

STEERING COMMITTEE

October 24, 2025

Via Zoom

AGENDA

I. Call to Order (5 min)

- A. Introductions
- B. Approval of Agenda

II. Approval of Steering Committee Minutes (5 min)

- A. July 25, 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. New Committee Updates: Advocacy, Records Retention, Climate (Zach Hottel)
- B. Strategic Planning: Listening Sessions (Zach Hottel and Debra Schiff)
- C. Disaster Relief
- D. Operations Manual (Kevin Clair)

VI. New Business (15 min)

- A. Support for Federal Workers

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 (Lorna Loring/Steve Bookman)
- H. West Virginia (Grace Musgrave)

IX. Adjournment

MARAC

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**Chair Report
Steering Committee Meeting
October 24, 2025**

1. Collaborated with the Executive Committee to send a support email to membership following the government shut down
2. Issued a call for volunteers interested in serving on Climate Change Work Group, Record and Retention Ad-Hoc Committee, and Advocacy Committee
3. Met with the Co-Chairs of the Climate Change Work Group and the full Record and Retention Ad-Hoc Committee to provide their official charge
4. Met with the Executive Committee to review upcoming Steering Meeting and other MARAC business
5. Submitted the Chair's column and questions for the Fall 2025 Mid-Atlantic Archivist
6. Met with MCC Committee Chair and Meetings Coordinator Mary Mannix to review meetings schedules, procedures, etc.
7. Conducted regular correspondence with MARAC members and officers about matters related to the organization and the field

Respectfully submitted,

Zachary Hottel
Chair, 2025-2026

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To: MARAC STEERING COMMITTEE
From: SARA PREDMORE, MARAC ADMINISTRATOR
Date: October 17, 2025 Zoom meeting
Re: ADMINISTRATOR'S REPORT

Membership Statistics

There were active members (as of October 15, 2025): 775

Regular Members: 616

Bridge members: 46

Retired Members: 59

Student Members: 54

Membership Statistics Comparison

Member Type	2023 (as of 10/13/23)	2024 (as of 10/31/24)	2025 (as of 10/15/25)	% change 2024-2025
Regular	723	627	616	-1.75%
Bridge	0	36	46	27.78%
Retired	62	62	59	-4.84%
Student	61	53	54	1.89%
Total	846	778	775	-0.39%

State Caucus Membership Statistics Comparison

Caucus	2023 (as of 10/13/23)	2024 (as of 10/31/24)	2025 (as of 10/15/25)
DC	129	122	119
Delaware	42	37	35
Maryland	179	155	157
New Jersey	114	100	100
New York	172	152	151
Pennsylvania	185	171	170
Virginia	145	142	155
West Virginia	15	17	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 10/15/25)

Month	2023	2024	2025
August	16	12	12
September	18	14	14
October	4	31	7
Total	46	57	33

ADDITIONAL INFORMATION

Membership Renewal: The membership grace period ended on August 31st. As of October 15, 233 members haven't renewed their memberships and are now in the "lapsed" category. They are blocked from receiving e-list messages and receive limited announcements from MARAC.

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

- Awards: Distributed calls for meeting attendance and travel awards, graduate scholarship, and Finding Aid award submissions. Updated DSA webpage and nomination form.
- Caucus Representatives: Set up Zoom, uploaded recording to YouTube, and distributed messages for fall Caucus Conversation
- Communications: Distributed fall edition of MAA, processed advertiser renewals, prepared handouts for SAA meeting, contacted those from SAA meeting who expressed interest in MARAC
- Education: Managed registration, coordinated Zoom, prepared certificates, and populated members' Continuing Education Transcripts for Risk Assessments & Emergency Preparedness and Professional Wellness workshops
- Executive Committee: Continuing to work on Chair-elect/Chair Handbook with Deb Schiff, Coordinating with Secretary, Kevin Clair, on Operations Manual updates and format
- Finance: Provided monthly deposits, donations, and report for FY 25 income received from NJ sources
- MCC, Symposium, and Richmond LACs and PCs: Sent calls for volunteers, tours, posters, and session proposals, attended planning meetings
- Nominations and Elections: Met with NEC Chair to update messaging and form for nominations and establish timeline for 2026 election, sent calls for nominations
- RAAC: Provided updated information about MARAC to SAA for their Directory of Archival Organizations
- Web Team: Continually updating website

Fall 2025 Symposium: 65 registrants, 6 vendors, and 2 sponsors.

Upcoming Tasks:

- Richmond Conference: Vendor registration and program preparation
- Distribute Finding Aids and DSA calls for submissions
- Election activities
- Creating a Master Spreadsheet [similar to MAC's](#) of volunteer positions to provide a single sheet, rather multiple tabs, with critical information about all positions to include time commitment.

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Date: October 10, 2025

To: MARAC Steering Committee Members

From: Deb Schiff

RE: Chair-elect Report

1. Met with Elizabeth Surlles (Institute of Jazz Studies, Rutgers Newark), Development Coordinator, to plan fundraising efforts. Fundraising will be focused on raising funds for MARAC Awards and Scholarships until they are fully sustainable.
2. Continued monthly work with Sara Predmore, MARAC Administrator, to complete the Draft Chair-elect and Chair handbook. Zach Hottel, MARAC Chair, will be provide guidance asynchronously.
3. Met with the Caucus Representatives. Reached out to Education on their behalf to begin collaborative work on documentation for Caucus Conversations coordination.
4. Met with the Disaster Response Committee to help work on the updated fund application and rubric.
5. Will meet with MARAC Executive Committee.

Meetings Coordinating Committee Report

23 October 2025

Next Meeting:

1) MARAC Fall Symposium: Sustainability and Archives

When: 27 October 2025 (this coming Monday)

Location: Hagley Museum and Library, Wilmington, DE 19807

Sleeping Rooms: DoubleTree by Hilton Hotel Wilmington (4727 Concord Pike, Wilmington, DE) Room Rate: \$139 and Days Inn by Wyndham Wilmington/Brandywine (5209 Concord Pike, Wilmington, DE) Room Rate: \$78 per night.

Both hotels were courtesy blocks. Last I heard we had no rooms at the Days Inn but I am awaiting an update from Helms-Briscoe. My assumption is that we did not make enough room nights (50) to acquire a \$500 grant from Greater Wilmington Convention and Visitors Bureau.

Facilitator: Eira Tansey of Memory Rising

LAC Chair: Carley Altenburger and Diane Bockrath

PC Co-Chairs: Maria Day and Vin Novara

Questions for Steering's future consideration:

Do they wish to consider pursuing the every other year Symposium model?

Is it financially sustainable?

What does MARAC wish to accomplish with the Symposiums? Is offering one day educational experiences with experts in their fields good enough if they are not financially successful?

2) 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

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)

Update: The “Print Program” editors have distributed their deadline for production.

The Monthly Zoom group planning meetings with PC\LAC\MCC\Sara will begin on Monday, November 3.

Due to the cost of food, and the impact of service fees and taxes food in Richmond will be sparse. Tax was 13.5% and the service fee was 24% . In comparison, the total tax and fees in Harrisonburg were 32.3%, so while Richmond is high, it is not completely outrageous. There will not be a lunch, though there will be a midday plenary speaker.

3) MARAC Fall 2026 Virtual Meeting

Scott Keefer, Virtual Meetings Coordinator, has begun pursuing people to serve as the leads. The leadership planning structure is being reconfigured to no longer resemble the traditional MARAC two committee framework. It will instead be one committee combining VAC and PC duties. This was based on comments that came out of the post-mortem following the last Virtual Meeting. Scott has had no success at this point. He and I will be meeting in November.

4) MARAC Spring 2027 Meeting

Preliminary calls have been put out to the following New Jersey communities: Asbury Park, Jersey City, Long Branch, New Brunswick, and Princeton. I will be revisiting the search at the start of November. At this point, the Food and Beverage minimums are coming back on average at \$40,000, with high at \$60,000. These numbers are before negotiation and do not, of course, include any fees.

5) Manual

Editing has begun again.

Respectfully Submitted,

Mary K. Mannix, Meetings Coordinator

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2025 October 16

Below are the activities of the MARAC secretary for the quarter preceding the fall 2025 meeting of the Steering Committee.

- Final minutes from the summer meeting of the MARAC Steering Committee were uploaded to the MARAC Google Drive.
- The draft minutes from the summer Steering Committee meeting were circulated to the Steering Committee membership and uploaded to the MARAC Google Drive for review and approval.
- I met with Sara Predmore on October 7 to discuss the effectiveness of the MARAC Operations Manual and our current strategy for maintaining it. We will be discussing this more with Caucus chairs and committee heads in the weeks to come.

Respectfully submitted,

Kevin M. Clair
MARAC Secretary

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October 17, 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 Fall 2025 Steering meeting to be held virtually on October 24, 2025.

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

- The income is from membership dues; conference registration, vendors, and sponsors; publication advertising; off-meeting workshops; bank interest; and individual donations.
- Expenses are from Administrator salary and phone; MemberClicks and other web service annual fees; MAA printing and postage from Spring issue; workshop honoraria; expenses related to the Fall and Spring conferences; and banking fees.
- Expenditures from restricted funds were from the Archival Education Fund for the first annual Ronald Becker Award for New Professionals.
- The quarter ended with a net gain of \$19,979.51. This is lower than typical for Q1 because of the Fall Symposium (less revenue). Looking ahead, we can expect lower expenses than usual in Q2, also because of the Symposium.

2. Average returns on investment for MARAC's accounts during the quarter (rounded to the nearest hundredth of a percent) follow. We now have three CDs in our ladder.

- PNC CDs: 3.73%
- PNC Savings Account: 0.01%
- Vanguard Bonds: 1.43%

3. **ACTION ITEM** (Spring conference budget): Attachment 2 is the proposed budget for the Spring 2026 Richmond conference. To achieve a positive final projection, we had to pare down the food offerings, which we'll explain during the meeting. Finance recommends approving the conference budget as presented.

FY 2026, 1st Quarter (July 1, 2025 to September 30, 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	\$45,000.00	\$28,470.00				\$28,470.00	63%
Conference Registration	\$62,500.00	\$4,775.00				\$4,775.00	8%
Conference Vendors	\$14,000.00	\$3,500.00				\$3,500.00	25%
Conference Sponsorship	\$4,500.00	\$500.00				\$500.00	11%
Publication Advertising	\$1,800.00	\$440.00				\$440.00	24%
Publication Sales	\$0.00	\$0.00				\$0.00	0%
VA Caucus Event	\$500.00	\$0.00				\$0.00	0%
Off-Meeting Workshops	\$4,000.00	\$1,325.00				\$1,325.00	33%
Bank Interest	\$1,800.00	\$612.43				\$612.43	34%
Investment Interest	\$3,500.00	\$1,365.75				\$1,365.75	39%
Gifts to Operations	\$900.00	\$180.00				\$180.00	20%
Miscellaneous	\$0.00	\$0.00				\$0.00	0%
Total Income	\$138,500.00	\$41,168.18	\$0.00	\$0.00	\$0.00	\$41,168.18	30%
EXPENSES							
Administrator	\$22,000.00	\$6,695.84				\$6,695.84	30%
Web Services	\$9,450.00	\$8,816.86				\$8,816.86	93%
Archivist	\$1,000.00	\$0.00				\$0.00	0%
Accountant	\$3,325.00	\$0.00				\$0.00	0%
Advocacy	\$1,800.00	\$0.00				\$0.00	0%
Insurance Policy	\$1,800.00	\$0.00				\$0.00	0%
Phone	\$625.00	\$79.15				\$79.15	13%
Postage	\$150.00	\$34.26				\$34.26	23%
Office Supplies	\$100.00	\$0.00				\$0.00	0%
Food	\$4,250.00	\$0.00				\$0.00	0%
Travel	\$1,250.00	\$0.00				\$0.00	0%
Equipment	\$250.00	\$0.00				\$0.00	0%
Printing and Design	\$3,700.00	\$520.26				\$520.26	14%
Conference	\$75,000.00	\$2,930.54				\$2,930.54	4%
Lodging	\$1,200.00	\$0.00				\$0.00	0%
Honoraria	\$2,800.00	\$250.00				\$250.00	9%
Awards and Prizes	\$1,900.00	\$0.00				\$0.00	0%
VA Caucus Event	\$500.00	\$0.00				\$0.00	0%
Banking Fees	\$7,000.00	\$1,861.76				\$1,861.76	27%
Investments	\$0.00	\$0.00				\$0.00	0%
Miscellaneous	\$400.00	\$0.00				\$0.00	0%
Total Expenses	\$138,500.00	\$21,188.67	\$0.00	\$0.00	\$0.00	\$21,188.67	15%
Net Income or (Loss)		\$19,979.51	\$0.00	\$0.00	\$0.00	\$19,979.51	

<u>Account Balances</u>		<u>Opening</u>	<u>Credits</u>	<u>Debits</u>	<u>Closing</u>	
PNC Checking	\$83,812.20	Operating	\$0.00	\$41,168.18	(\$21,188.67)	\$19,979.51
PNC Savings	\$146,285.97	Restricted	\$160,617.44	\$2,920.00	(\$600.00)	\$162,937.44
Vanguard Bonds	\$97,128.35	Reserve	\$48,475.00	\$0.00	\$0.00	\$48,475.00
Total	\$327,226.52	Surplus	\$95,834.57	\$0.00	\$0.00	\$95,834.57
		Totals	\$304,927.01	\$44,088.18	(\$21,788.67)	\$327,226.52

Summary - First Quarter FY 2026

Opening Balance	\$304,927.01
Total Income	\$44,088.18
Total Expenses	(\$21,788.67)
Closing Balance	\$327,226.52

<u>Restricted Funds</u>		<u>Opening</u>	<u>New Gifts</u>	<u>Spending</u>	<u>Closing</u>	
PNC Savings	\$65,809.09	Disaster Assist.	\$27,624.50	\$294.00	\$0.00	\$27,918.50
Vanguard Bonds	\$97,128.35	Education	\$106,645.80	\$1,259.00	(\$600.00)	\$107,304.80
Total	\$162,937.44	Graduate Schol	\$21,416.14	\$1,367.00	\$0.00	\$22,783.14
		Finch Award	\$4,931.00	\$0.00	\$0.00	\$4,931.00
		Total	\$160,617.44	\$2,920.00	(\$600.00)	\$162,937.44

FY 2026, 1st Quarter (July 1, 2025 to September 30, 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>
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Publication Advertising	\$1,800.00	\$440.00				\$440.00	24%
Publication Sales	\$0.00	\$0.00				\$0.00	0%
VA Caucus Event	\$500.00	\$0.00				\$0.00	0%
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Investment Interest	\$3,500.00	\$1,365.75				\$1,365.75	39%
Gifts to Operations	\$900.00	\$180.00				\$180.00	20%
Miscellaneous	\$0.00	\$0.00				\$0.00	0%
Total Income	\$138,500.00	\$41,168.18	\$0.00	\$0.00	\$0.00	\$41,168.18	30%
EXPENSES							
Administrator	\$11,900.00	\$8,783.54				\$8,783.54	74%
Executive Officers	\$26,800.00	\$6,695.84				\$6,695.84	25%
Caucus Funds	\$2,400.00	\$0.00				\$0.00	0%
Steering	\$1,500.00	\$0.00				\$0.00	0%
Communications	\$3,500.00	\$546.15				\$546.15	16%
Education	\$2,850.00	\$250.00				\$250.00	9%
Diversity and Inclusion	\$200.00	\$0.00				\$0.00	0%
Meetings Coordinating	\$100.00	\$0.00				\$0.00	0%
Finance	\$10,850.00	\$1,982.60				\$1,982.60	18%
Membership	\$1,400.00	\$0.00				\$0.00	0%
Nominating	\$0.00	\$0.00				\$0.00	0%
Finding Aids	\$500.00	\$0.00				\$0.00	0%
Custer and Finch	\$600.00	\$0.00				\$0.00	0%
Distinguished Service	\$400.00	\$0.00				\$0.00	0%
VA Caucus Event	\$500.00	\$0.00				\$0.00	0%
Fall Conference (LAC)	\$55,000.00	\$2,882.63				\$2,882.63	5%
Spring Conference (LAC)	\$20,000.00	\$47.91				\$47.91	0%
Total Expenses	\$138,500.00	\$21,188.67	\$0.00	\$0.00	\$0.00	\$21,188.67	15%
Net Income or (Loss)		\$19,979.51	\$0.00	\$0.00	\$0.00	\$19,979.51	

<u>Account Balances</u>			<u>Opening</u>	<u>Credits</u>	<u>Debits</u>	<u>Closing</u>
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Vanguard Bonds	\$97,128.35	Reserve	\$48,475.00	\$0.00	\$0.00	\$48,475.00
Total	\$327,226.52	Surplus	\$95,834.57	\$0.00	\$0.00	\$95,834.57
		Totals	\$304,927.01	\$44,088.18	(\$21,788.67)	\$327,226.52

Summary - First Quarter FY 2026

Opening Balance	\$304,927.01
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Total	\$162,937.44	Graduate Schol	\$21,416.14	\$1,367.00	\$0.00	\$22,783.14
		Finch Award	\$4,931.00	\$0.00	\$0.00	\$4,931.00
		Total	\$160,617.44	\$2,920.00	(\$600.00)	\$162,937.44

MARAC MEETING BUDGET

Spring 2026 Richmond, VA

Proposed Budget Summary

Category	Total for 275 Attendees	Total for 300 Attendees
INCOME		
Registration Fees	\$41,390.00	\$45,190.00
Exhibitor Fees	\$15,700.00	\$15,700.00
Meals	\$1,960.00	\$2,095.00
Reception	\$1,140.00	\$1,160.00
Tour Fees	\$750.00	\$895.00
Workshop Fees	\$5,000.00	\$5,600.00
Total Income	\$65,940.00	\$70,640.00
EXPENSES		
General/Hotel Expenses	\$6,100.00	\$6,100.00
AV Expenses	\$14,000.00	\$14,000.00
Meal Expenses	\$26,317.50	\$27,355.63
Reception	\$15,900.00	\$16,900.00
Registration/Program	\$850.00	\$850.00
Session/Plenary Speakers	\$700.00	\$700.00
Tour Expenses	\$396.00	\$477.00
Workshop Expenses	\$3,650.00	\$3,650.00
Total Expenses	\$67,913.50	\$70,032.63
Total	(\$1,973.50)	\$607.38
Steering Meal Reimbursement	\$1,500.00	\$1,500.00
Membership Event Reimbursement	\$1,200.00	\$1,200.00
NET INCOME (LOSS)/PROJECTED NET GAIN (LOSS)	\$726.50	\$3,307.38

MARAC MEETING BUDGET Spring 2026 Richmond, VA

Proposed Budget - Income Estimates

Category	Cost/Item	275 Attendees	Total	Cost/Item	300 Attendees	Total
INCOME						
Registration Fees						
Pre-Reg Members	\$150.00	178	\$26,700.00	\$150.00	188	\$28,200.00
Pre-Reg Nonmembers	\$215.00	22	\$4,730.00	\$215.00	25	\$5,375.00
Late Reg Members	\$175.00	30	\$5,250.00	\$175.00	33	\$5,775.00
Late Reg Nonmembers	\$240.00	6	\$1,440.00	\$240.00	8	\$1,920.00
Member, onsite	\$195.00	5	\$975.00	\$195.00	6	\$1,170.00
Nonmember, onsite	\$260.00	1	\$260.00	\$260.00	1	\$260.00
Student registration	\$75.00	25	\$1,875.00	\$75.00	30	\$2,250.00
Complimentary or Workshop Only	\$0.00	6	\$0.00	\$0.00	6	\$0.00
One day (Saturday only)	\$80.00	2	\$160.00	\$80.00	3	\$240.00
Total Registration Fees		275	\$41,390.00		300	\$45,190.00
Exhibitor Fees						
Ads (Full Page)	\$500.00	0	\$0.00	\$500.00	0	\$0.00
Ads (Half Page)	\$300.00	1	\$300.00	\$300.00	1	\$300.00
Ads (Quarter Page)	\$200.00	2	\$400.00	\$200.00	2	\$400.00
Sponsor	\$100.00	2	\$200.00	\$100.00	2	\$200.00
Sponsor	\$500.00	2	\$1,000.00	\$500.00	2	\$1,000.00
Sponsor	\$1,000.00	1	\$1,000.00	\$1,000.00	1	\$1,000.00
Rental - 1 Table	\$700.00	17	\$11,900.00	\$700.00	17	\$11,900.00
Rental - 2 Tables	\$900.00	1	\$900.00	\$900.00	1	\$900.00
Total Exhibitor Fees			\$15,700.00			\$15,700.00
Meals						
Vendor Lunch - Friday	\$35.00	2	\$70.00	\$35.00	2	\$70.00
Breakfast - Business Mtg.	\$27.00	70	\$1,890.00	\$27.00	75	\$2,025.00
Total Meals			\$1,960.00			\$2,095.00
Reception						
Sponsorship	\$1,000.00	1	\$1,000.00	\$1,000.00	1	\$1,000.00
Guest Tickets	\$20.00	7	\$140.00	\$20.00	8	\$160.00
Total Reception Income			\$1,140.00			\$1,160.00

Tour Fees

Tour #1 Name	\$15.00	10	\$150.00	\$15.00	12	\$180.00	Min 5/Max 25
Tour #2 Name	\$10.00	15	\$150.00	\$10.00	18	\$180.00	No Min/Max 25
Tour #3 Name	\$5.00	18	\$90.00	\$5.00	20	\$100.00	No Min/Max 45
Tour #4 Name	\$15.00	12	\$180.00	\$15.00	14	\$210.00	No Min/No Max
Tour #5 Name	\$15.00	12	\$180.00	\$15.00	15	\$225.00	Min 12 /Max 30
Total Tour Fees		67	\$750.00		79	\$895.00	

Workshop Fees

Workshop #1	\$100.00	18	\$1,800.00	\$100.00	20	\$2,000.00	All workshops: Min 7
Workshop #2	\$100.00	15	\$1,500.00	\$100.00	16	\$1,600.00	
Workshop #3	\$100.00	12	\$1,200.00	\$100.00	14	\$1,400.00	
Workshop #4	\$50.00	10	\$500.00	\$50.00	12	\$600.00	
Total Workshop Fees		55	\$5,000.00		62	\$5,600.00	

Total Income

\$65,940.00 \$70,640.00

MARAC MEETING BUDGET Spring 2026 Richmond, VA

Proposed Budget - Expense Estimates

Category	Cost Per Item	275 Attendees	Total	Cost Per Item	300 Attendees	Total
EXPENSES						
General Expenses						
Administrative Services			\$5,000.00			\$5,000.00
LAC Expenses			\$250.00			\$250.00
Event Insurance			\$600.00			\$600.00
Hotel Expenses						
Porterage and Misc. Expenses			\$250.00			\$250.00
Total General/Hotel Expenses			\$6,100.00			\$6,100.00
AV Expenses						
AV Equipment Tech			\$3,500.00			\$3,500.00
AV Equipment Rental			\$8,500.00			\$8,500.00
Fees			\$2,000.00			\$2,000.00
Total AV Expenses			\$14,000.00			\$14,000.00

Meal Expenses	Tax and			Number Feeding	Total	Tax and			Number Feeding	Total	Description
	Base Price	Service Fee	Total			Base Price	Service Fee	Total			
Thur AM Break	\$26.00	\$9.75	\$35.75	40	\$1,040.00	\$26.00	\$9.75	\$35.75	50	\$1,300.00	Classic Continental
Thur PM Break	\$22.00	\$8.25	\$30.25	40	\$880.00	\$22.00	\$8.25	\$30.25	45	\$990.00	Healthy Pause
Thur Steering Working Dinner	\$50.00	\$18.75	\$68.75	30	\$1,500.00	\$50.00	\$18.75	\$68.75	30	\$1,500.00	Hotel working
Thur PM Meet & Greet	\$16.00	\$6.00	\$22.00	125	\$2,000.00	\$16.00	\$6.00	\$22.00	125	\$2,000.00	Crudites and beverages
Fri Brkfst, AM, & PM Breaks	\$51.00	\$19.13	\$70.13	220	\$11,220.00	\$51.00	\$19.13	\$70.13	225	\$11,475.00	AllDay Brk Pkg 2 + fruit
Fri Box Lunch for Vendors	\$34.00	\$12.75	\$46.75	20	\$680.00	\$34.00	\$12.75	\$46.75	20	\$680.00	
Sat Breakfast	\$26.00	\$9.75	\$35.75	70	\$1,820.00	\$26.00	\$9.75	\$35.75	75	\$1,950.00	Classic Continental
Total Meal Costs					\$19,140.00					\$19,895.00	
13.5% tax & 24% service fee					\$7,177.50					\$7,460.63	
Total Meal and Fee Costs					\$26,317.50					\$27,355.63	

Note: If we only have 250 attendees, increase the items ordered and stay with the 75% of attendees guidance, not order for 220 (see Fri breaks).

Reception						
Caterer			\$12,500.00			\$13,500.00
Shuttle			\$850.00			\$850.00
Entertainment			\$750.00			\$750.00
Facility Fees			\$1,800.00			\$1,800.00
Total Reception Costs			\$15,900.00			\$16,900.00

Registration/Program

Program Design			\$600.00			\$600.00
Folders, Badges, Lanyards, etc.			\$250.00			\$250.00
Total Registration/Program Costs			\$850.00			\$850.00

Plenary Speakers

Travel			\$200.00			\$200.00
Honorarium			\$500.00			\$500.00
Total Speaker Costs			\$700.00			\$700.00

Tour Expenses

Tour #1 Name	\$10.00	10	\$100.00	\$10.00	12	\$120.00
Tour # 2 Name	\$5.00	15	\$75.00	\$5.00	18	\$90.00
Tour # 3 Name	\$0.00	18	\$5.00	\$0.00	20	\$5.00
Tour # 4 Name	\$8.00	12	\$96.00	\$8.00	14	\$112.00
Tour # 5 Name	\$10.00	12	\$120.00	\$10.00	15	\$150.00
Total Tour Costs			\$396.00			\$477.00

Workshop Expenses

Honoraria			\$2,400.00			\$2,400.00
Meals/Travel (Speakers)			\$1,250.00			\$1,250.00
Misc. Expenses			\$0.00			\$0.00
Total Workshop Costs			\$3,650.00			\$3,650.00

Total Expenses**\$67,913.50****\$70,032.63**



October 16, 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 virtually on October 24, 2025.

Parliamentarian Activities

The Parliamentarian has been available as needed. Nothing additional to report.

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

I have continued to work on a chronological compilation of MARAC service awards – these awards commenced in 1989 and have continued up to the present. (I like to think I'm in the final stages of this project – some of the information I am seeking is fragmentary.) My historical list will link up with a listing that covers recent years, maintained by our MARAC Administrator, Sara Predmore.

I plan to serve on the newly-formed Records Retention Committee in MARAC in an ex-officio capacity; the opening meeting (via Zoom) is scheduled for October 20th. Looking forward to the discussions! In addition, I will continue to serve (again, ex-officio) on the Distinguished Award Committee.

There is a Special Collections/Hornbake Library exhibit that will officially open on October 24th. It will feature initiatives and innovations that have occurred in SCUA in the last twenty-five years or so. Several items from the MARAC Archives will be included; I've assisted Hornbake staff with this and a few other features of the exhibit.

Also, I'm looking forward to attending the MARAC Symposium in Delaware later this month. It will be a busy end to October!

Lauren Brown
MARAC Historian

MARAC Archivist Report
Steering Committee Meeting
October 2025
Joni J. Floyd

MAA Ingest Schedule

The Access Team at Special Collections and University Archives had approved the new ingest schedule for the MAA. The ingest will occur annually in August.

Records Retention Committee

I am finalizing a report for this committee, which I will share with MARAC Historian Lauren Brown to share at their first meeting.

MARAC

Mid-Atlantic Regional Archives Conference

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

Submitted to: Steering Committee

October 16, 2025

Web Team members for 2025-2026:

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 regular edits and updates to the MARAC website since the last report in July:
 - Jasmine - Updated pages with corrections as requested.
 - Diana - Onboarded as team co-chair. Trained Chris to do job posting updates.
 - Chris - updates the MARAC Job Opportunities page weekly, adding new submissions, removing outdated listings, and keeping submitters informed. 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 Symposium page. 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. We have run an updated report and will work with Memberclicks to see what is possible.

****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