

STEERING COMMITTEE

May 1, 2025 at 6PM

Hilton Harrisburg, Harrisburg, Pennsylvania / Zoom

AGENDA

I. Call to Order (5 min)

- A. Introductions
- B. Approval of Agenda

II. Approval of Steering Committee Minutes (5 min)

- A. January 31, 2025 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. Disaster Relief Committee Update (Dyani Feige)
- B. Ad Hoc Advocacy Committee Update (Zach Hottel)
- C. [Strategic Plan progress spreadsheet](#) (Ali Zawoyski)

VI. New Business (30 min)

- A. Climate Change Working Group (Ali Zawoyski)
- B. June Budget Vote (Amy Fitch)
- C. Call for interest: MARAC Records Retention Ad Hoc Committee (Ali Zawoyski)
- D. Upcoming Meetings (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 Gathings)
- 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

Mid-Atlantic Regional Archives Conference

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4/15/2024

To: MARAC Steering Committee Members

From: Ali Zawoyski

Chair's Report

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

1. Collaborated with the Executive Committee to coordinate MARAC responses to federal actions impacting the profession and a related support request from the AFGE Council 260 National Archives and Records Administration.
2. Met with the Ad Hoc Disaster Relief Committee in March to continue updating procedures for awarding funds.
3. Corresponded with the Executive Committee and Harrisburg Local Arrangements Committee regarding arrangements for May Steering meeting
4. Submitted the Chair's column for the Spring 2025 Mid-Atlantic Archivist.
5. Scheduled and hosted the April Executive Committee Meeting

Respectfully submitted,

Ali Zawoyski, Chair 2024-2025

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To: MARAC STEERING COMMITTEE
From: SARA PREDMORE, MARAC ADMINISTRATOR
Date: April 25, 2025 – Harrisburg, PA
Re: ADMINISTRATOR'S REPORT

Membership Statistics

There were 931 active members (as of April 25, 2025):

723 Regular Members

55 Bridge Members

64 Retired Members

89 Student Members

Membership Statistics Comparison

Member Type	2023 (as of 4/14/23)	2024 (as of 3/29/24)	2025 (as of 4/25/2025)	% change 2024-2025
Regular	786	772	723	-6.35%
Bridge	0	0	55	
Retired	64	64	64	0.00%
Student	82	73	89	21.92%
Total	932	909	931	2.42%

State Caucus Membership Statistics Comparison

Caucus	2023 (as of 4/14/23)	2024 (as of 3/29/24)	2025 (as of 4/25/2025)
DC	171	144	139
Delaware	39	43	42
Maryland	225	193	189
New Jersey	120	125	117
New York	163	186	177
Pennsylvania	194	191	225
Virginia	164	160	168
West Virginia	16	16	21

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 04/25/25)

Month	2022-2023	2023-2024	2024-2025
February	1	4	7
March	30	6	30
April	14	8	17
Total	45	18	54

ADDITIONAL INFORMATION

Elections: The 2024 Election was the first exclusively electronic ballot. There were no complaints or requests for paper ballots.

Membership: Almost a year into the new Bridge member type, we have numbers to see where these members originated – 40 renewals from active members, 15 new joins.

Conference Registration: **364 attendees, 24 vendors, and 13 sponsors!** To avoid paying a significant cost increase with SCHED, we implemented new online schedule using a google doc imbedded in a webpage for easy updates. Provided a QR code for easy access for mobile devices. So far, no complaints.

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

Archivist: Participated in discussions regarding document retention.

Awards: Supported DSA, Becker, and meeting awards processing. Updated webpages, distributed calls for submissions, prepared certificates.

Communications: Attended meetings and distributed MAAs. Notified EBSCO, WT Cox, and institutional subscribers that the MAA will become a fully digital publication as of July 1, 2025. The spring edition was their last paper copy. WT Cox's accounts are closed and final. EBSCO's accounts still have time on their renewals and I'm corresponding with them about their accounts' statuses.

Caucus Representatives: Provided monthly list of new members

Education: Supported March Caucus Conversation with messaging, webpage updates, and Zoom

Finance: Provided reports on monthly deposits, donations,

Nominations and Elections: Distributed ballots and results announcement

Web Team: Participated in meetings about website redesign and MemberClicks file management. Updated "About" page, changes some google docs to web pages and pdfs, reorganized MemberClicks media manager and removed outdated files.

Upcoming Tasks:

Provide support for new committee appointments and leadership transition

Finance: Provide end of year reports for Steering Committee financials and income from NJ sources

Membership: Clean up membership database and coordinate membership renewal

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**Chair-Elect Report
Steering Committee Meeting
May 1 2025**

1. Collaborated with the Executive Committee and Advocacy Ad-hoc Committee to coordinate response to several advocacy requests
2. Attended the April Executive Committee Meeting and maintained communication with committee members when needed.
3. Assisted Sara Predmore with preparation of committee appointment Google Form and call for volunteers.
4. Communicated with committee members eligible for reappointment about additional service.
5. Worked to analyze responses to volunteer interest form and open committee positions in advance of making appointments
6. Scheduled a caucus representative meeting to be held at the Harrisburg Conference.

Respectfully submitted,

Zachary Hottel
Chair-Elect

Meetings Coordinating Committee Report
30 April 2025 (for Harrisburg 2025 Meeting)

Upcoming Meetings

MARAC Fall Symposium: Sustainability and Archives

When: 27 October 2025

Location: Hagley Museum and Library, Wilmington, DE 19807

Facilitator: Eira Tansey of Memory Rising

MARAC Spring 2026 Meeting

When: 30 April 2026 – 2 May 2026

Location: Richmond, VA

Hotel: Omni Richmond Hotel 100 South 12th Street, Richmond, VA 23219

Room Rate: \$185

Question: Is the thought at this time that Fall 2026 will be Virtual? * Need direction from Steering. *****

MARAC Spring 2027

At the request of the incoming Chair-Elect, we will be looking in New Jersey.

Respectfully Submitted,

Mary K. Mannix
MCC Coordinator

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2025 April 23

Below are the activities of the MARAC Secretary for the quarter preceding the Spring Business Meeting at the MARAC conference in Harrisburg.

- Draft minutes for the November business meeting were shared with the MARAC Administrator and posted in the MARAC Google Drive.
- Draft minutes for the January Steering Committee meeting were shared with the Steering Committee via e-mail and posted in the MARAC Google Drive.
- The final minutes for the November Steering Committee meeting were shared with the MARAC Administrator and posted in the MARAC Google Drive.
- Continued to work with MARAC committees on integrating updated procedures and work descriptions into the public MARAC Operations Manual.

Respectfully submitted,

Kevin M. Clair
MARAC Secretary

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April 25, 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 on Friday, April 25, in advance of the Spring 2025 Steering meeting to be held in Harrisburg, PA, on May 1.

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

- The income is from membership dues; conference registration, vendors, and sponsors; publication sales; mailing list sales (under Miscellaneous); bank and investment income; and individual donations.
- Expenses are from Administrator salary and phone, web service fees, annual archivist payment, printing and postage, two new projectors (Equipment), expenses for the Spring conference, and banking fees. Note under Advocacy that we received a partial refund of our Q2 payment as NCH shut down.
- We had no expenditures from Restricted Funds because the Spring conference is later than usual (many will come in Q4).
- The quarter ended with a net gain of \$60,860.52, with substantial income from the Spring conference realized in this quarter. The total net gain for the year to date is \$98,105.50.

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

- PNC CDs: 4.05%
- PNC Savings Account: 0.01%
- Vanguard Bonds: 1.96%

3. I will draft the FY2026 budget soon after the conference. Please reach out to me immediately if your committee anticipates a change in funding needs for the new fiscal year. The current budget is the second attachment.

FY 2025, 3rd Quarter (January 1, 2025 to March 31, 2025)

<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	\$3,634.00		\$36,277.00	78%
Conference Registration	\$51,500.00	\$1,500.00	\$15,190.00	\$53,495.00		\$70,185.00	136%
Conference Vendors	\$13,000.00	\$2,000.00	\$6,600.00	\$8,200.00		\$16,800.00	129%
Conference Sponsorship	\$5,000.00	\$950.00	\$950.00	\$3,600.00		\$5,500.00	110%
Publication Advertising	\$1,500.00	\$360.00	\$1,256.00	\$0.00		\$1,616.00	108%
Publication Sales	\$400.00	\$90.00	\$135.00	\$90.00		\$315.00	79%
VA Caucus Event	\$500.00	\$25.00	\$0.00	\$0.00		\$25.00	5%
Off-Meeting Workshops	\$7,000.00	\$850.00	\$100.00	\$0.00		\$950.00	14%
Bank Interest	\$1,300.00	\$683.72	\$679.08	\$645.77		\$2,008.57	155%
Investment Interest	\$2,000.00	\$3,151.20	(\$371.96)	\$1,815.14		\$4,594.38	230%
Gifts to Operations	\$800.00	\$306.00	\$40.00	\$140.00		\$486.00	61%
Miscellaneous	\$0.00	\$0.00	\$0.00	\$50.00		\$50.00	0%
Total Income	\$129,500.00	\$36,414.92	\$30,722.12	\$71,669.91	\$0.00	\$138,806.95	107%
EXPENSES							
Administrator	\$22,000.00	\$5,059.01	\$4,058.24	\$4,491.99		\$13,609.24	62%
Web Services	\$9,125.00	\$8,357.92	\$111.30	\$379.79		\$8,849.01	97%
Archivist	\$1,000.00	\$0.00	\$0.00	\$1,000.00		\$1,000.00	100%
Accountant	\$3,300.00	\$0.00	\$0.00	\$0.00		\$0.00	0%
Advocacy	\$1,800.00	\$0.00	\$500.00	(\$184.00)		\$316.00	18%
Insurance Policy	\$1,800.00	\$0.00	\$387.50	\$0.00		\$387.50	22%
Phone	\$600.00	\$150.58	\$150.74	\$150.77		\$452.09	75%
Postage	\$300.00	\$14.10	\$73.33	\$26.31		\$113.74	38%
Office Supplies	\$125.00	\$0.00	\$0.00	\$0.00		\$0.00	0%
Food	\$3,100.00	\$0.00	\$0.00	\$0.00		\$0.00	0%
Travel	\$650.00	\$0.00	\$0.00	\$0.00		\$0.00	0%
Equipment	\$750.00	\$0.00	\$0.00	\$847.98		\$847.98	113%
Printing and Design	\$3,600.00	\$327.86	\$346.95	\$495.24		\$1,170.05	33%
Conference	\$68,150.00	\$5,305.63	\$500.00	\$2,762.50		\$8,568.13	13%
Lodging	\$900.00	\$0.00	\$0.00	\$0.00		\$0.00	0%
Honoraria	\$3,000.00	\$500.00	\$250.00	\$0.00		\$750.00	25%
Awards and Prizes	\$1,900.00	\$67.25	\$300.00	\$0.00		\$367.25	19%
VA Caucus Event	\$500.00	\$0.00	\$0.00	\$0.00		\$0.00	0%
Banking Fees	\$6,400.00	\$1,698.19	\$1,534.46	\$838.81		\$4,071.46	64%
Investments	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	0%
Miscellaneous	\$500.00	\$0.00	\$199.00	\$0.00		\$199.00	40%
Total Expenses	\$129,500.00	\$21,480.54	\$8,411.52	\$10,809.39	\$0.00	\$40,701.45	31%
Net Income or (Loss)		\$14,934.38	\$22,310.60	\$60,860.52	\$0.00	\$98,105.50	

Account Balances

			<u>Opening</u>	<u>Credits</u>	<u>Debits</u>	<u>Closing</u>
PNC Checking	\$170,974.20	Operating	\$37,244.98	\$71,669.91	(\$10,809.39)	\$98,105.50
PNC Savings	\$80,051.56	Restricted	\$138,434.13	\$1,124.00	\$0.00	\$139,558.13
Vanguard Bonds	\$94,220.98	Reserve	\$45,325.00	\$0.00	\$0.00	\$45,325.00
Total	\$345,246.74	Surplus	\$62,258.11	\$0.00	\$0.00	\$62,258.11
		Totals	\$283,262.22	\$72,793.91	(\$10,809.39)	\$345,246.74

Summary - Third Quarter FY 2025

Opening Balance	\$283,262.22
Total Income	\$72,793.91
Total Expenses	(\$10,809.39)
Closing Balance	\$345,246.74

Restricted Funds

PNC Savings	\$45,337.15	Disaster Assist.	\$20,830.00	\$464.50	\$0.00	\$21,294.50
Vanguard Bonds	\$94,220.98	Education	\$103,427.51	\$544.50	\$0.00	\$103,972.01
Total	\$139,558.13	Graduate Schol	\$9,280.62	\$90.00	\$0.00	\$9,370.62
		Finch Award	\$4,896.00	\$25.00	\$0.00	\$4,921.00
		Total	\$138,434.13	\$1,124.00	\$0.00	\$139,558.13

FY 2025, 3rd Quarter (January 1, 2025 to March 31, 2025)

<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	\$3,634.00		\$36,277.00	78%
Conference Registration	\$51,500.00	\$1,500.00	\$15,190.00	\$53,495.00		\$70,185.00	136%
Conference Vendors	\$13,000.00	\$2,000.00	\$6,600.00	\$8,200.00		\$16,800.00	129%
Conference Sponsorship	\$5,000.00	\$950.00	\$950.00	\$3,600.00		\$5,500.00	110%
Publication Advertising	\$1,500.00	\$360.00	\$1,256.00	\$0.00		\$1,616.00	108%
Publication Sales	\$400.00	\$90.00	\$135.00	\$90.00		\$315.00	79%
VA Caucus Event	\$500.00	\$25.00	\$0.00	\$0.00		\$25.00	5%
Off-Meeting Workshops	\$7,000.00	\$850.00	\$100.00	\$0.00		\$950.00	14%
Bank Interest	\$1,300.00	\$683.72	\$679.08	\$645.77		\$2,008.57	155%
Investment Interest	\$2,000.00	\$3,151.20	(\$371.96)	\$1,815.14		\$4,594.38	230%
Gifts to Operations	\$800.00	\$306.00	\$40.00	\$140.00		\$486.00	61%
Miscellaneous	\$0.00	\$0.00	\$0.00	\$50.00		\$50.00	0%
Total Income	\$129,500.00	\$36,414.92	\$30,722.12	\$71,669.91	\$0.00	\$138,806.95	107%
EXPENSES							
Administrator	\$10,700.00	\$8,416.60	\$197.83	\$323.26		\$8,937.69	84%
Executive Officers	\$26,700.00	\$5,059.01	\$5,144.74	\$5,434.96		\$15,638.71	59%
Caucus Funds	\$2,400.00	\$67.25	\$100.00	\$0.00		\$167.25	7%
Steering	\$1,100.00	\$0.00	\$0.00	\$0.00		\$0.00	0%
Communications	\$3,550.00	\$327.86	\$373.19	\$518.55		\$1,219.60	34%
Education	\$2,750.00	\$500.00	\$150.00	\$0.00		\$650.00	24%
Diversity and Inclusion	\$200.00	\$0.00	\$0.00	\$0.00		\$0.00	0%
Meetings Coordinating	\$600.00	\$0.00	\$0.00	\$847.98		\$847.98	141%
Finance	\$10,100.00	\$1,804.19	\$1,645.76	\$922.14		\$4,372.09	43%
Membership	\$1,200.00	\$0.00	\$0.00	\$0.00		\$0.00	0%
Nominating	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	0%
Finding Aids	\$500.00	\$0.00	\$0.00	\$0.00		\$0.00	0%
Custer and Finch	\$650.00	\$0.00	\$300.00	\$0.00		\$300.00	46%
Distinguished Service	\$400.00	\$0.00	\$0.00	\$0.00		\$0.00	0%
VA Caucus Event	\$500.00	\$0.00	\$0.00	\$0.00		\$0.00	0%
Fall Conference (LAC)	\$8,150.00	\$1,272.00	\$500.00	\$262.50		\$2,034.50	25%
Spring Conference (LAC)	\$60,000.00	\$4,033.63	\$0.00	\$2,500.00		\$6,533.63	11%
Total Expenses	\$129,500.00	\$21,480.54	\$8,411.52	\$10,809.39	\$0.00	\$40,701.45	31%
Net Income or (Loss)		\$14,934.38	\$22,310.60	\$60,860.52	\$0.00	\$98,105.50	

<u>Account Balances</u>			<u>Opening</u>	<u>Credits</u>	<u>Debits</u>	<u>Closing</u>
PNC Checking	\$170,974.20	Operating	\$37,244.98	\$71,669.91	(\$10,809.39)	\$98,105.50
PNC Savings	\$80,051.56	Restricted	\$138,434.13	\$1,124.00	\$0.00	\$139,558.13
Vanguard Bonds	\$94,220.98	Reserve	\$45,325.00	\$0.00	\$0.00	\$45,325.00
Total	\$345,246.74	Surplus	\$62,258.11	\$0.00	\$0.00	\$62,258.11
		Totals	\$283,262.22	\$72,793.91	(\$10,809.39)	\$345,246.74

Summary - Third Quarter FY 2025

Opening Balance	\$283,262.22
Total Income	\$72,793.91
Total Expenses	(\$10,809.39)
Closing Balance	\$345,246.74

<u>Restricted Funds</u>			<u>Opening</u>	<u>New Gifts</u>	<u>Spending</u>	<u>Closing</u>
PNC Savings	\$45,337.15	Disaster Assist.	\$20,830.00	\$464.50	\$0.00	\$21,294.50
Vanguard Bonds	\$94,220.98	Education	\$103,427.51	\$544.50	\$0.00	\$103,972.01
Total	\$139,558.13	Graduate Schol	\$9,280.62	\$90.00	\$0.00	\$9,370.62
		Finch Award	\$4,896.00	\$25.00	\$0.00	\$4,921.00
		Total	\$138,434.13	\$1,124.00	\$0.00	\$139,558.13

MARAC Budget - Fiscal 2025

MARAC Income

Category	Anticipated
Annual Receipts	
Membership Dues	\$ 46,500.00
Conference Registration	\$ 51,500.00
Conference Vendors	\$ 13,000.00
Conference Sponsorship	\$ 5,000.00
Publication Advertising	\$ 1,500.00
Publication Sales	\$ 400.00
VA Caucus Event	\$ 500.00
Off-Meeting Workshops	\$ 7,000.00
Bank Interest	\$ 1,300.00
Investment Interest	\$ 2,000.00
Gifts to Operations	\$ 800.00
Miscellaneous	\$ -
TOTAL	\$129,500.00

MARAC Expenses

Category	Allocated
General	
Administrator	\$ 10,700.00
Executive Officers	\$ 26,700.00
Caucuses	\$ 2,400.00
Committees	
Steering	\$ 1,100.00
Communications	\$ 3,550.00
Diversity and Inclusion	\$ 200.00
Education	\$ 2,750.00
Finance	\$ 10,100.00
Meetings Coordinating	\$ 600.00
Membership	\$ 1,200.00
Nominating	\$ -
Custer Finch	\$ 650.00
Distinguished Service	\$ 400.00
 Finding Aids	 \$ 500.00
VA Caucus Event	\$ 500.00
Fall Conference (LAC)	\$ 8,150.00
 Spring Conference (LAC)	 \$ 60,000.00
TOTAL	\$129,500.00

MARAC Income

Category	Anticipated
Annual Receipts	
Membership Dues	\$ 46,500.00
Conference Registration	\$ 51,500.00
Conference Vendors	\$ 13,000.00
Conference Sponsorship	\$ 5,000.00
Publication Advertising	\$ 1,500.00
Publication Sales	\$ 400.00
VA Caucus Event	\$ 500.00
Off-Meeting Workshops	\$ 7,000.00
Bank Interest	\$ 1,300.00
Investment Interest	\$ 2,000.00
Gifts to Operations	\$ 800.00
Miscellaneous	\$ -
TOTAL	\$129,500.00

MARAC Expenses

Category	Allocated
Operational Support	
Administrator Salary	\$22,000.00
Web Services	\$9,125.00
Archivist	\$1,000.00
Accountant	\$3,300.00
Advocacy	\$1,800.00
Insurance Policy	\$1,800.00
General Support	
Phone	\$600.00
Postage	\$300.00
Office Supplies	\$125.00
Food	\$3,100.00
Travel	\$650.00
Rented Services	
Equipment	\$750.00
 Printing and Design	 \$3,600.00
Conference	\$68,150.00
Lodging	\$900.00
 Honoraria	 \$3,000.00
Awards and Scholarships	
Awards and Prizes	\$1,900.00
Financial Operations	
Banking Fees	\$6,400.00
Investments	\$0.00
Other	
VA Caucus Event	\$500.00
Miscellaneous	\$500.00
TOTAL	\$129,500.00



April 25, 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 meeting to be held in Harrisburg, PA on May 1, 2025.

Parliamentarian Activities

The Parliamentarian has continued to advise on procedural matters at the request of the Executive Committee. This includes MARAC committee procedures and other topics.

MARAC Historian Report - May/2025
(for the MARAC Steering Committee Meeting in Harrisburg, PA)

Recently I participated (as an ex-officio member) in the annual meeting of the Distinguished Service Award Committee. Our deliberations resulted in an award decision that will be announced at the upcoming meeting in Harrisburg, PA.

While I continue with various research and writing projects previously announced, I have shifted gears and have been working to complete a chronological compilation of MARAC service awards – these awards commenced in 1989 have continued up to the present. My historical list will link up with an excellent list covering recent years that is maintained by our MARAC Administrator, Sara Predmore.

I have continued conversations with our MARAC Archivist at the University of Maryland, Joni Floyd. We trade information often about our respective (and related) activities.

In addition, I thought to include with this report a brief document on records retention issues as they relate to MARAC. This might provide some contextual background for those who engage in the proposed MARAC Records Retention Ad Hoc Committee, previously announced, that is on the agenda for discussion at our upcoming Steering Committee meeting.

Lauren Brown
MARAC Historian

Notes on MARAC Records Management Issues

In the past, paper records and publications were accessioned into the MARAC Archives. Now new accessions are almost entirely digital.

Prior records retention statements have been prepared; the most relevant are those dating from 2011 and 2013.

Previous policies allowed for a broad scope of accessioning. The goal currently is to focus on top priorities in documentation collecting, and to make sure that key documentation is being accessioned expeditiously and completely.

Some examples of documentation to forgo are listed here: subordinate committee minutes (Awards Committee, Communications Committee, etc.) and records personally generated by former chairs, chair-elects, and other major MARAC officers.

Examples of documentation that would continue to be collected thoroughly: all documentation distributed or put before the Steering Committee, Business Meeting minutes and documents distributed at business meetings, all issues of the *maa*, the conference programs, and membership directories (periodic snapshots).

An example of a downside to a more narrow scope of collecting: the Café Press incident in 2022. At that time there was confusion about how MARAC's relationship with Café Press began and what was the nature of that arrangement – this was actually recorded in detail in old Outlook Committee minutes – but the Outlook Committee itself failed to report on these arrangements to the MARAC Steering Committee (either verbally at meetings or in quarterly reports), so no pertinent information detailing this business relationship between Café Press and MARAC was ever captured in any Steering Committee meeting files.

Examples of collateral documentation kept by the Administrator or created by the MARAC Historian: historical chronology of MARAC members in leadership positions, chronologies of Service, Custer and Finding Aid award winners, and Distinguished Service Award winners; histories of committees in MARAC, and capsule histories MARAC activities such as the history of

strategic planning and membership surveying, as compiled by the MARAC Historian.

Issues: whether or not the MARAC Historian or other members in MARAC should proactively generate desired documentation – e.g., making sure that there is a photographic record of each meeting, developing a robust oral history program, capturing MARAC memorabilia, etc. Question of how hard to push towards capturing session presentations via the depositing of session documentation in DRUM at UMD.

Question: how all of this relates to the periodic “crawling” of the MARAC website by UMD staff, which has been done in depth for a number of years now. This has a bearing on records retention decisions and broader issues as well.

L, Brown
MARAC Historian
4/25

MARAC Archivist Report
Steering Committee Meeting
April 2025

MARAC Conference Notification

On April 7, I emailed the MARAC Spring 2025 Program Committee Co-Chairs the "MARAC Spring 2025-- Reminder about DRUM Submissions," which includes details about their role and a sample email to send to the panel participants.

MARAC Audit as Prep for Ingest Schedule Discussion

As part of the ingest preparations, I created a [spreadsheet](#) hyperlinking the locations of the MARAC Conference programs and the MAA. I shared it with the MARAC Administrator and the Web Team.

Ingest Timeline and Staffing Realities -- Update?

As stated in the last report,* the staffing realities at UMD have precluded me from getting a confirmation for a regular ingest schedule from the UMD Access Team. The situation has been exacerbated by state budget reductions triggering a hiring freeze (including a processing archivist position and the entire student workforce on campus), by the necessary prioritizing of the migration of our two LANs, which sunset May 30, 2025, and by the preparations for a new Dean of Libraries. I hope to have greater clarity by late August/early September 2025.

* 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

April 24, 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:

- Website menus - Jasmine, Sara, and Heather updated the menus and changed them to be more WCAG compliant. We are working to eliminate all of the drop-down menus, which can cause problems for screen readers. Please let us know if there is missing content or page errors.
- Team members have made the following regular edits and updates to the MARAC website since the last report in January:
 - Jasmine -. Added vendor images to the MARAC conference home page
 - Heather - made updates to Awards 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 - continuously keeps it all running, updated, and looking amazing. (Thank you!)
- Accessibility audit of the MARAC website - we ran an initial report and are reaching out to Memberclicks to ask about how to repair some of the issues that seem to be related to their content management system. We are also working on internal best practices to ensure that any future edits are compliant with WCAG standards.

****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

Spring 2025 MARAC Steering Committee Report

- Communicated announcements from RAAC to MARAC Executive Committee and Caucus Representatives
 - Distributed information about Archives Leadership Institute, Humanities Advocacy Day, and research project participation

Respectfully submitted,
Andrew Cassidy-Amstutz

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**Ad-Hoc Advocacy Committee
Steering Committee Report
May 1, 2025**

- a. The Advocacy ad-hoc committee corresponded regularly via email to complete work on the position statement, request for support form, and the formation of a permanent advocacy committee.
- b. The Advocacy ad-hoc committee reviewed several requests for support and prepared statements to be finalized by the Executive Committee for distribution.
- c. The Advocacy ad-hoc committee began work via email on transition of responsibilities to a permanent Advocacy committee at a future date.

Respectfully submitted,

Zachary Hottel
Chair-Elect