

STEERING COMMITTEE July 24, 2026 via Zoom

AGENDA

1. **Call to Order** (5 min)
 - a. Introductions
 - b. Approval of Agenda
2. **Approval of Steering Committee Minutes** (5 min)
 - a. April 30, 2026 Steering Committee Minutes
3. **Officers' Reports** (15 min)
 - a. Chair's Report (Deb Schiff)
 - b. Chair-Elect (Vin Novara)
 - c. Meetings Coordinator (Mary Mannix)
 - d. Secretary (Kevin Clair)
 - e. Treasurer (Amy Fitch)
4. **Standing and Operational Committees** (25 min)
 - a. Awards and Scholarships (Kira Dietz)
 - b. Communications (Missy Nerino)
 - c. Diversity & Inclusion (Tara Wink)
 - d. Education (Elizabeth Wilkinson)
 - e. Membership (Jen Pulsney/Morgan Miller Scarborough)
 - f. Nominations and Elections (Dana Niemeyer)
 - g. Web Team (Diana Dymond Reed)
5. **State Caucus New Business and Updates** (15 min)
 - a. Delaware (Kery Lawson)
 - b. District of Columbia (Chris Hartten)
 - c. Maryland (Jenny Kinniff)
 - d. New Jersey (Beth Zak-Cohen)
 - e. New York (Amanda Murray)
 - f. Pennsylvania (Ali Zawoyski)
 - g. Virginia (Mattie Clear)
 - h. West Virginia (Grace Musgrave)

BREAK (5 minutes)

6. **Advisory Positions** (15 min)
 - a. Administrator (Sara Predmore)
 - b. Archivist (Joni Floyd)
 - c. Development Coordinator (Elizabeth Surles)
 - d. Historian (Lauren Brown)

STEERING COMMITTEE July 24, 2026 via Zoom

- e. Parliamentarian (Arian Ravanbakhsh) (excused)
- f. Partner Liaison (Andrew Cassidy-Amstutz)

7. **Old Business** (40 min)

- a. Danna Bell Scholarship (Kira Dietz)
- b. Climate Change Committee Work Group (Kim Hoffman and Amy Wickner, absent)
- c. Record Retention Ad-Hoc Committee (Jessica Webster)

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

- a. Handbook review (Deb Schiff)
- b. Member survey (Deb Schiff)
- c. Strategic planning (Deb Schiff)

9. **Adjournment**

MARAC

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Chair Report Steering Committee Meeting July 24, 2026

1. Communications: Provided a new welcome announcement for the web site, and From the Chair column and Conversation with the New Chair article for the MAA for Summer issue.
2. Committees: Met with committee leaders of Awards, Diversity and Inclusion, Communications, Education, Meetings Coordinating, and Membership to discuss plans and challenges for the coming MARAC year.
3. Executive Committee: Met to map out the next Steering Committee Meetings, talk through upcoming efforts, and review ongoing MARAC projects. The next two Steering Committee meetings will be October 23, 2026 and January 29, 2027. As soon as the Pittsburgh conference is scheduled, we will select a date for the spring Steering meeting.
4. Chair-Elect: Met to help with the transition and discuss strategic planning.
5. Past-Chair: Met to help with the transition.
6. Caucus Reps: Met to guide the transition to the new Chair-Elect chairing the Caucus Reps meetings.
7. Development Coordinator: Met to discuss successful fundraising at the auction and future fundraising plans.
8. Administrator: Corresponded and met to discuss creating a complete list of duties to shape a more accurate job description, as well as putting more responsibility in the hands of the volunteers.

Yours in service,
Deb Schiff
Chair, 2026-2027

Report of the Chair-Elect for MARAC

July 2026

- Attended Steering Meeting as a guest when MARAC convened in Richmond, VA.
- Attended June meeting of Caucus Representatives as a guest.
- Have attended two monthly check-in meetings with Chair Deb Schiff.
- Also met with MARAC's Executive Committee earlier in July.
- Met with Amanda May on behalf of the Meetings Coordinating Committee regarding the nature of and history of MARAC programming.
- Began review of Chair-Elect section of the MARAC Operation Manual.
- Scheduled July meeting with Caucus Representatives for later on the 24th.
- Generally becoming reacquainted with the current issues facing MARAC.

Respectfully submitted,
Vin Novara

Meetings Coordinating Committee Report

23 July 2026

Submitted by Mary K. Mannix, Meetings Coordinator

1) Upcoming Meeting:

Fall 2026 Virtual Conference: *Archives Adapting to a Changing World*
October 28-30, 2026

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

Reminder: First try at one big committee, not broken into PC and VAC

Spoiler Alert: Wednesday, October 28, Plenary Lunch Talk | 12-1 p.m.
“Navigating Burnout for ADHD Librarians: Build Models, Don't Burn Them Down”; Joe Donnelly, Associate Director of Discovery Services, Colgate University

Update: Moving along on schedule, they have been doing a fabulous organized, timely, job.

Poster proposals due August 14, 2026: Proposals due, spread the word.

Consider doing an institution tour!

2) Future Meetings:

a) Spring 2027 In-Person: Pittsburgh (fingers crossed)
Site Visit – Monday, 27 July 2026
First hotels to be investigated:

Wyndham Grand Pittsburgh Downtown
DoubleTree by Hilton Hotel and Suites Pittsburgh-Downtown
Marriott Pittsburgh City Center

In case you were wondering: Not starting out with the Omni William Penn Hotel, our old stomping down, because it had such bad vendor space.

b) Fall 20207 Symposium: Still pursuing partnership with NAGRA.

Was not able to meet with their Executive Director at Richmond, though I introduced myself to him, have an e-mail out to him, know this is the week of their annual conference.

3) “The Manual”

Amanda May is assisting with updating *The Meetings Manual* and the procedures from which it stems, to that end, she is interviewing the "working" members of the committee (such as Print Program Editors, Vendor Reps, and so forth) and others I have recommended.

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2026 July 15

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

- Final minutes from the Fall Conference business meeting and the winter meeting of the MARAC Steering Committee were uploaded to the MARAC Google Drive.
- The draft minutes from the spring Steering Committee meeting were uploaded to the MARAC Google Drive for review and approval.
- The draft minutes from the special June Steering Committee meeting to review the fiscal year 2026/27 budget were uploaded to the MARAC Google Drive for review and approval.

Respectfully submitted,

Kevin M. Clair
MARAC Secretary

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July 17, 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 Summer 2026 Steering meeting to be held virtually on July 24, 2026.

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

- The income is from membership dues; Spring conference registration, vendors, and sponsors; publication advertising; a VA Caucus event; off-meeting workshops; bank and investment income; and individual donations.
- Expenses are from Administrator salary and phone; web service fees; accountant fees; insurance premiums; design; postage; office supplies and equipment; conference costs, which include Administrator food, lodging, and travel; Caucus event food and honoraria; Spring awards; banking fees; and a gift for the Administrator (Miscellaneous).
- Expenditures from restricted funds were for the Spring travel and D&I Session awards.
- The quarter ended with a net loss of (\$46,996), with expenses from the Spring conference realized in this quarter as well as hefty banking fees because of conference registration transactions. However, the total net gain for the year is **\$35,972.11**.
- For the first time, MARAC realized gross income above \$200,000, with an actual total of \$207,987. Our accountant has indicated this will require more extensive tax reporting.

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

- PNC CDs: 3.50%
- PNC Savings Account: 0.01%
- Vanguard Bonds: 0.56%

3. The Spring Conference report is the second attachment. Turnout was strong at 369 attendees—only 5 shy of the previous spring—along with numerous vendors and sponsors. The final Richmond surplus is \$19,592.

4. [**Action Item**] The Fall Symposium had a tiny loss, and the Spring conference had a strong gain, leading to a net surplus of \$19,551. Finance is tasked with recommending how to direct portions of the annual conference surplus into savings, as we did last year.

Finance recommends the following:

- Retain the entire \$19,551 surplus in the operating account to strengthen our cushion for the year and provide potential funding for new initiatives that may launch prior to the next budgetary cycle in Spring 2027.

FY 2026, 4th Quarter (April 1, 2026 to June 30, 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	\$10,656.00	\$46,427.00	103%
Conference Registration	\$62,500.00	\$4,775.00	\$4,400.00	\$50,142.00	\$14,144.00	\$73,461.00	118%
Conference Vendors	\$14,000.00	\$3,500.00	\$2,100.00	\$9,810.00	\$3,500.00	\$18,910.00	135%
Conference Sponsorship	\$4,500.00	\$500.00	\$6,549.00	\$2,600.00	\$1,300.00	\$10,949.00	243%
Publication Advertising	\$1,800.00	\$440.00	\$440.00	\$0.00	\$1,880.00	\$2,760.00	153%
Publication Sales	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
VA Caucus Event	\$500.00	\$0.00	\$0.00	\$0.00	\$380.00	\$380.00	76%
Off-Meeting Workshops	\$4,000.00	\$1,325.00	\$1,030.00	\$0.00	\$600.00	\$2,955.00	74%
Bank Interest	\$1,800.00	\$612.43	\$1,013.86	\$938.34	\$940.25	\$3,504.88	195%
Investment Interest	\$3,500.00	\$1,365.75	\$1,111.22	\$311.61	\$555.98	\$3,344.56	96%
Gifts to Operations	\$900.00	\$180.00	\$420.00	\$0.00	\$515.00	\$1,115.00	124%
Miscellaneous	\$0.00	\$0.00	\$0.01	\$231.65	\$45.00	\$276.66	0%
Total Income	\$138,500.00	\$41,168.18	\$19,996.09	\$68,402.60	\$34,516.23	\$164,083.10	118%
EXPENSES							
Administrator	\$22,000.00	\$6,695.84	\$4,381.14	\$4,396.40	\$4,484.33	\$19,957.71	91%
Web Services	\$9,450.00	\$8,816.86	\$497.06	\$279.09	\$21.19	\$9,614.20	102%
Archival Collection	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100%
Accountant	\$3,325.00	\$0.00	\$0.00	\$0.00	\$3,580.00	\$3,580.00	108%
Advocacy	\$1,800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Insurance Policies	\$1,800.00	\$0.00	\$0.00	\$0.00	\$1,743.00	\$1,743.00	97%
Phone	\$625.00	\$79.15	\$90.00	\$90.00	\$90.00	\$349.15	56%
Postage	\$150.00	\$34.26	\$39.42	\$29.58	\$81.46	\$184.72	123%
Office Supplies	\$100.00	\$0.00	\$0.00	\$0.00	\$78.91	\$78.91	79%
Food	\$4,250.00	\$0.00	\$36.78	\$0.00	\$3,208.71	\$3,245.49	76%
Travel	\$1,250.00	\$0.00	\$174.68	\$0.00	\$340.03	\$514.71	41%
Equipment	\$250.00	\$0.00	\$0.00	\$0.00	\$296.79	\$296.79	119%
Design and Printing	\$3,700.00	\$520.26	\$375.00	\$675.00	\$225.00	\$1,795.26	49%
Conference	\$75,000.00	\$2,930.54	\$9,710.15	\$201.93	\$60,582.33	\$73,424.95	98%
Lodging	\$1,200.00	\$0.00	\$154.29	\$0.00	\$1,012.68	\$1,166.97	97%
Honoraria	\$2,800.00	\$250.00	\$700.00	\$200.00	\$100.00	\$1,250.00	45%
Awards and Prizes	\$1,900.00	\$0.00	\$300.00	\$0.00	\$1,306.72	\$1,606.72	85%
VA Caucus Event	\$500.00	\$0.00	\$0.00	\$0.00	\$380.00	\$380.00	76%
Banking Fees	\$7,000.00	\$1,861.76	\$1,072.10	\$757.32	\$3,616.33	\$7,307.51	104%
Investments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Miscellaneous	\$400.00	\$0.00	\$250.00	\$0.00	\$364.90	\$614.90	154%
Total Expenses	\$138,500.00	\$21,188.67	\$17,780.62	\$7,629.32	\$81,512.38	\$128,110.99	92%
Net Income or (Loss)		\$19,979.51	\$2,215.47	\$60,773.28	(\$46,996.15)	\$35,972.11	

Account Balances

			<u>Opening</u>	<u>Credits</u>	<u>Debits</u>	<u>Closing</u>
PNC Checking	\$103,306.22	Operating	\$82,968.26	\$34,516.23	(\$81,512.38)	\$35,972.11
PNC Savings	\$174,178.42	Restricted	\$185,032.49	\$13,616.00	(\$2,338.37)	\$196,310.12
Vanguard Bonds	\$99,107.16	Reserve	\$48,475.00	\$0.00	\$0.00	\$48,475.00
Total	\$376,591.80	Surplus	\$95,834.57	\$0.00	\$0.00	\$95,834.57
		Totals	\$412,310.32	\$48,132.23	(\$83,850.75)	\$376,591.80

Summary - Fourth Quarter FY 2026

Opening Balance	\$412,310.32
Total Income	\$48,132.23
Total Expenses	(\$83,850.75)
Closing Balance	\$376,591.80

Restricted Funds

			<u>Opening</u>	<u>New Gifts</u>	<u>Spending</u>	<u>Closing</u>
PNC Savings	\$97,202.96	Disaster Assist.	\$28,318.50	\$625.00	\$0.00	\$28,943.50
Vanguard Bonds	\$99,107.16	Education	\$103,477.85	\$1,774.00	(\$2,338.37)	\$102,913.48
Total	\$196,310.12	Graduate Schol	\$48,555.14	\$10,717.00	\$0.00	\$59,272.14
		Finch Award	\$4,681.00	\$500.00	\$0.00	\$5,181.00
		Total	\$185,032.49	\$13,616.00	(\$2,338.37)	\$196,310.12

FY 2026, 4th Quarter (April 1, 2026 to June 30, 2026)

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Publication Sales	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
VA Caucus Event	\$500.00	\$0.00	\$0.00	\$0.00	\$380.00	\$380.00	76%
Off-Meeting Workshops	\$4,000.00	\$1,325.00	\$1,030.00	\$0.00	\$600.00	\$2,955.00	74%
Bank Interest	\$1,800.00	\$612.43	\$1,013.86	\$938.34	\$940.25	\$3,504.88	195%
Investment Interest	\$3,500.00	\$1,365.75	\$1,111.22	\$311.61	\$555.98	\$3,344.56	96%
Gifts to Operations	\$900.00	\$180.00	\$420.00	\$0.00	\$515.00	\$1,115.00	124%
Miscellaneous	\$0.00	\$0.00	\$0.01	\$231.65	\$45.00	\$276.66	0%
Total Income	\$138,500.00	\$41,168.18	\$19,996.09	\$68,402.60	\$34,516.23	\$164,083.10	118%
EXPENSES							
Administrator	\$11,900.00	\$8,783.54	\$495.17	\$398.67	\$1,643.95	\$11,321.33	95%
Executive Officers	\$26,800.00	\$6,695.84	\$4,580.14	\$5,421.40	\$6,592.23	\$23,289.61	87%
Caucus Funds	\$2,400.00	\$0.00	\$100.00	\$100.00	\$711.03	\$911.03	38%
Steering	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	\$1,500.00	100%
Communications	\$3,500.00	\$546.15	\$375.00	\$675.00	\$225.00	\$1,821.15	52%
Education	\$2,850.00	\$250.00	\$750.00	\$100.00	\$0.00	\$1,100.00	39%
Diversity and Inclusion	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Meetings Coordinating	\$100.00	\$0.00	\$0.00	\$0.00	\$296.79	\$296.79	297%
Finance	\$10,850.00	\$1,982.60	\$1,470.16	\$732.32	\$7,274.33	\$11,459.41	106%
Membership	\$1,400.00	\$0.00	\$0.00	\$0.00	\$1,406.72	\$1,406.72	100%
Nominating	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Finding Aids	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00	100%
Custer and Finch	\$600.00	\$0.00	\$300.00	\$0.00	\$0.00	\$300.00	50%
Distinguished Service	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00	\$400.00	100%
VA Caucus Event	\$500.00	\$0.00	\$0.00	\$0.00	\$380.00	\$380.00	76%
Fall Conference (LAC)	\$20,000.00	\$2,882.63	\$6,389.99	\$33.63	\$0.00	\$9,306.25	47%
Spring Conference (LAC)	\$55,000.00	\$47.91	\$3,320.16	\$168.30	\$60,582.33	\$64,118.70	117%
Total Expenses	\$138,500.00	\$21,188.67	\$17,780.62	\$7,629.32	\$81,512.38	\$128,110.99	92%
Net Income or (Loss)		\$19,979.51	\$2,215.47	\$60,773.28	(\$46,996.15)	\$35,972.11	
<u>Account Balances</u>							
PNC Checking	\$103,306.22		Operating	Opening	Credits	Debits	Closing
PNC Savings	\$174,178.42		Restricted	\$82,968.26	\$34,516.23	(\$81,512.38)	\$35,972.11
Vanguard Bonds	\$99,107.16		Reserve	\$185,032.49	\$13,616.00	(\$2,338.37)	\$196,310.12
Total	\$376,591.80		Surplus	\$48,475.00	\$0.00	\$0.00	\$48,475.00
			Totals	\$95,834.57	\$0.00	\$0.00	\$95,834.57
				\$412,310.32	\$48,132.23	(\$83,850.75)	\$376,591.80

Summary - Fourth Quarter FY 2026

Opening Balance	\$412,310.32
Total Income	\$48,132.23
Total Expenses	(\$83,850.75)
Closing Balance	\$376,591.80

Restricted Funds

PNC Savings	\$97,202.96	Disaster Assist.	Opening	New Gifts	Spending	Closing
Vanguard Bonds	\$99,107.16	Education	\$28,318.50	\$625.00	\$0.00	\$28,943.50
Total	\$196,310.12	Graduate Schol	\$103,477.85	\$1,774.00	(\$2,338.37)	\$102,913.48
		Finch Award	\$48,555.14	\$10,717.00	\$0.00	\$59,272.14
		Total	\$4,681.00	\$500.00	\$0.00	\$5,181.00
			\$185,032.49	\$13,616.00	(\$2,338.37)	\$196,310.12

MARAC MEETING REPORT

Spring 2026 Richmond, VA

Final Report

Category	Budgeted 300 Attendees	Actual 369 Attendees
INCOME		
Registration Fees	\$45,190.00	\$55,040.00
Exhibitor Fees	\$15,700.00	\$26,184.00
Meals	\$2,095.00	\$1,903.00
Reception	\$1,160.00	\$1,220.00
Tour Fees	\$895.00	\$2,005.00
Workshop Fees	\$5,600.00	\$5,350.00
Total Income	\$70,640.00	\$91,702.00
EXPENSES		
General/Hotel Expenses	\$6,100.00	\$6,623.84
AV Expenses	\$14,000.00	\$17,424.15
Meal Expenses	\$27,355.62	\$30,168.67
Reception	\$16,900.00	\$14,891.17
Registration/Program	\$850.00	\$538.59
Session/Plenary Speakers	\$700.00	\$1,175.00
Tour Expenses	\$472.00	\$1,286.00
Workshop Expenses	\$3,650.00	\$2,701.96
Total Expenses	\$70,027.62	\$74,809.38
Total	\$612.38	\$16,892.62
Steering Meal Reimbursement	\$1,500.00	\$1,500.00
Membership Meet & Greet Reimbursement	\$1,200.00	\$1,200.00
NET INCOME/NET GAIN	\$3,312.38	\$19,592.62

MARAC MEETING REPORT

Spring 2026 Richmond, VA

Final Report - Income

Category	Budgeted 300			Actual 369 Attendees		
	Cost/Item	Attendees	Total	Cost/Item	Attendees	Total
INCOME						
Registration Fees						
Early Reg Members	\$150.00	188	\$28,200.00	\$150.00	234	\$35,100.00
Early Reg Nonmembers	\$215.00	25	\$5,375.00	\$215.00	30	\$6,450.00
Late Reg Members	\$175.00	33	\$5,775.00	\$175.00	37	\$6,475.00
Late Reg Nonmembers	\$240.00	8	\$1,920.00	\$240.00	8	\$1,920.00
Member, onsite	\$195.00	6	\$1,170.00	\$195.00	6	\$1,170.00
Nonmember, onsite	\$260.00	1	\$260.00	\$260.00	2	\$520.00
Student registration	\$75.00	30	\$2,250.00	\$75.00	39	\$2,925.00
Complimentary or Workshop Only	\$0.00	6	\$0.00	\$0.00	7	\$0.00
One day (Saturday only)	\$80.00	3	\$240.00	\$80.00	6	\$480.00
Total Registration Fees		300	\$45,190.00		369	\$55,040.00
Exhibitor Fees						
Ads (Half Page)	\$300.00	1	\$300.00	\$300.00	0	\$0.00
Ads (Quarter Page)	\$200.00	2	\$400.00	\$200.00	0	\$0.00
Sponsor	\$100.00	2	\$200.00	\$100.00	1	\$100.00
Sponsor	\$250.00	0	\$0.00	\$250.00	4	\$1,000.00
Sponsor	\$300.00	0	\$0.00	\$300.00	1	\$300.00
Sponsor	\$500.00	2	\$1,000.00	\$500.00	2	\$1,000.00
Sponsor	\$1,000.00	1	\$1,000.00	\$1,000.00	2	\$2,000.00
Sponsor	\$2,500.00	0	\$0.00	\$2,500.00	2	\$4,999.00
Rental - 1 Table	\$700.00	17	\$11,900.00	\$700.00	24	\$16,785.00
Rental - 2 Tables	\$900.00	1	\$900.00	\$900.00	0	\$0.00
Total Exhibitor Fees			\$15,700.00			\$26,184.00
Meals						
Vendor Lunch - Friday	\$35.00	2	\$70.00	\$40.00	1	\$40.00
Breakfast - Business Mtg.	\$27.00	75	\$2,025.00	\$27.00	69	\$1,863.00
Total Meals			\$2,095.00			\$1,903.00

Reception

Sponsorship	\$1,000.00	1	\$1,000.00	\$500.00	2	\$1,000.00	
Guest Tickets	\$20.00	8	\$160.00	\$20.00	11	\$220.00	
Total Reception Income			\$1,160.00			\$1,220.00	

Tour Fees

Tour #1 Civil War Museum	\$15.00	12	\$180.00	\$20.00	15	\$300.00	max 100
Tour #2a/b Valentine Museum	\$10.00	18	\$180.00	\$10.00	17	\$170.00	max 20
Tour #3 Univ of Richmond	\$5.00	20	\$100.00	\$5.00	18	\$90.00	max 20
Tour #4 Lib of VA	\$15.00	14	\$210.00	\$5.00	35	\$175.00	max 35
Tour #5 Museum of Hist/Culture	\$15.00	15	\$225.00	\$5.00	20	\$100.00	max 20
Tour #6 Agecroft	\$20.00	0	\$0.00	\$20.00	22	\$440.00	max 50
Tour #7 Poe Museum	\$15.00	0	\$0.00	\$15.00	25	\$375.00	max 25
Tour #8 State Capitol	\$5.00	0	\$0.00	\$5.00	39	\$195.00	max 100
Tour #9 John Marshall House	\$10.00	0	\$0.00	\$10.00	16	\$160.00	max 16
Total Tour Fees			\$895.00		207	\$2,005.00	

Workshop Fees

Workshop #1 Emergency	\$100.00	20	\$2,000.00	\$100.00	17	\$1,700.00	0 discounts
Workshop #2 Donor	\$100.00	16	\$1,600.00	\$100.00	23	\$2,300.00	0 discounts
Workshop #3 Reference	\$100.00	14	\$1,400.00	\$100.00	14	\$1,350.00	1 discount
Workshop #4 (no 4th workshop)	\$50.00	12	\$600.00	\$50.00	0	\$0.00	
Total Workshop Fees			\$5,600.00			\$5,350.00	

Total Income**\$70,640.00****\$91,702.00**

MARAC MEETING REPORT Spring 2026 Richmond, VA

Final Report - Expenses

Category	Cost/Item	Budgeted 300 Attendees	Total	Cost/Item	Actual 369 Attendees	Total
EXPENSES						
General Expenses						
Administrative Services			\$5,000.00			\$5,000.00
LAC Expenses			\$250.00			\$69.84
Event Insurance			\$600.00			\$176.00
Hotel Expenses						
Porterage and Table Fee Expenses			\$250.00	\$53.00	26	\$1,378.00
Total General/Hotel Expenses			\$6,100.00			\$6,623.84
AV Expenses						
AV Equipment Tech			\$3,500.00			\$3,030.00
AV Equipment Rental			\$8,500.00		All rooms	\$10,706.25
Fees and taxes			\$2,000.00		Fees, wifi, and tax	\$3,687.90
Total AV Expenses			\$14,000.00			\$17,424.15
Meals (includes tax/service fees)						
Thur AM Break	\$26.00	50	\$1,300.00	actual	40	\$859.82
Thur PM Break	\$22.00	45	\$990.00	actual	40	\$771.82
Thur Steering Working Dinner	\$50.00	30	\$1,500.00	actual	31	\$2,139.62
Thur PM Meet & Greet	\$16.00	125	\$2,000.00	actual	180	\$9,814.66
Fri Brkfst, AM, and PM Breaks	\$51.00	225	\$11,475.00	actual	220	\$11,795.52
Fri Box Lunch for Vendors	\$34.00	20	\$680.00	actual	26	\$1,220.27
Sat Breakfast Buffet	\$26.00	75	\$1,950.00	actual	59	\$2,261.10
Sat Coffee				actual	100	\$1,305.86
Total Meal Costs			\$19,895.00			\$30,168.67
13.5% tax and 24% service fee			\$7,460.62			taxes and fees included
Total Meal and Fee Costs			\$27,355.62			\$30,168.67

Reception

Caterer			\$13,500.00			\$13,237.97
Shuttle			\$850.00			\$673.20
Entertainment			\$750.00			\$0.00
Facility Fees			\$1,800.00			\$980.00
Total Reception Costs			\$16,900.00			\$14,891.17
Registration/Program						
Program Design			\$600.00			\$487.50
Folders, Badges, Lanyards, etc.			\$250.00			\$51.09
Total Registration/Program Costs			\$850.00			\$538.59
Luncheon/Plenary Speaker						
Travel/Meals			\$200.00			\$175.00
Honoraria			\$500.00		AF approved 2 honoraria	\$1,000.00
Total Session/Plenary Costs			\$700.00			\$1,175.00
Tour Expenses						
Tour #1 Civil War Museum	\$10.00	12	\$120.00	\$20.00	16	\$320.00
Tour #2a/b Valentine Museum	\$5.00	18	\$90.00	\$10.00	17	\$170.00
Tour #3 Univ of Richmond	\$0.00	20	\$0.00	\$0.00	18	\$0.00
Tour #4 Lib of VA	\$8.00	14	\$112.00	\$0.00	35	\$0.00
Tour #5 Museum of Hist/Culture	\$10.00	15	\$150.00	\$0.00	20	\$0.00
Tour #6 Agecroft	\$20.00	0	\$0.00	\$16.00	21	\$336.00
Tour #7 Poe Museum	\$15.00	0	\$0.00	\$12.00	25	\$300.00
Tour #8 State Capitol	\$5.00	0	\$0.00	\$0.00	39	\$0.00
Tour #9 John Marshall House	\$10.00	0	\$0.00	\$10.00	16	\$160.00
Total Tour Costs			\$472.00		207	\$1,286.00
Workshop Expenses						
Honoraria			\$2,400.00			\$1,800.00
Meals/Travel (Speakers)			\$1,250.00			\$901.96
Misc. Expenses			\$0.00			\$0.00
Total Workshop Costs			\$3,650.00			\$2,701.96
Total Expenses			\$70,027.62			\$74,809.38

MARAC

Mid-Atlantic Regional Archives Conference

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

To: MARAC Steering Committee
From: Sara Predmore, MARAC Administrator
Date: July 24, 2026– Zoom meeting
Re: Administrator's Report

Membership Statistics

There were 960 active members (as of June 30, 2026):

746 Regular Members
69 Bridge members
59 Retired Members
86 Student Members

Membership Statistics Comparison

Member Type	2024 (as of 6/30/2024)	2025 (as of 6/30/2025)	2026 (as of 6/30/2026)	% change 2025-2026
Regular	791	743	746	0.40%
Bridge	12	57	69	21%
Retired	66	65	59	-9.23%
Student	73	92	86	-6.52%
Total	942	957	960	0.31%

State Caucus Membership Statistics Comparison

Caucus	2024 (as of 6/30/2024)	2025 (as of 6/30/2025)	2026 (as of 6/30/2026)
DC	150	153	155
Delaware	44	43	44
Maryland	200	198	206
New Jersey	129	119	121
New York	193	181	176
Pennsylvania	201	236	197
Virginia	167	173	207
West Virginia	17	22	22

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 06/30/26)

Month	2023-2024	2024-2025	2025-2026
April	8	19	26
May	6	9	6
June	7	6	12
Total	21	34	44

ADDITIONAL INFORMATION

Membership Renewal: Notices for the 2026-27 membership year were sent electronically on June 26, 2026. Thirty paper forms were mailed to members; 51 memberships rolled over to the new membership year because dues were paid in the 4th quarter prior to renewal messages being sent. The MARAC website was updated with the new information and forms. As of July 15th, 388 members have renewed.

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

- Archivist: Provided 2025-2026 end of year membership listing to the Archivist
- Awards: Worked with Arline Custer Committee Chair and Finding Aids Committee Chair to update webpages and distributed Custer call for submissions.
- Caucus Representatives: Updated e-list and google access, provided listings of caucus members to new Reps
- Communications: Distributed summer edition of MAA, participated in Communications survey development, printed and mailed flyers for SAA conference.
- Education: Distributed announcements, set up Zoom, and managed registration for *Events Made Easy* and *Title II of the American with Disabilities Act (ADA) and Ensuring the Digital Accessibility of Archives*.
- Executive Committee: Completed [MARAC's Master Volunteer Spreadsheet](#) with input from Steering Committee members. Submitted suggestions for upcoming strategic plan.
- Finance: Provided monthly deposits, donations, and report for FY 26 income received from NJ sources
- Membership: Printed and mailed flyers for NAGARA conference
- MCC and Virtual conference: Participated in review/edit of in-person conference program format, met with Amanda May to discuss Meetings Manual revision, set up virtual committee e-list, sent calls for volunteers and content, and attended virtual planning meetings.
- Web Team: Assisted with updating web pages.

Fall 2026 Virtual Conference: Purchased Zoom Events license and set up access for co-editors. Participant registration will open around the 2nd week of September.

Upcoming Tasks:

- Heavy membership renewal processing and fall conference planning

MAA Ingest -- As Scheduled

I will request the MAA ingest next month. There is no update on the MAA ingest backlog.

Membership Directory awaits Records Retention Committee Decision

An electronic copy of the “MARAC: 2025-2026 Final Membership Directory” was received from MARAC Administrator Sara Predmore and has been stored in UMD’s Box storage. Due to privacy concerns, the disposition of these directories is currently under consideration by the Records Retention Committee.

Development Coordinator Report
July 24, 2026
MARAC Steering Committee Meeting

- **Donations report**

- MARAC recently received a \$500 donation from Ron Becker for the Ronald L. Becker Award for professional development.
- The silent auction at the spring meeting generated \$2,700 in support of the Danna Bell Graduate Student Scholarship.

- **FY27 fundraising plan draft**

- Goal: \$12,000
 - \$4,500 corporate gifts, in coordination with Nick Zmijewski
 - Awards
 - 2027 C. Herbert Finch award sponsor: \$750
 - Target funder: software and digitization companies
 - Target date: Nov. 2026
 - 2027 Fredric M. Miller award sponsor: \$750
 - Target funder: software and preservation supply companies
 - Target date: Nov. 2026
 - 2027 Arline Custer award sponsor: \$1,000
 - Target funder: publishers
 - Target date: March 2027
 - FY27 Diversity and Inclusion scholarship sponsor: \$1,000
 - Target funder: local organization/business in conference city
 - Target date: October 2026
 - Publications
 - Practical Archivist sponsorship: \$1000
 - Target funder: conservators, preservation supply companies
 - Target date: June 2027
 - \$4,000 individual giving
 - Target date: June 2027
 - \$1,000 employer match
 - Target date: December 2026
 - \$2,500 silent auction 2028 spring meeting
 - Target date: April-May 2027

Submitted July 17, 2026

Elizabeth Surles

MARAC Development Coordinator

MARAC Historian Report - June/2026
(for the MARAC Steering Committee via Zoom)

Beyond the projects mentioned in prior reports, I completed two brief research projects, one pertaining to a recently-deceased archivist and another pertaining to an individual who was known to have been a professor in the mid-Atlantic region.

I responded to Sara Predmore's request for a review of the position I hold in MARAC – for potential edits to the master spreadsheet for volunteer positions in MARAC that is maintained by our administrator.

I also thoroughly enjoyed participating in the Spring/26 MARAC meeting in Richmond and the recent Virginia Caucus meeting on the campus of George Mason University.

Lauren Brown
MARAC Historian



July 12, 2026

To: MARAC Steering Committee

From: Arian Ravanbakhsh, Parliamentarian

Re: Parliamentarian's report

The following report is submitted to the MARAC Steering Committee for the meeting to be held in virtually on July 24, 2026. Please note that the Parliamentarian will be unable to attend this meeting as it conflicts with the final day of the NAGARA Annual Conference in Philadelphia.

Parliamentarian Activities

The Parliamentarian is happy to accept appointment for another two-year term.

Since the last report, I have advised MARAC leadership when requested.

Partner Liaison

Summer 2026 MARAC Steering Committee Report

- Supported transition from representative model to partner liaison model to enhance planned MARAC partnership activities
- Reviewed NAGARA partnership agreement to answer vendor cross-promotion question
- Communicated announcements from RAAC to MARAC Executive Committee and Caucus Representatives
- Coordinated details of SAA organization tables
- Reviewed NAGARA online presence documenting MARAC partnership and drafted language for inclusion on MARAC's website

Respectfully submitted,
Andrew Cassidy-Amstutz