

STEERING COMMITTEE

Thursday, April 20, 2017

Robert Treat Hotel - Essex/Passaic Room

Newark, NJ

In Attendance: Danna Bell, Sharmila Bhatia, Sara Borden, Lauren Brown, Wesley Chenault, Ilhan Citek, Ken Cleary, Becky Collier, Adriana Cuervo, Rachel Donahue, Dyani Feige, Christine Anne George, Rachel Grove Rohrbaugh, Geoff Huth, Brian Keough, Margaret Kidd, Jennie Knies, Lindsey Loeper, Mary Mannix, Paige Newman, Vincent Novara, Laura Poll, Sara Predmore, Katy Rawdon, and John Zarillo

I. Call to Order -The meeting was called to order at 5:36 pm.

A. Introductions

B. Approval of Agenda – approved.

II. Approval of Steering Committee Minutes

A. Winter 2017 Minutes – **approved.**

III. Officers' Reports

A. Chair (Keough) – report submitted

- a. Working on developing a MARAC operations manual – a draft is in place. Proposes taking the operations wiki off of the MARAC website; some of the “inside business” of operations doesn’t need to be so publically accessible. He took everything from the wiki, incorporated changes from the new bylaws, and encourages everyone else to send him further changes to their position descriptions and tasks if there are any.
 - i. Rohrbaugh states that the wiki was made public to help with nominations and elections so when people were interested in running for things they could see the full position description. If it’s eliminated, MARAC should consider other ways to make that information accessible. Others suggest that it could be password protected, or available as part of membership; its availability would aid in transparency. Regardless, it should be controlled by a webmaster, not accessible to edit by all members. Keough offers that it can be uploaded to the website going forward as a PDF.
- b. In the past, the outgoing Chair always spent a year serving on the Steering Committee to help offer context and perspective, by serving for a year as the Chair of the Distinguished Service Award Committee. With the new bylaws, the DSA

Chair doesn't necessarily always attend. But should it be requested that the past MARAC Chair always attends Steering Committee meetings?

- i. Since the Vice Chair has been attending Steering meetings for a year, perhaps can provide that continuity on his own.
 - ii. Novara points out that on every other governance committee on which he's served, the past Chair serves in an ex officio capacity to provide perspective and legacy knowledge. He thinks it is helpful.
 - iii. General agreement that the past Chair's presence does not need to be codified. Could be added to the Operations Manual as a suggestion, could be invited at the will and discretion of the incoming Chair. Discussion as to whether a position whose attendance at the Steering Meeting is not required would be eligible for MARAC funding reimbursement; Rawdon indicates that if Steering invites someone to the meeting, that would justify reimbursing their expenses. Keough mentions that the current Chair also serves on the Regional Archival Associations Consortium.
- c. Administrator (Predmore) – report submitted.
- i. There have been problems with emails going through the listservs. Emails are being filtered and bounced from organizational email addresses. If members are having trouble, consider using personal email address instead; multiple email addresses can be listed in MemberClicks, and everyone can manage this themselves.
 - ii. Starting in June and ending in November, Web Team will be working on MemberClicks upgrade and the webpage. Front end of site will not likely be impacted.
 - iii. Membership renewals will come up on July 1. If members renew(ed) after April 1, 2017, their membership will roll over into 2018.

B. Chair Elect (V. Novara) – report submitted.

- a. Still trying to determine a location for the July Steering Committee meeting. Looking for somewhere else in Baltimore that is free and closer to public transportation than UMD College Park. Will follow up with Doodle poll to determine a meeting date.

C. Meetings Coordinator (Mannix) – no report.

- a. Attendance at this conference will be over 400, which will be MARAC's most highly attended meeting after Philadelphia.
- b. Business forum was very successful with 49 people attending.
- c. Signed contract for Wilmington, Oct. 11-13, 2018 at Hotel DuPont.
- d. Rawdon has submitted budget for the Buffalo meeting. MARAC will be trying to secure sponsorships and vendors from that region. The meeting will be marketed to both Canadians and the Midwest Archives Conference as well.
 - i. Discussion about Thursday night reception in Buffalo, not reflected in current budget; it is a good networking and social opportunity for newer members. It will be easier to undertake if a sponsor for that reception is secured.
 - ii. Budget, as approved by Finance Committee, submitted – **approved by Steering.**
- e. For the Hershey meeting, members of the Pennsylvania Historical Association may be offered MARAC member rate. These attendees would not necessarily become

MARAC members, but the Association would offer a reciprocal discount at one of their upcoming meetings. Rawdon points out that if these individuals wouldn't normally come to a MARAC meeting anyway, this would essentially be additional income. MARAC can look for similar organizations in each state/region it holds meetings. Loeper adds that identifying such organizations could bolster diversity and inclusion efforts. Rohrbaugh mentions that the PA Historical Association has a broader geographic scope – membership of historians throughout the entire Mid-Atlantic.

- D. Secretary (Feige) – no report.
- E. Treasurer (Rawdon) – report submitted.
 - a. Budget overall is higher than last year, because the Education Committee is holding a lot more workshops. There are additional expenses but also additional income. Fees for designing and printing the newsletter has also increased.
 - b. Vote on 2018 budget, approved by Finance Committee – approved by Steering.
 - c. MARAC is in good financial shape for this year, and will likely finish in the black.

IV. Advisory Positions

- A. MARAC Parliamentarian (Bell) – no report.
 - a. MARAC now has, and is using, a copy of Robert's Rules of Order.
- B. MARAC Historian (Brown) – report submitted.
- C. MARAC Archivist (E. Novara) – report submitted.
- D. National Coalition of History (Zastrow) – report submitted.
 - a. Keough encourages everyone to keep checking NCH's website for advocacy opportunities.
- E. Web Team (Predmore) – report submitted.
 - a. Keough comments that Team is doing well, new blog looks great.
- F. Regional Archival Association Consortium (LeGloahec) – no report.
 - a. As Chair of the RAAC Education Committee, LeGloahec is trying to compile a webpage of continuing education efforts across the country. Annual meeting is at the SAA Annual Meeting, July 27 at 12:15.
- G. Task Force on Diversity and Inclusion (Loeper) – report submitted.
 - a. The report submitted is hopefully this is final report. Thanks everyone for feedback at January meeting and continued feedback in the weeks that followed. That feedback was incorporated into several changes:
 - i. Diversity & Inclusion Coordinator (previously two roles) combined into a single position. This would require an amendment to the bylaws so this position could

- be a voting member of the Steering Committee.
- ii. The committee that would be formed was changed from a standing committee to a special committee, can be appointed by Chair-Elect. Allows some flexibility so as MARAC is implementing this new initiative, the committee can be changed or dissolved as needed. Coordinator would be Committee Chair.
 - iii. The Task Force previously made recommendations about mentoring, which have been updated that to reflect the related initiatives currently underway MARAC-wide.
 - iv. Keough adds that the Coordinator could also be an appointed advisory position; Loeper advocates for the Coordinator to be an officer, a voting member who could vote on behalf of diversity and inclusion issues. This would represent to the membership that MARAC considers diversity and inclusion to be important. Since it would be an extended process to amend the bylaws, perhaps the Chair could appoint an advisory position in the interim. Loeper will bring this up during Saturday's Business Meeting.
 - v. Bhatia points out that the Task Force could collect signatures to move a proposed bylaw amendment forward at the Business Meeting, but Loeper would prefer to give membership the opportunity to read the report first. Discussion about whether email is defined as "in writing" – agreement that it is.
 - vi. Loeper will send out the final report following this meeting, directing members to the diversity section of the website (will work with Web Team to create form) and have people submit signatures. Once signatures are collected, the Steering Committee can approve over the listserv with a yes/no vote.
 - vii. Loeper will make a recommendation to Keough of someone on the Task Force who could serve in the advisory position.
 - viii. Bhatia states that adding another voting position to the Steering Committee is a major decision. One of the reasons the last bylaw change was undertaken was to reduce the number of people on steering. She thinks this needs more discussion with the membership, would suggest holding a session or a town hall. This has all happened behind closed doors – members haven't had the opportunity to weigh in. Perhaps an article should be published in the *MAA*.
 - ix. George responds that these recommendations are directly in response to the membership diversity survey, in which members indicated that MARAC does not give enough attention to diversity.
 - x. Bell points out that this undertaking would be a major change for MARAC, which currently does not explicitly state that diversity is a core value to the organization. The decision needs more thought, discussion, and conversation with MARAC members, particularly minority populations within MARAC's membership.
 - xi. Grove Rohrbaugh thinks this will not be as controversial as the bylaw change, but an open forum would be a good opportunity for members to enrich the Task Force's recommendations. Having an interim coordinator appointed eliminates the feeling of urgency for moving a bylaw amendment forward.
 - xii. The Buffalo meeting program is not entirely set yet, so there is an opportunity to schedule a town hall discussion.
 - xiii. There is a session tomorrow focused on diversity, which might be a good opportunity to get the pulse of what people feel. People interested in diversity

- tend to self-select so this may not be an entirely representative population, but a wider cross-section would probably attend a town hall meeting.
- xiv. There can be anonymous mechanisms for commenting as well. At the town hall meeting, members could submit comments in a box.
 - xv. Bell reminds that this MARAC is not just looking at race, but should also be aware of sexual orientation, disability/ability, type of workplace, etc.
 - xvi. At State Caucus meetings, State Caucus Representatives will let members know that the Task Force created this report with recommendations, including the recommendation to create this new position. Comments generated in the State Caucus meetings can be directed to Loeper.
 - xvii. The report will be sent out to the membership, accompanied by a blog post.

V. Old Business

A. Graduate Education Scholarship (Bhatia)

- a. The challenge grant is currently accepting contributions, running until the end of April. If funds are collected in excess of the match requirement, the hope is to give another scholarship next year.

Break – 6:44 pm.

Reconvened – 7:24 pm.

VI. New Business

A. Workshop Partnerships

- a. Discussion of partnering with other organizations such as SAA on workshops, either during a conference or off-conference. SAA would come in, host a workshop, they would handle all the registration, honoraria, speaker/travel fees, and keep all registration money. MARAC would pay for refreshments. Sometimes these workshops factor significantly into the budget for these conferences.
- b. An off-conference SAA workshop partnership would only be of benefit to MARAC if MARAC members got a discount, but in this particular recent case that is not being offered.
- c. Mannix points out that part of the idea of offering workshops is also to give MARAC members the opportunity to run their own workshops.
- d. Rawdon asserts that if there is a workshop that SAA offers where MARAC members would really benefit from us bringing that specific workshop to one of its meetings, and the budget would not have a significant negative impact on MARAC (at a conference where there is a lot of space and the conference budget is secure), it could be fine – but there would need to be a specific reason why MARAC couldn't provide that workshop on our own.
- e. Discussion of whether such a workshop might actually draw people to a conference. There is no documentation of this having an impact in the past; people may just come for the workshop and not attend the rest of the meeting.

- f. MARAC should develop a standard policy and statement to use for this type of situation going forward.
- g. Keough spoke with the person at SAA responsible for their educational programs; SAA offered to pay up to \$250 for food. She will forward info to Newman.

B. Strategic Planning (Keough)

- a. MARAC has not undertaken strategic planning since February 2012, and should start considering approaching a strategic planning process.

C. Mentoring Program (Novara)

- a. He proposed a mentoring program at the last Steering Committee meeting; subsequently developed a more formal proposal and uploaded it to Dropbox. Would like to charge Membership Committee to investigate what would be involved in instituting such a program. He believes it's entirely feasible, would be a great benefit. Borden agrees that members definitely want this; she will investigate.

VII. Standing Committees

A. Awards (Cuervo) – no report.

- a. Awards have been awarded, will be announced at Business Meeting.
- b. Put together a master calendar for all award timelines.
- c. Cuervo circulates tentative guidelines for graduate scholarship.
 - i. Discussion of whether check should go to recipient or directly to the school. Agreement that it should go to the recipient.
 - ii. Discussion about how the funds are spent – some think it should only be used for academic assistance. Could require recipients to write a “thank you” letter that explains how they spent it, or a short article for *MAA* – this would also get students involved with writing for a professional newsletter and hold them accountable, and would also help MARAC understand exactly what our student members need.
 - iii. Bhatia thinks the donor's intent was for the funding to be used for tuition assistance. She will distill information she has from donor and send it out.
 - iv. Cuervo will send this statement out to the Steering listserv and give Steering members a few days to comment.
- d. Distinguished Service Awards Committee (LeGloahec) – report submitted.

B. Communications (Citak/Scott) – report submitted.

- a. Technical leaflets editor will be finishing her term in spring, would like to be replaced. Let Citak know if you have any suggestions for replacement.

C. Education (Sather/Newman) – report submitted.

- a. Asks all State Caucus Representatives to make sure to mention all the off-conference workshops going on. The goal for the next fiscal year is to present 15 workshops.
- b. Contact her if you have ideas for workshops.

- D. Membership (Borden) – report submitted.
 - a. Proposal for restarting graduate liaison program, putting a MARAC member into a graduate program to pitch MARAC membership.
 - b. Please come to new member reception and new member orientation!
- E. Nominations and Elections (Hall) – report submitted.

VIII. State Caucus New Business and Updates

- A. Delaware (Denison) – report submitted.
- B. District of Columbia (Donahue) – report submitted.
 - a. Archives Fair might be on a weekend this year, sometime in October, would attract a lot more people who are not archivists and/or members of Smithsonian community. MARAC provides morning refreshments. Will be held at the American History Museum. MARAC could have a table with handouts.
- C. Maryland (Speck) – report submitted.
- D. New Jersey (Poll) – report submitted.
 - a. This is New Jersey's 12th time hosting MARAC; the first time was also in Newark.
- E. New York (Zarrillo) – report submitted.
- F. Pennsylvania (Grove-Rohrbaugh) – report submitted.
- G. Virginia (Morris) – report submitted.
- H. West Virginia (Emerling) – report submitted.

IX. Other Announcements

- A. Discussion of maintaining files on Dropbox. Files currently date back to 2014, but it was intended to be only ones that are in active use. Brown and E. Novara will work on harvesting older files; Steering Committee only needs to maintain those from the previous two Steering Meetings in Dropbox. Bhatia – suggestion, noticed that Dropbox has files all the way back to 2014. Does it need to be there?
- B. Novara – recognizes Keough's good service as MARAC Chair.

X. Adjournment – meeting adjourned at 8:09 pm.