

MARAC

Mid-Atlantic Regional Archives Conference

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

STEERING COMMITTEE

Friday, January 19, 2018, 10:00 am – 2:00 pm
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. October 2018 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, Cornelius)
- E. Regional Archival Association Consortium (V. Novara)
- F. National Coalition for History (Zastrow)

V. Old Business (30 min)

- A. Review of the Diversity & Inclusion Town Hall and Final Recommendations (G. Hull, V. Novara, M. Tighe)
- B. Operations Manual review (V. Novara)
- C. Strategic Plan review (V. Novara)

VI. New Business (30 min)

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 Winter 2018 Steering Committee Meeting 19 January 2018

1. In November, I attended the phone meeting of the Regional Archives Associations Consortium (RAAC). Continuing to work with Education Subcommittee on survey pertaining to educational offerings throughout the regionals.
2. Composed "From the Chair" for winter issue of *Mid-Atlantic Archivist*.
3. Following the Buffalo meeting, I created a Manual for the Business Meeting for use by the Chair. (Stored in Dropbox > MARAC Chair > Business Meeting > 00 Business Meeting Manual.doc). I will leave it to a future chair if this document is worthy of joining the Operations Manual.
4. Becky Collier, Chair-Elect, and I met once in December to discuss current and future MARAC initiatives.
5. Investigated possible facilitators and researched meeting format for the proposed Strategic Plan retreat.

Respectfully submitted,
Vincent J. Novara

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To: MARAC STEERING COMMITTEE
From: SARA PREDMORE, MARAC ADMINISTRATOR
Date: January 15, 2018
Re: ADMINISTRATOR'S REPORT

Submitted to the Steering Committee on Friday, January 19, 2018 in Washington, DC.

Membership Statistics

There are currently 886 active members (as of January 15, 2018):

759 Regular Members
26 Retired Members
101 Student Members

Membership Statistics Comparison

Member Type	2015 (as of 1/15/2015)	2016 (as of 1/15/2016)	2017 (as of 1/15/2017)	2018 (as of 1/15/2018)	% change 2017-2018
Regular	913	825	833	759	-8.89
Retired	32	29	23	26	13.04
Student	104	95	115	101	-12.17
Total	1049	949	971	886	-8.75

Current State Caucus Membership

Caucus	2017–18 Membership (as of 1/15/2018)
DC	143
Delaware	43
Maryland	176
New Jersey	138
New York	240
Pennsylvania	207
Virginia	143
West Virginia	15

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	2016 (as reported 1/15/16)	2017 (as reported 1/15/17)	2018 (as reported 1/15/18)
DC	165	185	143
Delaware	39	40	43
Maryland	187	232	176
New Jersey	122	123	138
New York	212	206	240
Pennsylvania	213	221	207
Virginia	170	163	143
West Virginia	16	18	15

New Membership Applications

Month	2017-18
November	10
December	6
January	5
Total	21

Additional Information

MemberClicks Upgrade: The upgrade to the back end of MemberClicks occurred on December 21, 2017. The upgrade entailed rebuilding the MARAC database and features in the new platform. Don Sailer and I worked closely with MemberClicks in preparing for the upgrade with weekly phone conferences and daily prep work. The new system provides improved accessibility for members on the front end and stronger financial integration. Rebuilding functions within MemberClicks, learning the new system, making adjustments, and troubleshooting issues has taken a significant amount of time and is ongoing.

Fall Conference: Use of the online registration form and mobile credit card swipe improved the efficiency of on-site registration and payments.

Mid-Atlantic Archivist: The Winter 2018 newsletter was uploaded to the website on January 15, 2018. Members who requested paper copies should receive them by January 26th.

Elections: The 2018 Election will be launched on January 26, 2018 and will run until February 9, 2018. Only those people who were members as of January 15, 2018 will be permitted to vote. We expect to mail 29 paper ballots and send out 857 e-ballots from Survey Monkey.

Spring Conference: The printed program for the MARAC Spring 2018 Conference in Hershey will be mailed the third week of January. Online registration will go live at the same time.

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January 19, 2018

Report of the Chair-elect

1. One appointments has been made since the Buffalo meeting. It was to the Web Team. The letter was sent out. Still haven't heard if the vacancy on the Meeting Coordinating Committee has been filled.
2. Chair-elect arranged the meeting for today.
3. Chair-elect suggested to the Chair that the Chair's duties should be divided between the two of them, especially since this year is supposed to be a learning time for the Chair-elect. Currently, the only duties the Chair-elect has is to appointment new committee members when vacancies occur and to fill in for the Chair if the need arises.

Meetings Coordinating Committee
17 January 2018

1) Next meeting:

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) and Tara Wink (West Chester University)

Program Committee: Deirdre Joyce (Central New York Library Resources Council) and Jessica Wagner Webster (Baruch College, City University of New York)

Update: Program will be out shortly. Have already filled room block for Saturday night and hotel has graciously extended the block for that night. It does appear that we have finally hit on a location where folks are staying the extra night.

2) Upcoming:

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.

3) Under Consideration:

Morgantown, WVA

Site visit scheduled for January 28-29.

Hotel: Morgantown Marriott at Waterfront Place

Proposed Room Rate: \$159

Proposed Food and Beverage Minimum is \$12,000.00

Proposed Dates: 03/28/2019 - 03/30/2019 (might be a tad early, will talk at visit to see about an April date.)

Local Arrangements: Lori Hostuttler and a player to be named.

Program Committee Co-Chairs: Marie Elia University at Buffalo (and Elizabeth Scot (East Stroudsburg University of Pennsylvania).

4) Future Thoughts:

Not to rush us back to PA, but we are being courted by the Bedford Springs Omni, maybe 2020 or 2021. Before then, Albany or Saratoga Springs.

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, January 12, in advance of the Winter 2018 meeting to be held in Washington, DC, on January 19, 2018.

1. Highlights of the Second Quarter Treasurer's Report (see attached) are listed below.
 - The income is from membership dues; Fall 2017 conference income; Fall 2017 and Spring 2018 conference vendor registration and sponsorships; *MAA* advertising; off-meeting workshop income; bank and investment interest; and gifts to general operations and the restricted funds.
 - Expenses are from administrator's salary; advocacy in the form of MARAC's National Coalition for History contribution; phone charges; food, travel, and lodging for the July Steering Committee meetings, workshop instructors, and caucus meetings; printing and mailing charges; Fall and Spring conference expenses; workshop instructor honoraria; awards and prizes; and banking and credit card transaction fees as well as a quarterly loss in one investment account.
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 – 0.12%
 - Vanguard Bonds – -0.57%
3. The final report for the Buffalo, NY (Fall 2017) meeting is attached. The meeting made a profit of \$4,470.57.
4. A revised Hershey, PA (Spring 2018) proposed budget (see attached) is presented for the review and approval of the Steering Committee. The Finance Committee has reviewed and approved this budget.

FY 2018, 2nd Quarter (October 1, 2017 to December 31, 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>
INCOME							
Membership Dues	\$43,000.00	\$31,025.00	\$4,105.00			\$35,130.00	82%
Conference Registration	\$90,000.00	\$23,697.00	\$7,446.00			\$31,143.00	35%
Conference Vendors	\$15,000.00	\$2,800.00	\$5,525.00			\$8,325.00	56%
Conference Sponsorship	\$6,000.00	\$250.00	\$3,000.00			\$3,250.00	54%
Publication Advertising	\$4,000.00	\$1,260.00	\$560.00			\$1,820.00	46%
Publication Sales	\$350.00	\$45.00	\$0.00			\$45.00	13%
Mailing List Sales	\$150.00	\$0.00	\$0.00			\$0.00	0%
Off-Meeting Workshops	\$24,400.00	\$7,131.00	\$540.00			\$7,671.00	31%
Bank Interest	\$100.00	\$22.86	\$22.87			\$45.73	46%
Investment Interest	\$2,000.00	\$361.32	\$482.24			\$843.56	42%
Gifts to Operations	\$500.00	\$627.00	\$30.00			\$657.00	131%
Miscellaneous	\$0.00	\$0.00	\$250.00			\$250.00	0%
Total Income	\$185,500.00	\$67,219.18	\$21,961.11	\$0.00	\$0.00	\$89,180.29	48%
EXPENSES							
Administrator	\$20,000.00	\$6,014.75	\$3,562.95			\$9,577.70	48%
Web Services	\$6,400.00	\$5,100.00	\$0.00			\$5,100.00	80%
Archivist	\$1,000.00	\$1,000.00	\$0.00			\$1,000.00	100%
Accountant	\$1,500.00	\$0.00	\$0.00			\$0.00	0%
Advocacy	\$2,145.00	\$231.72	\$1,500.00			\$1,731.72	81%
Insurance Policy	\$1,100.00	\$0.00	\$0.00			\$0.00	0%
Phone	\$650.00	\$164.47	\$164.77			\$329.24	51%
Postage	\$1,000.00	\$108.83	\$254.58			\$363.41	36%
Office Supplies	\$150.00	\$0.00	\$0.00			\$0.00	0%
Food	\$6,255.00	\$861.24	\$730.62			\$1,591.86	25%
Travel	\$5,850.00	\$1,221.69	\$1,018.37			\$2,240.06	38%
Equipment	\$0.00	\$114.29	\$27.20			\$141.49	0%
Printing and Design	\$7,100.00	\$2,005.59	\$2,349.93			\$4,355.52	61%
Conference	\$110,000.00	\$306.85	\$34,566.42			\$34,873.27	32%
Lodging	\$4,200.00	\$1,366.72	\$567.04			\$1,933.76	46%
Honoraria	\$8,900.00	\$3,000.00	\$1,500.00			\$4,500.00	51%
Awards and Prizes	\$1,450.00	\$120.00	\$575.00			\$695.00	48%
Scholarships	\$2,000.00	\$0.00	\$2,790.00			\$2,790.00	140%
Banking Fees	\$5,500.00	\$1,465.75	\$1,677.38			\$3,143.13	57%
Investments	\$0.00	\$0.00	\$597.94			\$597.94	0%
Disaster Assistance	\$0.00	\$0.00	\$0.00			\$0.00	0%
Miscellaneous	\$300.00	\$90.00	\$50.00			\$140.00	47%
Total Expenses	\$185,500.00	\$23,171.90	\$51,932.20	\$0.00	\$0.00	\$75,104.10	40%
Net Income or (Loss)		\$44,047.28	(\$29,971.09)	\$0.00	\$0.00	\$14,076.19	

Account Balances

			<u>Opening</u>	<u>Credits</u>	<u>Debits</u>	<u>Closing</u>
PNC Checking	\$83,013.91	Operating	\$44,047.28	\$21,961.11	(\$51,932.20)	\$14,076.19
PNC Savings	\$76,438.32	Restricted	\$139,445.00	\$215.00	\$0.00	\$139,660.00
Vanguard Bonds	\$80,644.69	Reserve	\$65,000.00	\$0.00	\$0.00	\$65,000.00
Total	\$240,096.92	Surplus	\$21,360.73	\$0.00	\$0.00	\$21,360.73
		Totals	\$269,853.01	\$22,176.11	(\$51,932.20)	\$240,096.92

Summary - Second Quarter FY 2017

Opening Balance	\$269,853.01
Total Income	\$22,176.11
Total Expenses	(\$51,932.20)
Closing Balance	\$240,096.92

Restricted Funds

			<u>Opening</u>	<u>New Gifts</u>	<u>Spending</u>	<u>Closing</u>
PNC Savings	\$59,015.31	Disaster Assist.	\$11,233.00	\$90.00	\$0.00	\$11,323.00
Vanguard Bonds	\$80,644.69	Education	\$122,477.00	\$125.00	\$0.00	\$122,602.00
Total	\$139,660.00	Finch Award	\$5,735.00	\$0.00	\$0.00	\$5,735.00
		Total	\$139,445.00	\$215.00	\$0.00	\$139,660.00

MARAC Fall 2017 MEETING

Buffalo

Final Summary

Category	Budget for 250 Attendees	Total for 236 Attendees
INCOME		
Registration Fees	\$24,350.00	\$23,680.00
Exhibitor Fees	\$11,000.00	\$11,850.00
Meals	\$3,218.50	\$3,780.00
Reception	\$1,200.00	\$780.00
Tour Fees	\$600.00	\$469.00
Workshop Fees	\$5,625.00	\$3,105.00
Total Income	\$45,993.50	\$43,664.00
EXPENSES		
Administrative Services	\$5,000.00	\$5,000.00
Hotel Expenses	\$7,629.60	\$4,502.27
LAC Expenses	\$300.00	\$147.02
Meal Expenses	\$20,524.33	\$17,240.08
Reception	\$8,553.00	\$7,264.94
Registration/Program	\$3,250.00	\$2,844.71
Session/Plenary Speakers	\$335.00	\$0.00
Tour Expenses	\$600.00	\$322.00
Workshop Expenses	\$2,550.00	\$3,080.38
Total Expenses	\$48,741.93	\$40,401.40
Profit	(\$2,748.43)	\$3,262.60
MARAC Cover of Steering Dinner	\$612.00	\$1,207.97
NET INCOME / PROFIT	(\$2,136.43)	\$4,470.57

MARAC Fall 2017 MEETING

Buffalo

Final Income

Category	250			Actual 236		
	Cost/Item	Attendees	Total	Cost/Item	Attendees	Total
INCOME						
Registration Fees						
Pre-Reg Members	\$95.00	170	\$16,150.00	\$95.00	138	\$13,110.00
Pre-Reg Non-Members	\$135.00	20	\$2,700.00	\$135.00	32	\$4,320.00
Late Reg Members	\$105.00	15	\$1,575.00	\$105.00	31	\$3,255.00
Late Reg Non-Members	\$145.00	5	\$725.00	\$145.00	5	\$725.00
Member, on-site	\$115.00	10	\$1,150.00	\$115.00	9	\$1,035.00
Non-member, on-site	\$155.00	5	\$775.00	\$155.00	2	\$310.00
Student registration	\$50.00	20	\$1,000.00	\$50.00	13	\$650.00
One day (Saturday only)	\$55.00	5	\$275.00	\$55.00	5	\$275.00
Workshop only/vendor/other	\$0.00			\$0.00	1	\$0.00
Total Registration Fees		250	\$24,350.00		236	\$23,680.00
Exhibitor Fees						
Ads	\$100.00	2	\$200.00		2	\$400.00
Donations/Sponsorships	\$250.00	8	\$2,000.00	\$250.00	5	\$1,250.00
Donations/Sponsorships				\$500.00	2	\$1,000.00
Rental - 1 Table	\$600.00	12	\$7,200.00	\$600.00	14	\$8,400.00
Rental - 2 Tables	\$800.00	2	\$1,600.00	\$800.00	1	\$800.00
Total Exhibitor Fees			\$11,000.00			\$11,850.00
Meals						
Breakfast - Business Mtg.	\$20.00	50	\$1,000.00	\$20.00	64	\$1,280.00
Lunch - Friday	\$24.65	90	\$2,218.50	\$25.00	100	\$2,500.00
Total Meals			\$3,218.50			\$3,780.00
Reception						
Sponsorship	\$500.00	2	\$1,000.00	\$500.00	1	\$500.00
Guest Tickets	\$20.00	10	\$200.00	\$20.00	14	\$280.00
Total Reception Income			\$1,200.00			\$780.00
Tour Fees						
Tour #1	\$8.00	10	\$80.00	\$8.00	2	\$16.00
Tour #2	\$7.00	10	\$70.00	\$7.00	9	\$63.00
Tour #3	\$5.00	10	\$50.00	\$5.00	9	\$45.00
Tour #4	\$10.00	10	\$100.00	\$10.00	15	\$150.00
Tour #5	\$15.00	10	\$150.00	\$15.00	0	\$0.00
Tour #6	\$15.00	10	\$150.00	\$15.00	13	\$195.00
Total Tour Fees			\$600.00			\$469.00
Workshop Fees						
Workshop #1	\$90.00	20	\$1,800.00	\$90.00	4	\$360.00
Workshop #2	\$90.00	20	\$1,800.00	\$90.00	11	\$990.00
Workshop #3	\$90.00	15	\$1,350.00	\$90.00	20	\$1,755.00
Workshop #4	\$45.00	15	\$675.00			
Total Workshop Fees			\$5,625.00			\$3,105.00
Total Income			\$45,993.50			\$43,664.00

Final Expenses

Category	250			Actual 236		
	Cost/Item	Attendees	Total	Cost/Item	Attendees	Total
EXPENSES						
Administrative Services			\$5,000.00			\$5,000.00
Hotel Expenses						
Audio Visual			\$7,129.60			\$4,027.27
Room Rentals			\$0.00			\$0.00
Miscellaneous Expenses			\$500.00			\$500.00
Taxes / Fees			\$0.00			\$0.00
Hotel Refund						(\$25.00)
Total Hotel Expenses			\$7,629.60			\$4,502.27
LAC Expenses			\$300.00			\$147.02
Meal Expenses						
Breakfast Buffet - Sat	\$20.00	50	\$1,000.00			\$1,861.17
Continental Breakfast - Fri	\$17.00	200	\$3,400.00			\$3,914.73
Coffee Breaks Thur (AM & PM)	\$18.75	75	\$1,406.25			\$3,410.36
Coffee Breaks Fri (AM & PM)	\$21.86	375	\$8,197.50			\$4,241.33
Coffee Break Sat AM			\$0.00			\$341.87
Lunch - Friday	\$24.65	90	\$2,218.50			\$3,438.25
Steering Committee - Th	\$30.60	20	\$612.00			\$1,207.97
Service charges			\$3,368.08			\$0.00
Vendor lunches	\$23.00	14	\$322.00			\$332.92
Tax exempt adjustment						(\$1,508.52)
Total Meal Expenses			\$20,524.33			\$17,240.08
Reception						
Caterer			\$6,153.00			\$4,464.94
Entertainment			\$300.00			\$300.00
Insurance			\$400.00			\$500.00
Facility Fees			\$1,700.00			\$2,000.00
Total Reception Costs			\$8,553.00			\$7,264.94
Registration/Program						
Program			\$3,000.00			\$2,747.84
Folders, Badges, etc.			\$250.00			\$96.87
Total Registration/Program Costs			\$3,250.00			\$2,844.71
Session/Plenary Speakers						
Lodging			\$200.00			\$0.00
Meals			\$35.00			\$0.00
Travel			\$100.00			\$0.00
Total Session/Plenary Costs			\$335.00			\$0.00
Total Tour Expenses			\$600.00			\$322.00
Workshop Expenses						
Honoraria			\$1,750.00			\$2,000.00
Lodging/Meals			\$500.00			\$671.38
Travel (Speakers)			\$200.00			\$409.00
Misc. Expenses			\$100.00			\$0.00
Total Workshop Expenses			\$2,550.00			\$3,080.38
Total Expenses			\$48,741.93			\$40,401.40

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

Category	Total for 300 Attendees	Total for 350 Attendees
INCOME		
Registration Fees	\$30,600.00	\$35,800.00
Exhibitor Fees + Sponsorships	\$11,600.00	\$11,600.00
Meals	\$5,525.00	\$6,255.00
Reception (Fri)	\$2,800.00	\$2,900.00
Tour Fees	\$2,825.00	\$2,825.00
Workshop Fees	\$9,000.00	\$9,900.00
Total Income	\$62,350.00	\$69,280.00
EXPENSES		
Administrative Services	\$5,000.00	\$5,000.00
Hotel Expenses	\$7,393.52	\$7,393.52
LAC Expenses	\$300.00	\$300.00
Meal Expenses	\$23,247.00	\$28,019.25
Reception (Fri)	\$11,118.00	\$12,756.00
Registration/Program	\$2,250.00	\$2,250.00
Session/Plenary Speakers	\$363.00	\$363.00
Tour Expenses	\$2,500.00	\$2,500.00
Workshop Expenses	\$2,750.00	\$2,750.00
Total Expenses	\$54,921.52	\$61,331.77
Profit	\$7,428.48	\$7,948.23
MARAC cover of Steering Dinner	\$570.00	\$570.00
NET INCOME / PROJECTED PROFIT	\$7,998.48	\$8,518.23

Proposed Budget - Income Estimates

Category	300			350		
	Cost/Item	Attendees	Total	Cost/Item	Attendees	Total
INCOME						
Registration Fees						
Pre-Reg Members	\$95.00	175	\$16,625.00	\$95.00	210	\$19,950.00
Pre-Reg Non-Members	\$135.00	25	\$3,375.00	\$135.00	35	\$4,725.00
Late Reg Members	\$105.00	25	\$2,625.00	\$105.00	30	\$3,150.00
Late Reg Non-Members	\$145.00	10	\$1,450.00	\$145.00	10	\$1,450.00
Member, on-site	\$115.00	25	\$2,875.00	\$115.00	25	\$2,875.00
Non-member, on-site	\$155.00	15	\$2,325.00	\$155.00	15	\$2,325.00
Student registration	\$50.00	10	\$500.00	\$50.00	10	\$500.00
One day (Saturday only)	\$55.00	15	\$825.00	\$55.00	15	\$825.00
Total Registration Fees		300	\$30,600.00		350	\$35,800.00
Exhibitor Fees						
Ads (Full page)	\$500.00	1	\$500.00	\$500.00	1	\$500.00
Ads (Half page)	\$300.00	2	\$600.00	\$300.00	2	\$600.00
Ads (Quarter page)	\$200.00	2	\$400.00	\$200.00	2	\$400.00
Ads (Business Card)	\$125.00	2	\$250.00	\$125.00	2	\$250.00
Donations/Sponsorships	\$500.00	2	\$1,000.00	\$500.00	2	\$1,000.00
Donations/Sponsorships	\$250.00	3	\$750.00	\$250.00	3	\$750.00
Rental - 1 Table	\$600.00	6	\$3,600.00	\$600.00	6	\$3,600.00
Rental - 2 Tables	\$750.00	6	\$4,500.00	\$750.00	6	\$4,500.00
Total Exhibitor Fees			\$11,600.00			\$11,600.00
Meals						
Breakfast - Business Mtg.	\$20.00	100	\$2,000.00	\$20.00	115	\$2,300.00
Exhibitor Lunch - Fri	\$25.00	2	\$50.00	\$25.00	2	\$50.00
Lunch - Friday (meat)	\$21.00	65	\$1,365.00	\$21.00	75	\$1,575.00
Lunch - Friday (fish)	\$26.00	60	\$1,560.00	\$26.00	60	\$1,560.00
Lunch - Friday (veg)	\$22.00	25	\$550.00	\$22.00	35	\$770.00
Total Meals			\$5,525.00			\$6,255.00
Reception						
Sponsorship	\$2,500.00	1	\$2,500.00	\$2,500.00	1	\$2,500.00
Guest Tickets	\$20.00	15	\$300.00	\$20.00	20	\$400.00
Total Reception Income			\$2,800.00			\$2,900.00
Tour Fees						
Tour #1 - Golf Outing	\$60.00	10	\$600.00	\$60.00	10	\$600.00
Tour #2 - Harrisburg Walk	\$10.00	20	\$200.00	\$10.00	20	\$200.00
Tour #3 - Train Ride	\$15.00	40	\$600.00	\$15.00	40	\$600.00
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	20	\$200.00
Tour #6 - Auto Museum	\$5.00	25	\$125.00	\$5.00	25	\$125.00
Tour #7 - Hershey Bears Game	\$25.00	40	\$1,000.00	\$25.00	40	\$1,000.00
Total Tour Fees			\$2,825.00			\$2,825.00
Workshop Fees						
Workshop #1	\$90.00	25	\$2,250.00	\$90.00	25	\$2,250.00
Workshop #2	\$90.00	25	\$2,250.00	\$90.00	25	\$2,250.00
Workshop #3	\$90.00	20	\$1,800.00	\$90.00	20	\$1,800.00
Workshop #4	\$45.00	20	\$900.00	\$45.00	20	\$900.00
Business Forum	\$60.00	30	\$1,800.00	\$60.00	45	\$2,700.00
Total Workshop Fees		120	\$9,000.00		135	\$9,900.00
Total Income			\$62,350.00			\$69,280.00

Proposed Budget - Expense Estimates

Category	300			350		
	Cost/Item	Attendees	Total	Cost/Item	Attendees	Total
EXPENSES						
Administrative Services			\$5,000.00			\$5,000.00
Hotel Expenses						
AV Equipment Tech			\$640.00			\$640.00
AV Equipment Rental			\$4,173.50			\$4,173.50
AV Service Charge & Taxes			\$1,330.02			\$1,330.02
Room Rentals			\$1,000.00			\$1,000.00
Miscellaneous Expenses			\$250.00			\$250.00
Total Hotel Expenses			\$7,393.52			\$7,393.52
LAC Expenses			\$300.00			\$300.00
Meal Expenses (\$10,000 min.)						
Breakfast Buffet - Sat	\$18.00	100	\$1,800.00	\$18.00	115	\$2,070.00
Continental Breakfast - Fri	\$12.00	225	\$2,700.00	\$12.00	260	\$3,120.00
Coffee Breaks Thur (AM & PM)	\$22.00	105	\$2,310.00	\$21.90	145	\$3,175.50
Coffee Breaks Fri (AM & PM)	\$22.00	240	\$5,280.00	\$21.90	280	\$6,132.00
Coffee Break Sat (AM only)	\$5.00	125	\$625.00	\$5.00	150	\$750.00
Lunch - Friday (meat)	\$21.00	65	\$1,365.00	\$21.00	75	\$1,575.00
Lunch - Friday (fish)	\$26.00	60	\$1,560.00	\$26.00	60	\$1,560.00
Lunch - Friday (veg)	\$22.00	25	\$550.00	\$22.00	35	\$770.00
Hospitality Suite - Fri	\$11.00	100	\$1,100.00	\$11.00	125	\$1,375.00
Exhibitor Lunch - Fri	\$20.00	2	\$40.00	\$20.00	2	\$40.00
New Member Reception - Th	\$11.00	50	\$550.00	\$11.00	100	\$1,100.00
Steering Committee - Th	\$19.00	30	\$570.00	\$19.00	30	\$570.00
Sub-Total Meal Expenses			\$18,450.00			\$22,237.50
PA Tax + Service Fees*			\$4,797.00			\$5,781.75
Total Meal Expenses			\$23,247.00			\$28,019.25
Reception (Sat)						
Caterer*	\$30.45	240	\$7,308.00	\$30.45	280	\$8,526.00
Entertainment			\$0.00			\$0.00
Insurance			\$400.00			\$400.00
Transportation			\$890.00			\$890.00
Facility Fees	\$10.50	240	\$2,520.00	\$10.50	280	\$2,940.00
Total Reception Costs			\$11,118.00			\$12,756.00
Registration/Program						
Program			\$2,000.00			\$2,000.00
Folders, Badges, etc.			\$250.00			\$250.00
Total Registration/Program Costs			\$2,250.00			\$2,250.00
Session/Plenary Speakers						
Lodging (use comp room)			\$0.00			\$0.00
Honorarium			\$250.00			\$250.00
Meals			\$75.00			\$75.00
Travel			\$38.00			\$38.00
Total Session/Plenary Costs			\$363.00			\$363.00
Total Tour Expenses			\$2,500.00			\$2,500.00
Workshop Expenses						
Honoraria			\$1,750.00			\$1,750.00
Lodging/Meals			\$700.00			\$700.00
Travel (Speakers)			\$200.00			\$200.00
Misc. Expenses			\$100.00			\$100.00

Total Workshop Expenses	\$2,750.00	\$2,750.00
Total Expenses	\$54,921.52	\$61,331.77

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

MARAC Historian Report

January/2018 (for the MARAC Steering Committee Meeting in Washington, DC)

I am continuing to assist MARAC Archivist Liz Novara with appraisal work on recently-accessioned files earmarked for inclusion into the core archival collection.

In addition, Liz and I have continued to work together on a records retention plan for MARAC.

I am also working on updating various chronological leadership lists and on mini-histories of certain 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 January 19, 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 October 2017 Steering Committee meeting. Most relate to the Buffalo conference, but 2 related to previous conferences.

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.

Reference

Since October 20, 2017 (last report), there have been no reference questions submitted to the MARAC archivist or the MARAC historian.

Respectfully submitted,

Elizabeth A. Novara
MARAC Archivist

MARAC

Mid-Atlantic Regional Archives Conference

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New York • Pennsylvania • Virginia • West Virginia

Web Team Report

Steering Committee Meeting
Washington DC
January 19, 2017

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

Updates since the last Steering Meeting:

The Web Team has completed the upgrade to the new MemberClicks platform, a process which had been split into two parts: the new website template and an update to the administrative backend.

Website

The new website template launched in July 2017, but the Web Team is continuing to work on improving the MARAC website. Liz has been working on “refreshing” sections of the site, starting with Caucus pages. For an example of how the revised caucus pages look, see New Jersey (<http://www.marac.info/new-jersey-caucus>). Before and after screenshots are attached to this report.

After updating Caucus pages, the web team will continue improving other sections of the site, including Upcoming Conferences and Committee pages. We will be in contact with committee chairs before making any major changes.

Administrative Backend

Don worked closely with Sara to upgrade to the new administrative backend on the MemberClicks platform. After a number of conference calls with MemberClicks HelpDesk, the new administrative backend went live on Friday December 22. The new administrative backend is a completely new system, which should help reduce the problems we experienced with the old system (i.e. e-lists). MARAC members will likely not notice any changes until they log into their account on the website or use one of the new forms. The Web Team will continue to help troubleshoot any problems that arise regarding the upgrade to the new administrative backend.

The old administrative backend (MemberClicks Classic) was not deleted during the upgrade. The MARAC Administrator can access information in the old database as necessary.

New Web Team Member

Laura Montgomery (Archivist at the New York State Archives) joined the Web Team in January. Christy Fic (Archivist & Special Collections Librarian at Shippensburg University) is transitioning off the Web Team. Christy has been a huge help to our team, especially during the period before Sara started as the new MARAC Administrator.

Other tasks include:

- Liz and Anastasia maintained the Job Opportunities page
- Liz made updates to caucus pages as requested.
- Don made updates to committee pages as requested
- Don continued to update Contact information on all Committee pages.
- Don is investigating options to reduce spam that is submitted via the new Submit Proposals to Steering Committee form.

Respectfully submitted,

Don Sailer

New Jersey Caucus – Before

New Jersey Caucus

The New Jersey Caucus of MARAC welcomes you! The Caucus is comprised of professionals representing state, county, and municipal governmental agencies, colleges and universities, public libraries and historical societies, medical, religious, ethnic, and other public and private organizations. Students are also welcomed and encouraged to take advantage of the many opportunities we offer. We gather several times throughout the year for meetings and tours of institutions, and serve as a forum for news relating to MARAC and New Jersey archives, library, history and other topics. Please join our **Facebook Group** for current events and news of interest. We look forward to meeting you!

Other Caucuses

Delaware
District of Columbia
Maryland
New York
Pennsylvania
Virginia
West Virginia

Caucus Representative

Laura M. Poll

Archivist
Trentoniana, Trenton Free Public Library
Trenton, NJ
TEL: 609-392-7188
lpoll@trentonlib.org

News & Upcoming Events

The New Jersey Caucus is excited to welcome MARAC to Newark in April 2017. See our website for all the latest news: <https://marac2017newark.wordpress.com/>

Awards

The New Jersey Caucus's **Innovative Archives Award** is given to an organization that has provided exemplary leadership or service to the archival community and residents of the state. It may also honor a local, county, or regional organization, either for long-term leadership or service, or for outstanding effort demonstrated in a given year. Nominees may have developed innovative educational or outreach models utilizing archival sources, provided leadership during a time of emergency or crisis, demonstrated new thinking in finding a solution to an issue or problem, or exhibited creativity in increasing awareness of local history resources among New Jersey residents and visitors. Deadline for nominations is April 15.

Criteria | Nomination Form

The Caucus is also a co-sponsor of the **Paul A. Stellhorn Undergraduate Paper in New Jersey History Award**. There are one or more awards in two categories, one for course or seminar papers, and the other for senior theses. The deadline for nominations is June 1. Visit the New Jersey Studies Academic Alliance website for

New Jersey Caucus – After

New Jersey Caucus

The New Jersey Caucus of MARAC welcomes you! The Caucus is comprised of professionals representing state, county, and municipal governmental agencies, colleges and universities, public libraries and historical societies, medical, religious, ethnic, and other public and private organizations. Students are also welcomed and encouraged to take advantage of the many opportunities we offer. We gather several times throughout the year for meetings and tours of institutions and serve as a forum for news relating to MARAC and New Jersey archives, library, history, and other topics. Please join our [Facebook Group](#) for current events and news of interest. We look forward to meeting you!

Caucus Representative



Laura M. Poll
Term: 2016-2018

Archivist, Trentoniana Collection
Trenton Free Public Library
Trenton, NJ

☎ (609) 392-7188
✉ lpoll@trentonlib.org

Additional Resources

- [Award Opportunities](#)
- [Caucus Archival Projects Evaluation Service \(CAPES\)](#)
- [Caucus History](#)
- [Regional Sites](#)
- [Regional Organizations and Resources](#)

Caucus Social Media



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New York

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[Applying Descriptive Cataloging of Rare Materials \(M...](#)

Please consider attending the Applying Descriptive Cataloging of Rare Materials (Manuscripts) wor...
Nov 17, 2017 5:00 PM

[Philadelphia City Archives – We're Moving!](#)

The Philadelphia City Archives is relocating to 456 N. 5th Street! As of December 15, 2017, our s...
Nov 16, 2017 8:00 PM

[MARAC Fall 2017 recap,](#)

2017 MARAC FALL MEETING



**Winter 2018 NATIONAL COALITION FOR HISTORY Report
MARAC Steering Committee Meeting, NARA, Jan. 19, 2018**

TAX BILL THREATS AVERTED, BUDGET STILL UP IN THE AIR: The final Tax Cuts and Jobs Act, signed by President Trump, did not include the taxation of graduate tuition waivers or the elimination of the Historic Tax Credit, both of which were threatened in earlier versions of the legislation. Regarding the budget, federal funding for history-related agencies and programs remains uncertain. Unfortunately, Congress continues to delay passage of a FY18 federal budget. The current deadline is January 19, but another continuing resolution extending into mid-February looks likely. Some have even suggested that Congress may avoid passing a FY18 budget altogether, keeping programs funded at FY17 levels instead. Stay tuned!

NEH AWARDS \$12.8 MILLION IN GRANT FUNDING: The National Endowment for the Humanities recently announced the awarding of \$12.8 million to support 253 humanities projects across the country. Projects range from digitization of historic African American church records to archival research for a book on the Nazi plunder of musical instruments and manuscripts during World War II, to an educational game exploring the ratification of the Constitution, and hundreds of other vital projects. See the full list of awards at https://www.neh.gov/files/press-release/december_2017_neh_grant_awards.pdf.

FAVORABLE ORAL HISTORY REVISIONS MAY BE SHELVED: Following extensive advocacy efforts from the NCH and its partners, in January 2017 the Obama administration released revisions to the federal Common Rule governing research with human subjects. These changes, meant to take effect on January 19, 2018, would exempt oral history projects from disruptive and unnecessary Institutional Review Board oversight. However, the Department of Health and Human Services is now proposing an indefinite halt on the implementation of the revisions, a move that could continue to hamper the work of historians across the country. The Office of Management and Budget (OMB) Office of Information and Regulatory Affairs (OIRA) would need to approve the new rule before January 19 in order to avoid the regulations taking effect. It is unclear what the impact would be if OIRA were to approve the delay after the deadline.

IMLS REAUTHORIZATION LEGISLATION INTRODUCED: Senator Jack Reed (D-RI) recently introduced legislation to reauthorize the Institute of Museum and Library Services, the primary federal agency that funds museum programs across the country. NCH will be advocating for the bill's passage. This year's reauthorization must be passed by both the U.S. Senate and the U.S. House of Representatives before it can be sent to the President to be signed into law.

As always, learn more at <http://historycoalition.org/> and feel free to contact me with any questions.

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