

MARAC

Mid-Atlantic Regional Archives Conference

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

STEERING COMMITTEE

August 2, 2024 at 9:30AM

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 5, 2024 Steering Committee Minutes
- B. June 11, 2024 Steering Committee Budget Meeting Minutes

III. Officer's Reports (15 min)

- A. Chair
 - a. Chair's Report (Ali Zawoyski)
 - b. Administrator's Report (Sara Predmore)
- B. Chair-Elect (Zach Hottel)
- 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. Web Team (Heather Perez/Jasmine Smith)
- E. Regional Archival Association Consortium (Andrew Cassidy-Amstutz)
- F. National Coalition for History (Jan Zastrow)

V. Old Business (30 min)

- A. Ronald L. Becker Award Draft Proposal (Kira Dietz/Tara Maharjan)

VI. New Business (30 min)

- A. MARAC table at SAA (Missy Nerino)
- B. Development Coordinator Search (Amy Fitch)
- C. Ad-hoc Committee: Investigate Advocacy Options (Amy Fitch/Ali Zawoyski)
- D. Upcoming Conference Formats (Mary Mannix)

- E. Upcoming Meeting Dates (Ali Zawoyski/Sara Predmore)
 - Fall Steering: Friday, Nov 8, 9:30-12 (virtual)
 - Fall Business: Thursday, Nov 14, 12:00-1:00 (virtual) - tentative
 - Winter Steering: Friday, January 31, 9:30-12 (virtual)
 - Spring Steering: Thursday, May 1, in Harrisburg
 - Spring Business: Saturday, May 3, in Harrisburg

VII. Standing and Operational Committees (15 min)

- A. Awards (Kira Dietz)
- B. Communications (Missy Nerino)
- C. Diversity & Inclusion (Tara Wink)
- D. Education (Colleen Bradley-Sanders)
- E. Membership (Liza Zakharova/Jen Pulsney)
- F. Nominations and Elections (Tiffany Cole)

VIII. State Caucus New Business and Updates (15 min)

- A. Delaware (Diane Bockrath)
- B. District of Columbia (Jason Speck)
- C. Maryland (Jen Eidson)
- D. New Jersey (Diane Biunno)
- E. New York (Melissa McMullen)
- F. Pennsylvania (Isaac Alexander)
- G. Virginia (Steven Bookman)
- H. West Virginia (Grace Musgrave)

IX. Adjournment

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7/26/2024

To: MARAC Steering Committee Members

From: Ali Zawoyski

Chair's Report

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

1. Attended the April 10th Virtual Business Meeting.
2. Completed the 2024-2025 Committee Appointments and shared the [updated spreadsheet](#) with the Steering Committee.
3. Met with outgoing Chair Jessica Webster and incoming Chair-Elect Zach Hottel to discuss the year ahead.
4. Submitted Chair's column and questionnaire for Summer 2024 *Mid-Atlantic Archivist*.
5. Attended the June 11th Budget Meeting.
6. Attended the June 15th Virginia Caucus Meeting in Lexington, Virginia.
7. Scheduled and hosted the June 18th Caucus Reps Quarterly Meeting with Special Guest Anna Juliar, Caucus News Editor for the *Mid-Atlantic Archivist*, and all incoming and outgoing Caucus Reps. Anna provided helpful guidance for Caucus Reps to submit their updates for the newsletter.
8. Met individually with all Committee Chairs (Treasurer Amy Fitch, Awards Chair Kira Dietz, Communications Chair Missy Nerino, Diversity & Inclusion Chair Tara Wink, Nominations & Elections Chair Tiffany Cole, Membership Chairs Liza Zakharova and Jen Pulsney, Education Chair Colleen Bradley-Sanders, Web Team Chairs Heather Perez and Jasmine Smith, and Meetings Coordinator Mary Mannix) to discuss their goals for the upcoming year, relevant sections of the Strategic Plan, and support needs.
9. Worked with the Executive Committee to search for a new Development Coordinator following Brian Keough's departure from the role.
10. Scheduled and hosted the July 29th Executive Committee Meeting.

Respectfully submitted,
Ali Zawoyski, Chair 2024-2025

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To: MARAC STEERING COMMITTEE
From: SARA PREDMORE, MARAC ADMINISTRATOR
Date: August 2, 2024– Zoom meeting
Re: ADMINISTRATOR’S REPORT

Membership Statistics

There were 942 active members (as of June 30, 2024):

791 Regular Members
12 Bridge members
66 Retired Members
73 Student Members

Membership Statistics Comparison

Member Type	2022 (as of 6/30/2022)	2023 (as of 6/30/2023)	2024 (as of 6/30/2024)	% change 2023-2024
Regular	795	834	791	-5.16%
Bridge	-	-	12	
Retired	68	68	66	-2.94%
Student	85	93	73	-21.51%
Total	948	995	942	-5.33%

State Caucus Membership Statistics Comparison

Caucus	2022 (as of 6/30/22)	2023 (as of 6/30/2023)	2024 (as of 6/30/2024)
DC	149	175	150
Delaware	37	44	44
Maryland	193	240	200
New Jersey	123	129	129
New York	175	176	193
Pennsylvania	204	211	201
Virginia	161	174	167
West Virginia	20	17	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 06/30/24)

Month	2021-2022	2022-2023	2023-2024
April	10	41	8
May	10	16	6
June	5	9	7
Total	25	66	21

ADDITIONAL INFORMATION

Membership Renewal: Notices for the 2024-25 membership year were sent electronically on June 15, 2024. Forty-three paper forms were mailed to members; 29 memberships rolled over to the new membership year because dues were paid in the 4th quarter prior to renewal messages being sent. The MARAC website was updated with the new information and forms. As of July 25th, 491 members have renewed with a total of 19 Bridge members (2 new joins).

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

- **Archivist:** Provided 2023-2024 end of year membership listing and copies of the summer MAA to the MARAC Archivist
- **Awards:** Worked with Arline Custer Committee Chair and Finding Aids Committee Chair to update webpages and distributed calls for submissions. Adjusted donation and membership forms to include details for the Becker Award.
- **Communications:** Distributed summer edition of MAA, created a summary flyer of conferences to be distributed at SAA conference. Updated webpages with new members and roles.
- **Diversity and Inclusion:** Set up e-list for committee use
- **Education:** Managed messaging and registration, prepared certificates, and populated members' Continuing Education Transcripts for Right to Be training, Introduction to Digital Exhibits, Basics of Consulting, Red Flag, and Military Records webinars.
- **Finance:** Set up recurring donations for the Becker Award through credit card processor, enrolled in several ACH payment programs as payors are continually phasing out check payments
- **MCC, Virtual, and Harrisburg LACs and PCs:** Set up committee e-lists, sent calls for volunteers, attended virtual planning meeting
- **Web Team:** Updated web pages per requests from committees, attended committee meeting to discuss new responsibilities and tasks for upcoming year

Fall 2024 Virtual Conference: Purchased Zoom Events license and set up access for VAC Co-Chairs. Two vendors and 1 sponsor have registered. Prepared registration forms for vendors, sponsors, and participants. Participant registration will open around the 3rd week of September.

Upcoming Tasks:

- Heavy membership renewal processing and fall conference collaboration
- Coordination with NEC regarding recruitment and election planning schedule
- Coordination with Awards Committee regarding Graduate Student Scholarship announcements and actions for Becker Award

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Chair-Elect Report Steering Committee Meeting August 2, 2024

1. Met with Chair Elect (now Chair) Ali Zawoyski and Chair Jessica Webster as part of transition process.
2. Introduced myself via email to Caucus Representatives and scheduled individual virtual meetings with each representative to discuss their needs between now and the next quarterly caucus representative meeting.
3. Scheduled next quarterly meeting of Caucus Representatives for September 17, 2024.

Respectfully submitted,

Zachary Hottel
Chair-Elect

Meetings Coordinating Committee

2 August 2024

Next Meeting:

Virtual 2025

Virtual Local Arrangements Committee Co-Chairs: Scott Keefer (Daughters of Charity of St. Vincent DePaul) and Colleen McFarland Rademaker (Disciples of Christ Historical Society).

Program Committee Co-Chairs: Megan Craynon (Maryland State Archives) and Hillary Kativa (University of Delaware).

When: 13-15 November 2024

Theme: *Renaissance & Renewal*

Status: Program first draft has gone out for editing.

Future Meetings:

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

Food and Beverage Minimum: \$12,600 (does not include taxes, fees, etc.)

*** This is the first hotel contract I have ever signed, and I have signed 25, that does not guarantee food prices at some point between signing and the meeting, usually the prices are frozen at the costs at time of signing.***

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)

Fall 2025 Conference Virtual or Symposium?

**If symposium where (central region?, 95 corridor?,
hotel?, university?, other?)
and who – especially who serves as PC.**

**Symposium ideas from Spring 2024 Evaluations:
(Has also been shared with Harrisburg PC.)
[Some may be better as Workshops or Conference sessions.]**

Creating born digital archives and preserving especially websites .
Topics - as a student and new person to the field any sort of intro session or workshops would be great.
Specific DEI deep-dives (e.g. reparative description, instruction, etc.).
Oral Histories, digital curation, born digital management, photograph management, preservation.
Technology, use of machine learning, artificial intelligence tools as applied to archival and records management work.
Maybe a symposium related to all facets of sustainability in archives (climate, environmental, project-based, workforce, digitization, etc.).
LGBTQIA+ issues.
Land acknowledgements - to write them or not to write them, and if writing them, how best to do so.

Spring 2026 Conference

CFPs going out to hotels in Richmond August 2024.

Submitted by Mary K. Mannix, MCC Chair

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Below are the activities of the MARAC secretary for the quarter preceding the summer 2024 meeting of the Steering Committee.

- Final minutes from the Fall Conference business meeting and the February 2 meeting of the MARAC Steering Committee were uploaded to the MARAC Google Drive.
- The draft minutes from the April Steering Committee meeting were uploaded to the MARAC Google Drive for review and approval.
- The draft minutes from the special June Steering Committee meeting to review the fiscal year 2024/25 budget were uplodade to the MARAC Google Drive for review and approval.

Respectfully submitted,

Kevin M. Clair
MARAC Secretary

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July 23, 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 Tuesday, July 23, in advance of the Summer 2024 Steering meeting to be held virtually on August 2, 2024.

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

- The income is from membership dues; Spring Symposium registration and sponsors; publication sales and advertising; 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; accountant fees; annual insurance premiums; printing and postage; a new laptop for the Administrator; costs for the Symposium; off-meeting workshop honoraria and fees; Spring awards; and banking fees. The Miscellaneous expenses are for a VA Caucus event and an unbudgeted expense by the Diversity Committee for the virtual DEI training in late April.
- Expenditures from restricted funds were for the Spring travel awards and the Steering-approved reimbursement of the DEI trainer costs for the Spring Symposium.
- The quarter ended with a net loss of (\$9,588.25), with expenses from the inaugural Spring Symposium and virtual DEI training realized in this quarter. However, the total net gain for the year is **\$1,351.58**, thanks to the start of membership renewals in June.

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

- PNC CDs: 4.50%
- PNC Savings Account: 0.01%
- Vanguard Bonds: 0.87%

3. The Spring DEI Symposium report is the second attachment. Turnout was below projections but at a good size for the nature of the training. Steering agreed in advance to reimburse the trainer's costs from the Archival Education Fund, so the final loss is (\$1,939).

As referred to in the second bullet in #1 above, the Diversity Committee also hosted a virtual session in late April by the same trainer with very low attendance (see third attachment). We did not reimburse fees from the AEF, so that event lost \$2,100. This was an unbudgeted exploration of new programming, so I put the expenses in the Miscellaneous category in the Fourth Quarter financial report.

4. Both the Fall conference and the Spring Symposium had small losses. So we won't transfer any money from the operating account into our savings, as Finance is tasked to do in the event of a surplus from conferences. I'm hopeful that the upcoming Fall virtual and Spring Harrisburg conferences will break that recent pattern.

FY 2024, 4th Quarter (April 1, 2024 to June 30, 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	\$11,886.00	\$32,794.00	82%
Conference Registration	\$68,000.00	\$33,012.00	\$9,080.00	\$8,608.00	\$1,460.00	\$52,160.00	77%
Conference Vendors	\$13,000.00	\$7,500.00	\$4,400.00	\$1,055.00	\$0.00	\$12,955.00	100%
Conference Sponsorship	\$5,000.00	\$4,300.00	\$0.00	\$250.00	\$250.00	\$4,800.00	96%
Publication Advertising	\$2,000.00	\$0.00	\$988.00	\$0.00	\$360.00	\$1,348.00	67%
Publication Sales	\$400.00	\$45.00	\$90.00	\$135.00	\$90.00	\$360.00	90%
Mailing List Sales	\$0.00	\$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	\$5,695.00	\$10,710.00	306%
Bank Interest	\$300.00	\$113.77	\$322.08	\$323.91	\$492.20	\$1,251.96	417%
Investment Interest	\$2,000.00	\$184.55	\$2,990.70	\$497.31	\$769.15	\$4,441.71	222%
Gifts to Operations	\$800.00	\$285.00	\$1,540.00	\$250.00	\$245.00	\$2,320.00	290%
Miscellaneous	\$0.00	\$15.00	\$0.00	\$200.00	\$620.00	\$835.00	0%
Total Income	\$135,000.00	\$65,057.32	\$20,979.78	\$16,071.22	\$21,867.35	\$123,975.67	92%
EXPENSES							
Administrator	\$22,000.00	\$2,999.89	\$4,073.16	\$4,488.25	\$3,829.28	\$15,390.58	70%
Web Services	\$8,775.00	\$7,954.37	\$194.40	\$194.40	\$339.08	\$8,682.25	99%
Archivist	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100%
Accountant	\$1,500.00	\$0.00	\$0.00	\$0.00	\$3,225.00	\$3,225.00	215%
Advocacy	\$1,800.00	\$0.00	\$1,800.00	\$0.00	\$0.00	\$1,800.00	100%
Insurance Policy	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,350.50	\$1,350.50	135%
Phone	\$600.00	\$149.27	\$149.62	\$149.67	\$150.55	\$599.11	100%
Postage	\$400.00	\$60.42	\$8.55	\$46.92	\$23.87	\$139.76	35%
Office Supplies	\$125.00	\$0.00	\$0.00	\$33.16	\$0.00	\$33.16	27%
Food	\$3,600.00	\$0.00	\$2,162.55	\$0.00	\$1,120.42	\$3,282.97	91%
Travel	\$1,350.00	\$0.00	\$478.74	\$0.00	\$281.82	\$760.56	56%
Equipment	\$800.00	\$0.00	\$0.00	\$0.00	\$1,821.19	\$1,821.19	228%
Printing and Design	\$2,500.00	\$752.77	\$260.71	\$426.30	\$458.62	\$1,898.40	76%
Conference	\$78,000.00	\$4,663.48	\$51,879.67	\$175.00	\$12,288.73	\$69,006.88	88%
Lodging	\$1,000.00	\$0.00	\$417.00	\$0.00	\$509.88	\$926.88	93%
Honoraria	\$1,600.00	\$800.00	\$0.00	\$100.00	\$900.00	\$1,800.00	113%
Awards and Prizes	\$1,450.00	\$62.75	\$500.00	\$0.00	\$885.00	\$1,447.75	100%
Scholarships	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Banking Fees	\$7,200.00	\$2,183.07	\$1,945.79	\$516.58	\$814.32	\$5,459.76	76%
Investments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Miscellaneous	\$300.00	\$45.00	\$72.00	\$425.00	\$3,457.34	\$3,999.34	1333%
Total Expenses	\$135,000.00	\$19,671.02	\$63,942.19	\$7,555.28	\$31,455.60	\$122,624.09	91%
Net Income or (Loss)		\$45,386.30	(\$42,962.41)	\$8,515.94	(\$9,588.25)	\$1,351.58	

<u>Account Balances</u>		<u>Opening</u>	<u>Credits</u>	<u>Debits</u>	<u>Closing</u>	
PNC Checking	\$75,172.65	Operating	\$10,939.83	\$21,867.35	(\$31,455.60)	\$1,351.58
PNC Savings	\$78,042.99	Restricted	\$137,315.13	\$2,164.00	(\$4,220.00)	\$135,259.13
Vanguard Bonds	\$89,626.60	Reserve	\$47,250.00	\$0.00	\$0.00	\$47,250.00
Total	\$242,842.24	Surplus	\$58,981.53	\$0.00	\$0.00	\$58,981.53
		Totals	\$254,486.49	\$24,031.35	(\$35,675.60)	\$242,842.24

Summary - Fourth Quarter FY 2024

Opening Balance	\$254,486.49
Total Income	\$24,031.35
Total Expenses	(\$35,675.60)
Closing Balance	\$242,842.24

<u>Restricted Funds</u>		<u>Opening</u>	<u>New Gifts</u>	<u>Spending</u>	<u>Closing</u>	
PNC Savings	\$45,632.53	Disaster Assist.	\$20,335.00	\$98.00	\$0.00	\$20,433.00
Vanguard Bonds	\$89,626.60	Education	\$103,363.51	\$1,918.00	(\$4,220.00)	\$101,061.51
Total	\$135,259.13	Graduate Schol	\$8,775.62	\$148.00	\$0.00	\$8,923.62
		Finch Award	\$4,841.00	\$0.00	\$0.00	\$4,841.00
		Total	\$137,315.13	\$2,164.00	(\$4,220.00)	\$135,259.13

FY 2024, 4th Quarter (April 1, 2024 to June 30, 2024)

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Conference Vendors	\$13,000.00	\$7,500.00	\$4,400.00	\$1,055.00	\$0.00	\$12,955.00	100%
Conference Sponsorship	\$5,000.00	\$4,300.00	\$0.00	\$250.00	\$250.00	\$4,800.00	96%
Publication Advertising	\$2,000.00	\$0.00	\$988.00	\$0.00	\$360.00	\$1,348.00	67%
Publication Sales	\$400.00	\$45.00	\$90.00	\$135.00	\$90.00	\$360.00	90%
Mailing List Sales	\$0.00	\$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	\$5,695.00	\$10,710.00	306%
Bank Interest	\$300.00	\$113.77	\$322.08	\$323.91	\$492.20	\$1,251.96	417%
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Gifts to Operations	\$800.00	\$285.00	\$1,540.00	\$250.00	\$245.00	\$2,320.00	290%
Miscellaneous	\$0.00	\$15.00	\$0.00	\$200.00	\$620.00	\$835.00	0%
Total Income	\$135,000.00	\$65,057.32	\$20,979.78	\$16,071.22	\$21,867.35	\$123,975.67	92%
EXPENSES							
Administrator	\$11,225.00	\$8,062.08	\$1,098.91	\$229.75	\$916.01	\$10,306.75	92%
Executive Officers	\$25,900.00	\$3,044.89	\$6,047.13	\$5,740.22	\$5,998.59	\$20,830.83	80%
Caucus Funds	\$1,600.00	\$62.75	\$0.00	\$0.00	\$536.71	\$599.46	37%
Steering	\$1,600.00	\$0.00	\$1,109.00	\$0.00	\$707.34	\$1,816.34	114%
Communications	\$2,600.00	\$741.13	\$8.55	\$390.75	\$316.06	\$1,456.49	56%
Education	\$1,950.00	\$800.00	\$0.00	\$400.00	\$3,222.44	\$4,422.44	227%
Diversity and Inclusion	\$100.00	\$0.00	\$0.00	\$0.00	\$2,450.00	\$2,450.00	2450%
Meetings Coordinating	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Finance	\$9,125.00	\$2,278.47	\$2,038.22	\$584.01	\$4,134.72	\$9,035.42	99%
Membership	\$1,100.00	\$0.00	\$1,000.00	\$0.00	\$135.00	\$1,135.00	103%
Nominating	\$0.00	\$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	\$450.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	111%
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)	\$60,000.00	\$4,600.35	\$52,140.38	\$35.55	\$0.00	\$56,776.28	95%
Spring Conference (LAC)	\$18,000.00	\$81.35	\$0.00	\$175.00	\$12,288.73	\$12,545.08	70%
Total Expenses	\$135,000.00	\$19,671.02	\$63,942.19	\$7,555.28	\$31,455.60	\$122,624.09	91%
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PNC Savings	\$45,632.53	Disaster Assist.	\$20,335.00	\$98.00	\$0.00	\$20,433.00
Vanguard Bonds	\$89,626.60	Education	\$103,363.51	\$1,918.00	(\$4,220.00)	\$101,061.51
Total	\$135,259.13	Graduate Schol	\$8,775.62	\$148.00	\$0.00	\$8,923.62
		Finch Award	\$4,841.00	\$0.00	\$0.00	\$4,841.00
		Total	\$137,315.13	\$2,164.00	(\$4,220.00)	\$135,259.13

MARAC SYMPOSIUM REPORT

SPRING 2024 PHILADELPHIA, PA

Report Summary

Category	Budgeted 100 Attendees	Actual 86 Attendees
INCOME		
Registration Fees	\$11,510.00	\$9,965.00
Exhibitor Fees	\$2,350.00	\$4,000.00
Total Income	\$13,860.00	\$13,965.00
EXPENSES		
General/Hotel Expenses	\$7,000.00	\$8,075.00
AV Expenses	\$2,705.00	\$1,136.04
Meal Expenses	\$5,722.60	\$6,540.75
Registration/Program	\$120.00	\$151.92
Trainers	\$6,000.00	\$5,776.08
Total Expenses	\$21,547.60	\$21,679.79
TOTAL	(\$7,687.60)	(\$7,714.79)
Archival Education Fund: Reimbursement for Trainer Expense	\$6,000.00	\$5,776.08
PROJECTED LOSS/NET LOSS	(\$1,687.60)	(\$1,938.71)

MARAC SYMPOSIUM REPORT SPRING 2024 PHILADELPHIA, PA

Income - FINAL

Category	Budgeted 100			Actual 86		
	Cost/Item	Attendees	Total	Cost/Item	Attendees	Total
INCOME						
Registration Fees						
Standard Registration	\$125.00	80	\$10,000.00	\$125.00	71	\$8,875.00
Discounted Registration	\$110.00	1	\$110.00	\$110.00	1	\$110.00
Student Registration	\$70.00	20	\$1,400.00	\$70.00	14	\$980.00
Total Registration Fees		101	\$11,510.00		86	\$9,965.00
Exhibitor Fees						
Sponsor	\$250.00	1	\$250.00	\$250.00	2	\$500.00
Rental - 1 Table	\$350.00	6	\$2,100.00	\$350.00	10	\$3,500.00
Comped Table	\$0.00	0	\$0.00	\$0.00	1	\$0.00
Total Exhibitor Fees			\$2,350.00			\$4,000.00
Total Income			<u>\$13,860.00</u>			<u>\$13,965.00</u>

1 discount taken (\$15)

From College Park

MARAC SYMPOSIUM REPORT

SPRING 2024 PHILADELPHIA, PA

Expenses - FINAL

Category	Budgeted 100			Actual 85		
	Cost/Item	Attendees	Total	Cost/Item	Attendees	Total
EXPENSES						
General Expenses						
Administrative Services			\$2,500.00			\$2,500.00
Event Insurance			\$500.00			\$175.00
Hotel Expenses						
Room Rentals and tax			\$4,000.00			\$5,400.00
Porterage and Misc. Expenses			\$0.00			\$0.00
Total General/Hotel Costs			\$7,000.00			\$8,075.00
AV Expenses						
AV Equipment Tech			\$800.00			\$0.00
AV Equipment Rental			\$1,905.00			\$1,136.04
Total AV Costs			\$2,705.00			\$1,136.04
Meal Expenses						
Monday Half-day Beverage	\$22.00	65	\$1,430.00	\$22.00	85	\$1,870.00
Monday Buffet Lunch	\$35.00	85	\$2,975.00	\$35.00	74	\$2,590.00
Lunch for Vendors	\$35.00	6	\$210.00	\$35.00	11	\$385.00
24% Service Charge and tax			\$1,107.60			\$1,695.75
Total Meal Costs			\$5,722.60			\$6,540.75
Registration/Program						
Badges, Lanyards, etc.			\$120.00			\$151.92
Total Registration/Program Costs			\$120.00			\$151.92
Trainers						
Lodging/Travel/Meals			\$1,000.00			\$776.08
Training Fees			\$5,000.00			\$5,000.00
Total Trainers Costs			\$6,000.00			\$5,776.08
Total Expenses			\$21,547.60			\$21,679.79

MARAC VIRTUAL DEI SESSION REPORT**APRIL 26, 2024****Report Summary**

Category	Budgeted 100			Actual 20		
	Cost/Item	Attendees	Total	Cost/Item	Attendees	Total
INCOME						
Registration Fees	\$30.00	100	\$3,000.00	\$30.00	20	\$600.00
Sponsor Fees	\$250.00	2	\$500.00	\$250.00	0	\$0.00
Total Income			\$3,500.00			\$600.00
EXPENSES						
Administrative Services			\$500.00			\$250.00
Registration/Program/Advertisement			\$100.00			\$0.00
Trainer Fees			\$2,450.00			\$2,450.00
Total Expenses			\$3,050.00			\$2,700.00
PROJECTED INCOME/NET LOSS			\$450.00			(\$2,100.00)



July 26, 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, August 2, 2024

Parliamentarian Activities

The Parliamentarian has continued to advise on procedural matters at the request of the Executive Committee, including the terms of service and some questions about membership on MARAC committees.

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

I am continuing to work on mini-histories of MARAC committees as described in my prior quarterly report. I have also started to assist Sara Predmore in filling in some information gaps in our historical chronology of MARAC officers. Joni Floyd (MARAC Archivist) and I are also continuing our conversations about revising/updating records retention profiles for the MARAC Archives – this includes documentation that I myself have generated.

Recently I assisted the editors of the *MAA* in assembling information about the career of former member Ruth Simmons in MARAC.

Lauren Brown
MARAC Historian

MARAC Archivist Report
Steering Committee Meeting
August 2, 2024

MARAC Records Retention & Disposition Schedule

MARAC Historian Lauren Brown and I met to resume our conversation about updating the records retention schedule.

Joni J. Floyd
MARAC Archivist

MARAC

Mid-Atlantic Regional Archives Conference

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

Submitted to: Steering Committee

July 26, 2024

Web Team members for 2024-2025:

Heather Perez (co-chair), Jasmine Smith (co-chair), Chris Loos, Diana Reed, Ruth Cody, Sara Predmore (ex-officio)

Updates since the last Steering Meeting:

- Web team members met to divide responsibilities for the new operational year
- Team members dove right into their new responsibilities and have made the following edits and updates:
 - Jasmine - taught Diana how to make updates to the jobs page. Ongoing backend maintenance of PDF files on Memberclicks. Will also be doing conference page updates as needed.
 - Heather - made updates to committee membership and caucus pages.**
 - Diana - updates the MARAC Job Opportunities page weekly, adding new submissions, removing outdated listings, and keeping submitters informed
 - Chris - review messages in the Web Team gmail account and forward them to the appropriate team member and conduct quality checks of any changes to the website.
 - Ruth - updates to the Steering Committee page, including names and email addresses.
- Web Team members will be meeting in August to discuss our responsibilities in the MARAC Strategic Plan, including web accessibility checks.

****Please double check ALL of the webpage(s) for your committee or caucus 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,
MARAC Web Team members

Regional Archival Associations Consortium Representative

Summer 2024 MARAC Steering Committee Report

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

Respectfully submitted,

Andrew Cassidy-Amstutz



Summer 2024 NATIONAL COALITION FOR HISTORY Report MARAC Steering Committee Meeting, August 2, 2024

NCH REPORT ASSESSING THE STATE OF THE NATIONAL ARCHIVES: In 2023, the Board of Directors of the National Coalition for History (NCH) appointed a working group to prepare a report assessing the current state of the National Archives and Records Administration (NARA) and the National Historical Publications and Records Commission (NHPRC). On July 8, 2024, the NCH Board of Directors approved the report.

The panel consisted of representatives from a cross-section of NCH member organizations, all with experience in working with NARA records at its facilities across the country. The group also included archival professionals and records managers with expertise in the field. Seven member organizations comprised the working group: the American Historical Association (AHA), the Association for Documentary Editing (ADE), the National Association of Government Archives and Records Administrators (NAGARA), the National Security Archive (NSA), the Society of American Archivists (SAA), the Society for History in the Federal Government (SHFG), and the Society for Historians of American Foreign Relations (SHAFR).

Topics addressed in the report include Funding/Appropriations; Declassification; Presidential Libraries; Subject Matter Expertise; Infrastructure; National Historical Publications and Records Commission (NHPRC); Reforming the Presidential Records Act; and Management of Permanent Federal Records by Executive Branch Entities. An executive summary is provided at the beginning of the report.

The History Coalition's findings dovetail with recommendations made over the years by the National Security Archive and other groups warning of the decades-long virtual flat line in NARA's budget. The budget shortfall leaves this vital agency significantly behind in technology, staffing, and organizational capacity at a time when a tsunami of electronic records has descended on the Archives, which is already overwhelmed by paper records.

Notably, it includes a critical assessment of the state of declassification: "For the sake of accountability and a fuller historical record, NARA needs more funding so it can make steady progress in reviewing and declassifying classified historical records and fulfilling Freedom of Information Act (FOIA) and Mandatory Declassification Review (MDR) requests."

Find the full report at <https://historycoalition.org/wp-content/uploads/2024/07/NARA-Working-Group-Report-FINAL-7-11-24.pdf>

ROSTER OF NCH MEMBER ANNUAL MEETINGS: Did you know that NCH keeps a calendar of the history- and archives-related conferences of its 42 members on its website? Bookmark it at <https://historycoalition.org/member-events> as your one-stop shop for conference planning.

—Jan Zastrow
NCH Representative
zastrow@hawaii.edu