

## **Awards Committee Report MARAC Summer Steering Committee**

Chair Kira Dietz continues to work on a proposal for the Ronald L. Becker Award. A new draft of this proposal is on the agenda for the Summer Steering Committee Meeting, although I do not expect to vote on the final version at this meeting--I am still seeking feedback from a few stakeholders and this may require a bylaws change. (Expect distribution of the new draft on/about July 29 or 30, ahead of the meeting.) The hope is to complete the process of establishing this award and its management around the Fall Steering Committee Meeting for implementation in spring 2025. As part of this process, in the last few months, there have been meetings with the MARAC administrator, the chair of the Financial Committee, the chair of the Development Committee, and Tara Maharjan. A call for donations in support of establishing and funding the Becker Award went out with membership renewals in June, a blog post was created by outgoing NJ caucus representative Tara Maharjan, and there has been some more informal outreach through various networks. A website has been created, but it has not been directly linked anywhere just yet.

All Awards Subcommittee have rolled over into new membership as of June. Since they are just getting started for the year, updates I received are compiled as part of this report.

**Arline Custer Committee:** The Arline Custer Committee sent out the call for submissions starting in early June and is accepting submissions until July 31. Review of submissions will begin after that date. The website has been updated with this year's deadline.

**Distinguished Service Award:** The Distinguished Service Award call does not go out until winter, so they have no major activities at this time. The website has been updated with the January 2025 deadline.

**Finding Aid/Finch Awards:** The Finding Aid/Finch Awards Committee sent out the call for Finch Award submissions in early June and is accepting submissions until July 31. They have not yet met, but meetings and review of submissions will begin after that date. The websites for Finch and Finding Aids have been updated for this year's deadlines.

**Scholarship Awards:** Call for graduate school scholarships should be out later in the summer/early in the fall. The website has already been updated to indicate this year's deadline (October 31, 2024). Since the fall conference is virtual, travel awards will not

be awarded. However, the website has already been updated in preparation for the spring in-person meeting.

Respectfully submitted,

Kira Dietz

Awards Chair

July 26, 2024

## **Becker Award--DRAFT PROPOSAL For MARAC Summer Steering Committee**

The Ronald L. Becker Award is named in honor of Ron Becker, a founding member of MARAC. This award aims to promote professional development among new professionals within the MARAC region (5 years or less in the archival profession and including those in part-time or term professional roles).

The annual award of up to \$1,500 would be used for costs associated with professional development, including:

- Conference expenses – including membership, registration, flights, lodging, meals, gas mileage, etc., for any professional organization, not just MARAC
- Editorial services/fees for article, journal, or book submissions
- Continuing education course(s) or certification(s) either online or in person for any educational opportunity that the candidate relates to their professional goals, not just those explicitly related to archives and its related fields. Examples: project management, computer science, database management, privacy, and data security.
- Workshop fees and travel

### **Eligibility**

To be considered for the award, an individual must currently:

- Living or working in the MARAC Region
- Be a MARAC member in good standing
- Working in the archival field for 5 years or less
- Becker Award can only be awarded to a member once

### **Applications**

1. Cover letter/proposal about what you plan to attend, which addresses how this award will benefit your career (not to exceed 1,000 words)
2. Resume
3. Budget documentation that references and justifies expected costs

### **To apply**

Send a single PDF of the cover letter and resume to [MARAC Scholarship Committee Chair] at [MARAC.Scholarship@gmail.com](mailto:MARAC.Scholarship@gmail.com). Please include "MARAC Becker Award Application" in the subject line. All applicants will receive an email confirming their application has been received.

## Questions

1. This is a large award, so it is taxable. Is that something we should note on the awards page? (Kira can work with the Finance chair on language)

## Actions required/To do

1. Feedback/approval from Scholarship Committee, since this is asking them to take on additional responsibilities (Timeline: between now and Fall Steering Committee meeting)
2. Formalize review criteria for awarding the scholarship, see draft rubric below (Timeline: this fall)
3. Revision of [Scholarship Committee Manual](#) (Timeline: this fall)
4. Approval from Steering Committee (Timeline: Fall Steering Committee meeting)

## Evaluation Rubric

(will not appear on website, but will be in committee manual/documentation)

|   |  |   |  |   |  |  |  |  |   |
|---|--|---|--|---|--|--|--|--|---|
| <b>Instructions:</b><br>Please assign numerical values using the following scales as appropriate: | 1 - Yes<br>0 - No                        | 1 - Yes<br>0 - No                               | 5 - Excellent<br>4 - Very good<br>3 - Good<br>2 - Fair<br>1 - Poor<br>0 - Not included | 1 - Yes<br>0 - No   | 5 - Excellent<br>4 - Very good<br>3 - Good<br>2 - Fair<br>1 - Poor<br>0 - Not included | 5 - I'm blown away!<br>4 - Made a good case<br>3 - Made a fair case<br>2 - Made a weak case<br>1 - Did not make a case                       | 5 - Excellent<br>4 - Very good<br>3 - Good<br>2 - Fair<br>1 - Poor<br>0 - Not included | 5 - Excellent<br>4 - Very good<br>3 - Good<br>2 - Fair<br>1 - Poor<br>0 - Not included | 10 - Outstanding!<br>...<br>5 - Middle of the road<br>...<br>1 - Weak application |
|   | <b>Application</b>                       | <b>Cover Letter/Proposal</b>                    |  |   |  | <b>Resume</b>  |  | <b>Overall Score</b>   |   |
| <b>Name</b>   | Is the candidate eligible for the award? | Does the application outline candidate's goals? | Score the provided goal outline.   | Does the application explain how the scholarship would help the candidate meet the goals? | Score the explanation of how scholarship can help meet goals                           | Score your assessment of the case the candidate makes for receiving the scholarship (e.g. did they convince you they need this scholarship?) | Score the relevance of the experiences /education as provided on their resume.         | Demonstrate attempts to be involved in the profession?                                 | Rate the overall strength of the application (select a number from 1-10)          |

# MARAC

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## Communications Committee Steering Report

**July 26, 2024**

The Communications Committee is composed of Missy Nerino, Carolyn Friedrich, Lara Szypszak, Jill Tominosky, Anna Juliar, Kathleen Donahoe, Heidi Abbey Moyer, Renae Rapp, Molly Tighe, Michael Martin, Nicole Font, and Megan Craynon. Kevin Clair and Sara Predmore are ex-officio members.

### Committee Assignments

- Chair: Missy Nerino
- *Mid-Atlantic Archivist*: Carolyn Friedrich, Editor; Lara Szypszak, Associate Editor; Jill Tominosky, Advertising Editor; Anna Juliar, Caucus News Rep
- *Practical Archivist*: Heidi Abbey Moyer and Renae Rapp, Co-Editors-in-Chief; Molly Tighe, Michael Martin, Nicole Font, Diane Bockrath, and Megan Craynon, Editorial Board Members
- Social Media Coordinator: Kathleen Donahoe

The committee would like to recognize Michael Martin, the outgoing co-chair of the committee, for his diligent efforts in that capacity. Michael is remaining on the committee as part of the Editorial Board of *The Practical Archivist*. Thank you, Michael!

### ***Mid-Atlantic Archivist (MAA)***

The Summer 2024 (Vol. 53, No. 3) issue of MAA was published on July 12. A social media post advertising the issue was posted on July 18. The issue was also noted in SAA's *In the Loop* newsletter.

This issue includes a feature article about the creation of a digital collection for the folk music of West Virginia at the West Virginia & Regional History Center at West Virginia University. We obtained this piece through direct solicitation rather than the authors approaching us. A second feature discusses a collaborative grant project between WQED multimedia, the Library of Congress, and GBH in Boston to preserve and provide access to Black history public media in WQED's collections. The author approached us about this feature submission. Another article reflects on the history of the Harlem Renaissance as the inspiration for the theme of MARAC's fall virtual conference. Other articles include a conversation with MARAC's new chair, Ali

Zawoyski and a celebration of the 2024 Distinguished Service Award recipient, Sharmila Bhatia.

The MAA team created guidelines and has drafted a publishing schedule for the inclusion of committee updates in the MAA. To assist committees in writing their updates to membership and for consistency across issues, these guidelines will set expectations for all involved. A publishing schedule will help in editorial and coordination issues, and committee chairs can plan their reporting well in advance. The MAA team plans to meet with leadership to introduce the guidelines and for committee input on the publishing schedule. Once the schedule is finalized, the plan is to commence this new section with approximately three committee updates each issue.

The MAA team is drafting a statement on the use of AI specific to the MAA to outline what is and is not permissible use for the newsletter. Once approved, the MAA statement and guidelines will be added to the Style Guide so that new contributors are aware.

The MAA editorial team updated the Style Guide to include guidelines for the *In Memoriam* section. The updated guide is now available on the MAA page.

The caucus news editor met with the incoming caucus representatives on June 18, providing an overview of the purpose and goals of MAA's caucus news section and reviewing the updated Style Guide.

NEDCC and Crowley have renewed their advertising contracts with the MAA. The advertising editor is waiting to hear from the ACA regarding their new Outreach Coordinator and their plans for promotion. The advertising editor plans to contact Lucidea at the beginning of August. Lucidea requested the contact in the hopes that their company will resume advertising at that time.

The Fall 2024 issue is currently being planned with an estimated publish date of early October.

### ***The Practical Archivist: MARAC Technical Leaflet Series***

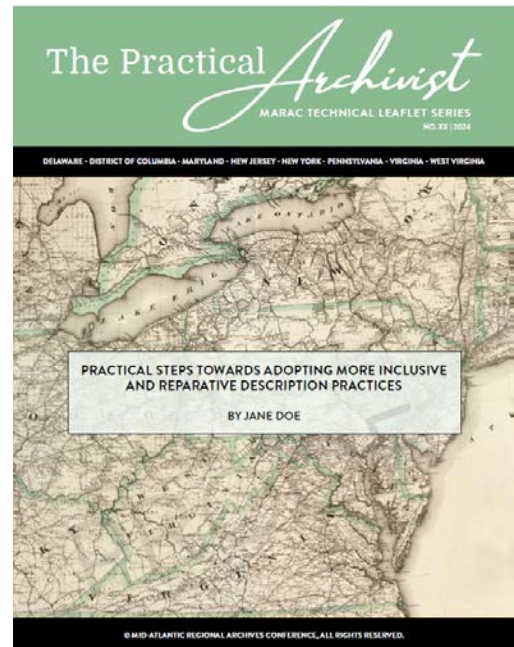
#### Completed Work

- Drafted and submitted Summer 2024 report to Communications Committee.
- During late spring and early summer, continued monthly meeting schedule from 10-11:30 am via Zoom (1<sup>st</sup> Friday of each month as needed and/or possible). Beginning in August 2024, the Editorial Board will meet via Zoom on rotating days, either the first Friday or first Thursday of each month to facilitate greater participation of members. Aiming for greater efficiency, the work of the Editorial Board will be conducted via email when possible and in shorter meetings, reducing meeting times from 1 ½ hours to one hour (10-11 am).

- Held monthly Editorial Board meetings on April 5, May 3, June 6, and July 12, 2024. Reviewed and discussed our goals for the rest of Spring and Summer 2024.

Welcomed and onboarded **four new members** to the Editorial Board: Michael Martin, Megan Craynon, Diane Bockrath, and Nicole Font.

- Approved final design of cover for *The Practical Archivist* received from Krista Hanley, Graphic Designer at Dickinson College. Cover image is a slightly edited image of a public domain map from the collections at the Library of Congress: [Railroad map of Pennsylvania Company](#), G.W. & C.B. Colton & Co., New York, 1871. Although the image is in the public domain, the Editorial Board reached out to the Library of Congress to make them aware of our interest in using this as a standard image for the cover of *The Practical Archivist*.



- Worked with the MARAC Web Team to ensure that website now reflects the publication's current title, *The Practical Archivist*, as well as new members of the Editorial Board.
- Finalizing and continuing to shepherd publication of *The Practical Archivist* No. 16 (on inclusive and reparative description), which is being revised again (per peer reviewer recommendations) by the author. Revision deadline extended to author for early fall with an anticipated publication date in late fall/early winter 2024.
- Completed initial review of first draft for *The Practical Archivist* No. 17 (on textiles), which will be sent back to the author in preparation for the peer review process during late fall/early winter. This issue is on track for a spring/summer 2025 publication date.
- Confirmed two peer reviewers for next issue No. 17 (on textiles).
- Updated documentation for the workflows of the Editorial Board as well as style guide for authors and peer reviewers.
- Continued discussing leadership and composition of the Editorial Board beyond June 2025, when both Co-Editors-in-Chief will be stepping down.

### Current Work

- Continuing to work with Krista on design and workflow for *The Practical Archivist*.
- Awaiting receipt from the author in mid-September 2024 of final edited version of the current manuscript, *The Practical Archivist* No. 16 (on inclusive and reparative description). Expected publication, with new cover design/layout, by fall/winter 2024.

- Working with the author of *The Practical Archivist* No. 17 (on textiles). Editorial Board members are completing the review of first draft of manuscript. With the edition of four new members, we have extended our time for review. This publication is still on track for an anticipated publication date of Spring/Summer 2025.
- Continuing to revise documentation for the workflows of the Editorial Board.
- Continuing to revise the style guides for authors and peer reviewers.
- New Editorial Board members are currently in the process of researching and drafting AI and DEI statements that would be included with each publication.
- Preparing a “Call for Proposals” (CFPs) to be shared at SAA in August 2025. As we have two manuscripts in the “pipeline,” any new proposals would have a Fall/Winter 2025 publication date.
- Investigating standard ad in the MAA for *The Practical Archivist*.
- Continuing transfer of content from Alex Japha’s (previous editor) personal Google Drive to MARAC Google Drive. Identifying content that will need to have restricted access to maintain confidentiality with the peer-review process.

#### Future Work

- Finalize the temporary ISSN with the Library of Congress, beginning with the publication of *The Practical Archivist* No. 16; copy of final publication will need to be submitted in order to change provisional ISSN to fixed ISSN.
- Identify new leadership for the Editorial Board beyond June 2025.

#### Social Media

In the last quarter, MARAC posted 9 times on the blog, which were then also shared to the Facebook group and X/Twitter. In that time period the blog had 900 views and 631 visitors.

On Facebook, there were 56 posts since the end of March, with 52 people posting and commenting. Our page was viewed nearly 5,000 times in that period, and the most popular posts were about the upcoming virtual meeting, job opportunities, and preservation treatment posts shared by the NEDCC.

On YouTube, we had 554 views since the end of March, accounting for about 27.4 hours of watch time on our channel. We gained four subscribers as well, which is nice since we haven't posted new content there for some time. Our video thumbnails had 6,255 impressions and a 3.6% click-through-rate, which is again an increase over our last report's. In the last 90 days, which is the limit YouTube puts on viewer stats, we had 262 unique viewers and 26 returning viewers. I also anticipate these numbers will probably increase if we upload virtual poster sessions for fall meeting attendees.

The Communications Committee decided that we will be ending monitoring of the MARAC X account since the usability of the platform has plummeted in the last year.



We'll keep the account so we can keep possession of the handle, but we won't be reporting on that anymore.

Additionally in the next month, Kathleen will be establishing an official MARAC LinkedIn account. By the end of August, Kathleen hopes to have the LinkedIn account for MARAC up and running, and plans to share MARAC blog posts there as well.

### **Additional News**

The committee met on July 17, 2024, to discuss ongoing activities prior to the summer Steering meeting.

MARAC will have an organizational table at the annual SAA meeting, taking place in mid-August in Chicago. Missy Nerino has created a [sign-up list](#) for MARAC members to staff the MARAC table, which she is going to share with Steering.

The committee plans to meet again in October 2024, prior to the fall Steering meeting.

Respectfully submitted by  
Missy Nerino  
MARAC Communications Committee Chair

**MARAC**  
**Diversity and Inclusion Committee Report**  
**July/August 2024**

The Diversity and Inclusion Committee is comprised of the following members: Joseph Azizi, Rachael Dreyer, Melissa Erlandson, Genevieve (Genny) Girvan, Jessica E. Johnson, Tara Wink (Chair), and Mark Wolfe

**New Committee Members**

This report marks the first for new chair, Tara Wink. As the new chair, she met with both outgoing D&I Chair, Rayna Andrews, on May 15, 2024 and incoming MARAC chair, Ali Zawoyski on June 21, 2024 to discuss the work of the committee for the past year and plans for the coming year.

The committee welcomed three new members at the beginning of July: Melissa Erlandson, Genevieve (Genny) Girvan, and Mark Wolfe. These new members will serve until Summer 2026.

**New Committee e-list**

MARAC administrator, Sara Predmore, set up a new e-list for the committee. To email the committee please use [Diversity@marac.info](mailto:Diversity@marac.info).

**MARAC Graduate Student of Color Scholarship**

Becky Collier emailed Tara Wink about the possibility of creating a MARAC Graduate Student of Color Scholarship, similar to the [Mosaic Scholarship](#) from the Society of American Archivists and the [Archie Motley Scholarship](#) from the Midwest Archives Conference. The scholarship was discussed with both Rayna and Ali in the chair meetings. Tara responded to Becky that she would take the idea to the D&I and Steering committees for discussion.

**Goals for FY 2025**

- Update MARAC Code of Conduct
- Update MARAC D&I Resource List

**Committee Business**

Committee Chair, Tara Wink, has emailed the committee to set up its meeting. She plans to hold quarterly meetings to keep the committee active and accomplish the goals for FY 2025. Tara will also email the planning committees for both the Fall Virtual and Spring Harrisburg meetings to make sure representatives from the D&I committee are helping those groups plan the meetings and identify D&I Session Scholarship recipients.

Respectfully submitted by Tara Wink, Committee Chair

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## MARAC Education Committee Report 26 July 2024

### Activities and ongoing tasks:

As always, the Project Management Workshop led by Vin Novara (April) was well attended (21 of 25 registrants). We thought having an in-person workshop in the same location as the Symposium would be convenient for those attending the symposium, but the food/beverage charges for the workshop made it less profitable than it should have been, even with no charge for the room.

Our 2-day May workshop, **An Introduction to Building Digital Exhibits** was well attended (39 registrants, attendance of 33 and 29 on the two half-days), and of those that did not attend, 6 requested the recording of the workshop.

Our early June workshop, Basics of Consulting, was also a success. Of 21 registrants, 19 attended and the two non-attendees requested the workshop recording.

The late June webinar, Red Flags: When to call a conservator, did not require registration, but had a peak attendance of 91 people.

The upcoming August 7 workshop, Personal Archiving and the Virtual Footlocker Project, currently has 9 registrants, and registration remains open until Aug. 5

The first caucus conversation event (Delaware) is scheduled for Wed. 9/25 from 12-1pm and is tentatively titled "Caucus Conversations: Moving Your Collections." Speakers are Kery Lawson, activist/historian at Nemours, and Susan Kirk Ryan, archivist at the Catholic Diocese of Wilmington. Diane Bockrath of the Delaware caucus is coordinating the event. Registration is not required. The event will not be recorded.

### Workshops proposal form is open for rolling submissions:

[https://docs.google.com/forms/d/e/1FAIpQLSe8eU8LqYtQx0FBk1\\_3r6QWYVWHjOI26zAPg51\\_4SMotmz3\\_g/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSe8eU8LqYtQx0FBk1_3r6QWYVWHjOI26zAPg51_4SMotmz3_g/viewform?usp=sf_link)

### Upcoming Workshops:

| <b>2024-2025 Workshops</b>                                       |                     |             |             |               |
|--|---------------------|-------------|-------------|---------------|
| <b>Workshop Title</b>  | <b>Presenter(s)</b> | <b>Date</b> | <b>Mode</b> | <b>Length</b> |
| Personal Archiving and the Virtual Footlocker Project Curriculum | Dr. Edward Benoit   | August 7    | Virtual     | Half-day      |

|   |   |             |                          |            |
|---|---|-------------|--------------------------|------------|
| Conscious Communication within the LGBTQ plus Community                       | Prof. Kiki Wilson   | Oct. 1      | Virtual                  | 90 minutes |
| Embracing Folklife Collections: The Roles of Community and Shared Stewardship | Ryan Koons and Laurainne Ojo-Ohikuare   | Summer 2025 | In Person; Baltimore, MD | Full day   |
|   |   |             |                          |            |
| <b><i>2025 Spring Meeting Workshops</i></b>                                   |   |             |                          |            |
| Teaching with primary sources   | Rachel Grove Rohrbaugh <a href="mailto:grover@etown.edu">grover@etown.edu</a> | 5/1         | In-Person                | Full day   |
| Project Management in the Archival Workspace                                  | Vin Novara  | 5/1         | In-Person                | Full day   |
| Sustainable Oral History projects and programs (tentative)                    | Elizabeth Call; Marilyn McKinley; Landyn Hatch                                | 5/1         | In-Person                | Full day   |
| Managing Change in your Archives (tentative)                                  | Fynette Eaton   | 5/1         | In-Person                | Half-day   |
| Creating Exhibits for Archives and Special Collections (tentative)            | Jessica Lacher-Feldman  | 5/1         | In-Person                | Half-day   |

Respectfully submitted:

Colleen Bradley-Sanders, Chair

May Casey, Website Coordinator

Melissa Erlandson, Communications Coordinator

Kay Lewandowska, Digital/DRUM Coordinator

Amy MacDonald, Co-Workshop Coordinator

Elizabeth Wilkinson, Co-Workshop Coordinator

Jessica Grimmer, Workshops

**MARAC Membership Committee Report**  
**Steering Committee Meeting**  
**August 2, 2024**

Membership committee consists of: Liza Zakharova (Sr. Co-Chair), Jen Pulsney (Jr. Co-Chair), Vicki Russo (Outgoing Chair), Jordan Patty, Laura Melbourne, David Grinnell, Sarah Leu and Kevin Delinger. Kevin Clair (Secretary) and Sara Predmore (Administrator) serve as ex-officio members.

Mentor Subcommittee consists of : John Zarrillo, Carly Lough, Frank Vitale, Alan Wierdak, and Lou Hines

1. Jen Pulsney and Liza Zakharova agreed to serve as Co-Chairs for a two-year term effective July 1, 2024 - June 30, 2026. Liza served on the Membership Committee from 2019 - 2022. Jen is new to the Membership Committee and is excited to take a leadership role.
2. Jen and Liza reviewed the Welcome Letter and Renewal Message sent to all new MARAC members and members who still need to renew respectively. Letters were finalized and will be sent to appropriate members.
3. Jen and Liza met with Ali Zawoyski, new MARAC Chair, to discuss goals for upcoming year, role in Strategic Plan, and support needs.
4. In near future:
  - a. Introduction and meeting with committee members
  - b. Meeting with outgoing chair
  - c. Determining if there will be a meet and greet for Fall 2024 Virtual Conference
    - i. Wasn't in draft program, need confirmation

Respectfully Submitted,

Liza Zakharova and Jen Pulsney  
Membership Committee Co-Chairs

**MARAC Nominations and Elections Committee (NEC) Report**  
**Steering Committee Meeting**  
**August 2, 2024**

The Nominations and Elections Committee consists of: Tiffany Cole (Chair), Kathy Evans, Jessica Lacher-Feldman, Tara Maharjan, and Lori Hostuttler

1. Attended April 5 Steering Committee meeting
2. Met virtually with Ali Zawoyski (incoming Chair) to discuss goals for upcoming year, general questions
3. Emailed with Jenny Mitchell (outgoing NEC Chair) as part of transition process and was granted access to shared committee documents
  - a. created (based on provided template) 2024-25 election cycle calendar to reflect deadlines for new year
4. Emailed all 2024-25 NEC members
  - a. provided NEC handbook and operations manual for their review
  - b. provided list of positions for which the committee will be seeking candidates
  - c. encouraged those attending SAA annual meeting to begin making soft inquiries for upcoming election
5. Received commitment from a potential candidate: Jessica Webster for Member-at-Large

Respectfully submitted,

Tiffany Cole  
NEC Chair