

# 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**

**August 4, 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. April 21, 2023 Steering Committee Minutes

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

- A. Chair
  - a. Chair's Report (Jessica Webster)
  - b. Administrator's Report (Sara Predmore)
- B. Chair-Elect (Ali Zawoyski)
- 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. Update on Strategic Planning (Jessica Webster/Ali Zawoyski)
- B. Restructuring the NEC and Membership Committees (Jessica Webster)
  - a. Committees Task Force proposal

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

- A. Introduction of commitment form (Sara Predmore)
- B. Voting on service awards (Mary Mannix)

- C. Updates on the forthcoming quarter (all)
- D. Next Meeting Date (Jessica Webster/Sara Predmore)

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

- A. Awards (Angela Rodgers-Koukoui)
- B. Communications (Michael Martin/Missy Nerino)
- C. Diversity & Inclusion (Rayna Andrews)
- D. Education (Colleen Bradley-Sanders)
- E. Membership (Vicki Russo)
- F. Nominations and Elections (Jennifer Mitchell)

**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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27 July 2023

To: MARAC Steering Committee Members

From: Jessica L. Webster

Chair's Report

Since our last Steering Meeting, I have started my term as Chair. During that transition I have begun work on the following:

1. Coordinated with Chair-Elect Ali Zawoyski and former chair Sara Borden on scheduling the remaining meetings of the Strategic Planning Task Force; and attended the first of these meetings;
2. Held meetings with Borden and Zawoyski, Administrator Sara Predmore, and Treasurer Amy Fitch to get up to speed on the chairship;
3. Finalized the new committee appointments and created documentation for future chairs-elect to use during the appointment process;

I look forward to working with all of you this year!

Respectfully submitted,

Jessica L. Webster

Chair, 2023-2024

# MARAC

Mid-Atlantic Regional Archives Conference

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New York • Pennsylvania • Virginia • West Virginia

**To: MARAC STEERING COMMITTEE**  
**From: SARA PREDMORE, MARAC ADMINISTRATOR**  
**Date: August 4, 2023– Zoom meeting**  
**Re: ADMINISTRATOR'S REPORT**

## Membership Statistics

There were 995 active members (as of June 30, 2023):

834 Regular Members  
68 Retired Members  
93 Student Members

## Membership Statistics Comparison

Member Type	2021 (as of 6/30/2021)	2022 (as of 6/30/2022)	2023 (as of 6/30/2023)	% change 2022-2023
Regular	755	795	834	4.91%
Retired	67	68	68	0.00%
Student	86	85	93	9.41%
Total	908	948	995	4.96%

## State Caucus Membership Statistics Comparison

Caucus	2021 (as of 6/30/21)	2022 (as of 6/30/22)	2023 (as of 6/30/2023)
DC	141	149	175
Delaware	34	37	44
Maryland	179	193	240
New Jersey	127	123	129
New York	186	175	176
Pennsylvania	191	204	211
Virginia	160	161	174
West Virginia	19	20	17

**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 06/30/23)

Month	2020-2021	2021-2022	2022-2023
April	45	10	41
May	6	10	16
June	10	5	9
Total	61	25	66

### ADDITIONAL INFORMATION

**Membership Renewal:** Notices for the 2023-24 membership year were sent electronically on June 15, 2023. Paper forms were mailed to 45 members; 106 memberships rolled over to the new membership year because dues were paid in the 4<sup>th</sup> quarter prior to renewal messages being sent. The MARAC website was updated with the new information and forms. As of July 26<sup>th</sup>, 525 members have renewed. There was a system glitch in which the 2<sup>nd</sup> renewal message was erroneously also sent to emails listed as invoice payers.

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

- Archivist: Provided back listings of membership directories to the MARAC Archivist
- Awards: Worked with Arline Custer Committee Senior Co-Chair and Finding Aids Committee Senior Co-Chair to update webpages, handbooks, and distributed calls for submissions.
- Communications: Coordinated with Committee Co-Chairs, Technical Leaflet Editor, Treasurer, and Print Center Designer to assess costs and lay groundwork for redesign of The Practical Archivist – MARAC Technical Leaflet Series. Coordinated printing of MAA flyer. Distributed MAA. Updated webpages with new members and roles.
- Education: Managed registration, prepared certificates, and populated members' Continuing Education Transcripts for Project Management in-person workshop, Folklife Collections virtual workshop, and Introductory and Intermediate/Advanced Copyright virtual workshops. Worked with Colleen to define responsibilities and establish workflow for virtual workshops.
- Executive Committee: Worked with Chair-Elect on new process to solicit interest in appointed positions. Recommended use of a "commitment form" for members when they assume a leadership role.
- MCC, Virtual, Saratoga Springs LACs and PCs, and Symposium Coordinators
- Scholarship: Resolved confusion as to who the Senior Co-Chair is this year

**Fall 2023 Saratoga Springs:** 12 vendors and 4 sponsors have registered. Participant registration will open on August 1<sup>st</sup>.

### **Upcoming Tasks:**

- Heavy membership renewal processing
- Heavy conference work
- Begin work for Symposium and 2024 Elections

Chair-Elect's Report  
MARAC Steering Committee Meeting  
July 28, 2023

Since July 1, I have met with previous Chair Sara Borden and current Chair Jessica Webster to learn more about the Chair-Elect's responsibilities. Jessica and I will meet this fall to plan for the next committee appointment cycle.

Additional activities include:

- Scheduling the July and August Strategic Planning meetings and identifying areas where I can contribute, particularly by supporting the caucus representatives.

- Assisting (as a non-voting member) with the Diversity & Inclusion Committee's efforts to organize the Diversity Symposium for Spring 2024.

Respectfully submitted,

Ali Zawoyski

# **Meetings Coordinating Committee Report**

## **8 August 2023**

**Mary K. Mannix, Meetings Coordinator**

**1)**

**Upcoming Meeting: October 19-21, 2023**

**Saratoga Springs, NY**

**Conference room rate: \$189/night**

**Sleeping Rooms Reserved: 318 (80% attrition is 254), Room rate cut-off  
September 27, 2023**

**Food and Beverage Minimum: \$12,000**

**Update: Print Program will be out at any time.**

**2)**

**Spring 2024 Symposium On Diversity, Equity, and Inclusion**

**Featuring training from Right to Be <https://righttobe.org/>**

**On Bystander Intervention + Conflict De-Escalation in the Workplace**

**April 8, 2024, 10 am – 3 pm, Includes lunch**

**Sonesta Rittenhouse Square**

**Philadelphia, PA**

**Symposium room rate: \$189/night**

**Sleeping Rooms Reserved: 80 (80% attrition is 64)**

**Room rate cut-off March 18, 2024**

**No F&B Minimum**

**3)**

**Fall 2024**

**What is Steering's desire?**

# MARAC

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Delaware • District of Columbia • Maryland • New Jersey  
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July 24, 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 Monday, July 24, in advance of the Summer 2023 Steering meeting to be held virtually on August 4, 2023.

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

- The income is from membership dues; conference registration and vendors; publication sales and advertising; off-meeting workshops; bank interest; and individual donations. Miscellaneous income is the remainder of the fees charged in Q3 and Q4 for a VA Caucus event, which were paid out as Miscellaneous expenses this quarter.
- All other Expenses are from Administrator salary and phone; web service fees; accountant's fees; the insurance policy for the MARAC office; conference- and MAA-related printing and postage; expenses for the in-person May workshop and virtual June workshop; expenses related to the Spring conference; awards; and banking fees.
- The quarter ended with a net gain of \$21,500, thanks to robust attendance at the Spring conference and off-meeting workshops. Membership renewals also were a factor for Q4. The total net gain for the year was \$8,529.49.

2. Average returns on investment for MARAC's accounts during the previous quarter (rounded to the nearest hundredth of a percent) follow. The investments had a loss in value for the quarter.

- PNC Savings Account: 0%
- Vanguard Bonds: (-0.35%)

3. The Spring 2023 virtual conference report was shared through the Steering list on June 9. While we had excellent results, the Spring conference surplus did not cover the loss incurred by the Fall conference in College Park. So we did not realize any net gains from our FY2023 meetings and won't transfer any money from our operating account into our savings.



4. MARAC had excellent income late in Q4 from off-meeting workshops and membership renewals, which led to a positive result for the end of the year. Yet, in Q2 we made an internal accounting decision to withdraw \$6,000 from the Archival Education Fund to reduce the loss from the College Park conference. In other words, we used a portion of our savings to improve our financial operating results.

Finance firmly believes our bottom line for the year and for the conference should better reflect what our activities cost. This is good practice both for the present and for future planning of big initiatives.

In light of a year-end surplus, the Committee unanimously agreed to reverse the withdrawal of \$6,000 from Archival Education and therefore provide a more transparent final report for College Park. The second attachment is the amended conference summary page that shows the revision to the Archival Education line and the new net loss on the right near the bottom. These revisions are also reflected in the first attachment under the Expenses heading in the Q2 column.

**FY 2023, 4th Quarter** (April 1, 2023 to June 30, 2023)

<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	\$2,040.00	\$15,617.00	\$45,280.00	113%
Conference Registration	\$85,000.00	\$54,805.00	\$21,732.00	\$6,585.00	\$7,930.00	\$91,052.00	107%
Conference Vendors	\$13,000.00	\$3,800.00	\$500.00	\$2,700.00	\$6,100.00	\$13,100.00	101%
Conference Sponsorship	\$6,000.00	\$5,250.00	\$700.00	\$1,000.00	\$0.00	\$6,950.00	116%
Publication Advertising	\$1,500.00	\$988.00	\$988.00	\$0.00	\$720.00	\$2,696.00	180%
Publication Sales	\$400.00	\$90.00	\$135.00	\$90.00	\$90.00	\$405.00	101%
Mailing List Sales	\$70.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Off-Meeting Workshops	\$1,500.00	\$0.00	\$0.00	\$1,100.00	\$6,445.00	\$7,545.00	503%
Bank Interest	\$150.00	\$1.94	\$1.91	\$1.92	\$1.91	\$7.68	5%
Investment Interest	\$2,000.00	(\$1,648.32)	\$897.75	\$1,321.65	(\$298.55)	\$272.53	14%
Gifts to Operations	\$800.00	\$2,231.50	\$52.50	\$27.50	\$559.00	\$2,870.50	359%
Miscellaneous	\$0.00	\$10.00	\$210.35	\$969.00	\$31.00	\$1,220.35	0%
<b>Total Income</b>	<b>\$150,420.00</b>	<b>\$90,635.12</b>	<b>\$27,733.51</b>	<b>\$15,835.07</b>	<b>\$37,195.36</b>	<b>\$171,399.06</b>	<b>114%</b>

<b>EXPENSES</b>							
Administrator	\$22,000.00	\$6,879.20	\$4,850.34	\$6,477.96	\$7,660.16	\$25,867.66	118%
Web Services	\$7,200.00	\$6,588.89	\$79.50	\$350.96	\$116.59	\$7,135.94	99%
Archivist	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100%
Accountant	\$1,145.00	\$0.00	\$0.00	\$0.00	\$1,295.00	\$1,295.00	113%
Advocacy	\$1,500.00	\$0.00	\$1,800.00	\$0.00	\$0.00	\$1,800.00	120%
Insurance Policy	\$1,000.00	\$0.00	\$0.00	\$0.00	\$973.00	\$973.00	97%
Phone	\$600.00	\$149.94	\$149.67	\$149.36	\$149.30	\$598.27	100%
Postage	\$750.00	\$71.91	\$40.38	\$53.00	\$36.10	\$201.39	27%
Office Supplies	\$125.00	\$0.00	\$46.90	\$0.00	\$0.00	\$46.90	38%
Food	\$3,760.00	\$157.03	\$2,071.04	\$0.00	\$1,039.40	\$3,267.47	87%
Travel	\$1,080.00	\$0.00	\$137.50	\$0.00	\$136.00	\$273.50	25%
Equipment	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Printing and Design	\$2,100.00	\$0.00	\$781.14	\$338.24	\$503.66	\$1,623.04	77%
Conference	\$92,000.00	\$34.63	\$102,858.08	\$1,272.00	\$550.00	\$104,714.71	114%
Lodging	\$1,300.00	\$0.00	\$718.68	\$0.00	\$0.00	\$718.68	55%
Honoraria	\$1,250.00	\$0.00	\$0.00	\$0.00	\$300.00	\$300.00	24%
Awards and Prizes	\$1,450.00	\$45.00	\$300.00	\$0.00	\$750.00	\$1,095.00	76%
Scholarships	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Banking Fees	\$6,000.00	\$2,095.57	\$3,340.20	\$408.10	\$1,336.15	\$7,180.02	120%
Investments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
50th Anniversary	\$5,560.00	\$40.82	\$2,747.17	\$1,066.00	\$0.00	\$3,853.99	69%
Miscellaneous	\$300.00	\$0.00	\$75.00	\$0.00	\$850.00	\$925.00	308%
<b>Total Expenses</b>	<b>\$150,420.00</b>	<b>\$16,062.99</b>	<b>\$119,995.60</b>	<b>\$11,115.62</b>	<b>\$15,695.36</b>	<b>\$162,869.57</b>	<b>108%</b>

<b>Net Income or (Loss)</b>	\$74,572.13	(\$92,262.09)	\$4,719.45	\$21,500.00	\$8,529.49		
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<u>Account Balances</u>			<u>Opening</u>	<u>Credits</u>	<u>Debits</u>	<u>Closing</u>
PNC Checking	\$86,194.74	Operating	(\$12,970.51)	\$37,195.36	(\$15,695.36)	\$8,529.49
PNC Savings	\$76,791.03	Restricted	\$140,990.13	\$1,199.00	(\$250.00)	\$141,939.13
Vanguard Bonds	\$85,184.89	Reserve	\$52,647.00	\$0.00	\$0.00	\$52,647.00
<b>Total</b>	<b>\$248,170.66</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>\$225,606.17</b>	<b>\$38,394.36</b>	<b>(\$15,945.36)</b>	<b>\$248,055.17</b>

**Summary - Fourth Quarter FY 2023**

Opening Balance	\$225,606.17
Total Income	\$38,394.36
Total Expenses	(\$15,945.36)
Closing Balance	\$248,055.17

<u>Restricted Funds</u>			<u>Opening</u>	<u>New Gifts</u>	<u>Spending</u>	<u>Closing</u>
PNC Savings	\$56,754.24	Disaster Assist.	\$19,631.00	\$404.00	\$0.00	\$20,035.00
Vanguard Bonds	\$85,184.89	Education	\$107,739.51	\$545.00	\$0.00	\$108,284.51
<b>Total</b>	<b>\$141,939.13</b>	Graduate Schol	\$8,334.62	\$250.00	\$0.00	\$8,584.62
		Finch Award	\$5,285.00	\$0.00	(\$250.00)	\$5,035.00
		<b>Total</b>	<b>\$140,990.13</b>	<b>\$1,199.00</b>	<b>(\$250.00)</b>	<b>\$141,939.13</b>

**FY 2023, 4th Quarter** (April 1, 2023 to June 30, 2023)

<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>
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Conference Vendors	\$13,000.00	\$3,800.00	\$500.00	\$2,700.00	\$6,100.00	\$13,100.00	101%
Conference Sponsorship	\$6,000.00	\$5,250.00	\$700.00	\$1,000.00	\$0.00	\$6,950.00	116%
Publication Advertising	\$1,500.00	\$988.00	\$988.00	\$0.00	\$720.00	\$2,696.00	180%
Publication Sales	\$400.00	\$90.00	\$135.00	\$90.00	\$90.00	\$405.00	101%
Mailing List Sales	\$70.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Off-Meeting Workshops	\$1,500.00	\$0.00	\$0.00	\$1,100.00	\$6,445.00	\$7,545.00	503%
Bank Interest	\$150.00	\$1.94	\$1.91	\$1.92	\$1.91	\$7.68	5%
Investment Interest	\$2,000.00	(\$1,648.32)	\$897.75	\$1,321.65	(\$298.55)	\$272.53	14%
Gifts to Operations	\$800.00	\$2,231.50	\$52.50	\$27.50	\$559.00	\$2,870.50	359%
Miscellaneous	\$0.00	\$10.00	\$210.35	\$969.00	\$31.00	\$1,220.35	0%
<b>Total Income</b>	<b>\$150,420.00</b>	<b>\$90,635.12</b>	<b>\$27,733.51</b>	<b>\$15,835.07</b>	<b>\$37,195.36</b>	<b>\$171,399.06</b>	<b>114%</b>
<b>EXPENSES</b>							
Administrator	\$9,155.00	\$6,738.83	\$1,206.71	\$247.83	\$275.49	\$8,468.86	93%
Executive Officers	\$30,310.00	\$6,920.02	\$9,472.51	\$8,829.82	\$8,633.16	\$33,855.51	112%
Caucus Funds	\$1,600.00	\$202.03	\$0.00	\$0.00	\$786.15	\$988.18	62%
Steering	\$2,550.00	\$0.00	\$1,000.00	\$0.00	\$850.00	\$1,850.00	73%
Communications	\$2,500.00	\$71.91	\$474.93	\$304.72	\$319.47	\$1,171.03	47%
Education	\$2,360.00	\$0.00	\$0.00	\$0.00	\$689.25	\$689.25	29%
Diversity and Inclusion	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Meetings Coordinating	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Finance	\$7,195.00	\$2,095.57	\$3,340.20	\$392.95	\$2,631.15	\$8,459.87	118%
Membership	\$1,100.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	91%
Nominating	\$40.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Finding Aids	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00	100%
Custer and Finch	\$460.00	\$0.00	\$300.00	\$16.24	\$0.00	\$316.24	69%
Distinguished Service	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	\$250.00	100%
Scholarship	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Fall Conference (LAC)	\$80,000.00	\$34.63	\$102,201.25	\$52.06	\$550.00	\$102,837.94	129%
Spring Conference (LAC)	\$12,000.00	\$0.00	\$1,000.00	\$1,272.00	\$210.69	\$2,482.69	21%
<b>Total Expenses</b>	<b>\$150,420.00</b>	<b>\$16,062.99</b>	<b>\$119,995.60</b>	<b>\$11,115.62</b>	<b>\$15,695.36</b>	<b>\$162,869.57</b>	<b>108%</b>
<b>Net Income or (Loss)</b>		<b>\$74,572.13</b>	<b>(\$92,262.09)</b>	<b>\$4,719.45</b>	<b>\$21,500.00</b>	<b>\$8,529.49</b>	

**Account Balances**

			<u>Opening</u>	<u>Credits</u>	<u>Debits</u>	<u>Closing</u>
PNC Checking	\$86,194.74	Operating	(\$12,970.51)	\$37,195.36	(\$15,695.36)	\$8,529.49
PNC Savings	\$76,791.03	Restricted	\$140,990.13	\$1,199.00	(\$250.00)	\$141,939.13
Vanguard Bonds	\$85,184.89	Reserve	\$52,647.00	\$0.00	\$0.00	\$52,647.00
<b>Total</b>	<b>\$248,170.66</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>\$225,606.17</b>	<b>\$38,394.36</b>	<b>(\$15,945.36)</b>	<b>\$248,055.17</b>

**Summary - Fourth Quarter FY 2023**

Opening Balance	\$225,606.17
Total Income	\$38,394.36
Total Expenses	(\$15,945.36)
<b>Closing Balance</b>	<b>\$248,055.17</b>

**Restricted Funds**

			<u>Opening</u>	<u>New Gifts</u>	<u>Spending</u>	<u>Closing</u>
PNC Savings	\$56,754.24	Disaster Assist.	\$19,631.00	\$404.00	\$0.00	\$20,035.00
Vanguard Bonds	\$85,184.89	Education	\$107,739.51	\$545.00	\$0.00	\$108,284.51
<b>Total</b>	<b>\$141,939.13</b>	Graduate Schol	\$8,334.62	\$250.00	\$0.00	\$8,584.62
		Finch Award	\$5,285.00	\$0.00	(\$250.00)	\$5,035.00
		<b>Total</b>	<b>\$140,990.13</b>	<b>\$1,199.00</b>	<b>(\$250.00)</b>	<b>\$141,939.13</b>

## Report Summary

Category	Budgeted 350 Attendees	Actual 427 Attendees
<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>	\$2,500.00	\$2,500.00
<b>Archival Education Fund Reimburseme</b>	\$6,000.00	\$0.00
<b>Membership Event Reimbursement</b>	\$1,000.00	\$1,000.00
<b>Mbrship Event Reimbrsmt (Steering)</b>	\$0.00	\$1,000.00
<b>NET LOSS/PROJECTED LOSS</b>	<b>(\$1,020.85)</b>	<b>(\$16,818.22)</b>

# MARAC

Mid-Atlantic Regional Archives Conference

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

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

- Final minutes from the business meeting at the Fall Conference, and from the January meeting of the MARAC Steering Committee, were uploaded to the MARAC Google Drive.
- The draft minutes from the April Steering Committee meeting, as well as the business meeting at the virtual Spring Conference, were uploaded to the MARAC Google Drive for review and approval at future meetings.
- Incoming chairs and co-chairs of MARAC committees, as well as incoming members of the Steering Committee, will be reminded to check the rosters of their committees in the MARAC Google Drive to ensure that access permissions are up to date (active members are able to view their files, inactive members are not).

Respectfully submitted,

Kevin M. Clair  
MARAC Secretary



August 1, 2023

To: MARAC Steering Committee

From: Arian Ravanbakhsh, Parliamentarian

Re: Report to Steering

The following report is submitted to the MARAC Steering Committee for the virtual meeting held on Friday, August 4, 2023

**Parliamentarian Activities**

The Parliamentarian has continued to advise on procedural matters and participated in a Strategic planning conversation on July 6, 2023.

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

I have little text to add to what has already been expressed in my April/2023 report.

I *can* say that I recently enjoyed a long-overdue visit with Diana Shenk and Beth Joffrion in Bellingham, WA during a vacation spent in the Pacific Northwest. Both of these MARAC veterans are in excellent health and spirits, and are considering attending the upcoming meeting in Saratoga Springs, NY at my urging!

Lauren Brown  
MARAC Historian

MARAC Archivist Report  
Steering Committee Meeting  
Friday, July 28, 2023

Contacting the New MAA Team

On July 13, I emailed the new editorial team of the *Mid-Atlantic Archivist*. I:

- Introduce myself as the MARAC Archivist.
- Inform them of the annual MAA ingest in August (My team downloads the issue from the MARAC website and then updates its spreadsheet.)
- Inform or remind the team that the MARAC website is crawled regularly as part of UM's portal on the Internet Archives.
- As a backup, I also hold the MAA locally. This version functions as an access copy for reference requests.

MAA Membership Directories

- I worked with the MARAC Administrator on addressing the gaps in our membership directory copies. Sara supplied me with the four missing editions.

Joni J. Floyd  
MARAC Archivist



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Steering Committee Meeting  
August 4, 2023

Web Team members for 2023-2024:

Laura Montgomery (co-chair), Heather Perez (co-chair), Diane Biunno, Jasmine Smith, Chris Loos, Diana Reed, Sara Predmore (ex-officio)

Updates since the last Steering Meeting:

- The 2022-2023 Web team met via email this quarter to discuss updates to the website.
- We are happy to welcome our new team members - Chris Loos and Diana Reed - and look forward to working with them this year.
- Web team members periodically updated conference, job opportunities, committee, and caucus pages as requested
  - Laura - Updated conference, symposium, caucus webpages, and the Mentoring sub-committee webpage
  - Heather - updated the committee members ahead of the June 30 switch
  - Diane - updated names and contact information for the steering committee members on the Steering Committee page
  - Jasmine - updates the MARAC Job Opportunities page weekly, adding new submissions, removing outdated listings, and keeping submitters informed

**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