

MARAC

Mid-Atlantic Regional Archives Conference

Delaware • District of Columbia • Maryland • New Jersey

STEERING COMMITTEE

Thursday, October 26, 2017, 5:30 PM – 9:00 PM

Buffalo, NY, Hyatt Regency Hotel & Conference Center

Board Room

MINUTES

In Attendance: Sharmila Bhatia, Lauren Brown, Ilhan Citak, Becky Collier, Sarah Denison, Rachel Donahue, Geof Huth, Margaret Kidd, Jennie Knies, Melissa Lindberg, Jessica Lydon, Mary Mannix, Paige Newman, Liz Novara, Vin Novara, Laura Poll, Sara Predmore, Katy Rawdon, Rachel Grove Rohrbaugh, Don Sailer, Liz Scott, Jason Speck, Molly Tighe, John Zarrillo

I) Call to Order: 5:30 PM

- A) Introductions
- B) Approval of Agenda: Agenda was approved.

II) Approval of Steering Committee Minutes

- A) July 2017 Minutes. Minutes were approved.

III) Officers' Reports

- A) Chair's Report (V. Novara). Report submitted.
- B) Administrator's Report (S. Predmore) – delayed
 - i) Registration is at 232 for Buffalo so far
 - i) Automated invoicing system in MemberClicks is being used for the first time.
 - ii) Membership in MARAC has dipped noticeably. This partially has to do with not granting automatic membership to new members at conference registration. There are also a number of retirees in the region. Will have a better sense of membership numbers in January.
- B) Chair-Elect (Rebecca Collier). Report submitted.
 - i) January meeting – National Archives, January 19, 2018
- C) Meetings Coordinator (M. Mannix). Report submitted.
 - i) Who is supposed to bring the next meeting budget forward?
 - (a) Finance Committee and MCC approve (or not) the next meeting budget before the Steering meeting, but the budget is put forward for approval by Steering by the Treasurer.
 - ii) Clarification about new membership and role of the Membership Committee in the new member reception. Discussion of history behind new member events. At Buffalo meeting, Local Arrangements Committee organized the event. MCC would like more direction on what is expected if this is to be a

regular event. The Newark conference had a very successful new member reception and we can use the write up from that conference report to update the various manuals. The Operations Manual should indicate who owns the new member reception, and the Meetings Policy Manual should also indicate how to organize new member receptions.

- iii) Looking at West Virginia for a future conference
- iv) Newest version of Meeting Policy Manual is available on website now.
- v) Copy the MARAC archivist on Local Arrangement Committee and Program Committee reports
- D) Secretary (Knies). No report
 - i) Thanks to Liz Novara (MARAC Archivist) and Lauren Brown for noticing some formatting issues with the April 2017 Business Meeting minutes before the draft was posted.
 - ii) Thanks to Sara Predmore for posting all the minutes so expeditiously and also for proofreading!
- E) Treasurer (Rawdon). Report submitted.
 - i) Hershey has had some problems with reception venue and this has caused a delay in completing the budget. MCC and Finance Committee are granting an extension to the Hershey Committees to submit budget by Thanksgiving 2017.
- F) Parliamentarian (Bell). No report.

IV) Advisory Positions

- A) Historian (L. Brown). Report submitted.
- B) Archivist (E. Novara). Report submitted.
- C) Development Coordinator (Bhatia). Report submitted.
- D) Web Team (Caringola, Cornelius). Report submitted.
- E) Regional Archival Association Consortium (V. Novara)
 - i) Will be submitting proposal for educational event at SAA.
- F) National Coalition for History (Zastrow). Report submitted.

BREAK FOR DINNER: 6:09PM
RESUME MEETING: 6:39PM

V) Old Business

- A) Overview of the Diversity & Inclusion Town Hall
 - i) (G. Huth, V. Novara, M. Tighe)
 - (a) V. Novara will give opening remarks
 - (b) Huth and Tighe will lead discussion as interim diversity coordinators. A brief summary is prepared and on each slide there is a link to the Facebook Live stream so that even people inside the meeting can follow the discussion.
 - (c) How can Diversity and Inclusion intersect with MARAC's core values?
 - (d) Live streaming town hall through Facebook Live. Moderators need to repeat questions in microphones

- (e) Discussion of logistics of how to moderate comments online and in person.
- (f) After Town Hall, Chair will work with diversity coordinators to develop a plan for discussion at the January Steering Committee
- B) Operations Manual review (V. Novara)
 - i) Discussion about next steps.
 - ii) Discussion about the use of Dropbox to store Steering Committee active files.
 - iii) Discussion of how to handle individual state Caucus documentation and placing PDFs into MemberClicks/marac.info website.
 - iv) The secretary and Margaret Kidd (Member-At-Large) will assist with Operations Manual changes.
 - v) Some of the items in the Operations Manual (wording re: certain Steering Committee members to serve in ex-officio roles) are deemed to be no longer necessary, but would require Bylaws changes.
- C) Strategic Plan review (V. Novara)
 - i) Steering members were asked to review existing 2012 Strategic Plan: <http://www.marac.info/strategic-plan>
 - ii) Discussion about wording of the existing Objectives – do they create actionable items for MARAC as an organization?
 - iii) Review of strategies under objectives. What have we already accomplished?
 - (a) Reword/remove: Maintain organization's affordability by redirecting print publication expenses to electronic publications and seeking corporate sponsorships. What's next?
 - (b) Mention of use of social media
 - (c) Find more engaging and inspiring wording
 - (d) Have more specific deadlines/tactics in strategic plan. Look at NEA (<https://newenglandarchivists.org/Strategic-Plan>) and MAC (<http://www.midwestarchives.org/assets/documents/AdminDocs/mac%202016-2020%20strategic%20plan%20final.docx>) for examples. (Mentor goal example.
 - (e) Current Strategic Plan does not have any actionable items and is focused on regular work rather than transformation.
 - 1. What can be measurable?
 - 2. Example related to Diversity and Inclusion report.
 - 3. Create a subcommittee to review?
 - 4. Perhaps look into a workshop about strategic planning
 - (f) Chair will come to Steering with next steps following discussion with officers and members-at-large.
 - (g) What is an “occasional” paper. Discussion about MARAC publications, journals, etc.

VI) New Business

- A) Proposal: Letter of support (V. Novara)
 - i) Request for a letter of support. Grant involving a formal collaboration with public schools to increase use of primary resources.

- (a) Steering would like to request more information before determining whether or not to write the letter of support.
 - B) Proposal: Update to the submission requirements for Finch Award (V. Novara)
 - i) From Caitlin Goodwin. The Finding Aids Award Committee has found that many submissions for the "Online Publication Award" do not easily align with the original design for the award. It's likely that this is because the award was created in 2004, but the world of "online publications" has changed radically since then.
 - (a) Should talk with the person who funds the Finch award about changes to the guidelines. Steering initially designated the focus of the award.
 - (b) Charge Awards Committee to investigate this proposal and to recommend changes by January. They should talk with person who established the endowment.
 - C) Caucus sub-groups or redrawing caucus lines (Poll and Collier)
 - (a) New Jersey caucus members want to form subgroup of South Jersey archivists as official member of the New Jersey Caucus.
 - (b) Discussion of whether or not state boundaries still make sense for caucus divisions. Yes. They do, but Caucuses should continue to try to have shared meetings if they can.
 - (c) There is a Delaware Valley regional archivists groups. Also the Three Rivers Archivist in Pittsburgh. Having joint meetings with MARAC, rather than having them become part of MARAC.
 - (d) Suggestion to just let that New Jersey group get together and say they're a part of MARAC, and have them open membership to anyone who is interested. Funding could be left to the discretion of the Caucus chair.
- VII) Standing and Operational Committees
- A) Awards (Cuervo). Report submitted.
 - i) Follow-up on who gives out awards.
 - B) Communications (Citak/Scott). Report submitted.
 - i) Technical Leaflets: Looking into moving into a double-blind review process (they are currently reviewed, but it is not a blind review)
 - ii) Attempting the Facebook Live feed for the Town Hall.
 - iii) Need to look for more advertisers.
 - C) Education (Newman). Report submitted.
 - i) A lot of off-conference workshops. Very overwhelming.
 - ii) Attempting webinars.
 - iii) Need to write down cancellation policies, and also policies regarding workshops with low registration.
 - iv) Develop contracts between MARAC and workshop instructors. Discuss at January Steering Committee meeting
 - D) Membership (Borden). Report submitted.
 - E) Nominations and Elections (Lindberg)
 - i) Need assistance recruiting people to run for positions.
 - ii) Request for Chair to announce call for nominations at Business Meeting.

VIII) State Caucus New Business and Updates

- A) Delaware (Denison). Report submitted.
 - i) Finance request. Currently no money allocated.
 - ii) Steering voted to fund exhibit opening event.
- B) District of Columbia (Donahue). Report submitted.
 - i) DC Archives Fair was successful. Held on a Saturday and drew in more of the public. Focus on performance and the archives. Collaboration with Maryland Caucus
- C) Maryland (Speck). Report submitted.
- D) New Jersey (Poll). Report submitted.
 - i) How to determine total numbers of members in MemberClicks? Use the Administrator's numbers for now.
- E) New York (Zarillo). Report submitted.
 - i) Caucus gathering at brewery going on RIGHT NOW!
- F) Pennsylvania (Rohrbaugh). Report submitted.
 - i) Finance request. \$200 for event with Pitt library school.
 - ii) Steering voted to fund travel expenses for guest speaker and refreshments.
- G) Virginia (Morris). Report submitted.
- H) West Virginia (Emerling). Report submitted.

IX) Adjournment

8:27PM