Park program be out?
 - The first designer draft arrived two days ago; comments are due today
 - On target to publish it July 28

Clair moved to adjourn; Maharjan seconded

Meeting adjourned at 10:35am.

Minutes approved by



10/19/22

Sara A. Borden, MARAC Chair

Date