

# MARAC

Mid-Atlantic Regional Archives Conference

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

## STEERING COMMITTEE

January 27, 2023 at 9:00AM

Virtual via ZOOM

### AGENDA

#### **I. Call to Order (5 min)**

- A. Introductions
- B. Approval of Agenda

#### **II. Approval of Steering Committee Minutes (5 min)**

- A. October 19, 2022, Steering Committee Minutes

#### **III. Officer's Reports (15 min)**

- A. Chair
  - a. Chair's Report (Sara Borden)
  - b. Administrator's Report (Sara Predmore)
- B. Chair-Elect (Jessica Webster)
- C. Meetings Coordinator (Mary Mannix)
- D. Secretary (Kevin Clair)
- E. Treasurer (Amy Fitch)
- F. Parliamentarian (Arian Ravanbakhsh)

#### **IV. Advisory Positions (15 min)**

- A. Historian (Lauren Brown)
- B. Archivist (Joni Floyd)
- C. Development Coordinator (Brian Keough)
- D. Web Team (Laura Montgomery/Heather Perez)
- E. Regional Archival Association Consortium (Andrew Cassidy-Amstutz)
- F. National Coalition for History (Jan Zastrow)

#### **V. Old Business (30 min)**

- A. NARA Advocacy Letters (Sara Borden)
- B. Strategic Planning (Sara Borden)
- C. Merchandising/Café Press (Sara Borden)

## **VI. New Business (30 min)**

- A. Standard Presentation Slides Template (Sara Borden)
- B. Membership Renewal Deadline (Sara Borden/Sara Predmore)
- C. Committee Obligation Time Estimates - Convening of Task Force (Sara Borden/Sara Predmore)
- D. Using Google Drive (Sara Borden/Sara Predmore/Kevin Clair)
- E. Ex-Officio Positions on Committees (Sheridan Sayles)
- F. Next Meeting Date (Sara Borden/Sara Predmore)

## **VII. Standing and Operational Committees (15 min)**

- A. Awards (Angela Rodgers-Koukoui)
- B. Communications (Michael Martin/Molly Tighe)
- C. Distinguished Service (Tara Wink)
- D. Diversity & Inclusion (Rayna Andrews)
- E. Education (Elliot McNally)
- F. Membership (Vicki Russo)
- G. Nominations and Elections (Sheridan Sayles)

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

- A. Delaware (Diane Bockrath)
- B. District of Columbia (Christopher Anglim)
- C. Maryland (Allison Fischbach)
- D. New Jersey (Tara Maharjan)
- E. New York (Danielle Glynn)
- F. Pennsylvania (Taylor Mason)
- G. Virginia (Zachary Hottel)
- H. West Virginia (Lori Hostuttler)

## **IX. Adjournment**

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Delaware • District of Columbia • Maryland • New Jersey  
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Date: 27 January 2023

To: MARAC Steering Committee Members

From: Sara Borden

RE: Chair's Report

1. Borden met with some Committee Chairs and members to follow up on getting documentation more organized and widely available in order to help operations run more smoothly
2. Borden was unable to convene a meeting of the Strategic Planning Task Force due to illness; the meeting will be rescheduled for February.
3. Borden and MARAC Administrator Sara Predmore finished and published an organizational chart for MARAC and Predmore drafted a webpage to include the chart and more information about getting involved.
4. Borden drafted letters regarding current issues facing NARA as discussed at the October 2022 Steering Committee Meeting. These letters are (belatedly) close to being ready for submission and will be published as soon as possible.

# MARAC

Mid-Atlantic Regional Archives Conference

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To: MARAC STEERING COMMITTEE  
From: SARA PREDMORE, MARAC ADMINISTRATOR  
Date: January 27, 2023 – Zoom  
Re: ADMINISTRATOR'S REPORT

## Membership Statistics

There were 863 active members (as of January 15, 2023):

733 Regular Members  
64 Retired Members  
66 Student Members

### Membership Statistics Comparison

Member Type	2021 (as of 1/15/21)	2022 (as of 1/21/22)	2023 (as of 1/15/23)	% change 2022-2023
Regular	620	739	733	-0.81%
Retired	66	63	64	1.59%
Student	43	72	66	-8.33%
Total	729	874	863	-1.26%

### State Caucus Membership Statistics Comparison

Caucus	2021 (as of 1/15/21)	2022 (as of 1/21/22)	2023 (as of 1/15/23)
DC	126	138	165
Delaware	32	31	34
Maryland	158	181	219
New Jersey	108	118	110
New York	152	164	181
Pennsylvania	154	185	178
Virginia	138	146	149
West Virginia	15	17	16

**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 01/15/23)**

Month	2020-2021	2021-2022	2022-2023
November	4	4	5
December	5	6	5
January	4	7	4
Total	13	17	14

**ADDITIONAL INFORMATION**

**Elections:** The 2023 election announcement was sent to membership on January 20<sup>th</sup>. Ballots (847 electronic and 16 paper) will be distributed on January 27<sup>th</sup> to those who were members as of January 15<sup>th</sup>.

**Website:**

- Worked with Chair to finalize [MARAC's Organizational Chart](#), posted to Steering Committee page and Bylaws and Policies page
- Created content and published new page under Membership for ["How to Get Involved"](#)
- Published new page under Membership for MARAC's [Membership Directory](#)
- Added a link on each committee page to its respective Operations Manual entry
- Updated Award pages with fall winners and information for upcoming calls for nominations

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

- Education: Reviewed workflows for off conference in-person workshops
- Executive Committee: Created an interest form and workflow for Chair-Elect to use in appointing positions; Created a shared calendar for Chair and Chair-Elect to use for target dates for annual tasks
- Finance
- Membership
- MCC, College Park, Virtual, and Saratoga Springs LACs and PCs
- Awards and Scholarships: Updated webpage, Distributed calls for submissions,
- Communications
- Nominations and Elections: Prepared ballots and messaging
- Web Team

**Spring 2023 Virtual:**

- Researched Zoom licensing options, arranged for product demo for VAC (Virtual Arrangements Committee)
- Worked with Treasurer on student attendance and donation options on registration form.
- Created vendor and sponsor registration forms, attendee registration form, and meeting evaluation
- Began work on Virtual Meeting Planning Manual

**Upcoming Tasks:**

- Elections support
- Heavy conference work for virtual meeting
- Continued work on Virtual Meeting Manual

Jessica Webster

Chair-Elect's Report

MARAC Steering Committee Meeting

January 27, 2023

Since the Fall MARAC meeting in College Park, I have begun work on the following:

- Attending meetings with the Chair to get up to speed on various MARAC issues, such as: the development coordinator role, the roles of various committee chairs, and a reorganization of the MARAC Google drive
- Studying the results of the Chair's strategic plan listening tour
- Discussing a new system suggested by Administrator Sara Predmore to manage committee appointments for the next cycle this spring
- Planning for a program to have regular coordination meetings with the caucus representatives and the Chair-elect

Respectfully submitted,

Jessica Webster

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The following are the activities of the MARAC secretary for the quarter preceding the winter 2023 meeting of the Steering Committee.

- Minutes for the summer Steering Committee meeting, as well as the spring business meeting in Harrisonburg, VA were circulated for approval.
- Minutes for the fall Steering Committee meeting, as well as the business meeting at the Fall Conference in College Park, were drafted and shared with the MARAC Administrator.
- I have started working with Sara Predmore to review the contents of the MARAC Google Drive. The goals for this review are to ensure that all committees have access to the files that they require, that the folders are structured in a sustainable way for ongoing management.

Respectfully submitted,

Kevin M. Clair  
MARAC Secretary

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January 20, 2023

**TO: MARAC Officers  
Caucus Representatives  
Committee Chairs  
MARAC Administrator  
MARAC Archivist**

**From: Amy Fitch, MARAC Treasurer**

**RE: Treasurer/Finance Committee Report**

Respectfully submitted to the Steering Committee on Friday, January 20, in advance of the Winter 2023 Steering meeting to be held virtually on January 27, 2023.

1. Highlights of the Second Quarter Treasurer's Report (see first attachment) are listed below.

- The income is from membership dues; conference registration, vendors, and sponsors; publication sales and advertising; bank interest; and individual donations.
- Expenses are from Administrator salary and phone; web service monthly fees; advocacy; conference-related printing and postage; Administrator food, lodging, and travel for the Fall conference; office supplies; expenses for the Fall conference; awards; banking fees; and the 50th Anniversary Committee expenses coinciding with the conference.
- Expenditures from restricted funds were all related to the Fall conference: the travel awards, D&I scholarship, ASL interpretive services, and overage of the hotel food costs.
- The quarter ended with a net loss of \$86,262.09, because the income from the Fall conference was realized last quarter while the expenses were paid in this quarter. However, the total net loss for the year to date is \$11,689.96.

2. Average returns on investment for MARAC's accounts during the quarter (rounded to the nearest hundredth of a percent) follow. The investments essentially had no change in value.

- PNC Savings Account: 0%
- Vanguard Bonds: 1.08%



3. The Fall 2022 conference report for College Park, Maryland, is the second attachment. We had stellar turnout, but that meant additional expenses, which registration fees and a great selection of vendors were unable to offset. The result was a significant net loss for the conference, beyond the budgeted reimbursements from the 50th Anniversary Committee, the Archival Education Fund, and the Membership Committee. Also, Steering agreed in September to forego a meal during the conference so that \$1,000 from its food line could go toward the LAC food budget.

4. A subcommittee of Finance is beginning research into investment alternatives that will produce higher returns while remaining safe options for our restricted funds. I will report on their progress at the next meeting.

**FY 2023, 2nd Quarter** (October 1, 2022 to December 31, 2022)

<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>
<b>INCOME</b>							
Membership Dues	\$40,000.00	\$25,107.00	\$2,516.00			\$27,623.00	69%
Conference Registration	\$85,000.00	\$54,805.00	\$21,732.00			\$76,537.00	90%
Conference Vendors	\$13,000.00	\$3,800.00	\$500.00			\$4,300.00	33%
Conference Sponsorship	\$6,000.00	\$5,250.00	\$700.00			\$5,950.00	99%
Publication Advertising	\$1,500.00	\$988.00	\$988.00			\$1,976.00	132%
Publication Sales	\$400.00	\$90.00	\$135.00			\$225.00	56%
Mailing List Sales	\$70.00	\$0.00	\$0.00			\$0.00	0%
Off-Meeting Workshops	\$1,500.00	\$0.00	\$0.00			\$0.00	0%
Bank Interest	\$150.00	\$1.94	\$1.91			\$3.85	3%
Investment Interest	\$2,000.00	(\$1,648.32)	\$897.75			(\$750.57)	-38%
Gifts to Operations	\$800.00	\$2,231.50	\$52.50			\$2,284.00	286%
Miscellaneous	\$0.00	\$10.00	\$210.35			\$220.35	0%
<b>Total Income</b>	<b>\$150,420.00</b>	<b>\$90,635.12</b>	<b>\$27,733.51</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$118,368.63</b>	<b>79%</b>
<b>EXPENSES</b>							
Administrator	\$22,000.00	\$6,879.20	\$4,850.34			\$11,729.54	53%
Web Services	\$7,200.00	\$6,588.89	\$79.50			\$6,668.39	93%
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	\$1,800.00			\$1,800.00	120%
Insurance Policy	\$1,000.00	\$0.00	\$0.00			\$0.00	0%
Phone	\$600.00	\$149.94	\$149.67			\$299.61	50%
Postage	\$750.00	\$71.91	\$40.38			\$112.29	15%
Office Supplies	\$125.00	\$0.00	\$46.90			\$46.90	38%
Food	\$3,760.00	\$157.03	\$2,071.04			\$2,228.07	59%
Travel	\$1,080.00	\$0.00	\$137.50			\$137.50	13%
Equipment	\$300.00	\$0.00	\$0.00			\$0.00	0%
Printing and Design	\$2,100.00	\$0.00	\$781.14			\$781.14	37%
Conference	\$92,000.00	\$34.63	\$96,858.08			\$96,892.71	105%
Lodging	\$1,300.00	\$0.00	\$718.68			\$718.68	55%
Honoraria	\$1,250.00	\$0.00	\$0.00			\$0.00	0%
Awards and Prizes	\$1,450.00	\$45.00	\$300.00			\$345.00	24%
Scholarships	\$0.00	\$0.00	\$0.00			\$0.00	0%
Banking Fees	\$6,000.00	\$2,095.57	\$3,340.20			\$5,435.77	91%
Investments	\$0.00	\$0.00	\$0.00			\$0.00	0%
50th Anniversary	\$5,560.00	\$40.82	\$2,747.17			\$2,787.99	50%
Miscellaneous	\$300.00	\$0.00	\$75.00			\$75.00	25%
<b>Total Expenses</b>	<b>\$150,420.00</b>	<b>\$16,062.99</b>	<b>\$113,995.60</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$130,058.59</b>	<b>86%</b>
<b>Net Income or (Loss)</b>		<b>\$74,572.13</b>	<b>(\$86,262.09)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$11,689.96)</b>	

**Account Balances**

			<u>Opening</u>	<u>Credits</u>	<u>Debits</u>	<u>Closing</u>
PNC Checking	\$60,920.72	Operating	\$74,572.13	\$27,733.51	(\$113,995.60)	(\$11,689.96)
PNC Savings	\$76,787.20	Restricted	\$147,225.51	\$6,692.12	(\$18,060.00)	\$135,857.63
Vanguard Bonds	\$84,161.79	Reserve	\$52,647.00	\$0.00	\$0.00	\$52,647.00
<b>Total</b>	<b>\$221,869.71</b>	<b>Surplus</b>	<b>\$44,939.55</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$44,939.55</b>
		<b>Totals</b>	<b>\$319,384.19</b>	<b>\$34,425.63</b>	<b>(\$132,055.60)</b>	<b>\$221,754.22</b>

**Summary - Second Quarter FY 2023**

Opening Balance	\$319,384.19
Total Income	\$34,425.63
Total Expenses	(\$132,055.60)
<b>Closing Balance</b>	<b>\$221,754.22</b>

**Restricted Funds**

			<u>Opening</u>	<u>New Gifts</u>	<u>Spending</u>	<u>Closing</u>
PNC Savings	\$51,695.84	Disaster Assist.	\$18,681.00	\$905.00	\$0.00	\$19,586.00
Vanguard Bonds	\$84,161.79	Education	\$119,699.51	\$67.50	(\$18,060.00)	\$101,707.01
<b>Total</b>	<b>\$135,857.63</b>	Graduate Schol	\$3,560.00	\$5,719.62	\$0.00	\$9,279.62
		Finch Award	\$5,285.00	\$0.00	\$0.00	\$5,285.00
		<b>Totals</b>	<b>\$147,225.51</b>	<b>\$6,692.12</b>	<b>(\$18,060.00)</b>	<b>\$135,857.63</b>

**FY 2023, 2nd Quarter** (October 1, 2022 to December 31, 2022)

<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>
<b>INCOME</b>							
Membership Dues	\$40,000.00	\$25,107.00	\$2,516.00			\$27,623.00	69%
Conference Registration	\$85,000.00	\$54,805.00	\$21,732.00			\$76,537.00	90%
Conference Vendors	\$13,000.00	\$3,800.00	\$500.00			\$4,300.00	33%
Conference Sponsorship	\$6,000.00	\$5,250.00	\$700.00			\$5,950.00	99%
Publication Advertising	\$1,500.00	\$988.00	\$988.00			\$1,976.00	132%
Publication Sales	\$400.00	\$90.00	\$135.00			\$225.00	56%
Mailing List Sales	\$70.00	\$0.00	\$0.00			\$0.00	0%
Off-Meeting Workshops	\$1,500.00	\$0.00	\$0.00			\$0.00	0%
Bank Interest	\$150.00	\$1.94	\$1.91			\$3.85	3%
Investment Interest	\$2,000.00	(\$1,648.32)	\$897.75			(\$750.57)	-38%
Gifts to Operations	\$800.00	\$2,231.50	\$52.50			\$2,284.00	286%
Miscellaneous	\$0.00	\$10.00	\$210.35			\$220.35	0%
<b>Total Income</b>	<b>\$150,420.00</b>	<b>\$90,635.12</b>	<b>\$27,733.51</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$118,368.63</b>	<b>79%</b>
<b>EXPENSES</b>							
Administrator	\$9,155.00	\$6,699.08	\$1,127.21			\$7,826.29	85%
Executive Officers	\$30,310.00	\$6,920.02	\$9,472.51			\$16,392.53	54%
Caucus Funds	\$1,600.00	\$202.03	\$0.00			\$202.03	13%
Steering	\$2,550.00	\$0.00	\$1,000.00			\$1,000.00	39%
Communications	\$2,500.00	\$7.24	\$474.93			\$482.17	19%
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	\$0.00	\$0.00			\$0.00	0%
Finance	\$7,195.00	\$2,135.32	\$3,419.70			\$5,555.02	77%
Membership	\$1,100.00	\$64.67	\$1,000.00			\$1,064.67	97%
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)	\$80,000.00	\$34.63	\$96,201.25			\$96,235.88	120%
Spring Conference (LAC)	\$12,000.00	\$0.00	\$1,000.00			\$1,000.00	8%
<b>Total Expenses</b>	<b>\$150,420.00</b>	<b>\$16,062.99</b>	<b>\$113,995.60</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$130,058.59</b>	<b>86%</b>
<b>Net Income or (Loss)</b>		<b>\$74,572.13</b>	<b>(\$86,262.09)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$11,689.96)</b>	

**Account Balances**

PNC Checking	\$60,920.72	Operating	\$74,572.13	\$27,733.51	(\$113,995.60)	(\$11,689.96)
PNC Savings	\$76,787.20	Restricted	\$147,225.51	\$6,692.12	(\$18,060.00)	\$135,857.63
Vanguard Bonds	\$84,161.79	Reserve	\$52,647.00	\$0.00	\$0.00	\$52,647.00
Total	\$221,869.71	Surplus	\$44,939.55	\$0.00	\$0.00	\$44,939.55
		Totals	\$319,384.19	\$34,425.63	(\$132,055.60)	\$221,754.22

**Summary - Second Quarter FY 2023**

Opening Balance	\$319,384.19
Total Income	\$34,425.63
Total Expenses	(\$132,055.60)
<b>Closing Balance</b>	<b>\$221,754.22</b>

**Restricted Funds**

<u>Restricted Funds</u>			<u>Opening</u>	<u>New Gifts</u>	<u>Spending</u>	<u>Closing</u>
PNC Savings	\$51,695.84	Disaster Assist.	\$18,681.00	\$905.00	\$0.00	\$19,586.00
Vanguard Bonds	\$84,161.79	Education	\$119,699.51	\$67.50	(\$18,060.00)	\$101,707.01
<hr/>						
Total	\$135,857.63	Graduate Schol	\$3,560.00	\$5,719.62	\$0.00	\$9,279.62
		Finch Award	\$5,285.00	\$0.00	\$0.00	\$5,285.00
<hr/>						
		Total	\$147,225.51	\$6,692.12	(\$18,060.00)	\$135,857.63

## Report Summary

Category	<u>Budgeted 350 Attendees</u>	<u>Actual 427 Attendees</u>
<b>INCOME</b>		
Registration Fees	\$56,810.00	\$68,525.00
Exhibitor Fees	\$12,750.00	\$21,400.00
Meals	\$0.00	\$338.00
Friday Reception	\$2,900.00	\$2,720.00
Tour Fees	\$1,095.00	\$645.00
Workshop Fees	\$10,000.00	\$6,845.00
<b>Total Income</b>	<b>\$83,555.00</b>	<b>\$100,473.00</b>
<b>EXPENSES</b>		
Administrative Services	\$5,000.00	\$5,000.00
LAC Expenses	\$250.00	\$0.00
Event Insurance	\$800.00	\$223.00
Hospitality Event	\$0.00	\$0.00
Hotel Expenses	\$250.00	\$0.00
AV Expenses	\$15,397.20	\$20,063.49
Meal Expenses	\$49,659.65	\$65,730.10
Friday Reception	\$15,460.00	\$18,086.56
Registration/Program	\$949.00	\$1,128.86
Session/Plenary Speakers	\$2,500.00	\$0.00
Tour Expenses	\$310.00	\$137.00
Workshop Expenses	\$3,500.00	\$1,462.21
Accessibility Expenses	\$0.00	\$9,960.00
<b>Total Expenses</b>	<b>\$94,075.85</b>	<b>\$121,791.22</b>
<b>Total</b>	<b>(\$10,520.85)</b>	<b>(\$21,318.22)</b>
<b>50th Ann. Reception Reimbursement</b>	<b>\$2,500.00</b>	<b>\$2,500.00</b>
<b>Archival Education Fund Reimbursen</b>	<b>\$6,000.00</b>	<b>\$6,000.00</b>
<b>Membership Event Reimbursement</b>	<b>\$1,000.00</b>	<b>\$1,000.00</b>
<b>Mbrship Event Reimbrsmt (Steering)</b>	<b>\$0.00</b>	<b>\$1,000.00</b>
<b>NET LOSS/PROJECTED LOSS</b>	<b>(\$1,020.85)</b>	<b>(\$10,818.22)</b>

## Income - FINAL

Category	Budgeted 350			Actual 427 Attendees		
	Cost/Item	Attendees	Total	Cost/Item	(9 workshop-only)	Total
<b>INCOME</b>						
<b>Registration Fees</b>						
Pre-Reg Members	\$160.00	228	\$36,480.00	\$160.00	223	\$35,680.00
Pre-Reg Non-Members	\$210.00	25	\$5,250.00	\$210.00	29	\$6,090.00
Late Reg Members	\$180.00	30	\$5,400.00	\$180.00	71	\$12,780.00
Late Reg Non-Members	\$230.00	10	\$2,300.00	\$230.00	29	\$6,670.00
Member, on-site	\$200.00	12	\$2,400.00	\$200.00	9	\$1,800.00
Non-member, on-site	\$250.00	7	\$1,750.00	\$250.00	4	\$1,000.00
Student registration	\$85.00	30	\$2,550.00	\$85.00	43	\$3,655.00
Retiree	\$85.00	0	\$0.00	\$85.00	5	\$425.00
One day (Saturday only)	\$85.00	8	\$680.00	\$85.00	5	\$425.00
<b>Total Registration Fees</b>		<b>350</b>	<b>\$56,810.00</b>		<b>418</b>	<b>\$68,525.00</b>
<b>Exhibitor Fees</b>						
Ads (Full Page)	\$500.00	0	\$0.00	\$500.00	0	\$0.00
Ads (Half Page)	\$300.00	0	\$0.00	\$300.00	0	\$0.00
Ads (Quarter Page)	\$200.00	2	\$400.00	\$200.00	2	\$400.00
Vendor Ad (Half Page upgrade)	\$100.00	1	\$100.00	\$100.00	1	\$100.00
Vendor Ad (Full Page upgrade)	\$300.00	1	\$300.00	\$300.00	1	\$300.00
Donations/Sponsorships	\$100.00	0	\$0.00	\$100.00	1	\$100.00
Donations/Sponsorships	\$250.00	1	\$250.00	\$250.00	2	\$500.00
Donations/Sponsorships	\$500.00	2	\$1,000.00	\$500.00	3	\$1,500.00
Donations/Sponsorships	\$800.00	1	\$800.00	\$800.00	1	\$800.00
Donations/Sponsorships	\$1,500.00	1	\$1,500.00	\$1,500.00	1	\$1,500.00
Rental - 1 Table	\$400.00	0	\$0.00	\$400.00	1	\$400.00
Rental - 1 Table	\$600.00	14	\$8,400.00	\$600.00	18	\$10,800.00
Donations/Sponsorships	\$5,000.00	0	\$0.00	\$5,000.00	1	\$5,000.00
<b>Total Exhibitor Fees</b>			<b>\$12,750.00</b>			<b>\$21,400.00</b>
<b>Meals</b>						
Vendor Lunch - Friday	\$0.00	0	\$0.00	\$39.00	2	\$78.00
Reception Tickets - Thursday	\$0.00	0	\$0.00	\$20.00	13	\$260.00
<b>Total Meals</b>			<b>\$0.00</b>			<b>\$338.00</b>
<b>Friday Reception</b>						
Donation	\$2,500.00	1	\$2,500.00	\$2,500.00	1	\$2,500.00
Guest Tickets	\$20.00	20	\$400.00	\$20.00	11	\$220.00
<b>Total Fri Reception Income</b>			<b>\$2,900.00</b>			<b>\$2,720.00</b>

## Tour Fees

Tour #1 Laurel Hist'l Museum	\$10.00	20	\$200.00	\$10.00	5	\$50.00	
Tour #2 Nat'l Archives at CP	\$5.00	15	\$75.00	\$5.00	14	\$70.00	
Tour #3 Nat'l Ag Lib	\$5.00	12	\$60.00	\$5.00	13	\$65.00	
Tour #4 Ctr for Hist of Physics	\$10.00	6	\$60.00	\$10.00	5	\$50.00	
Tour #5 CP Aviation Museum	\$10.00	20	\$200.00	\$10.00	5	\$50.00	
Tour #6 Goodard Flight Ctr	\$5.00	20	\$100.00	\$5.00	21	\$105.00	
Tour #7 Driskell Ctr	\$5.00	20	\$100.00	\$5.00	9	\$45.00	
Tour #8 SPCA	\$5.00	20	\$100.00	\$5.00	14	\$70.00	
Tour #9 Riversdale House	\$10.00	20	\$200.00	\$10.00	14	\$140.00	
<b>Total Tour Fees</b>			<b>\$1,095.00</b>			<b>\$645.00</b>	
<b>Workshop Fees</b>							
Workshop #1 Digitization	\$50.00	25	\$1,250.00	\$50.00	23	\$1,015.00	3 discounts (\$45 each) used
Workshop #2 Exhibits	\$100.00	25	\$2,500.00	\$100.00	19	\$1,810.00	2 discounts (\$45 each) used
Workshop #3 Genealogy	\$100.00	25	\$2,500.00	\$100.00	12	\$1,155.00	1 discount (\$45 each) used
Workshop #4 Project Mgmt	\$100.00	25	\$2,500.00	\$100.00	24	\$2,310.00	2 discounts (\$45 each) used
Workshop #5 Portrait Photos	\$50.00	25	\$1,250.00	\$50.00	12	\$555.00	1 discount (\$45 each) used
<b>Total Workshop Fees</b>			<b>\$10,000.00</b>			<b>\$6,845.00</b>	
<b>Total Income</b>			<b>\$83,555.00</b>			<b>\$100,473.00</b>	

## Expenses - FINAL

Category	Budgeted 350			Actual 427 Attendees		
	Cost/Item	Attendees	Total	Cost/Item	Attendees	Total
<b>General Expenses</b>						
Administrative Services			\$5,000.00			\$5,000.00
LAC Expenses			\$250.00			\$0.00
Event Insurance			\$800.00			\$223.00
Hospitality Event (offsite)			\$0.00			\$0.00
<b>General Expenses Total</b>			<b>\$6,050.00</b>			<b>\$5,223.00</b>
<b>Hotel Expenses</b>						
Room Rentals			\$0.00			\$0.00
Porterage and Misc. Expenses			\$250.00			\$0.00
<b>Total Hotel Expenses</b>			<b>\$250.00</b>			<b>\$0.00</b>
<b>AV Expenses</b>						
AV Equipment Tech			\$0.00			\$0.00
AV Equipment Rental			\$11,844.00			\$15,403.50
Taxes and Fees			\$3,553.20			\$4,659.99
<b>Total AV Expenses</b>			<b>\$15,397.20</b>			<b>\$20,063.49</b>
<b>Meal Expenses</b>						
				10% Discount on all Meals:		
Continental Breakfast (Th)	\$24.00	250	\$6,000.00		320	\$6,912.00
Continental Breakfast (Fri)	\$24.00	250	\$6,000.00		332	\$7,171.20
Continental Breakfast (Sat)	\$24.00	250	\$6,000.00		289	\$6,242.00
Wed AM Break	\$19.00	80	\$1,520.00		88	\$1,504.80
Wed PM Break	\$19.00	80	\$1,520.00		88	\$1,504.80
Th PM Break	\$19.00	250	\$4,750.00		345	\$5,278.50
Fri PM Break	\$19.00	250	\$4,750.00		332	\$5,677.20
Meet and Greet	\$21.00	130	\$2,730.00		255	\$4,360.50
Vendor Lunches	\$33.00	0	\$0.00		21	\$623.70
50th Anniversary Reception	\$35.50	250	\$8,875.00		346	\$10,309.50
Subtotal with 10% Discount			\$37,930.50			
Bartender + Cashier for Reception			\$350.00			
Service Fee (23%)			\$9,103.32			
Sales tax (6%)			\$2,275.83			
<b>Total Meal Expenses</b>			<b>\$49,659.65</b>			<b>\$65,730.10</b>
<b>Friday Reception</b>						
Food	\$39.00	250	\$9,750.00	\$36.00	328	\$11,808.00

Alcoholic Drinks	\$6.00	125	\$750.00	\$0.00	0	\$0.00
Total Food & Beverage Costs			\$10,500.00			\$11,808.00
Service Fee (23%)			\$2,415.00			\$2,715.84
Alcohol Charge (9%)			\$45.00			\$0.00
Facility Rental, Admin Fee (3%), Sales Tax (6%)			\$2,500.00			\$3,562.72
<b>Total Reception Costs</b>			<b>\$15,460.00</b>			<b>\$18,086.56</b>
<b>Registration/Program</b>						
Program Design/Print/Mail			\$400.00			\$343.17
Sched App			\$299.00			\$699.00
Folders, Badges, Lanyards, etc.			\$250.00			\$86.69
<b>Total Registration/Program Costs</b>			<b>\$949.00</b>			<b>\$1,128.86</b>
<b>Session/Plenary Speakers</b>						
Lodging/Travel/Meals			\$1,000.00			\$0.00
Honoraria			\$1,500.00			\$0.00
<b>Total Session/Plenary Costs</b>			<b>\$2,500.00</b>			<b>\$0.00</b>
<b>Tour Expenses</b>						
Tour #1 Laurel Hist'l Museum	\$5.00	20	\$100.00	5		\$25.00
Tour #2 Nat'l Archives at CP	\$0.00	15	\$0.00	14		\$0.00
Tour #3 Nat'l Ag Lib	\$0.00	12	\$0.00	13		\$0.00
Tour #4 Ctr for Hist of Physics	\$5.00	6	\$30.00	5		\$25.00
Tour #5 CP Aviation Museum	\$5.00	20	\$100.00	5		\$25.00
Tour #6 Goodard Flight Ctr	\$0.00	20	\$0.00	21		\$0.00
Tour #7 Driskell Ctr	\$0.00	20	\$0.00	9		\$0.00
Tour #8 SPCA	\$0.00	20	\$0.00	14		\$0.00
Tour #9 Riversdale House	\$4.00	20	\$80.00	14		\$62.00
<b>Total Tour Fees</b>			<b>\$310.00</b>			<b>\$137.00</b>
<b>Workshop Expenses</b>						
Honoraria			\$1,800.00			\$900.00
Lodging/Meals/Travel (Speakers)			\$1,500.00			\$419.35
Transportation			\$0.00			\$0.00
Misc. Expenses			\$200.00			\$142.86
<b>Total Workshop Expenses</b>			<b>\$3,500.00</b>			<b>\$1,462.21</b>
<b>Accessibility Expenses</b>						
ASL Interpreter Services (CDJ Interpreting)			\$0.00			\$9,960.00
<b>Total Expenses</b>			<b>\$94,075.85</b>			<b>\$121,791.22</b>



**MARAC Historian Report**  
**(for the January/2023 MARAC Steering Committee Meeting via Zoom)**

Most of my activity for this quarter relates in some way to wrap-up work following the College Park Anniversary meeting.

I provided MARAC Treasurer Amy Fitch with a FY23 budget report for the 50<sup>th</sup> Anniversary Committee. It appears that the committee has ended its work with a significant budget surplus.

Shortly after the conclusion of the meeting, I carried out some research in the MARAC Archives to determine when and how MARAC began its relationship with Café Press, the firm that markets MARAC-related merchandise to the membership. This research was shared with the current leadership of MARAC. Personally, I believe this relationship with Café Press should continue, but with better oversight than has been the case recently.

Just prior to the meeting itself, I assisted Sara Predmore in identifying those MARAC members, registered for the College Park meeting, that should be recognized as “MARAC Founders.” I also provided one of the presenters participating in the 1<sup>st</sup> Plenary with pertinent background documentation from the MARAC Archives.

Recently I fielded a request from two MARAC members who need assistance in identifying MARAC members who have received service awards in the past. Creating and then maintaining a comprehensive list quite conceivably falls within my purview as MARAC Historian and I am contemplating adding that task to the existing list of projects found in my 2022-2025 Strategic Plan.

Lauren Brown  
MARAC Historian

MARAC Archivist Report  
Steering Committee Meeting  
Jan. 27, 2023

MARAC 50th Anniversary Exhibition

\* Assisted with securing UMD Libraries' reimbursement from MARAC for the exhibition panels

Joni J. Floyd  
MARAC Archivist

# MARAC

Mid-Atlantic Regional Archives Conference

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

Steering Committee Meeting  
January 27, 2023

Web Team members:

Laura Montgomery (co-chair), Heather Perez (co-chair), Diane Biunno, Jasmine Smith, Jesse Brown

Updates since the last Steering Meeting:

- The Web team met once this quarter to review responsibilities and discuss the website.
- Web team members periodically updated conference, job opportunities, committee, and caucus pages as requested
  - Laura - Updated conference and caucus webpages
  - Heather - Added menu items and articles to "Membership" menu, per request from Sara Predmore (to be published soon)
  - Diane - updated names and contact information for two members of the steering committee on the Steering Committee page
  - Jasmine - updates the MARAC Job Opportunities page weekly, adding new submissions, removing outdated listings, and keeping submitters informed
  - Jesse - quality check of updated web pages

**Please double check your webpage(s) on the MARAC website and contact us at [maracwebteam@gmail.com](mailto:maracwebteam@gmail.com) if you notice any issues or if you would like to make any updates.**

Respectfully submitted,  
Laura Montgomery and Heather Perez, Co-chairs



**Winter 2023 NATIONAL COALITION FOR HISTORY Report**  
MARAC Steering Committee Meeting, Jan. 27, 2023

**NCH STILL URGING NOMINATION OF DR. COLLEEN SHOGAN AS NEXT AOTUS**

Last August, President Biden nominated Dr. Colleen Joy Shogan as the 11th Archivist of the United States to succeed David S. Ferriero who retired earlier last year. Dr. Shogan would be the first political scientist to serve as Archivist. NCH pressed the Senate to confirm Dr. Shogan's nomination before the end of the last Congress, saying otherwise "it could be delayed indefinitely." While this does not mean that Dr. Shogan won't be confirmed, it does mean the process may take longer than anticipated.

**DEADLINE EXTENDED FOR MANDATING ELECTRONIC RECORDS BY AGENCIES**

On June 28, 2019, the Office of Management and Budget (OMB) and the National Archives and Records Administration (NARA) jointly issued a memorandum providing guidance on managing Federal records. In a major policy change, the memo mandated that all Federal agencies must transfer permanent records to NARA in electronic formats after December 31, 2022. NARA said it would no longer accept paper records as of that date. This change would have far-reaching impacts on all users of the National Archives and place a burden on federal agencies to comply in a timely manner.

NCH has for some time been urging OMB and NARA to extend the deadline. The federal government shutdown due to the COVID-19 pandemic made compliance with this mandate even more unrealistic. On Dec. 23, OMB and NARA issued a new directive extending the compliance deadline to **June 30, 2024**.

**NARA TRANSFERS GEORGE W. BUSH MUSEUM OPERATIONS TO GWB FOUNDATION**

As of January 1, NARA officially transferred the museum and volunteer operations of the George W. Bush Museum to the George W. Bush Foundation. The agreement includes plans to digitize the presidential records of the George W. Bush administration in order to make these materials discoverable and usable by the broadest possible audience.

NARA will retain all responsibility for the legal and physical custody of the records and artifacts at the Library and will control all access to them. NARA will provide records and artifacts to the George W. Bush Foundation for display in the museum through NARA's loan program. In addition, NARA will continue to lead the education program at the Library and remains committed to civic literacy.

This revised agreement will require physical signage to distinguish between which portions of the George W. Bush Presidential Library and Museum are run by the George W. Bush Foundation or NARA; and to engage historians to review changes to the permanent exhibit gallery. Importantly, no NARA staff will lose their jobs or change duty stations, and NARA will work closely with the George W. Bush Foundation to ensure there is no impact on NARA's customers. The press release cites allowing NARA to "maximize limited resources." Warning, warning, Will Robinson!

—Jan Zastrow  
NCH Representative  
[zastrow@hawaii.edu](mailto:zastrow@hawaii.edu)