

Report from MARAC Awards Committee
Spring 2017 Steering Committee Meeting, April 20, 2017

The Awards Committee prepared nominations and selected recipients for the spring meeting.

I reviewed the Awards calendar and created a master timeline for all awards committees that will be included in the operations manual. Please see attached files and feel free to make edits and suggestions.

Respectfully submitted,

Adriana P. Cuervo, CA
Awards Committee Chair

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DATE: APRIL 13, 2017

**TO: MARAC OFFICERS
STATE CAUCUS REPRESENTATIVES
COMMITTEE CHAIRS
MARAC ADMINISTRATOR
MARAC ARCHIVIST**

FROM: JOHN LEGLOAHEC, PAST CHAIR

RE: DISTINGUISHED SERVICE AWARD COMMITTEE REPORT

Respectfully submitted to the Steering Committee on Thursday, April 20, 2017

One application was received for the MARAC Metal Edge Distinguished Service Award. The application was reviewed by the DSA Committee and the individual will be recognized at the MARAC Spring 2017 Breakfast Meeting, on April 22, 2017. The Chair of the DSA Committee requests a check in the amount of \$250. I will confer with the Treasurer as to whom the check should be made out to. Primarily for the reason that the individual who has been selected has not been informed of her selection – but is expected to be at the Conference and at the Business Meeting. Going for the surprise announcement – two years in a row!

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Date: April 13, 2017

To: Members of the MARAC Steering Committee

Re: Summary of the Communications Committee Activities (January 2017-April 2017) for Spring Steering Committee Meeting, April 20, 2017

The Communications Committee had a teleconference on April 12, 2017 from 10:00-11:00am. Liz Scott, Ilhan Citak, Eric Arnold Fritzler, Jodi Boyle, Heidi Abbey, Lynsey Sczechowicz, Maureen Cech and Michael Martin were in attendance.

Newsletter MAA: Jodi noted that the Spring issue of the *MAA* is currently out and that hardcopy issues were recently mailed and will also be available at the upcoming MARAC meeting in Newark. For the Summer 2017 issue, they will be starting a new column that highlights the new MARAC Chair. It will consist of a series of questions answered by the Chair so that people can get to know him/her. The intent is for this article to appear once a year in the Summer issue.

Advertisements: Eric noted that there were eleven ads placed in the Spring issue of the *MAA* for a total revenue of \$1161.00. He estimates the revenue for the Summer issue to be \$1011.00. Also, hard copies of the Spring issue were mailed to advertisers.

Blog/Social Media: Lynsey successfully migrated the MARAC blog from Blogger to WordPress. The new blog looks current and updated and is a big improvement over the old blog. She has also added social media streams to the page and is updating it in a timely manner with new content. A link to the new blog site can be found here:

<https://themaracblog.wordpress.com/>

Heidi noticed that there was an incorrect link to the blog on a part of the MARAC website. We contacted the Web Team to fix the issue and it was resolved on April 12, 2017.

Technical Leaflets: Maureen reports there are three leaflets in the editing stages and waiting for reviewers. Maureen's term will be ending in Spring of 2017 and she has asked to cycle off the committee. She noted she will create a folder in Dropbox and place all unfinished work in it for the next editor. We will be looking for a replacement for her in the coming months.

Cafe Press: Heidi will continue to maintain and update the Cafe Press website. She will be adding a new section of the website to include products made with the conference logos for members to purchase. Each conference will be encouraged to have their own customized merchandise.

Cafe Press can be reached from the MARAC > Links > Shop drop-down menu:

<http://www.cafepress.com/marac>

We did have one issue with the recent budget for the Communications Committee. It was brought to our attention by Katy Rawdon that we had spent 81% of our allotted money by the 2nd quarter. After some investigation, Jodi and Michael discovered that graphic design costs and printing costs had increased at Dickinson. Katy amended the 2018 budget to accommodate the increase in costs.

We will be coordinating with Membership to staff a MARAC table at the upcoming SAA conference. We will have issues of the *MAA* and Steering members on hand to talk with prospective members. We had the table at last year's SAA conference in Atlanta and it was a successful event.

Respectfully submitted by Liz Scott and Ilhan Citak.

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MARAC Education Committee Report
Laurie Sather and Paige Newman, April 20, 2017

As of April 20th, Paige Newman is Chair of the Education Committee/Workshop Coordinator. Laurie and Paige have spent the past several weeks working together to make for a smooth transition.

I. Past and Upcoming Workshops

Workshops Taking Place at Buffalo:

1. Project Management for Archival Processing
Instructor: Vincent Novara, University of Maryland
Full-Day Workshop: 9:00 am - 4:00 pm

This workshop focuses on introductory techniques and common tools for project management. Workshop participants will learn how to establish, define, plan, implement, and execute archival projects. Attention is given to strengthening prioritization skills and workflow planning as they pertain to processing projects executed by various levels of staffing, including the lone arranger. The workshop also addresses interpretive projects such as exhibitions and digital initiatives. Attendees will learn how to determine project goals and objectives, compose project objective statements, establish work breakdown structures, estimate project budgets, create project and communication plans, schedule and track tasks using Gantt Charts, and conduct a post-project evaluation. Throughout the workshop, standard project management terminology is applied to common archives tasks, and an overview is given of Earned Value Assessment.

There are two more rooms available for workshops.

Off-conference workshops scheduled

The off-conference workshop member survey proved useful in knowing what workshops would be popular in different cities in the MARAC region.

1. May 25 at Central New York Library Resources Council, Syracuse, There's an API for That! with Valerie Addonizio and Lora Davis.

2. June 9 at UMBC, Baltimore, Care and Identification of Color Photographs with Hillary Kativa.
3. June 12 at Brooklyn Public Library, Brooklyn, Archives on the Move with Kaitlin Holt, et al.
4. July 11 at University of Maryland, College Park, Data Privacy with Alexis Antracoli
5. July 21 at Princeton University, Princeton, There's an API for That Valerie Addonizio and Lora Davis.
6. August 4 at Chemical Heritage Foundation, Philadelphia, Audiovisual Processing with Siobhan Hagan.
7. August 11 at American Philosophical Society, Philadelphia, Rare Books for Archivists with Michael Knies.
8. August 23 at Virginia Historical Society, Richmond, Project Management with Vin Novara.
9. September 9 - special NARA only workshop - Project Management with Vin Novara.
10. September 12 at Brooklyn Historical Society, Brooklyn, Data Privacy with Alexis Antracoli.
11. September 15 at Center for Jewish History, New York, There's an API for That Valerie Addonizio and Lora Davis.
12. September 22 at UMBC, Baltimore, Rare Books for Archivists with Michael Knies

Off-Conference workshops in Development

1. June 15 at Library of Virginia, Richmond, Copyright with Peter Hirtle
2. No proposed date yet, Frederick County Public Library, Frederick, Project Management with Vin Novara
3. No proposed date yet, American Philosophical Society, Philadelphia, Copyright with Peter Hirtle
4. No proposed date or host institution (possibly the Center for Jewish Heritage), NYC, Rare Books for Archivists with Michael Knies

Would like to bring to DC:

1. Audiovisual Processing
2. Care and Identification of Color Photographs
3. Archives on the Move
4. Copyright Fundamentals

Currently only have one possible host. Working with Howard University to try to bring one workshop there.

Would like to bring Audiovisual Processing workshop to NYC.

Would like to bring There's an API for that to Richmond.

II. Transition Team

The Education Committee is exploring the following: (the name besides each new idea is the team leader for that project)

- Webinars, Evan Echols
- Podcasts, Deirdre Joyce
- Post-conference round-ups, Dawn Sherman-Fells
- Bibliography/Resources list for Continuing ed (e.g. a wiki), Elizabeth Wilkinson

Some of these projects will take longer to implement than others.

Post Conference Rounds-Ups program was launched for the Annapolis conference and a call has been put out for the Newark conference.

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Membership Committee Report

April 2017

Membership

- Sara A. Borden, Chair
- Sierra Green
- Theresa Altieri
- Jason Speck
- Suzanne Gould
- Yukako Tatsumi
- Cara Griggs
- Dyani Feige, MARAC Secretary (ex-officio)
- Sara Predmore, MARAC Administrator (ex-officio)

Progress and News

- Navigator Program
Re-launching the Navigator Program has been slower than we'd like due to some personal obstacles. Cara will continue to work on this.
- "Guide to MARAC"
Yukako created a "Guide to MARAC" PowerPoint which Sara and Theresa are working to revise so as to use it in some form at the upcoming New Member Orientation.
- Newark New Member Reception
Sara is working with Weatherly Stephan and Laurie Thomas of the Newark Local Arrangements Committee to plan a fun get-together for new members on Thursday, April 20, from 7-10PM. A conference call took place in January to discuss plans.
- New Member Orientation
The New Member Orientation is scheduled for Friday, April 21, at 8:15AM in the Crystal Ballroom of the Best Western Robert Treat Hotel. Membership Committee members will be present. Sara will chair the session as usual. As many members of Steering Committee as are available are encouraged to attend.

MARAC Nominations and Elections Committee Report April 2017

The MARAC Nominations and Elections Committee thanks all members who voted in this year's election and extends congratulations again to the following individuals. These successful candidates will begin their terms of office on July 1, 2017:

Chair-Elect: Rebecca Collier (National Archives and Records Administration)

Secretary: Jennie Levine Knies (Penn State University, Wilkes-Barre)

Meetings Coordinator: Mary Mannix (Frederick County Public Libraries)

Members-At-Large:

Geof Huth (New York State Unified Court System)

Margaret Turman Kidd (Virginia Commonwealth University)

Jessica M. Lydon (Temple University)

Molly Tighe (Chatham University)

Arline Custer Memorial Award Committee:

Jenny Kinniff (Johns Hopkins University)

******Laura Streett (Vassar College)

Distinguished Service Award:

Michael Knies (University of Scranton)

Finding Aids Award Committee:

Kira Dietz (Virginia Tech)

******Julia Novakovic (Strong National Museum of Play)

Nominations and Elections Committee:

******Melissa Lindberg (Library of Congress)

Melissa McMullen (University at Albany, SUNY)

Maegan Peterman (Delaware Public Archives)

Scholarship Committee:

******Christy Fic (Shippensburg University)

Elizabeth Wilkinson (University of Virginia)

(** indicates top vote receiver)

As has been the case with previous Nominations and Elections Committees, an area of concern with the e-ballots remains that some members' spam filters continue to block the email with the link to vote online using the SurveyMonkey ballot. In some cases, members could find that email in their spam folders; in others, members never seem to have received the email. Some of these members ultimately submitted paper ballots, but there's no way to know how many members grew frustrated by the process and didn't vote at all.

Many, many thanks go to Sara Predmore, Jim Gerencser, Don Sailer and the Web Team for their assistance with the election. I'm also most grateful to all of the support and assistance that my fellow NEC members provided throughout the year. It's been a pleasure to serve with Andrew Cassidy-Amstutz, Jessica Johnson, Lynn Eaton, and Valerie-Anne Lutz.

Respectfully submitted,
Katie Hall, NEC Chair
April 7, 2017

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**Delaware Caucus Report
Steering Committee Meeting
Newark, NJ
April 20, 2017**

1. Apologies for not being there in person after all! Budget woes necessitated revision to my travel plans.
2. I wasn't able to find someone to lead the Delaware caucus meeting in my absence so I emailed the caucus letting them know that we'd have a "virtual" meeting once I get the minutes from steering. This may also be nice for people who will not be attending Newark.
3. Submitted news items to MAA as requested.
4. Welcomed new Delaware caucus members.
5. Distributed news items to the caucus as requested.
6. ~~Plagiarized~~ Copied Jason's report.

Respectfully submitted,

Sarah B. Denison
Delaware Caucus Representative

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**District of Columbia Caucus Report
Steering Committee Meeting
Newark, NJ
April, 2017**

1. One new member joined the caucus in March.
2. Planning has started for the 2017 DC Archives Fair.

Respectfully Submitted,
Rachel Donahue
DC Caucus Representative



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Maryland Caucus Report
Steering Committee Meeting
Newark, NJ
April 20, 2017

1. With PA Caucus Rep Rachel Grove Rohrbaugh, held a joint caucus event in Gettysburg, PA. Visited Gettysburg College Special Collections and toured the Seminary Ridge Museum. Approximately 20 MARAC members attended.
2. Submitted news items to MAA as requested.
3. Welcomed new Maryland caucus members.
4. Distributed news items to the caucus as requested.

Respectfully submitted,

Jason G. Speck
Maryland Caucus Representative

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Steering Committee Meeting, Newark

20 April 2017

Report of the New Jersey Caucus

The Local Arrangements and Program Committees welcome you to Newark!!

The Caucus met at Annapolis. Now that planning for Newark is finally coming to an end (yay!), the chair hopes to hold off-conference caucus gatherings in June and July.

As part of its Advisory Committee, the Caucus chair attended meetings in Trenton of the Advocates for New Jersey History. This group is currently monitoring several legislative bills that impact history, education, and records management in the State. This includes Bill S1784 which would separate and transfer Records Management from Department of State to Department of Treasury.

In February there was an announcement that the Governor's Office would be relocating to 225 West State Street, which houses several State cultural agencies along with the State Archives. All offices currently in residency would be evicted, including the Archives which would be moved to a storage facility outside of Trenton. After a swift, vocal and persuasive campaign by many history, genealogy and archival groups, including MARAC, the plan was revised to allow the Archives to remain at its current location.

The Caucus chair attended the Rutgers-New Brunswick School of Communication & Information Career Expo on March 20th, representing MARAC and the Caucus.

As a partner of the New Jersey Cultural Alliance for Response, the chair represented the Caucus at their annual meeting on March 22nd at the State Museum. Fred Pachman, coordinator for the Caucus Archival Projects Evaluation Service (CAPES), also attended and gave a short presentation about the program.

With much appreciation and many thanks for their help, Liz Caringola, Lauren Brown and Liz Novara assisted with the Caucus webpage being updated and expanded to include just about everything you ever wanted to know about the New Jersey Caucus!

The Facebook group currently has 98 members. There are 141 members of the Caucus and 122 signed up for the Caucus listserv. Ten new members were welcomed.

Submitted by Laura M. Poll
New Jersey Caucus Chair, 5 April 2017

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New York Caucus Report

Steering Committee Meeting
Newark, NJ
April 20, 2017

1. The New York Caucus added thirteen new members from February to March 2017.
2. The New York Caucus Facebook group added three new members since January, bringing the membership total to 109. In addition to the numerous items of interest I have posted, other caucus members have posted to the group nine times in the same period of time.
3. A caucus member requested that I distribute news and job postings via email to members that lack a Facebook account. In March, I began distributing a monthly email digest of everything posted to the Facebook group, which has been well received by the caucus.
4. A New York Caucus happy hour has been scheduled to coincide with the Newark Conference.
5. One news update from New York was submitted to the *Mid-Atlantic Archivist*.

Respectfully submitted,

John Zarrillo
New York Caucus Representative

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Pennsylvania Caucus Report

April 14, 2017

1. Pennsylvania Historical Association Outreach

Proposed to MCC extending member rate to PHA members for the spring 2018 meeting in Hershey, PA.

2. Events:

- We had a successful joint meeting with the Maryland Caucus in Gettysburg, PA on Friday, March 31. There were 20 attendees. The schedule follows:
 - Gettysburg College
 - 10 am—12 pm: Tour of Special Collections and College Archives with:
Carolyn Sautter, Director of Special Collections and College Archives
Amy Lucadamo, College Archivist
Catherine Perry, Digital Projects and Collections Manager
Mary Wootton, Conservator
 - Current exhibits:
Right to Serve, Right to Lead: Lives and Legacies of the USCT
<https://www.gettysburg.edu/library/news/exhibits/usct.dot>
Dining with Special Collections
<http://www.gettysburg.edu/library/news/exhibits/dining-with-special-collections.dot>
 - 12 pm—1 pm: Lunch on Gettysburg College campus at Specialty Dining
 - 1:30—3 pm: Private tour of the Gettysburg Seminary Ridge Museum given by:
Peter Miele, Director of Education and Museum Operations
<http://seminaryridgemuseum.weebly.com/>
- Continued to discuss Lehigh Valley meeting for June with members in that area—details have not been finalized, but we will likely start with a tour of Lehigh University and then move to Lafayette College in the afternoon.

3. Caucus News

News updates from Pennsylvania were submitted to the spring 2017 issue of the *Mid-Atlantic Archivist*. News and events were also shared through the PA Caucus Facebook page.

4. Pennsylvania State Historical Records Advisory Board

Attended SHRAB meeting in Harrisburg on March 24. Working on guidelines for \$200,000 grant program, which will distribute funds for archival projects in Pennsylvania.

Respectfully submitted,
Rachel Grove Rohrbaugh
Pennsylvania Caucus Representative

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Virginia Caucus Report
Steering Committee Meeting
Newark, NJ
April 20, 2017

New Members

I sent emails welcoming new members and answered questions about MARAC. The document that shows with screenshots how to sign-up for the caucus listserv continues to be a great resource. This document was created by previous caucus representative Margaret Kidd, and I include a link to the google doc along with the welcome email.

VA Caucus Meeting

The 2017 Virginia Caucus meeting is planned for Friday June 9 at Liberty University. Abigail Sattler volunteered to host when the call was sent out earlier this year, and the meeting will include a tour of their newest library and archives, constructed in 2014. We will hold lightning talks, which have been successful in previous years.

VH ArchivesSpace User Group

Kira Dietz, chair of the Virginia Heritage Technology Team, and I are working to set up a listserv for ArchivesSpace users in Virginia to share issues and questions, and invitation for participation will be sent out through Virginia Heritage. Kira has the listserv set up through a google address, and we are currently working out how to most effectively administer the group. Kira will announce this user group at the caucus meeting in Newark.



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West Virginia Caucus Report
Steering Committee Meeting
Newark, NJ
April 20, 2017

Members of the West Virginia Caucus are carefully watching the West Virginia state budget process. At the time of writing this report, the current budget proposal would cut more than \$4 million from the Division that oversees the state archives.

Submitted by Danielle Emerling
West Virginia Caucus Chair
April 13, 2017