

Report from MARAC Awards Committee  
Steering Committee Meeting, January 18, 2018

The call for Distinguished Service Award has been posted. Nominations are due on January 31st.

The Scholarship Committee awarded the following:

The committee received 4 applications for our fall meeting awards, all for the Klein and Trimble Awards. No applications were received for the Stuart Award. The announcement regarding the Stuart Award was sent directly to several local repositories, as well as appearing for a month on the University of Delaware MuseWeekly list.

Scholarship recipients are:

- Emily Flint: Marsha Trimble Award (\$400)
- Eboni Jones: Extra unnamed \$400 award
- Nicole Pease: Joan Echtenkamp Klein Award (\$250)

#### Graduate Scholarships for Archival Education

The Scholarship Committee is currently in the process of soliciting applications for two \$1000 graduate scholarships, to be awarded for the Spring 2019 semester. The application period for these awards closes October 31 and awards will be made by the end of November.

The Finding Aids Award Committee did not receive any applications for the award this year so there is no recipient.

#### **For Steering Committee to consider**

There were two separate awards that didn't have any nominations/applications. Please consider the following suggestions:

The Scholarship Committee requests guidance on how to proceed when no applications are received for an award. This seems most directly relevant to the Stuart Award, which has on more than one occasion received no applicants.

Should the committee:

- 1) Look for eligible applicants among the pool applying for other awards and make the award to one of them
- 2) Not give an award for that cycle, but offer two awards for the following meeting
- 3) Not give an award and offer no additional awards at a later date

In terms of the Finding Aid Award, when there are no submissions, should the committee:

- 1) Not give an award for that cycle, but offer two awards for the following meeting
- 2) Not give an award and offer no additional awards at a later date

Respectfully submitted,

Adriana P. Cuervo, CA  
Awards Committee Chair

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**Date: January 17, 2019**

**To: Members of the MARAC Steering Committee**

**Re: Summary of the Communications Committee Activities (November 2018-January 2019) for Winter Steering Committee Meeting, January 25, 2019**

The Communications Committee is comprised of the following members: Ilhan Citak (Co-chair), Liz Scott (Co-chair), Jodi Boyle, Kathleen Donahoe, Christopher Hartten, Michael Martin, Heidi Abbey Moyer and Melissa Nerino.

**Newsletter MAA:** The team welcomed new Advertising Editor Melissa Nerino to the MAA and provided her with updates about the position and her responsibilities. The Winter 2019 issue of the Mid-Atlantic Archivist was distributed in January. The team updated the MAA editor entry for the MARAC Operations Manual.

**Advertising:** Melissa Nerino joined the Communication Committee on October 31, 2018 taking over for Eric Arnold Fritzler. She has worked with Eric to ensure a smooth transition, got in contact with all of the current and past advertisers and also contacted a few potential leads to prepare for the Winter edition of MAA.

**Blog/Social Media:** On social media, we have gained 25 new followers on Twitter since October. We've also been mentioned by other users more than 40 times since then, the bulk of which occurred during the fall meeting. The MARAC blog has had three new blog posts in that time. On the Facebook group, we've seen 23 new members since October, which brings our new total to 592 members. There have been 21 posts on Facebook by both members and by Kathleen as admin, many of which have seen good engagement numbers. Kathleen expects the numbers for Facebook and Twitter to increase as we get closer to the Morgantown meeting.

**Technical Leaflets:** Chris is continuing to work with Dale on his leaflet concerning ecclesiastical archives which needs some revision and expansion. He is also working at OCRing the old publications via Acrobat so that they will be easier to update and reformat. We are looking into getting a dedicated email for the Technical Leaflets so that authors may submit articles to a dedicated email rather than an editorial board member's personal email. The copyright permissions form is making its way through Steering for approval and we would like Steering's approval of this updated version. **(See Appendix A for draft copy of form)**

Liz Scott will be cycling off of the committee in Spring 2019.

Respectfully submitted by Liz Scott and Ilhan Citak, Co-Chairs

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**Report of the Distinguished Service Award Committee  
Winter 2019 Steering Committee Meeting  
17 January 2019**

The committee has adhered to the recommended actions within the Operations Manual.

Consequently, we have sent out two email messages promoting the award, and also published the template article in the most recent MAA.

Nominations have been submitted, as well as supporting materials.

We will begin our deliberations once the nomination period is concluded.

Respectfully submitted,  
Vin Novara, Chair, Distinguished Service Award

**MARAC  
Diversity and Inclusion Committee Report  
January 2019**

**Date: January 25, 2019**

**To: Members of the MARAC Steering Committee**

**Re: Summary of the Diversity and Inclusion Committee Activities (October 2018-October January 2019) for Winter Steering Committee Meeting, January 25, 2019**

The Diversity and Inclusion Committee is comprised of the following members: Josué Hurtado (chair), Rayna Andrews, Leslie Van Veen McRoberts, and Marci Bayer.

**Program Committee coordination**

Members of the Diversity and Inclusion Committee will begin embedding with the program committees for future conferences.

Josue Hurtado will be the D&I representative for Morgantown, Marci Bayer for Harrisonburg, and Rayna Andrews for Cambridge, MD. This change will have to be reflected in the operations manual and meetings manuals.

**Operations Manual updates**

Diversity and Inclusion Coordinator and Committee pages have been updated.

**Resources Page**

The resource page is now a google doc: (<http://bit.ly/2QrbsrJ>) thanks to Don Sailer for making this change. This should make it easier to update the page and keep adding links. Recently added was a link to Helen Wong Smith's Cultural Diversity Competency workshop which is now available online for free (<https://www.pathlms.com/saa/courses/4839>)

**Lactation Room and all-gender restrooms at Morgantown**

Jane LaBarbara of the Morgantown Local Arrangement Committee (LAC) informed us that she has confirmed that there will be an all-gender restroom at the meeting.

The LAC is also planning a space for a lactation room. The suggested supplies (washtub, wipes, gloves, etc.) are being paid for out of the LAC's budget. Jane suggests that LAC budgeting for supplies is something that should go in the meeting manual as well.

## **Code of conduct**

The previously approved Code of Conduct was also placed in the D& I committees pages in the operations manual. Going forward the committee would like to include the Code in the following places:

- In person registration
- In the online registration process
- In the print program
- In the online program
- On the MARAC website

## **Committee Meetings**

The committee met by conference call on 12/14/18 and has conducted other business by email.

Respectfully submitted by Josué Hurtado (chair)

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MARAC Education Committee Report – 25 January 2019

## **Education**

Paige Newman, Chair

Deirdre Joyce

Dawn Sherman-Fells

Leslie Van Veen McRoberts

Elizabeth Wilkinson

## **Morgantown Conference Workshops Spring 2019:**

Applying Descriptive Cataloging of Rare Materials (Manuscripts)

Full-Day Workshop: 9AM-4PM

Instructors: Diane Ducharme, Margaret Nichols, and Elizabeth O'Keefe

Project Management for Archival Processing

Full-Day Workshop: 9AM-4PM

Instructor: Vin Novara

Red Flag! Identifying Preservation Needs While Processing Collections

Full-Day Workshop: 9AM-4PM

Instructor: Dyani Feige

## **Off-Conference Workshops:**

Co-sponsored a workshop at the Library of Virginia with Virginia Association of Museums (VAM):

Care and Identification of Color Photographs

Instructor: Hillary S. Kativa

We had a tentative workshop (Archives on the Move) planned at Mt. Vernon but it did not work out.

**Continued tasks:**

- ~ Workshop instructors' contracts
- ~ Establishing guidelines for co-sponsorship
- ~ Contacting past workshop instructors and host institutions to create a "go-to" list to streamline planning off conference workshops
- ~ Creating a MARAC Archives Institute

\*Seeking approval for MARAC Cancellation/Refund Policies (please see attached)



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## MARAC Workshops Cancellation/Refund Policies

### **Cancellation**

MARAC Workshops are subject to cancellation 14 days prior to the scheduled date if the minimum enrollment is not reached. Instructors and registrants will be notified immediately after the 14-day deadline in the event of cancellation. Registrants will receive a full refund or an opportunity to apply their registration to another workshop.

### **Refund**

Workshops cancelled by MARAC will result in full refunds. If a registrant must cancel their registration the following conditions apply:

1. Registrants who cancel registration will receive a full refund minus a \$5 administrative fee.
2. Registrants who have not cancelled prior to the start of the workshop (no call, no show) will not receive a refund. In cases of emergency, including family emergencies, illness, or weather, registrants should notify either the Education Committee Chair or the MARAC Administrator to be eligible for a partial refund. Any refund will be processed at the discretion of the Education Committee Chair.
3. Registrants may transfer the registration fee to another Workshop (if space is available) with required approval of the Education Committee Chair and MARAC Administrator.

**MARAC**  
**Membership Committee Report**  
**January 2019**

**Membership**

- Sara A. Borden, Chair
- Sierra Green
- Theresa Altieri Taplin
- Helice Koffler
- Sheridan Sayles (also a member of the Mentorship Program Sub-Committee)
- Yukako Tatsumi
- Cara Griggs
- Vin Novara, Mentorship Program Sub-Committee Liaison
  - Tyler Stump
  - Jennifer King
- Jennie Knies, MARAC Secretary (ex-officio)
- Sara Predmore, MARAC Administrator (ex-officio)

**Progress and News**

- Mentorship Program
  - The sub-committee is moving forward with the creation of the program. One of the first steps of putting the plan into action is the re-establishment of the graduate school liaison program. Sheridan Sayles has been appointed as the graduate school liaison and we are currently discussing whether she will need additional people to join her in her efforts.
- New Member Meet & Greet
  - The event at Wilmington was quite successful. The donated swag was quite a draw. This event is a strong blueprint for future events and planning for WV is well underway.
- Rideshare/Roomshare
  - Sara Predmore has taken responsibility for the spreadsheets and has worked dissemination of the sheets into her schedule of things to do in preparation for conferences.

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## **Report of the Mentoring Subcommittee Winter 2019 Steering Committee Meeting 11 January 2019**

### 1. iSchool Liaison proposal

We considered whether this proposed position is a better fit for the Membership Committee or Mentoring Subcommittee, and determined that Membership Committee is the right choice. We discussed this with the proposer and they concur. Despite that the position straddles both, its immediate impact will be on the Membership. However, this position can certainly liaise to Mentoring, as well, and be a resource for that subcommittee in terms of outreach and programming suggestions. We have reached out to Sara Borden, Chair of the Membership Committee to continue the discussion.

### 2. Mentoring Program Development and Documentation

- We are using Google Drive for a shared workspace
- We are exploring the logistics and requirements of creating a page for the program (ideally linked from the Resources tab)
- We have revised the documentation received from our colleagues in the New England Archivists Association (NEA) to fit the distinct needs of MARAC. The final documents will be available prior to the Morgantown meeting.
- We have reached back out to our colleagues in NEA for appendices referenced in the documentation they have already shared.

### 3. Launching the Program

We are still on track to launch July 1, and will soon begin recruiting participants (mentors and mentees).

Respectfully submitted,  
Vin Novara, MARAC Membership Committee Mentoring Coordinator

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## **Nominations and Elections Committee Report January 2019**

NEC has finalized a slate of 29 candidates for the 2019 election.

Open positions include:

Officers:

- Chair-Elect, 2-year term
- Secretary, 2-year term
- Meetings Coordinator, 2-year term

Members-at-Large, 2-year term (4 positions)

Committees:

- Awards Committee, 3-year term (1 position available)
- Arline Custer Memorial Award Committee, 3-year term (2 positions available)
- Distinguished Service Award Committee, 2-year term (1 position available)
- Finding Aids Award Committee, 3-year term (2 positions available)
- Nominations and Elections Committee, 1-year term (3 positions available)
- Scholarship Committee, 3-year term (2 positions available)

The ballot will be available January 24, 2019 and run through February 8, 2019.

The Committee would like to thank everyone who has recommended and volunteered to run for election. I personally, would like to thank Sara Predmore for her help and guidance during this process, as well as my fellow committee members – Darlene Richardson, Meg Hogan Snyder, Jason Speck, and John Zarrillo – for all their efforts creating this slate.

Respectfully submitted,

Jennifer Henderson  
Chair, Nominations and Elections Committee