

MARAC

Mid-Atlantic Regional Archives Conference

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

STEERING COMMITTEE

April 5, 2024 at 9:00 AM

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. February 2, 2024 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. Results of Strategic Plan vote (Jessica Webster)
- B. Brief report on membership dues change (Jessica Webster and Amy Fitch)
- C. Proposal for new award and discussion of awards workflow (Kira Dietz and Tara Maharjan)

VI. New Business (30 min)

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

VII. Standing and Operational Committees (15 min)

- A. Awards (Kira Dietz)
- 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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5 April 2024

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 supported our Treasurer Amy Fitch in her Question and Answer session regarding the current proposal to raise membership dues. We held this virtual session on Tuesday, March 19, and the feedback from most attendees was that the proposal seems non-controversial and is very well-thought-out and justification is clear.
2. I worked to finalize our Strategic Plan document, connecting with several steering members regarding outstanding tasks (eg copyediting with Diane Bockrath; a revision from the education committee; etc.). The final version of the document was put to a vote, with the poll open from March 1-March 8, and passed!

Respectfully submitted,

Jessica L. Webster

Chair, 2023-2024

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To: MARAC STEERING COMMITTEE
From: SARA PREDMORE, MARAC ADMINISTRATOR
Date: April 5, 2024 – Zoom
Re: ADMINISTRATOR'S REPORT

Membership Statistics

There were 909 active members (as of March 29, 2024):

772 Regular Members
64 Retired Members
73 Student Members

Membership Statistics Comparison

Member Type	2022 (as of 3/17/22)	2023 (as of 4/14/23)	2024 (as of 3/29/24)	% change 2023-2024
Regular	766	786	772	-1.78%
Retired	65	64	64	0.00%
Student	78	82	73	-10.98%
Total	909	932	909	-2.47%

State Caucus Membership Statistics Comparison

Caucus	2022 (as of 3/17/22)	2023 (as of 4/14/23)	2024 (as of 3/29/24)
DC	143	171	144
Delaware	32	39	43
Maryland	185	225	193
New Jersey	118	120	125
New York	166	163	186
Pennsylvania	191	194	191
Virginia	154	164	160
West Virginia	19	16	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 03/29)

ADDITIONAL INFORMATION

Elections: The 2024 Election was the first exclusively electronic ballot. There were no complaints or requests for paper ballots.

Symposium Registration: 73 attendees, 11 vendors, and 3 sponsors

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

Awards: Supported DSA, Finding Aids, and meeting awards processing. Updated webpages, Distributed calls for submissions, prepared certificates

Education: Managed registration for February Wellness Workshop, March Lunch and Learn, April Project Management Workshop

Executive Committee: Worked with Chair-Elect on new process to solicit interest in appointed positions

MCC: Distributed messages and set up e-lists for Harrisburg LAC, waiting for information on fall 2023 event

Communications: Attended meetings and distributed MAA

Nominations and Elections: Prepared ballots and messaging

Caucus Representatives: Managing registration for VA Caucus event in June

Spring 2024 Symposium:

Attended planning meetings, managed registration for attendees and vendors, created program for day of

Upcoming Tasks:

Begin work on fall 2023 meeting

Membership: Clean up membership database, reconfigure membership software for new dues format and values, set up membership renewal messages

Prepare for Steering Committee turnover

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3/26/2024

To: MARAC Steering Committee Members

From: Ali Zawoyski

Chair-Elect's Report

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

1. Contributed feedback to the Executive Committee on the draft Strategic Plan and attended the February 12th Executive Committee meeting.
2. Updated the 2024 Call for Volunteers for the Mid-Atlantic Archivist and scheduled a meeting for April 3rd with the Membership Committee and Chair Jessica Webster to discuss their appointment needs.
3. Scheduled and hosted the Caucus Reps Quarterly Meeting with Special Guest Elizabeth Wilkinson from the Education Committee, to discuss a partnership between the Caucus Reps and Education on a series of co-sponsored events next year. This will hopefully prevent duplication in programming, allow for more collaboration and resource sharing, and provide opportunities to experiment with different formats and themes.
4. Met with the Diversity & Inclusion Committee and Right To Be to continue planning the April Symposium.
5. Met with new Chair-Elect Zach Hottel to discuss his upcoming responsibilities.

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

**Meetings Coordinating Committee
1 April 2024**

Present Meeting:

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

We did not make room block, unclear what the financial ramifications will be. The hotel should charge for the unfilled rooms. We were under by 7 nights.

Future Meetings:

Virtual 2024

Virtual Local Arrangements Committee Co-Chairs: Scott Keefer (Daughters of Charity of St. Vincent DePaul) and Colleen McFarland Rademaker (United States Holocaust Memorial Museum).

Program Committee Co-Chairs: Megan Craynon (Maryland State Archives). Her Co-chair still under investigation.

When: Recommend the first or second full week of November, with preference to November 13-15.

November						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Spring 2025 Conference -- Harrisburg, PA

When: 1 May 2025 - 3 May 2025

Where: Harrisburg, PA

Hotel: Hilton Harrisburg, One North Second Street, 17101

Room Rate: \$169

Local Arrangements Committee Co-Chairs: Taylor Mason (PA House of Representatives Archives) and Tyler Stump (Pennsylvania State Archives).

Program Committee Co-Chairs: David Grinnell (University of Pittsburgh) or Valerie-Anne Lutz (American Philosophical Society Library).

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 Spring 2024 meeting of the Steering Committee.

- Draft minutes for the MARAC Steering Committee meeting in February were posted to the Google Drive for committee review and approval.
- Final minutes for the MARAC Steering Committee meeting in October were posted to the Google Drive.

Respectfully submitted,



Kevin M. Clair
MARAC Secretary

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March 29, 2024

**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, March 29, in advance of the Spring 2024 Steering meeting to be held virtually on April 5, 2024.

1. Because the third quarter hasn't ended yet, the quarterly report is not included. I'll share it after April 2 once Finance has a chance to review it.
2. ACTION ITEM: The proposed budget for the Fall 2024 virtual conference (first attachment) is included for discussion and vote at this meeting. It is similar to the last virtual budget with modest changes: Member attendance is \$30, and a new rate of \$10 for Student Nonmember attendees has been added while the Student Member rate continues to be free.
3. The information session about dues held on March 19 had modest attendance. However, all of the feedback was positive and supportive of the proposed increases. More than one member expressed appreciation for our transparency about the process and the resulting plan to raise dues. The proposal will go to a vote of the membership at the Business Meeting on April 10.
4. I will begin drafting the FY2025 budget in late April, once we know if the dues increase passes. Please reach out to me if your committee anticipates a change in funding needs for the new fiscal year. The current budget is the second attachment. I will touch base with those who previously brought up changes, notably Caucuses, Communications, and Education.
5. Our bank CD matures in mid-April, at which point I will inquire about available rates for a new one. Finance recommends we increase the amount in the CD from \$40,000 to \$50,000 while rates remain high.

MARAC MEETING BUDGET**FALL 2024****VIRTUAL****Proposed Budget Summary**

Category	Total for 350 Attendees	Total for 500 Attendees
INCOME		
Registration Fees	\$10,900.00	\$15,600.00
Exhibitor Fees	\$2,800.00	\$2,800.00
Total Income	\$13,700.00	\$18,400.00
EXPENSES		
Administrative Services	\$5,000.00	\$5,000.00
Registration/Program	\$2,399.00	\$2,399.00
Session Costs/Plenary Speakers	\$750.00	\$750.00
Total Expenses	\$8,149.00	\$8,149.00
NET INCOME/PROJECTED NET GAIN	\$5,551.00	\$10,251.00

MARAC MEETING BUDGET

FALL 2024

VIRTUAL

Proposed Budget - Income Estimates

Category	350			500		
	Cost/Item	Attendees	Total	Cost/Item	Attendees	Total
INCOME						
Registration Fees						
Members	\$30.00	275	\$8,250.00	\$30.00	375	\$11,250.00
Nonmembers	\$50.00	45	\$2,250.00	\$50.00	75	\$3,750.00
Student Members	\$0.00	25	\$0.00	\$0.00	40	\$0.00
Student Nonmembers	\$10.00	5	\$50.00	\$10.00	10	\$100.00
Support Student Attendance	\$10.00	35	\$350.00	\$10.00	50	\$500.00
			(excluded from Attendee count)			
Total Registration Fees		350	\$10,900.00		500	\$15,600.00
Exhibitor Fees						
Standard Package	\$300.00	2	\$600.00	\$300.00	2	\$600.00
Premium Package	\$400.00	4	\$1,600.00	\$400.00	4	\$1,600.00
Session Sponsorship, session chair spotlight	\$100.00	4	\$400.00	\$100.00	4	\$400.00
Product Demo Time Slot (30 minutes, exclusive)	\$300.00	0	\$0.00	\$300.00	0	\$0.00
Donations/Sponsorships (Tier 1)	\$100.00	0	\$0.00	\$100.00	0	\$0.00
Donations/Sponsorships (Tier 2)	\$50.00	0	\$0.00	\$50.00	0	\$0.00
Program Ad Standalone Full	\$500.00	0	\$0.00	\$500.00	0	\$0.00
Program Ad Standalone Half	\$300.00	0	\$0.00	\$300.00	0	\$0.00
Program Ad Standalone Quarter	\$200.00	1	\$200.00	\$200.00	1	\$200.00
Program Ad Standalone Business Card	\$100.00	0	\$0.00	\$100.00	0	\$0.00
Program Ad Upgrade Full	\$300.00	0	\$0.00	\$300.00	0	\$0.00
Program Ad Upgrade Half	\$100.00	0	\$0.00	\$100.00	0	\$0.00
Total Exhibitor Fees			\$2,800.00			\$2,800.00
Total Income			\$13,700.00			\$18,400.00

MARAC MEETING BUDGET

FALL 2024

VIRTUAL

Proposed Budget - Expense Estimates

Category	350			500			
	Cost/Item	Attendees	Total	Cost/Item	Attendees	Total	
EXPENSES							
Administrative Services			\$5,000.00			\$5,000.00	
Registration/Program							
Program Design/Print/Mail			\$400.00			\$400.00	Program design cost.
Advertisement			\$0.00			\$0.00	Free announcements on existing lists.
Sched App			\$499.00			\$499.00	Cap at 500 to avoid upgrade fees.
Live Captioning subscription (otter.ai)			\$200.00			\$200.00	Additional accessibility options to consider?
Expanded Zoom subscription			\$1,300.00			\$1,300.00	Which platform? Cap at 600 for this Zoom price.
Total Registration/Program Costs			\$2,399.00			\$2,399.00	
Session Costs/Plenary Speakers							
Honoraria			\$500.00			\$500.00	
Misc. Expenses			\$250.00			\$250.00	Equipment?
Total Session/Plenary Costs			\$750.00			\$750.00	
Total Expenses			\$8,149.00			\$8,149.00	

MARAC Budget - Fiscal 2024

MARAC Income

Category	Anticipated
Annual Receipts	
Membership Dues	\$ 40,000.00
Conference Registration	\$ 68,000.00
Conference Vendors	\$ 13,000.00
Conference Sponsorship	\$ 5,000.00
Publication Advertising	\$ 2,000.00
Publication Sales	\$ 400.00
Mailing List Sales	\$ -
Off-Meeting Workshops	\$ 3,500.00
Bank Interest	\$ 300.00
Investment Interest	\$ 2,000.00
Gifts to Operations	\$ 800.00
Miscellaneous	\$ -
TOTAL	\$135,000.00

MARAC Expenses

Category	Allocated
General	
Administrator	\$ 11,225.00
Executive Officers	\$ 25,900.00
Caucuses	\$ 1,600.00
Committees	
Steering	\$ 1,600.00
Communications	\$ 2,600.00
Diversity and Inclusion	\$ 100.00
Education	\$ 1,950.00
Finance	\$ 9,125.00
Meetings Coordinating	\$ 600.00
Membership	\$ 1,100.00
Nominating	\$ -
Custer Finch	\$ 450.00
Distinguished Service	\$ 250.00
Finding Aids	\$ 500.00
Scholarship	\$ -
Fall Conference (LAC)	\$ 60,000.00
Spring Conference (LAC)	\$ 18,000.00
TOTAL	\$135,000.00

MARAC Income

Category	Anticipated
Annual Receipts	
Membership Dues	\$ 40,000.00
Conference Registration	\$ 68,000.00
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Mailing List Sales	\$ -
Off-Meeting Workshops	\$ 3,500.00
Bank Interest	\$ 300.00
Investment Interest	\$ 2,000.00
Gifts to Operations	\$ 800.00
Miscellaneous	\$ -
TOTAL	\$135,000.00

MARAC Expenses

Category	Allocated
Operational Support	
Administrator Salary	\$22,000.00
Web Services	\$8,775.00
Archivist	\$1,000.00
Accountant	\$1,500.00
Advocacy	\$1,800.00
Insurance Policy	\$1,000.00
General Support	
Phone	\$600.00
Postage	\$400.00
Office Supplies	\$125.00
Food	\$3,600.00
Travel	\$1,350.00
Rented Services	
Equipment	\$800.00
Printing and Design	\$2,500.00
Conference	\$78,000.00
Lodging	\$1,000.00
Honoraria	\$1,600.00
Awards and Scholarships	
Awards and Prizes	\$1,450.00
Scholarships	\$0.00
Financial Operations	
Banking Fees	\$7,200.00
Investments	\$0.00
Other	
Miscellaneous	\$300.00
TOTAL	\$135,000.00

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April 2, 2024

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

From: Amy Fitch, MARAC Treasurer

RE: Treasurer/Finance Committee Report Addendum

As I indicated in my main report, the fiscal quarter had not ended when reports were due. But as promised, attached are the third-quarter financials.

Here are the highlights:

- The income is from membership dues; Symposium registration, vendors, and sponsors; publication sales; off-meeting workshops; a VA Caucus event (under Miscellaneous); bank and investment income; and individual donations.
- Expenses are from Administrator salary and phone; web service fees; annual archivist payment; printing, postage, and office supplies; expenses for the Spring symposium; off-workshop honoraria and fees; banking fees; and a returned check.
- Expenditures from restricted funds were for the D&I session scholarship for the Spring Symposium.
- The quarter ended with a net gain of \$8,515.94, with income from the inaugural Spring Symposium realized in this quarter. The total net gain for the year to date is \$8,939.83.

The average returns on investment for MARAC's accounts during the quarter (rounded to the nearest hundredth of a percent) are:

- PNC CD: 3.20%
- PNC Savings Account: 0.01%
- Vanguard Bonds: 0.56%

FY 2024, 3rd Quarter (January 1, 2024 to March 31, 2024)

<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>
INCOME							
Membership Dues	\$40,000.00	\$18,287.00	\$1,569.00	\$1,052.00		\$20,908.00	52%
Conference Registration	\$68,000.00	\$33,012.00	\$9,080.00	\$8,608.00		\$50,700.00	75%
Conference Vendors	\$13,000.00	\$7,500.00	\$4,400.00	\$1,055.00		\$12,955.00	100%
Conference Sponsorship	\$5,000.00	\$4,300.00	\$0.00	\$250.00		\$4,550.00	91%
Publication Advertising	\$2,000.00	\$0.00	\$988.00	\$0.00		\$988.00	49%
Publication Sales	\$400.00	\$45.00	\$90.00	\$135.00		\$270.00	68%
Mailing List Sales	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	0%
Off-Meeting Workshops	\$3,500.00	\$1,315.00	\$0.00	\$3,700.00		\$5,015.00	143%
Bank Interest	\$300.00	\$113.77	\$322.08	\$323.91		\$759.76	253%
Investment Interest	\$2,000.00	\$184.55	\$2,990.70	\$497.31		\$3,672.56	184%
Gifts to Operations	\$800.00	\$285.00	\$1,540.00	\$250.00		\$2,075.00	259%
Miscellaneous	\$0.00	\$15.00	\$0.00	\$200.00		\$215.00	0%
Total Income	\$135,000.00	\$65,057.32	\$20,979.78	\$16,071.22	\$0.00	\$102,108.32	76%
EXPENSES							
Administrator	\$22,000.00	\$2,999.89	\$4,073.16	\$4,488.25		\$11,561.30	53%
Web Services	\$8,775.00	\$7,954.37	\$194.40	\$194.40		\$8,343.17	95%
Archivist	\$1,000.00	\$0.00	\$0.00	\$1,000.00		\$1,000.00	100%
Accountant	\$1,500.00	\$0.00	\$0.00	\$0.00		\$0.00	0%
Advocacy	\$1,800.00	\$0.00	\$1,800.00	\$0.00		\$1,800.00	100%
Insurance Policy	\$1,000.00	\$0.00	\$0.00	\$0.00		\$0.00	0%
Phone	\$600.00	\$149.27	\$149.62	\$149.67		\$448.56	75%
Postage	\$400.00	\$60.42	\$8.55	\$46.92		\$115.89	29%
Office Supplies	\$125.00	\$0.00	\$0.00	\$33.16		\$33.16	27%
Food	\$3,600.00	\$0.00	\$2,162.55	\$0.00		\$2,162.55	60%
Travel	\$1,350.00	\$0.00	\$478.74	\$0.00		\$478.74	35%
Equipment	\$800.00	\$0.00	\$0.00	\$0.00		\$0.00	0%
Printing and Design	\$2,500.00	\$752.77	\$260.71	\$426.30		\$1,439.78	58%
Conference	\$78,000.00	\$6,663.48	\$51,879.67	\$175.00		\$58,718.15	75%
Lodging	\$1,000.00	\$0.00	\$417.00	\$0.00		\$417.00	42%
Honoraria	\$1,600.00	\$800.00	\$0.00	\$100.00		\$900.00	56%
Awards and Prizes	\$1,450.00	\$62.75	\$500.00	\$0.00		\$562.75	39%
Scholarships	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	0%
Banking Fees	\$7,200.00	\$2,183.07	\$1,945.79	\$516.58		\$4,645.44	65%
Investments	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	0%
Miscellaneous	\$300.00	\$45.00	\$72.00	\$425.00		\$542.00	181%
Total Expenses	\$135,000.00	\$21,671.02	\$63,942.19	\$7,555.28	\$0.00	\$93,168.49	69%
Net Income or (Loss)		\$43,386.30	(\$42,962.41)	\$8,515.94	\$0.00	\$8,939.83	

<u>Account Balances</u>		<u>Opening</u>	<u>Credits</u>	<u>Debits</u>	<u>Closing</u>	
PNC Checking	\$88,103.25	Operating	\$423.89	\$16,071.22	(\$7,555.28)	\$8,939.83
PNC Savings	\$77,550.79	Restricted	\$140,515.13	\$0.00	(\$1,200.00)	\$139,315.13
Vanguard Bonds	\$88,857.45	Reserve	\$47,250.00	\$0.00	\$0.00	\$47,250.00
Total	\$254,511.49	Surplus	\$58,981.53	\$0.00	\$0.00	\$58,981.53
		Totals	\$247,170.55	\$16,071.22	(\$8,755.28)	\$254,486.49

Summary - Third Quarter FY 2024

Opening Balance	\$247,170.55
Total Income	\$16,071.22
Total Expenses	(\$8,755.28)
Closing Balance	\$254,486.49

<u>Restricted Funds</u>		<u>Opening</u>	<u>New Gifts</u>	<u>Spending</u>	<u>Closing</u>	
PNC Savings	\$50,457.68	Disaster Assist.	\$20,335.00	\$0.00	\$0.00	\$20,335.00
Vanguard Bonds	\$88,857.45	Education	\$106,563.51	\$0.00	(\$1,200.00)	\$105,363.51
Total	\$139,315.13	Graduate Schol	\$8,775.62	\$0.00	\$0.00	\$8,775.62
		Finch Award	\$4,841.00	\$0.00	\$0.00	\$4,841.00
		Total	\$140,515.13	\$0.00	(\$1,200.00)	\$139,315.13

FY 2024, 3rd Quarter (January 1, 2024 to March 31, 2024)

<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>
INCOME							
Membership Dues	\$40,000.00	\$18,287.00	\$1,569.00	\$1,052.00		\$20,908.00	52%
Conference Registration	\$68,000.00	\$33,012.00	\$9,080.00	\$8,608.00		\$50,700.00	75%
Conference Vendors	\$13,000.00	\$7,500.00	\$4,400.00	\$1,055.00		\$12,955.00	100%
Conference Sponsorship	\$5,000.00	\$4,300.00	\$0.00	\$250.00		\$4,550.00	91%
Publication Advertising	\$2,000.00	\$0.00	\$988.00	\$0.00		\$988.00	49%
Publication Sales	\$400.00	\$45.00	\$90.00	\$135.00		\$270.00	68%
Mailing List Sales	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	0%
Off-Meeting Workshops	\$3,500.00	\$1,315.00	\$0.00	\$3,700.00		\$5,015.00	143%
Bank Interest	\$300.00	\$113.77	\$322.08	\$323.91		\$759.76	253%
Investment Interest	\$2,000.00	\$184.55	\$2,990.70	\$497.31		\$3,672.56	184%
Gifts to Operations	\$800.00	\$285.00	\$1,540.00	\$250.00		\$2,075.00	259%
Miscellaneous	\$0.00	\$15.00	\$0.00	\$200.00		\$215.00	0%
Total Income	\$135,000.00	\$65,057.32	\$20,979.78	\$16,071.22	\$0.00	\$102,108.32	76%
EXPENSES							
Administrator	\$11,225.00	\$8,157.48	\$1,194.31	\$325.15		\$9,676.94	86%
Executive Officers	\$25,900.00	\$3,044.89	\$6,047.13	\$5,740.22		\$14,832.24	57%
Caucus Funds	\$1,600.00	\$62.75	\$0.00	\$0.00		\$62.75	4%
Steering	\$1,600.00	\$0.00	\$1,109.00	\$0.00		\$1,109.00	69%
Communications	\$2,600.00	\$741.13	\$8.55	\$390.75		\$1,140.43	44%
Education	\$1,950.00	\$800.00	\$0.00	\$400.00		\$1,200.00	62%
Diversity and Inclusion	\$100.00	\$0.00	\$0.00	\$0.00		\$0.00	0%
Meetings Coordinating	\$600.00	\$0.00	\$0.00	\$0.00		\$0.00	0%
Finance	\$9,125.00	\$2,183.07	\$1,942.82	\$488.61		\$4,614.50	51%
Membership	\$1,100.00	\$0.00	\$1,000.00	\$0.00		\$1,000.00	91%
Nominating	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	0%
Finding Aids	\$500.00	\$0.00	\$0.00	\$0.00		\$0.00	0%
Custer and Finch	\$450.00	\$0.00	\$500.00	\$0.00		\$500.00	111%
Distinguished Service	\$250.00	\$0.00	\$0.00	\$0.00		\$0.00	0%
Scholarship	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	0%
Fall Conference (LAC)	\$60,000.00	\$4,600.35	\$52,140.38	\$35.55		\$56,776.28	95%
Spring Conference (LAC)	\$18,000.00	\$2,081.35	\$0.00	\$175.00		\$2,256.35	13%
Total Expenses	\$135,000.00	\$21,671.02	\$63,942.19	\$7,555.28	\$0.00	\$93,168.49	69%
Net Income or (Loss)		\$43,386.30	(\$42,962.41)	\$8,515.94	\$0.00	\$8,939.83	

<u>Account Balances</u>		<u>Opening</u>	<u>Credits</u>	<u>Debits</u>	<u>Closing</u>	
PNC Checking	\$88,103.25	Operating	\$423.89	\$16,071.22	(\$7,555.28)	\$8,939.83
PNC Savings	\$77,550.79	Restricted	\$140,515.13	\$0.00	(\$1,200.00)	\$139,315.13
Vanguard Bonds	\$88,857.45	Reserve	\$47,250.00	\$0.00	\$0.00	\$47,250.00
Total	\$254,511.49	Surplus	\$58,981.53	\$0.00	\$0.00	\$58,981.53
		Totals	\$247,170.55	\$16,071.22	(\$8,755.28)	\$254,486.49

Summary - Third Quarter FY 2024

Opening Balance	\$247,170.55
Total Income	\$16,071.22
Total Expenses	(\$8,755.28)
Closing Balance	\$254,486.49

<u>Restricted Funds</u>		<u>Opening</u>	<u>New Gifts</u>	<u>Spending</u>	<u>Closing</u>	
PNC Savings	\$50,457.68	Disaster Assist.	\$20,335.00	\$0.00	\$20,335.00	
Vanguard Bonds	\$88,857.45	Education	\$106,563.51	\$0.00	(\$1,200.00)	\$105,363.51
Total	\$139,315.13	Graduate Schol	\$8,775.62	\$0.00	\$0.00	\$8,775.62
		Finch Award	\$4,841.00	\$0.00	\$0.00	\$4,841.00
		Total	\$140,515.13	\$0.00	(\$1,200.00)	\$139,315.13



April 5, 2024

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, April 5, 2024

Parliamentarian Activities

The Parliamentarian has continued to advise on procedural matters at the request of the Executive Committee, including the process necessary for the proposed MARAC dues increase as well as terms of service for some other MARAC committees and working groups. In addition, I have agreed to serve another term as Parliamentarian.

MARAC Historian Report - April/2024
(for the MARAC Steering Committee Meeting via Zoom)

I am continuing to work on mini-histories of MARAC committees and updating an historical MARAC leadership list, as described in my prior quarterly report. In particular, I am working on a short narrative history of the MARAC Technical Leaflet series (now known as “The Practical Archivist: Technical Leaflet Series”). Joni Floyd (MARAC Archivist) and I are also continuing our conversations about revising/updating records retention profiles for the MARAC Archives.

Recently I also assisted Joni in accessioning MARAC records generated by one of our former treasurers, Amanda May.

Lauren Brown
MARAC Historian

MARAC Archivist Report
Steering Committee Meeting
Friday, April 5, 2024

MARAC Treasurer Records 2018-2022

Amanda May, MARAC treasurer from 2018-2022, donated her printed records. Thank you , Amand for contacting us and arranging the pickup. And many thanks to MARAC Historian, Lauren Brown for picking up this accrual in person.

Transfer: MARAC Archives Materials at MD State Archives

Megan Craynon, director of Special Collections & Library Services and co-director of the Indigenous Peoples' Program at the Maryland State Archives contacted me about accepting a transfer of MARAC archival materials found in the Special Collections office. She identified the MARAC archival materials as:

- Three audio cassettes labeled "MARAC Rochester [Spring] 1984"
- Maps in Archives I
- Maps in Archives II
- Photographic Preservation

I plan to verify and pick up all or a portion of this transfer from Megan at the MSA in early April.

Submitted by
Joni Floyd

MARAC

Mid-Atlantic Regional Archives Conference

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

Submitted to: Steering Committee

March 29, 2024

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:

- Web team members periodically updated conference, job opportunities, committee, and caucus pages as requested
 - Laura - updated conference pages, including for spring symposium
 - Heather - made updates to committee pages, including Publications and New Jersey Caucus.
 - Diane - updates to the Steering Committee page, including names and email addresses.
 - 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 - conducted a quality check of any changes to the website, including edits to the Publications pages and the New Jersey Caucus.
- (Is this the last steering committee meeting of the year?) If so, we'd like to give a special THANK YOU to our members who are completing their terms and moving on to other things:
 - Laura Montgomery, who has served on the Web Team for 6(!) years, including 4 as co-chair
 - Dianne Biunno, for her 2 years of service

Please double check your webpage(s) on the MARAC website and contact us at 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

Spring 2024 MARAC Steering Committee Report

- Communicated announcements from RAAC to MARAC Executive Committee and Caucus Representatives

Respectfully submitted,
Andrew Cassidy-Amstutz