Awards Committee Report
MARAC Fall Steering Committee

Chair Kira Dietz continues to work on a proposal for the Ronald L. Becker Award. A new final draft of this proposal and a discussion of the final plans for managing this award is on the agenda for the Fall Steering Committee Meeting. The proposal is attached to this report. This work follows meetings during the summer/fall with the Scholarship Committee. If finalized at the meeting, we expect to update relevant Awards manuals and the website this fall/early winter, and plan to offer the award for the first time in Spring 2025. (There have already been inquiries!)

Reports from awards subcommittees are included below.

Arline Custer Committee (Elise DeAndrea): The Arline Custer committee has been busy reviewing our submissions over the past couple months. We received a total of 17 submissions; 13 books and 4 articles. All submissions fit the Custer award criteria to be reviewed. Since the fall meeting was scheduled later this year, our deadline to review was pushed back to give more time to read submissions. Final scores will be received by the week of Oct. 28th. This award will be presented at the Fall Virtual Business Meeting.

Distinguished Service Award (Jessica Webster): We're pleased to announce that our award amount has been raised to $400 from $250, with thanks to our sponsor, Hollinger. We will start circulating our call for nominees in early December.

Finding Aid/Finch Awards (David Grinnell): The C. Herbert Finch nominations are under review with a pending decision. This award will be presented at the Fall Virtual Business Meeting. The call for the Finding Aids Award should be out soon.

Scholarship Awards (Tesa Burns): The Scholarship Committee is working on a decision for the graduate scholarship. The deadline for awards was October 31. The name of the winner will be shared at the Fall Virtual Business Meeting. In addition, Scholarship has been in conversation with the Awards chair this fall about a plan for the Becker Award.

Respectfully submitted,
Kira Dietz
Awards Chair
November 1, 2024

Becker Award Proposal
For MARAC Fall Steering Committee

[This page includes the public facing content for the award]

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 (except for MARAC-related conference expenses)
- 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

*Please note that the value of this award is taxable, if more than $600 are awarded.

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 or CV
3. Budget documentation that references and justifies expected costs

To apply
Send a single PDF of the cover letter/proposal, resume, and budget plan to the MARAC Scholarship Committee Chair at 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.

[This page includes information for the Scholarship and Awards Committees, including the working draft of the rubric, as well as information being supplied for the Fall Steering Committee meeting. Information on this page MAY appear in the Scholarship and/or Awards manuals, but will not appear on the award page of the MARAC website.]

Actions required/To do

1. Feedback/approval from Scholarship Committee, since this is asking them to take on additional responsibilities
    - Updates since Summer Steering:
        - Scholarship will be taking on responsibility for this award.
        - This award will be given in the spring of each year, but the actual timeline may shift slightly each year so that travel scholarships and the Becker award have staggered deadlines and review periods, in the event of in person spring meetings.
2. Formalize review criteria for awarding the scholarship, see draft rubric below (Timeline: this fall)
    - Updates since Summer Steering:
        - We have further revised the rubric and added a column with a budget related criterion
3. Revision of Scholarship Committee Manual + Awards Manual (Timeline: this fall)
    - Update for Fall Steering: This is our next action if approved at Fall Steering
4. Approval from Steering Committee (Timeline: Fall Steering Committee meeting)

Evaluation Rubric

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

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Communications Committee
Steering Report

November 1, 2024

The Communications Committee is composed of Missy Nerino, Carolyn Friedrich, Lara Szypszak, Anna Juliar, Jill Tominosky, Renae Rapp, Michael Martin, Molly Tighe, Heidi Abbey Moyer, Diane Bockrath, Nicole Font, Megan Craynon, and Kathleen Donahoe. 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

Budget/Advertisement Rates

Since the last report to Steering, the Committee learned that Dickinson College's Print Center—who does design and print services for MARAC as a whole—would be raising prices approximately 50%, from $50/hr to $75/hr. This is a significant jump in price, and Amy Fitch, MARAC's Treasurer, was brought in to discuss the impact of this to the Committee's overall budget.

Unanimously we decided to continue our relationship with Dickinson's Print Center despite the price hike. Missy Nerino and Amy Fitch are keeping a close eye on the budget for the committee, and will make adjustments for the 2024-2025 budget as necessary.

Due in part to the cost for design/print, MAA has been looking at increasing its advertisement costs, which was last updated in 2015. More information on that is in the MAA section of the Steering Report.

Mid-Atlantic Archivist (MAA)

The Fall 2024 (Vol. 53, No. 4) issue of MAA was published on October 14. A social media post advertising the issue was posted on October 16. The issue was also noted in SAA's *In the Loop* newsletter.

This issue includes a feature article about how the University of Pittsburgh Library System's August Wilson Archive is working to connect to the broader community. The author approached us about this feature submission. A second feature discusses plans for the David C. Driskell Center to establish an institutional archive. We obtained this piece through direct solicitation rather than the authors approaching us. Another article solicited by the MAA asked the author to provide insights on her previous work as a solo archivist. Other articles included a final reflection on the history of the Harlem Renaissance as the inspiration for the theme of MARAC's fall virtual conference and a behind-the-scenes explanation of planning food at MARAC conferences. This issue introduces the Committee Update, a new feature added to the MAA as part of the 2024-2026 Strategic Plan to create sustainable and more nimble financial and organizational infrastructures. This inaugural Committee Update featured the Communications Committee.

The MAA team created guidelines and drafted a publishing schedule for the inclusion of Committee Updates in the MAA over the summer. The guidelines were tested and fine-tuned by the MAA team and Communications Committee Chair as the inaugural Committee Update was published in the Fall 2024 issue. This introduction to the Committee Update will serve as an example for other committees as each submits their update in turn over the course of the next year. The MAA team will meet with leadership to introduce the guidelines and for committee input on the publishing schedule at the Steering Meeting on November 8. Once the schedule is finalized, the plan is to commence this new section with approximately two committee updates each issue.

The MAA team drafted a statement on the use of AI specific to the MAA. The new guideline outlines the expectation that contributors will disclose any use of AI in their submission and that use of AI will be noted in the publication. The guidelines will be added to the MAA Style Guide so that new contributors are aware.

The caucus news editor worked with the new 2024-2026 term Caucus Representatives to gather updates for the Fall 2024 issue, and is pleased to report that ALL caucuses were represented by caucus news items in the October issue, highlighting member accomplishments across the entire geographic area represented by MARAC.

Hollinger has renewed their advertising contract with MAA; NEDCC is up for contract renewal after the Winter 2025 issue. The advertising editor is waiting to hear back from ACA and Lucidea—both requested a follow-up to revisit advertising with MAA.

The MAA team discussed increasing advertising rates with Missy Nerino, Communications Committee Chair; Amy Fitch, Treasurer; and Sara Predmore, MARAC

Administrator. It was determined that advertising rates have not been increased since 2015 and a relatively small 25-30% increase was long overdue. This still places MAA's rates below that of similar publications published by other regional archival conferences and would offset recent increases in design costs for the publication. The decision was made that advertisers would be notified of the new rates within the next two months after approval is finalized and that the new rates would go into effect July 2025.

New Advertising Rates for MAA (Effective July 2025)				
	New Cost Per Issue	**New Cost for 4 Consecutive Issues**	**Current Prices**	**Current Price 4 Consecutive Issues**
Full Page	$250	$200 (20% Discount)	$200	$180 (10% Discount)
1/2 Page (Either orientation)	$125	$115 (About 12.78% Discount)	$100	$90 (10% Discount)
Quarter Page	$100	$90 (10% Discount)	$80	$67 (16.25% Discount)
Eighth Page	$65	$58 (Just over 10% Discount)	$50	$45 (10% Discount)

The Winter 2024 issue is currently being planned with an estimated publish date of early to mid January.

The Practical Archivist: MARAC Technical Leaflet Series

Completed Work

- **Meeting Best Practices**: During late summer and fall, we continued our monthly meeting schedule with a few modifications aimed towards streamlining our work and inclusivity. To be more considerate of folks' time and encourage participation, we modified our meeting schedule beginning in August 2024. The Editorial Board has continued to meet via Zoom on rotating days, either the first Friday or first Thursday of each month. Aiming for greater efficiency, the work of the Editorial Board was conducted via email when possible and in shorter meetings, reducing meeting times from 1 ½ hours to one hour (10-11 am) or fifty minutes when possible. We also began discussions of creating sub-committees; this is still in progress.
- **Meeting Dates**: Held monthly Editorial Board meetings on August 2, September 5, and October 4, 2024. Continued to address goals for the rest of 2024 and into 2025. Two more meetings for 2024 are scheduled for Thursday, November 7 and Friday, December 6.
- **New Publication Coming Soon!** Release of *The Practical Archivist* No. 16, on inclusive and reparative description, is still on track for publication by the end of December 2024. The author revised another draft and the Editorial Board has spent most of October making final edits to the manuscript. We anticipate the

manuscript being delivered to Krista at Dickinson in the first week of November.
- **Another Issue Coming in 202**5: In mid-October, we received a second draft for *The Practical Archivist* No. 17 on textiles, which required extensive additions and revisions. After another review by the Editorial Board, this will be sent out for peer review to two experts in textiles. This issue is still on track for a spring/summer 2025 publication date.
- **Documentation/Reports:** Drafted and submitted Fall 2024 report to Communications Committee. Continued to update documentation for the workflows of the Editorial Board as well as style guide for authors and peer reviewers.
- **New and Noteworthy - Managing the Publication Process:** Initiated discussion of Open Journal Software (OJS) that can be used to manage journal submissions all the way through publication and distribution. If interested in learning about OJS, visit https://pkp.sfu.ca/software/ojs/. A subscription would be required and base costs start at $400/year. Many thanks to Molly for bringing this to the Editorial Board's attention for consideration!!
- **New and Noteworthy - Publication Archives:** The long-lost issue of the first issue of the *MARAC Technical Leaflet Series No. 1* (missing for quite some time) has been found at the University of Maryland. Many thanks to Megan for spearheading this search!!! A higher quality image was requested in order to make it available on the website by the end of the year.
- **Leadership:** 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*.
- Working with the author of *The Practical Archivist* No. 16 for final review before going to Krista for design/layout in early November.
- Working with the author of *The Practical Archivist* No. 17 in preparation for the peer review process to begin in early November.
- Continuing to revise documentation for the workflows of the Editorial Board.
- Continuing to revise the style guides for authors and peer reviewers.
- Continuing to draft DEIBA and Generative AI 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

On the blog we posted 10 times since the end of July; our blog had 1240 views and 1,071 visitors in that time. These posts were also shared to the Facebook and LinkedIn pages.

We've officially ended monitoring of the MARAC Twitter page, and are shifting focus to LinkedIn. We currently have 18 followers there, and our page has had 57 views and 26 visitors since it started in September. Our posts there have had 133 impressions in that time period.

On Facebook there were 75 posts in the group, with 75 people posting and commenting. There were 2,640 views of our group in that time. Our top posts were about Archives Month, the MAA, and memorial posts for some of our late colleagues.

On YouTube, we had no new videos but our channel had 626 views, and a total of 20.3 hours of watchtime. We gained 7 subscribers, and our thumbnails had a total of 7.1K impressions. Our videos also had a click-through-rate of 4.2%, which is again an improvement over last report's.

The social media coordinator expects that many of these numbers will increase with the virtual conference in November. Especially the YouTube channel, since we'll have virtual posters to promote.

Additional News

In August 2024, the Communications Committee secured an organizational table at the SAA conference in Chicago, Illinois. Several MARAC members, including Jason Speck, Amy Fitch, and Kara Dietz, sat at the table during this time. Thanks to all who volunteered!

The Committee met via Zoom on October 31, 2024, and plans to meet again in January prior to the Winter 2025 Steering Committee Meeting.

Respectfully submitted by
Missy Nerino
MARAC Communications Committee Chair

MARAC Diversity and Inclusion Committee Report

November 2024

Diversity Session Scholarship

The D&I Committee reviewed all accepted sessions for the Fall Virtual Meeting. Session 10, Propping the Doors Open: Collaboration and Access Between Tribal Communities and Non-Native Institutions was chosen as the recipient. The session is at 3:45 on Thursday November 14.

The committee had to review all accepted sessions because there was no way for session speakers to select into eligibility when submitting their proposals. The Spring 2025 meeting in Harrisburg also omitted the option for self-selecting into eligibility for the session scholarship. The Committee believed it was important to award the scholarship, so we decided to review all approved sessions for the fall and spring meetings. The Steering Committee will need to discuss changes in the scholarship processes and eligibility moving forward during new business. The committee recommends removing the requirement that sessions need to self-select into eligibility and instead review all approved sessions.

Finance will also ask steering to vote on a change to the way funds are dispersed to recipients. The treasurer, Amy Fitch, has met with Tara Wink, D&I Committee Chair, to discuss this change. The D&I Committee has also been informed of the change and supports the Finance Committee's motion.

Tara drafted an email, which was sent to membership by MARAC Administrator, Sara Predmore, about the Session Scholarship. The hope is this email will bring more attention to the scholarship, increasing the number of diverse sessions proposed at the Harrisburg and all future meetings.

D&I Liaison to Meeting Planning Committees

Melissa Erlandson is serving as the D&I Committee liaison for the Harrisburg Meeting, she has meet with the Harrisburg LAC and will be sitting in on the monthly planning meetings leading up to the meeting in the spring.

Tara met with Meeting's Coordinator, Mary Mannix, and Amy Fitch to discuss the responsibilities and expectations of the D&I Liaison role. As part of that meeting, it was decided that for the Spring Meeting in Harrisburg, the liaison would be included in the monthly meetings occurring in the lead-up to the meeting.

Following the Spring Meeting, the D&I Committee would reassess and define the liaison role more clearly.

Other Committee Business

The Committee has met twice since the summer 2024 Steering Committee Meeting. Discussions in those meetings have been productive; the committee is enthusiastic about the work ahead of us.

Respectfully submitted by Tara Wink, Committee Chair

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MARAC Education Committee Report 1 November 2024

Activities and ongoing tasks:

We had a great response to the Delaware caucus conversation ("Moving Your Collections") in late September. Approximately 80 people attended, and the evaluations were very positive. Thanks to Katheryn Lawson and Susan Kirk Ryan for their presentations.

The next caucus event will take place in January, presented by the DC caucus. Caucus representative Jason Speck is working with the caucus to decide on the topic and speaker, and hopes to have it finalized by early to mid-December.

On Oct. 1 we hosted a workshop led by Prof. Kiki Wilson on the topic of "Conscious Communication within the LGBTQ plus Community." There were 19 attendees, and of those who submitted an evaluation, the comments were positive, both about the content and the presenter's knowledge of the subject.

The early August "Personal Archiving and the Virtual Footlocker Project" workshop had 14 attendees, and of those that completed evaluations, all rated it "excellent."

Workshops proposal form is open for rolling submissions:
https://docs.google.com/forms/d/e/1FAIpQLSe8eU8LqYtQx0FBk1_3r6QWyVWHjOl26zAPg51_4SMotmz3_g/viewform?usp=sf_link

Upcoming Workshops:

2024-2025 Workshops				
Workshop Title	**Presenter(s)**	**Date**	**Mode**	**Length**
Embracing Folklife Collections: The Roles of Community and Shared Stewardship	Ryan Koons and Laurainne Ojo-Ohikuare	Summer 2025	In Person; Baltimore, MD	Full day
2025 Spring Meeting Workshops				
Teaching with primary sources	Rachel Grove Rohrbaugh grover@etown.edu	5/1	In-Person	Half-day

Project Management in the Archival Workspace	Vin Novara	5/1	In-Person	Full day
Sustainable Oral History projects and programs	Elizabeth Call; Marilyn McKinley; Landyn Hatch	5/1	In-Person	Full day
Managing Change in your Archives	Fynette Eaton	5/1	In-Person	Half-day
Caring for Photograph Collections (tentative)	Amanda Murray	5/1	In-Person	Full day
Managing Digital Records in Archives and Special Collections	SAA (@ PA State Archives)	5/1	In-person	Full day

2025 Virtual offerings in the hopper (ALL TENTATIVE):

- Accessible Presentations, Exhibitions, and Audio/Visual Resources workshop
- Responding to difficult patrons workshop
- Exhibits workshop
- Preserving Digital Collections webinar
- Leadership through Communication webinar

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
November 8, 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. The Membership Committee met on September 12, 2024 and discussed orientation and meet and greet ideas for the Spring 2025 conference.
    a. The Membership Committee agreed that the Meet and Match program should continue for the 2025 conference.

2. Committee Members voted to host an informal virtual coffee hour during the Fall Conference rather than a full virtual Meet and Greet.

3. Liza and Jen reached out to the Local Arrangement Committee for the Harrisburg conference to discuss where the Meet and Greet would take place. Although the PA State Archives was suggested, the committee agreed that due to the timing of the event, casual nature of the event, and the opportunity to explore the PA State Archives in another capacity, it would be more cost effective and beneficial for new members if it were hosted at the hotel.

4. In near future:
    a. Meeting with outgoing chair
    b. Planning of the Spring Conference Meet and Greet and Orientation sessions.
        i. Confirm Budget Amount

Respectfully Submitted,

Liza Zakharova and Jen Pulsney
Membership Committee Co-Chairs

MARAC Nominations and Elections Committee (NEC) Report
Steering Committee Meeting
November 8, 2024

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

1. Met with Sara Predmore to determine election deadlines and complete Google nomination form (July 31)
2. Attended Steering Committee meeting (August 2)
3. Sent Call for Nominations to Carolyn Freidrich for inclusion in Fall issue of *Mid-Atlantic Archivist* (August 6)
4. Call for Nominations first went out via MARAC listserv on October 3 with a follow-up message on October 22. Call for Nominations was also printed in the Fall 2024 issue of *MAA*.
    a. As of October 31, we've received 10 nominations for multiple positions:
        - Chair-elect (2 nominations)
        - Secretary (0 nominations)
        - Meetings Coordinator (0 nominations)
        - Awards Committee Chair (1 nomination)
        - Member-at-Large (3 nominations)
        - Arline Custer Memorial Award Committee (3 nominations)
        - Distinguished Service Award Committee (1 nomination)
        - Finding Aids Award Committee (1 nomination)
        - Nominations and Elections Committee (1 nomination)
        - Scholarship Committee (4 nominations)
    b. Communicated with MARAC leadership regarding an inquiry from a current NEC member about running for election and potential update to by-laws (see agenda item under New Business)