

# MARAC

Mid-Atlantic Regional Archives Conference

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

## STEERING COMMITTEE

Thursday, October 26, 2017, 6:00 pm – 8:00 pm

Buffalo, NY, Hyatt Regency Hotel & Conference Center

## AGENDA

- I. Call to Order (5 min)**
  - A. Introductions
  - B. Approval of Agenda
- II. Approval of Steering Committee Minutes (5 min)**
  - A. July 2017 Minutes
- III. Officer's Reports (15 min)**
  - A. Chair
    - a. Chair's Report (V. Novara)
    - b. Administrator's Report (Predmore)
  - B. Chair-Elect (Collier)
  - C. Meetings Coordinator (Mannix)
  - D. Secretary (Knies)
  - E. Treasurer (Rawdon)
  - F. Parliamentarian (Bell)
- IV. Advisory Positions (15 min)**
  - A. Historian (L. Brown)
  - B. Archivist (E. Novara)
  - C. Development Coordinator (Bhatia)
  - D. Web Team (Caringola, Sailer)
  - E. Regional Archival Association Consortium (V. Novara)
  - F. National Coalition for History (Zastrow)
- V. Old Business (30 min)**
  - A. Overview of the Diversity & Inclusion Town Hall (G. Hull, V. Novara, M. Tighe)
  - B. Operations Manual review (V. Novara)
  - C. Strategic Plan review (V. Novara)

**VI. New Business (30 min)**

- A. Proposal: Letter of support (V. Novara)
- B. Proposal: Update to the submission requirements for Finch Award (V. Novara)
- C. Caucus sub-groups or redrawing caucus lines (Poll and Collier)
- D. Meeting location for Steering Committee on January 19, 2018 (Collier)

**VII. Standing and Operational Committees (15 min)**

- A. Awards (Cuervo)
- B. Communications (Citak/Scott)
- C. Education (Newman)
- D. Membership (Borden)
- E. Nominations and Elections (Lindberg)

**VIII. State Caucus New Business and Updates (15 min)**

- A. Delaware (Denison)
- B. District of Columbia (Donahue)
- C. Maryland (Speck)
- D. New Jersey (Poll)
- E. New York (Zarillo)
- F. Pennsylvania (Rohrbaugh)
- G. Virginia (Morris)
- H. West Virginia (Emerling)

**IX. Adjournment**

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**Report of the Chair  
Fall 2017 Steering Committee Meeting  
19 October 2017**

1. In August, I attended the meeting of the Regional Archives Associations Consortium (RAAC) Steering Committee at SAA in Portland, OR. I have succeeded Brian Keough as Chair of RAAC's Education Subcommittee.
2. In September, I took part in a RAAC Steering phone conference. The Education Subcommittee will plan a session or symposium for the SAA Conference in Washington, DC in August 2018.
3. Following the tragic events in Charlottesville, I drafted an advocacy statement with the MARAC leadership.
4. Since July, I worked with most standing committees, the Web Team, and assorted MARAC leaders on numerous initiatives under way regarding upcoming conferences, off-conference workshops, the report and recommendations of the Task Force for Diversity & Inclusion, the proposed Mentoring Program, implementing an open proposal form, advocacy statements, and other business.

Respectfully submitted,  
Vincent J. Novara

**TO: MARAC STEERING COMMITTEE**  
**FROM: SARA PREDMORE, MARAC ADMINISTRATOR**  
**Date: October 18, 2017**  
**RE: ADMINISTRATOR'S REPORT**

Submitted to the Steering Committee on Thursday, October 26, 2017 at Buffalo, NY.

### **Membership Statistics**

There are currently 797 active members (as of October 15, 2017)\*:

685 Regular Members

25 Retired Members

87 Student Members

\* These numbers only include members that have renewed their dues as of 10/15/17.

(The membership dues renewal period formally ended on 9/30/17.)

### **Membership Statistics Comparison**

<b>Member Type</b>	<b>2013 (as of 11/1/13)</b>	<b>2014 (as of 10/10/14)</b>	<b>2015 (as of 10/2/15)</b>	<b>2016 (as of 10/20/16)</b>	<b>2017 (as of 10/15/17)</b>	<b>% change 2016-2017</b>
<b>Regular</b>	862	874	750	767	685	-10.69%
<b>Retired</b>	31	32	29	23	25	+8.70%
<b>Student</b>	105	96	78	96	87	-9.38%
<b>Total</b>	<b>998</b>	<b>1002</b>	<b>857</b>	<b>886</b>	<b>797</b>	<b>-10.05%</b>

### **Current State Caucus Membership**

<b>Caucus</b>	<b>2017 Membership (as of 10/15/2017)</b>
<b>DC</b>	133
<b>Delaware</b>	36
<b>Maryland</b>	163
<b>New Jersey</b>	126
<b>New York</b>	220
<b>Pennsylvania</b>	181
<b>Virginia</b>	131
<b>West Virginia</b>	13

**Note:** As some members may be part of more than one caucus, total membership numbers and total state caucus numbers may differ.

### State Caucus Membership Statistics Comparison

Caucus	2014 (as reported 10/10/14)	2015 (as reported 10/2/15)	2016 (as reported 10/20/16)	2017 (as reported 10/15/17)
DC	205	206	172	133
Delaware	55	51	39	36
Maryland	211	241	210	163
New Jersey	127	144	120	126
New York	231	261	186	220
Pennsylvania	239	265	208	181
Virginia	152	199	149	131
West Virginia	14	17	17	13

### New Membership Applications (as of 10/15/17)

Month	2014	2015	2016	2017
July	14	15	22	17
August	27	19	26	21
September	60	28	33	20
October	-	-	14	5
Total	101	62	95	63

### Additional Information

**Membership Renewal:** Our membership renewal period closed on September 30, 2017. Memberships not renewed by November 1, 2017 will be changed to an inactive status and will no longer receive communications from MARAC.

**MARAC Fall Conference:** As of October 15, 2017, we had 225 pre-registered attendees, 14 paying exhibitors, 3 of whom also provided sponsorship support. Three additional companies are advertising or sponsoring events. A swipe device that will accept credit card charges via the Administrator's cell phone was purchased to expedite payments at conferences.

**MARAC Fall Workshops:** During the months of August, September, and October, Eight workshops were scheduled with 114 paid attendees.

**MARAC Administrator:** I created additional online forms for advertisers and vendors and collaborated with the Treasurer to begin using the automated invoicing feature within Memberclicks. Using the new forms and automated invoicing will provide a seamless online process to register, receive an invoice, and pay, thus replacing the current manual system of communication and form preparation.

**Operations Manual:** I updated the Administrator's responsibilities and submitted it for inclusion in the latest revision.

**MemberClicks Upgrade:** I worked with the Web Team reviewing files and processes for MemberClicks upgrade that will occur in winter 2017-18.

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October 20, 2017

## **Report of the Chair-elect**

1. All appointments have been made and letters sent out except for one vacancy on the Meeting Coordinating Committee.
2. Steering will meet for our winter meeting in the Adams Room at the National Archives in Washington, DC on January 19, 2018
3. The Chair-elect section of the Operation Manual has been updated and sent to the Chair for review.

***Meetings Coordinating Committee***  
**23 October 2017**

- 1) **This Meeting (Fall 2017), in case you were wondering what you are doing in Buffalo:**

**When: October 25-27, 2017**

**Where: Buffalo, NY**

**Hotel: Hyatt Regency Buffalo Hotel and Conference Center**

**Room rate: \$159**

**Food and Beverage Minimum is \$15,000**

**Local Arrangements Co-Chairs: Jim Tammaro (University of Buffalo) and Amy Miller (Buffalo History Museum)**

**Program Committee Co-Chairs: Cindy Bendroth (Pennsylvania State Archives) and Bonnie Weddle (New York State Archives)**

- 2) **Upcoming Meetings:**

- a) **Spring 2018**

**When: April 12-14, 2018**

**Where: Hershey, PA**

**Hotel: Hotel Hershey**

**Room Rate: \$169**

**Food and Beverage Minimum is \$10,000**

**Local Arrangements: Pam Whitenack (Hershey Community Archives)**

**Program Committee: Deirdre Joyce (Central New York Library**

**Resources Council) and Jessica Wagner Webster (Baruch College, City University of New York)**

**\*\*\* Vote on Budget. \*\*\***

- b) **Fall 2018**

**When: October 11-13, 2018**

**Where: Wilmington, DE**

**Hotel: Hotel DuPont**

**Room Rate: \$169**

**Food and Beverage Minimum is \$17,500**

**Local Arrangements and Program Co-Chairs: Emily Cottle, CA (Vanguard) ; Sarah Denison, CA (Delaware Public Archives) ; Kate Fair (Vanguard) ; Maegan Peterman (Delaware Public Archives) -- MARAC.Wilmington@gmail.com.**

**c) Under Consideration:**

**Martinsburg, WVA**

**I will be meeting with the West Virginia Caucus in Buffalo.**

**PLEASE NOTE:**

**The recent situation in Charlottesville required us to pull out of signing a contract at the “Stonewall Jackson Convention Center”. Thankfully, I had put off signing the contract a couple of days or we would have had to pay a lot of money to pullout. There was no location directly in Charlottesville that meets our budget and the hotel affiliated with UVA will not speak with us this far out. And, any closer is really, in theory, to “dangerous” for us in regards to signing a contract in a timely manner. I hope to speak to folks in Virginia for other options and we may relook at the area in a year or two.**

**Submitted by**

**Mary K. Mannix, MCC Chair**



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**To: MARAC OFFICERS  
STATE CAUCUS REPRESENTATIVES  
COMMITTEE CHAIRS  
MARAC ADMINISTRATOR  
MARAC ARCHIVIST**

**FROM: KATY RAWDON, MARAC TREASURER**  
**RE: TREASURER/FINANCE COMMITTEE REPORT**

Respectfully submitted to the Steering Committee on Friday, October 20, in advance of the Fall 2017 meeting to be held in Buffalo, NY, on October 26, 2017.

1. Highlights of the First Quarter Treasurer's Report (see attached) are listed below.
  - The income is from membership dues; Fall 2017 conference income; MAA advertising; publication sales; off-meeting workshop income; bank and investment interest; and gifts to general operations and the restricted funds.
  - Expenses are from administrator's salary; the (now once per year) MemberClicks fee; MARAC archivist; caucus advocacy; phone charges; food, travel, and lodging for the July Steering Committee meetings, workshop instructors, and caucus meetings; printing and mailing charges; minor Fall and Spring conference expenses; workshop instructor honoraria; awards and prizes; and banking and credit card transaction fees.
  - The budget surplus is no longer a negative amount. (This number represents an extra source of ready cash in the event of "catastrophic event" that impacts the budget negatively and cannot be covered by the reserve, so that MARAC can avoid insolvency. The reserve number is calculated as 35% of total operating budget, and the budget surplus is whatever is left over after the operating budget, restricted funds, and the reserve.) This positive improvement is due to applying \$21,046.01 of the FY17 meeting profits to the operating budget.
2. Average returns on investment for MARAC's accounts during the previous quarter (rounded to the nearest hundredth of a percent) are listed below.
  - PNC Savings Account – 0.11%
  - Vanguard Bonds – 1.80%
3. The accountant for MARAC has been sent all the necessary paperwork to file our taxes by the November 15 deadline.
4. The Hershey, PA (Spring 2018) proposed budget (see attached) is presented for the review and approval of the Steering Committee. The budget was not submitted to the Treasurer until Friday, October 20, and therefore was not reviewed by the Finance Committee prior to the meeting. The Committee will review the budget at its meeting in Buffalo, and the Treasurer will share any concerns with Steering during the Steering Committee meeting. The Hershey LAC noted that the reception facility fees and the exhibitor lunch costs are estimates, as they do not yet have those numbers.

**FY 2018, 1st Quarter** (July 1, 2017 to September 30, 2017)

<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	\$43,000.00	\$31,025.00				\$31,025.00	72%
Conference Registration	\$90,000.00	\$23,697.00				\$23,697.00	26%
Conference Vendors	\$15,000.00	\$2,800.00				\$2,800.00	19%
Conference Sponsorship	\$6,000.00	\$250.00				\$250.00	4%
Publication Advertising	\$4,000.00	\$1,260.00				\$1,260.00	32%
Publication Sales	\$350.00	\$45.00				\$45.00	13%
Mailing List Sales	\$150.00	\$0.00				\$0.00	0%
Off-Meeting Workshops	\$24,400.00	\$7,131.00				\$7,131.00	29%
Bank Interest	\$100.00	\$22.86				\$22.86	23%
Investment Interest	\$2,000.00	\$361.32				\$361.32	18%
Gifts to Operations	\$500.00	\$627.00				\$627.00	125%
Miscellaneous	\$0.00	\$0.00				\$0.00	0%
<b>Total Income</b>	<b>\$185,500.00</b>	<b>\$67,219.18</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$67,219.18</b>	<b>36%</b>
<b>EXPENSES</b>							
Administrator	\$20,000.00	\$6,014.75				\$6,014.75	30%
Web Services	\$6,400.00	\$5,100.00				\$5,100.00	80%
Archivist	\$1,000.00	\$1,000.00				\$1,000.00	100%
Accountant	\$1,500.00	\$0.00				\$0.00	0%
Advocacy	\$2,145.00	\$231.72				\$231.72	0%
Insurance Policy	\$1,100.00	\$0.00				\$0.00	0%
Phone	\$650.00	\$164.47				\$164.47	25%
Postage	\$1,000.00	\$108.83				\$108.83	11%
Office Supplies	\$150.00	\$0.00				\$0.00	0%
Food	\$6,255.00	\$861.24				\$861.24	14%
Travel	\$5,850.00	\$1,221.69				\$1,221.69	21%
Equipment	\$0.00	\$114.29				\$114.29	0%
Printing and Design	\$7,100.00	\$2,005.59				\$2,005.59	28%
Conference	\$110,000.00	\$306.85				\$306.85	0%
Lodging	\$4,200.00	\$1,366.72				\$1,366.72	33%
Honoraria	\$8,900.00	\$3,000.00				\$3,000.00	34%
Awards and Prizes	\$1,450.00	\$120.00				\$120.00	8%
Scholarships	\$2,000.00	\$0.00				\$0.00	0%
Banking Fees	\$5,500.00	\$1,465.75				\$1,465.75	27%
Investments	\$0.00	\$0.00				\$0.00	0%
Disaster Assistance	\$0.00	\$0.00				\$0.00	0%
Miscellaneous	\$300.00	\$90.00				\$90.00	30%
<b>Total Expenses</b>	<b>\$185,500.00</b>	<b>\$23,171.90</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$23,171.90</b>	<b>12%</b>
<b>Net Income or (Loss)</b>		<b>\$44,047.28</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$44,047.28</b>	

**Account Balances**

			<u>Opening</u>	<u>Credits</u>	<u>Debits</u>	<u>Closing</u>
PNC Checking	\$112,680.17	Operating	\$0.00	\$67,219.18	(\$23,171.90)	\$44,047.28
PNC Savings	\$76,415.45	Restricted	\$137,759.00	\$1,686.00	\$0.00	\$139,445.00
Vanguard Bonds	\$80,757.39	Reserve	\$65,000.00	\$0.00	\$0.00	\$65,000.00
Total	\$269,853.01	Surplus	\$21,360.73	\$0.00	\$0.00	\$21,360.73
		Totals	\$224,119.73	\$68,905.18	(\$23,171.90)	\$269,853.01

**Summary - First Quarter FY 2017**

Opening Balance	\$224,119.73
Total Income	\$68,905.18
Total Expenses	(\$23,171.90)
Closing Balance	\$269,853.01

**Restricted Funds**

			<u>Opening</u>	<u>New Gifts</u>	<u>Spending</u>	<u>Closing</u>
PNC Savings	\$58,687.61	Disaster Assist.	\$10,138.00	\$1,095.00	\$0.00	\$11,233.00
Vanguard Bonds	\$80,757.39	Education	\$121,921.00	\$556.00	\$0.00	\$122,477.00
Total	\$139,445.00	Finch Award	\$5,700.00	\$35.00	\$0.00	\$5,735.00
		Total	\$137,759.00	\$1,686.00	\$0.00	\$139,445.00

**MARAC Spring 2018 MEETING****Hershey, PA****Proposed Budget**

<b>Category</b>	<b>Total for 250 Attendees</b>	<b>Total for 300 Attendees</b>
<b>INCOME</b>		
Registration Fees	\$25,650.00	\$30,600.00
Exhibitor Fees	\$8,125.00	\$8,125.00
Meals	\$5,400.00	\$6,475.00
Reception (Sat)	\$11,200.00	\$13,300.00
Tour Fees	\$1,125.00	\$1,225.00
Workshop Fees	\$5,625.00	\$7,200.00
<b>Total Income</b>	<b>\$57,125.00</b>	<b>\$66,925.00</b>
<b>EXPENSES</b>		
Administrative Services	\$5,000.00	\$5,000.00
Hotel Expenses	\$7,000.00	\$7,000.00
LAC Expenses	\$300.00	\$300.00
Meal Expenses	\$22,516.20	\$26,808.39
Reception (Sat)	\$12,400.00	\$14,600.00
Registration/Program	\$3,250.00	\$3,250.00
Session/Plenary Speakers	\$338.00	\$338.00
Tour Expenses	\$900.00	\$900.00
Workshop Expenses	\$2,550.00	\$2,550.00
<b>Total Expenses</b>	<b>\$54,254.20</b>	<b>\$60,746.39</b>
<b>Profit</b>	<b>\$2,870.80</b>	<b>\$6,178.61</b>
<b>MARAC cover of Steering Dinner</b>	<b>\$570.00</b>	<b>\$570.00</b>
<b>NET INCOME / PROJECTED PROFIT</b>	<b>\$3,440.80</b>	<b>\$6,748.61</b>

## Proposed Budget - Income Estimates

Category	250			300		
	Cost/Item	Attendees	Total	Cost/Item	Attendees	Total
<b>INCOME</b>						
<b>Registration Fees</b>						
Pre-Reg Members	\$95.00	140	\$13,300.00	\$95.00	175	\$16,625.00
Pre-Reg Non-Members	\$135.00	35	\$4,725.00	\$135.00	25	\$3,375.00
Late Reg Members	\$105.00	25	\$2,625.00	\$105.00	25	\$2,625.00
Late Reg Non-Members	\$145.00	10	\$1,450.00	\$145.00	10	\$1,450.00
Member, on-site	\$115.00	15	\$1,725.00	\$115.00	25	\$2,875.00
Non-member, on-site	\$155.00	5	\$775.00	\$155.00	15	\$2,325.00
Student registration	\$50.00	10	\$500.00	\$50.00	10	\$500.00
One day (Saturday only)	\$55.00	10	\$550.00	\$55.00	15	\$825.00
<b>Total Registration Fees</b>		<b>250</b>	<b>\$25,650.00</b>		<b>300</b>	<b>\$30,600.00</b>
<b>Exhibitor Fees</b>						
Ads (Full page)	\$500.00	1	\$500.00	\$500.00	1	\$500.00
Ads (Half page)	\$300.00	1	\$300.00	\$300.00	1	\$300.00
Ads (Quarter page)	\$200.00	1	\$200.00	\$200.00	1	\$200.00
Ads (Business Card)	\$125.00	1	\$125.00	\$125.00	1	\$125.00
Donations/Sponsorships	\$250.00	1	\$250.00	\$250.00	1	\$250.00
Rental - 1 Table	\$600.00	5	\$3,000.00	\$600.00	5	\$3,000.00
Rental - 2 Tables	\$750.00	5	\$3,750.00	\$750.00	5	\$3,750.00
<b>Total Exhibitor Fees</b>			<b>\$8,125.00</b>			<b>\$8,125.00</b>
<b>Meals</b>						
Breakfast - Business Mtg.	\$20.00	100	\$2,000.00	\$20.00	125	\$2,500.00
Exhibitor Lunch - Fri	\$25.00	20	\$500.00	\$25.00	20	\$500.00
Lunch - Friday (meat)	\$21.00	50	\$1,050.00	\$21.00	65	\$1,365.00
Lunch - Friday (fish)	\$26.00	50	\$1,300.00	\$26.00	60	\$1,560.00
Lunch - Friday (veg)	\$22.00	25	\$550.00	\$22.00	25	\$550.00
<b>Total Meals</b>			<b>\$5,400.00</b>			<b>\$6,475.00</b>
<b>Reception</b>						
Sponsorship	\$11,000.00	1	\$11,000.00	\$13,000.00	1	\$13,000.00
Guest Tickets	\$20.00	10	\$200.00	\$20.00	15	\$300.00
<b>Total Reception Income</b>			<b>\$11,200.00</b>			<b>\$13,300.00</b>
<b>Tour Fees</b>						
Tour #1 - Hershey Walk	\$10.00	15	\$150.00	\$10.00	20	\$200.00
Tour #2 - Harrisburg Walk	\$10.00	15	\$150.00	\$10.00	20	\$200.00
Tour #3 - Hershey Story	\$5.00	20	\$100.00	\$5.00	20	\$100.00
Tour #4 - Antique Auto	\$5.00	25	\$125.00	\$5.00	25	\$125.00
Tour #5 - Train Ride	\$15.00	40	\$600.00	\$15.00	40	\$600.00
<b>Total Tour Fees</b>			<b>\$1,125.00</b>			<b>\$1,225.00</b>
<b>Workshop Fees</b>						
Workshop #1	\$90.00	20	\$1,800.00	\$90.00	25	\$2,250.00
Workshop #2	\$90.00	20	\$1,800.00	\$90.00	25	\$2,250.00
Workshop #3	\$90.00	15	\$1,350.00	\$90.00	20	\$1,800.00
Workshop #4	\$45.00	15	\$675.00	\$45.00	20	\$900.00
<b>Total Workshop Fees</b>			<b>\$5,625.00</b>			<b>\$7,200.00</b>
<b>Total Income</b>			<b>\$57,125.00</b>			<b>\$66,925.00</b>

**MARAC Spring 2018 MEETING**  
**Proposed Budget - Expense Estimates**

**Hershey, PA**

Category	250			300		
	Cost/Item	Attendees	Total	Cost/Item	Attendees	Total
<b>EXPENSES</b>						
<b>Administrative Services</b>			<b>\$5,000.00</b>			<b>\$5,000.00</b>
<b>Hotel Expenses</b>						
AV Equipment Tech			\$1,500.00			\$1,500.00
AV Equipment Rental			\$0.00			\$0.00
Room Rentals			\$0.00			\$0.00
Miscellaneous Expenses			\$250.00			\$250.00
Taxes / Fees*			\$5,250.00			\$5,250.00
<b>Total Hotel Expenses</b>			<b>\$7,000.00</b>			<b>\$7,000.00</b>
<b>LAC Expenses</b>			<b>\$300.00</b>			<b>\$300.00</b>
<b>Meal Expenses</b>						
Breakfast Buffet - Sat	\$18.00	100	\$1,800.00	\$18.00	125	\$2,250.00
Continental Breakfast - Fri	\$12.00	200	\$2,400.00	\$12.00	225	\$2,700.00
Coffee Breaks Thur (AM & PM)	\$22.00	75	\$1,650.00	\$21.90	85	\$1,861.50
Coffee Breaks Fri (AM & PM)	\$22.00	250	\$5,500.00	\$21.90	300	\$6,570.00
Coffee Break Sat (AM only)	\$5.00	200	\$1,000.00	\$5.00	250	\$1,250.00
Lunch - Friday (meat)	\$21.00	50	\$1,050.00	\$21.00	65	\$1,365.00
Lunch - Friday (fish)	\$26.00	50	\$1,300.00	\$26.00	60	\$1,560.00
Lunch - Friday (veg)	\$22.00	25	\$550.00	\$22.00	25	\$550.00
Hospitality Suite - Fri	\$11.00	100	\$1,100.00	\$11.00	125	\$1,375.00
Exhibitor Lunch - Fri	\$20.00	20	\$400.00	\$20.00	20	\$400.00
New Member Reception - Th	\$11.00	50	\$550.00	\$11.00	75	\$825.00
Steering Committee - Th	\$19.00	30	\$570.00	\$19.00	30	\$570.00
Sub-Total Meal Expenses			<b>\$17,870.00</b>			<b>\$21,276.50</b>
PA Tax + Service Fees**			\$4,646.20			\$5,531.89
<b>Total Meal Expenses</b>			<b>\$22,516.20</b>			<b>\$26,808.39</b>
<b>Reception (Sat)</b>						
Caterer**	\$44.00	250	\$11,000.00	\$44.00	300	\$13,200.00
Entertainment			\$0.00			\$0.00
Insurance			\$400.00			\$400.00
Facility Fees			\$1,000.00			\$1,000.00
<b>Total Reception Costs</b>			<b>\$12,400.00</b>			<b>\$14,600.00</b>
<b>Registration/Program</b>						
Program			\$3,000.00			\$3,000.00
Folders, Badges, etc.			\$250.00			\$250.00
<b>Total Registration/Program Costs</b>			<b>\$3,250.00</b>			<b>\$3,250.00</b>
<b>Session/Plenary Speakers</b>						
Lodging (use comp room)			\$0.00			\$0.00
Honorarium			\$250.00			\$250.00
Meals			\$50.00			\$50.00
Travel			\$38.00			\$38.00
<b>Total Session/Plenary Costs</b>			<b>\$338.00</b>			<b>\$338.00</b>
<b>Total Tour Expenses</b>			<b>\$900.00</b>			<b>\$900.00</b>
<b>Workshop Expenses</b>						
Honoraria			\$1,750.00			\$1,750.00
Lodging/Meals			\$500.00			\$500.00
Travel (Speakers)			\$200.00			\$200.00
Misc. Expenses			\$100.00			\$100.00
<b>Total Workshop Expenses</b>			<b>\$2,550.00</b>			<b>\$2,550.00</b>
<b>Total Expenses</b>			<b>\$54,254.20</b>			<b>\$60,746.39</b>

\*6% PA Hotel Tax + 5% Daulphin Co. Hotel Room Rental Tax

\*\*includes 6% PA Sales Tax + 20% Service Fees on all Food & Beverages

**MARAC Historian Report****October/2017 (for the MARAC Steering Committee Meeting in Buffalo, DC)**

I have continued to assist MARAC Archivist Liz Novara with appraisal work on recently-accessioned files earmarked for inclusion into the core archival collection, and have also assisted Liz in responding to a couple of in-depth reference queries.

In addition, Liz and I have done some preliminary work together on a records retention plan for MARAC. I understand that this initiative will be covered in Liz Novara's own report as archivist.

I have not found the time recently on updating leadership lists or writing mini-histories on aspects of our administrative history, but trust that this work will re-commence later this year.

Lauren Brown  
MARAC Historian

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## **MARAC Archivist Report Steering Committee Meeting October 20, 2017 Buffalo, NY**

### **Records Retention Schedule**

I am currently working on developing a more detailed records retention schedule for the MARAC archives. It will include information about electronic records, including web crawling, and the Dropbox folder management decision. I'm basing the schedule on the SAA archives records retention schedule and a few other examples I have found. I will likely need direct input from the Treasurer and the Administrator on the draft before submitting it for review to Steering.

### **DRUM Submissions**

There have been 2 conference presentation submissions to the DRUM (Digital Repository at the University of Maryland) since the July 2017 Steering Committee meeting. (Presentation submissions are generally highest immediately after a conference.) The Buffalo conference program is also already available in DRUM.

### **Processing**

Lauren Brown, the MARAC Historian, continues to volunteer his time to work on appraising materials in the MARAC archives that have accumulated over the last few years. We hope to have a graduate student work on processing these records once Lauren is finished his appraisal.

### **Reference**

Since July 14, 2017 (last report), there were four reference questions submitted to the MARAC archivist and the MARAC historian.

Respectfully submitted,

Elizabeth A. Novara  
MARAC Archivist

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## **Web Team Report**

Steering Committee Meeting  
Buffalo, NY  
October 26, 2017

Web Team members: Liz Caringola, Christy Fic, Anastasia Matijkiw, Don Sailer

### **Updates since the last Steering Meeting:**

The Web Team is continuing to work on the upgrade to the new MemberClicks platform, which has been split into two parts: the new website template and an update to the administrative backend.

#### **New Website Template**

Liz Caringola coordinated the launch of the new MARAC website template, which has been live since mid-July. The Web Team has been reviewing pages to check for any problems that might have been caused by the new template. While minor formatting issues have been resolved, some pages will require significant changes in order to make them fit better in the new template. As an example of one of these changes, please see the new Caucus page (<http://www.marac.info/caucuses>). We will be in contact with committee chairs and caucus reps before making any major changes to their pages.

#### **Administrative Backend Update**

The Web Team is also planning for the update to the MemberClicks administrative backend, which is currently scheduled for late November 2017. We have been working with Sara to clean up the database before the upgrade. Don is the point of contact with MemberClicks for this part of the upgrade.



**Other tasks include:**

- Liz assisted the Buffalo LAC in setting up the Guidebook conference app
- Liz and Anastasia maintained the Job Opportunities page
- Liz created a template for caucus pages (to be reviewed by caucus reps before implementation)
- Liz made updates to caucus pages as requested.
- Liz created a Web Team page under committees (<http://www.marac.info/web-team> )
- Don made updates to committee pages as requested, including adding information for the Graduate Scholarship
- Don created a new Committee page (not published yet)
- Don updated Contact information on all Committee pages.
- Don created a form for anyone to submit proposals to Steering

Respectfully submitted,

Don Sailer, Co-Chair



## **Fall 2017 NATIONAL COALITION FOR HISTORY RAAC Report**

### **NEH OFFERS EMERGENCY GRANTS FOLLOWING HURRICANES:**

The National Endowment for the Humanities urges libraries, museums, archives, colleges, historical societies, and other humanities institutions impacted by Hurricanes Harvey, Irma, and Maria to apply for emergency grants of up to \$30,000 to preserve and protect their collections. The NEH will award as much as \$1 million total to assist in the recovery efforts. For more information, or to apply for a grant, visit the NEH Newroom webpage at <https://www.neh.gov/news/press-release/2017-09-07>.

### **BUDGET BATTLE CONTINUES IN THE SENATE:**

Following the passage of an omnibus FY18 funding bill in the House in September, the battle to keep history, archival, and education programs adequately funded has moved to the Senate. The Senate Appropriations Committee has cleared bills covering education programs, the Library of Congress, and the Institute of Museum and Library Services, and more crucial programs will be considered soon.

### **VETERANS HISTORY PROJECT COMPLETES WWI WEB SERIES:**

In September, the Veterans History Project (VHP) launched “A World Overturned,” the final chapter in a 3-part, online web series titled “Experiencing War,” dedicated to U.S. veterans of the First World War. “A World Overturned” highlights 8 digitized veterans’ stories about how World War I forever changed their lives, shared through original photographs, letters, diaries, memoirs and other materials. This series is presented as a companion site to the Library of Congress exhibit “Echoes of the Great War.” See <http://loc.gov/vets/stories/wwi-part3.html>

### **TRUMP COULD BLOCK RELEASE OF JFK ASSASSINATION DOCUMENTS:**

On July 24, the National Archives released a group of documents (the first of several expected releases), along with 17 audio files, previously withheld in accordance with the JFK Assassination Records Collection Act of 1992.

This set of 3,810 documents is the first to be processed for release, and includes FBI and CIA records—441 documents previously withheld in full and 3,369 documents previously released with portions redacted. The National Archives is required by law to release the remaining government documents related to Kennedy's assassination by October 26. However, President Trump could block the release if national security or law enforcement agencies ask him to intervene. The National Archives has not said whether any agencies have appealed the release of the documents. Obviously if any records continue to be withheld it will create a great deal of controversy. Stay tuned!

—Jan Zastrow  
RAAC-NCH Representative  
[zastrow@hawaii.edu](mailto:zastrow@hawaii.edu)