

# MARAC

Mid-Atlantic Regional Archives Conference

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

**STEERING COMMITTEE**  
**November 8, 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. August 2, 2024 Steering Committee Minutes

**III. Officer's Reports (15 min)**

- A. Chair's Report (Ali Zawoyski)
- B. Administrator's Report (Sara Predmore)
- C. Chair-Elect (Zach Hottel)
- D. Meetings Coordinator (Mary Mannix)
- E. Secretary (Kevin Clair)
- F. Treasurer (Amy Fitch)
- G. Parliamentarian (Arian Ravanbakhsh)

**IV. Advisory Positions (15 min)**

- A. Historian (Lauren Brown)
- B. Archivist (Joni Floyd)
- C. Web Team (Heather Perez/Jasmine Smith)
- D. Regional Archival Association Consortium (Andrew Cassidy-Amstutz)
- E. National Coalition for History (Jan Zastrow)

**V. Old Business (30 min)**

- A. Ronald L. Becker Award (Kira Dietz)
- B. Ad Hoc Advocacy Committee (Zach Hottel)
- C. Development Coordinator Search (Ali Zawoyski/Amy Fitch)

**VI. New Business (30 min)**

- A. Use of personal emails on the MARAC website (Sara Predmore)
- B. Operations Manual Review with Committee Chairs (Kevin Clair)
- C. Mid-Atlantic Archivist: Committee Articles (Carolyn Friedrich)

- D. Ad Hoc Disaster Relief Committee (Ali Zawoyski)
- E. Diversity & Inclusion Scholarship procedural change (Tara Wink)
- F. Nominations and Elections Committee procedural change (Tiffany Cole)
- G. Upcoming Meeting: Virtual Business, Thursday Nov 14, 12pm (Mary Mannix)

**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 (Lorna Loring)
- H. West Virginia (Grace Musgrave)

**IX. Adjournment**

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10/22/2024

To: MARAC Steering Committee Members

From: Ali Zawoyski

## Chair's Report

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

1. Met with Chair-Elect Zach Hottel, Meetings Coordinator Mary Mannix, Treasurer Amy Fitch, and National Coalition for History Representative Jan Zastrow to discuss the upcoming dissolution of the National Coalition for History and MARAC's future options for archival advocacy.
2. Discussed the ongoing search for a new Development Coordinator with the Executive Committee and former Development Coordinator Margaret Kidd.
3. Met with Meetings Coordinator Mary Mannix to discuss the Fall Virtual Business Meeting.
4. Submitted the Chair's column for the Fall 2024 *Mid-Atlantic Archivist*.
5. Scheduled and hosted the October 15th Executive Committee Meeting.

Respectfully submitted,  
Ali Zawoyski, Chair 2024-2025

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**To: MARAC STEERING COMMITTEE**  
**From: SARA PREDMORE, MARAC ADMINISTRATOR**  
**Date: November 8, 2024– Zoom meeting**  
**Re: ADMINISTRATOR’S REPORT**

## Membership Statistics

There were 778 active members (as of October 31, 2024)

Regular Members: 627  
 Bridge members: 36  
 Retired Members: 62  
 Student Members: 53

### Membership Statistics Comparison

Member Type	2022 (as of 10/14/22)	2023 (as of 10/13/23)	2024 (as of 10/31/24)	% change 2023-2024
Regular	688	723	627	-13.28%
Bridge	0	0	36	
Retired	63	62	62	0.00%
Student	59	61	53	-13.11%
<b>Total</b>	<b>810</b>	<b>846</b>	<b>778</b>	<b>4.44%</b>

### State Caucus Membership Statistics Comparison

Caucus	2022 (as of 10/14/22)	2023 (as of 10/13/23)	2024 (as of 10/31/24)
DC	153	129	122
Delaware	29	42	37
Maryland	200	179	155
New Jersey	100	114	100
New York	145	172	152
Pennsylvania	173	185	171
Virginia	135	145	142
West Virginia	15	15	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 10/31/24)

Month	2022	2023	2024
August	19	16	12
September	46	18	14
October	10	4	31
Total	90	46	57

### ADDITIONAL INFORMATION

**Membership Renewal:** The membership grace period ended on August 31<sup>st</sup>. As of October 31<sup>st</sup>, 260 members haven't renewed their memberships and are now in the "lapsed" category. They are blocked from receiving e-list messages and receive limited announcements from MARAC.

**@Marac.info Email Addresses:** To reduce the opportunity for phishing attempts by people copying emails from MARAC's Steering Committee webpage, I recommend removing Steering members' emails from the webpage and publishing [@marac.info](mailto:@marac.info) email addresses for only key positions with a note that members can access the Membership Directory for Steering members' emails or contact the Administrator.

**Dickinson File Transfer:** Working to clean up MARAC files currently stored on Dickinson network and transfer them to cloud based storage.

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

- Archivist: Coordinated the transfer of recorded sessions to DRUM for upcoming virtual conference, no longer printing paper copies of conference programs for archives.
- Awards: Set up email for [Scholarship@marac.info](mailto:Scholarship@marac.info). Distributed call for graduate scholarship submissions. Updated DSA webpage and nomination form.
- Caucus Representatives: Attended fall meeting, set up Zoom and distributed messages for September Caucus Conversation
- Communications: Distributed fall edition of MAA, processed advertiser renewals
- Diversity and Inclusion: Distributed message about session scholarship for Spring 2025 Harrisburg, provided files to committee chair, processed registration for fall 2024 recipients
- Education: Managed registration, prepared certificates, and populated members' Continuing Education Transcripts for Military Records and LGBTQ+ workshops
- Executive Committee: Provided background information about Disaster Relief Ad-hoc Committee, continuing to work on Chair-elect/Chair Handbook
- Finance: Provided monthly deposits, donations, and report for FY 24 income received from NJ sources
- MCC, Virtual, and Harrisburg LACs and PCs: Set up email for [Meetings@marac.info](mailto:Meetings@marac.info), sent calls for volunteers, tours, posters, and session proposals, attended planning meetings
- Nominations and Elections: Met with NEC Chair to update messaging and form for nominations and establish timeline for 2025 election, sent calls for nominations
- Web Team: Contributed to "MARAC Website Page Tree"

**Fall 2024 Virtual Conference:** 348 registrants, 5 vendors, and 5 sponsors.

### **Upcoming Tasks:**

- Harrisburg Conference: Vendor registration and program preparation
- Distribute Finding Aids and DSA calls for submissions
- Election activities

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**Chair-Elect Report  
Steering Committee Meeting  
November 8, 2024**

1. Scheduled and hosted the quarterly meeting of MARAC Caucus representatives on September 17, 2024
2. Attended MARAC executive committee meeting held on October 15, 2024
3. Worked with Chair Ali Zawoyski and other members of the executive committee to organize the ad-hoc committee on MARAC advocacy.
4. Recruited Diane Bockrath, Dennis Riley, and Grace Musgraves to serve as members of the ad-hoc committee on advocacy.
5. Scheduled and hosted two meetings of the ad-hoc advocacy committee to discuss the future of MARAC's role as an advocate for its members.
6. In conjunction with the executive committee, determined an appropriate course of action to appoint a temporary Virginia Caucus representative following the temporary incapacitation of the current caucus representative.
7. Recruited Lorna Lorning to serve as temporary Virginia Caucus representative and met with Lorna to assist with transition/orientation.
8. Communicated regularly with members of the executive committee and steering on a variety of issues related to MARAC.

Respectfully submitted,

Zachary Hottel  
Chair-Elect

# **Meetings Coordinating Committee Report, Version2**

**17 November 2024**

Submitted by Mary Mannix, Meetings Coordinator

## ***Present Meeting:***

### **Fall Virtual 2024 (November 13-15, 2024)**

**Theme:** Renaissance & Renewal

**Virtual Arrangements Committee Co-Chairs:** Scott Keefer, Daughters of Charity of St. Vincent De Paul and Colleen McFarland Rademaker, Disciples of Chris Historical Society.

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

**Registration:** 465

## ***Next Meeting:***

### **Spring 2025 (May 1-3, 2025)**

**Harrisburg, PA**

**Where:** Hilton Harrisburg

**Room Rate:** \$169

**Food and Beverage Minimum:** \$12,600

**Local Arrangements Co-Chairs:** Taylor Mason (Pennsylvania House of Representative Archives) and (Tyler Stump (Pennsylvania State Archives)

**\*\*\* Their reports follows. \*\*\***

**Program Committee Co-Chairs:** David Grinnell (University of Pittsburgh) and Valerie-Anne Lutz (American Philosophical Society)

## **Future Meetings Under Construction:**

### **Fall 2025 Symposium on Sustainability**

Theoretically following the model of the last symposium.

Hoping to have Eira Tansey of Memory Rising be the keynote speaker.

Have made initial contact with Eira and I have an appointment to speak with her more in-depth on November 26<sup>th</sup>.

**Question:** Virtual or Real Life??? If Real Life, have it near the I-95 corridor, perhaps. And, if in Real Life, very affordable housing options, if needed.

# Meetings Coordinating Committee Report, Version2

7 November 2024

Page 2

## Spring 2026

**Where:** Richmond, VA (fingers crossed)

Site visit on November 25

**Service Awards:** Due in large part to the symposium, we have gotten off track with the Service Awards related to meetings. Just wanted to make it formally known that the following will be formally recognized in-person, at long last, at Harrisburg:

**Fall 2023 Conference - Saratoga Springs, NY**

**Local Arrangements Committee Chair: Brian Keough**

**Program Committee Co-Chairs: Amanda May and Josette Schluter**

**Spring 2024 Symposium - Philadelphia, PA**

**Rayna Andrews**

## MCC Status Report: LAC Harrisburg As of October 21, 2024

Tours- still working on getting confirmed/prices established

- National Fire Museum -- \$10/person, but negotiable for large groups
- State Archives- multiple tour slots throughout Thursday, possibly one Saturday.
- Fort Hunter Mansion -- \$6/person for groups of 10 or more
  - They have a special mansion and cemetery combo tour. Contact is checking to see if that would be possible during our dates. Assume the cost would be higher.
- State Capitol- \$5/ person
- Walking tour with Harrisburg Walks -- \$100/tour, can accommodate up to 15
- Brewery tour (looking into Zeroday)

## Publicity

- Sent in postcard for the last few MAA articles. On track for the December 1 deadline to include tour highlights, locations of interest, etc.

## Food

- Still working on food costs as the Hilton has not provided 2025 pricing. Current drafted budget is based on 2024 pricing and menu items with 5% anticipated increase

## Sponsors

- Nick and Carolyn are starting to inquire since virtual is set and ready to go. Ideas for sponsors have included a construction company that worked on the new State Archives building, PHMC, others tbd.



# **Meetings Coordinating Committee Report, Version2**

**7 November 2024**

**Page 3**

A/V- TBD once PC programs are established

## **Budget**

- Thanks Jim G. for working on the draft budget. Harder this time due to the food costs being up in the air. Submitted to the Finance Committee. Updates are being submitted to Jim ASAP.

## **Reception**

- Whitaker Center for Science and the Arts- Thursday night- deposit paid
- Caterer- C&J Catering. Deposit already paid

## **Transportation**

- TBD- waiting to see if anyone needs specific accommodations for off site locations.

**Respectfully submitted,  
Taylor Mason and Tyler Stump  
LAC Harrisburg Co-chairs**

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Below are the activities of the MARAC Secretary for the quarter preceding the Fall 2024 meeting of the Steering Committee.

- Final minutes for the spring and summer MARAC Steering Committee minutes (April and June 2024) were uploaded to the MARAC Google Drive.
- The draft minutes from the August 2 Steering Committee meeting were circulated to the Steering Committee and uploaded to the Google Drive for review and approval.

Respectfully submitted,

*Kevin M. Clair*

Kevin M. Clair  
MARAC Secretary

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Delaware • District of Columbia • Maryland • New Jersey  
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October 31, 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 in advance of the Fall 2024 Steering meeting to be held virtually on November 8, 2024.

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

- The income is from membership dues; conference registration, vendors, and sponsors; publication advertising and sales; a delayed payment for the June 2024 VA Caucus event; off-meeting workshops; bank interest; and individual donations.
- Expenses are from Administrator salary and phone; MemberClicks and other web service annual fees; MAA printing and postage; workshop honoraria; expenses related to the Fall and Spring conferences; awards; and banking fees.
- There were no expenditures from restricted funds.
- The quarter ended with a net gain of \$14,934.38. This is lower than typical for Q1 because of when the Fall virtual conference registration opened. Looking ahead, we can expect lower expenses than usual in Q2 since virtual conferences don't cost a lot.

2. Average returns on investment for MARAC's accounts during the quarter (rounded to the nearest hundredth of a percent) follow. Our two CDs will mature before our January meeting.

- PNC CDs: 4.41%
- PNC Savings Account: 0.01%
- Vanguard Bonds: 3.52%

3. **ACTION ITEM** (Spring conference budget): Attachment 2 is the proposed budget for the Spring 2025 Harrisburg conference. Finance recommends approving it as presented.

#### 4. ACTION ITEMS (D&I Session award):

Finance proposes two revisions to the Diversity and Inclusion Session award, given for each conference.

a) The first is an update to the definition of the D&I award to read as “an award *up to \$1,200, with a maximum of \$600 per participant*” (italics denote revisions), to take effect in calendar year 2025.

As a reminder, the winning session members decide how to divide the \$1,200 award. This means that one recipient may receive the entire amount under the auspices of this conference award, while 6 months later, four recipients may receive only \$300 apiece. Therefore, creating a cap of \$600 per individual 1) eases the inequity and 2) eliminates the requirement for recipients to report the award as taxable income.

b) For consistency, Finance also proposes a clarification to the ambiguous website wording [about the D&I award](#) for in-person conference recipients: Registration fees for an in-person conference are eligible expenses covered by the award, and we should eliminate the wording that implies they are in addition to the award amount. This standardizes our practice and language to match what we use for symposium and virtual conference awardees.

**FY 2025, 1st Quarter** (July 1, 2024 to September 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>
<b>INCOME</b>							
Membership Dues	\$46,500.00	\$26,499.00				\$26,499.00	57%
Conference Registration	\$51,500.00	\$1,500.00				\$1,500.00	3%
Conference Vendors	\$13,000.00	\$2,000.00				\$2,000.00	15%
Conference Sponsorship	\$5,000.00	\$950.00				\$950.00	19%
Publication Advertising	\$1,500.00	\$360.00				\$360.00	24%
Publication Sales	\$400.00	\$90.00				\$90.00	23%
VA Caucus Event	\$500.00	\$25.00				\$25.00	5%
Off-Meeting Workshops	\$7,000.00	\$850.00				\$850.00	12%
Bank Interest	\$1,300.00	\$683.72				\$683.72	53%
Investment Interest	\$2,000.00	\$3,151.20				\$3,151.20	158%
Gifts to Operations	\$800.00	\$306.00				\$306.00	38%
Miscellaneous	\$0.00	\$0.00				\$0.00	0%
<b>Total Income</b>	<b>\$129,500.00</b>	<b>\$36,414.92</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$36,414.92</b>	<b>28%</b>
<b>EXPENSES</b>							
Administrator	\$22,000.00	\$5,059.01				\$5,059.01	23%
Web Services	\$9,125.00	\$8,357.92				\$8,357.92	92%
Archivist	\$1,000.00	\$0.00				\$0.00	0%
Accountant	\$3,300.00	\$0.00				\$0.00	0%
Advocacy	\$1,800.00	\$0.00				\$0.00	0%
Insurance Policy	\$1,800.00	\$0.00				\$0.00	0%
Phone	\$600.00	\$150.58				\$150.58	25%
Postage	\$300.00	\$14.10				\$14.10	5%
Office Supplies	\$125.00	\$0.00				\$0.00	0%
Food	\$3,100.00	\$0.00				\$0.00	0%
Travel	\$650.00	\$0.00				\$0.00	0%
Equipment	\$750.00	\$0.00				\$0.00	0%
Printing and Design	\$3,600.00	\$327.86				\$327.86	9%
Conference	\$68,150.00	\$5,305.63				\$5,305.63	8%
Lodging	\$900.00	\$0.00				\$0.00	0%
Honoraria	\$3,000.00	\$500.00				\$500.00	17%
Awards and Prizes	\$1,900.00	\$67.25				\$67.25	4%
VA Caucus Event	\$500.00	\$0.00				\$0.00	0%
Banking Fees	\$6,400.00	\$1,698.19				\$1,698.19	27%
Investments	\$0.00	\$0.00				\$0.00	0%
Miscellaneous	\$500.00	\$0.00				\$0.00	0%
<b>Total Expenses</b>	<b>\$129,500.00</b>	<b>\$21,480.54</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$21,480.54</b>	<b>17%</b>
<b>Net Income or (Loss)</b>		<b>\$14,934.38</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$14,934.38</b>	

<u>Account Balances</u>		<u>Opening</u>	<u>Credits</u>	<u>Debits</u>	<u>Closing</u>	
PNC Checking	\$89,889.11	Operating	\$0.00	\$36,414.92	(\$21,480.54)	\$14,934.38
PNC Savings	\$78,726.71	Restricted	\$135,259.13	\$3,617.00	\$0.00	\$138,876.13
Vanguard Bonds	\$92,777.80	Reserve	\$45,325.00	\$0.00	\$0.00	\$45,325.00
<b>Total</b>	<b>\$261,393.62</b>	<b>Surplus</b>	<b>\$62,258.11</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$62,258.11</b>
		<b>Totals</b>	<b>\$242,842.24</b>	<b>\$40,031.92</b>	<b>(\$21,480.54)</b>	<b>\$261,393.62</b>

**Summary - First Quarter FY 2025**

Opening Balance	\$242,842.24
Total Income	\$40,031.92
Total Expenses	(\$21,480.54)
<b>Closing Balance</b>	<b>\$261,393.62</b>

<u>Restricted Funds</u>		<u>Opening</u>	<u>New Gifts</u>	<u>Spending</u>	<u>Closing</u>	
PNC Savings	\$46,098.33	Disaster Assist.	\$20,433.00	\$364.00	\$0.00	\$20,797.00
Vanguard Bonds	\$92,777.80	Education	\$101,061.51	\$1,856.00	\$0.00	\$102,917.51
<b>Total</b>	<b>\$138,876.13</b>	Graduate Schol	\$8,923.62	\$1,362.00	\$0.00	\$10,285.62
		Finch Award	\$4,841.00	\$35.00	\$0.00	\$4,876.00
		<b>Total</b>	<b>\$135,259.13</b>	<b>\$3,617.00</b>	<b>\$0.00</b>	<b>\$138,876.13</b>

**FY 2025, 1st Quarter** (July 1, 2024 to September 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>
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Membership Dues	\$46,500.00	\$26,499.00				\$26,499.00	57%
Conference Registration	\$51,500.00	\$1,500.00				\$1,500.00	3%
Conference Vendors	\$13,000.00	\$2,000.00				\$2,000.00	15%
Conference Sponsorship	\$5,000.00	\$950.00				\$950.00	19%
Publication Advertising	\$1,500.00	\$360.00				\$360.00	24%
Publication Sales	\$400.00	\$90.00				\$90.00	23%
VA Caucus Event	\$500.00	\$25.00				\$25.00	5%
Off-Meeting Workshops	\$7,000.00	\$850.00				\$850.00	12%
Bank Interest	\$1,300.00	\$683.72				\$683.72	53%
Investment Interest	\$2,000.00	\$3,151.20				\$3,151.20	158%
Gifts to Operations	\$800.00	\$306.00				\$306.00	38%
Miscellaneous	\$0.00	\$0.00				\$0.00	0%
<b>Total Income</b>	<b>\$129,500.00</b>	<b>\$36,414.92</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$36,414.92</b>	<b>28%</b>
<b>EXPENSES</b>							
Administrator	\$10,700.00	\$8,744.46				\$8,744.46	82%
Executive Officers	\$26,700.00	\$5,059.01				\$5,059.01	19%
Caucus Funds	\$2,400.00	\$67.25				\$67.25	3%
Steering	\$1,100.00	\$0.00				\$0.00	0%
Communications	\$3,550.00	\$0.00				\$0.00	0%
Education	\$2,750.00	\$500.00				\$500.00	18%
Diversity and Inclusion	\$200.00	\$0.00				\$0.00	0%
Meetings Coordinating	\$600.00	\$0.00				\$0.00	0%
Finance	\$10,100.00	\$1,804.19				\$1,804.19	18%
Membership	\$1,200.00	\$0.00				\$0.00	0%
Nominating	\$0.00	\$0.00				\$0.00	0%
Finding Aids	\$500.00	\$0.00				\$0.00	0%
Custer and Finch	\$650.00	\$0.00				\$0.00	0%
Distinguished Service	\$400.00	\$0.00				\$0.00	0%
VA Caucus Event	\$500.00	\$0.00				\$0.00	0%
Fall Conference (LAC)	\$8,150.00	\$1,272.00				\$1,272.00	16%
Spring Conference (LAC)	\$60,000.00	\$4,033.63				\$4,033.63	7%
<b>Total Expenses</b>	<b>\$129,500.00</b>	<b>\$21,480.54</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$21,480.54</b>	<b>17%</b>
<b>Net Income or (Loss)</b>		<b>\$14,934.38</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$14,934.38</b>	

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Vanguard Bonds	\$92,777.80	Reserve	\$45,325.00	\$0.00	\$0.00	\$45,325.00
<b>Total</b>	<b>\$261,393.62</b>	Surplus	\$62,258.11	\$0.00	\$0.00	\$62,258.11
		<b>Totals</b>	<b>\$242,842.24</b>	<b>\$40,031.92</b>	<b>(\$21,480.54)</b>	<b>\$261,393.62</b>

**Summary - First Quarter FY 2025**

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<b>Total</b>	<b>\$138,876.13</b>	Graduate Schol	\$8,923.62	\$1,362.00	\$0.00	\$10,285.62
		Finch Award	\$4,841.00	\$35.00	\$0.00	\$4,876.00
		<b>Total</b>	<b>\$135,259.13</b>	<b>\$3,617.00</b>	<b>\$0.00</b>	<b>\$138,876.13</b>

**MARAC MEETING BUDGET**

Spring 2025 Harrisburg, PA

**Proposed Budget Summary**

<b>Category</b>	<b>Total for 275 Attendees</b>	<b>Total for 325 Attendees</b>
<b>INCOME</b>		
Registration Fees	\$39,855.00	\$47,450.00
Exhibitor Fees	\$15,100.00	\$15,100.00
Meals	\$5,075.00	\$6,500.00
Reception	\$1,125.00	\$1,250.00
Tour Fees	\$775.00	\$1,125.00
Workshop Fees	\$4,050.00	\$5,250.00
<b>Total Income</b>	<b>\$65,980.00</b>	<b>\$76,675.00</b>
<b>EXPENSES</b>		
General/Hotel Expenses	\$9,300.00	\$9,300.00
AV Expenses	\$15,000.00	\$15,000.00
Meal Expenses	\$20,405.00	\$23,405.00
Reception	\$15,250.00	\$15,250.00
Registration/Program	\$1,300.00	\$1,500.00
Session/Plenary Speakers	\$750.00	\$750.00
Tour Expenses	\$260.00	\$340.00
Workshop Expenses	\$3,000.00	\$3,000.00
<b>Total Expenses</b>	<b>\$65,265.00</b>	<b>\$68,545.00</b>
<b>Total</b>	<b>\$715.00</b>	<b>\$8,130.00</b>
<b>Steering Meal Reimbursement</b>	<b>\$1,100.00</b>	<b>\$1,100.00</b>
<b>Membership Meet &amp; Greet Reimb.</b>	<b>\$1,000.00</b>	<b>\$1,000.00</b>
<b>NET INCOME/PROJECTED NET GAIN</b>	<b>\$2,815.00</b>	<b>\$10,230.00</b>

**MARAC MEETING BUDGET**

**Spring 2025 Harrisburg, PA**

**Proposed Budget - Income Estimates**

<b>Category</b>	<b>Cost/Item</b>	<b>275 Attendees</b>	<b>Total</b>	<b>Cost/Item</b>	<b>325 Attendees</b>	<b>Total</b>
<b>INCOME</b>						
<b>Registration Fees</b>						
Pre-Reg Members	\$140.00	190	\$26,600.00	\$140.00	220	\$30,800.00
Pre-Reg Nonmembers	\$205.00	20	\$4,100.00	\$205.00	28	\$5,740.00
Late Reg Members	\$165.00	25	\$4,125.00	\$165.00	30	\$4,950.00
Late Reg Nonmembers	\$230.00	10	\$2,300.00	\$230.00	12	\$2,760.00
Member, onsite	\$190.00	5	\$950.00	\$190.00	6	\$1,140.00
Nonmember, onsite	\$255.00	2	\$510.00	\$255.00	2	\$510.00
Student registration	\$70.00	16	\$1,120.00	\$70.00	20	\$1,400.00
Complimentary or Workshop Only	\$0.00	5	\$0.00	\$0.00	5	\$0.00
One day (Saturday only)	\$75.00	2	\$150.00	\$75.00	2	\$150.00
<b>Total Registration Fees</b>		<b>275</b>	<b>\$39,855.00</b>		<b>325</b>	<b>\$47,450.00</b>
<b>Exhibitor Fees</b>						
Ads (Full Page)	\$500.00	1	\$500.00	\$500.00	1	\$500.00
Ads (Half Page)	\$300.00	1	\$300.00	\$300.00	1	\$300.00
Ads (Quarter Page)	\$200.00	2	\$400.00	\$200.00	2	\$400.00
Ads (Business Card)	\$100.00	2	\$200.00	\$100.00	2	\$200.00
Sponsor (Lunch)	\$1,000.00	1	\$1,000.00	\$1,000.00	1	\$1,000.00
Sponsor (Meet & Greet)	\$1,500.00	1	\$1,500.00	\$1,500.00	1	\$1,500.00
Sponsor (Other)	\$500.00	1	\$500.00	\$500.00	1	\$500.00
Rental - 1 Table	\$700.00	14	\$9,800.00	\$700.00	14	\$9,800.00
Rental - 2 Tables	\$900.00	1	\$900.00	\$900.00	1	\$900.00
<b>Total Exhibitor Fees</b>			<b>\$15,100.00</b>			<b>\$15,100.00</b>
<b>Meals</b>						
Lunch - Friday	\$32.00	100	\$3,200.00	\$32.00	125	\$4,000.00
Breakfast - Business Mtg.	\$25.00	75	\$1,875.00	\$25.00	100	\$2,500.00
<b>Total Meals</b>			<b>\$5,075.00</b>			<b>\$6,500.00</b>
<b>Reception</b>						
Sponsorship	\$1,000.00	1	\$1,000.00	\$1,000.00	1	\$1,000.00
Guest Tickets	\$25.00	5	\$125.00	\$25.00	10	\$250.00
<b>Total Reception Income</b>			<b>\$1,125.00</b>			<b>\$1,250.00</b>



**Tour Fees**

Tour #1 Fire Museum	\$15.00	10	\$150.00	\$15.00	15	\$225.00	
Tour #2 Fort Hunter Mansion	\$10.00	10	\$100.00	\$10.00	15	\$150.00	Min 10
Tour #3 Harrisburg Walks	\$15.00	10	\$150.00	\$15.00	15	\$225.00	Min 10
Tour #4 State Museum	\$5.00	25	\$125.00	\$5.00	35	\$175.00	
Tour #5 State Archives	\$5.00	25	\$125.00	\$5.00	35	\$175.00	
Tour #6 State Capitol	\$5.00	25	\$125.00	\$5.00	35	\$175.00	

**Total Tour Fees****\$775.00****\$1,125.00****Workshop Fees**

Workshop #1	\$50.00	12	\$600.00	\$50.00	15	\$750.00	
Workshop #2	\$50.00	15	\$750.00	\$50.00	20	\$1,000.00	
Workshop #3	\$100.00	12	\$1,200.00	\$100.00	15	\$1,500.00	
Workshop #4	\$100.00	15	\$1,500.00	\$100.00	20	\$2,000.00	

All: Min 7

**Total Workshop Fees****\$4,050.00****\$5,250.00****Total Income****\$65,980.00****\$76,675.00**

**MARAC MEETING BUDGET**

**Spring 2025 Harrisburg, PA**

**Proposed Budget - Expense Estimates**

<b>Category</b>	<b>Cost/Item</b>	<b>275 Attendees</b>	<b>Total</b>	<b>Cost/Item</b>	<b>325 Attendees</b>	<b>Total</b>
<b>EXPENSES</b>						
<b>General Expenses</b>						
Administrative Services			\$5,000.00			\$5,000.00
LAC Expenses			\$250.00			\$250.00
Event Insurance			\$800.00			\$800.00
<b>Hotel Expenses</b>						
Room Rentals			\$3,000.00			\$3,000.00
Porterage and Misc. Expenses			\$250.00			\$250.00
<b>Total General/Hotel Expenses</b>			<b>\$9,300.00</b>			<b>\$9,300.00</b>
<b>AV Expenses</b>						
AV Equipment Tech			\$3,000.00			\$3,000.00
AV Equipment Rental			\$9,000.00			\$9,000.00
Fees			\$3,000.00			\$3,000.00
<b>Total AV Expenses</b>			<b>\$15,000.00</b>			<b>\$15,000.00</b>
<b>Meals (includes tax/service fees)</b>						
Thur AM and PM Breaks	\$45.00	50	\$2,250.00	\$45.00	50	\$2,250.00
Thur Steering Working Dinner	\$50.00	30	\$1,500.00	\$50.00	30	\$1,500.00
Thur PM Meet & Greet	\$20.00	100	\$2,000.00	\$20.00	100	\$2,000.00
Fri AM and PM Breaks	\$45.00	200	\$9,000.00	\$45.00	225	\$10,125.00
Fri Lunch	\$40.00	100	\$4,000.00	\$40.00	125	\$5,000.00
Fri Box Lunch for Vendors	\$40.00	14	\$560.00	\$40.00	14	\$560.00
Sat Breakfast Buffet	\$35.00	75	\$2,625.00	\$35.00	100	\$3,500.00
Sat AM Coffee/Tea (per gallon)	\$60.00	12	\$720.00	\$60.00	12	\$720.00
<b>Total Meal Costs</b>			<b>\$20,405.00</b>			<b>\$23,405.00</b>

<b>Reception</b>						
Caterer			\$13,500.00			\$13,500.00
Entertainment			\$0.00			\$0.00
Facility Fees			\$1,750.00			\$1,750.00
<b>Total Reception Costs</b>			<b>\$15,250.00</b>			<b>\$15,250.00</b>
<b>Registration/Program</b>						
Program Design/Print/Mail			\$750.00			\$750.00
Sched App			\$300.00			\$500.00
Zoom						
Folders, Badges, Lanyards, etc.			\$250.00			\$250.00
<b>Total Registration/Program Costs</b>			<b>\$1,300.00</b>			<b>\$1,500.00</b>
<b>Luncheon/Plenary Speaker</b>						
Travel/Meals			\$250.00			\$250.00
Honorarium			\$500.00			\$500.00
<b>Total Session/Plenary Costs</b>			<b>\$750.00</b>			<b>\$750.00</b>
<b>Tour Expenses</b>						
Tour #1 Fire Museum	\$10.00	10	\$100.00	\$10.00	15	\$150.00
Tour #2 Fort Hunter Mansion Tour #3	\$6.00	10	\$60.00	\$6.00	15	\$90.00
Harrisburg Walks Tour (\$100 fee/15)	\$100.00	1	\$100.00	\$100.00	1	\$100.00
#4 State Museum Tour #5 State	\$0.00	25	\$0.00	\$0.00	35	\$0.00
Archives Tour #6 State Capitol	\$0.00	25	\$0.00	\$0.00	35	\$0.00
	\$0.00	25	\$0.00	\$0.00	35	\$0.00
<b>Total Tour Costs</b>			<b>\$260.00</b>			<b>\$340.00</b>
<b>Workshop Expenses</b>						
Honoraria			\$1,800.00			\$1,800.00
Meals/Travel (Speakers)			\$1,200.00			\$1,200.00
Misc. Expenses			\$0.00			\$0.00
<b>Total Workshop Costs</b>			<b>\$3,000.00</b>			<b>\$3,000.00</b>
<b>Total Expenses</b>			<b>\$65,265.00</b>			<b>\$68,545.00</b>



November 1, 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, November 8, 2024

**Parliamentarian Activities**

The Parliamentarian has continued to advise on procedural matters at the request of the Executive Committee. Specific issues have included the necessity of bringing specific items to a vote at Steering Committee meetings and the makeup of MARAC committees.

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

Beyond ongoing projects previously described, I have been busy this quarter helping Archivist Joni Floyd handle a variety of queries posed to us by members of the MARAC community.

This included a request to research and report on the long history of MARAC's association with (and support of) the National Coalition for History (NCH). With this mini-research project, and with another involving prior MARAC conference programs, it was nice to be reminded that prior digitization efforts are now greatly facilitating distant access to research resources – like conference programs within the MARAC Archives – and in Special Collections/UMD generally.

This quarter I enjoyed several interactions with the senior editors of the MAA. One involved researching the historical connection to MARAC of two recently-deceased archivists. I was also able to write an appreciation (just recently published in the MAA) of former MARAC leader Adele Lerner. That article included a photo (from the Archives) that was taken of Adele at our 25<sup>th</sup> anniversary meeting back in the fall of 1997.

One of our former MARAC chairs, Lucius Edwards, passed away this summer; I was able to travel to the Richmond area in order to attend a moving memorial service for him that was held in his honor. Several MARAC members joined me at that event. I prepared and shared a resume of Lucius's long service in MARAC with several members in the Virginia Caucus.

In addition, I helped to facilitate the transfer of MARAC-related records, accumulated by veteran member Jodi Koste, to the Archives at College Park. This occurred in early October.

Lauren Brown  
MARAC Historian

MARAC Archivist Report  
Steering Committee Meeting  
Nov. 2024

Accepted for Appraisal--Transfer Completion Pending--Jodi Koste

Joni J. Floyd  
MARAC Archivist

# MARAC

Mid-Atlantic Regional Archives Conference

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Submitted to: Steering Committee

October 22, 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:

- Team members have made the following edits and updates to the MARAC website since the last report in July:
  - 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 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.
  - Sara - removed the Twitter link from the footer.
- Web Team members met in August to discuss our responsibilities in the MARAC Strategic Plan, including web accessibility checks. We have determined that January will be the best time for us to work on these.
- We are also performing an audit of all of the web pages to determine if there are any orphaned pages and when the last time each page was updated. We may contact your committee for assistance in verifying or updating information in the near future.

**\*\*Please double check ALL of the webpage(s) for your committee or caucus on the MARAC website and contact us at [maracwebteam@gmail.com](mailto: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**

**Fall 2024 MARAC Steering Committee Report**

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

Respectfully submitted,  
Andrew Cassidy-Amstutz





**Fall 2024 NATIONAL COALITION FOR HISTORY Report**  
MARAC Steering Committee Meeting, November 8, 2024

**EXECUTIVE DIRECTOR RETIRES; NCH TO FOLD AT YEAR'S END**

Longtime Executive Director Lee White is retiring when his current contract expires on Dec. 31, 2024, and the Board has voted unanimously to dissolve the National Coalition for History at the end of Lee's term. As stated in a letter from NCH Co-Chairs dated Sept. 18, 2024, "The Coalition has operated at a deficit for the past several years, and we have reduced costs to their bare minimum. ... the current model of operations, with a full-time executive director and no support staff, is not feasible in the current environment. Neither is the possibility of hiring lobbying services on retainer a feasible option.

"The decision to dissolve NCH did not come easily given the importance of the Coalition's work. Originally established by the American Historical Association in 1982 as the National Coordinating Committee for the Promotion of History to help create jobs for historians in the federal government, the Coalition has evolved and expanded. As more and varied organizations joined, its priorities have become more diffuse, which in some cases has made it difficult for member groups to justify annual dues expenses to their governing boards. The Executive Committee will explore next steps to dissolve the Coalition and will keep all members apprised of any pertinent information during this process." See <https://historycoalition.org> for updates.

As I learned in Historian Lauren Brown's history of the Coalition (find it in the MARAC Archives or ask Lauren for a copy), MARAC supported the first iteration of the National Coalition for History since its inception in 1982. It has had seven MARAC representatives (including me, since 2011) and three executive directors—Lee White having served in that role since 2006. We thank Lee for his tireless work over the years and wish him all the best for a well-deserved retirement!

—Jan Zastrow  
NCH Representative (2011-2024)  
[zastrow@hawaii.edu](mailto:zastrow@hawaii.edu)

# MARAC

Mid-Atlantic Regional Archives Conference

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## **Ad-Hoc Advocacy Committee Steering Committee Report November 8, 2024**

1. Committee was organized in accordance action of the Steering Committee at their August 2024 meeting to determine the future of MARAC's association with the National Coalition on History and other advocacy efforts.
2. The following committee members were appointed by the Chair: Zachary Hottel (chair), Diane Bockrath, Grace Musgraves, and Dennis Riley.
3. The committee met on September 26<sup>th</sup> to discuss the National Coalition on History, current funding levels for advocacy, and to plan future actions. At the meeting, the committee:
  - a. Learned the National Coalition on History would dissolve at the end of 2024.
  - b. Set the initial priority of develop a position statement(s) to guide MARAC's advocacy efforts. Additional steps will be developing procedures for members to share issues with MARAC leadership, to define who is responsible for taking advocacy actions, and
4. The committee met on October 29 to discuss position statements. These position statements will be designed to provide direction for Steering and MARAC when requests for letters of support are received. The committee determined the position statements should include the following concepts:
  - a. Support of adequate archival funding
  - b. Support of fair and ethical labor practices for archivists and staff
  - c. Support of free access to information held within collections
  - d. Support of professionalism within the field, including operating institutions in line with best practices.
5. The committee will meet again in November to finalize the position statements before submitting them to Steering for review.

Respectfully submitted,

Zachary Hottel  
Chair-Elect