

MARAC

Mid-Atlantic Regional Archives Conference

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

MARAC Steering Committee 2024 February 2 Virtual (Zoom)

In attendance: Jessica Webster (Chair), Ali Zawoyski (Chair-elect), Kevin Clair (Secretary), Amy Fitch (Treasurer), Carley Altenburger (Member at Large), Dyani Feige (Member at Large), Amanda May (Member at Large), Deb Schiff (Member at Large), Diane Bockrath (Delaware Caucus), Allison Fischbach (Maryland Caucus), Tara Maharjan (New Jersey Caucus), Danielle Glynn (New York Caucus), Taylor Mason (Pennsylvania Caucus), Zachary Hottel (Virginia Caucus), Lori Hostuttler (West Virginia Caucus), Sara Predmore (MARAC Administrator), Arian Ravanbakhsh (Parliamentarian), Lauren Brown (Historian), Jan Zastrow (NCH Representative), Brian Keough (Development Coordinator), Kira Dietz (Awards chair), Michael Martin (Communications co-chair), Missy Nerino (Communications co-chair), Rayna Andrews (Diversity and Inclusion chair), Colleen Bradley-Sanders (Education chair), Jenny Mitchell (Nominations and Elections chair), Heather Perez (Web Team co-chair)

Regrets: Mary Mannix (Meetings Coordinator), Christopher Anglim (DC Caucus), Joni Floyd (Archivist), Andrew Cassidy-Amstutz (RAAC Representative), Vicki Russo (Membership chair), Laura Montgomery (Web Team co-chair)

Agenda

- I. **Call to Order (5 min):** The meeting was called to order at 9:04am.
 - A. **Introductions:** The committee welcomed Kira Dietz as the new Awards Committee chair.
 - B. **Approval of Agenda:** The agenda was approved at 9:12am.
- II. **Approval of Steering Committee Minutes (5 min):** [The minutes](#) from the October 19, 2023 Steering Committee meeting were approved at 9:12am.
- III. **Officer's Reports (15 min)**
 - A. **Chair**
 1. **Chair's Report (Jessica Webster):** Nothing to add to the report.
 2. **Administrator's Report (Sara Predmore):** Symposium registration opened this week. 10 people are registered for the symposium and 9 are registered for the project management workshop the following day. Don't forget to vote in the MARAC elections (ballots are open now).

- B. Chair-Elect (Ali Zawoyski):** Nothing to add to the report.
- C. Meetings Coordinator (Mary Mannix):** No report was submitted.
- D. Secretary (Kevin Clair):** Nothing to add to the report.
- E. Treasurer (Amy Fitch):**

On page 1 of the 1Q report there was an expense double-counted (error in our favor, hooray!). Deficit of \$42,962 for Q2, which is typical because this is when we pay our expenses for the fall meeting. We ended up with a net gain of \$424 for the calendar year 2023, which is unusual and good news. Our investments are paying off, which is “delightful.”

Final numbers from Fall Conference: Excellent program, great location, modest turnout (215 people). So we lost \$1,825 on the conference. Not ideal, but overall the conference did well.

We have new accountants. They are more expensive than we’re used to, but that’s true for all accountants now, and Amy is very confident in working with them.

The committee discussed the dues proposal. Finance Committee proposes raising MARAC dues by \$15 (for standard membership) and \$10 (for bridge/retired membership) effective July 1, 2024. New rates will be \$60 / \$30. This preserves the simple two-tiered dues structure, while expanding eligibility for the lower membership rate. It is forward-thinking, to ensure we have sufficient funds for the goals we have laid out for ourselves in the strategic plan. Our last dues increase was in 1999, and inflation has hit us very hard in the meantime. Finance projects that the new dues structure could bring us around \$10,000 in revenue.

Sara P. asked how to handle the bridge rate administratively going forward.

Lauren asked if this dues structure will help us to be less reliant on conference revenue for operating funds, which seems to be less reliable in recent years. This should help us in that regard, but we should also develop conference programming that draws interest because that will remain important.

There was a consensus about the dues structure remaining a good value for members even with the proposed increase, because of the value in our programming and our brand as a “friendly, local” organization when compared to larger archival organizations.

We will need to present this for a vote to the membership. Section 9.3 of the bylaws states that we are to present the new dues structure to the membership at least 30 days prior to a Business Meeting (this spring the Business Meeting will be virtual and held at a date TBD after the symposium in April).

Financial impact: It costs \$100 to run an election through ElectionBuddy.

Steering moved to advance the new dues structure for a vote by the general membership. There were no objections.

Finance highly encourages the Steering Committee to create a stated policy for future reviews of the dues structure, instead of ad hoc reviews of the structure as we have done in the past. This can be on a regular schedule and/or in response to a particular rate of inflation over a period of time. Steering suggested years instead of observed increases in inflation rate. This was tabled for the next Steering Committee meeting.

The dues proposal will be circulated among MARAC membership on or around March 1 in advance of the April 10 business meeting. An informational meeting will be hosted by Amy Fitch in mid-March.

- F. Parliamentarian (Arian Ravanbakhsh):** Nothing to add to the report.
- IV. Advisory Positions (15 min)**
- A. Historian (Lauren Brown):** Nothing to add to the report.
 - B. Archivist (Joni Floyd):** Joni was absent.
 - C. Development Coordinator (Brian Keough):** Thank you to Cheryl Stadel-Bevans and Marisa Bourgoin for making and donating the quilt for the silent auction at Saratoga Springs. It raised \$300 for the general fund.
 - D. Web Team (Laura Montgomery/Heather Perez):** Nothing to add to the report. Review your pages often!
 - E. Regional Archival Association Consortium (Andrew Cassidy-Amstutz):** Andrew was absent.
 - F. National Coalition for History (Jan Zastrow):** Nothing to add to the report.
- V. Old Business (30 min)**
- A. New dues proposal (Amy Fitch):** This was discussed with the Treasurer's Report.
 - B. Discussion of Strategic Plan (Jessica Webster):**
[The strategic plan draft](#) from the Members at Large.

The committee did a line-by-line review of the Strategic Plan and considered comments from members about potential revisions to the goals and action items within each goal. We revised the MARAC Values to make them more active voice and consistent in tone. We clarified the accessibility goals and the charge of the Accessibility Task Force. We looked at planning timelines for meetings, and re-developed the goal around having a long-term plan for the timing and structure of future MARAC virtual and in-person meetings.

We discussed the goals and action items around committee efficiencies and documentation of their work, and agreed to separate that goal out from another

goal specifically about streamlining the work of the Awards Committee (Kevin Clair and Kira Dietz rewrote Goal C for the Awards Committee). We looked at the plan for publishing committee activities in the Mid-Atlantic Archivist, and clarified the action item for that goal.

We discussed the plans for re-imagining the role of Caucus Representatives, amid concerns from current caucus reps that the responsibilities of their roles are growing in an unsustainable way. Rather than adding onto the responsibilities of caucus reps, discussion centered on ways to empower caucus representatives to serve their states in the way that works best for their communities and the relative levels of member interest among them. We revised the goal regarding advocacy by the organization in response to threats to our code of ethics and values, to be more direct in what MARAC will do.

Diane Bockrath and Deb Schiff will do one final round of copy editing on the current draft of the Strategic Plan. In a week or two a final copy will be circulated to Steering for final approval and voting.

VI. New Business (30 min)

- A. Vote on Strategic Plan:** This will occur in two weeks after copy editing has been completed.
- B. Proposal for new award (Kira Dietz and Tara Maharjan):** Kira will work with Tara and the New Jersey caucus on a proposal for a new MARAC award for New Jersey archivists in honor of Ron Becker (past MARAC and NJ Caucus chair). There is confusion about how new MARAC awards are proposed. They will continue to work on this in between Steering Committee meetings. Tara would like to move this forward before her term as NJ Caucus Rep ends this summer. Finance Committee will want to review the proposal when it's ready (before Steering formally advances it for approval).
- C. Updates on the forthcoming quarter (all):** Kira added to her report that a call for scholarships was recently released for the one-day symposium. It is reduced from previous meetings (smaller meeting, smaller pool of money). Not codified yet but will be soon. Amy also asked for information about the number of scholarship applicants in the past. Kira is collecting this information and will include it in future Awards Committee reports.
- D. Next Meeting Date (Jessica Webster/Sara Predmore):** The next meeting will be at 9:00am on Friday, April 5.

VII. Standing and Operational Committees (15 min): There were no updates to the reports. Reminder to vote in the MARAC elections!

- 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): There were no updates to the reports.

- A. Delaware (Diane Bockrath)
- B. District of Columbia (Christopher Anglim)
- C. 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: The meeting was adjourned at 11:56am.

Kevin M. Clair
6/11/2024