MARAC

Mid-Atlantic Regional Archives Conference

Delaware • District of Columbia • Maryland • New Jersey
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MARAC Steering Committee
2026 January 23, 9:30am
Online (Zoom)

Attendance: Zach Hottel (Chair), Deb Schiff (Chair-elect), Mary K. Mannix (Meetings Coordinator), Kevin Clair (Secretary), Amy Fitch (Treasurer/Finance Committee chair), Carley Altenburger (Member-at-large), Katy Rawdon (Member-at-large), Sheridan Sayles (Member-at-large), Jessica Webster (Member-at-large), Diane Bockrath (Delaware Caucus), Jason Speck (DC Caucus), Jen Gathings (Maryland Caucus), Melissa McMullen (New York Caucus), Isaac Alexander (Pennsylvania Caucus), Steven Bookman (Virginia Caucus), Grace Musgrave (West Virginia Caucus), Sara Predmore (MARAC Administrator), Arian Ravanbakhsh (Parliamentarian), Lauren Brown (Archives Coordinator/Historian), Kira Dietz (Awards Chair), Missy Nerino (Communications co-chair), Tara Wink (Diversity & Inclusion chair), Elizabeth Wilkinson (Education chair), Dustin Frohlich (Nominations & Elections chair), Jasmine Smith (Web Team co-chair), Diana Reed (Web Team co-chair), Amy Poe (Ad-hoc Records Retention Committee), Kim Hoffman (Climate Change Working Group)

Regrets: Diane Biunno (New Jersey Caucus), Joni Floyd (MARAC Archivist), Andrew Cassidy-Amstutz (RAAC Representative), Liza Zakharova (Membership co-chair), Jen Pulsney (Membership Committee co-chair)

Agenda:

I. Call to Order

The meeting was called to order at 9:30am. The meeting began with a round of introductions. The agenda was approved at 9:42am.

II. Approval of Steering Committee Minutes

There were no updates to the minutes. The minutes were approved at 9:41am.

III. Officer's Reports

Chair's Report (Hottel): Zach and Deb met with NAGARA representatives about a month ago regarding proposed cooperation between our organizations. NAGARA is proposing similar cooperations with other regional archives organizations. They would like to do cross-promotion of events across our organizations; free table space at conferences (reciprocal arrangement); and potential discounts on general memberships and/or on conference registrations (at the non-member rate). These conversations are in early stages and still ongoing. We are initially proposing offering the member rate for registration for the Richmond conference to NAGARA members who are not currently members of MARAC. This could be a way to increase attendance at the meeting and raise additional revenues.

Members indicated that they felt this is a good idea. Could also be a way to cross-promote authorship opportunities in our journals – *The Practical Archivist* in particular is looking for future authors of technical leaflets.

Future ideas could include co-hosting conferences, symposia, or other events.

Amy Fitch has been spending time thinking of potential financial downsides and has not done so. Has there been any other discussion of potential downsides to this arrangement?

Arian Ravanbakhsh is the president-elect of NAGARA. He presented the NAGARA side of this arrangement – they have noticed that large cohorts of local archivists from the area where NAGARA hosts its annual conferences attend, and have been thinking of ways to sustain and grow this arrangement beyond the annual conference. He is happy to share NAGARA perspectives if MARAC ever wants more information about this.

Steering voted on whether to offer NAGARA members the member rate at the Richmond conference (regardless of their MARAC membership status), and if we should agree to the table swap at each conference. Deb Schiff moved to add that a request for MARAC members receive a discounted registration rate at the NAGARA conference in exchange be added to the motion; this motion was accepted. Amy moved to approve; Mary seconded. The motion passed unanimously.

Administrator's Report (Predmore): 31% of the membership has voted in the election already. Sara would also like to post her volunteer position spreadsheet publicly; it could be a valuable resource for people interested in volunteering for Steering positions or other opportunities in the organization, as well as for committee chairs and others.

Chair-Elect (Schiff): To add to the NAGARA discussion, Deb (and Zach) discussed collaborative advocacy statements with NAGARA, to amplify each organization's individual voice if we agree to do so in the future.

Meetings Coordinator (Mannix): Nothing to add but requires input – any objections to October 28-30 as the dates for the virtual conference? There were none. Regarding the New Jersey conference in 2027, we are putting out another call for hotel bids. Food costs are projecting to be high as well. Mary plans to start doing site visits in February and March.

Mary is beginning to plan 2027's symposium. Accessibility or preservation are the two main topic possibilities under consideration at the moment. Could we start coordinating with NAGARA on future events with the 2027 symposium? Steering focused on accessibility as the topic for the symposium – very timely right now with Title II requirements.

Secretary (Clair): Nothing to add.

Treasurer (Fitch): Halfway through the fiscal year! The financial report is available in the combined report (circulated via e-mail). We currently have a $22,195 surplus but expect significant expenses in Q3 and Q4 this year. We have not yet spent advocacy funds and don't know if we will this year. Our printing costs are also much lower since our publications have gone all-digital. We may be able to lower those expenses for next year's budget.

The Fall Symposium numbers are also included in the report. We ended with a loss of $41.25 (essentially break-even). Although we lost money, we planned for this and paid for speaker fees out of the Archival Education Fund.

Amy is currently working with our accountant on our tax return. Going forward we are going to improve our compliance with non-profit regulations, which is making the process more time-consuming than it has been in the past, but we are making good progress.

Finance Committee has been asked to consider opportunities for the organization to support precarious employees who are members of the organization (e.g. federal employees affected by government shutdowns and instability). Amy is wondering if this remains a priority for the organization, to gauge from where we might draw resources to support it. MARAC is limited in what it can do by our non-profit status (can't provide direct financial support to members, can't provide status based on classes such as "federal worker"). In addition to these limitations, we have also committed to many other support opportunities recently (the Danna Bell award, various travel awards for MARAC events, etc.) Based on these considerations Steering may wish to take a step back and more carefully consider our options. Finance Committee can consider this a lower priority at this time.

Parliamentarian (Ravanbakhsh): Nothing to add.

IV. Advisory Positions

Historian (Brown): Nothing to report other than to say that in years past we have done some joint programming with NAGARA, and Lauren can look into this for us.

Archivist (Floyd): Joni was absent for this meeting.

Web Team (Smith): Nothing much to add. Going through accessibility checks on the website to see how much can actually be changed in the site. We will update whatever we can.

RAAC (Cassidy-Amstutz): Andrew was absent for this meeting. Zach has been trying to connect with RAAC and with RAAC representatives from the other member institutions to investigate collaborative opportunities. No luck so far but hoping for updates soon.

V. Old Business

Disaster Relief Committee: Deb Schiff reached out to Dyani Feige about next steps and updates. Potentially updates to come at the April meeting.

Ad-hoc Records Retention Committee (Poe): Amy Poe reported on the committee's progress. Details are in the combined report. Work began in October and the group has met monthly since. The group has looked into the MARAC charter to see what commitments we have made to records retention, and has reviewed existing documentation (including our agreement with University of Maryland regarding the MARAC Archives). They have begun drafting procedures for a records retention schedule.

Climate Change Working Group (Hoffman): Kim Hoffman reported on the working group's progress. Details are in the combined report. The group has met three times since the last Steering Committee meeting and is narrowing in on potential actions. Highlighting the needs for disaster relief resources from MARAC as well as assessment of the organization's climate impacts. The working group is looking for feedback about the format of its final report and about strategic direction from the Steering Committee.

Amy requested some attention be paid to financial impacts to the organization. Zach discussed ideas around programming and outreach activities that MARAC might consider sponsoring or supporting that advise members on how to reduce their climate impacts.

VI. New Business

Service Awards: The following individuals were nominated for service awards prior to the meeting through their previous service on Steering:

- Ali Zawoyski (past Chair)
- Dyani Feige (Member-at-Large)
- Amanda Koss May (Member-at-Large)
- Colleen Bradley-Sanders (Education Committee chair)
- Tiffany Cole (Nominations and Elections Committee chair)
- Heather Perez (Web Team co-chair)
- Elise DeAndrea (Arline Custer Award senior co-chair)
- David Grinnell (Finding Aids Award Committee senior co-chair)
- Tesa Burns (Scholarship Committee senior co-chair)

Mary also submitted names of previous Local Arrangements and Program Committee chairs and co-chairs in her report. These are: Taylor Mason and Tyler Stump (Harrisburg LAC co-chairs); David Grinnell and Valerie-Anne Lutz (Harrisburg PC co-chairs); Rachel Grove Rohrbaugh (Harrisburg hotel food coordinator); Carley Altenburger and Diane Bockrath (Symposium LAC co-chairs); and Maria Day and Vin Novara (Symposium PC co-chairs).

Zach proposed that Steering Committee move to approve the full list of names presented above. Kevin moved to approve; Deb seconded. There was no further discussion. The motion passed unanimously.

NAGARA Partnership: The NAGARA partnership was discussed during the Chair's Report.

Development Coordinator Report (Surles): This was passed over in the Officer's Reports. Elizabeth had nothing to add.

VII. Standing and Operational Committees

Awards (Dietz): Kira applauded Sara's new spreadsheet to keep track of Awards Committee activities for all the awards we manage. The Awards Committee is also happy to track information about service awards. Nominations for the Distinguished Service Awards are due January 31; nominate people! The committee is looking for ideas on how to encourage nominations, as they have been very low in recent years.

Jessica Webster noted that preparing materials for a DSA application/nomination is quite extensive. Is there a way to lower the barriers to it? For example, collecting a CV for the person they wish to nominate. (Kira plans to discuss this with Ali Zawoyski when they meet about this next month.) Do we need to offer the award every year, if the process prevents us from getting nominations on a yearly basis? Or have the opportunity to consider previous nominations (i.e. for people who did not receive the award previously)? If we do that we would need information firewalls, in case someone volunteers for the DSA committee and learns they were nominated but did not receive an award in the past.

Communications (Nerino): Nothing to add.

Diversity and Inclusion (Wink): Nothing to add.

Education (Wilkinson): Nothing to add.

Membership (Zakharova/Pulsney): Neither Lina nor Jen was able to attend the meeting.

Nominations and Elections (Frohlich): Nothing to add.

VIII. State Caucus New Business and Updates

a. **Delaware (Bockrath):** Nothing to add.
b. **District of Columbia (Speck):** Nothing to add.
c. **Maryland (Gathings):** Nothing to add.
d. **New Jersey (Biunno):** Diane was unable to attend.
e. **New York (McMullen):** Nothing to add.
f. **Pennsylvania (Alexander):** Nothing to add.
g. **Virginia (Bookman):** Nothing to add.
h. **West Virginia (Musgrave):** Nothing to add.

IX. Adjournment

There were no comments. Mary moved to adjourn; Tara seconded. The meeting was adjourned at 10:49am.