

# 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**

**October 19, 2023 at 6:00PM**

**MARAC Saratoga Springs, NY**

### **AGENDA**

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

- A. Introductions
- B. Approval of Agenda

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

- A. August 4, 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 Committees Task Force and commitment form
- B. Updates on creation and sale of MARAC swag (Sara Predmore)

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

- A. Discussion of the draft Strategic Plan (Jessica Webster/Ali Zawoyski)
- B. Awards Committee Chair special election
- C. Updates on the forthcoming quarter (all)

D. Next Meeting Date (Jessica Webster/Sara Predmore)

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

- A. Awards (Jessica Webster)
- 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**

# MARAC

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13 October 2023

To: MARAC Steering Committee Members

From: Jessica L. Webster

Chair's Report

Since our last Steering Meeting, I have been working on the following:

1. I'm in the process of establishing and charging the Committees Task Force per our recent discussions, which will work to revise our recruiting procedures for nominations and elections. We are currently in the process of finalizing the committee membership;
2. I've worked on the Strategic Plan, attending the meetings we've held and finalizing our working draft before distribution to Steering for comments and discussion;
3. I have been working with NEC chair Jenny Mitchell, Arian Ravanbakhsh, the Parliamentarian, and the Executive Committee to navigate the resignation of Angela Rodgers-Koukoui as Awards Chair, coordinating best practices and a timeline for the Special Election and identifying potential candidates.

Respectfully submitted,

Jessica L. Webster

Chair, 2023-2024

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To: MARAC STEERING COMMITTEE  
From: SARA PREDMORE, MARAC ADMINISTRATOR  
Date: October 19, 2023 – Saratoga Springs, NY  
Re: ADMINISTRATOR'S REPORT

## Membership Statistics

There were 846 active members (as of October 13, 2023):

723 Regular Members  
62 Retired Members  
61 Student Members

## Membership Statistics Comparison

Member Type	2021 (as of 9/30/21)	2022 (as of 10/14/22)	2023 (as of 10/13/23)	% change 2021-2022
Regular	700	688	723	5.09%
Retired	61	63	62	-1.59%
Student	65	59	61	3.39%
Total	826	810	846	4.44%

## State Caucus Membership Statistics Comparison

Caucus	2021 (as of 9/30/21)	2022 (as of 10/14/22)	2023 (as of 10/13/23)
DC	130	153	129
Delaware	29	29	42
Maryland	165	200	179
New Jersey	109	100	114
New York	157	145	172
Pennsylvania	176	173	185
Virginia	137	135	145
West Virginia	16	15	15

**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 09/30/23)**

Month	2021	2022	2023
July	21	15	8
August	23	19	16
September	11	46	18
Total	55	80	42

**ADDITIONAL INFORMATION**

**Membership Renewal:** The membership grace period ended on August 31st. As of October 13<sup>th</sup>, 208 members have not renewed their membership.

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

- CAPES: Arranged with Dickinson's mail room for CAPES to use MARAC's Dickinson address for their purposes
- Caucus Representatives: Assisted in the revision of the Caucus Representative Ops Manual entry, added the Social Media Coordinator to the Caucus Reps e-list to facilitate information being shared publicly, and added all Caucus Reps to each other's e-lists to help share good ideas and broaden the audience for items of interest that might cross borders
- Development: Provided old CafePress link to Rayna Andrews and Deb Schiff who are exploring swag sales and provided historical information regarding swag efforts and discussions
- Education: Supported Advanced Copyright workshop through messaging, registration, preparing/distributing completion certificates, and updating CET in member profiles
- Finance: Registered MARAC to receive EFT payments from several organization as their ongoing means of payment
- MCC: Switched recordings from spring 2023 virtual conference from private to public on YouTube, Supported Saratoga Springs and Spring 2024 Symposium planning committees
- Membership: Contacted interested parties from SAA conference and shared conference announcement with them
- Custer and Finch Awards and Scholarship Committees: Sent messages on their behalf, printed certificates
- Communications Committee: Distributed MAA
- Nominations and Elections Committee: Revised nomination form to include more information on position obligations, met with Jenny Mitchell to walk through NEC timeline and admin support, distributed call for nominations

***Fall 2023 Saratoga Springs:*** 204 registrants, 21 vendors, and 8 sponsors have registered

***Upcoming Tasks:***

- Heavy conference work for Saratoga Springs and Spring 2024 Symposium
- Sending messages on behalf of DSA, Finding Aid, and Scholarship committees
- Supporting special election for Awards Chair and 2024 Elections

# MARAC

Mid-Atlantic Regional Archives Conference

Delaware • District of Columbia • Maryland • New Jersey  
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10/9/2023

To: MARAC Steering Committee Members

From: Ali Zawoyski

Chair-Elect's Report

Since the August Steering Committee Meeting, I have been engaged in the following activities:

1. Attended the August and September Strategic Planning Meetings. I will be assisting Chair Jessica Webster with a listening session at Saratoga to gather feedback from members about the draft Strategic Plan.
2. Attended the Executive Committee Meeting
3. Met with Jessica Webster and Nominations & Elections Committee (NEC) Chair Jenny Mitchell regarding potential changes to the NEC and the upcoming Committees Task Force
4. Scheduled and hosted the first (re-established) Caucus Chairs Quarterly Meeting:
  - a. The Caucus Chairs Quarterly Meeting generated productive conversation about collaboration between neighboring caucuses and low-effort/high-impact ways to support members. All Caucus Chairs are now subscribed to all caucus e-lists to facilitate cross-promotion of events/announcements, and plans were made for the group to meet in person at Saratoga.
  - b. I have added organizing the Caucus Chairs Quarterly Meeting to the list of Chair-Elect responsibilities in the Operations Manual.
5. Due to the absence of Diversity & Inclusion Committee Chair Rayna Andrews, I agreed to present the Diversity & Inclusion Symposium information during the Saratoga Business meeting and have corresponded with Rayna re: talking points.

Respectfully submitted,  
Ali Zawoyski, Chair-Elect 2023-2024

# **Meetings Coordinating Committee**

## **19 October 2023**

### ***Present Meeting:***

**Fall 2023 (October 19-21, 2023)**

**Saratoga Springs**

**Where:** Saratoga Hilton and City Center

**Room Rate:** \$189

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

**Program Committee Co-Chairs:** Amanda May (Library of Congress) and Josette Schluter (NARA)

**Local Arrangements Committee Chair:** Brian Keough

**\*\*\*\* Any announcements or comments from Brian. \*\*\*\***

### ***Future Meetings:***

#### **SPRING 2024 SYMPOSIUM (MONDAY, APRIL 8, 2024)**

**Diversity, Equity, and Inclusion Featuring training from Right to Be on “Bystander Intervention and Conflict De-Escalation in the Workplace”**

**Time:** 10 am - 3pm

**Where:** Sonesta Rittenhouse Square, Philadelphia, PA

**Room rate:** \$189 per night

**Overnight parking:** \$54

**Registration rate:** \$125. Student registration: \$70. Lunch will be included.

**Program Committee:** Diversity and Inclusion Committee

**Local Arrangements Committee:** MCC

#### **DEI FOLLOW-UP VIRTUAL TRAINING (FRIDAY, APRIL 26, 2024)**

**“Resilience: This Moment and Beyond” a Training from Right to Be  
(This training and the symposium stand independently; don’t need to take one to take the other)**

**Time:** 10am – 11:30am

**Rate:** TBD

#### **VIRTUAL FALL 2024 (MOST LIKELY MID TO LATE OCTOBER 2024)**

**Virtual Arrangements Committee Chairs:** Not yet announced, but most likely in place, need to receive final confirmations.

**Program Committee Co-Chairs:** Still being sought, recommendations received from past PC Co-Chairs, happy to receive other recommendations.

**SPRING 2025 (APRIL PROBABLY) HARRISBURG, PA (MOST LIKELY)**

**Hotel site visit had to be cancelled do to COVID, site visit now scheduled for 19 November 2023. If all goes well, contract signed by end of 2023, then committees announced and opened.**

**Local Arrangements Co-Chairs: Taylor Mason (Pennsylvania House of Representative Archives) and (Tyler Stump (Pennsylvania State Archives)  
Program Committee Co-Chairs: David Grinnell (University of Pittsburgh) and Valerie-Anne Lutz (American Philosophical Society)**

**Meetings Manual**

**Mary Mannix and Tara Wink meeting on 27 November 2023 for editing session.**

***Mid-Atlantic Archivist***

**Regular articles from MCC scheduled first submission next issue.**

**Submitted by**

**Mary K. Mannix, MCC Chair**

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

- Final minutes for the spring meeting of the Steering Committee were signed and dated, and posted to the Google Drive.
- Draft minutes for the MARAC spring business meeting (held virtually) and the July meeting of the Steering Committee were posted to the Google Drive for stakeholder review.
- I attended strategic planning meetings and prepared notes used by strategic planning stakeholders in developing the draft strategic plan that will be discussed at the open forum in Saratoga Springs, as well as virtually later in the fall.

Respectfully submitted,

*Kevin M. Clair*

Kevin M. Clair  
MARAC Secretary

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October 13, 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 in advance of the Fall 2023 Steering meeting to be held in Saratoga Springs, New York, on October 19, 2023.

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

- The income is from membership dues; conference registration, vendors, and sponsors; publication sales; off-meeting workshops; bank interest; and individual donations.
- Expenses are from Administrator salary and phone; MemberClicks and other web service annual fees; conference-related printing and postage; workshop honoraria; expenses related to the Fall conference; awards; and banking fees.
- Expenditures from restricted funds were for the Diversity and Inclusion Scholarship.
- The quarter ended with a net gain of \$43,386.30, because the income from the Fall conference was realized in this quarter while the expenses will be incurred next quarter.

2. Average returns on investment for MARAC's accounts during the quarter (rounded to the nearest hundredth of a percent) follow.

- PNC CD: 3.2%
- PNC Savings Account: 0.01%
- Vanguard Bonds: 0.22%

3. The proposed budget (see second attachment) for the Spring 2024 D&I Symposium, to be held in Philadelphia in April instead of a Spring conference, is included for discussion and vote at this meeting. This is a new kind of programming for MARAC, and we are using professional trainers, which is reflected in the elevated expenses. However, Finance recommends using the Archival Education Fund to reimburse the symposium budget for the trainer fees (see next-to-last line on first page of budget).

4. The search for a new accountant continues.

5. MARAC's standard membership dues have not increased in 7 years. At the direction of the Strategic Planning Committee, Finance has begun considering revisions to the dues structure to present to Steering. However, because a vote is also required of the membership to approve a change in dues, it would be beneficial to understand the timeframe that Steering is suggesting for the many steps involved in implementing an increase.

Finance will craft a proposal, which Steering will discuss and vote on. According to the bylaws, notice of a dues change must be issued at least 30 days before the business meeting at which the membership votes. Ideally, there is a discussion period during that meeting as well. Worth considering as well is whether the vote should be online rather than in person, to be more accessible to all members. Finally, if the proposal passes, the increase goes into effect at the beginning of the next fiscal year.

**FY 2024, 1st Quarter** (July 1, 2023 to September 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	\$18,287.00				\$18,287.00	46%
Conference Registration	\$68,000.00	\$33,012.00				\$33,012.00	49%
Conference Vendors	\$13,000.00	\$7,500.00				\$7,500.00	58%
Conference Sponsorship	\$5,000.00	\$4,300.00				\$4,300.00	86%
Publication Advertising	\$2,000.00	\$0.00				\$0.00	0%
Publication Sales	\$400.00	\$45.00				\$45.00	11%
Mailing List Sales	\$0.00	\$0.00				\$0.00	0%
Off-Meeting Workshops	\$3,500.00	\$1,315.00				\$1,315.00	38%
Bank Interest	\$300.00	\$113.77				\$113.77	38%
Investment Interest	\$2,000.00	\$184.55				\$184.55	9%
Gifts to Operations	\$800.00	\$285.00				\$285.00	36%
Miscellaneous	\$0.00	\$15.00				\$15.00	0%
<b>Total Income</b>	<b>\$135,000.00</b>	<b>\$65,057.32</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$65,057.32</b>	<b>48%</b>
<b>EXPENSES</b>							
Administrator	\$22,000.00	\$2,999.89				\$2,999.89	14%
Web Services	\$8,775.00	\$7,954.37				\$7,954.37	91%
Archivist	\$1,000.00	\$0.00				\$0.00	0%
Accountant	\$1,500.00	\$0.00				\$0.00	0%
Advocacy	\$1,800.00	\$0.00				\$0.00	0%
Insurance Policy	\$1,000.00	\$0.00				\$0.00	0%
Phone	\$600.00	\$149.27				\$149.27	25%
Postage	\$400.00	\$60.42				\$60.42	15%
Office Supplies	\$125.00	\$0.00				\$0.00	0%
Food	\$3,600.00	\$0.00				\$0.00	0%
Travel	\$1,350.00	\$0.00				\$0.00	0%
Equipment	\$800.00	\$0.00				\$0.00	0%
Printing and Design	\$2,500.00	\$752.77				\$752.77	30%
Conference	\$78,000.00	\$6,663.48				\$6,663.48	9%
Lodging	\$1,000.00	\$0.00				\$0.00	0%
Honoraria	\$1,600.00	\$800.00				\$800.00	50%
Awards and Prizes	\$1,450.00	\$62.75				\$62.75	4%
Scholarships	\$0.00	\$0.00				\$0.00	0%
Banking Fees	\$7,200.00	\$2,183.07				\$2,183.07	30%
Investments	\$0.00	\$0.00				\$0.00	0%
Miscellaneous	\$300.00	\$45.00				\$45.00	15%
<b>Total Expenses</b>	<b>\$135,000.00</b>	<b>\$21,671.02</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$21,671.02</b>	<b>16%</b>
<b>Net Income or (Loss)</b>		<b>\$43,386.30</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$43,386.30</b>	

**Account Balances**

<u>Account Balances</u>			<u>Opening</u>	<u>Credits</u>	<u>Debits</u>	<u>Closing</u>
PNC Checking	\$129,963.72	Operating	\$0.00	\$65,057.32	(\$21,671.02)	\$43,386.30
PNC Savings	\$76,904.80	Restricted	\$141,939.13	\$1,856.00	(\$1,200.00)	\$142,595.13
Vanguard Bonds	\$85,369.44	Reserve	\$47,250.00	\$0.00	\$0.00	\$47,250.00
<b>Total</b>	<b>\$292,237.96</b>	<b>Surplus</b>	<b>\$58,981.53</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$58,981.53</b>
		<b>Totals</b>	<b>\$248,170.66</b>	<b>\$66,913.32</b>	<b>(\$22,871.02)</b>	<b>\$292,212.96</b>

**Summary - First Quarter FY 2024**

Opening Balance	\$248,170.66
Total Income	\$66,913.32
Total Expenses	(\$22,871.02)
<b>Closing Balance</b>	<b>\$292,212.96</b>

**Restricted Funds**

<u>Restricted Funds</u>		<u>Opening</u>	<u>New Gifts</u>	<u>Spending</u>	<u>Closing</u>	
PNC Savings	\$57,225.69	Disaster Assist.	\$20,035.00	\$270.00	\$0.00	\$20,305.00
Vanguard Bonds	\$85,369.44	Education	\$108,284.51	\$359.00	(\$1,200.00)	\$107,443.51
<hr/>						
Total	\$142,595.13	Graduate Schol	\$8,584.62	\$1,171.00	\$0.00	\$9,755.62
		Finch Award	\$5,035.00	\$56.00	\$0.00	\$5,091.00
<hr/>						
		Total	\$141,939.13	\$1,856.00	(\$1,200.00)	\$142,595.13

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Miscellaneous	\$0.00	\$15.00				\$15.00	0%
<b>Total Income</b>	<b>\$135,000.00</b>	<b>\$65,057.32</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$65,057.32</b>	<b>48%</b>
<b>EXPENSES</b>							
Administrator	\$11,225.00	\$8,157.48				\$8,157.48	73%
Executive Officers	\$25,900.00	\$3,044.89				\$3,044.89	12%
Caucus Funds	\$1,600.00	\$62.75				\$62.75	4%
Steering	\$1,600.00	\$0.00				\$0.00	0%
Communications	\$2,600.00	\$741.13				\$741.13	29%
Education	\$1,950.00	\$800.00				\$800.00	41%
Diversity and Inclusion	\$100.00	\$0.00				\$0.00	0%
Meetings Coordinating	\$600.00	\$0.00				\$0.00	0%
Finance	\$9,125.00	\$2,183.07				\$2,183.07	24%
Membership	\$1,100.00	\$0.00				\$0.00	0%
Nominating	\$0.00	\$0.00				\$0.00	0%
Finding Aids	\$500.00	\$0.00				\$0.00	0%
Custer and Finch	\$450.00	\$0.00				\$0.00	0%
Distinguished Service	\$250.00	\$0.00				\$0.00	0%
Scholarship	\$0.00	\$0.00				\$0.00	0%
Fall Conference (LAC)	\$60,000.00	\$4,600.35				\$4,600.35	8%
Spring Conference (LAC)	\$18,000.00	\$2,081.35				\$2,081.35	12%
<b>Total Expenses</b>	<b>\$135,000.00</b>	<b>\$21,671.02</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$21,671.02</b>	<b>16%</b>
<b>Net Income or (Loss)</b>		<b>\$43,386.30</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$43,386.30</b>	

<u>Account Balances</u>			<u>Opening</u>	<u>Credits</u>	<u>Debits</u>	<u>Closing</u>
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Vanguard Bonds	\$85,369.44	Reserve	\$47,250.00	\$0.00	\$0.00	\$47,250.00
<b>Total</b>	<b>\$292,237.96</b>	<b>Surplus</b>	<b>\$58,981.53</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$58,981.53</b>
		<b>Totals</b>	<b>\$248,170.66</b>	<b>\$66,913.32</b>	<b>(\$22,871.02)</b>	<b>\$292,212.96</b>

**Summary - First Quarter FY 2024**

Opening Balance	\$248,170.66
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		Finch Award	\$5,035.00	\$56.00	\$0.00	\$5,091.00
		<b>Total</b>	<b>\$141,939.13</b>	<b>\$1,856.00</b>	<b>(\$1,200.00)</b>	<b>\$142,595.13</b>

MARAC SYMPOSIUM BUDGET

SPRING 2024 PHILADELPHIA, PA

Proposed Budget Summary

Category	Total for 100 Attendees	Total for 150 Attendees
<b>INCOME</b>		
Registration Fees	\$11,400.00	\$17,100.00
Exhibitor Fees	\$2,350.00	\$2,350.00
Total Income	\$13,750.00	\$19,450.00
<b>EXPENSES</b>		
General/Hotel Expenses	\$7,000.00	\$7,000.00
AV Expenses	\$2,705.00	\$2,705.00
Meal Expenses	\$5,722.60	\$8,413.40
Registration/Program	\$120.00	\$120.00
Trainers	\$6,000.00	\$6,000.00
Total Expenses	\$21,547.60	\$24,238.40
TOTAL	(\$7,797.60)	(\$4,788.40)
Archival Education Fund: Reimbursement for Trainer Expense	\$6,000.00	\$6,000.00
PROJECTED NET GAIN (LOSS)	(\$1,797.60)	\$1,211.60

MARAC SYMPOSIUM BUDGET    SPRING 2024   PHILADELPHIA, PA

Proposed Budget - Income Estimates

Category	Cost/Item	100 Attendees	Total	Cost/Item	150 Attendees	Total
INCOME						
Registration Fees						
Advanced Registration	\$125.00	80	\$10,000.00	\$125.00	120	\$15,000.00
Student Registration	\$70.00	20	\$1,400.00	\$70.00	30	\$2,100.00
Total Registration Fees		100	\$11,400.00		150	\$17,100.00
Exhibitor Fees						
Sponsor	\$250.00	1	\$250.00	\$250.00	1	\$250.00
Rental - 1 Table	\$350.00	6	\$2,100.00	\$350.00	6	\$2,100.00
Total Exhibitor Fees			\$2,350.00			\$2,350.00
Total Income			\$13,750.00	\$19,450.00		

MARAC SYMPOSIUM BUDGET      SPRING 2024   PHILADELPHIA, PA

Proposed Budget - Expense Estimates

Category	100 Attendees			150 Attendees		
	Cost/Item		Total	Cost/Item		Total
<b>EXPENSES</b>						
<b>General Expenses</b>						
Administrative Services			\$2,500.00			\$2,500.00
Event Insurance			\$500.00			\$500.00
<b>Hotel Expenses</b>						
Room Rentals			\$4,000.00			\$4,000.00
Porterage and Misc. Expenses			\$0.00			\$0.00
<b>Total General/Hotel Costs</b>			<b>\$7,000.00</b>			<b>\$7,000.00</b>
<b>AV Expenses</b>						
AV Equipment Tech			\$800.00			\$800.00
AV Equipment Rental			\$1,905.00			\$1,905.00
<b>Total AV Costs</b>			<b>\$2,705.00</b>			<b>\$2,705.00</b>
<b>Meal Expenses</b>						
Monday All-day Beverage	\$22.00	65	\$1,430.00	\$22.00	100	\$2,200.00
Monday Buffet Lunch	\$35.00	85	\$2,975.00	\$35.00	125	\$4,375.00
Lunch for Vendors	\$35.00	6	\$210.00	\$35.00	6	\$210.00
24% Service Charge			\$1,107.60			\$1,628.40
<b>Total Meal Costs</b>			<b>\$5,722.60</b>			<b>\$8,413.40</b>
<b>Registration/Program</b>						
Badges, Lanyards, etc.			\$120.00			\$120.00
<b>Total Registration/Program Costs</b>			<b>\$120.00</b>			<b>\$120.00</b>
<b>Trainers</b>						
Lodging/Travel/Meals			\$1,000.00			\$1,000.00
Training Fees			\$5,000.00			\$5,000.00
<b>Total Trainers Costs</b>			<b>\$6,000.00</b>			<b>\$6,000.00</b>
<b>Total Expenses</b>			<b>\$21,547.60</b>			<b>\$24,238.40</b>



October 10, 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 meeting to be held in conjunction with the Fall 2023 meeting in Saratoga Springs, NY.

**Parliamentarian Activities**

The Parliamentarian has continued to advise on procedural matters and participate in Strategic planning conversations.

**MARAC Historian Report October/2023**  
**(for the MARAC Steering Committee Meeting in Saratoga Springs, NY)**

This quarter I have continued to work on several mini-histories of MARAC committees and have also been working on updating a comprehensive historical list of all MARAC members who have served in major positions on MARAC's Steering Committee.

Joni Floyd (MARAC Archivist) and I have had some exploratory conversations about revising/updating records retention profiles for the MARAC Archives in light of our increasingly digital environment. For example, we will no longer be accessioning paper MARAC meeting programs although obviously the work of acquiring the content of these programs and keeping that content in the Archives permanently will continue to be a top priority. Joni and I will continue to discuss this topic in upcoming months.

News was received in early September of the passing of a MARAC regular, Tom Connors, for a long time one of my former colleagues at the University of Maryland. Tom concluded his archival career at George Washington University and with his wife Michelle Dolbec had relocated to Montreal, Canada. I submitted a short article on Tom to the editorial team of the MAA and it slated for publication in the Winter/2024 issue of our newsletter.

Lauren Brown  
MARAC Historian

MARAC Archivist Report  
Steering Committee Meeting  
Friday, October 13, 2023

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## DRUM Submission Reminder for Fall 2023 Conference

As part of my regular duties, I sent a reminder and email template to the Program Committee Chairs for the Fall 2023 conference.

## Discussion with MARAC Historian

Lauren Brown and I began to discuss the need to update the recorders retention workflow. For example, we discussed the need to clarify the scope and frequency of the web crawls performed by the SUCA Electronic Records Archivist, which I have shared as part of these reports but need to include in the operations manual.

Submitted by  
Joni Floyd

# MARAC

Mid-Atlantic Regional Archives Conference

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

Submitted to: Steering Committee

October 3, 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 2023-2024 MARAC Web Team met in August to welcome our new members and to divide up the work of the website.
- Web team members periodically updated conference, job opportunities, committee, and caucus pages as requested
  - Laura - finalize Fall 2023 conference webpage and launch Spring 2024 symposium page
  - Heather - updates made to the Virginia, New Jersey, and Pennsylvania Caucus pages, and to the Communications Committee page.
  - Diane - check and update the Steering Committee membership list
  - Jasmine - updates the MARAC Job Opportunities page weekly, adding new submissions, removing outdated listings, and keeping submitters informed
  - Diana - review messages in the Web Team gmail account and forward them to the appropriate team member and is the Web Team representative member on the MARAC Task Force on Committee Membership
  - Chris - conduct a quality check of any changes to the website

**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

**Regional Archival Associations Consortium Representative**

**Fall 2023 MARAC Steering Committee Report**

- Communicated request for information via RAAC to MARAC Executive Committee about practices for conference vendor/exhibitors
- Communicated announcements from RAAC to MARAC Executive Committee and Caucus Representatives

Respectfully submitted,  
Andrew Cassidy-Amstutz