

**STEERING COMMITTEE**  
**July 25, 2025 at 9:30AM**  
**Via Zoom**

**AGENDA**

**I. Call to Order (5 min)**

- A. Introductions
- B. Approval of Agenda

**II. Approval of Steering Committee Minutes (5 min)**

- A. May 1, 2025 Steering Committee Minutes

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

- a. Chair's Report (Zach Hottel)
- b. Administrator's Report (Sara Predmore)
- B. Chair-Elect (Debra Schiff)
- 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 (Jasmine Smith)
- E. Regional Archival Association Consortium (Andrew Cassidy-Amstutz)

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

- A. Disaster Relief Committee Update (Dyani Feige)
- B. New Committee Updates: Advocacy, Records Retention, Climate (Zach Hottel)
- C. [Strategic Plan progress spreadsheet](#) (Zach Hottel)

**VI. New Business (15 min)**

- A. Archives Month (Zach Hottel)

**VII. Standing and Operational Committees (15 min)**

- A. Awards (Kira Dietz)
- B. Communications (Missy Nerino)
- C. Diversity & Inclusion (Tara Wink)
- D. Education (Elizabeth Wilkinson)
- E. Membership (Liza Zakharova/Jen Pulsney)

F. Nominations and Elections (Dustin Frohlich)

**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 (Steve Bookman)

H. West Virginia (Grace Musgrave)

**IX. Adjournment**

# MARAC

Mid-Atlantic Regional Archives Conference

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New York • Pennsylvania • Virginia • West Virginia

## **Chair Report Steering Committee Meeting July 25 2025**

1. Collaborated with the Executive Committee and members of the ad-hoc Advocacy Committee to draft and send a letter supporting the DC Archives project
2. Completed committee assignments for 2025 and associated paperwork
3. Corresponded with various committee chairs and outgoing committee chairs as part of the transition and appointment process
4. Met with outgoing Chair Ali Zawoyski, MARAC Administrator Sara Predmore, and incoming Chair-Elect Debra Schiff as part of the transition process
5. Met with the Executive Committee on July 15 to review upcoming Steering Meeting and other MARAC business
6. Submitted the Chair's column and questions for the Summer 2025 Mid-Atlantic Archivist

Respectfully submitted,

Zachary Hottel  
Chair, 2025-2026

# MARAC

Mid-Atlantic Regional Archives Conference

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

To: MARAC STEERING COMMITTEE  
From: SARA PREDMORE, MARAC ADMINISTRATOR  
Date: July 25, 2025 – Virtual  
Re: ADMINISTRATOR'S REPORT

## Membership Statistics

There were 957 active members (as of June 30, 2025):

743 Regular Members  
57 Bridge Members  
65 Retired Members  
92 Student Members

### Membership Statistics Comparison

Member Type	2023 (as of 6/30/2023)	2024 (as of 6/30/2024)	2025 (as of 6/30/2025)	% change 2024-2025
Regular	834	791	743	-6.07%
Bridge	0	12	57	375%
Retired	68	66	65	-1.52%
Student	93	73	92	26.03%
Total	995	942	957	1.59%

### State Caucus Membership Statistics Comparison

Caucus	2023 (as of 6/30/2023)	2024 (as of 6/30/2024)	2025 (as of 6/30/2025)
DC	175	150	153
Delaware	44	44	43
Maryland	240	200	198
New Jersey	129	129	119
New York	176	193	181
Pennsylvania	211	201	236
Virginia	174	167	173
West Virginia	17	17	22

**Note:** Members may join more than one caucus; therefore, total membership numbers and total state caucus numbers may differ.

**New Membership Applications (as of 06/30/2025)**

Month	2022-2023	2023-2024	2024-2025
April	41	8	19
May	16	6	9
June	9	7	6
Total	66	21	34

**ADDITIONAL INFORMATION**

**Membership Renewal:** Notices for the 2025-26 membership year were sent electronically on June 23, 2025. There are 490 active members as of July 18.

**MemberClicks:** Performed annual database clean up and updated forwarding on marac.info email accounts

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

**Archivist:** Provided 2024-2025 end of year membership listing and copies of the spring MAA (final printed edition) to the MARAC Archivist

**Awards:** Updated webpages for spring award winners, distributed calls for Custer and Finch submissions and updated webpages.

**Communications:** Attended meetings and distributed MAAs

**Caucus Representatives:** Coordinated registration for June VA Caucus event, provided monthly list of new members, and arranged for July Caucus Reps meeting

**Conferences:** Finalized reports for Harrisburg meeting and attended post-mortem, populated symposium webpage, created vendor registration form for symposium, distributed calls for volunteers for Richmond meeting

**Education:** Supported May Caucus Conversation and June and July workshops with messaging, webpage updates, and Zoom

**Finance:** Provided registration income report for Harrisburg conference, reports on monthly deposits and donations, and fiscal year-end reports for Steering Committee financials and income from NJ sources

**Membership:** Reviewed renewal messaging and timeline with Co-Chairs

**Web Team:** Assisted in updating committee webpages with new members

**Upcoming Tasks:**

Heavy membership renewal

Working with the Chair-elect to complete a Chair-elect/Chair handbook

Support for upcoming symposium

# MARAC

Mid-Atlantic Regional Archives Conference

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

Date: July 15, 2025

To: MARAC Steering Committee Members

From : Deb Schiff

RE: Chair-elect Report

1. Offered Elizabeth Surles (Institute of Jazz Studies, Rutgers Newark) the Development Coordinator position. After thoughtful consideration, she has accepted.
2. Will be meeting with Sara Predmore, MARAC Administrator, monthly to complete the Chair-elect handbook. Zach Hottel, MARAC Chair will be providing guidance asynchronously.
3. With Sara's help, scheduled the first Caucus Reps meeting for July 24, 2025.
4. Participated in the July 15, 2025 Executive Committee meeting.
5. Reached out to Dyani Feige to ask if she would be willing (with me) to continue with the Ad hoc Disaster Response Committee to complete the work. Dyani volunteered to continue to lead the effort and will be reaching out to our fellow previous committee members to see if they would be interested in continuing the work.
6. Met with Zach twice to discuss our collaborative work.

# **Meetings Coordinating Committee Report**

## **24 July 2025**

### **MCC In General:**

**Hope everyone read Nick's article in the MAA about vendors.**

In the next issue of MCC will answer some questions from the evaluations for the Harrisburg and Virtual Meetings.

### **Upcoming Meetings:**

#### **1) MARAC Fall Symposium: Sustainability and Archives**

When: 27 October 2025

Location: Hagley Museum and Library, Wilmington, DE 19807

Sleeping Rooms: **DoubleTree by Hilton Hotel Wilmington** (4727 Concord Pike, Wilmington, DE) [Contract requested for courtesy block]

Room Rate: \$139

Facilitator: Eira Tansey of Memory Rising

LAC Chair: Diane Bockrath

PC Co-Chairs: Maria Day and Vin Novara

Tentative Loose Schedule (still under construction): 9:00am – 4:00pm

8:30am-9:00am: Registration (and vendors)

9:15am: Keynote (60 minutes)

10:15am: Break (and vendors)

10:30am: Workshop (90 minutes)

12:00pm: Lunch and/or Tour and/or Hagley “Show and Tell” and Vendors

1:30pm: Panel session (probably 3 people giving short papers with Eira giving commentary)

2:30pm: Break (and vendors)

2:45-3:45pm: Poster sessions

#### **2) MARAC Spring 2026 Meeting**

When: 30 April 2026 – 2 May 2026

Location: Richmond, VA

## **Meetings Coordinating Committee Report**

**24 July 2025**

**Page 2**

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

Room Rate: \$185

LAC Co-Chairs: Lynda Kachurek (University of Richmond) and Mary Ann Mason (Library of Virginia)

PC Co-Chairs: David Grinnell (University of Pittsburgh) and Josette Schluter (National Archives and Records Administration)

Site visit with LAC Co-Chairs on August 20<sup>th</sup>.

Take Note: Assuming that you've seen that Margaret Kidd is coordinating a "Very Crafty" MARAC Silent Auction 2026 to raise funds to support the new scholarship for students of color created in memory of Danna Bell.

### **3) MARAC Fall 2026 Virtual Meeting**

Will be meeting with Scott Keefer, Virtual Meetings Coordinator, next month to begin planning process.

### **4) MARAC Spring 2027 Meeting**

At the request of the incoming Chair-Elect, we have been looking in New Jersey. Helms-Briscoe has sent out a call to the following cities: Asbury Park, New Brunswick, and Jersey City, per Chair-Elect's request and also Princeton, request another member. Results not yet evaluated.

### **5) Service Awards Nominations (to be given at Richmond)**

Local Arrangements Committee Co-Chairs: Taylor Mason and Tyler Stump Program Committee; Co-Chairs: David Grinnell and Valerie-Anne Lutz; Conference Hotel Food Coordinator: Rachel Grove Rohrbaugh

Respectfully Submitted,

Mary K. Mannix



# MARAC

Mid-Atlantic Regional Archives Conference

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

July 29, 2025

**To: MARAC Officers  
Caucus Representatives  
Committee Chairs  
MARAC Administrator  
MARAC Archivist**

**From: Amy Fitch, MARAC Treasurer**

**Re: Revised Treasurer/Finance Committee Report**

Following the approval by Steering at its July 25 meeting to transfer a portion of the annual conference surplus into restricted funds, I have revised the fourth quarter report (attached).

Steering approved Finance's recommendations to do the following:

- Move \$6,000 into the Disaster Relief Fund (equal to 3 awards).
- Move \$4,500 into the Archival Education Fund for the Becker Award (equal to 3 awards).
- Move \$3,090 into the Graduate Student Scholarship Fund for the new Bell Award (equal to 3 awards).
- Move \$5,000 into the general Graduate Student Scholarship Fund (approximately 5 awards).
- Retain the remaining \$19,333 in the operating account to strengthen our cushion for the year.

As a result of this action, these are the revised totals for the fourth quarter and for the fiscal year as a whole:

- The quarter ended with a net loss of (\$61,379.04).
- However, the total net gain for the year is **\$36,726.46**.
- The transfers are reflected as income under New Gifts at the bottom right of both pages and under Expenses as "Transfer of Operating Surplus" a few lines above the total expenses line on both pages.

Thank you for your thorough discussion last week.

**FY 2025, 4th Quarter**

(April 1, 2025 to June 30, 2025)

**REVISED July 28, 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>
<b>INCOME</b>							
Membership Dues	\$46,500.00	\$26,499.00	\$6,144.00	\$3,634.00	\$12,597.00	\$48,874.00	105%
Conference Registration	\$51,500.00	\$1,500.00	\$15,190.00	\$53,495.00	\$17,242.00	\$87,427.00	170%
Conference Vendors	\$13,000.00	\$2,000.00	\$6,600.00	\$8,200.00	\$5,200.00	\$22,000.00	169%
Conference Sponsorship	\$5,000.00	\$950.00	\$950.00	\$3,600.00	\$1,250.00	\$6,750.00	135%
Publication Advertising	\$1,500.00	\$360.00	\$1,256.00	\$0.00	\$1,080.00	\$2,696.00	180%
Publication Sales	\$400.00	\$90.00	\$135.00	\$90.00	\$0.00	\$315.00	79%
VA Caucus Event	\$500.00	\$25.00	\$0.00	\$0.00	\$444.00	\$469.00	94%
Off-Meeting Workshops	\$7,000.00	\$850.00	\$100.00	\$0.00	\$2,080.00	\$3,030.00	43%
Bank Interest	\$1,300.00	\$683.72	\$679.08	\$645.77	\$621.98	\$2,630.55	202%
Investment Interest	\$2,000.00	\$3,151.20	(\$371.96)	\$1,815.14	\$1,541.62	\$6,136.00	307%
Gifts to Operations	\$800.00	\$306.00	\$40.00	\$140.00	\$515.00	\$1,001.00	125%
Miscellaneous	\$0.00	\$0.00	\$0.00	\$50.00	\$0.00	\$50.00	0%
<b>Total Income</b>	<b>\$129,500.00</b>	<b>\$36,414.92</b>	<b>\$30,722.12</b>	<b>\$71,669.91</b>	<b>\$42,571.60</b>	<b>\$181,378.55</b>	<b>140%</b>
<b>EXPENSES</b>							
Administrator	\$22,000.00	\$5,059.01	\$4,058.24	\$4,491.99	\$4,936.13	\$18,545.37	84%
Web Services	\$9,125.00	\$8,357.92	\$111.30	\$379.79	\$132.49	\$8,981.50	98%
Archivist	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100%
Accountant	\$3,300.00	\$0.00	\$0.00	\$0.00	\$3,325.00	\$3,325.00	101%
Advocacy	\$1,800.00	\$0.00	\$500.00	(\$184.00)	\$0.00	\$316.00	18%
Insurance Policy	\$1,800.00	\$0.00	\$387.50	\$0.00	\$1,736.00	\$2,123.50	118%
Phone	\$600.00	\$150.58	\$150.74	\$150.77	\$191.35	\$643.44	107%
Postage	\$300.00	\$14.10	\$73.33	\$26.31	\$99.64	\$213.38	71%
Office Supplies	\$125.00	\$0.00	\$0.00	\$0.00	\$49.14	\$49.14	39%
Food	\$3,100.00	\$0.00	\$0.00	\$0.00	\$2,591.77	\$2,591.77	84%
Travel	\$650.00	\$0.00	\$0.00	\$0.00	\$78.60	\$78.60	12%
Equipment	\$750.00	\$0.00	\$0.00	\$847.98	\$367.78	\$1,215.76	162%
Printing and Design	\$3,600.00	\$327.86	\$346.95	\$495.24	\$1,385.91	\$2,555.96	71%
Conference	\$68,150.00	\$5,305.63	\$500.00	\$2,762.50	\$64,437.21	\$73,005.34	107%
Lodging	\$900.00	\$0.00	\$0.00	\$0.00	\$429.57	\$429.57	48%
Honoraria	\$3,000.00	\$500.00	\$250.00	\$0.00	\$500.00	\$1,250.00	42%
Awards and Prizes	\$1,900.00	\$67.25	\$300.00	\$0.00	\$1,050.00	\$1,417.25	75%
VA Caucus Event	\$500.00	\$0.00	\$0.00	\$0.00	\$444.00	\$444.00	89%
Banking Fees	\$6,400.00	\$1,698.19	\$1,534.46	\$838.81	\$3,347.10	\$7,418.56	116%
Transfer: Operating Surplus	\$0.00	\$0.00	\$0.00	\$0.00	\$18,590.00	\$18,590.00	0%
Miscellaneous	\$500.00	\$0.00	\$199.00	\$0.00	\$258.95	\$457.95	92%
<b>Total Expenses</b>	<b>\$129,500.00</b>	<b>\$21,480.54</b>	<b>\$8,411.52</b>	<b>\$10,809.39</b>	<b>\$103,950.64</b>	<b>\$144,652.09</b>	<b>112%</b>
<b>Net Income or (Loss)</b>		<b>\$14,934.38</b>	<b>\$22,310.60</b>	<b>\$60,860.52</b>	<b>(\$61,379.04)</b>	<b>\$36,726.46</b>	

**Account Balances**

			<u>Opening</u>	<u>Credits</u>	<u>Debits</u>	<u>Closing</u>
PNC Checking	\$128,490.87	Operating	\$98,105.50	\$42,571.60	(\$103,950.64)	\$36,726.46
PNC Savings	\$80,673.54	Restricted	\$139,558.13	\$23,630.52	(\$2,571.21)	\$160,617.44
Vanguard Bonds	\$95,762.60	Reserve	\$45,325.00	\$0.00	\$0.00	\$45,325.00
<b>Total</b>	<b>\$304,927.01</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>\$345,246.74</b>	<b>\$66,202.12</b>	<b>(\$106,521.85)</b>	<b>\$304,927.01</b>

**Summary - Fourth Quarter FY 2025**

Opening Balance	\$345,246.74
Total Income	\$66,202.12
Total Expenses	(\$106,521.85)
<b>Closing Balance</b>	<b>\$304,927.01</b>

**Restricted Funds**

		<u>Opening</u>	<u>New Gifts</u>	<u>Spending</u>	<u>Closing</u>
PNC Savings	\$64,854.84	Disaster Assist.	\$21,294.50	\$6,330.00	\$27,624.50
Vanguard Bonds	\$95,762.60	Education	\$103,972.01	\$5,245.00	(\$2,571.21)
<b>Total</b>	<b>\$160,617.44</b>	Graduate Schol	\$9,370.62	\$12,045.52	\$0.00
		Finch Award	\$4,921.00	\$10.00	\$0.00
		<b>Total</b>	<b>\$139,558.13</b>	<b>\$23,630.52</b>	<b>(\$2,571.21)</b>
					<b>\$160,617.44</b>

**FY 2025, 4th Quarter**

(April 1, 2025 to June 30, 2025)

**REVISED July 28, 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>
<b>INCOME</b>							
Membership Dues	\$46,500.00	\$26,499.00	\$6,144.00	\$3,634.00	\$12,597.00	\$48,874.00	105%
Conference Registration	\$51,500.00	\$1,500.00	\$15,190.00	\$53,495.00	\$17,242.00	\$87,427.00	170%
Conference Vendors	\$13,000.00	\$2,000.00	\$6,600.00	\$8,200.00	\$5,200.00	\$22,000.00	169%
Conference Sponsorship	\$5,000.00	\$950.00	\$950.00	\$3,600.00	\$1,250.00	\$6,750.00	135%
Publication Advertising	\$1,500.00	\$360.00	\$1,256.00	\$0.00	\$1,080.00	\$2,696.00	180%
Publication Sales	\$400.00	\$90.00	\$135.00	\$90.00	\$0.00	\$315.00	79%
VA Caucus Event	\$500.00	\$25.00	\$0.00	\$0.00	\$444.00	\$469.00	94%
Off-Meeting Workshops	\$7,000.00	\$850.00	\$100.00	\$0.00	\$2,080.00	\$3,030.00	43%
Bank Interest	\$1,300.00	\$683.72	\$679.08	\$645.77	\$621.98	\$2,630.55	202%
Investment Interest	\$2,000.00	\$3,151.20	(\$371.96)	\$1,815.14	\$1,541.62	\$6,136.00	307%
Gifts to Operations	\$800.00	\$306.00	\$40.00	\$140.00	\$515.00	\$1,001.00	125%
Miscellaneous	\$0.00	\$0.00	\$0.00	\$50.00	\$0.00	\$50.00	0%
<b>Total Income</b>	<b>\$129,500.00</b>	<b>\$36,414.92</b>	<b>\$30,722.12</b>	<b>\$71,669.91</b>	<b>\$42,571.60</b>	<b>\$181,378.55</b>	<b>140%</b>
<b>EXPENSES</b>							
Administrator	\$10,700.00	\$8,416.60	\$197.83	\$323.26	\$1,201.35	\$10,139.04	95%
Executive Officers	\$26,700.00	\$5,059.01	\$5,144.74	\$5,434.96	\$6,931.08	\$22,569.79	85%
Caucus Funds	\$2,400.00	\$67.25	\$100.00	\$0.00	\$963.90	\$1,131.15	47%
Steering	\$1,100.00	\$0.00	\$0.00	\$0.00	\$1,070.75	\$1,070.75	97%
Communications	\$3,550.00	\$327.86	\$373.19	\$518.55	\$1,408.87	\$2,628.47	74%
Education	\$2,750.00	\$500.00	\$150.00	\$0.00	\$200.00	\$850.00	31%
Diversity and Inclusion	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Meetings Coordinating	\$600.00	\$0.00	\$0.00	\$847.98	\$0.00	\$847.98	141%
Finance	\$10,100.00	\$1,804.19	\$1,645.76	\$922.14	\$6,853.48	\$11,225.57	111%
Membership	\$1,200.00	\$0.00	\$0.00	\$0.00	\$1,150.00	\$1,150.00	96%
Nominating	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Finding Aids	\$500.00	\$0.00	\$0.00	\$0.00	\$300.00	\$300.00	60%
Custer and Finch	\$650.00	\$0.00	\$300.00	\$0.00	\$0.00	\$300.00	46%
Distinguished Service	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00	\$400.00	100%
VA Caucus Event	\$500.00	\$0.00	\$0.00	\$0.00	\$444.00	\$444.00	89%
Transfer of Operating Surplus	\$0.00	\$0.00	\$0.00	\$0.00	\$18,590.00	\$18,590.00	0%
Fall Conference (LAC)	\$8,150.00	\$1,272.00	\$500.00	\$262.50	\$2,525.00	\$4,559.50	56%
Spring Conference (LAC)	\$60,000.00	\$4,033.63	\$0.00	\$2,500.00	\$61,912.21	\$68,445.84	114%
<b>Total Expenses</b>	<b>\$129,500.00</b>	<b>\$21,480.54</b>	<b>\$8,411.52</b>	<b>\$10,809.39</b>	<b>\$103,950.64</b>	<b>\$144,652.09</b>	<b>112%</b>
<b>Net Income or (Loss)</b>		<b>\$14,934.38</b>	<b>\$22,310.60</b>	<b>\$60,860.52</b>	<b>(\$61,379.04)</b>	<b>\$36,726.46</b>	
<b>Account Balances</b>							
PNC Checking	\$128,490.87		Operating	Opening	Credits	Debits	Closing
PNC Savings	\$80,673.54		Restricted	\$98,105.50	\$42,571.60	(\$103,950.64)	\$36,726.46
Vanguard Bonds	\$95,762.60		Reserve	\$139,558.13	\$23,630.52	(\$2,571.21)	\$160,617.44
Total	\$304,927.01		Surplus	\$45,325.00	\$0.00	\$0.00	\$45,325.00
			Totals	\$62,258.11	\$0.00	\$0.00	\$62,258.11
				\$345,246.74	\$66,202.12	(\$106,521.85)	\$304,927.01

**Summary - Fourth Quarter FY 2025**

Opening Balance	\$345,246.74
Total Income	\$66,202.12
Total Expenses	(\$106,521.85)
Closing Balance	\$304,927.01

**Restricted Funds**

	Opening	New Gifts	Spending	Closing
PNC Savings	\$21,294.50	\$6,330.00	\$0.00	\$27,624.50
Vanguard Bonds	\$103,972.01	\$5,245.00	(\$2,571.21)	\$106,645.80
Total	\$9,370.62	\$12,045.52	\$0.00	\$21,416.14
	\$4,921.00	\$10.00	\$0.00	\$4,931.00
Total	\$139,558.13	\$23,630.52	(\$2,571.21)	\$160,617.44



July 15, 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 to be held on July 25, 2025.

**Parliamentarian Activities**

The Parliamentarian has continued to advise on procedural matters at the request of the Executive Committee.

**MARAC Historian Report - July/2025**  
**(for the MARAC Steering Committee Meeting, via ZOOM)**

During this quarter I completed three small research projects for three individuals – one involving research into the early history of MARAC's Education Committee, one describing the previous career in MARAC of a recently-deceased archivist, and lastly the forwarding of some documentation about MARAC's strong support of UMD's library school in 1991, when it was threatened with disbandment at that point in time.

I have continued to work on a chronological compilation of MARAC service awards – these awards commenced in 1989 have continued up to the present. This project is not yet completed but I'm making progress. My historical list will link up with a listing that covers recent years maintained by our MARAC Administrator, Sara Predmore.

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

Lauren Brown  
MARAC Historian

MARAC Archivist Report  
Steering Committee Meeting  
July 2025

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MAA Ingest Schedule: August 2025

As stated in my last report, I will work to follow the UMD Access Team's protocols to make a request for accessioning for the recent editions of the *Mid-Atlantic Archivists* to the Internet Archive in August 2025. I also hope to secure a timeframe for the ingest of the MAA backlog during this month as well.

MARAC Archivist: New Archivist?

I am in talks with UMD Libraries Collection Strategies Archivist and MARAC MD Caucus Representative Jen Gathings about adding the position of MARAC Archivist to her portfolio.

Joni J. Floyd

# MARAC

Mid-Atlantic Regional Archives Conference

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

Submitted to: Steering Committee

July 16, 2025

Web Team members for 2025-2026:

Jasmine Smith (co-chair), Diana Reed (Co-chair), Chris Loos, Ruth Cody, Open slot, Sara Predmore (ex-officio)

Updates since the last Steering Meeting:

- Website menus - Jasmine, Sara, and Heather completed updates to the menus and changed them to be more WCAG compliant. 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 April:
  - Jasmine - Added basic pages for Symposium and 2026 conference. Assisted Sara with updates to Steering page as committees turned over.
  - 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 - reviewed messages in the Web Team gmail account and forwarded them to the appropriate team member; conducted quality checks of any changes to the website. Also used automated accessibility checker tools to evaluate the MARAC website.
  - Ruth - updates to the Steering Committee page, including names and email addresses as needed.
  - Sara - Updated committee listings as year turned over. continuously keeps it all running, updated, and looking amazing. (Thank you!)
- Accessibility audit of the MARAC website - We are also working on internal best practices to ensure that any future edits are compliant with WCAG standards. As the committee open slot is filled and co-chair appointed, we will be ready to move forward with this project

**\*\*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. 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