

**STEERING COMMITTEE**  
**January 23, 2026 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. October 24, 2025 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)
- D. Regional Archival Association Consortium (Andrew Cassidy-Amstutz)

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

- A. Disaster Relief Committee Update
- B. Climate Change Working Group Update
- C. Ad-hoc Records Retention Committee Update

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

- A. NAGARA Partnership
- B. Service Awards

**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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**Chair Report  
Steering Committee Meeting  
January 23, 2026**

1. Submitted Chair Article to MAAC for Winter edition.
2. Responded to, and met with, representative from NAGARA about potential partnerships between MARAC and NAGARA.
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. Launched effort to contact other regional archival organizations via RAAC organization to improve collaboration.

Respectfully submitted,

Zachary Hottel  
Chair, 2025-2026

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**To: MARAC STEERING COMMITTEE**  
**From: SARA PREDMORE, MARAC ADMINISTRATOR**  
**Date: January 23, 2026 meeting**  
**Re: ADMINISTRATOR'S REPORT**

## Membership Statistics

There were 831 active members (as of January 15, 2026):

Regular Members: 653

Bridge members: 55

Retired Members: 60

Student Members: 63

## Membership Statistics Comparison

Member Type	2024 (as of 1/15/2024)	2025 (as of 1/15/2025)	2026 (as of 1/15/2026)	% change 2025-2026
Regular	754	667	653	-2.10%
Bridge	0	41	55	34.15%
Retired	64	62	60	-3.23%
Student	68	70	63	-10.00%
Total	886	840	831	-1.07%

## Caucus Membership Statistics Comparison

Caucus	2024 (as of 1/15/24)	2025 (as of 1/15/25)	2026 (as of 1/15/26)
DC	137	130	130
Delaware	43	38	39
Maryland	189	173	168
New Jersey	121	105	109
New York	181	164	159
Pennsylvania	190	192	181
Virginia	154	156	166
West Virginia	16	18	19

**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 1/15/26)

Month	2023-2024	2024-2025	2025-2026
November	5	15	11
December	4	5	6
January	3	4	4
Total	12	24	21

### ADDITIONAL INFORMATION

**MARAC Volunteer Opportunities Spreadsheet:** Created a comprehensive spreadsheet of all [MARAC volunteer positions](#). It includes position responsibilities, reporting requirements, professional benefits, and workload/time commitments. I will be in contact with Steering Committee members to review their positions/committees and to edit the spreadsheet.

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

- Awards: Worked with Awards Chair to create a master listing of award winners to use in conjunction with the award webpages. The most recent 5 years of awardees are listed on the webpages with a link to the master list of all recipients which will be maintained by the Awards Chair. Distributed calls for Finding Aids and Distinguished Service Award nominations. Processed Graduate Scholarship winner's complimentary membership.
- Caucus Representatives: Provided monthly list of new members. Coordinated Zoom and distributed messages for January Caucus Conversation.
- Communications: Processed advertiser renewals.
- Development: Provided historical numbers for donations to MARAC. Attended meeting to discuss potential fundraising initiatives.
- Education: Managed registration, coordinated Zoom, prepared certificates, and populated members' Continuing Education Transcript for *Communicating Your Collection* and *Professional Networking* webinars.
- Executive Committee: Continuing to work on Chair-elect/Chair Handbook with Deb Schiff. Distributed Chair's new year message. Attended Executive Committee meeting.
- Finance: Provided reports on monthly deposits, donations, and final registration revenue for the symposium.
- MCC: Provided support for fall symposium. Attended Richmond planning meetings. Processed vendor/sponsor registrations.
- Nominations and Elections: Assembled ballot and distributed messages for special election for Finding Aids committee vacancy. Assembled ballot and distributed election announcement to 831 members on January 14. Election runs from January 16 - 30. Members received link to electronic ElectionBuddy ballot on January 16.
- Web Team: Met with Web Team Co-Chairs to discuss website structure and accessibility.

**Spring 2026 Richmond Conference:** Ten vendors and six sponsors have registered. Sponsorships total \$7599. Program and registration to be announced in mid-February.

### **Upcoming Tasks:**

- Heavy work for Richmond Conference

# MARAC

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Date: January 16, 2026

To: MARAC Steering Committee Members

From: Deb Schiff

RE: Chair-elect Report

1. Met with Elizabeth Surles (Institute of Jazz Studies, Rutgers Newark), Development Coordinator, for fundraising status update. Additionally, met with Amy Fitch, Treasurer; Sara Predmore, MARAC Administrator; and Elizabeth to determine ultimate fundraising goal.
2. With Sara's help, completed the Draft Chair-elect and Chair handbook and Ops Manual section for Chair-elect. Handed the handbook to Zach Hottel, MARAC Chair, for his review.
3. Met with the Caucus Representatives. Corresponded with Elizabeth Wilkinson, Chair of the Education Committee, about closer collaboration between the Caucus Reps and the Caucus Conversations Coordinator. Elizabeth and Jen Wachtel Litwin, Caucus Conversation Coordinator, plan to attend a future Caucus Reps meeting to introduce draft documentation to lead to a smoother procedure.
4. Corresponded with Dyani Feige regarding the status of the Disaster Response Committee work.
5. Met with MARAC Executive Committee and discussed the meeting Zach and I had with NAGARA's Executive Director Johnny Hadlock about future partnering with NAGARA on reciprocal tabling, co-promotion opportunities, future discounted conference rates for MARAC members at NAGARA and vice versa, as well as joint advocacy statements.
6. Reviewed the Draft Volunteer Spreadsheet.
7. Began preparation for the appointments process.

# Meetings Coordinating Committee Report

## 19 January 2026

### 1) MARAC Spring 2026 Meeting

When: 30 April 2026 – 2 May 2026

Location: Richmond, VA

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

Room Rate: \$185

- “Print program” under construction.
- Reminder: This will be an expensive meeting. Due to food expenses, there will not be a Friday lunch but two plenaries.
- AV will be especially expensive. Alan pursuing ways to lessen the cost.
- Everything moving reasonably,

### 2) MARAC Fall 2026 Virtual

When: Wednesday, October 28, Thursday, October 29, and Friday 30, 2026

At this time, following same skeleton as last Virtual.

***(Unless anyone knows I reason not to use those dates, the Committee will proceed with recruitment immediately).***

Co-Chairs: Melissa Davis, George C. Marshall Foundation  
Jen Gathings, University of Maryland  
Darby Schini, Maryland State Archives  
Meredith Sproull, Carnegie Library of Homestead

This is the first virtual meeting where the committee will be one. It was determined after the last Virtual that overlapping duties would be more manageable and it would be more logical if there is one committee.

### 3) MARAC Spring 2027

Restarting New Jersey search.

### 4) MARAC 2027 Fall Symposium

Potential focus: Accessibility or Preservation

***How would Steering like to proceed?***

**5) Previously Submitted Service Awards Nominations (to be given at Richmond):**

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

**6) New Service Award Nominations (to be given at Richmond)**

**Local Arrangement Co-Chairs:** Carley Altenburger and Diane Bockrath

**Program Committee Co-Chairs:** Maria Day and Vin Novara

Respectfully Submitted,

Mary K. Mannix  
Meetings Coordinator



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2025 January 16

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

- The draft minutes from the Fall Steering Committee meeting (October 24, 2025) were circulated to the Steering Committee membership and uploaded to the MARAC Google Drive for review and approval.

Respectfully submitted,

Kevin M. Clair  
MARAC Secretary

# MARAC

Mid-Atlantic Regional Archives Conference

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January 16, 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 in advance of the Winter 2026 Steering meeting to be held virtually on January 23, 2026.

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

- The income is from membership dues; symposium/conference registration, vendors, and sponsors; publication advertising; off-meeting workshops; bank interest; and individual donations.
- Expenses are from Administrator salary and phone; web service fees; postage; expenses related to the Fall symposium and upcoming Spring conference; MAA design; workshop honoraria; awards; a gift for the Administrator; and banking fees.
- Expenditures from restricted funds were for the Fall symposium facilitator, Fall travel and D&I awards, the Graduate Student Scholarship (free student membership), and the Finch Award.
- The quarter ended with a net gain of \$2,215.47, because the Spring 2026 LAC is bringing in copious sponsorships. The net gain for the year to date is \$22,194.98.

2. Average returns on investment for MARAC's accounts during the quarter follow, rounded to the nearest hundredth of a percent.

- PNC CDs: 3.80%
- PNC Savings Account: 0.01%
- Vanguard Bonds: 1.14%

3. The Fall 2025 Symposium report is the second attachment. We essentially broke even, with a small loss of (\$41.25), because the facilitator's fees were reimbursed from the Archival Education Fund.

4. I'm currently working with the accountant on the FY25 tax return. No issues so far.

MARAC • Dickinson College • P.O. Box 1773 • Carlisle • Pennsylvania • 17013  
Phone: 717-713-9973 • Fax: 717-245-1439 • Email: [administrator@marac.info](mailto:administrator@marac.info)

5. As requested at the October Steering meeting, Finance is deliberating whether there are funding areas to consider for supporting members following large-scale employment precarity. The original Steering discussion arose during the lengthy federal shutdown.

MARAC's tax status doesn't allow us to give money to individuals for relief purposes. Nor is it prudent to give money solely to one class of worker, federal or otherwise. For example, archival workers with federally adjacent contractors don't have the legal protections that federal workers do. Institutional mass layoffs at nongovernment organizations are another example.

Finance does not have a proposal at this time but will continue its discussion with the goal of a proposal for the April Steering meeting.

**FY 2026, 2nd Quarter** (October 1, 2025 to December 31, 2025)

<u>CATEGORY</u>	<u>Budget</u>	<u>1st Quarter</u>	<u>2nd Quarter</u>	<u>3rd Quarter</u>	<u>4th Quarter</u>	<u>Total</u>	<u>% Budget</u>
<b>INCOME</b>							
Membership Dues	\$45,000.00	\$28,470.00	\$2,932.00			\$31,402.00	70%
Conference Registration	\$62,500.00	\$4,775.00	\$4,400.00			\$9,175.00	15%
Conference Vendors	\$14,000.00	\$3,500.00	\$2,100.00			\$5,600.00	40%
Conference Sponsorship	\$4,500.00	\$500.00	\$6,549.00			\$7,049.00	157%
Publication Advertising	\$1,800.00	\$440.00	\$440.00			\$880.00	49%
Publication Sales	\$0.00	\$0.00	\$0.00			\$0.00	0%
VA Caucus Event	\$500.00	\$0.00	\$0.00			\$0.00	0%
Off-Meeting Workshops	\$4,000.00	\$1,325.00	\$1,030.00			\$2,355.00	59%
Bank Interest	\$1,800.00	\$612.43	\$1,013.86			\$1,626.29	90%
Investment Interest	\$3,500.00	\$1,365.75	\$1,111.22			\$2,476.97	71%
Gifts to Operations	\$900.00	\$180.00	\$420.00			\$600.00	67%
Miscellaneous	\$0.00	\$0.00	\$0.01			\$0.01	0%
<b>Total Income</b>	<b>\$138,500.00</b>	<b>\$41,168.18</b>	<b>\$19,996.09</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$61,164.27</b>	<b>44%</b>
<b>EXPENSES</b>							
Administrator	\$22,000.00	\$6,695.84	\$4,381.14			\$11,076.98	50%
Web Services	\$9,450.00	\$8,816.86	\$497.06			\$9,313.92	99%
Archivist	\$1,000.00	\$0.00	\$0.00			\$0.00	0%
Accountant	\$3,325.00	\$0.00	\$0.00			\$0.00	0%
Advocacy	\$1,800.00	\$0.00	\$0.00			\$0.00	0%
Insurance Policy	\$1,800.00	\$0.00	\$0.00			\$0.00	0%
Phone	\$625.00	\$79.15	\$90.00			\$169.15	27%
Postage	\$150.00	\$34.26	\$39.42			\$73.68	49%
Office Supplies	\$100.00	\$0.00	\$0.00			\$0.00	0%
Food	\$4,250.00	\$0.00	\$36.78			\$36.78	1%
Travel	\$1,250.00	\$0.00	\$174.68			\$174.68	14%
Equipment	\$250.00	\$0.00	\$0.00			\$0.00	0%
Printing and Design	\$3,700.00	\$520.26	\$375.00			\$895.26	24%
Conference	\$75,000.00	\$2,930.54	\$9,710.15			\$12,640.69	17%
Lodging	\$1,200.00	\$0.00	\$154.29			\$154.29	13%
Honoraria	\$2,800.00	\$250.00	\$700.00			\$950.00	34%
Awards and Prizes	\$1,900.00	\$0.00	\$300.00			\$300.00	16%
VA Caucus Event	\$500.00	\$0.00	\$0.00			\$0.00	0%
Banking Fees	\$7,000.00	\$1,861.76	\$1,072.10			\$2,933.86	42%
Investments	\$0.00	\$0.00	\$0.00			\$0.00	0%
Miscellaneous	\$400.00	\$0.00	\$250.00			\$250.00	63%
<b>Total Expenses</b>	<b>\$138,500.00</b>	<b>\$21,188.67</b>	<b>\$17,780.62</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$38,969.29</b>	<b>28%</b>
<b>Net Income or (Loss)</b>		<b>\$19,979.51</b>	<b>\$2,215.47</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$22,194.98</b>	

**Account Balances**

			<u>Opening</u>	<u>Credits</u>	<u>Debits</u>	<u>Closing</u>
PNC Checking	\$80,322.64	Operating	\$19,979.51	\$19,996.09	(\$17,780.62)	\$22,194.98
PNC Savings	\$147,299.83	Restricted	\$162,937.44	\$1,177.00	(\$4,756.95)	\$159,357.49
Vanguard Bonds	\$98,239.57	Reserve	\$48,475.00	\$0.00	\$0.00	\$48,475.00
<b>Total</b>	<b>\$325,862.04</b>	<b>Surplus</b>	<b>\$95,834.57</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$95,834.57</b>
		<b>Totals</b>	<b>\$327,226.52</b>	<b>\$21,173.09</b>	<b>(\$22,537.57)</b>	<b>\$325,862.04</b>

**Summary - Second Quarter FY 2026**

Opening Balance	\$327,226.52
Total Income	\$21,173.09
Total Expenses	(\$22,537.57)
Closing Balance	\$325,862.04

**Restricted Funds**

			<u>Opening</u>	<u>New Gifts</u>	<u>Spending</u>	<u>Closing</u>
PNC Savings	\$61,117.92	Disaster Assist.	\$27,918.50	\$400.00	\$0.00	\$28,318.50
Vanguard Bonds	\$98,239.57	Education	\$107,304.80	\$525.00	(\$4,476.95)	\$103,352.85
<b>Total</b>	<b>\$159,357.49</b>	Graduate Schol	<b>\$22,783.14</b>	<b>\$252.00</b>	<b>(\$30.00)</b>	<b>\$23,005.14</b>
		Finch Award	<b>\$4,931.00</b>	<b>\$0.00</b>	<b>(\$250.00)</b>	<b>\$4,681.00</b>
		<b>Total</b>	<b>\$162,937.44</b>	<b>\$1,177.00</b>	<b>(\$4,756.95)</b>	<b>\$159,357.49</b>

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<b>INCOME</b>							
Membership Dues	\$45,000.00	\$28,470.00	\$2,932.00			\$31,402.00	70%
Conference Registration	\$62,500.00	\$4,775.00	\$4,400.00			\$9,175.00	15%
Conference Vendors	\$14,000.00	\$3,500.00	\$2,100.00			\$5,600.00	40%
Conference Sponsorship	\$4,500.00	\$500.00	\$6,549.00			\$7,049.00	157%
Publication Advertising	\$1,800.00	\$440.00	\$440.00			\$880.00	49%
Publication Sales	\$0.00	\$0.00	\$0.00			\$0.00	0%
VA Caucus Event	\$500.00	\$0.00	\$0.00			\$0.00	0%
Off-Meeting Workshops	\$4,000.00	\$1,325.00	\$1,030.00			\$2,355.00	59%
Bank Interest	\$1,800.00	\$612.43	\$1,013.86			\$1,626.29	90%
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Gifts to Operations	\$900.00	\$180.00	\$420.00			\$600.00	67%
Miscellaneous	\$0.00	\$0.00	\$0.01			\$0.01	0%
<b>Total Income</b>	<b>\$138,500.00</b>	<b>\$41,168.18</b>	<b>\$19,996.09</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$61,164.27</b>	<b>44%</b>
<b>EXPENSES</b>							
Administrator	\$11,900.00	\$8,783.54	\$495.17			\$9,278.71	78%
Executive Officers	\$26,800.00	\$6,695.84	\$4,580.14			\$11,275.98	42%
Caucus Funds	\$2,400.00	\$0.00	\$100.00			\$100.00	4%
Steering	\$1,500.00	\$0.00	\$0.00			\$0.00	0%
Communications	\$3,500.00	\$546.15	\$375.00			\$921.15	26%
Education	\$2,850.00	\$250.00	\$750.00			\$1,000.00	35%
Diversity and Inclusion	\$200.00	\$0.00	\$0.00			\$0.00	0%
Meetings Coordinating	\$100.00	\$0.00	\$0.00			\$0.00	0%
Finance	\$10,850.00	\$1,982.60	\$1,470.16			\$3,452.76	32%
Membership	\$1,400.00	\$0.00	\$0.00			\$0.00	0%
Nominating	\$0.00	\$0.00	\$0.00			\$0.00	0%
Finding Aids	\$500.00	\$0.00	\$0.00			\$0.00	0%
Custer and Finch	\$600.00	\$0.00	\$300.00			\$300.00	50%
Distinguished Service	\$400.00	\$0.00	\$0.00			\$0.00	0%
VA Caucus Event	\$500.00	\$0.00	\$0.00			\$0.00	0%
Fall Conference (LAC)	\$20,000.00	\$2,882.63	\$6,389.99			\$9,272.62	46%
Spring Conference (LAC)	\$55,000.00	\$47.91	\$3,320.16			\$3,368.07	6%
<b>Total Expenses</b>	<b>\$138,500.00</b>	<b>\$21,188.67</b>	<b>\$17,780.62</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$38,969.29</b>	<b>28%</b>
<b>Net Income or (Loss)</b>		<b>\$19,979.51</b>	<b>\$2,215.47</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$22,194.98</b>	

<u>Account Balances</u>			<u>Opening</u>	<u>Credits</u>	<u>Debits</u>	<u>Closing</u>
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Vanguard Bonds	\$98,239.57	Reserve	\$48,475.00	\$0.00	\$0.00	\$48,475.00
<b>Total</b>	<b>\$325,862.04</b>	<b>Surplus</b>	<b>\$95,834.57</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$95,834.57</b>
		<b>Totals</b>	<b>\$327,226.52</b>	<b>\$21,173.09</b>	<b>(\$22,537.57)</b>	<b>\$325,862.04</b>

**Summary - Second Quarter FY 2026**

Opening Balance	\$327,226.52
Total Income	\$21,173.09
Total Expenses	(\$22,537.57)
<b>Closing Balance</b>	<b>\$325,862.04</b>

<u>Restricted Funds</u>			<u>Opening</u>	<u>New Gifts</u>	<u>Spending</u>	<u>Closing</u>
PNC Savings	\$61,117.92	Disaster Assist.	\$27,918.50	\$400.00	\$0.00	\$28,318.50
Vanguard Bonds	\$98,239.57	Education	\$107,304.80	\$525.00	(\$4,476.95)	\$103,352.85
<b>Total</b>	<b>\$159,357.49</b>	Graduate Schol	\$22,783.14	\$252.00	(\$30.00)	\$23,005.14
		Finch Award	\$4,931.00	\$0.00	(\$250.00)	\$4,681.00
		<b>Total</b>	<b>\$162,937.44</b>	<b>\$1,177.00</b>	<b>(\$4,756.95)</b>	<b>\$159,357.49</b>

Final Report Summary

Category	Budget for 100 Attendees	Actual 75 Attendees
<b>INCOME</b>		
Registration Fees	\$11,675.00	\$9,115.00
Exhibitor Fees	\$2,800.00	\$2,650.00
Total Income	\$14,475.00	\$11,765.00
<b>EXPENSES</b>		
General/Venue Expenses	\$6,300.00	\$6,051.00
AV Expenses	\$0.00	\$1,390.26
Meal Expenses	\$5,306.70	\$4,331.36
Registration/Program	\$125.00	\$33.63
Trainers	\$6,310.00	\$5,901.95
Total Expenses	\$18,041.70	\$17,708.20
TOTAL	(\$3,566.70)	(\$5,943.20)
Reimbursement for Trainer Expense	\$6,310.00	\$5,901.95
PROJECTED GAIN(LOSS)/NET GAIN (LOSS)	\$2,743.30	(\$41.25)

MARAC SYMPOSIUM REPORT    FALL 2025    WILMINGTON, DE

Final Report - Income

Category	Budgeted 100			Actual 75		
	Cost/Item	Attendees	Total	Cost/Item	Attendees	Total
INCOME						
Registration Fees						
Standard Registration	\$125.00	85	\$10,625.00	\$125.00	68	\$8,500.00
Student Registration	\$70.00	15	\$1,050.00	\$70.00	7	\$490.00
Winterthur Tour			\$0.00	\$5.00	25	\$125.00
Total Registration Fees		100	\$11,675.00		75	\$9,115.00
Exhibitor Fees						
Sponsor	\$250.00	1	\$250.00	\$250.00	1	\$250.00
Sponsor	\$300.00	0	\$0.00	\$300.00	1	\$300.00
Rental - 1 Table	\$350.00	8	\$2,800.00	\$350.00	6	\$2,100.00
Total Exhibitor Fees			\$2,800.00			\$2,650.00
Total Income			\$14,475.00			\$11,765.00

Final Report - Expenses

Category	Budgeted 100			Actual 75		
	Cost/Item	Attendees	Total	Cost/Item	Attendees	Total
EXPENSES						
General Expenses						
Administrative Services			\$2,500.00			\$2,500.00
Event Insurance			\$200.00			\$176.00
Venue Expenses						
Room Rentals			\$3,600.00			\$3,375.00
Porterage and Misc. Expenses			\$0.00			\$0.00
Total General/Venue Costs			\$6,300.00			\$6,051.00
AV Expenses						
AV Equipment Tech			\$0.00			\$1,390.26
AV Equipment Rental			\$0.00			\$0.00
Total AV Costs			\$0.00			\$1,390.26
Meal Expenses						
Monday Half-day Beverage	\$20.00	65	\$1,300.00		65	Included below
Monday Box Lunch	\$32.00	85	\$2,720.00		75	
Lunch for Vendors, Speaker, Admin	\$32.00	8	\$256.00		8	
22% Service Charge and tax			\$1,030.70			
Total Meal Costs			\$5,306.70			\$4,331.36
Registration/Program						
Badges, Lanyards, etc.			\$125.00			\$33.63
Total Registration/Program Costs			\$125.00			\$33.63
Trainers						
Lodging/Travel/Meals			\$1,260.00			\$851.95
Training Fees			\$5,050.00			\$5,050.00
Total Trainers Costs			\$6,310.00			\$5,901.95
Total Expenses			\$18,041.70			\$17,708.20





January 16, 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 virtual meeting held on Friday, January 23, 2026.

**Parliamentarian Activities**

There has been no significant parliamentary activity since the last Steering Committee meeting.

**MARAC Historian Report - January/2026**  
**(for the MARAC Steering Committee Meeting, via ZOOM)**

This quarter I have been busy participating in monthly meetings of the newly-formed Ad-hoc Records Retention Committee as an ex-officio member. An interim report on the work of that committee is being prepared at the present time.

I have received documentation distributed by the current chair of MARAC's Distinguished Award Committee; the committee has made plans to deliberate in mid-February. (I serve as an ex-officio member on this committee as well.)

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.

Recently I researched a question pertaining to the chronological listing of the Finch Finding Aid Awards; I forwarded the results of my research along with two obits on C. Herbert Finch that I discovered in the MARAC Archives.

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 very-much enjoyed participating in the recent MARAC Symposium in Delaware, and look forward to attending our upcoming Spring Meeting in Richmond, Virginia.

Lauren Brown  
MARAC Historian

### Special Collections and University Archives (SCUA): The Access Team's Approach to Accessions and Accruals

Catherine Mayfield, the Associate Director of SCUA, University of Maryland Libraries and head of our Access Team (unit responsible for processing) asked me to include her comments regarding her unit's standard procedures for accessions and accruals:

Each new accession is documented in SCUA's collections management system, ArchivesSpace, with an accession record and an accompanying preliminary inventory. SCUA then creates a minimal resource record for public access, linking within that resource the preliminary inventory. For established collections that already have a public resource record, SCUA links the preliminary inventory for any new accretions and updates the resource accordingly to reflect the expanded collection extent, dates, and scope, as needed.... If a resource has an established container list and a new accrual can be easily integrated into the existing arrangement -- because its potential placement is clear (whether by nature of the materials and existing series/subseries, or through the guidance in an existing processing plan) -- then SCUA will integrate those materials directly into the intellectual arrangement/container list rather than publishing the accrual's preliminary inventory.

### Two Accessions: 2022-090-MDHC 2025-0015-MDHC

Accession 1: Mayfield explained that due to our dramatic staffing deficit, the Access Team "made a decision to reflect accession 2022-090 in the updated finding aid with a link to the preliminary inventory. Due to the nature of the mixed content, it would take a more intensive amount of processing time and capacity to determine what series and subseries the materials would fit under, and then to integrate the materials."

She added that, "When we have our new Access Archivist (processing archivist) on board, I'd like to work together [with the MARAC Archivist] to further develop a processing plan for the collection."

Accession 2: This accession of publications were "directly integrated the materials into the Publications series. The finding aid was updated to "more broadly to reflect the expanded dates and extents of the new materials."

### MAA Ingest Schedule

As reported in my October 2025 report, the request for accessioning is scheduled to occur annually in August.

## MAA Backlog: Delay Continues: Our DPI Involvement regarding IA Uploads.

Mayfield also informed me that, at the end of December 2025, the ERA met with our colleagues in UMDL Digital Program and Initiatives (DPI) to discuss Internet Archive uploads and accessibility given the forthcoming [Title II](#) requirements. Mayfield explained that "our delay on Internet Archive uploads has been related to determining needs around accessibility requirements along with staffing transition [in the Hornbake Digitization Center]. Mayfield predicted that, "now with the current processes for accessibility checks established" once our ERA returns in late January, she "should be able to turn back to the MARAC materials upon her return. We should confirm this with her when she is back." (DPI also manages DRUM.)

## Records Retention Committee

I attended the 1.14.26 meeting. I noted MAA' editor's request for regular updates on the backlog. I also contributed to the conversation by asking questions about the volume of born-digital records (BDR) in the future and discussed the complication of reference assistance with BDR. I also ask if the committee will make recommendations regarding public access vs. restrictions to the records transferred to the archives for permanent storage. Regarding the Records Manager position, it is not feasible for me to function as the archivist and as the records manager. Instead, I hope to work closely with the incumbent to, among other tasks, generate a workflow for transferring records to SCUA and to address e-record duplications prior to transfer.

Joni J. Floyd  
MARAC Archivist

# MARAC

Mid-Atlantic Regional Archives Conference

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

Submitted to: Steering Committee

January 16, 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.
  - 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.
  - Sara - Updated conference 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 are discussing how best to use Memberclicks' services. The team is dividing up items flagged by the accessibility checker to begin making updates as possible in the MemberClicks environment.

**\*\*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

## **Development Coordinator Report**

January 23, 2026

### **MARAC Steering Committee Meeting**

- Convened meeting November 24, 2026 with Amy Fitch, Deb Schiff, and Sara Predmore
  - Remainder of this FY, focus on fundraising for MARAC awards and scholarships
  - Support for Richmond silent auction
  - \$10k fundraising goal for next FY
  - Fundraising ideas
    - Corporate sponsorship (coordinate with Nick Z.)
    - Employee matching gifts
    - Qualified IRA distributions
    - Low-effort gifts from charitable/family foundations
    - Annual appeal
    - Crowdfunding
    - Merchandising
    - Online and silent auctions
- December 12, 2025 meeting with Margaret Kidd
  - Richmond silent auction support planning
- Monthly check-in meetings with Deb Schiff

Submitted January 16, 2026

Elizabeth Surles

MARAC Development Coordinator

# MARAC Climate Change Working Group

*Update to Steering Committee 01-23-2026*

## What we did so far

MARAC Chair Zach Hottel assembled a working group of eight volunteers and charged Kim Hoffman and Amy Wickner with co-chairing. Co-chairs have met twice to coordinate and set agendas for group meetings, and the full working group met on November 11 and December 9, 2025 and January 13, 2026. We devoted the first meeting to discussing the group charge and identifying potential areas in which to focus our efforts. Based on this discussion, we conducted background research on two broad topics, described further below. At the second meeting, we delved into the background research to identify strengths of and gaps in existing resources, and what this means for how MARAC should address members' climate-related needs. At the third meeting, we drafted initial recommendations and assigned individual items to group members to explore in greater depth.

Based on these discussions and research, the working group will focus our efforts in the following ways.

## How MARAC can help members deal with the impacts of climate change

We identified a need for disaster preparation support, particularly training.

We reached this conclusion based on:

- Examples of archives in our region that have experienced climate disasters
- Experiences with facilities problems at our organizations
- Observing that disaster response is much better documented and supported than preparation
- Lessons learned (and common sense) that early intervention is more effective than post-hoc actions

We have discussed and plan to investigate several needs that MARAC can potentially address, including:

- Regional experts who can provide training
- Funding for training
- Partnerships between well-off and under-resourced organizations to prepare for disaster together

# How MARAC can support member institutions in exploring their climate impact

We identified a need for support in evaluating archives' climate impacts.

We reached this conclusion based on:

- Existing research on reducing environmental impacts of digital archives work
- A need for concrete measures for evaluating archival practices
- Interest in technical changes that archivists can make

We have discussed and plan to investigate several needs that MARAC can potentially address, including:

- Assessment and decision criteria for physical archival spaces, digital workflows, and use of AI in archives
- Funding for carbon assessments
- Consortial assessment programs and workshops
- Climate impact strategy talking points

## Questions for the Steering Committee

- Are there any specific requests or precedent for the format of the working group's final report?
- Can you provide any feedback on the direction we have taken so far? Specifically, are we fulfilling the charge as they envisioned?
- There is a possibility that we will wish to make use of polls or other communications to membership to gather information. If so, is there an approval process before we do so?

## Next steps

The working group will continue meeting and conducting background research in order to develop concrete recommendations in each focus area. If time permits, working group members have expressed interest in continuing on to begin developing written deliverables outlined in the recommendations to the committee, such as tip sheets.



## **MARAC Ad-Hoc Records Retention Committee – Report to the Steering Committee**

### **January 16, 2026**

**Committee charter:** The MARAC Ad-Hoc Records Retention Committee was tasked with examining the way MARAC retains records, including on its website, via Google Drive, at the University of Maryland Special Collections and University Archives, etc. This committee will present recommendations to MARAC leadership to improve our ability to preserve our records and make them available to our members.

**Committee members:** Lauren Brown, Keven Clair, Bryan Dickerson, Carolyn Friedrich, Missy Nerino, Amy Poe, Sara Predmore, Jasmine Smith, Hunter Stack, and Cheryl Stadel-Bevans. Amy Poe agreed to organize the committee. Former committee member Chloe Walker resigned after relocating for a new role outside of the MARAC region.

### **Approach to the Work**

Since its inception in October 2025, the committee has grounded its work in the charter and met monthly for discussion and decision making, following a set agenda. Meeting notes, and all other committee records are available in the Ad-Hoc Records Retention Committee Google drive folder. Between meetings, the committee has reviewed existing materials about MARAC's record keeping practices and the MARAC Records at UMD, and divided document drafting tasks among members.

### **Committee Objectives**

The committee's intent is to provide proposed draft Records Management foundational documents alongside a set of recommendations for management and preservation of MARAC records, distinguishing between treatment of materials with a finite lifecycle and materials worthy of long-term preservation in the MARAC Records archive. The documents are intended to be a starting point, with future editing and development expected, depending on the priorities for Records Management set by MARAC leadership. Recommendations for the management and preservation of MARAC records will consider MARAC policy, practice, and authority for records retention decision-making, records transfer with leadership onboarding and offboarding, short- and long-term document storage and management relative to existing resources, and collaboration between MARAC and UMD, the MARAC Records repository.

### **Summary of Steps to Date**

**October**—The first meeting was led by Zach Hottel with introductions, discussion on context for establishing the committee, walkthrough of existing MARAC records management documentation including the 2009 UMD agreement, and review of an example NEA records management policy for consideration. All documents were posted to Google drive for committee review prior to the next meeting.

**November**—After discussion about the materials shared in October, the committee decided to begin drafting foundational documents—as a starting point for later development—for a structured MARAC Records Management Program: Records Management Policy, Records Lifecycle, Records Retention Schedule, and a general description of job responsibilities for a future MARAC Records

Management leadership role or committee. Work on the documents was divided among committee members, according to experience and interest.

**December**—A walk-through of the draft documents was led by the point person for each document. The committee agreed to swap responsibility for review of the drafts with a request for comments and edits prior to the committee reconvening in January. Further discussion about the role of a MARAC Records Management Program in relation to the long-term preservation of MARAC Records prompted a decision to invite MARAC Archivist, Joni Floyd to the next meeting.

**January**—The participation of the MARAC Archivist offered an opportunity for committee member introductions and a review of the committee work accomplished to date; the discussion provided committee members additional context on UMD as the MARAC Records repository. The MARAC Archivist shared a brief overview of UMD Special Collections and University Archives support, staffing, and processes. The exchange allowed for questions about the circumstances contributing to the backlog in processing the MARAC Records.

The committee agreed upon a timeline to finalize committee recommendations in March, with the goal of presenting a final committee recommendations, and supporting documents, to the Steering Committee at the 2026 Spring Meeting. The committee will meet in February to discuss and finalize the documents in progress and move forward with developing recommendations.