

STEERING COMMITTEE
April 30, 2026 at 6:30PM
Omni Richmond Hotel

AGENDA

I. Call to Order (5 min)

- A. Introductions
- B. Approval of Agenda

II. Approval of Steering Committee Minutes (5 min)

- A. January 23, 2026 Steering Committee Minutes

III. Officer's Reports (15 min)

- A. Chair's Report (Zach Hottel)
- B. Administrator's Report (Sara Predmore)
- C. Chair-Elect (Debra Schiff)
- D. Meetings Coordinator (Mary Mannix)
- E. Secretary (Kevin Clair)
- F. Treasurer (Amy Fitch)
- G. 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)
- F. Development Coordinator (Elizabeth Surles)

V. Old Business (45 min)

- A. Disaster Relief Committee
- B. NAGARA Partnership
- C. Danna Bell Scholarship
- D. Climate Change Committee Work Group
- E. Record Retention Ad-Hoc Committee

VI. New Business (15 min)

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

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**Chair Report
Steering Committee Meeting
April 30, 2026**

1. Submitted Chair Article to MAAC for Spring edition.
2. Completed negotiations with NAGARA for partnership agreement and signed agreement.
3. Met with Executive Committee to review ongoing MARAC projects and opportunities.
4. Continued ongoing correspondence with administrator, officers, committees and committee chairs about ongoing projects.
5. Met with members of the RAAC advisory committee to discuss additional partnerships with regional archives organizations.
6. Cooperated with Executive Committee and Steering to appoint a Partnership Liaison position to work with like minded organizations.
7. Assisted with preparations for Richmond MARAC meeting and long term planning for other MARAC meetings.

Respectfully submitted,

Zachary Hottel
Chair, 2025-2026

MARAC

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To: MARAC STEERING COMMITTEE
From: SARA PREDMORE, MARAC ADMINISTRATOR
Date: April 30, 2026 Richmond, VA
Re: ADMINISTRATOR'S REPORT

Membership Statistics

There were active members (as of April 20, 2026): 933

Regular Members: 727
 Bridge members: 64
 Retired Members: 60
 Student Members: 82

Membership Statistics Comparison

Member Type	2024 (as of 3/29/24)	2025 (as of 4/25/2025)	2026 (as of 4/23/2026)	% change 2025-2026
Regular	772	723	727	0.55%
Bridge	0	55	64	16.36%
Retired	64	64	60	-6.25%
Student	73	89	82	-7.87%
Total	909	931	933	0.32%

State Caucus Membership Statistics Comparison

Caucus	2024 (as of 3/29/24)	2025 (as of 4/25/2025)	2026 (as of 4/23/2026)
DC	144	139	152
Delaware	43	42	42
Maryland	193	189	193
New Jersey	125	117	119
New York	186	177	168
Pennsylvania	191	225	194
Virginia	160	168	200
West Virginia	16	21	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 4/23/26)

Month	2023-2024	2024-2025	2025-2026
February	4	7	13
March	6	30	28
April	8	17	18
Total	18	54	59

ADDITIONAL INFORMATION

Conference Registration: 355 attendees, 24 vendors, and 12 sponsors!

Ad-hoc Disaster Relief Review Committee: Completed work with committee, updated webpage, created new application form, moved new rubric to regular committee folder.

Ad-hoc Records Retention Committee: Attended monthly meetings and provided background on MARAC records and procedures.

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 and Becker award. Prepared certificates for spring Membership Meeting.
- Caucus Representatives: Provided monthly new member listings. Set up Zoom, uploaded recordings to YouTube, and distributed messages for January and March Caucus Conversations.
- Communications: Met with Dickinson Print Center designer on behalf of Communications Committee to resolve issues and discuss better ways to coordinate MARAC publication needs with them. Discussion included workflow and content for the MAA, TPA, and conference programs. Distributed spring edition of MAA and processed advertiser renewals
- Development: Met to discuss workflow and upcoming fundraising efforts, distributed messages, acknowledged donations.
- Executive Committee: Met with Deb Schiff to coordinate messaging and interest form for open volunteer positions for next membership year.
- Finance: Provided monthly deposits, donations, and report for FY 25 income received from NJ sources
- MCC, Richmond LACs and PCs, fall Virtual meeting: Attended planning meetings, coordinated registration, and created online supplement. Created NAGARA code for discounted registration.
- Web Team: Participated in meetings about website accessibility.

Upcoming Tasks:

- Continuing work on MARAC's master spreadsheet of volunteer positions. Content has been reviewed by Awards and Communications committees. Will continue to solicit reviews with goal of completing by June 15.
- Provide support for new committee appointments and leadership transition
- Provide year end reports for Steering Committee financials and income from NJ sources
- Clean up membership database and coordinate membership renewal

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Date: April 26, 2026

To: MARAC Steering Committee Members

From: Deb Schiff

RE: Chair-elect Report

1. Met monthly with Development Coordinator Elizabeth Surles for fundraising status updates.
2. Met with MARAC Chair Zach to discuss reviewing the Chair/Chair-elect handbook, rescheduling listening sessions for the strategic plan, a partner liaison position, and advance conference planning.
3. Met with the MARAC Disaster Relief Committee to finalize the text of the rubric, web site, and application form. Sara Predmore reformatted the application and updated the web site.
4. Met with the Caucus Representatives. Caucus Conversation Coordinator Jen Wachtel Litwin met with the Reps to discuss closer collaboration between the Caucus Reps and the Caucus Conversations Coordinator.
5. Along with MARAC Chair Zach Hottel, RAAC Liaison Andrew Cassidy-Amstutz, and NAGARA's Executive Director Johnny Hadlock about solidifying our partner agreement.
6. Continued appointments process.

Meetings Coordinating Committee Report

Spring 2026 Meeting

29 April 2026

1) This meeting, Richmond:

Local Arrangements Committee Co-Chairs:

Lynda Kachurek, University of Richmond

Mary Ann Mason, Library of Virginia

Program Committee Co-Chairs:

Josette Schluter, National Archives and Records Administration

David Grinnell, University of Pittsburgh

Question at hand, and it's not a competition, but will we "beat" Harrisburg's 374.

2) Virtual 4.0:

Fall 2026 Virtual Meeting

October 28 - 30, 2026

Take Note:

- Following the recommendations of Virtual 3.0, there will not be separate Virtual Arrangements and Program Committees. There will instead be one large committee. Many PC and LAC duties overlap in the virtual environment.
- First meeting for Scott Keefer, Virtual Meetings Coordinator, new-ish position on MCC. The VMC assists the Virtual Meetings Committee as a deeper level than the Meetings Coordinator.
- **VAC Committee co-chairs:**

Melissa Davis, George C. Marshall Foundation, mdavis@marshallfoundation.org

Jen Gathings, University of Maryland, College Park, jgeidson08@gmail.com

Darby Nisbett Schini, Maryland State Archives, darby.schini@maryland.gov

Meredith Sproull, Carnegie of Homestead, meredithsproull@gmail.com

Caucus Reps, Please mention that VAC is now recruiting members.

3) Spring 2027: Or, the puzzle that is holding a MARAC meeting in the Garden State.

Background Reminder Of How Sites Are Chosen:

MARAC members request that venue sites are pursued in different locations in our region. We generally go where people ask us to go or, occasionally, we will go in the opposite direction of where we were the meeting before. Harrisburg and Richmond are a good example, although members are always requesting Richmond. I do not throw a dart at a map, and we don't go where my whim takes us. We go to locations requested, or recommended, by members.

The hotel site selection firm that we work with – HelmsBriscoe – then sends out a call to hotels in the chosen areas. The calls include our conference space usage needs, along with the number of sleeping rooms we need. If there is a particular hotel that we are familiar with they will contact them directly.

Interested hotels then respond and forward a “bid” providing basic details such as open dates and sleeping room costs and food and beverage (F&B) minimum.

New Jersey:

I have been working with our HelmsBriscoe Reps to locate potential locations in NJ, following two major requests to return to New Jersey.

HelmsBrisco sent out calls to Asbury Park\Monmouth County, Jersey City, New Brunswick, and Princeton.

We received one response for Jersey City with an F&B minimum of \$55,000 and in New Brunswick with a minimum of \$60,000. These minimums are only for food and beverage costs. They do not include any of the taxes or any service charges. While the costs are generally negotiated down, these numbers are not realistically worth pursuing.

Also, for example in Richmond, meeting the minimum, in this case \$18,000 often gets us a very small amount of food and, as you are aware, we could not afford lunch. No surprise to any of us --- food is expensive. To be clear, the F&B for Richmond was \$18,000, as of April 9, we are ordering \$22,496 worth of food, with

little variety, though it will be lovely. And, with series fees and taxes the estimated total is \$31,053.

The cheapest food and beverage minimum we received in Princeton was \$25,000. We might be able to bring that down, but what would even \$18,000 buy us there? I am confident we could bring it down to \$22,000, maybe \$20,000.

To continue to pursue a possibility in Monmouth County, I contacted Monmouth County Tourism and then HelmsBriscoe called them. Again, HelmsBriscoe received no response from the first call from Monmouth. Our rep. has submitted an rfp with our space needs to identified hotels. She has not received any responses yet, but it hasn't been very long. I have also spoken with a trusted and experienced advisor (full disclosure -- my best friend) who was a conference planner in Monmouth County for the army.

The problem with us --- we use a lot of space and we can't spend a lot of money on food. And, we don't want to take our members outside a mall or to a hotel along a highway.

Within the next two months, we need to have a signed hotel contract. We are, I am, behind due to the pursuit of NJ. Reminder, prior to COVID, we generally had three hotel contracts locked up at a time, with committees forming and starting to work.

To cut to the chase ... I do not think it is financially responsible at this time to continue to pursue a meeting in NJ.

Food is too expensive and we have had too many in-person meetings since Cambridge that have not made enough money. The Symposiums lose money, if not for the Archival Education Fund, and are not sustainable in their present format, although great educational experiences, as were the conferences that lost money.

We would have most likely lost money in Long Branch, our last planned NJ meeting. The two NJ meetings prior to Long Branch (Jersey City and Cape May) were successful but the venues were too small. We had to use a tent in Cape May which, thankfully, we did not have to pay for. We did not make room block in the NJ meeting prior to those (Newark) and if it were not for the NY Marathon, we would have had sizable penalties for not making block.

At this time, depending on what we may receive from Monmouth County hotels, I think we should pursue very central locations, although following our institutional

culture we should be going further north, but I am hesitant during these times to pursue locations that are not likely to get over 275 attendees.

Following discussion with the Executive Committee, unless a likely bid arrives prior to Monday, May 4, we will be looking at Pittsburgh.

4) Symposium Fall 2027: Government Records?

5) Spring 2028 Meeting:

Try New Jersey again, potentially with corporate sponsorship(s).

Submitted by Mary K. Mannix, Meetings Coordinator

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2026 April 24

Below are the activities of the MARAC secretary for the quarter preceding the Spring 2026 meeting of the Steering Committee.

- The final version of the Fall Steering Committee minutes (October 24, 2025) were sent to the MARAC Administrator for posting on the MARAC website.
- Draft minutes for the Winter Steering Committee minutes (January 23, 2026) were sent to the Steering Committee for review and approval.
- Draft minutes for the fall Membership Meeting (held online October 31, 2025) were circulated among the MARAC membership for review and approval at the Richmond conference.

Respectfully submitted,

Kevin M. Clair
MARAC Secretary

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April 24, 2026

**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 24, in advance of the Spring 2026 Steering meeting to be held in Richmond, VA, on April 30.

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; bank and investment interest; a class-action settlement (under Miscellaneous); and individual donations.
- Expenses are from Administrator salary and phone; web service fees; the annual archives maintenance fee; postage; publication design; expenses related to this conference; workshop honoraria; and banking fees.
- Expenditures from restricted funds were for the Graduate Student Scholarship.
- The quarter ended with a net gain of \$60,773.28, because the bulk of the Spring conference revenue came in this quarter. The net gain for the year to date is \$82,968.26.

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

- PNC CDs: 3.60%
- PNC Savings Account: 0.01%
- Vanguard Bonds: 0.32%

3. **[Action Item]** The proposed budget for the Fall Virtual Conference is the second attachment. It is similar to past virtual budgets, which always have a surplus. However, we incorporated an adjustment to registration rates: an increase of \$10 to the member rate, and of \$5 to the nonmember rate (to keep it below \$60). These changes will offset the anticipated purchase of conference-related equipment from the FY27 operating budget, while also keeping virtual registration rates reasonable. The Finance Committee recommends that Steering approve the Fall 2026 virtual conference budget as presented.

4. [**Action Item**] MARAC is incorporated in Delaware, and we need to update our registered agent. The agent is a member in Delaware who can receive legal summons if any arise, which is a requirement of incorporation. Diane Bockrath, the current DE caucus rep, generously offered to serve in the role, which has minimal active responsibilities. Finance recommends that Steering name Diane Bockrath as the new registered agent.

5. I will draft the FY2027 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. For your reference, the current budget is the third attachment.

6. As indicated in the Development Coordinator's report, we received a two large donations to the Bell scholarship in recent weeks. These are restricted funds that by law can only be used for the designated scholarship.

Finance has begun discussions on long-range options to invest the donations in a responsible manner that doesn't require the services of a professional investment manager. At the same time, I've reached out to the tax accountant regarding any impact on MARAC's 501(c)(3) status since these donations are on a scale unlike previous ones. I will report back on progress on both fronts.

FY 2026, 3rd Quarter (January 1, 2026 to March 31, 2026)

<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	\$2,932.00	\$4,369.00		\$35,771.00	79%
Conference Registration	\$62,500.00	\$4,775.00	\$4,400.00	\$50,142.00		\$59,317.00	95%
Conference Vendors	\$14,000.00	\$3,500.00	\$2,100.00	\$9,825.00		\$15,425.00	110%
Conference Sponsorship	\$4,500.00	\$500.00	\$6,549.00	\$2,600.00		\$9,649.00	214%
Publication Advertising	\$1,800.00	\$440.00	\$440.00	\$0.00		\$880.00	49%
Publication Sales	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	0%
VA Caucus Event	\$500.00	\$0.00	\$0.00	\$0.00		\$0.00	0%
Off-Meeting Workshops	\$4,000.00	\$1,325.00	\$1,030.00	\$0.00		\$2,355.00	59%
Bank Interest	\$1,800.00	\$612.43	\$1,013.86	\$938.34		\$2,564.63	142%
Investment Interest	\$3,500.00	\$1,365.75	\$1,111.22	\$311.61		\$2,788.58	80%
Gifts to Operations	\$900.00	\$180.00	\$420.00	\$0.00		\$600.00	67%
Miscellaneous	\$0.00	\$0.00	\$0.01	\$231.65		\$231.66	0%
Total Income	\$138,500.00	\$41,168.18	\$19,996.09	\$68,417.60	\$0.00	\$129,581.87	94%
EXPENSES							
Administrator	\$22,000.00	\$6,695.84	\$4,381.14	\$4,396.40		\$15,473.38	70%
Web Services	\$9,450.00	\$8,816.86	\$497.06	\$279.09		\$9,593.01	102%
Archivist	\$1,000.00	\$0.00	\$0.00	\$1,000.00		\$1,000.00	100%
Accountant	\$3,325.00	\$0.00	\$0.00	\$0.00		\$0.00	0%
Advocacy	\$1,800.00	\$0.00	\$0.00	\$0.00		\$0.00	0%
Insurance Policy	\$1,800.00	\$0.00	\$0.00	\$0.00		\$0.00	0%
Phone	\$625.00	\$79.15	\$90.00	\$90.00		\$259.15	41%
Postage	\$150.00	\$34.26	\$39.42	\$29.58		\$103.26	69%
Office Supplies	\$100.00	\$0.00	\$0.00	\$0.00		\$0.00	0%
Food	\$4,250.00	\$0.00	\$36.78	\$0.00		\$36.78	1%
Travel	\$1,250.00	\$0.00	\$174.68	\$0.00		\$174.68	14%
Equipment	\$250.00	\$0.00	\$0.00	\$0.00		\$0.00	0%
Printing and Design	\$3,700.00	\$520.26	\$375.00	\$675.00		\$1,570.26	42%
Conference	\$75,000.00	\$2,930.54	\$9,710.15	\$201.93		\$12,842.62	17%
Lodging	\$1,200.00	\$0.00	\$154.29	\$0.00		\$154.29	13%
Honoraria	\$2,800.00	\$250.00	\$700.00	\$200.00		\$1,150.00	41%
Awards and Prizes	\$1,900.00	\$0.00	\$300.00	\$0.00		\$300.00	16%
VA Caucus Event	\$500.00	\$0.00	\$0.00	\$0.00		\$0.00	0%
Banking Fees	\$7,000.00	\$1,861.76	\$1,072.10	\$772.32		\$3,706.18	53%
Investments	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	0%
Miscellaneous	\$400.00	\$0.00	\$250.00	\$0.00		\$250.00	63%
Total Expenses	\$138,500.00	\$21,188.67	\$17,780.62	\$7,644.32	\$0.00	\$46,613.61	34%
Net Income or (Loss)		\$19,979.51	\$2,215.47	\$60,773.28	\$0.00	\$82,968.26	

<u>Account Balances</u>		<u>Opening</u>	<u>Credits</u>	<u>Debits</u>	<u>Closing</u>	
PNC Checking	\$140,520.97	Operating	\$22,194.98	\$68,417.60	(\$7,644.32)	\$82,968.26
PNC Savings	\$173,238.17	Restricted	\$159,357.49	\$26,675.00	(\$1,000.00)	\$185,032.49
Vanguard Bonds	\$98,551.18	Reserve	\$48,475.00	\$0.00	\$0.00	\$48,475.00
Total	\$412,310.32	Surplus	\$95,834.57	\$0.00	\$0.00	\$95,834.57
		Totals	\$325,862.04	\$95,092.60	(\$8,644.32)	\$412,310.32

Summary - Third Quarter FY 2026

Opening Balance	\$325,862.04
Total Income	\$95,092.60
Total Expenses	(\$8,644.32)
Closing Balance	\$412,310.32

<u>Restricted Funds</u>		<u>Opening</u>	<u>New Gifts</u>	<u>Spending</u>	<u>Closing</u>	
PNC Savings	\$86,481.31	Disaster Assist.	\$28,318.50	\$0.00	\$0.00	\$28,318.50
Vanguard Bonds	\$98,551.18	Education	\$103,352.85	\$125.00	\$0.00	\$103,477.85
Total	\$185,032.49	Graduate Schol	\$23,005.14	\$26,550.00	(\$1,000.00)	\$48,555.14
		Finch Award	\$4,681.00	\$0.00	\$0.00	\$4,681.00
		Total	\$159,357.49	\$26,675.00	(\$1,000.00)	\$185,032.49

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<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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Membership Dues	\$45,000.00	\$28,470.00	\$2,932.00	\$4,369.00		\$35,771.00	79%
Conference Registration	\$62,500.00	\$4,775.00	\$4,400.00	\$50,142.00		\$59,317.00	95%
Conference Vendors	\$14,000.00	\$3,500.00	\$2,100.00	\$9,825.00		\$15,425.00	110%
Conference Sponsorship	\$4,500.00	\$500.00	\$6,549.00	\$2,600.00		\$9,649.00	214%
Publication Advertising	\$1,800.00	\$440.00	\$440.00	\$0.00		\$880.00	49%
Publication Sales	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	0%
VA Caucus Event	\$500.00	\$0.00	\$0.00	\$0.00		\$0.00	0%
Off-Meeting Workshops	\$4,000.00	\$1,325.00	\$1,030.00	\$0.00		\$2,355.00	59%
Bank Interest	\$1,800.00	\$612.43	\$1,013.86	\$938.34		\$2,564.63	142%
Investment Interest	\$3,500.00	\$1,365.75	\$1,111.22	\$311.61		\$2,788.58	80%
Gifts to Operations	\$900.00	\$180.00	\$420.00	\$0.00		\$600.00	67%
Miscellaneous	\$0.00	\$0.00	\$0.01	\$231.65		\$231.66	0%
Total Income	\$138,500.00	\$41,168.18	\$19,996.09	\$68,417.60	\$0.00	\$129,581.87	94%
EXPENSES							
Administrator	\$11,900.00	\$8,783.54	\$495.17	\$398.67		\$9,677.38	81%
Executive Officers	\$26,800.00	\$6,695.84	\$4,580.14	\$5,421.40		\$16,697.38	62%
Caucus Funds	\$2,400.00	\$0.00	\$100.00	\$100.00		\$200.00	8%
Steering	\$1,500.00	\$0.00	\$0.00	\$0.00		\$0.00	0%
Communications	\$3,500.00	\$546.15	\$375.00	\$675.00		\$1,596.15	46%
Education	\$2,850.00	\$250.00	\$750.00	\$100.00		\$1,100.00	39%
Diversity and Inclusion	\$200.00	\$0.00	\$0.00	\$0.00		\$0.00	0%
Meetings Coordinating	\$100.00	\$0.00	\$0.00	\$0.00		\$0.00	0%
Finance	\$10,850.00	\$1,982.60	\$1,470.16	\$747.32		\$4,200.08	39%
Membership	\$1,400.00	\$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	\$600.00	\$0.00	\$300.00	\$0.00		\$300.00	50%
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)	\$20,000.00	\$2,882.63	\$6,389.99	\$33.63		\$9,306.25	47%
Spring Conference (LAC)	\$55,000.00	\$47.91	\$3,320.16	\$168.30		\$3,536.37	6%
Total Expenses	\$138,500.00	\$21,188.67	\$17,780.62	\$7,644.32	\$0.00	\$46,613.61	34%
Net Income or (Loss)		\$19,979.51	\$2,215.47	\$60,773.28	\$0.00	\$82,968.26	

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Total Expenses	(\$8,644.32)
Closing Balance	\$412,310.32

<u>Restricted Funds</u>		<u>Opening</u>	<u>New Gifts</u>	<u>Spending</u>	<u>Closing</u>	
PNC Savings	\$86,481.31	Disaster Assist.	\$28,318.50	\$0.00	\$0.00	\$28,318.50
Vanguard Bonds	\$98,551.18	Education	\$103,352.85	\$125.00	\$0.00	\$103,477.85
Total	\$185,032.49	Graduate Schol	\$23,005.14	\$26,550.00	(\$1,000.00)	\$48,555.14
		Finch Award	\$4,681.00	\$0.00	\$0.00	\$4,681.00
		Total	\$159,357.49	\$26,675.00	(\$1,000.00)	\$185,032.49

MARAC MEETING BUDGET**FALL 2026****VIRTUAL****Proposed Budget Summary**

Category	Total for 400 Attendees	Total for 500 Attendees
INCOME		
Registration Fees	\$15,975.00	\$19,675.00
Exhibitor Fees	\$2,750.00	\$2,750.00
Total Income	\$18,725.00	\$22,425.00
EXPENSES		
Administrative Services	\$5,000.00	\$5,000.00
Registration/Program	\$2,150.00	\$2,150.00
Session Costs/Plenary Speakers	\$1,250.00	\$1,250.00
Total Expenses	\$8,400.00	\$8,400.00
NET INCOME/PROJECTED NET GAIN	\$10,325.00	\$14,025.00

MARAC MEETING BUDGET

FALL 2026

VIRTUAL

Proposed Budget - Income Estimates

Category	400			500		
	Cost/Item	Attendees	Total	Cost/Item	Attendees	Total
INCOME						
Registration Fees						
Members	\$40.00	300	\$12,000.00	\$40.00	375	\$15,000.00
Nonmembers	\$55.00	65	\$3,575.00	\$55.00	75	\$4,125.00
Student Members	\$0.00	30	\$0.00	\$0.00	40	\$0.00
Student Nonmembers	\$10.00	5	\$50.00	\$10.00	10	\$100.00
Support Student Attendance (add-on)	\$10.00	35	\$350.00	\$10.00	45	\$450.00
Total Registration Fees		400	\$15,975.00		500	\$19,675.00
Exhibitor Fees						
Standard Package	\$300.00	1	\$300.00	\$300.00	1	\$300.00
Premium Package	\$400.00	4	\$1,600.00	\$400.00	4	\$1,600.00
Session Sponsor	\$100.00	3	\$300.00	\$100.00	3	\$300.00
Plenary/Session Sponsor	\$200.00	2	\$400.00	\$200.00	2	\$400.00
All-Member Meeting Sponsor	\$150.00	1	\$150.00	\$150.00	1	\$150.00
General Sponsor	\$50.00	0	\$0.00	\$50.00	0	\$0.00
Total Exhibitor Fees			\$2,750.00			\$2,750.00
Total Income			\$18,725.00			\$22,425.00

(excluded from
Attendee count)

MARAC MEETING BUDGET

FALL 2026

VIRTUAL

Proposed Budget - Expense Estimates

Category	400			500			
	Cost/Item	Attendees	Total	Cost/Item	Attendees	Total	
EXPENSES							
Administrative Services			\$5,000.00			\$5,000.00	
Registration/Program							
Program Design			\$600.00			\$600.00	
Advertisement			\$0.00			\$0.00	Free on existing lists
Sched Application			\$0.00			\$0.00	Scheduling in Zoom Events
Misc. VAC Expenses			\$250.00			\$250.00	
Zoom Events Subscription			\$1,300.00			\$1,300.00	Cap at 600 for this price
Total Registration/Program Costs			\$2,150.00			\$2,150.00	
Session Costs/Plenary Speakers							
Honoraria (max \$500 per person)			\$1,000.00			\$1,000.00	
Misc. Expenses			\$250.00			\$250.00	
Total Session/Plenary Costs			\$1,250.00			\$1,250.00	
Total Expenses			\$8,400.00			\$8,400.00	

MARAC Budget - Fiscal 2026

MARAC Income

Category	Anticipated
Annual Receipts	
Membership Dues	\$ 45,000.00
Conference Registration	\$ 62,500.00
Conference Vendors	\$ 14,000.00
Conference Sponsorship	\$ 4,500.00
Publication Advertising	\$ 1,800.00
Publication Sales	\$ -
VA Caucus Event	\$ 500.00
Off-Meeting Workshops	\$ 4,000.00
Bank Interest	\$ 1,800.00
Investment Interest	\$ 3,500.00
Gifts to Operations	\$ 900.00
Miscellaneous	\$ -
TOTAL	\$138,500.00

MARAC Expenses

Category	Allocated
General	
Administrator	\$ 11,900.00
Executive Officers	\$ 26,800.00
Caucuses	\$ 2,400.00
Committees	
Steering	\$ 1,500.00
Communications	\$ 3,500.00
Diversity and Inclusion	\$ 200.00
Education	\$ 2,850.00
Finance	\$ 10,850.00
Meetings Coordinating	\$ 100.00
Membership	\$ 1,400.00
Nominating	\$ -
Custer Finch	\$ 600.00
Distinguished Service	\$ 400.00
Finding Aids	\$ 500.00
VA Caucus Event	\$ 500.00
Fall Conference (LAC)	\$ 20,000.00
Spring Conference (LAC)	\$ 55,000.00
TOTAL	\$138,500.00

MARAC Income

Category	Anticipated
Annual Receipts	
Membership Dues	\$ 45,000.00
Conference Registration	\$ 62,500.00
Conference Vendors	\$ 14,000.00
Conference Sponsorship	\$ 4,500.00
Publication Advertising	\$ 1,800.00
Publication Sales	\$ -
VA Caucus Event	\$ 500.00
Off-Meeting Workshops	\$ 4,000.00
Bank Interest	\$ 1,800.00
Investment Interest	\$ 3,500.00
Gifts to Operations	\$ 900.00
Miscellaneous	\$ -
TOTAL	\$138,500.00

MARAC Expenses

Category	Allocated
Operational Support	
Administrator Salary	\$22,000.00
Web Services	\$9,450.00
Archivist	\$1,000.00
Accountant	\$3,325.00
Advocacy	\$1,800.00
Insurance Policy	\$1,800.00
General Support	
Phone	\$625.00
Postage	\$150.00
Office Supplies	\$100.00
Food	\$4,250.00
Travel	\$1,250.00
Rented Services	
Equipment	\$250.00
Printing and Design	\$3,700.00
Conference	\$75,000.00
Lodging	\$1,200.00
Honoraria	\$2,800.00
Awards and Scholarships	
Awards and Prizes	\$1,900.00
Financial Operations	
Banking Fees	\$7,000.00
Investments	\$0.00
Other	
VA Caucus Event	\$500.00
Miscellaneous	\$400.00
TOTAL	\$138,500.00

Notes

Small decrease
 One symposium and one in-person
 Increase
 One symposium and one in-person
 Only one conference
 Print ends July 1
 Same
 Lower based on FY25
 Increase
 Increase
 Increase

Same
 Small increase
 Same
 Slight increase
 Same
 Same
 Slight increase
 Decrease
 Small decrease
 Two in-person events
 Two in-person events
 Decrease
 Slight increase
 Two in-person events
 Two in-person events
 Small decrease
 Same
 Increase
 Expenses = Income
 Small decrease



April 17, 2026

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 Richmond, VA on April 30, 2026.

Parliamentarian Activities

The Parliamentarian supported the decision making of the MARAC Nominations and Elections Committee during the MARAC Spring elections. Additional advice was provided to the chair as requested.

MARAC Historian Report - January/2026
(for the MARAC Steering Committee Meeting at Richmond, VA)

This quarter I completed my assignment as an ex-officio member of the Ad Hoc Records Retention Committee; the committee is presenting its final report with recommendations to Steering at this Spring meeting. I would like to express my appreciation for committee member Amy Poe's leadership role in this process.

I also participated in final work for this year's Distinguished Award Committee; an award will be announced at the Richmond Membership Meeting.

In recent months I carried out two research assignments, one for a member of the Steering Committee and another regarding the membership status of an archivist who once worked in the region. The latter project raises some issues regarding access to personal information that is contained in prior membership directories; I suspect this issue will surface on the agenda of a future Steering Committee meeting.

In addition, I have been working with Archivist Joni Floyd on several recent accessions to the MARAC Archives. I plan to assist in carrying out some appraisal work on these accessions (they largely consist of paper files and physical publications) in coming months.

I am continuing to work on creating a chronological compilation of MARAC service awards; these awards commenced in 1989 and have continued up to the present time. My historical list will link up with a listing covering recent years that is maintained by our MARAC Administrator, Sara Predmore.

In conclusion, I am looking forward to another "in-person" meeting in Richmond, Virginia – the fifth such meeting in MARAC's history – one in each of the last five decades.

Lauren Brown
MARAC Historian

MARAC Archivist Report
Steering Committee Meeting
April 2026

Request: Pennsylvania Caucus Convo to DRUM

In March, I managed the request about adding the DRUM submissions with the requestors, the copyright holders, and the UMD DRUM Coordinator. I also communicated with the Ad-Hoc Records Retention Committee to suggest that this workflow be added to their report.

MARAC Conference Notification

On April 8, I emailed the MARAC Spring 2065 Program Committee Co-Chairs the "MARAC Spring 2026-- Reminder about DRUM Submissions," which includes details about their role and a sample email to send to the panel participants.

Communicating with MARAC Historian

Since the last report, Lauren Brown and I have communicated at least twice a month in support of the work of the Ad-Hoc Records Retention Committee. Our most recent meeting was in person. My action item from this meeting included the need to inform Lae'l Hughes-Watking, Acting Director, Special Collections and University Archives, that MARAC will likely wish to revisit the MARAC UMD Libraries agreement. I did so and Hughes-Watkins awaits the formal request.

Submitted by
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

April 24, 2026

Web Team members for 2025-2026:

Jasmine Smith (co-chair), Diana Reed (co-chair), Chris Loos, 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. Met with Memberclicks Pro to discuss accessibility services and corrections.
 - Diana - Updated pages with corrections as requested. Fixed several violations from the website accessibility audit.
 - 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.
 - Ruth - Updates to the Steering Committee page, including names and email addresses as needed. Fixed several violations from the website accessibility audit.
 - Sara - Updated conference page. Continuously keeps it all running, updated, and looking amazing. (Thank you!)
- Accessibility audit of the MARAC website - After a recent accessibility audit, the team reviewed all levels of violations and some “needs review” items. A few items are within our control, and those changes are being made, but many are artifacts of Memberclicks’ infrastructure or are not visible or identifiable in our review.
 - Depending on the Steering Committee’s concern, there is an ADA compliant website overlay software we could use. MemberClicks recommends a product called Userway, which is popular with MemberClicks clients who need additional accessibility on their websites.
 - Given the relatively small number of items flagged by the audit that can be changed because they are not immutable features of the MemberClicks architecture, and that were actually confirmed as existing issues by team members’ review, the Web Team suggests Steering consider adjusting the accessibility audit frequency from “yearly” to “every two three years or when Memberclicks significantly updates their product” in the next strategic plan.

****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 2026 MARAC Steering Committee Report

- Communicated announcements from RAAC to MARAC Executive Committee and Caucus Representatives
- Participated in conversations with NAGARA about partnership activities
- Participated in conversations with RAAC about increased coordination with MARAC and other regional organizations
 - Reviewed RAAC list of regional organizations and identified and added additional contact information and leadership

Respectfully submitted,
Andrew Cassidy-Amstutz

Development Coordinator Report
April 30, 2026
MARAC Steering Committee Meeting

- **Donations report**
 - MARAC has received several substantial donations recently, primarily for the Danna Bell Graduate Scholarship.
 - Gifts for the Bell Scholarship (\$33,500):
 - \$25,500 from Marlyn Jews, Danna Bell's mother
 - \$1,000 from Sharmila Bhatia, who also recently let us know that she has included MARAC in her estate plan and agreed to provide a testimonial in future MARAC communications encouraging other members to consider doing the same
 - \$7,000 from an anonymous donor
 - Other gifts from the same anonymous donor (\$3,000):
 - \$500 each for all other funds (Archival Education, Ron Becker, Disaster Relief, C. Herbert Finch, General Operations, and Graduate Scholarship)
 - The gifts will be announced publicly at the business meeting on Saturday so that participation in the silent auction is not negatively impacted and to include the auction fundraising total in the announcement.
- **Gift acknowledgement workflow**
 - A new workflow for gift acknowledgements has been developed. For gifts of \$250 or more, the Development Coordinator will provide the Chair with a personalized gift acknowledgement letter for the donor. This is supplementary to the MARAC Administrator's tax receipt and acknowledgement.
- **Silent auction**
 - Margaret Kidd has done a wonderful job organizing the silent auction, with 72 items confirmed as of April 22 and another 11 in the works.
 - Proxy bidding is live, with six bids placed as of April 22.
- **FY27 fundraising planning**
 - A fundraising plan for FY27 is being drafted, with goals for expanded corporate sponsorships. A preliminary coordination meeting with Nick Zmijewski about current corporate meeting vendors occurred in January. More details forthcoming. Potential fundraising ideas also include employee matching gifts, qualified IRA distributions, low-effort gifts from charitable/family foundations, an annual appeal, crowdfunding, merchandising, and online/silent auctions.
- Continuing to hold regular check-in meetings with Chair Elect and Treasurer.

Submitted April 22, 2026
Elizabeth Surles
MARAC Development Coordinator