

# MARAC

Mid-Atlantic Regional Archives Conference

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## MARAC Steering Committee

2023 August 4

Zoom

**Attendance:** Sara Predmore (MARAC Administrator), Kevin Clair (Secretary), Amanda May (member at large), Missy Nerino (Communications), Tara Maharjan (New Jersey Caucus), Taylor Mason (Pennsylvania Caucus), Allison Fischbach (Maryland Caucus), Mary Mannix (Meetings Coordinator), Deb Schiff (Member At Large), Jessica Webster (Chair), Lauren Brown (Historian), Amy Fitch (Treasurer), Zach Hottel (Virginia Caucus), Arian Ravanbakhsh (Parliamentarian), Danielle Glynn (New York Caucus), Laura Montgomery (Website Committee), Diane Bockrath (Delaware Caucus), Rayna Andrews (Diversity and Inclusion), Christopher Anglim (DC Caucus), Colleen Bradley-Sanders (Education), Michael Martin (Communications), Carley Altenburger (Member At Large), Jenny Mitchell (Nominations and Elections), Ali Zawoyski (Chair-elect), Brian Keough (Development), Lori Hostuttler (West Virginia Caucus), Vicki Russo (Membership)

**Regrets:** Jan Zastrow, Dyani Feige, Angela Rodgers-Koukoui

- I. Call to Order (5 min) -- called to order at 9:02am
  - a. Introductions
  - b. Approval of Agenda – approved 9:10am
- II. Approval of Steering Committee Minutes (5 min)
  - a. April 21, 2023 Steering Committee Minutes
    - i. On page 5 it says we were going to review feedback for the spring meeting in May. That didn't happen, but it will at a later date.
    - ii. Fix the date of the spring symposium – it's 4/8, not 4/22.
    - iii. Approved at 9:13am.
- III. Officer's Reports (15 min)
  - a. Chair's Report (Jessica Webster) -- Nothing to add.
  - b. Administrator's Report (Sara Predmore) -- More people have renewed, we have 686 active members. Please renew if you haven't! The final program for Saratoga has been received, it should go up today. Registration will also open at that time.
  - B. Chair-Elect (Ali Zawoyski) -- nothing to add.
  - C. Meetings Coordinator (Mary Mannix) -- What should we do next for fall 2024? To discuss later today.
  - D. Secretary (Kevin Clair) -- Nothing to add. Committee chairs: check your google drive access!

E. Treasurer (Amy Fitch) -- Finances are good overall. Amy reporting on the close of FY2023. Page 1 is the money spent, page 2 is the committees that did the spending. We had a net gain of \$2,500 for the quarter, and \$8,529 for the year. Gains for Q4 came from off-meeting workshops and from member renewals late in the fiscal year.

In April Amy reported that we had very low investment rates. Amy has been working to reopen our CD ladder and will be making a trip to NYC to do that very soon. Amanda asked how we will be reporting returns on that investment; Amy says it will be quarterly.

Virtual spring numbers were shared in June. We were up \$12,627, so very successful. However we lost over \$16,000 on College Park in the fall, so conferences were a net loss overall. Since there is no money to transfer between accounts, there is no agenda item for that action.

Finance decided to roll back an accounting decision about last fall's conference. We chose to use 6000 from archival education fund to offset college park costs. However, because we made money overall for the year, we were able to transfer that money back to the fund. The outcome of this event was better documentation and transparency about the true costs of putting on a large event on the scale of fall 2022.

F. Parliamentarian (Arian Ravanbakhsh) -- nothing to add

#### IV. Advisory Positions (15 min) [9:24am]

A. Historian (Lauren Brown) -- nothing to add. suggestions for service awards to come later.

B. Archivist (Joni Floyd) -- absent

C. Development Coordinator (Brian Keough) -- nothing to add. supports Amy's comments regarding MARAC investment strategies.

D. Web Team (Laura Montgomery/Heather Perez) -- nothing to add

E. Regional Archival Association Consortium (Andrew Cassidy-Amstutz) -- absent

F. National Coalition for History (Jan Zastrow) -- absent

#### V. Old Business (30 min) [9:26am]

A. Update on Strategic Planning (Jessica Webster/Ali Zawoyski)

Sara Borden initiated meetings on strategic planning for the org. They met to plan for the next few months. We had a meeting about SP in July and there are meetings planned for each of the next 2mos. Working on sorting out the goals that surfaced from Sara B.'s listening tour with the committees and caucuses. Categorizing these goals according to the visions they belong to and the committees that should take lead on pursuing them. Finally, setting timelines for achieving those goals.

We will have time set aside for discussion of the strategic planning process after the business meeting at Saratoga. [The running notes are in google drive.](#)

One of the primary goals of this process is to make our operations more transparent and look for new and different methods for advancing the work of the org. among the desires is to communicate what

each committee does and what the time commitment is for involvement in them, to give membership more information when deciding if they would like to be further involved in MARAC governance.

## B. Restructuring the NEC and Membership Committees (Jessica Webster)

### a. Committees Task Force proposal

Vicki – last year they decided to streamline Membership. It was a little too big for the work they were doing. shrank roster according to bylaws. in considering how to onboard new members and a new chair, they learned that a lot of people wanted a formal onboarding process that didn't really exist. After some deliberation it was decided to bring on a co-chair to learn how the committee works while Vicki serves as chair for another year; there will additionally be a member of the committee designated to move into chairship in a future term. This allows for more people to learn about committee leadership (attending steering meetings, etc.) and more reliably guarantees business continuity.

Not every committee works like this, but it is a model that works well for Membership. other committees are looking into similar models, particularly those where specialized knowledge is needed (e.g., vendor relations for planning conferences). If this sounds like something your committee would benefit from, contact Jessica or Ali.

NEC has one-year terms for all of its members. This conflicts with the duties NEC performs, which require a lot of knowledge of the membership and what the different groups in NEC do. considering whether the NEC terms should stay the same or if some spots on the committee should be elected to longer terms. Additionally, formally charging other roles within NEC (such as past chair) could help the committee with its work.

There are some concerns about nepotism or favoritism, but strictly limiting terms to two years could mitigate that.

Committees Task Force proposal – Sara noted comments from members who are unsure about what the commitment is for different roles in MARAC, and have indicated that they are reluctant to volunteer for that reason. having such information widely available would be a good business practice. Jessica is interested in reviving a task force on committees that would revive this work. hard to know how to time it since NEC will be recruiting people for elections very soon. for now, could reach out to current committee and caucus chairs to think about how long their work takes, and at what times of the year they have a particularly heavy or light workload. Sara would like a member-at-large to serve on this task force as well.

Arian confirms that NEC's operations are codified in the MARAC bylaws, and changing them (term limits, new or different roles) triggers the bylaw revision process. His suggestion would be to proceed with the committees task force to figure out what is needed, then figure out potential legislation after that. possibly we could do this at the spring meeting (tricky because of the symposium model), but it would be ideal if we could get a vote out during MARAC elections. Any proposed bylaws changes need to be communicated to membership no later than 30 days prior to the next business meeting, which will be tricky (that's about six weeks from now).

Dates of steering + business meetings related to the spring symposium: Steering 4/5/24 (the Friday before), Business 4/10/24 (the Wednesday after).

The quorum rules are one quarter of registered members at the meeting. If the meeting is in person but the business meeting is virtual, do we need to count which virtual members were also in person? The bylaws are not specific on that point.

#### VI. New Business (30 min) [10:03am]

A. Introduction of commitment form (Sara Predmore) -- Sometimes people put their name forward for nominations without being fully aware of what the responsibilities are. Sara proposes (and presented a draft of) a form that people would sign if they ran for election to a position in MARAC that allows for more informed consent about what they are volunteering to do. This ensures people aren't taken by surprise when they're suddenly chairing a committee in the last year of their term, and/or gives them an avenue for exit if their life circumstances change and they can no longer be as involved as they thought. It also allows them to learn about other service opportunities that are a better match for the time they have available.

Amanda suggests only consistency in voice on the form (not switching from "you" to "I").

Question about dereliction of duty – is there any language in the bylaws for removing someone from a position they are ignoring? Arian says no. We would need a bylaws change to allow for the removal of people from their (elected) positions if they are not meeting their service obligations.

Technically we may not be able to ask the MARAC Archivist to abide by the commitment form, because it is a position appointed by University of Maryland rather than by the organization (per our agreement with the libraries in 2009).

Sara will share the form with steering with instructions to provide comments (if any) by the end of next week.

B. Voting on service awards (Mary Mannix) -- would like to advance the co-chairs of VAC and PAC for the virtual conference. Lauren also advances Sara Borden (past chair), Caitlin Rizzo, and Sara Ponichtera (past secretary).

Virtual Arrangements Committee Co-Chairs: Deb Schiff (The College of New Jersey) and John Zarrillo (Georgetown University), [john.zarrillo@georgetown.edu](mailto:john.zarrillo@georgetown.edu)

Program Committee Co-Chairs: Kerri Anne Burke (Citi), [kab350@gmail.com](mailto:kab350@gmail.com), and Tara Maharjan (New Jersey State Archive), [tkmaharjan@gmail.com](mailto:tkmaharjan@gmail.com)

The entire slate was advanced at once. All members present voted yes to awarding all seven candidates (Tara and Deb abstained).

C. Updates on the forthcoming quarter (all) --

- Copyright workshop coming up on 8/15. Lots of excitement about it.
- Custer and Finch award nominations closed 7/31. Meeting scholarships and grad student scholarships for Saratoga are coming up.
- August and September strategic planning sessions are coming up.

D. Next Meeting Date (Jessica Webster/Sara Predmore) -- What is our plan for Fall 2024? Hotel rates are getting expensive. Prioritizing in-person meetings for the spring aligns well with many of the business functions of MARAC that are codified in the bylaws. It may make sense to go virtual for next fall.

Sara suggested having MCC review meeting feedback to determine what members want. Mary is willing to do this, but we will need to act very quickly before rates go too much higher.

Amy is in favor of committing to a virtual conference for fall 2024. Jessica agrees, noting that there is less competition for meetings in the spring (fall is proximate to SAA, DLF, etc.)

Lauren would like an in-person spring meeting so that new committee members can meet each other in person.

Sara shared a meeting evaluation where 61% of members expressed a preference for a fall in-person meeting. Vicki noted that in that evaluation, we did not present the business case for an in-person meeting in spring (as mentioned earlier); if members were aware of those considerations, they may change their mind.

Taylor asks: What is the better predictor of revenue: conference modality or conference location? Is there a season that raises more money than the other?

Ali notes that we are still in an experimental phase with our meeting structures (including the spring symposium in April); deciding to go virtual in the fall would be of a piece with that.

Mary will proceed with (very expedited!) review of meeting feedback.

Sara highlighted the work of the finding aid award committees (chaired by Amy Vo), and that of Amy Lucadamo and Tyler Stump on the Custer Committee, to review and update award criteria to make it more relevant for how publications happen now.

Deb Schiff asked if there is a fundraising committee in MARAC. We have a development coordinator (Brian Keough) but no committee at the moment (but there was, once – Mary Mannix served on it at one time). Deb had questions about how money is raised for scholarships and the disaster relief fund; this fundraising has lately been done by the development coordinator (Brian now; Margaret Kidd before him). Brian would like to get us to the point where we are funding these activities through the interest earned on their accounts (instead of through fundraising alone); this is a long-term strategy for MARAC to potentially pursue. Fundraising is good but we don't want to be entirely reliant on it. Amy clarifies that scholarships and disaster relief funds come from a specific, separate budget, *not* the MARAC general operating budget.

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

A. Awards (Angela Rodgers-Koukoui) -- absent

B. Communications (Michael Martin/Missy Nerino) -- By early/mid-September we hope to have accessibility guidelines for presenters at the Saratoga Springs meeting. They have also been asked to write something about this work for the next issue of MAA. No other updates to report.

Arian asked about raising subscription rates for MAA, and if this is something that Steering needed to weigh in on. This is something that Communications has discussed but not moved forward on. EBSCO

had asked us if the subscription rate would remain at \$45. We only have eight institutional subscriptions. \$45 is equal to our dues; is this intentional? It seems intentional. Consensus is to keep the subscription rate fixed with membership rates. This is tabled for now.

C. Diversity & Inclusion (Rayna Andrews) -- nothing to add. It is possible that no one will be claiming the diversity scholarships for fall – no one self-nominated for the fall program, and no one from Penn State will be claiming the fall scholarship for BHVC.

D. Education (Colleen Bradley-Sanders) -- Reminder that the [workshop proposal form](#) is always open.

E. Membership (Vicki Russo) -- nothing to add

F. Nominations and Elections (Jennifer Mitchell) -- nothing to add

VIII. State Caucus New Business and Updates (15 min) [10:50am]

A. Delaware (Diane Bockrath) -- nothing to add

B. District of Columbia (Christopher Anglim) -- nothing to add

C. Maryland (Allison Fischbach) -- nothing to add

D. New Jersey (Tara Maharjan) -- nothing to add. Sara had a question about mailing addresses that I will clarify with her later.

E. New York (Danielle Glynn) -- nothing to add

F. Pennsylvania (Taylor Mason) -- nothing to add

G. Virginia (Zachary Hottel) -- nothing to add

H. West Virginia (Lori Hostuttler) -- WV Caucus has met twice since the last meeting. Assembled a LibGuide with basic archival resources for small institutions that lack them. Also working with a state legislator on laws for abandoned properties and custody transfers.

Mary asked if we will be offering travel scholarships for the spring symposium. Amy says “why not?” and Jessica concurs.

IX. Adjournment

Zach moved to adjourn; Danielle seconded. Meeting adjourned at 10:58am.