

MARAC

Mid-Atlantic Regional Archives Conference

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

STEERING COMMITTEE

Friday, January 25, 2019, 10:00 a.m. – 2:00 p.m.

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
 - 1. Chair's Report (Becky Collier)
 - 2. 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 (??)
- C. Development Coordinator (Sharmila Bhatia)
- D. Web Team (Liz Caringola/Don Sailer)
- E. Regional Archival Association Consortium (Andrew Cassidy-Amstutz)
- F. National Coalition for History (Jan Zastrow)

V. Old Business (40 min)

- A. Operations Manual Wrap-Up (see Secretary's Report)
- B. By-laws (Lauren Brown/Jessica Lydon)
- C. Copyright for leaflets (Becky Collier/Rachel Grove Rohrbaugh)
- D. Disaster Fund Application update (Molly Tighe)

VI. New Business (20 min)

- A. 73 MARAC Furloughed Members (Rachel Grove Rohrbaugh)
- B. Certificate of Thanks for Brigitte Kamsler (Becky Collier)

VII. Standing and Operational Committees (15 min)

- A. Awards (Adriana Cuervo)
- B. Communications (Ilhan Citak/Liz Scott)
- C. Distinguished Service (Vin Novara)
- D. Diversity & Inclusion (Josue Hurtado)
- E. Education (Paige Newman)
 - Workshop Agreement
- F. Membership (Sara Borden)
- G. 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

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Date : January 25, 2019

To : MARAC Steering Committee Members

From: Rebecca L. Collier

Re : Report of Chair

1. Arrangements for next two Steering Committee meetings
 - Because there seemed to be no end in sight to the furlough, we needed to look for another location besides NARA to host today's meeting
 - I checked with our members at the Library of Congress
 - Rachel checked on academic venues near various Mo stops
 - Arrangements for today's meeting site were made with the help of Brigitte Kamsler and Rachel
 - Spring Meeting in Morgantown -- with the assistance of Jane LaBarbara, we have a meeting space in the hotel and a buffet dinner has been arranged
2. By-Laws changes:
 - A few more have been changed since October
 - Vote on them today (see Old Business)
 - The changes are to be sent to membership 30 days before the Morgantown meeting -- Any volunteers to help put this together?
3. RAAC Representation
 - Vin Novara has resigned as MARAC's rep.
 - Andrew Cassidy-Amstutz has volunteered to complete Vin's term
4. Awards and Scholarships
 - There needs to be more systematic way to fund these besides donations and conference profits
 - Use of the Archival Education Fund is being looked into by the Treasurer, Development Coordinator, and the Finance Committee (see more under Treasurer's Report).
5. MARAC Archivist
 - Liz Novara has resigned as the MARAC Archivist since she now works at the Library of Congress Manuscript Division.
 - A new MARAC Archivist will be appointed

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To: MARAC STEERING COMMITTEE
From: SARA PREDMORE, MARAC ADMINISTRATOR
Date: January 25, 2019 – Washington, DC
Re: ADMINISTRATOR'S REPORT

Membership Statistics

There were 850 active members (as of January 15, 2019):

754 Regular Members
55 Retired Members
41 Student Members

Membership Statistics Comparison

Member Type	2016 (as of 1/15/16)	2017 (as of 1/15/17)	2018 (as of 1/15/18)	2019 (as of 1/15/19)	% change 2018-2019
Regular	825	833	759	754	-0.66%
Retired	29	23	26	55	111.54%
Student	95	115	101	41	-59.41%
Total	949	971	886	850	-4.06%

State Caucus Membership Statistics Comparison

Caucus	2016 (as of 1/15/16)	2017 (as of 1/15/17)	2018 (as of 1/15/18)	2019 (as of 1/15/19)
DC	165	185	143	137
Delaware	39	40	43	44
Maryland	187	232	176	176
New Jersey	122	123	138	121
New York	212	206	240	189
Pennsylvania	213	221	207	195
Virginia	170	163	143	141
West Virginia	16	18	15	16

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 (as of 01/15/19)

Month	2016-2017	2017-2018	2018-2019
November	14	10	3
December	14	6	5
January	4	5	6
Total	32	21	14

ADDITIONAL INFORMATION

MemberClicks:

- I worked with the Treasurer to create an online form for expense reimbursement. By standardizing the format and simplifying the submission, the online form should be easier for everyone and more efficient for the Treasurer.
- To create a more robust membership profile, I created a google form to collect information about each member's service to MARAC and updated the database. I also sent a message to membership encouraging everyone to explore the Members Only features on our website and to update their profiles with their MARAC service. As of January 15, 118 members had updated their profile. I plan to add the MARAC Service attribute to the membership renewal form to gather updated information annually.
- Starting in January, I began to send more detailed instructions to new members on how to log in to website and manage their e-list subscriptions.

Website Updates:

- Previous Conferences page: In conjunction with the Web Team and the MARAC Archivist, we simplified the Previous Conferences webpage by compiling a pdf that encompassed several decades of older conference details. We also identified three locations where previous issues of conference programs were stored electronically and adjusted the links on the webpage. The MARAC Archivist and Web Team will continue to streamline the process to access previous issues.
- Member Landing page: I worked with the Web Team to update the landing page and Members Only tab to reflect the same functions and format. I sent instructions to members on how to access and use the Members Only features.

Mid Atlantic Archivist: The MAA Winter 2019 edition (Vol. 48 No. 1) was published on Friday, January 11, 2019.

Spring 2019 Morgantown Conference: We have 13 vendors, 5 sponsors, and 2 advertisers registered. Introductory statement of code of conduct with a link to the full code was added to the online registration form. Program publication and online registration expected to go live the first week of February.

Elections: Candidate biographies were made available to membership on January 21st. Voting will be open from January 24th to February 8th.

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Chair-Elect Report

Steering Committee Meeting
Washington, DC
January 2019

1. Recent Appointments

Name	Title/Committee	Term Ends
Andrew Cassidy-Amstutz	RAAC Representative	Summer 2020
Michael Martin	MAA Assistant Editor, Communications	Fall 2020
Melissa Nerino	MAA Advertising Editor, Communications	Fall 2020

2. Winter Steering Committee Meeting Location

Signed contract for meeting at National Archives. Contacted Brigitte Kamsler, University Archivist at George Washington University and helped arrange meeting at GW as alternative location. Many thanks to Brigitte for coming through on such short notice!

3. ART Statement on DOI Request for Records Disposition Authority

Forwarded to Steering and responded to a MARAC member query related to the November Archivists Round Table of Metropolitan New York statement opposing the U.S. Department of the Interior (DOI) Request for Records Disposition Authority (DAA-0048-2015-0003) and the National Archives and Records Administration (NARA) records appraisal. Members of Steering with expert knowledge of government records management recommended that we not follow ART's lead.

4. Nominations for 2019 MARAC Election

Reached out to specific individuals and encouraged them to run for open positions.

Respectfully submitted,
Rachel Grove Rohrbaugh
Chair-Elect

Meetings Coordinating Committee
21 January 2019

1) Last Meeting:

When: October 11-13, 2018

Where: Wilmington, DE

Hotel: Hotel DuPont

Room Rate: \$169

Food and Beverage Minimum was \$17,500

Local Arrangements and Program Co-Chairs: Emily Cottle, (Vanguard); Sarah Denison, CA (Delaware Public Archives); Kate Fair (Vanguard) ; Maegan Peterman (Delaware Public Archives).

While we did well financially, we did not make the F&B Minimum and had to pay a penalty. We attempted to not pay the penalty, we felt the LAC was not properly informed by the hotel that we were coming in under minimum, however, because they hotel lost money on the meeting, we only pushed so far. Attendance was lower than anticipated.

2) Next Meeting:

When: April 11–13, 2019

Where: Morgantown, WVA

Hotel: Morgantown Marriott at Waterfront Place

Room Rate: \$164

Food and Beverage Minimum: \$15,000.00

Local Arrangements Committee Co-Chairs: Lori Hostuttler (West Virginia University); Danielle Emerling (West Virginia University); and Jane LaBarbara (West Virginia University).

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

We are attempting to find the most effective way to integrate the code of conduct into the “Print Program”. The Morgantown “Print Program” will have a brief statement and a link to the conduct on MARAC’s website. The entire document will be included in the Program Supplement.

3) Future Meetings:

When: November 6-8, 2019

Where: Cambridge, MD

Hotel: Hyatt Regency Chesapeake Bay

Room Rate: \$189

Food and Beverage Minimum: \$28,000

Local Arrangements Committee Co-Chairs: Tara Wink (University of Maryland, Baltimore), Leslie M. Van Veen McRoberts (Salisbury University), and Lindsey Loeper (University of Maryland Baltimore County).

Program Committee Co-Chairs: John LeGloahec (National Archives) and Julia Corrin (Carnegie Mellon University)

When: April 16-18, 2020

Where: Harrisonburg, VA

Hotel: Hotel Madison & Shenandoah Valley Conference Center

Room Rate: \$139

Food and Beverage Minimum: \$20,000

Local Arrangements Committee Co-Chairs: Kate Moss (James Madison University) and Grace Barth (James Madison University)

Program Committee Co-Chairs: Elizabeth Novara (Library of Congress) and Vincent Novara (University of Maryland)

4) Still In Pursuit:

When: Fall 2020

Where: Saratoga Springs, NY

Local Arrangements Committee Co-Chair: Brian Keough

Room Rate: Under \$190, hopefully.

**** Seeking to confirm a date, it may not pan out, in which case it will be moved to spring 2021, probably. In that case, we may be looking at Pennsylvania for Fall 2020. ****

5) Future requested site for review --- Norfolk, VA area.

6) Twinkle in MCC's eye – College Park, MD for MARAC's 2002 50th Anniversary meeting.

- 7) Have begun communication with MAAM, once again, about a dual meeting. This time MAAM seems much more proactive about being open to it. Becky was approached by someone from MAAM at SAA.**

Submitted by

Mary K. Mannix, MCC Chair

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Secretary's Report to Steering

Spring 2019, Washington, DC

Minutes:

January 8, 2019: Submitted draft of October 11, 2018 Steering Committee Minutes to Steering Committee members for comment.

Operations Manual

With Member-At-Large, Margaret Kidd, prepared Committee/Officer description drafts and solicited feedback on content for the revised MARAC Operations Manual (currently located in Google Drive).

December 2018: Met with Margaret Kidd to review progress and plan strategy for 2019. Goal is to have majority of entries completed by Morgantown meeting and a succession plan for any outstanding entries, as well as a plan for regular revisions. Steering will also have to discuss the most appropriate home for this content (Google or elsewhere) moving forward.

December 2018- January 2019: Sent email to committee chairs and officers with instructions on how to update their respective entries. Please see the following document for a progress update (and content pasted below): <https://docs.google.com/document/d/16XoZ5Tq0kEovnhyRZTGaPH-blqypzpVKntNsm7k5AiM/edit?usp=sharing>

Individual positions

Section Name	Draft Submission Created?	Submission Completed?	Notes
Administrator		In progress	Jennie and Margaret schedule meeting with Sara
Advertising Editor	Yes	In progress	Margaret
Archivist	Yes	Yes	

Chair		Yes	
Chair-elect		Yes	
Development Coordinator	Yes	Yes	Completed 12/12/2018
Diversity and Inclusion Coordinator (New position)	Yes	In progress	Jennie (edited and contacted Josue on 12/11)
Historian	Yes	Yes	
MAA Assistant Editor	Yes	Yes	
MAA Editor	Yes	Yes	
Meetings Coordinator	Yes	In progress	Jennie (edited and contacted Mary on 12/12)
Members-at-Large	Yes	In progress	Margaret
National Coalition for History Representative	Yes	Yes	
Parliamentarian	Yes	In progress	Jennie
Secretary	Yes	Yes	
State Caucus Rep	Yes	In progress	Margaret
Technical Leaflet Editor	Yes		Jennie
Treasurer	Yes	Yes	
Workshop Coordinator	Yes		Margaret

Committees

Section Name	Draft Submission Created?	Submission Completed?	Notes
Arline Custer Memorial Award Committee	Yes		Margaret
Awards Committee	Yes		Margaret
Communications Committee	Yes		Jennie sent revision to Ilhan and Elizabeth 12/11/2018

Distinguished Service Award Committee	Yes	Yes	Finalized 12/13/2018
Diversity and Inclusion Committee (New Committee)	Yes		Jennie (edited and contacted Josue on 12/11)
Education Committee	Yes	Yes	
Finance Committee	Yes	Yes	
Finding Aids Award Committee	Yes		Margaret
Meetings Coordinating Committee	Yes		Jennie (edited and contacted Mary on 12/12)
Membership Committee	Yes		Jennie (edited and contacted Sara Borden on 1/7/2019)
Nominations and Election Committee	Yes	Yes	
Scholarship Committee	Yes		Margaret
Steering Committee			Jennie and Margaret need to talk to others
Web Team	Yes		Jennie edited and contact Web Team on 1/7/2019
New Committee Formation guidelines		In Progress	Jennie and Margaret need to talk to others

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January 18, 2019

**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, January 18, in advance of the Winter 2019 Steering meeting to be held in Washington, D.C. on January 25, 2019.

1. The First Quarter Treasurer's Report (see attached) has been amended after corrections were identified.
2. Highlights of the Second Quarter Treasurer's Report (see attached) are listed below.
 - The income is from membership dues; Fall 2018 conference income; MAA advertising; income from an off-meeting workshop; investment interest; and gifts to general operations and the restricted funds. The miscellaneous income came from the conference cash.
 - Expenses are from Administrator salary; advocacy money to the National Historical Commission; conference expenses including website fees; fall awards and scholarships; reimbursements and honoraria for conference workshop and plenary speakers; Dickinson College reimbursements for postage and printing; fees relating to securing tax-exempt status in West Virginia for the Morgantown conference; and banking and credit card transaction fees.
3. 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 – .015%
 - Vanguard Bonds – up 1.3% and .6% from last quarter
4. The final report for the Wilmington, DE (Fall 2018) meeting is attached and will be forwarded to the Steering Committee. The meeting made a profit of \$4,381.54.
5. The Archives Month Fundraising Drive was a big success, raising \$875. Congratulations, Sharmila!
 - Finance asks Steering to clarify the constraints on the Archival Education Fund. Specifically, is research and scholarly publication educational? If those pursuits are not

educational, does Steering want to rename/expand the fund to include those pursuits? Finance suggests that the travel/meeting awards are educational and can therefore be funded out of the AEF if Steering approves. Finance is willing to finance additional scholarships or uses of that fund, but doesn't want to create work for other committees. Finance suggests that committees come up with uses for the fund and come to Finance to seek funding. The Treasurer will be more vocal in encouraging committees to be creative and expansive and to come to Finance seeking money. Some ideas for additional uses of the Archival Education Fund are as follows:

- Fund the establishment of the Mid-Atlantic Archives Institute
- Undergraduate scholarships - \$1000
- Operations grants to archives
- Additional travel scholarships (from full ride [\$400] to conference registration only)
- Research/sabbatical grants
- More publication prizes?
- Scholarships for minority students pursuing archival studies
- First-time meeting attendance award, first-time meeting presenter award
- New author award - first-time published award
- 1 completely-subsidized workshop per year - preferably a diversity and inclusion workshop. Either on- or off-conference.

FY 2019, 1st Quarter

(July 1, 2018 to September 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	\$25,893.00				\$25,893.00	60%
Conference Registration	\$95,000.00	\$30,726.00				\$30,726.00	32%
Conference Vendors	\$15,000.00	\$3,100.00				\$3,100.00	21%
Conference Sponsorship	\$6,000.00	\$1,000.00				\$1,000.00	17%
Publication Advertising	\$4,000.00	\$1,205.00				\$1,205.00	30%
Publication Sales	\$350.00	\$45.00				\$45.00	13%
Mailing List Sales	\$150.00	\$0.00				\$0.00	0%
Off-Meeting Workshops	\$13,500.00	(\$90.00)				(\$90.00)	-1%
Bank Interest	\$100.00	\$34.33				\$34.33	34%
Investment Interest	\$2,000.00	\$294.50				\$294.50	15%
Gifts to Operations	\$500.00	\$180.00				\$180.00	36%
Miscellaneous	\$0.00	\$0.00				\$0.00	0%
Total Income	\$179,600.00	\$62,387.83	\$0.00	\$0.00	\$0.00	\$62,387.83	35%
EXPENSES							
Administrator	\$20,000.00	\$6,169.81				\$6,169.81	31%
Web Services	\$5,125.00	\$5,388.00				\$5,388.00	105%
Archivist	\$1,000.00	\$750.00				\$750.00	75%
Accountant	\$1,500.00	\$0.00				\$0.00	0%
Advocacy	\$2,095.00	\$0.00				\$0.00	0%
Insurance Policy	\$1,100.00	\$300.00				\$300.00	27%
Phone	\$650.00	\$164.69				\$164.69	25%
Postage	\$1,085.00	\$440.21				\$440.21	41%
Office Supplies	\$150.00	\$330.82				\$330.82	221%
Food	\$6,305.00	\$363.48				\$363.48	6%
Travel	\$5,290.00	\$1,111.94				\$1,111.94	21%
Equipment	\$0.00	\$689.74				\$689.74	0%
Printing and Design	\$8,700.00	\$1,486.61				\$1,486.61	17%
Conference	\$105,000.00	\$0.00				\$0.00	0%
Lodging	\$3,700.00	\$75.15				\$75.15	2%
Honoraria	\$6,350.00	\$0.00				\$0.00	0%
Awards and Prizes	\$1,450.00	\$295.00				\$295.00	20%
Scholarships	\$2,000.00	\$0.00				\$0.00	0%
Banking Fees	\$7,200.00	\$1,540.85				\$1,540.85	21%
Investments	\$0.00	\$0.00				\$0.00	0%
Disaster Assistance	\$0.00	\$0.00				\$0.00	0%
Miscellaneous	\$900.00	\$0.00				\$0.00	0%
Total Expenses	\$179,600.00	\$19,106.30	\$0.00	\$0.00	\$0.00	\$19,106.30	11%
Net Income or (Loss)		\$43,281.53	\$0.00	\$0.00	\$0.00	\$43,281.53	

Account Balances

			<u>Opening</u>	<u>Credits</u>	<u>Debits</u>	<u>Closing</u>
PNC Checking	\$124,202.32	Operating	\$0.00	\$62,387.83	(\$19,106.30)	\$43,281.53
PNC Savings	\$76,521.66	Restricted	\$142,150.00	\$1,581.00	\$0.00	\$143,731.00
Vanguard Bonds	\$80,718.35	Reserve	\$62,860.00	\$0.00	\$0.00	\$62,860.00
Total	\$281,442.33	Surplus	\$76,432.33	\$0.00	\$0.00	\$76,432.33
		Totals	\$281,442.33	\$63,968.83	(\$19,106.30)	\$326,304.86

Summary - First Quarter FY 2019

Opening Balance	\$281,442.33
Total Income	\$63,968.83
Total Expenses	(\$19,106.30)
Closing Balance	\$326,304.86

Restricted Funds

			<u>Opening</u>	<u>New Gifts</u>	<u>Spending</u>	<u>Closing</u>
PNC Savings	\$63,012.65	Disaster Assist.	\$11,468.00	\$710.00	\$0.00	\$12,178.00
Vanguard Bonds	\$80,718.35	Education	\$122,907.00	\$591.00	\$0.00	\$123,498.00
Total	\$143,731.00	Grad Scholarship	\$2,000.00	\$255.00	\$0.00	\$2,255.00
		Finch Award	\$5,775.00	\$25.00	\$0.00	\$5,800.00
		Total	\$142,150.00	\$1,581.00	\$0.00	\$143,731.00

FY 2019, 1st Quarter

(July 1, 2018 to September 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	\$25,893.00				\$25,893.00	60%
Conference Registration	\$95,000.00	\$30,726.00				\$30,726.00	32%
Conference Vendors	\$15,000.00	\$3,100.00				\$3,100.00	21%
Conference Sponsorship	\$6,000.00	\$1,000.00				\$1,000.00	17%
Publication Advertising	\$4,000.00	\$1,205.00				\$1,205.00	30%
Publication Sales	\$350.00	\$45.00				\$45.00	13%
Mailing List Sales	\$150.00	\$0.00				\$0.00	0%
Off-Meeting Workshops	\$13,500.00	(\$90.00)				(\$90.00)	-1%
Bank Interest	\$100.00	\$34.33				\$34.33	34%
Investment Interest	\$2,000.00	\$294.50				\$294.50	15%
Gifts to Operations	\$500.00	\$180.00				\$180.00	36%
Miscellaneous	\$0.00	\$0.00				\$0.00	0%
Total Income	\$179,600.00	\$62,387.83	\$0.00	\$0.00	\$0.00	\$62,387.83	35%
EXPENSES							
Administrator	\$7,830.00	\$5,671.80				\$5,671.80	72%
Executive Officers	\$23,600.00	\$6,919.81				\$6,919.81	29%
DE Caucus	\$500.00	\$0.00				\$0.00	0%
DC Caucus	\$500.00	\$0.00				\$0.00	0%
MD Caucus	\$500.00	\$0.00				\$0.00	0%
NJ Caucus	\$500.00	\$45.00				\$45.00	9%
NY Caucus	\$500.00	\$0.00				\$0.00	0%
PA Caucus	\$500.00	\$0.00				\$0.00	0%
VA Caucus	\$400.00	\$0.00				\$0.00	0%
WV Caucus	\$450.00	\$0.00				\$0.00	0%
Steering	\$6,440.00	\$1,432.87				\$1,432.87	22%
Communications	\$9,850.00	\$1,783.79				\$1,783.79	18%
Education	\$10,600.00	\$0.00				\$0.00	0%
Diversity and Inclusion	\$0.00	\$0.00				\$0.00	#DIV/0!
Meetings Coordinating	\$0.00	\$689.74				\$689.74	0%
Finance	\$8,730.00	\$1,540.85				\$1,540.85	18%
Membership	\$200.00	\$63.73				\$63.73	32%
Nominating	\$50.00	\$27.93				\$27.93	56%
Custer	\$450.00	\$0.00				\$0.00	0%
Distinguished Service	\$250.00	\$13.65				\$13.65	5%
Finding Aids	\$750.00	\$0.00				\$0.00	0%
Scholarship	\$2,000.00	\$250.00				\$250.00	13%
Fall Conference (LAC)	\$50,000.00	\$630.82				\$630.82	1%
Spring Conference (LAC)	\$55,000.00	\$36.31				\$36.31	0%
Total Expenses	\$179,600.00	\$19,106.30	\$0.00	\$0.00	\$0.00	\$19,106.30	11%
Net Income or (Loss)		\$43,281.53	\$0.00	\$0.00	\$0.00	\$43,281.53	

Account Balances

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PNC Checking	\$124,202.32	Operating	\$0.00	\$62,387.83	(\$19,106.30)	\$43,281.53
PNC Savings	\$76,521.66	Restricted	\$142,150.00	\$1,581.00	\$0.00	\$143,731.00
Vanguard Bonds	\$80,718.35	Reserve	\$62,860.00	\$0.00	\$0.00	\$62,860.00
Total	\$281,442.33	Surplus	\$76,432.33	\$0.00	\$0.00	\$76,432.33
		Totals	\$281,442.33	\$63,968.83	(\$19,106.30)	\$326,304.86

Summary - First Quarter FY 2019

Opening Balance	\$281,442.33
Total Income	\$63,968.83
Total Expenses	(\$19,106.30)
Closing Balance	\$326,304.86

Restricted Funds

			<u>Opening</u>	<u>New Gifts</u>	<u>Spending</u>	<u>Closing</u>
PNC Savings	\$63,012.65	Disaster Assist.	\$11,468.00	\$710.00	\$0.00	\$12,178.00
Vanguard Bonds	\$80,718.35	Education	\$122,907.00	\$591.00	\$0.00	\$123,498.00
Total	\$143,731.00	Graduate Scholar	\$2,000.00	\$255.00	\$0.00	\$2,255.00
		Finch Award	\$5,775.00	\$25.00	\$0.00	\$5,800.00
		Total	\$142,150.00	\$1,581.00	\$0.00	\$143,731.00

FY 2019, 2nd Quarter (October 1, 2018 to December 31, 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	\$25,893.00	\$2,242.00			\$28,135.00	65%
Conference Registration	\$95,000.00	\$30,726.00	\$3,431.00			\$34,157.00	36%
Conference Vendors	\$15,000.00	\$3,100.00	\$6,950.00			\$10,050.00	67%
Conference Sponsorship	\$6,000.00	\$1,000.00	\$6,250.00			\$7,250.00	121%
Publication Advertising	\$4,000.00	\$1,205.00	\$360.00			\$1,565.00	39%
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	\$13,500.00	(\$90.00)	\$797.50			\$707.50	5%
Bank Interest	\$100.00	\$34.33	\$35.48			\$69.81	70%
Investment Interest	\$2,000.00	\$294.50	\$778.26			\$1,072.76	54%
Gifts to Operations	\$500.00	\$180.00	\$25.00			\$205.00	41%
Miscellaneous	\$0.00	\$0.00	\$75.00			\$75.00	0%
Total Income	\$179,600.00	\$62,387.83	\$20,944.24	\$0.00	\$0.00	\$83,332.07	46%
EXPENSES							
Administrator	\$20,000.00	\$6,169.81	\$3,634.58			\$9,804.39	49%
Web Services	\$5,125.00	\$5,388.00	\$74.00			\$5,462.00	107%
Archivist	\$1,000.00	\$750.00	\$0.00			\$750.00	75%
Accountant	\$1,500.00	\$0.00	\$0.00			\$0.00	0%
Advocacy	\$2,095.00	\$0.00	\$1,500.00			\$1,500.00	72%
Insurance Policy	\$1,100.00	\$300.00	\$0.00			\$300.00	27%
Phone	\$650.00	\$164.69	\$165.00			\$329.69	51%
Postage	\$1,085.00	\$440.21	\$352.96			\$793.17	73%
Office Supplies	\$150.00	\$330.82	\$40.80			\$371.62	248%
Food	\$6,305.00	\$363.48	\$1,403.60			\$1,767.08	28%
Travel	\$5,290.00	\$1,111.94	\$464.72			\$1,576.66	30%
Equipment	\$0.00	\$689.74	\$0.00			\$689.74	0%
Printing and Design	\$8,700.00	\$1,486.61	\$4,180.86			\$5,667.47	65%
Conference	\$105,000.00	\$0.00	\$34,250.87			\$34,250.87	33%
Lodging	\$3,700.00	\$75.15	\$139.22			\$214.37	6%
Honoraria	\$6,350.00	\$0.00	\$1,950.00			\$1,950.00	31%
Awards and Prizes	\$1,450.00	\$295.00	\$850.00			\$1,145.00	79%
Scholarships	\$2,000.00	\$0.00	\$710.24			\$710.24	36%
Banking Fees	\$7,200.00	\$1,540.85	\$1,506.85			\$3,047.70	42%
Investments	\$0.00	\$0.00	\$0.00			\$0.00	0%
Disaster Assistance	\$0.00	\$0.00	\$0.00			\$0.00	0%
Miscellaneous	\$900.00	\$0.00	\$50.00			\$50.00	6%
Total Expenses	\$179,600.00	\$19,106.30	\$51,273.70	\$0.00	\$0.00	\$70,380.00	39%
Net Income or (Loss)		\$43,281.53	(\$30,329.46)	\$0.00	\$0.00	\$12,952.07	

Account Balances

			<u>Opening</u>	<u>Credits</u>	<u>Debits</u>	<u>Closing</u>
PNC Checking	\$92,447.12	Operating	\$43,281.53	\$20,944.24	(\$51,273.70)	\$12,952.07
PNC Savings	\$76,557.14	Restricted	\$143,731.00	\$860.00	(\$2,000.00)	\$142,591.00
Vanguard Bonds	\$81,496.61	Reserve	\$62,860.00	\$0.00	\$0.00	\$62,860.00
Total	\$250,500.87	Surplus	\$78,432.33	\$0.00	\$0.00	\$78,432.33
		Totals	\$328,304.86	\$21,804.24	(\$53,273.70)	\$296,835.40

Summary - Second Quarter FY 2019

Opening Balance	\$326,304.86
Total Income	\$21,804.24
Total Expenses	(\$53,273.70)
Closing Balance	\$294,835.40

Restricted Funds

			<u>Opening</u>	<u>New Gifts</u>	<u>Spending</u>	<u>Closing</u>
PNC Savings	\$61,094.39	Disaster Assist.	\$12,178.00	\$130.00	\$0.00	\$12,308.00
Vanguard Bonds	\$81,496.61	Education	\$123,498.00	\$90.00	\$0.00	\$123,588.00
Total	\$142,591.00	Graduate Scholar	\$2,255.00	\$640.00	(\$2,000.00)	\$895.00
		Finch Award	\$5,800.00	\$0.00	\$0.00	\$5,800.00
		Total	\$143,731.00	\$860.00	(\$2,000.00)	\$142,591.00

FY 2019, 2nd Quarter (October 1, 2018 to December 31, 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	\$25,893.00	\$2,242.00			\$28,135.00	65%
Conference Registration	\$95,000.00	\$30,726.00	\$3,431.00			\$34,157.00	36%
Conference Vendors	\$15,000.00	\$3,100.00	\$6,950.00			\$10,050.00	67%
Conference Sponsorship	\$6,000.00	\$1,000.00	\$6,250.00			\$7,250.00	121%
Publication Advertising	\$4,000.00	\$1,205.00	\$360.00			\$1,565.00	39%
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	\$13,500.00	(\$90.00)	\$797.50			\$707.50	5%
Bank Interest	\$100.00	\$34.33	\$35.48			\$69.81	70%
Investment Interest	\$2,000.00	\$294.50	\$778.26			\$1,072.76	54%
Gifts to Operations	\$500.00	\$180.00	\$25.00			\$205.00	41%
Miscellaneous	\$0.00	\$0.00	\$75.00			\$75.00	0%
Total Income	\$179,600.00	\$62,387.83	\$20,944.24	\$0.00	\$0.00	\$83,332.07	46%
EXPENSES							
Administrator	\$7,830.00	\$5,671.80	\$394.72			\$6,066.52	77%
Executive Officers	\$23,600.00	\$6,919.81	\$3,634.58			\$10,554.39	45%
DE Caucus	\$500.00	\$0.00	\$0.00			\$0.00	0%
DC Caucus	\$500.00	\$0.00	\$0.00			\$0.00	0%
MD Caucus	\$500.00	\$0.00	\$0.00			\$0.00	0%
NJ Caucus	\$500.00	\$45.00	\$0.00			\$45.00	9%
NY Caucus	\$500.00	\$0.00	\$0.00			\$0.00	0%
PA Caucus	\$500.00	\$0.00	\$0.00			\$0.00	0%
VA Caucus	\$400.00	\$0.00	\$250.00			\$250.00	63%
WV Caucus	\$450.00	\$0.00	\$0.00			\$0.00	0%
Steering	\$6,440.00	\$1,432.87	\$2,810.00			\$4,242.87	66%
Communications	\$9,850.00	\$1,783.79	\$1,898.35			\$3,682.14	37%
Education	\$10,600.00	\$0.00	\$589.48			\$589.48	6%
Diversity and Inclusion	\$0.00	\$0.00	\$0.00			\$0.00	0%
Meetings Coordinating	\$0.00	\$689.74	\$0.00			\$689.74	0%
Finance	\$8,730.00	\$1,540.85	\$1,534.13			\$3,074.98	35%
Membership	\$200.00	\$63.73	\$71.56			\$135.29	68%
Nominating	\$50.00	\$27.93	\$0.00			\$27.93	56%
Custer	\$450.00	\$0.00	\$0.00			\$0.00	0%
Distinguished Service	\$250.00	\$13.65	\$600.00			\$613.65	245%
Finding Aids	\$750.00	\$0.00	\$0.00			\$0.00	0%
Scholarship	\$2,000.00	\$250.00	\$650.00			\$900.00	45%
Fall Conference (LAC)	\$50,000.00	\$630.82	\$38,790.88			\$39,421.70	79%
Spring Conference (LAC)	\$55,000.00	\$36.31	\$50.00			\$86.31	0%
Total Expenses	\$179,600.00	\$19,106.30	\$51,273.70	\$0.00	\$0.00	\$70,380.00	39%
Net Income or (Loss)		\$43,281.53	(\$30,329.46)	\$0.00	\$0.00	\$12,952.07	

Account Balances

			<u>Opening</u>	<u>Credits</u>	<u>Debits</u>	<u>Closing</u>
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Total	\$250,500.87	Surplus	\$78,432.33	\$0.00	\$0.00	\$78,432.33
		Totals	\$328,304.86	\$21,804.24	(\$53,273.70)	\$296,835.40

Summary - Second Quarter FY 2019

Opening Balance	\$326,304.86
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Vanguard Bonds	\$81,496.61	Education	\$123,498.00	\$90.00	\$0.00	\$123,588.00
Total	\$142,591.00	Graduate Scholar	\$2,255.00	\$640.00	(\$2,000.00)	\$895.00
		Finch Award	\$5,800.00	\$0.00	\$0.00	\$5,800.00
		Total	\$143,731.00	\$860.00	(\$2,000.00)	\$142,591.00

MARAC Fall 2018 Meeting**Wilmington, DE****Final Summary**

Category	Budget for 350 Attendees	Total for 279 Attendees
INCOME		
Registration Fees	\$36,350.00	\$27,190.00
Exhibitor Fees + Sponsorships	\$11,600.00	\$10,675.00
Meals	\$4,774.00	\$3,370.00
Thursday NM Reception Sponsorship	\$1,000.00	\$750.00
Friday Reception Tickets + Sponsorships	\$1,500.00	\$7,450.00
Tour Fees	\$830.00	\$1,393.00
Workshop Fees	\$3,925.00	\$1,945.00
TOTAL INCOME	\$59,979.00	\$52,773.00
EXPENSES		
Administrative Services	\$5,000.00	\$5,000.00
Hotel Expenses	\$7,250.00	\$1,271.55
LAC Expenses	\$400.00	\$125.00
Meal Expenses	\$25,324.00	\$22,412.48
Reception	\$13,906.50	\$14,712.84
Registration/Program	\$3,050.00	\$3,013.01
Session/Plenary Speakers	\$1,266.00	\$310.00
Tour Expenses	\$630.00	\$1,114.00
Workshop Expenses	\$3,100.00	\$1,692.58
TOTAL EXPENSES	\$59,926.50	\$49,651.46
Profit	\$52.50	\$3,121.54
Thursday Steering Dinner	\$1,600.00	\$1,260.00
Net Income/Projected Profit	\$1,652.50	\$4,381.54

MARAC Fall 2018 Meeting

Wilmington, DE

Wilmington, DE

Final Income

Category	Cost/Item	Budgeted 350	Total	Cost/Item	Actual 279	Total
INCOME						
Registration Fees						
Pre-Reg Members	\$95.00	180	\$17,100.00	\$95.00	197	\$18,715.00
Pre-Reg Non-Members	\$135.00	55	\$7,425.00	\$135.00	20	\$2,700.00
Late Reg Members	\$105.00	30	\$3,150.00	\$105.00	16	\$1,680.00
Late Reg Non-Members	\$145.00	25	\$3,625.00	\$145.00	5	\$725.00
Member, on-site	\$115.00	15	\$1,725.00	\$115.00	10	\$1,150.00
Non-member, on-site	\$155.00	10	\$1,550.00	\$155.00	5	\$775.00
Student registration	\$50.00	30	\$1,500.00	\$50.00	12	\$600.00
Comp or Workshop Only				\$0.00	13	\$0.00
(1-day) Saturday only	\$55.00	5	\$275.00	\$55.00	1	\$55.00
Business Archives Forum				\$60.00	13	\$780.00
Service Fee Retained for Late Cancellation				\$10.00	1	\$10.00
Total Registration Fees		350	\$36,350.00		292	\$27,190.00
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	0	\$0.00
Ads (Quarter Page)	\$200.00	2	\$400.00	\$200.00	0	\$0.00
Ads (Business Card)	\$125.00	2	\$250.00	\$125.00	1	\$125.00
Ads (Half Page + Table)				\$100.00	2	\$200.00
Ads (Full Page + Table)				\$300.00	1	\$300.00
Donations/Sponsorships	\$500.00	2	\$1,000.00	\$300.00	1	\$300.00
Donations/Sponsorships	\$250.00	3	\$750.00	\$250.00	1	\$250.00
Rental-1 Table	\$600.00	6	\$3,600.00	\$600.00	15	\$9,000.00
Rental-2 Tables	\$800.00	6	\$4,800.00	\$800.00	0	\$0.00
Total Exhibitor Fees			\$11,900.00			\$10,675.00

Meals

Exhibitor Lunch - Friday	\$37.00	2	\$74.00	\$37.00	0	\$0.00
Lunch, Friday (Turkey)	\$25.00	65	\$1,625.00	\$15.00	65	\$975.00
Lunch, Friday (Beef)	\$25.00	50	\$1,250.00	\$15.00	55	\$825.00
Lunch, Friday (Veg)	\$25.00	25	\$625.00	\$15.00	30	\$450.00
Sat Breakfast Mtg	\$20.00	60	\$1,200.00	\$20.00	56	\$1,120.00
Total Meals			\$4,774.00			\$3,370.00

Thurs. New Member**Reception**

Sponsorship				\$500.00	1	\$500.00
Sponsorship	\$1,000.00	1	\$1,000.00	\$250.00	1	\$250.00
Total TNM Reception			\$1,000.00			\$750.00
Income						

Friday Reception

Guest Tickets	\$25.00	20	\$500.00	\$20.00	10	\$200.00
Sponsorship	\$1,000.00	1	\$1,000.00	\$1,500.00	1	\$1,500.00
Sponsorship				\$250.00	1	\$250.00
Sponsorship				\$500.00	1	\$500.00
Sponsorship				\$5,000.00	1	\$5,000.00
Total Reception Income			\$1,500.00			\$7,450.00

Tour Fees

T1 Old Swedes Church	\$5.00	10	\$50.00	\$5.00	10	\$50.00
T2 Winterthur				\$37.00	17	\$629.00
T3 Mt Cuba	\$12.00	10	\$120.00	\$12.00	6	\$72.00
T4 Delaware History	\$5.00	10	\$50.00	\$5.00	7	\$35.00
T5 Hagley	\$5.00	10	\$50.00	\$5.00	12	\$60.00
T6 Nemours	\$15.00	10	\$150.00	\$15.00	21	\$315.00
T7 Auburn Heights	\$14.00	10	\$140.00	\$14.00	8	\$112.00
T8 Brandywine River (cancelled)	\$22.00	10	\$220.00	\$22.00	0	\$0.00
T9 Twin Lakes	\$5.00	10	\$50.00	\$5.00	24	\$120.00
Total Tour Fees			\$830.00			\$1,393.00

Workshop Fees

Workshop #1	\$45.00	15	\$675.00	\$45.00	11	\$495.00
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Workshop #2	\$45.00	20	\$900.00	\$25.00	6	\$150.00
Workshop #3	\$90.00	15	\$1,350.00	\$25.00	7	\$175.00
Workshop #4	\$25.00	40	\$1,000.00	\$90.00	7	\$630.00
Workshop #5				\$45.00	11	\$495.00
Total Workshop Fees		90	\$3,925.00		42	\$1,945.00
Total Income			\$60,279.00			\$52,773.00

MARAC Fall 2018

Wilmington, DE

Final Expenses

Category	Budgeted 350			Actual 279		
	Cost/Item	Attendees	Total	Cost/Item	Attendees	Total
EXPENSES						
Administrative Services			\$5,000.00	5,000.00	1	5,000.00
Hotel Expenses						
Hotel Deposit			-\$1,000.00			(1,000.00)
Standard AV Expenses			\$7,000.00	129.63	15	1,944.45
Other AV (Modem Line)				152.50	1	152.50
Other AV (Power Strips)				12.20	3	36.60
Porterage						138.00
Misc. Expenses			\$250.00			
Total Hotel Expenses			\$7,250.00			\$1,271.55
LAC Expenses						
Miscellaneous Expenses (Tips)	\$400.00	1	\$400.00	125.00	1	125.00
Total LAC Expenses			\$400.00			\$125.00
Meal Expenses						
Coffee Breaks Thursday am/pm	\$30.00	40	\$1,200.00	14.64	60	878.40
Steering Committee	\$64.00	25	\$1,600.00	45.00	28	1,260.00
New Member Reception Food		30	\$300.00	17.08	100	1,708.00
New Member Reception Bar				152.50	1	152.50
Friday Continental Breakfast	\$22.00	260	\$5,720.00	21.96	200	4,392.00
Friday Continental Breakfast				17.08	200	3,416.00
Friday Continental Breakfast				14.64	200	2,928.00
Coffee Breaks Friday am/pm	\$30.00	260	\$7,800.00			-
Lunch, Friday (Chicken)	\$37.00	65	\$2,405.00	21.96	168	3,689.28
Lunch, Friday (Steak)	\$37.00	50	\$1,850.00			-
Lunch, Friday (Veg)	\$37.00	25	\$925.00			-
Exhibitor Lunch - Friday	\$37.00	2	\$74.00			-
Friday Lunch Beverages				152.50	1	152.50

Saturday Business Breakfast	\$30.00	115	\$3,450.00	29.28	60	1,756.80
Saturday Break Drinks				4.88	100	488.00
Subtotal Meal Expenses			\$25,324.00			\$20,821.48
Food and Beverage Surcharge						\$1,591.00
Total Meal Expenses						\$22,412.48
Reception						
Insurance			\$400.00			300.00
Caterer + Facility Fees			\$13,506.50			14,412.84
Transportation Fees			\$0.00			
Total Reception Costs			\$13,906.50			14,712.84
Registration/Program						
Program			\$2,800.00			2,553.96
Meal and Drink Tickets						54.23
Website				74.00	1	74.00
Folders, Badges, etc.			\$250.00	202.57	1	202.57
Folders, Badges, etc.				128.25	1	128.25
Total Registration/Program Costs			\$3,050.00			\$3,013.01
Session/Plenary Speakers						
Honoraria						200.00
Lodging			\$0.00			
Meals/Per diem			\$266.00			
Travel			\$1,000.00			
Registration and lunch in lieu of honorarium (Kidd)						110.00
Total Session/Plenary			\$1,266.00			\$310.00
Tour Expenses						
T1 Old Swedes Church			\$0.00	5.00	10	\$50.00
T2 Winterthur			\$0.00			\$592.00
T3 Mt Cuba	\$12.00	10	\$120.00			\$0.00
T4 Delaware History			\$0.00			\$0.00
T5 Hagley			\$0.00			\$0.00
T6 Nemours	\$15.00	10	\$150.00	15.00	24	\$360.00
T7 Auburn Heights	\$14.00	10	\$140.00	14.00	8	\$112.00
T8 Brandywine River (cancelled)	\$22.00	10	\$220.00			\$0.00
T9 Twin Lakes			\$0.00			\$0.00
Total Tour Expenses			\$630.00			\$1,114.00

Workshop Expenses

Honoraria	\$2,000.00			1,500.00
Lodging/Meals	\$500.00			48.95
Travel (Speakers)	\$400.00			98.63
New Member Discount		45.00	1	45.00
Misc. Expenses	\$200.00			
Total Workshop Expenses	\$3,100.00			\$1,692.58
Total Expenses	\$59,926.50			\$49,651.46

MARAC Historian Report

January/2019 (for the MARAC Steering Committee Meeting in Washington, DC)

After many years of service as MARAC's 4th archivist, Liz Novara left UMD at the end of calendar year 2018 to take up a position in the Manuscript Division at the Library of Congress. She will be missed here in Hornbake Library at UMD! I will bring copies to Steering of her December 12th email, which announces this news and spells out how reference work pertaining to the MARAC Archives will be handled, going forward. Fortunately (beyond myself), there are number of archivists on the current staff in Hornbake Library who can take care of this assignment, including Emily Flint, who participated in our last Steering Committee meeting in Wilmington (then as a student assistant in our iSchool; she is now a contractual archivist, having received her MLS this last December).

Emily and I are completing our work on organizing recently-accessioned files earmarked for inclusion into MARAC's core archival collection. We anticipate that these accessions will be represented in an updated finding aid to the MARAC Archives later this semester..

Since Wilmington I have provided some assistance with a few reference queries and also coordinated the creation of a revised (corrected) certificate for our last DSA Award winner, John LeGloahec. John received this certificate in December; we had a nice lunch on the UMD campus—and the day we selected to get together turned out to be his birthday as well!

As Historian I am continuing to work on updating and expanding 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

Date: January 25, 2019

To: Steering Committee

From: Sharmila Bhatia, Development Coordinator

Subject: Development Coordinator's Report to Steering

Archives Month Giving:

We asked members to donate during Archives Month (October) and the fundraising was successful. We received donations totaling \$875 which are itemized in the chart below. Thanks to Sara Predmore for the chart.

Archives Month Donations (Oct 2018)		
	Donation Form	Membership Form
Archival Education Fund	\$85.00	0
C. Herbert Finch Award Fund	0	0
General Operating Support Fund	0	\$25.00
Graduate Scholarship Fund	\$635.00	0
Disaster Relief Fund	\$125.00	\$5.00
Total Per Form	\$845.00	\$30.00
	\$875.00	

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Web Team Report

Steering Committee Meeting
George Washington University
January 25, 2019

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

Updates since the last Steering Meeting:

The Web Team has continued to clean up various sections of the MARAC website, including Archives Month, Publications, Upcoming Conferences, and Previous Conferences. We are also still cleaning up the administrative backend of the site and hope to complete that project by the end of the year.

In 2019 the Web Team will be reviewing our completed projects and developing long-term plans for new ways to enhance and improve the experience for users on the MARAC website. As our committee was established in 2015 to help with migration to a new Association Management Software as well as developing a new MARAC website, we believe that this year is the right time to look to our committee's future. We are investigating using a free project tracking tool to help our team keep track of who is working on which task, including for new site updates as well as our long-term plans for improving the experience for users on the MARAC website. We will also develop our section of the Operations manual as well as specific guides related to Web Team operations (such as a style guide).

Other tasks include:

- Liz and Anastasia maintained the Job Opportunities page
- Liz and Don tested the Spring 2019 Conference registration form
- Don updated the Members-Only dropdown menu that appears on after members login and assisted the MARAC Administrator with other various technical issues.
- Don added the Code of Conduct to the site and updated committee pages as requested, including education, scholarship, and diversity pages
- Liz updated caucus pages as requested.

Respectfully submitted,
Don Sailer

Regional Archival Associations Consortium Representative

Winter 2019 MARAC Steering Committee Report

- RAAC Co-Chairs Mary Rubin and Philip Skroska will approach prior Education Subcommittee members to determine new subcommittee chair
- Given choice of RAAC subcommittees as new representative
 - Will remain with Education Subcommittee
 - Awaiting contact from new Education Subcommittee Chair

Respectfully Submitted,
Andrew Cassidy-Amstutz



Winter 2019 NATIONAL COALITION FOR HISTORY Report
MARAC Steering Committee Meeting, Jan. 25, 2019

FROM THE DESK OF THE NCH EXECUTIVE DIRECTOR: With the Democrats taking control of the House this month, the 116th Congress may have major implications for our constituencies. The Democrats gained the majority and a slew of Republicans retired so there will be large scale reshuffling on the minority side as well.

While many expected dire cuts to federal funding for history in the 115th Congress, that did not occur. Congressional Republicans ignored President Trump's budget requests calling for the elimination of agencies and programs such as the National Endowment for the Humanities and Institute for Museum and Library Services, National Historical Publications and Records Commission and funding for international, history and civics education. Most programs of interest received level funding and in some cases small increases.

FY19 FEDERAL FUNDING: Instead of passing a massive omnibus bill funding the entire federal government, Congress this year chose to bundle agencies in smaller bills known as a "minibus." On September 28, President Trump signed into law a minibuss that combined FY 19 appropriations bills for the Defense Department, and Labor, Health & Human Services, Education and Related Agencies.

This minibuss includes level funding for the Department of Education's **Title VI and Fulbright-Hays** programs at \$65.1 million and \$7.1 million, respectively. It also included a major **boost for the K-12 history and civics programs at the Department of Education**, despite President Trump's threat to eliminate them. The **American History and Civics grants** program received an over 75% increase from \$1.7 million to \$3 million. The **Presidential and Congressional Academies for American History and Civics** received level funding at \$1.8 million. This marks an increase for the two programs from \$3.5 million in FY 18 to \$4.8 million in FY 19. Separately, the **Library of Congress** received a healthy funding increase from \$669.8 million last year to \$696.1 million in FY19. Finally, the **Institute of Museum and Library Services** received a small \$2 million increase up to \$242 million. About three-quarters of the roughly \$1.33 trillion in discretionary spending authority for FY 2019 was included in this bill.

Since the start of the 2019 fiscal year on October 1, Congress passed a series of continuing resolutions (CRs) to keep the rest of the government operating. The final CR expired on December 21, 2018, for the federal agencies covered under the remaining unpassed seven appropriations bills. Since that time, a partial shutdown of the federal government has been in effect. **The National Endowment for the Humanities (NEH), the National Park Service, National Archives, National Historical Publications and Records Commission (NHPRC) and Smithsonian Institution** are among the agencies that have been temporarily closed.

Wishing all the best to our colleagues on furlough, and hoping for a rapid end to the shutdown.

—Jan Zastrow
NCH Representative
zastrow@hawaii.edu

Appendix A-Copyright Permissions Form for Technical Leaflets



Date

Name

Address

Dear [Name of Author]:

We are delighted to inform you that the Work you submitted to the Mid-Atlantic Regional Archives Conference (MARAC) has been accepted for publication.

Author promises to work cooperatively in best effort with Publisher to make the Work satisfactory to Publisher. No changes shall be made to the Work without the author's approval, except that Author authorizes the Publisher to make the manuscript of the Work conform to its standard style in punctuation, spelling, capitalization, and usage.

Author represents and warrants to Publisher that to the best of his or her knowledge the Work is original, unpublished, and will not infringe on another's work or violate any right of privacy or other right of a third party. In the event that any complaints or claims relating to the Work are made by any third party at any time, whether a formal legal complaint or otherwise, Author will fully cooperate with Publisher in responding to and defending against such complaints or claims.

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Please sign and date this contract and submit it as a scanned attachment to [\[email address TBA\]](#).

Sincerely,

[Name of Chief Editor]

Editorial Board

Mid-Atlantic Regional Archives Conference

Agreed and accepted: _____
[Name of Author]

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Report of the Ad Hoc Disaster Relief Committee

Submitted by Molly Tighe, Chair
January 11, 2019

Members: Molly Tighe, Margaret Kidd, Geof Huth, Jessica Lydon

Summary:

In response to the receipt of an application for the MARAC Disaster Relief Fund in September 2018, the Ad Hoc Committee on the Disaster Relief Fund was formed of all MARAC Members-at-Large. Molly Tighe was appointed as Ad Hoc Committee Chair.

All members of the Ad Hoc Committee reviewed an application submitted by the Borough of Mt. Joy, Pennsylvania, in which \$2000 of disaster relief funding was requested. The Borough of Mt. Joy discovered damage to records resulting from widespread flooding that occurred in August 2018. The Ad Hoc Committee unanimously voted that the application lacked sufficient clarity on the use of funds for recovery of archival records. The Ad Hoc Committee determined that the applicant should be offered an opportunity to resubmit an application. The Ad Hoc Committee provided the names of organizations capable of assisting the Borough in creating a more refined--and fundable--recovery project.

The Ad Hoc Committee conferred with the MARAC Chair and Vice-Chair to determine whether members of the Steering Committee are required to vote on a committee recommendation not to fund an application. The notice of the committee's decision was sent to the applicant on October 18, 2018.

The Ad Hoc Committee received a follow-up message from the applicant seeking clarification and expanding on the application narrative. The Ad Hoc Committee reviewed the message and repeated the invitation to re-submit an application. No further applications were received.

Respectfully submitted,
Molly Tighe