

MARAC

Mid-Atlantic Regional Archives Conference

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

STEERING COMMITTEE

Friday, July 20, 2018, 10:00 a.m. – 2:00 p.m.

National Archives, Adams Room, Washington, DC

AGENDA

I. Call to Order (5 min)

- A. Introductions
- B. Approval of Agenda

II. Approval of Steering Committee Minutes (5 min)

- A. April 2018 Minutes

III. Officer's Reports (15 min)

- A. Chair
 - a. Chair's Report (Becky Collier)
 - b. Administrator's Report (Sara Predmore)
- B. Chair-Elect (Rachel Grove Rohrbaugh)
- C. Meetings Coordinator (Mary Mannix)
- D. Secretary (Jennie Knies)
- E. Treasurer (Amanda May)
- F. Parliamentarian (Danna Bell)

IV. Advisory Positions (15 min)

- A. Historian (Lauren Brown)
- B. Archivist (Liz Novara)
- C. Development Coordinator (Sharmila Bhatia)
- D. Web Team (Liz Caringola/Don Sailer)
- E. Regional Archival Association Consortium (Vin Novara)
- F. National Coalition for History (Jan Zastrow)

V. Old Business (30 min)

- A. Operations Manual review (Jennie Knies & Margaret Kidd)
- B. By-laws review (Liz Novara, Lauren Brown, Jessica Lydon)
- C. Strategic Plan review (Becky Collier)

VI. New Business (30 min)

- A. D&I Coordinator (Josue Hurtado)

VII. Standing and Operational Committees (15 min)

- A. Awards (Adriana Cuervo)
- B. Communications (Ilhan Citak/Liz Scott)

- C. Education (Paige Newman)
- D. Membership (Sara Borden)
- E. Nominations and Elections (Jennifer Henderson)

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

- A. Delaware (Kevin Brown)
- B. District of Columbia (Derek Gray)
- C. Maryland (Matt Testa)
- D. New Jersey (Don Cornelius)
- E. New York (Kate Palm)
- F. Pennsylvania (David Grinnell)
- G. Virginia (Jessica Johnson)
- H. West Virginia (Jane LaBarbara)

IX. Adjournment

MARAC

Mid-Atlantic Regional Archives Conference

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

Date : July 16, 2018

To : MARAC Steering Committee Members

From: Rebecca L. Collier

Re : Report of Chair

1. As of July 1, all committee appointments have been made, except for the D&I Committee (see #6 below). The new Chair-elect has assumed those duties.
2. Made arrangements for today's meeting site
3. At Hershey, met with the newly elected Chair-elect, Rachel Grove Rohrbaugh, and discussed the following:
 - a. SC Plans for 2018-2019
 - b. Duties of the Chair-elect
 - c. Dividing duties of the Chair between the two of us, especially since this year is supposed to be a learning time for the Chair-elect.
 - d. Need to clear this up in the By-laws & Manual
4. On May 17th and June 8th, met with outgoing Chair, Vin Novara, regarding the Strategic Plan meeting on June 15th and to update me on Chair duties, etc.
5. On June 15th in College Park, met with Officers and Members-at-Large to discuss the Strategic Plan. More about the Strategic Plan under Old Business
6. As Chair-elect/Chair, gathered nominations to serve on the new Diversity & Inclusion Committee and forwarded names of those interested to new Diversity & Inclusion Coordinator, Josue Hurtado. More about D&I under New Business.

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 13, 2018 – NATIONAL ARCHIVES, WASHINGTON DC
Re: ADMINISTRATOR'S REPORT

Membership Statistics

There were 958 active members (as of June 30, 2018):

884 Regular Members

51 Retired Members

23 Student Members

Membership Statistics Comparison

Member Type	2015 (as of 6/30/2015)	2016 (as of 6/30/2016)	2017 (as of 6/30/2017)	2018 (as of 6/30/18)	% change 2017-2018
Regular	982	948	898	884	-1.56%
Retired	31	30	25	51	104%
Student	116	119	136	23	-83.08%
Total	1129	1097	1059	958	-9.54%

State Caucus Membership Statistics Comparison

Caucus	2016 (as reported 6/30/2016)	2017 (as reported 6/30/2017)	2018 (as reported 6/30/2018)
DC	176	190	155
Delaware	46	43	46
Maryland	207	244	196
New Jersey	139	147	144
New York	229	240	245
Pennsylvania	269	242	226
Virginia	186	173	152
West Virginia	22	19	15

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

Month	2018-2019
April	9
May	3
June	4
Total	12

ADDITIONAL INFORMATION

MemberClicks Upgrade:

- I discovered that prior to Dec 2017 member profiles for those who has transferred from one group to another during renewal (ie student to regular) were not automatically updated by the system. This led to inaccurate reporting for member types for several years. The total number of members, however, was correct. I updated the affected records. This should not not be an issue with the upgraded system.
- All transactions are now fully linked in MemberClicks with the use of new forms and invoices, thus eliminating the old dual paper and electronic systems. This gives the Treasurer the capability to research all transactions online.
- Membership Renewal: The renewal and application process with the new system is highly automated. The membership form, renewal notices, reminders, and invoices are all linked to maximize the system's capabilities. With only a few glitches with invoicing dates, the renewal process has run smoothly so far.

Membership Renewal Stats: Renewal notices for the 2018-2019 membership year were sent electronically on June 26, 2018. Paper forms were mailed to the 114 members that requested them. The MARAC website was updated with the new information on June 26. As of July 13, 401 people had renewed their memberships.

By-laws Vote and Special Election: Working with the Melissa Lindberg, Chair of the Nominations and Elections Committee, the vote to establish the Diversity and Inclusion Committee was held in April. Based on the positive result, the election for Diversity and Inclusion Coordinator was held in June with Josue Hurtado elected as the Coordinator.

Fall 2018 Wilmington Conference: Vendor and sponsor registration for the Fall 2018 Meeting in Wilmington is ongoing with 18 organizations registered as of July 13, 2018. Program publication and registration for attendees is expected to go live no later than the first week of August. Registrants will be able to join MARAC or renew their membership through the conference registration form.

MARAC

Mid-Atlantic Regional Archives Conference

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

July 13, 2018

**TO: MARAC OFFICERS
STATE CAUCUS REPRESENTATIVES
COMMITTEE CHAIRS
MARAC ADMINISTRATOR
MARAC ARCHIVIST
FROM: AMANDA MAY, MARAC TREASURER
RE: TREASURER/FINANCE COMMITTEE REPORT**

Respectfully submitted to the Steering Committee on Friday, July 13, in advance of the Summer 2018 meeting to be held in Washington, D.C. on July 20, 2018.

1. Highlights of the Fourth Quarter Treasurer's Report (see attached) are listed below.
 - The income is from membership dues; Spring 2018 conference income; MAA advertising; off-meeting workshop income; investment interest; and gifts to general operations and the restricted funds.
 - Expenses are from Administrator Salary; insurance premiums, phone charges, postage, office supplies, expenses and travel reimbursement for the Strategic Plan Retreat, printing and mailing charges, Spring 2018 conference expenses, honoraria, awards and scholarships, banking fees, and costs related to setting up a new treasurer.
2. The final report for the Spring 2018 meeting in Hershey, PA is attached. The meeting made a profit of \$6,964.80.
3. According to our charge to "review the total profits, if any, generated from the Fall and Spring meetings, and make a recommendation to the Steering Committee as to where those funds should be directed", the Finance Committee discussed disposition of the \$11,435.37 in meeting profits for the 2018 fiscal year. MARAC is fortunate to have generated generous profits from its meetings in Buffalo and Hershey in Fiscal Year 2018. Our recommendation to the Steering Committee is:
 - \$300 to be allocated to the Delaware Caucus, which requested no money for FY19. We encourage Delaware to plan one or more meetups for its members.
 - \$500 to be allocated to the Diversity and Inclusion Committee for committee work in FY19.
 - Two additional travel awards for MARAC meetings, \$400 each, for a total of \$800.

- A sum that will bring the Graduate Scholarship Fund to \$2000 for awards during FY19.
- Finance asks Steering to suggest additional uses for the funds. The remainder can be allocated towards specific causes or can be remanded to Operations.

4. 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 – 0.14%
- Vanguard Bonds – 0.72%

FY 2018, 4th Quarter (April 1, 2018 to June 30, 2018)

<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	\$43,000.00	\$31,025.00	\$4,105.00	\$3,012.00	\$7,534.00	\$45,676.00	106%
Conference Registration	\$90,000.00	\$23,697.00	\$7,446.00	\$44,062.00	\$4,913.50	\$80,118.50	89%
Conference Vendors	\$15,000.00	\$2,800.00	\$5,525.00	\$6,850.00	\$6,200.00	\$21,375.00	143%
Conference Sponsorship	\$6,000.00	\$250.00	\$3,000.00	\$2,500.00	\$3,250.00	\$9,000.00	150%
Publication Advertising	\$4,000.00	\$1,260.00	\$560.00	\$268.00	\$1,080.00	\$3,168.00	79%
Publication Sales	\$350.00	\$45.00	\$0.00	\$270.00	\$90.00	\$405.00	116%
Mailing List Sales	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Off-Meeting Workshops	\$24,400.00	\$7,131.00	\$540.00	\$1,710.00	\$855.00	\$10,236.00	42%
Bank Interest	\$100.00	\$22.86	\$22.87	\$22.87	\$26.14	\$94.74	95%
Investment Interest	\$2,000.00	\$361.32	\$0.00	\$0.00	\$143.72	\$505.04	25%
Gifts to Operations	\$500.00	\$627.00	\$30.00	\$65.00	\$130.00	\$852.00	170%
Miscellaneous	\$0.00	\$0.00	\$250.00	\$25.00	\$250.00	\$525.00	0%
Total Income	\$185,500.00	\$67,219.18	\$21,478.87	\$58,784.87	\$24,472.36	\$171,955.28	93%
EXPENSES							
Administrator	\$20,000.00	\$6,014.75	\$3,562.95	\$5,069.52	\$4,528.82	\$19,176.04	96%
Web Services	\$6,400.00	\$5,100.00	\$0.00	\$277.00	\$0.00	\$5,377.00	84%
Archivist	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	100%
Accountant	\$1,500.00	\$0.00	\$0.00	\$1,075.00	\$0.00	\$1,075.00	72%
Advocacy	\$2,145.00	\$231.72	\$1,500.00	\$275.00	\$0.00	\$2,006.72	94%
Insurance Policy	\$1,100.00	\$0.00	\$0.00	\$0.00	\$953.00	\$953.00	87%
Phone	\$650.00	\$164.47	\$164.77	\$165.09	\$165.00	\$659.33	101%
Postage	\$1,000.00	\$108.83	\$254.58	\$173.30	\$376.01	\$912.72	91%
Office Supplies	\$150.00	\$0.00	\$0.00	\$12.78	\$107.52	\$120.30	80%
Food	\$6,255.00	\$861.24	\$730.62	\$379.48	\$675.17	\$2,646.51	42%
Travel	\$5,850.00	\$1,221.69	\$1,018.37	\$941.62	\$884.30	\$4,065.98	70%
Equipment	\$0.00	\$114.29	\$27.20	\$0.00	\$0.00	\$141.49	0%
Printing and Design	\$7,100.00	\$2,005.59	\$2,349.93	\$1,531.64	\$1,113.19	\$7,000.35	99%
Conference	\$110,000.00	\$306.85	\$34,566.42	\$7,730.27	\$55,416.50	\$98,020.04	89%
Lodging	\$4,200.00	\$1,366.72	\$567.04	\$486.92	\$1,086.02	\$3,506.70	83%
Honoraria	\$8,900.00	\$3,000.00	\$1,500.00	\$0.00	\$1,700.00	\$6,200.00	70%
Awards and Prizes	\$1,450.00	\$120.00	\$575.00	\$0.00	\$550.00	\$1,245.00	86%
Scholarships	\$2,000.00	\$0.00	\$2,790.00	\$0.00	\$650.00	\$3,440.00	172%
Banking Fees	\$5,500.00	\$1,465.75	\$1,677.38	\$1,141.51	\$1,517.75	\$5,802.39	105%
Investments	\$0.00	\$0.00	\$112.70	\$364.56	\$0.00	\$477.26	0%
Disaster Assistance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Miscellaneous	\$300.00	\$90.00	\$50.00	\$25.00	\$429.99	\$594.99	198%
Total Expenses	\$185,500.00	\$23,171.90	\$51,446.96	\$19,648.69	\$70,153.27	\$164,420.82	89%
Net Income or (Loss)		\$44,047.28	(\$29,968.09)	\$39,136.18	(\$45,680.91)	\$7,534.46	

<u>Account Balances</u>			<u>Opening</u>	<u>Credits</u>	<u>Debits</u>	<u>Closing</u>
PNC Checking	\$76,987.29	Operating	\$53,212.37	\$24,328.64	(\$70,153.27)	\$7,387.74
PNC Savings	\$76,487.33	Restricted	\$139,725.00	\$425.00	\$0.00	\$140,150.00
Vanguard Bonds	\$80,423.85	Reserve	\$65,000.00	\$0.00	\$0.00	\$65,000.00
Total	\$233,898.47	Surplus	\$21,360.73	\$0.00	\$0.00	\$21,360.73
		Totals	\$279,298.10	\$24,753.64	(\$70,153.27)	\$233,898.47

Summary - Fourth Quarter FY 2018

Opening Balance	\$279,298.10
Total Income	\$24,753.64
Total Expenses	(\$70,153.27)
Closing Balance	\$233,898.47

<u>Restricted Funds</u>		<u>Opening</u>	<u>New Gifts</u>	<u>Spending</u>	<u>Closing</u>	
PNC Savings	\$59,726.15	Disaster Assist.	\$11,343.00	\$125.00	\$0.00	\$11,468.00
Vanguard Bonds	\$80,423.85	Education	\$122,627.00	\$280.00	\$0.00	\$122,907.00
Total	\$140,150.00	Finch Award	\$5,755.00	\$20.00	\$0.00	\$5,775.00
		Total	\$139,725.00	\$425.00	\$0.00	\$140,150.00

FY 2018, 4th Quarter (April 1, 2018 to June 30, 2018)

<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	\$43,000.00	\$31,025.00	\$4,105.00	\$3,012.00	\$7,534.00	\$45,676.00	106%
Conference Registration	\$90,000.00	\$23,697.00	\$7,446.00	\$44,062.00	\$4,913.50	\$80,118.50	89%
Conference Vendors	\$15,000.00	\$2,800.00	\$5,525.00	\$6,850.00	\$6,200.00	\$21,375.00	143%
Conference Sponsorship	\$6,000.00	\$250.00	\$3,000.00	\$2,500.00	\$3,250.00	\$9,000.00	150%
Publication Advertising	\$4,000.00	\$1,260.00	\$560.00	\$268.00	\$1,080.00	\$3,168.00	79%
Publication Sales	\$350.00	\$45.00	\$0.00	\$270.00	\$90.00	\$405.00	116%
Mailing List Sales	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Off-Meeting Workshops	\$24,400.00	\$7,131.00	\$540.00	\$1,710.00	\$855.00	\$10,236.00	42%
Bank Interest	\$100.00	\$22.86	\$22.87	\$22.87	\$26.14	\$94.74	95%
Investment Interest	\$2,000.00	\$361.32	\$0.00	\$0.00	\$143.72	\$505.04	25%
Gifts to Operations	\$500.00	\$627.00	\$30.00	\$65.00	\$130.00	\$852.00	170%
Miscellaneous	\$0.00	\$0.00	\$250.00	\$25.00	\$50.00	\$325.00	0%
Total Income	\$185,500.00	\$67,219.18	\$21,478.87	\$58,784.87	\$24,272.36	\$171,755.28	93%
EXPENSES							
Administrator	\$9,055.00	\$5,761.12	\$768.16	\$692.85	\$853.26	\$8,075.39	89%
Executive Officers	\$23,600.00	\$7,014.75	\$3,612.95	\$5,094.52	\$5,481.82	\$21,204.04	90%
DE Caucus	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
DC Caucus	\$550.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
MD Caucus	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
NJ Caucus	\$450.00	\$181.69	\$49.93	\$36.58	\$100.76	\$368.96	82%
NY Caucus	\$500.00	\$0.00	\$77.71	\$0.00	\$0.00	\$77.71	16%
PA Caucus	\$300.00	\$0.00	\$501.21	\$0.00	\$0.00	\$501.21	167%
VA Caucus	\$400.00	\$0.00	\$0.00	\$250.00	\$100.02	\$350.02	88%
WV Caucus	\$420.00	\$231.72	\$0.00	\$0.00	\$0.00	\$231.72	55%
Steering	\$6,500.00	\$1,437.04	\$1,500.00	\$1,597.02	\$1,363.73	\$5,897.79	91%
Communications	\$7,600.00	\$1,987.96	\$2,349.93	\$1,666.38	\$1,415.93	\$7,420.20	98%
Education	\$14,900.00	\$4,700.12	\$2,838.42	\$0.00	\$2,200.25	\$9,738.79	65%
Finance	\$7,025.00	\$1,485.35	\$1,790.08	\$2,581.07	\$1,776.80	\$7,633.30	109%
Meetings Coordinating	\$0.00	\$0.00	\$0.00	\$0.00	\$44.20	\$44.20	0%
Membership	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Nominating	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Custer	\$450.00	\$65.30	\$602.15	\$0.00	\$0.00	\$667.45	148%
Distinguished Service	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Finding Aids	\$750.00	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00	67%
Scholarship	\$2,000.00	\$0.00	\$2,790.00	\$0.00	\$650.00	\$3,440.00	172%
Fall Conference (LAC)	\$50,000.00	\$209.98	\$34,066.42	\$6,628.82	\$0.00	\$40,905.22	82%
Spring Conference (LAC)	\$60,000.00	\$96.87	\$500.00	\$1,101.45	\$55,416.50	\$57,114.82	95%
Total Expenses	\$185,500.00	\$23,171.90	\$51,446.96	\$19,648.69	\$69,903.27	\$164,170.82	89%
Net Income or (Loss)		\$44,047.28	(\$29,968.09)	\$39,136.18	(\$45,630.91)	\$7,584.46	

<u>Account Balances</u>			<u>Opening</u>	<u>Credits</u>	<u>Debits</u>	<u>Closing</u>
PNC Checking	\$76,987.29	Operating	\$53,212.37	\$24,328.64	(\$70,153.27)	\$7,387.74
PNC Savings	\$76,487.33	Restricted	\$139,725.00	\$425.00	\$0.00	\$140,150.00
Vanguard Bonds	\$80,423.85	Reserve	\$65,000.00	\$0.00	\$0.00	\$65,000.00
Total	\$233,898.47	Surplus	\$21,360.73	\$0.00	\$0.00	\$21,360.73
		Totals	\$279,298.10	\$24,753.64	(\$70,153.27)	\$233,898.47

Summary - Fourth Quarter FY 2018

Opening Balance	\$279,298.10
Total Income	\$24,753.64
Total Expenses	(\$70,153.27)
Closing Balance	\$233,898.47

Restricted Funds

PNC Savings	\$59,726.15
Vanguard Bonds	\$80,423.85
Total	\$140,150.00

	<u>Opening</u>	<u>New Gifts</u>	<u>Spending</u>	<u>Closing</u>
Disaster Assist.	\$11,343.00	\$125.00	\$0.00	\$11,468.00
Education	\$122,627.00	\$280.00	\$0.00	\$122,907.00
Finch Award	\$5,755.00	\$20.00	\$0.00	\$5,775.00
Total	\$139,725.00	\$425.00	\$0.00	\$140,150.00

MARAC Spring 2018 MEETING**Hershey, PA****Final Summary**

Category	Budget for 350 Attendees	Total for 381 Attendees
INCOME		
Registration Fees	\$35,800.00	\$37,340.00
Exhibitor Fees + Sponsorships	\$11,600.00	\$15,350.00
Meals	\$6,255.00	\$5,765.00
Reception (Fri)	\$2,900.00	\$2,820.00
Tour Fees	\$2,825.00	\$1,340.00
Workshop Fees	\$9,900.00	\$5,700.00
Total Income	\$69,280.00	\$68,315.00
EXPENSES		
Administrative Services	\$5,000.00	\$5,000.00
Hotel Expenses	\$7,393.52	\$9,910.91
LAC Expenses	\$300.00	\$99.10
Meal Expenses	\$28,019.25	\$24,050.64
Reception (Fri)	\$12,756.00	\$16,220.51
Registration/Program	\$2,250.00	\$3,037.30
Session/Plenary Speakers	\$363.00	\$380.00
Tour Expenses	\$2,500.00	\$1,374.71
Workshop Expenses	\$2,750.00	\$1,981.09
Total Expenses	\$61,331.77	\$62,054.26
Profit	\$7,948.23	\$6,260.74
MARAC cover of Steering Dinner	\$570.00	\$704.06
NET INCOME / PROJECTED PROFIT	\$8,518.23	\$6,964.80

MARAC Spring 2018 MEETING

Hershey, PA

Final Income

Category	Budgeted			Actual		
	Cost/Item	350	Total	Cost/Item	381	Total
INCOME						
Registration Fees						
Pre-Reg Members	\$95.00	210	\$19,950.00	\$95.00	231	\$21,945.00
Pre-Reg Non-Members	\$135.00	35	\$4,725.00	\$135.00	76	\$10,260.00
Late Reg Members	\$105.00	30	\$3,150.00	\$105.00	10	\$1,050.00
Late Reg Non-Members	\$145.00	10	\$1,450.00	\$145.00	9	\$1,305.00
Member, on-site	\$115.00	25	\$2,875.00	\$115.00	6	\$690.00
Non-member, on-site	\$155.00	15	\$2,325.00	\$155.00	5	\$775.00
Student registration	\$50.00	10	\$500.00	\$50.00	23	\$1,150.00
One day (Saturday only)	\$55.00	15	\$825.00	\$55.00	3	\$165.00
Complimentary or workshop only					18	\$0.00
Service fee retained for cancelation						\$22.50
Total Registration Fees		350	\$35,800.00		381	\$37,340.00
Exhibitor Fees/Sponsorships						
Ads (Full page)	\$500.00	1	\$500.00	\$500.00	1	\$500.00
Ads (Half page)	\$300.00	2	\$600.00	\$100.00	1	\$100.00
Ads (Quarter page)	\$200.00	2	\$400.00	\$200.00	1	\$200.00
Ads (Business Card)	\$125.00	2	\$250.00	\$125.00	0	\$0.00
Donations/Sponsorships	\$500.00	2	\$1,000.00	\$500.00	2	\$1,000.00
Donations/Sponsorships	\$250.00	3	\$750.00	\$250.00	7	\$1,750.00
Rental - 1 Table	\$600.00	6	\$3,600.00	\$600.00	17	\$10,200.00
Rental - 2 Tables	\$750.00	6	\$4,500.00	\$800.00	2	\$1,600.00
Total Exhibitor Fees			\$11,600.00			\$15,350.00
Meals						
Breakfast - Business Mtg.	\$20.00	115	\$2,300.00	\$20.00	71	\$1,420.00
Exhibitor Lunch - Fri	\$25.00	2	\$50.00	\$25.00	1	\$25.00
Lunch - Friday (meat)	\$21.00	75	\$1,575.00	\$24.00	68	\$1,632.00
Lunch - Friday (fish)	\$26.00	60	\$1,560.00	\$24.00	66	\$1,584.00
Lunch - Friday (veg)	\$22.00	35	\$770.00	\$24.00	46	\$1,104.00
Total Meals			\$6,255.00			\$5,765.00
Reception						
Sponsorship	\$2,500.00	1	\$2,500.00	\$2,500.00	1	\$2,500.00
Guest Tickets	\$20.00	20	\$400.00	\$20.00	16	\$320.00
Total Reception Income			\$2,900.00			\$2,820.00
Tour Fees						
Tour #1 - Golf Outing	\$60.00	10	\$600.00	\$50.00	5	\$250.00
Tour #2 - Harrisburg Walk	\$10.00	20	\$200.00	Canceled		\$0.00
Tour #3 - Train Ride (adults)	\$15.00	40	\$600.00	\$15.00	14	\$210.00
Tour #3 - Train Ride (Children)				\$10.00	8	\$80.00
Tour #4 - Hershey Story	\$5.00	20	\$100.00	\$5.00	20	\$100.00
Tour #5 - Hershey Walk	\$10.00	20	\$200.00	\$10.00	15	\$150.00
Tour #6 - Auto Museum	\$5.00	25	\$125.00	\$5.00	13	\$65.00
Tour #7 - Hershey Bears Gan	\$25.00	40	\$1,000.00	\$25.00	16	\$400.00
Tour #8 - Hershey Story			\$0.00	\$5.00	17	\$85.00

Total Tour Fees			\$2,825.00			\$1,340.00
Workshop Fees						
Workshop #1	\$90.00	25	\$2,250.00	\$45.00	20	\$900.00
Workshop #2	\$90.00	25	\$2,250.00	\$90.00	18	\$1,620.00
Workshop #3	\$90.00	20	\$1,800.00	\$90.00	11	\$990.00
Workshop #4	\$45.00	20	\$900.00	\$45.00	15	\$675.00
Business Forum	\$60.00	45	\$2,700.00	\$60.00	29	\$1,740.00
New member workshop discounts				-45	5	-225
Total Workshop Fees		135	\$9,900.00		98	\$5,700.00
Total Income			\$69,280.00			\$68,315.00

Final Expenses

Category	Budgeted			Actual 381		
	Cost/Item	350	Total	Cost/Item	Attendees	Total
EXPENSES						
Administrative Services			\$5,000.00			\$5,000.00
Hotel Expenses						
AV Equipment Tech			\$640.00			
AV Equipment Rental			\$4,173.50			
AV Service Charge & Taxes			\$1,330.02			
AV Total Charges						\$10,428.68
Room Rentals/Facility fees			\$1,000.00			\$482.30
Miscellaneous Expenses			\$250.00			\$0.00
Hotel deposit						(\$1,000.00)
Hotel discount						(\$0.07)
Total Hotel Expenses			\$7,393.52			\$9,910.91
LAC Expenses			\$300.00			\$99.10
Meal Expenses						
Breakfast Buffet - Sat	\$18.00	115	\$2,070.00			\$1,598.27
Continental Breakfast - Fri	\$12.00	260	\$3,120.00			
Fri Breakfast and Coffee Breaks						\$11,579.66
Coffee Breaks Thur (AM & PM)	\$21.90	145	\$3,175.50			\$2,089.26
Coffee Breaks Fri (AM & PM)	\$21.90	280	\$6,132.00			
Coffee Break Sat (AM only)	\$5.00	150	\$750.00			\$254.09
Lunch - Friday (meat)	\$21.00	75	\$1,575.00			
Lunch - Friday (fish)	\$26.00	60	\$1,560.00			
Lunch - Friday (veg)	\$22.00	35	\$770.00			
Luncheon total						\$5,925.68
Hospitality Suite - Fri	\$11.00	125	\$1,375.00			\$116.59
Exhibitor Lunch - Fri	\$20.00	2	\$40.00			\$352.03
New Member Reception - Th	\$11.00	100	\$1,100.00			\$1,431.00
Steering Committee - Th	\$19.00	30	\$570.00			\$704.06
Sub-Total Meal Expenses			\$22,237.50			\$24,050.64
PA Tax + Service Fees			\$5,781.75			\$0.00
Total Meal Expenses			\$28,019.25			\$24,050.64
Reception (Sat)						
Caterer	\$30.45	280	\$8,526.00			\$11,769.82
Entertainment			\$0.00			\$0.00
Insurance			\$400.00			\$400.00
Transportation			\$890.00			\$890.00
Ticket printing			\$0.00			\$10.69
Facility Fees	\$10.50	280	\$2,940.00			\$3,150.00
Total Reception Costs			\$12,756.00			\$16,220.51

Registration/Program

Program	\$2,000.00	\$2,899.33
Folders, Badges, etc.	\$250.00	\$137.97
Total Registration/Program Costs	\$2,250.00	\$3,037.30
Session/Plenary Speakers		
Lodging (use comp room)	\$0.00	\$0.00
Honorarium	\$250.00	\$250.00
Meals	\$75.00	\$0.00
Travel	\$38.00	\$130.00
Total Session/Plenary Costs	\$363.00	\$380.00
Total Tour Expenses	\$2,500.00	\$1,374.71
Workshop Expenses		
Honoraria	\$1,750.00	\$1,600.00
Lodging/Meals	\$700.00	\$257.77
Travel (Speakers)	\$200.00	\$123.32
Misc. Expenses	\$100.00	\$0.00
Total Workshop Expenses	\$2,750.00	\$1,981.09
Total Expenses	\$61,331.77	\$62,054.26

MARAC Historian Report

July/2018 (for the MARAC Steering Committee Meeting in Washington, 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. A graduate student assistant in Special Collections at UMD is currently helping me in this process; I will make sure she becomes a new member of MARAC!

Per discussion at the most recent Steering Committee meeting in Hershey, I have been working with Liz on compiling a summary list of suggested changes to the MARAC Bylaws; these are about positions or committees overlooked or about text requiring some additional clarity. I submitted an updated description about the MARAC Historian position to Jennie Knies for inclusion into the revised MARAC Operations Manual

As Historian I am also continuing to work on chronological leadership lists and on mini-histories about aspects of our administrative history, such as the history of strategic planning in MARAC.

Lauren Brown
MARAC Historian

MARAC

Mid-Atlantic Regional Archives Conference

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

MARAC Archivist Report Steering Committee Meeting July 20, 2018 Washington, DC

Records Retention Schedule

I am continuing to work on drafting a detailed records retention schedule with the assistance of the MARAC Historian, Lauren Brown.

DRUM Submissions

There have been 9 conference presentation submissions to the DRUM (Digital Repository at the University of Maryland) since the April 2018 Hershey conference. The conference program was also submitted to the repository.

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. A UMD iSchool graduate student, Emily Flint, began working with Lauren in June to organize and process the unprocessed sections of the MARAC archives (mainly 2006-Present.) We are working on a plan for integrating these materials into the current collection and finding aid.

Reference

Since April 2018 (last report), there have 3 reference questions submitted to the MARAC archivist or the MARAC historian.

Additional updates

Per our assignment from the last Steering Committee meeting, I have also been working with Lauren and Jessica Lydon on reviewing the bylaws and compiling a list of suggested changes.

I also submitted a revised position description for the MARAC Archivist to be included in the Operations Manual.

Respectfully submitted,

Elizabeth A. Novara
MARAC Archivist

MARAC

Mid-Atlantic Regional Archives Conference

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

Web Team Report

Steering Committee Meeting
Washington DC
July 20, 2018

Web Team members: Liz Caringola, Anastasia Matijkiw, Laura Montgomery, Don Sailer

Updates since the last Steering Meeting:

The Web Team is continuing to work on cleaning up/refreshing the MARAC website. Some of these changes are visible on the front-end, such as the redesigned homepage. The widget for the MARAC blog moved from a sidebar to the center column on the homepage. In addition, we continue to brainstorm ideas for how best to refresh other sections of the site, including Upcoming Conferences and Committee pages. We have also been working on cleaning up the backend of the site. This effort has involved removing hundreds of old documents that should not be on the site, such as PDFs for job advertisements and out-of-date membership forms.

The member lists on all Committee pages will be updated by mid-August at the latest. We are working on a new way to format member lists, as the current display is not accessible.

The Web Team is also reviewing alternatives to replace the Guidebook app. After we complete this review, we will provide a report to MCC.

Other tasks include:

- Addressed some of the accessibility issues on the site
- Liz worked with the incoming caucus reps to add their information and photos to their respective caucus pages. She also provided instructions to caucus reps on how to update their caucus' regional sites pages
- Liz and Anastasia maintained the Job Opportunities page
- Liz made updates to caucus pages as requested.
- Don made updates to committee pages as well as the publication page as requested

Respectfully submitted,
Don Sailer

MARAC

Mid-Atlantic Regional Archives Conference

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

Report of the MARAC Representative to the Regional Archival Association Consortium (RAAC) Steering Committee Summer 2018 Steering Committee Meeting

12 July 2018

1. Drafted the Education Subcommittee's report for Education Needs of Regional Archival Associations. Collecting feedback from subcommittee members before submitting final report to RAAC Steering for the July 24 phone meeting.
 - a. Education Subcommittee will meet as part of the larger RAAC Steering Meeting at SAA in August 2018.
2. The leadership of RAAC has turned over. Mary Rubin will be one of the new co-chairs, the second is yet to be announced. (I nominated Brian Keough as a potential co-chair.) It was also proposed that the terms of the co-chairs stagger to avoid this type of turnover going forward.

Respectfully submitted,
Vincent J. Novara



**Summer 2018 NATIONAL COALITION FOR HISTORY Report
MARAC Steering Committee Meeting, July 20, 2018**

NEH ANNOUNCES \$18.6 MILLION FOR 199 HUMANITIES PROJECTS: The National Endowment for the Humanities (NEH) recently announced the awarding of \$18.6 million in grants to support 199 humanities projects across the country. These grants will provide digital access to the personal papers of Helen Keller and enable the creation of a new permanent exhibition at the Delta Blues Museum on the history and influence of this quintessential American musical genre. “These new NEH-supported projects deepen our understanding and appreciation of the traditions, values, and historical figures who have shaped our country,” said recently installed NEH Senior Deputy Chairman Jon Parrish Peede. See the whole list at https://www.neh.gov/files/press-release/neh_grants_april_2018.pdf

FINAL JFK ASSASSINATION DOCUMENTS TO BE HELD UNTIL 2021: The National Archives and Records Administration (NARA) has been under pressure for the last several months to release the remaining classified documents related to the assassination of President John F. Kennedy. They were originally due for release in October 2017. President Trump granted federal agencies an additional six months to review certain documents before releasing them, and now that deadline has been extended more than three additional years, to October 26, 2021. According to NARA, all documents have now been released at least in part, but researchers may not see full documents with no redactions until the new 2021 deadline.

COMMON RULE REVISIONS PARTIALLY DELAYED: Revisions to the Common Rule, the set of regulations governing human subjects research, have been delayed a further six months, but with a few exceptions. The new rules were set to take effect on July 19, 2018, but have been delayed until January 21, 2019. However, during that interim time institutions will be allowed to take advantage of three “burden-reducing” provisions in the new regulations, including the exemption of oral history work from unnecessary and invasive Institutional Review Board oversight.

SEMIQUINCENTENNIAL COMMISSION INCLUDES FERRIERO; TIME CAPSULE PLANNED: Archivist of the United States David Ferriero is one of nine Federal Government officials tasked with facilitating national plans to observe and commemorate the country's 250th anniversary in 2026, along with eight members of Congress and 16 private citizens. The United States Semiquincentennial Commission Act of July 2016 charged the commission with planning commemorations for the celebration. In addition to chartering the Commission, the act also mandates the creation of a time capsule “to be buried in Independence Mall, Philadelphia, on July 4, 2026; and to be unearthed on the occasion of the 500th anniversary of the United States of America on July 4, 2276.” The time capsule will include books, manuscripts, relics, and other materials relating to the United States Semiquincentennial. Stay tuned!

—Jan Zastrow
RAAC-NCH Representative
zastrow@hawaii.edu