

# MARAC

Mid-Atlantic Regional Archives Conference

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## MARAC Steering Committee

2025 January 31, 9:30am

Virtual (Zoom)

**Attendance:** Ali Zawoyski (Chair), Zachary Hottel (Chair-elect), Mary K. Mannix (Meetings Coordinator), Kevin Clair (Secretary), Amy Fitch (Treasurer/Finance Committee Chair), Carley Altenburger (Member at Large), Dyani Feige (Member at Large), Deb Schiff (Member at Large), Diane Bockrath (Delaware Caucus), Jason Speck (District of Columbia Caucus), Jen Gathings (Maryland Caucus), Diane Biunno (New Jersey Caucus), Melissa McMullen (New York Caucus), Isaac Alexander (Pennsylvania Caucus), Steve Bookman (Virginia Caucus), Grace Musgrave (West Virginia Caucus), Sara Predmore (MARAC Administrator), Arian Ravanbakhsh (Parliamentarian), Lauren Brown (Historian), Kira Dietz (Awards Chair), Liza Zakharova (Membership Co-Chair), Missy Nerino (Communications Co-Chair), Tara Wink (Diversity and Inclusion Chair), Colleen Bradley-Sanders (Education Chair), Tiffany Cole (Nominations and Elections Chair), Jasmine Smith (Web Team Co-Chair), Heather Perez (Web Team Co-Chair)

**Regrets:** Amanda Koss May (Member at Large), Joni Floyd (Archivist), Andrew Cassidy-Amstutz (RAAC Representative), Jen Pulsney (Membership Co-Chair)

### I. Call to Order

The meeting was called to order at 9:34am. There was a round of introductions. The agenda was approved at 9:41am.

### II. Approval of Minutes

The minutes from the November meeting were approved at 9:42am.

### III. Officer's Reports

**Chair:** Nothing to add.

**MARAC Administrator:** Update on the elections: 229 people have voted, that's a 27% response rate. We expect to get around 33% response rate. Votes are due by February 6.

**Chair-elect:** Zach will be reaching out to committee members soon about renewing. Call for volunteers to be sent out soon.

**Meetings Coordinator:** Nothing to add.

**Secretary:** Thanks to committees for getting updates to the Operations Manual out. We'll call out to caucus chairs and exec positions next.

**Treasurer:** Report for Q2 is included in the combined reports. We are doing very well financially. A net gain of over \$22K, mostly revenue from the virtual conference. For the fiscal year we are up by more than \$37K, which is extraordinary for us. Our CD investments have done very well, we had good rates on those. Amy renewed them for another year; the rates have dropped a little bit from last year but are still strong.

The Advocacy spending is below budget at the moment; we're on hold for that spending until the ad hoc committee delivers its final report and makes recommendations on spending.

We did really well with the virtual fall meeting. Surplus of \$12,825. 513 people attended in all, many of whom were from outside the MARAC region (the benefits of virtual attendance). 89 attendees agreed to pay an additional \$10 to subsidize student attendance, which is great.

We have updated the expense guidelines. Finance Committee periodically reviews these guidelines and makes revisions. These will take effect in July when the FY resets. We have been moving toward these changes in guidelines for a while. We will no longer reimburse for physical trophies, awards, and/or plaques. If an award is being given, it needs to be in a different format than a physical award. We all know what it's like when our archives accumulate these things. We will also no longer reimburse for paper handouts (at workshops, etc.) -- these will be electronic/digital only. We haven't typically reimbursed for alcohol, room service at events, etc., but these things are more specifically called out in the guidelines now. We will publish these changes in advance of the July 1 effective date.

**Parliamentarian:** Nothing to add

#### **IV. Advisory Positions**

**Historian:** Nothing to add.

**Archivist:** Absent.

**Web Team:** Scholarship page has been updated on the website. The Becker Award page will be updated and online soon. Keep an eye on your section of the website and let the Web Team know if you have updates.

**RAAC:** Absent.

#### **V. Old Business**

**Ad Hoc Advocacy Committee:** The committee has finalized a draft report on where we should allocate our advocacy funding and attention. The main points are as follows:

1. Archival holdings should be made available to researchers and the public in accordance with professionally developed best practices.
2. Adequate funding and support should be provided for archives staff, facilities, and collections.

3. Ethical labor practices should be adhered to, including adequate pay and institutional support for professional development.
4. Archivists and archives staff should be an integral part of an institution's decision making processes, especially in regard to stewardship of collections.

Is there text anywhere where we talk about where the organization is going with regards to Advocacy? The committee's goal was to develop the position statement first, as a way to ground and guide our advocacy work. Once this is approved by Steering, the group will create an outline of actions we will take if a violation of our advocacy guidelines is identified somewhere in the region. The idea is that, if we are going to be more active in our advocacy efforts (instead of relying on NCH to do it for us), we want to be able to point to our ethics and values when we take these actions on behalf of the membership.

The committee is deciding who will be responsible for making decisions when it comes to requests for advocacy work. Should it be Exec? Steering? A new standing advocacy committee within Steering? We want to be able to balance a deliberative process with being able to respond quickly to events as they arise. Current thinking is that Exec drafts the letter or executes the action we decide to take, but that we have a more open process for evaluating the actions to which we are responding. Something to vote on at future meetings.

**Disaster Relief Committee Updates:** We have a disaster relief fund that we can use to assist archives in the MARAC region that are affected by floods, fires, etc. We assembled a committee to ensure the language, policies, etc. related to the disaster relief fund are as effective as they could be. We don't currently have an efficient policy for accepting, evaluating, and approving applications to the fund; as disaster risk rises, we expect more requests in the future and want to be prepared.

Developing a rubric to evaluate applications against. Updating language on the website to make things clearer. Future steps include refining the rubric and presenting it to Steering for a vote, to be held as soon as the next Steering meeting (although e-mail conversation about it may happen sooner if it's ready).

**Operations Manual updates:** Thanks to everyone who has reviewed their sections of the Operations Manual so far. Committees who have submitted updates to their documentation in the private Operations Manual on Google Drive have had their updates reviewed by the Secretary (and, when appropriate, by the MARAC Administrator).

## **VI. New Business**

**Strategic Plan progress spreadsheet:** Ali prepared an instrument for measuring progress on the MARAC strategic plan. Request for committee chairs to take a look at the spreadsheet, especially those tasks assigned to them specifically, and try to give an update on their tasks by May. Consensus was that it's a good tool for keeping tabs on progress and making sure that groups are on task. Also available in the combined report.

<https://docs.google.com/spreadsheets/d/1fmfVva19xiGZMGpXuHnwfK15uZyl17yP/edit?gid=1701257959#gid=1701257959>

A good way to both track progress and note tasks that we were either too ambitious on setting and need to re-evaluate timelines, or tasks that were too easy and need some stretch goals added.

One of the things that came to light when reviewing it is that we have not charged the Meeting Accessibility Task Force. Ali would like to do that today. Mary Mannix will take the lead on it and has a couple of volunteers from MCC already. More volunteers (especially from outside MCC) are welcome! They have been reaching out to other organizations to determine how they are accommodating accessibility requests and needs, and how they are funding those services. Tara Wink offered to assist from a D&I perspective, either herself or someone on the committee.

**Call for Volunteers:** We are preparing a letter to send out to the membership. We are also going to put out another call for the development coordinator position. Revising the language for the job description; Amanda May is helping us with that. We will be putting out many calls for committee volunteers through many distribution channels. Anyone with questions should feel free to reach out.

**Service Awards:** We give out service awards at the in-person meetings (it's too difficult to coordinate virtually). We have a backlog of service awards to present at the Harrisburg meeting in May. We also don't have the process documented very well; Mary is updating the documentation on Service Awards and will include those updates in the Operations Manual in the future. We want to document both the process and the breadth of MARAC service that can be honored with the award. There are people who receive awards as a matter of course -- LAC and PC chairs and co-chairs, long-time MCC members, people who serve in Steering capacities for a long time. Lauren Brown remembers a lot of people who haven't received service awards that should be considered. He also called out MAA editors as people who haven't typically been awarded that could be considered.

**Nominations:** Lauren nominated Missy Nerino for a service award for her service as MAA editor. Zach Hottel nominated Lorna Loring for her service as VA caucus rep in Steve Bookman's absence this year. Colleen Bradley-Sanders nominated Elizabeth Wilkinson for her service as workshop coordinator. Deb Schiff nominated Tara Maharjan for her work as NJ Caucus rep and on getting the Becker Award off the ground. Zach and Grace nominated Lori Hostuttler for her longtime service as WV caucus rep.

The rest of the list:

- Brian Keough: Chair Local Arrangements Committee, Saratoga Springs – Meetings Coordinating Committee
- Amanda Koss May: Co-Chair of the Program Committee, Saratoga Springs – Meetings Coordinating Committee
- Josette Schluter: Co-Chair of the Program Committee, Saratoga Springs – Meetings Coordinating Committee
- Rayna Andrews: Chair of the Diversity and Inclusion Committee/Symposium – Meetings Coordinating Committee and Executive Committee
- Colleen McFarland: Rademaker Co-Chair of the Virtual Arrangements Committee – Meetings Coordinating Committee

- Scott Keefer: Co-Chair of the Virtual Arrangements Committee – Meetings Coordinating Committee
- Megan Craynon: Co-Chair of the Virtual Program Committee – Meetings Coordinating Committee
- Hillary Kativa: Co-Chair of the Virtual Program Committee – Meetings Coordinating Committee
- Jan Zastrow: MARAC Liaison to the National Coalition of History 2009-2024 – Executive Committee

Who has the responsibility for tracking everyone that has received Service Awards? It's documented in the minutes for steering and business meetings, but not in a single place. Consensus is that the MARAC Historian should be responsible for this. Meeting awards are signed by the chair and the MCC; we'll keep that practice.

A motion was made to vote on the entire slate of service award nominees; Steering voted unanimously to accept it. The above individuals will be awarded Service Awards at the Harrisburg meeting. Nominees for additional service awards may be made until the end of April.

**Harrisburg meeting:** It's coming up. Still working out space for the meeting. The program will be out after Sara returns from vacation. (D&I needs to see it before that, if the program block is finalized, so they can vote on the diversity scholarship.) Book your rooms soon so that Mary doesn't have to worry about making room block.

## **VII. Standing and Operational Committee Reports**

**Awards:** The Becker Award info will be up very soon. Please share when the award is published. We hope to get lots of applications! Call for applicants goes out in the next couple of weeks, we plan to award it end of March so that people may use it for Harrisburg if they want. TBD on whether the funds are paid out this FY or next, depends on when people submit reimbursement. Do we think Ron Becker will want to attend? Could be difficult because he lives in Florida and we don't have spare rooms. If he does we could figure something out, maybe.

**Communications:** Nothing to add.

**D&I:** Out of abundance of caution, individual names of D&I committee members have been removed from the website and the reports. (These names are also published in the MAA; should we remove them there as well? Missy will look into that with Dickinson. Amy says funds are available to do so if we need to.) If there are any questions about who is working on D&I activities, ask Tara. The D&I resources list has been completed; it's not quite ready to go on the website but if you'd like to see the document, Tara will send you the link. The resource list is less focused on readings and more focused on advocacy and support organizations.

As leadership, we need to communicate to MARAC membership that we still value diversity and inclusion as an organization, and need to express that through our services and the programming that we offer. Is this something we should make a public statement about, to make it overtly clear to membership? Zach suggested that when we send the resources list out to membership, stress that the

D&I committee is still active and engaged with the work despite the membership no longer being publicly available. Highlight that bridge membership is available for people who are underemployed or unemployed. Would be good to get this message out next week before MARAC messaging starts to become focused on the spring conference.

There was some discussion of ways we could help MARAC members that may be affected by transitional changes that happen in the future. Deb proposed an "adopt-a-member" program, in the event that people are unable to maintain their membership if they lose their position and can't maintain their membership dues.

**Education:** Nothing to add.

**Membership:** Nothing to add.

**Nominations and Elections:** Reminder to vote in the election by midnight February 6. Members must be active and in good standing as of January 17 (one week before ballots open) to be eligible to vote in elections. For next year we will send out reminders about that rule.

#### **VIII. State Caucus updates**

**Delaware:** Nothing to add.

**District of Columbia:** DC Caucus Conversation happened Wednesday; they had 85 attendees and the program was very well received.

**Maryland:** Nothing to add.

**New Jersey:** Nothing to add.

**New York:** Nothing to add.

**Pennsylvania:** Nothing to add. Congratulations to Isaac on his new job at the Carnegie Library of Pittsburgh!

**Virginia:** Nothing to add. Welcome back, Steve!

**West Virginia:** Nothing to add.

#### **IX. Adjournment**

The meeting was adjourned at 11:03am.