

STEERING COMMITTEE
January 31, 2025 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. November 8, 2024 Steering Committee Minutes

III. Officer's Reports (15 min)

- 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)

V. Old Business (30 min)

- A Ad Hoc Advocacy Committee Update (Zach Hottel)
- B. Disaster Relief Committee Updates (Dyani Feige)
- C. Operations Manual Updates (Kevin Clair)

VI. New Business (30 min)

- A. [Strategic Plan progress spreadsheet](#) (Ali Zawoyski)
- B. Meetings Accessibility Task Force (Ali Zawoyski/Mary Mannix)
- C. Call for Volunteers (Zach Hottel/Ali Zawoyski)
- D. Service Awards at Harrisburg (Mary Mannix/Ali Zawoyski)
- E. Upcoming Meeting: (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/Steve Bookman)
- H. West Virginia (Grace Musgrave)

IX. Adjournment

MARAC

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1/17/2024

To: MARAC Steering Committee Members

From: Ali Zawoyski

Chair's Report

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

1. Introduced the Plenary Speaker and led the Business Meeting during the Fall 2024 Virtual Conference.
2. Attended the Pennsylvania Caucus meeting in November.
3. Attended check-in meetings for the Spring 2025 Harrisburg Conference in November, December, and January.
4. Met with the Ad Hoc Disaster Relief Committee in November and January to discuss updating procedures for awarding funds.
5. Met with members of the Executive Committee, the Diversity & Inclusion Committee, and the Mentoring Subcommittee of Membership to discuss new messaging to communicate the full scope of benefits and resources available to MARAC members.
6. Submitted the Chair's column for the Winter 2025 Mid-Atlantic Archivist.
7. Attended the Meetings Coordinating Committee meeting in December.
8. Scheduled and hosted the January Executive Committee Meeting and created a spreadsheet for Committee Chairs to track progress on the Strategic Plan.
9. Met with Chair-Elect Zach Hottel and Sara Predmore to discuss the Committee appointment process.
10. Discussed the Spring Steering Committee Meeting dinner with Harrisburg Local Arrangements Committee leaders and the Executive Committee.

Respectfully submitted,

Ali Zawoyski, Chair 2024-2025

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To: MARAC STEERING COMMITTEE
From: SARA PREDMORE, MARAC ADMINISTRATOR
Date: J a n u a r y 3 1 , 2 0 2 5 – Zoom meeting
Re: ADMINISTRATOR’S REPORT

Membership Statistics

There were 840 active members (as of January 15, 2025):
 Regular Members: 667
 Bridge members: 41
 Retired Members: 62
 Student Members: 70

Membership Statistics Comparison

Member Type	2023 (as of 1/15/23)	2024 (as of 1/15/2024)	2025 (as of 1/15/2025)	% change 2024-2025
Regular	733	754	667	-11.54%
Bridge	0	0	41	
Retired	64	64	62	-3.13%
Student	66	68	70	2.94%
Total	863	886	840	-5.19%

State Caucus Membership Statistics Comparison

Caucus	2023 (as of 1/15/23)	2024 (as of 1/15/24)	2025 (as of 1/15/25)
DC	165	137	130
Delaware	34	43	38
Maryland	219	189	173
New Jersey	110	121	105
New York	181	181	164
Pennsylvania	178	190	192
Virginia	149	154	156
West Virginia	16	16	18

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 1/15/25)

Month	2022-2023	2023-2024	2024-2025
November	5	5	15
December	5	4	5
January	4	3	4
Total	14	12	24

ADDITIONAL INFORMATION

Dickinson File Transfer: Continuing to update and sort MARAC files currently stored on Dickinson’s network and transfer them to Dickinson’s cloud-based storage. This does not affect MARAC files on the Google drive.

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 virtual conference, no longer printing paper copies of conference programs for archives.
- Awards: Distributed calls for Finding Aids and Distinguished Service Award. Processed Graduate Scholarship winner’s complimentary membership.
- Caucus Representatives: Provided monthly list of new members
- Communications: Processed advertiser renewals
- Diversity and Inclusion: Participated in outreach discussions, removed committee members’ names from webpage
- Education: Distributed messages for January Caucus Conversation
- Executive Committee: Provided background information about Disaster Relief Ad-hoc Committee and Service Awards. Offered draft for Chair’s new year message. Discussed need for an organizational document retention policy and workflow
- Finance: Provided reports on monthly deposits, donations, and final registration revenue for virtual conference
- MCC: Responded to inquiries during virtual conference and posted recorded sessions on YouTube. Met to discuss symposium after Harrisburg.
- Membership: Met with Co-Chairs to review “Meeting Match” procedures for Harrisburg Meeting
- Nominations and Elections: Assembled ballot and distributed election opening announcement on January 21st. Election runs from January 24 through Feb 6. Members received link to electronic ElectionBuddy ballot on January 24th.
- Web Team: Met with Web Team Co-Chairs to discuss website structure and documentation.
 - Added listserv instructions to “Contact” page
 - Added links to Membership page to other pages about membership benefits
 - Deleted outdated pdfs and images from backside
 - Reorganized media folders

Spring 2025 Virtual Conference: 17 vendors and 4 sponsors registered. Program and registration to be announced week of February 17th.

Upcoming Tasks:

- Heavy work for Harrisburg Conference

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**Chair-Elect Report
Steering Committee Meeting
January 31, 2025**

1. Hosted two meetings and conducted regular correspondence with the MARAC Ad-Hoc Advocacy Committee.
2. Attended the MARAC Executive Committee meeting on January 6, 2025
3. Participated in transition related Zoom calls with Chair Ali Zawoyski and MARAC Administrator Sara Predmore.
4. Worked with temporary Virginia Caucus representative Lorna Lorning and Virginia Caucus Representative Steven Bookman during his return to the position after a medical absence.
5. 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
31 January 2025
Submitted by Mary K. Mannix, Meeting Coordinator

1) Upcoming Meeting:

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.)

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)

2) Future Meetings:

- a) Fall 2025 Symposium on Sustainability (Hopefully with Eira Tansey of Memory Rising)**

No update

- b) Spring 2026 – Richmond, VA (contract signed on 30 January 2025)**

When: 30 April 2026 – 2 May 2026

Hotel: 100 South 12th Street, Richmond, Virginia, 23219

Room Rate: \$185

Food and Beverage Minimum: \$18,000 (does not include taxes, fees, etc.)

Local Arrangements Committee Co-Chairs: To be named.

Program Committee Co-Chairs: To be named.

Meetings Coordinating Committee

31 January 2025

Page 2

3) Service Awards:

a) To Be Presented in Harrisburg:

There has been some confusion and inconsistency over the last couple of years about the nominating and presentation of Service Awards. To make sure we are all on “the same page”, these are the awards, if approved on by Steering, to be presented at Harrisburg. Those for Saratoga Springs (SS) have already been voted on, others are new nominations. For consistency and documentation, the following are being presented for a vote from Steering. Please note the position(s) held, for which they are being nominated, and which Committee nominated them.

Brian Keough	Chair Local Arrangements Committee, SS -- MCC
Amanda May	Co-Chair of the Program Committee, SS -- MCC
Josette Schluter	Co-Chair of the Program Committee, SS -- MCC Chair of the Diversity and Inclusion Committee/Symposium –MCC and Executive Committee
Rayna Andrews	Co-Chair of the Virtual Arrangements Committee -- MCC
Colleen McFarland Rademaker	Co-Chair of the Virtual Arrangements Committee -- MCC
Scott Keefer	Co-Chair of the Virtual Program Committee --MCC
Megan Craynon	Co-Chair of the Virtual Program Committee -- MCC
Hillary Kativa	MARAC Liaison to the National Coalition of History 2009-2024 – Executive Committee
Jan Zastrow	

b) Draft for Operations Manual

Service awards (a symbolic paper certificate) are given to individuals to recognize excellent work done for MARAC. They serve as a formal, public “Thank You” from the organization. They can assist members who need to report their professional service to supervisors or administrators. Paper awards have helped members to document their service for tenure reviews.

Often, they are presented to people in unelected positions, such as serving as LAC\VAC or PC Co-chairs, or for doing outstanding work for these committees. They are also frequently given to individuals in elected positions at the end of their term of office. It should not be assumed that every elected individual will automatically receive a Service Award at the end of their term.

Meetings Coordinating Committee
31 January 2025
Page 3

The awards are presented at the Membership Meeting (formally referred to as the Business Meeting) in-person conferences though they may be announced at Virtual Conferences. The Meetings Coordinator, if in attendance, presents the awards to individuals who worked on conferences and symposiums. The Chair or Vice Chair, if in attendance, would normally present all other awards unless there was an overwhelming logical reason for another member of Steering to present it.

Service awards are created/printed by the MARAC Administrator. Those awards relating to meeting planning on signed by the Meetings Coordinator. Others are signed by the Chair.

If the awardee is not in attendance, they are mailed to the awardee by the MARAC Administrator.

Names for individuals are brought forward to the Steering Committee for a vote. The Meetings Coordinator nominates those qualified individuals who have worked on meetings. Any Steering Committee member can nominate someone for a Service Award.

One does not have to be a MARAC member to receive a Service Award. [Aside: Thought Service Awards were presented to two non-members who coordinated the food at Harrisonburg, but they are not listed.]

- c) For context, please find following the 2019-2024 Awardees.
 (Thank you, Sara, for your assistance.)

Year	Meeting Given	Name	Recognition	Meeting
2019	Fall	Danielle Emerling	Co-Chair of the Local Arrangements Committee	for the Spring 2019 Meeting held in Morgantown, West Virginia
2019	Fall	Lori Hostuttler	Co-Chair of the Local Arrangements Committee	for the Spring 2019 Meeting held in Morgantown, West Virginia
2019	Fall	Jane LaBarbara	Co-Chair of the Local Arrangements Committee	for the Spring 2019 Meeting held in Morgantown, West Virginia
2019	Fall	Marie Elia	Co-Chair of the Program Committee	for the Spring 2019 Meeting held in Morgantown, West Virginia
2019	Fall	Elizabeth Scott	Co-Chair of the Program Committee	for the Spring 2019 Meeting held in Morgantown, West Virginia
2019	Fall	Becky Collier	MARAC Chair 2018-2019	
2019	Fall	Margaret Kidd	Member-at-Large 2018-2019	for extensive work on the Operations Manual
2019	Fall	Brian Keough	Technology Coordinator 2017-2019	
2019	Fall	David Ranzan	Vendor Coordinator 2016-2019	
2021	Fall	Tara Wink	Co-Chair of the Local Arrangements Committee	for the Fall 2019 Meeting held in Cambridge, Maryland
2021	Fall	Lindsey Loeper	Co-Chair of the Local Arrangements Committee	for the Fall 2019 Meeting held in Cambridge, Maryland

Meetings Coordinating Committee
31 January 2025
Page 4

2021	Fall	John LeGloahec	Co-Chair of the Program Committee	for the Fall 2019 Meeting held in Cambridge, Maryland
2021	Fall	Julia Corrin	Co-Chair of the Program Committee	for the Fall 2019 Meeting held in Cambridge, Maryland
2021	Fall	Kate Morris	Co-Chair of the Local Arrangements Committee	for the Spring 2020 Meeting planned for Harrisonburg, Virginia
2021	Fall	Tiffany Cole	Co-Chair of the Local Arrangements Committee	for the Spring 2020 Meeting planned for Harrisonburg, Virginia
2021	Fall	Sara Roth-Mullet	Co-Chair of the Local Arrangements Committee	for the Spring 2020 Meeting planned for Harrisonburg, Virginia
2021	Fall	Tara Maharjan	Co-Chair of the Local Arrangements Committee	for the Fall 2020 Meeting planned for Long Branch, New Jersey
2021	Fall	Melissa Ziobro	Co-Chair of the Local Arrangements Committee	for the Fall 2020 Meeting planned for Long Branch, New Jersey
2021	Fall	Don Cornelius	Co-Chair of the Program Committee	for the Fall 2020 Meeting planned for Long Branch, New Jersey
2021	Fall	Alan DeLozier	Co-Chair of the Program Committee	for the Fall 2020 Meeting planned for Long Branch, New Jersey
2021	Fall	Deb Schiff	Co-Chair of the Virtual Arrangements Committee	for the Spring 2021 Virtual Meeting
2021	Fall	John Zarillo	Co-Chair of the Virtual Arrangements Committee	for the Spring 2021 Virtual Meeting
2021	Fall	Elizabeth Novara	Co-Chair of the Program Committee	for the Spring 2021 Virtual Meeting
2021	Fall	Vincent Novara	Co-Chair of the Program Committee	for the Spring 2021 Virtual Meeting
2021	Fall	Tara Maharjan	Co-Chair of Poster Presentations	for the Spring 2021 Virtual Meeting
2021	Fall	Melissa Ziobro	Co-Chair of Poster Presentations	for the Spring 2021 Virtual Meeting
2021	Fall	Rachel Grove Rohrbaugh	MARAC Chair 2019-2020	
2021	Fall	Jennie Levine Knies	MARAC Chair 2020-2021	
2021	Fall	Josue Hurtado	Chair of Diversity and Inclusion Committee 2018-2021	
2021	Fall	Jodi Boyle	Mid-Atlantic Archivist Editor 2015-2021	
2021	Fall	Hillary Kativa	Co-Chair Meeting Model Task Force	
2021	Fall	Elizabeth Scott	Co-Chair Meeting Model Task Force	
2021	Fall	Sara Borden	Chair Membership Committee 2015-2021	

Meetings Coordinating Committee

31 January 2025

Page 5

2021	Fall	Caitlin Rizzo	MARAC Secretary 2019-2021	
2022	Spring	Cindy Bendroth	Co-Chair of the Local Arrangements Committee	for the Fall 2021 Meeting held in Gettysburg, PA
2022	Spring	Scott Keefer	Co-Chair of the Local Arrangements Committee	for the Fall 2021 Meeting held in Gettysburg, PA
2022	Spring	Rachel Grove Rohrbaugh	Co-Chair of the Program Committee	for the Fall 2021 Meeting held in Gettysburg, PA
2022	Spring	Rejoice Scherry	Co-Chair of the Program Committee	for the Fall 2021 Meeting held in Gettysburg, PA
2022	Fall	Kayla Heslin	Co-Chair of the Local Arrangements Committee	for the Spring 2022 Meeting held in Harrisonburg, VA
2022	Fall	Alissa Zawoyski	Co-Chair of the Local Arrangements Committee	for the Spring 2022 Meeting held in Harrisonburg, VA
2022	Fall	Sheridan Sayles	Co-Chair of the Program Committee	for the Spring 2022 Meeting held in Harrisonburg, VA
2022	Fall	Tyler Stump	Co-Chair of the Program Committee	for the Spring 2022 Meeting held in Harrisonburg, VA
2022	Fall	Tara Wink	MARAC Chair 2021-2022	
2022	Fall	Amanda May	MARAC Treasurer 2018-2022	
2022	Fall	Paige Newman	MARAC Education Chair 2017-2021	
2023	Fall	Becky Collier	Co-Chair of the Local Arrangements Committee	for the Fall 2022 Meeting held in College Park, MD
2023	Fall	Mark Coulbourne	Co-Chair of the Local Arrangements Committee	for the Fall 2022 Meeting held in College Park, MD
2023	Fall	Sharmila Bhatia	Co-Chair of the Program Committee	for the Fall 2022 Meeting held in College Park, MD
2023	Fall	Danna Bell	Co-Chair of the Program Committee	for the Fall 2022 Meeting held in College Park, MD
2023	Fall	Lauren Brown	Tri-Chair of the 50th Anniversary Committee	for the Fall 2022 Meeting held in College Park, MD
2023	Fall	John LeGloahec	Tri-Chair of the 50th Anniversary Committee	for the Fall 2022 Meeting held in College Park, MD
2023	Fall	Alexandra Plante	Tri-Chair of the 50th Anniversary Committee	for the Fall 2022 Meeting held in College Park, MD
2023	Fall	Deb Schiff	Co-Chair of the Virtual Arrangements Committee	for the Spring 2023 Virtual Meeting
2023	Fall	John Zarrillo	Co-Chair of the Virtual Arrangements Committee	for the Spring 2023 Virtual Meeting
2023	Fall	Tara Maharjan	Co-Chair of the Program Committee	for the Spring 2023 Virtual Meeting
2023	Fall	Kerri Anne Burke	Co-Chair of the Program Committee	for the Spring 2023 Virtual Meeting

Meetings Coordinating Committee
31 January 2025
Page 6

2023	Fall	Sara Borden	MARAC Chair 2022-2023	
2023	Fall	Sarah Ponichtera	MARAC Secretary 2021-2022	
2024	Fall	Jessica L. Webster	MARAC Chair 2023-2024	

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2025 January 24

Below are the activities of the MARAC Secretary for the period preceding the Winter 2025 meeting of the Steering Committee.

I worked with Sara Predmore to coordinate revisions to the MARAC Operations Manual among the committee chairs and co-chairs. Each committee is reviewing their procedures and timelines, making any necessary revisions to accurately reflect their work. These revisions are being staged in the private Operations Manual on Google Drive, where I will read them over and ask any clarifying questions we may have to ensure the Operations Manual is accurate for future chairs. These will then be migrated to the public Operations Manual and revision statements will be added to our documentation.

Final minutes for the spring business meeting and the August Steering Committee meeting were uploaded to the MARAC Google Drive. The draft minutes from the November Steering Committee meeting were uploaded to the MARAC Google Drive and circulated among the Steering Committee for review and approval.

Respectfully submitted,

Kevin M. Clair

Kevin M. Clair
MARAC Secretary

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January 23, 2025

**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 Winter 2025 Steering meeting to be held virtually on January 31, 2025.

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

- The income is from membership dues; conference registration, vendors, and sponsors; publication advertising; publication sales; off-meeting workshops; bank interest; and individual donations.
- Expenses are from Administrator salary and phone; web service fees; advocacy; insurance premiums; conference-related printing/design and postage; expenses related to the Fall conference; awards; gift for the Administrator; and banking fees.
- Expenditures from restricted funds were for the Fall Conference D&I session award (free virtual attendance) and the Graduate Student Scholarship. No Finch Award was given.
- The quarter ended with a net gain of \$22,310.60, because of the excellent virtual conference results. The net gain for the year to date is an impressive \$37,244.98.

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

- PNC CD: 4.3%
- Vanguard Bonds: (-0.40%)
- PNC Savings Account: 0.01%

3. The Fall 2024 virtual conference report is the second attachment. Our surplus was \$12,825! We had excellent turnout with 513 attendees, many from outside our region. I want to highlight the generosity of 89 attendees who paid an additional \$10 to support student participation.

4. Finance recently completed a periodic review and revision of the Expense Guidelines available on our website. While no vote is required, I wanted to bring these updates to your attention (third attachment). The revisions will be effective July 1.

FY 2025, 2nd Quarter (October 1, 2024 to December 31, 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	\$46,500.00	\$26,499.00	\$6,144.00			\$32,643.00	70%
Conference Registration	\$51,500.00	\$1,500.00	\$15,190.00			\$16,690.00	32%
Conference Vendors	\$13,000.00	\$2,000.00	\$6,600.00			\$8,600.00	66%
Conference Sponsorship	\$5,000.00	\$950.00	\$950.00			\$1,900.00	38%
Publication Advertising	\$1,500.00	\$360.00	\$1,256.00			\$1,616.00	108%
Publication Sales	\$400.00	\$90.00	\$135.00			\$225.00	56%
VA Caucus Event	\$500.00	\$25.00	\$0.00			\$25.00	5%
Off-Meeting Workshops	\$7,000.00	\$850.00	\$100.00			\$950.00	14%
Bank Interest	\$1,300.00	\$683.72	\$679.08			\$1,362.80	105%
Investment Interest	\$2,000.00	\$3,151.20	(\$371.96)			\$2,779.24	139%
Gifts to Operations	\$800.00	\$306.00	\$40.00			\$346.00	43%
Miscellaneous	\$0.00	\$0.00	\$0.00			\$0.00	0%
Total Income	\$129,500.00	\$36,414.92	\$30,722.12	\$0.00	\$0.00	\$67,137.04	52%
EXPENSES							
Administrator	\$22,000.00	\$5,059.01	\$4,058.24			\$9,117.25	41%
Web Services	\$9,125.00	\$8,357.92	\$111.30			\$8,469.22	93%
Archivist	\$1,000.00	\$0.00	\$0.00			\$0.00	0%
Accountant	\$3,300.00	\$0.00	\$0.00			\$0.00	0%
Advocacy	\$1,800.00	\$0.00	\$500.00			\$500.00	28%
Insurance Policy	\$1,800.00	\$0.00	\$387.50			\$387.50	22%
Phone	\$600.00	\$150.58	\$150.74			\$301.32	50%
Postage	\$300.00	\$14.10	\$73.33			\$87.43	29%
Office Supplies	\$125.00	\$0.00	\$0.00			\$0.00	0%
Food	\$3,100.00	\$0.00	\$0.00			\$0.00	0%
Travel	\$650.00	\$0.00	\$0.00			\$0.00	0%
Equipment	\$750.00	\$0.00	\$0.00			\$0.00	0%
Printing and Design	\$3,600.00	\$327.86	\$346.95			\$674.81	19%
Conference	\$68,150.00	\$5,305.63	\$500.00			\$5,805.63	9%
Lodging	\$900.00	\$0.00	\$0.00			\$0.00	0%
Honoraria	\$3,000.00	\$500.00	\$250.00			\$750.00	25%
Awards and Prizes	\$1,900.00	\$67.25	\$300.00			\$367.25	19%
VA Caucus Event	\$500.00	\$0.00	\$0.00			\$0.00	0%
Banking Fees	\$6,400.00	\$1,698.19	\$1,534.46			\$3,232.65	51%
Investments	\$0.00	\$0.00	\$0.00			\$0.00	0%
Miscellaneous	\$500.00	\$0.00	\$199.00			\$199.00	40%
Total Expenses	\$129,500.00	\$21,480.54	\$8,411.52	\$0.00	\$0.00	\$29,892.06	23%
Net Income or (Loss)		\$14,934.38	\$22,310.60	\$0.00	\$0.00	\$37,244.98	

<u>Account Balances</u>		<u>Opening</u>	<u>Credits</u>	<u>Debits</u>	<u>Closing</u>
PNC Checking	\$111,450.59	Operating	\$14,934.38	(\$8,411.52)	\$37,244.98
PNC Savings	\$79,405.79	Restricted	\$138,876.13	(\$1,090.00)	\$138,434.13
Vanguard Bonds	\$92,405.84	Reserve	\$45,325.00	\$0.00	\$45,325.00
Total	\$283,262.22	Surplus	\$62,258.11	\$0.00	\$62,258.11
		Totals	\$261,393.62	\$31,370.12	\$283,262.22

Summary - Second Quarter FY 2025

Opening Balance	\$261,393.62
Total Income	\$31,370.12
Total Expenses	(\$9,501.52)
Closing Balance	\$283,262.22

<u>Restricted Funds</u>		<u>Opening</u>	<u>New Gifts</u>	<u>Spending</u>	<u>Closing</u>
PNC Savings	\$46,028.29	Disaster Assist.	\$20,797.00	\$0.00	\$20,830.00
Vanguard Bonds	\$92,405.84	Education	\$102,917.51	(\$60.00)	\$103,427.51
Total	\$138,434.13	Graduate Schol	\$10,285.62	(\$1,030.00)	\$9,280.62
		Finch Award	\$4,876.00	\$0.00	\$4,896.00
		Total	\$138,876.13	(\$1,090.00)	\$138,434.13

FY 2025, 2nd Quarter (October 1, 2024 to December 31, 2024)

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VA Caucus Event	\$500.00	\$25.00	\$0.00			\$25.00	5%
Off-Meeting Workshops	\$7,000.00	\$850.00	\$100.00			\$950.00	14%
Bank Interest	\$1,300.00	\$683.72	\$679.08			\$1,362.80	105%
Investment Interest	\$2,000.00	\$3,151.20	(\$371.96)			\$2,779.24	139%
Gifts to Operations	\$800.00	\$306.00	\$40.00			\$346.00	43%
Miscellaneous	\$0.00	\$0.00	\$0.00			\$0.00	0%
Total Income	\$129,500.00	\$36,414.92	\$30,722.12	\$0.00	\$0.00	\$67,137.04	52%
EXPENSES							
Administrator	\$10,700.00	\$8,744.46	\$197.83			\$8,942.29	84%
Executive Officers	\$26,700.00	\$5,059.01	\$5,144.74			\$10,203.75	38%
Caucus Funds	\$2,400.00	\$67.25	\$100.00			\$167.25	7%
Steering	\$1,100.00	\$0.00	\$0.00			\$0.00	0%
Communications	\$3,550.00	\$0.00	\$373.19			\$373.19	11%
Education	\$2,750.00	\$500.00	\$150.00			\$650.00	24%
Diversity and Inclusion	\$200.00	\$0.00	\$0.00			\$0.00	0%
Meetings Coordinating	\$600.00	\$0.00	\$0.00			\$0.00	0%
Finance	\$10,100.00	\$1,804.19	\$1,645.76			\$3,449.95	34%
Membership	\$1,200.00	\$0.00	\$0.00			\$0.00	0%
Nominating	\$0.00	\$0.00	\$0.00			\$0.00	0%
Finding Aids	\$500.00	\$0.00	\$0.00			\$0.00	0%
Custer and Finch	\$650.00	\$0.00	\$300.00			\$300.00	46%
Distinguished Service	\$400.00	\$0.00	\$0.00			\$0.00	0%
VA Caucus Event	\$500.00	\$0.00	\$0.00			\$0.00	0%
Fall Conference (LAC)	\$8,150.00	\$1,272.00	\$500.00			\$1,772.00	22%
Spring Conference (LAC)	\$60,000.00	\$4,033.63	\$0.00			\$4,033.63	7%
Total Expenses	\$129,500.00	\$21,480.54	\$8,411.52	\$0.00	\$0.00	\$29,892.06	23%
Net Income or (Loss)		\$14,934.38	\$22,310.60	\$0.00	\$0.00	\$37,244.98	

<u>Account Balances</u>		<u>Opening</u>	<u>Credits</u>	<u>Debits</u>	<u>Closing</u>	
PNC Checking	\$111,450.59	Operating	\$14,934.38	(\$8,411.52)	\$37,244.98	
PNC Savings	\$79,405.79	Restricted	\$138,876.13	(\$1,090.00)	\$138,434.13	
Vanguard Bonds	\$92,405.84	Reserve	\$45,325.00	\$0.00	\$45,325.00	
Total	\$283,262.22	Surplus	\$62,258.11	\$0.00	\$62,258.11	
		Totals	\$261,393.62	\$31,370.12	(\$9,501.52)	\$283,262.22

Summary - Second Quarter FY 2025

Opening Balance	\$261,393.62
Total Income	\$31,370.12
Total Expenses	(\$9,501.52)
Closing Balance	\$283,262.22

<u>Restricted Funds</u>		<u>Opening</u>	<u>New Gifts</u>	<u>Spending</u>	<u>Closing</u>
PNC Savings	\$46,028.29	Disaster Assist.	\$20,797.00	\$0.00	\$20,830.00
Vanguard Bonds	\$92,405.84	Education	\$102,917.51	(\$60.00)	\$103,427.51
Total	\$138,434.13	Graduate Schol	\$10,285.62	(\$1,030.00)	\$9,280.62
		Finch Award	\$4,876.00	\$0.00	\$4,896.00
		Total	\$138,876.13	(\$1,090.00)	\$138,434.13

MARAC MEETING REPORT**FALL 2024****VIRTUAL****Final Summary**

Category	Budgeted 500 Attendees	Total 513 Attendees
INCOME		
Registration Fees	\$15,600.00	\$16,710.00
Exhibitor Fees	\$2,800.00	\$3,150.00
Total Income	\$18,400.00	\$19,860.00
EXPENSES		
Administrative Services	\$5,000.00	\$5,000.00
Registration/Program	\$2,399.00	\$1,534.50
Session Costs/Plenary Speaker	\$750.00	\$500.00
Total Expenses	\$8,149.00	\$7,034.50
NET INCOME/NET GAIN	\$10,251.00	\$12,825.50

MARAC MEETING REPORT

FALL 2024

VIRTUAL

Income - FINAL

Category	Budgeted 500			Actual 513		
	Cost/Item	Attendees	Total	Cost/Item	Attendees	Total
INCOME						
Registration Fees						
Members	\$30.00	375	\$11,250.00	\$30.00	344	\$10,320.00
Nonmembers	\$50.00	75	\$3,750.00	\$50.00	107	\$5,350.00
Student Members	\$0.00	40	\$0.00	\$0.00	47	\$0.00
Student Nonmembers	\$10.00	10	\$100.00	\$10.00	15	\$150.00
Support Student Attendance	\$10.00	50	\$500.00	\$10.00	89	\$890.00
			(excluded from Attendee count)			
Total Registration Fees		500	\$15,600.00		513	\$16,710.00
Exhibitor Fees						
Standard Package	\$300.00	2	\$600.00	\$300.00	0	\$0.00
Premium Package	\$400.00	4	\$1,600.00	\$400.00	5	\$2,000.00
Session Sponsor	\$100.00	4	\$400.00	\$100.00	2	\$200.00
Plenary/Session Sponsor	\$200.00	0	\$0.00	\$200.00	4	\$800.00
Business Meeting Sponsor	\$150.00	0	\$0.00	\$150.00	1	\$150.00
Donations/Sponsorships	\$50.00	0	\$0.00	\$50.00	0	\$0.00
Program Ad Standalone Full	\$500.00	0	\$0.00	\$500.00	0	\$0.00
Program Ad Standalone Half	\$300.00	0	\$0.00	\$300.00	0	\$0.00
Program Ad Standalone Quarter	\$200.00	1	\$200.00	\$200.00	0	\$0.00
Total Exhibitor Fees			\$2,800.00			\$3,150.00
Total Income			\$18,400.00			\$19,860.00

MARAC MEETING REPORT

FALL 2024

VIRTUAL

Expenses - FINAL

Category	Budgeted 500			Actual 513		
	Cost/Item	Attendees	Total	Cost/Item	Attendees	Total
EXPENSES						
Administrative Services			\$5,000.00			\$5,000.00
Registration/Program						
Program Design/Print			\$400.00			\$262.50
Advertisement			\$0.00			\$0.00
Sched App			\$499.00			\$0.00
Live Captioning subscription (otter.ai)			\$200.00			\$0.00
Expanded Zoom subscription: includes scheduling and live transcription			\$1,300.00			\$1,272.00
Total Registration/Program Costs			\$2,399.00			\$1,534.50
Session Costs/Plenary Speakers						
Honoraria			\$500.00			\$500.00
Misc. Expenses			\$250.00			\$0.00
Total Session/Plenary Costs			\$750.00			\$500.00
Total Expenses			\$8,149.00			\$7,034.50

MARAC Expense Guidelines

Expense summaries and receipts must be submitted within 30 days of the expense through the [Expense Reimbursement Form](#). Email treasurer@marac.info with any questions.

Expenses must be in the interest of the MARAC business being conducted and not for the convenience of the person incurring the expense. MARAC does not offer a per diem.

Reimbursable costs, if related to event attendance:

- Meals (excludes alcohol), in line with IRS regulations
- Lodging
- Transportation
 - Mileage—IRS Charitable Rate \$0.14 per mile OR
 - Travel costs—transit, car service, rental car
- Reasonable and appropriate gratuities for the above 3 expenses
- Postage and shipping supplies (advanced approval required from treasurer)
- Copying services and printing (advanced approval required)
- Office supplies—paper and envelopes only (advanced approval required)
- Other approved costs for a conference or other event that have been paid by event organizers. Note: The Treasurer would prefer to pay these costs directly when possible; please attempt this first.

Non-reimbursable costs:

- Plaques, trophies, medals, and similar. Note: MARAC prefers to give out certificates and digital badges as proof of awards and prizes.
- Alcohol
- Optional hotel services such as on-demand content, minibar fees, laundry, and room service charges (although food may be reimbursed).

Committees, Travel Award Recipients, and Keynote Speakers

Costs are reimbursed from the budget line of the committee that incurred them. In addition to the definitions above, these individuals should refer to details provided in their respective committee manuals or award letters.

Workshop Instructors

For workshop instructors, conference travel reimbursement is capped at \$300 per instructor. For off-conference workshops, all travel expenses will be reimbursed.

Workshop instructors may also incur expenses for preparing course materials. Printing, binders, dividers, and other course supplies must be approved by the Education Committee Chair and built into the budget for the workshop. However, MARAC prefers that course materials be digital and will require it as of July 2025.

Conference workshops are built into the conference budget and come out of the Conferences budget line. Off-conference workshop expenses come out of the Education Committee budget line and should be offset by registration fees.

Caucuses

Caucuses must receive approval from the Finance Committee to utilize the Caucus Funds budget line. This promotes equitable use of the funding by ensuring each Caucus has access to it. Submit [Caucus Expense proposals](#) in advance of an event or expense. Caucus Representatives may be reimbursed for travel related to attending Caucus events.

Examples of Caucus expenses:

- Food costs for a picnic
- Speaker fees for a caucus-sponsored archival event
- An award honorarium for a historical research competition
- Admission fees for a museum tour

Steering Committee Members

Prior to 2020, the Steering Committee held in-person meetings in winter and summer that did not coincide with a conference. Reasonable expenses were reimbursed for those meetings. However, now these off-conference meetings are held virtually. Steering Committee members are not expected to incur expenses related to attending virtual Steering Committee meetings and therefore will not be reimbursed.

Conference Committees

Conference committees incur a wide array of expenses. All purchases must be built into the conference budget. If an unexpected cost arises, it must be approved by the Meetings Coordinator and Treasurer, who may also require approval by the Steering Committee if it exceeds \$500.

Conference expenses come from the Conference budget line. The Steering Committee dinner comes out of the Steering Committee budget line. The Member Meet and Greet event is supplemented by the Membership Committee budget line. Awards and scholarships come from a range of budget lines or restricted funds.



January 23, 2025

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, January 31, 2025

Parliamentarian Activities

The Parliamentarian has continued to advise on procedural matters at the request of the Executive Committee. Specific issues included a discussion about the business meeting for the upcoming Harrisburg meeting.

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

In November I provided Sara Predmore with some data about former MARAC officers in order to make more complete a MARAC officer database that Sara is maintaining. I also shared with others information about the significant service record of our late MARAC Chair, Danna Bell

Beyond this I have been continuing to work on various historian projects that have been described in prior reports.

Lauren Brown
MARAC Historian

MARAC Archivist Report

Steering Committee Meeting

Jan 31, 2025

MARAC Annual Stipend

On 12.16. 2024, I sent the invoice, "MARAC Annual Stipend | 2024" to Treasurer Amy Fitch.

Managing Conference Materials on the MARAC Website

I responded to a query from the Web Team about access to conference materials. UMDL's Electronic Records Archivist Amy Wickner was able to bulk download all of the programs (1972-2024) from the website. Currently, the content is stored on the University of Maryland Special Collections and University Archives LAN. Amy and I will work on an ingest schedule for preservation storage as well. If the materials are removed from the website before ingest, I can supply anyone with a pdf of a specific conference program.

I will audit the materials in DRUM to ensure each year includes all the available conference programs. My audit will conclude by March 2025.

MARAC Document Storage: Context for PastView platform Option Discussion

I responded to an inquiry about where/how/why the MAA is being stored. Currently MAA issues up to 2008 can be found on the [Internet Archive](#) (IA). After consulting with SCUA Associate Director & Head of the Access Team Catherine Mayfield, we determined that the best options for storage are among: continued use of the Internet Archives, adding a link to the MARAC finding aid directing researchers to the Internet Archives, or adding the collection to [UMD's Digital Collections](#). The least feasible but still possible option is to add the back issues to DRUM. I await a reply to my email to determine which option the team wants me to pursue or whether it was decided to adopt the PastView platform.

Ingest Timeline and Staffing Realities

Later this month, I will meet with the SCUA Access Team to generate a realistic ingest schedule for the MAA to the IA. I suspect this discussion will take several months. I will inform Sara Predmore of the outcome as requested--as well as provide updates in future reports.

Submitted by

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

January 31, 2025

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 - Is updating the menus on the MARAC website.
 - 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.
- Web Team chairs and Sara Predmore met to discuss website maintenance, including menu settings and display, as well as materials stored in the Memberclicks back end. We are working with Joni Jones Floyd to migrate some materials that are being stored in Memberclicks to UMDL and DRUM for long-term preservation and access. This will allow for more reliable preservation and access, as well as cleaning out Memberclicks to make website maintenance easier.
- The Web Team's audit of the MARAC website is complete. We are repairing broken links and other issues that we can correct independently, and we will contact committees for corrections requiring their input.

****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. Consider adding to your committee's Ops Manual that the committee should review their areas of the website and communicate issues to the Web Team annually or every two years.**

Respectfully submitted,
MARAC Web Team members

Regional Archival Associations Consortium Representative

January 2025 MARAC Steering Committee Report

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

Respectfully submitted,
Andrew Cassidy-Amstutz

MARAC

Mid-Atlantic Regional Archives Conference

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New York • Pennsylvania • Virginia • West Virginia

Ad-Hoc Advocacy Committee Steering Committee Report January 31, 2025

1. The ad-hoc committee on Advocacy met on January 7 2025 and conducted regular correspondence in the weeks before the meeting to finalize our draft position statement.
2. The committee finalized a position statement for review by MARAC Steering (see attachment). This position statement is designed to guide MARAC leadership and membership when making advocacy related decisions.
3. The committee discussed the process for members and organizations seeking MARAC letters of support and for leadership to determine when to submit letters and statements. The committee recommends the following process:
 - a. The MARAC advocacy page would list guidelines on submitting a request for a letter/position statement and a form for submitting such requests.
 - b. Requests for letters of support and position statements should be reviewed MARAC Steering Committee virtually and Steering should conduct a virtual vote on whether or not to submit a letter or position statement within a 1-2-week period after the request is submitted.
 - c. MARAC executive committee should be tasked with drafting and approving letters of support and position statements when requested.

Respectfully submitted,

Zachary Hottel
Chair-Elect