

MARAC

Mid-Atlantic Regional Archives Conference

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

STEERING COMMITTEE

Thursday, April 12, 2018

Hershey Lodge – Empire C/D

Hershey, PA

MINUTES

In Attendance: Danna Bell, Sharmila Bhatia, Sara Borden, Kevin Brown, Lauren Brown, Becky Collier, David Grinnell, Geof Huth, Jessica Johnson, Margaret Kidd, Jennie Levine Knies, Jane LaBarbara, Jessica Lydon, Mary Mannix, Amanda May, Kate Morris, Paige Newman, Liz Novara, Vin Novara, Laura Poll, Sara Predmore, Katy Rawdon, Rachel Grove Rohrbaugh, Don Sailor, Liz Scott, Jason Speck, John Zarrillo

I. Call to Order (5 min) (6:00pm)

- A. Introductions
- B. Approval of Agenda - approved

II. Approval of Steering Committee Minutes (5 min)

- A. January 2018 Minutes - approved

III. Officer's Reports (15 min)

- A. Chair
 - a. Chair's Report (V. Novara) – Report submitted
 - i. Discussion of Facilitated meeting to begin strategic planning. Scheduled for June 15 in College Park, Maryland.
 - 1. Question: Why is this being done just before officers switch in July?
 - a. Outgoing members have legacy knowledge, experience
 - b. This is an initiative of the outgoing chair and wants to hand off something to build upon to the new chair
 - 2. Question: What are the travel expenses going to be?
 - 3. Motion: Will MARAC pay for the honorarium (V. Novara). Second (M. Mannix)
 - 4. **Motion revision: Will MARAC pay for the full-day workshop rate honorarium for the professional facilitator and travel expenses for**

attendees to College Park, Maryland (V. Novara). Second (M. Mannix) – All votes in favor. None opposed. No abstentions.

- b. Administrator's Report (Predmore) – Report submitted
 - i. 372 people registered
 - ii. By-Laws revision vote will happen after meeting.
 - iii. MemberClicks upgrade – Issue with Listserv management will be discussed as part of the Membership Committee.
- B. Chair-Elect (Collier) – Report submitted
 - a. 15 appointments total
 - i. Need one person for finance, one for communication, one for MCC
 - ii. July Steering Committee meeting will be in July 2018 in Washington, DC at the National Archives. A Doodle poll will determine the exact date.
- C. Meetings Coordinator (Mannix) – Report submitted
 - a. Guidebook changed pricing model. Now \$5 per download. In Newark this would have cost \$710. Liz Caringola is investigating other options and will bring options to Steering. Other options are alternate pricing options. It was previously free. For the Wilmington conference, there is a mobile-friendly WordPress site.
 - i. There are questions on the conference evaluation about the Guidebook app. S. Predmore proposed modifying the survey to ask WHAT they like about Guidebook.
 - b. Membership Committee and MCC would like some clarification regarding the discussion about having a social for new members. This was discussed at the October 2017 Steering Committee meeting, but there is still need for clarification.
 - i. Should the Membership Committee own this event? Could Membership have a liaison to one of the conference committees? Several people feel that this is a Membership Committee responsibility. This fits into the mission and goals of Membership.
 - 1. Note that the Membership Committee does not have to have a reception, but they should consider programs that recruit and retain new members.
 - ii. MCC does not want to own this activity, but there is a connection between the new member events and the conference committees (Local Arrangements Committee and Program Committees)
 - 1. L. Poll: Newark had two LAC members planning the new member reception. LAC obtained sponsorship from Rutgers for the event.
 - 2. The Morgantown Program Committee volunteered to be a pilot case of one member of LAC and Membership to plan the event. L. Scott (Morgantown Conference Program Chair) willing to try this. Program Committee can also provide input.
 - 3. Somebody from Membership should be included on Listservs for conferences.
 - iii. The Meeting Policy Manual should add a note to the Local Arrangement section and perhaps in the timeline, about contacting the Membership chair about what an event might look like, early in the planning process.
 - c. Wilmington Conference – Issue with plenary and workshop that was planned. SAA owns the workshop content that was planned. In order to hold that workshop at MARAC in Wilmington, it would have to be a formal SAA workshop, which is prohibitively expensive. Would like to find someone else in our region that could give a

similar workshop or develop their own workshop. The MARAC Chair will first approach SAA to try to find a solution. If this is not possible, then other options include inviting the speaker to participate in the Plenary alone, either in person or via webcast. The Program/Local Arrangements Committee for Wilmington is already compiling list of alternate speakers

- D. Secretary (Knies) – No report
- E. Treasurer (Rawdon) – Report submitted
 - a. Two corrections to report. Will submit corrected report.
 - i. Budget for next FY. Comparison between two fiscal years (2018-2019)
 - ii. Formatting distorted for Wilmington budget – sponsorship for the New Member Reception and the Friday Receptions are cut off.
 - b. Vote: Wilmington, DE, meeting budget
 - i. One change suggested by Finance Committee before approval – MARAC should subsidize cost of luncheon and business breakfast, so that the costs remain \$25 and \$20 respectively. Finance recommends that Steering approve the amended Wilmington budget. **All votes in favor. None opposed. No abstentions.**
 - ii. Vote: MARAC organizational budget for next fiscal year (2018-2019). Finance recommends that Steering approve the MARAC organizational budget for the next fiscal year. **All votes in favor. None opposed. No abstentions.**
- F. Parliamentarian (Bell) – No report

IV. Advisory Positions (15 min)

- A. Historian (L. Brown) – Report submitted
- B. Archivist (E. Novara) – Report submitted
- C. Development Coordinator (Bhatia) – Report submitted
 - a. Educational Endowment Fund discussion. Two proposed options
 - i. Archival Education Fund. Can be used to provide funding for workshops, meeting registration and travel awards, and scholarships for archival graduate students. **This is the recommended option.**
 - 1. **Motion to rename the fund to Archival Education Fund. All votes in favor. None opposed. No abstentions.**
 - ii. Create a true endowment fund. This would be much more restrictive in its management and use. One issue is that we may not have enough principle to support our endeavors.
- D. Web Team (Caringola, Sailer) – Report submitted
- E. Regional Archival Association Consortium (V. Novara) – see Chair’s report
- F. National Coalition for History (Zastrow) – Report submitted

V. Old Business (30 min)

- A. Review of the Diversity & Inclusion Town Hall and Final Recommendations (G. Huth, V. Novara, M. Tighe) – Report submitted
 - a. Discussion will be held at Business meeting on Saturday, April 14, re: the changes to the By-Laws.
- B. Operations Manual review (J. Knies and M. Kidd) – Presentation
 - a. D. Bell will share the version of the Operations Manual created during her tenure as chair

- b. Recommendation for all outgoing and incoming chairs to document their operations using a template provided by MARAC Secretary and share with the MARAC Secretary
 - c. Discussion of where this information will “live” will continue at the July 2018 Steering Committee meeting.
 - d. Someone should remove the old Wiki, which is still active
 - e. Need to make sure the website is harvested regularly
 - f. See discussion of By-Laws changes below
- C. Strategic Plan review update (V. Novara) – see Chair’s report

VI. New Business (30 min)

- A. Edits to By-Laws regarding MARAC Archives and related positions (L. Brown, E. Novara)
 - a. Various discrepancies in By-Laws. For example, MARAC Historian vs. MARAC Coordinator.
 - b. Communications Committee not mentioned in By-Laws.
 - c. MARAC Historian not described in By-Laws.
 - d. Proposal of working group to look closely at the By-Laws and make recommendations to changes. L. Brown, L. Novara, and J. Lydon will be on this committee.
 - i. Look at past minutes to make sure that all intended changes are reflected. Many changes were likely made/voted on but never made it into the final edits
- B. Workshop Contracts and Policies (P. Newman)
 - a. Still reviewing workshop contracts, especially based on recent Wilmington events.
 - b. MARAC Workshop Policies loaded onto Dropbox

VII. Standing and Operational Committees (15 min)

- A. Awards (Cuervo) – Report submitted
- B. Communications (Citak/Scott) – Report submitted
 - a. Newsletter editors starting a new feature called “MARAC Turns 50”
 - b. Trying to turn technical leaflets into Peer-reviewed publication. Application submitted for an ISSN
 - c. Chair acknowledges and thanks committee for live-streaming of Town Hall in Buffalo
- C. Education (Newman) – Report submitted
- D. Membership (Borden) – Report submitted
 - a. Mentorship Program. People think it is a great idea but difficult to find mentors. Want to target a survey to newer members
 - i. Chair: MARAC has unique opportunities to provide mentors
 - ii. Perhaps mid-level archivists might want mentors
 - iii. Are virtual mentor relationships okay? Should people be paired with mentors in close proximity?
 - iv. Chair, Chair-elect, Membership Chair will discuss soon
 - b. Listserv issue. In past, Administrator was responsible for subscribing members to caucus Listservs. The traffic on these is mostly job ads, meeting announcements and other basic information that could be useful to the entire membership.
 - i. Why is this information being restricted to a certain caucus? Should members join whatever Listserv they want?
 - ii. Proposal: Members should be able to manage their own Listserv subscriptions. Beginning with next membership year in July, S. Predmore will send

instructions to the membership about how to subscribe to Caucus Listservs.

Approved.

- iii. Discussion around why people have to pay for additional caucuses. What does the \$1 fee “buy”? It only comes into play when voting for your Caucus Representative.

E. Nominations and Elections (Lindberg) – Report submitted

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

- A. Delaware (Denison) – Report submitted
- B. District of Columbia (Donahue) – No report
- C. Maryland (Speck) – Report submitted
- D. New Jersey (Poll) – Report submitted
- E. New York (Zarillo) – Report submitted
- F. Pennsylvania (Rohrbaugh) – Report submitted
- G. Virginia (Morris) – Report submitted
 - a. Would like to invite Maryland to Leesburg, VA, meeting in June.
- H. West Virginia (Emerling) – Report submitted

The Chair would like to thank the outgoing Caucus Reps

IX. Adjournment

Huth motion. Zarrillo second. 8:38PM

Signed by: Jennie Levine Knies / July 22, 2018

A handwritten signature in black ink that reads "Jennie Levine Knies". The signature is written in a cursive style and is positioned above a horizontal line.