

MARAC

Mid-Atlantic Regional Archives Conference

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New York • Pennsylvania • Virginia • West Virginia

Chair's Report Spring 2017 Steering Committee Meeting April 12, 2017

Advocacy

Sent MARAC Statement Opposing the President's Executive Order Restricting Travel.

Sent MARAC Statement Opposing the Proposed Fiscal Year (FY) 2018 Federal Budget.

Sent letter advocating for the Central European University.

Operations Manual/Wiki

There is a draft operations manual in Dropbox. This is a compilation of information from the Wiki including updated information based in the recent by-law changes. Steering Committee members need to review appropriate sections and suggest edits. Please use your experience in your position to provide advice to the next person in your shoes. I propose that the operations manual be kept in Dropbox rather than being publically available on a Wiki. I hope to have this completed in the next by the next Steering Committee meeting in July 2017.

Fare thee well

Since this is my last Steering Committee meeting as Chair, I want to thank everyone who has helped me along the way. I am honored to have served in this position.

Respectfully submitted,
Brian Keough, MARAC Chair, 2015-2017

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To: MARAC STEERING COMMITTEE
From: SARA PREDMORE, MARAC ADMINISTRATOR
Date: April 10, 2017
Re: ADMINISTRATOR'S REPORT

Submitted to the Steering Committee on Thursday, April 20, 2017 in Newark, NJ. **NOTE: We will need to finalize the preferred date for the Summer Steering Committee meeting.**

Membership Statistics

There are currently 1049 active members (as of April 10, 2017):

Regular Members 891
Retired Members 23
Student Members 135

Membership Statistics Comparison

Member Type	2014 (as of 4/17/2014)	2015 (as of 3/12/2015)	2016 (as of 4/10/2016)	2017 (as of 4/10/2017)	% change 2016-2017
Regular	963	967	927	891	-3.89%
Retired	32	32	30	23	-23.33%
Student	141	112	113	135	19.47%
Total	1136	1111	1070	1049	-1.96%

Current State Caucus Membership

Caucus	2016 – 2017 Membership (as of 4/10/2017)
DC	190
Delaware	43
Maryland	240
New Jersey	144
New York	234
Pennsylvania	239
Virginia	171
West Virginia	19

Note: As some members may be part of more than one caucus, total membership numbers and total state caucus numbers may differ.

State Caucus Membership Statistics Comparison

Caucus	2015 (as reported 3/12/15)	2016 (as reported 4/10/16)	2017 (as reported 4/10/17)
DC	186	172	190
Delaware	53	42	43
Maryland	227	202	240
New Jersey	131	134	144
New York	252	227	234
Pennsylvania	259	257	239
Virginia	169	179	171
West Virginia	16	19	19

New Membership Applications

Month	2016-2017
February	12
March	29
April (as of 4/10/17)	11
Total	52

Additional Information

Listserve issues: There has been an ongoing issue with people not receiving emails through the MemberClicks listserve function. For those that use employer emails for the listserve, there is the possibility that messages will unpredictably get caught in spam filters. If people regularly miss messages, they may want to consider using a personal email address instead for the listserve.

*Note: Profile and listserve email addresses do not interface. Updating one will not affect the other. Meaning, you can use one email address on your profile and a different one on the listserve. You may edit your email addresses for both types of communication through your member profile.

MemberClicks upgrade: In the upcoming months, I will be working with the Web Team in reviewing the MemberClicks database to eliminate unnecessary files, documents, links, etc, from being transferred to the new platform.

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**Report of the Chair-Elect
Fall 2016 Steering Committee Meeting
April 14, 2017**

1. Contributed to the creation of numerous advocacy statements from the MARAC leadership pertaining to proposed actions by the current administration of the US.
2. Coordinated and hosted a meeting of the Steering Committee at the Michelle Smith Performing Arts Library, University of Maryland. Provided a tour of the facility afterwards to a handful of members.
3. Currently in process of drafting of a potential proposal form for submitting new business to Steering
4. Revised draft of proposal for a new mentoring program for MARAC
5. Met with incoming Chair-Elect, Becky Collier
6. Secured a parliamentarian for the cycle of Steering

Respectfully submitted,
Vincent J. Novara

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

**FROM: KATY RAWDON, MARAC TREASURER
RE: TREASURER/FINANCE COMMITTEE REPORT**

Respectfully submitted to the Steering Committee on Monday, April 17, in advance of the Spring 2017 meeting to be held in Newark, NJ on April 20, 2017.

1. Highlights of the Third Quarter Treasurer's Report (see attached) are listed below.
 - The income is from membership dues; Spring 2017 conference income; MAA advertising; publication sales; mailing list sales; off-meeting workshop income; bank and investment interest; and gifts to general operations and the restricted funds.
 - Expenses are from MemberClicks fees; MARAC accountant; phone charges; printing and mailing charges; food, travel, and lodging for Steering Committee meetings; Spring 2017 conference expenses; and banking and credit card transaction fees.
3. The MARAC FY2018 Budget (see attached) is forwarded to the Steering Committee for its approval and adoption. (A comparison to the budget for FY2017 is also provided.)
 - The Education Committee plans approximately 15 off-meeting workshops in FY18; income and expenses have been adjusted for the higher number.
 - Dues income is expected to increase significantly with the recent dues increase.
 - As previously discussed, bank fees have increased. However, PNC Bank has offered to reduce our rates somewhat; the expense has been adjusted accordingly.
 - Mailing of the MAA newsletter has exceeded the FY17 budget, and the FY18 has been slightly increased with input from the Administrator.
 - Costs for designed the MAA have increased from \$30/hour to \$50/hour; each issue costs at least \$1,500 to design and print. Expenses have been adjusted accordingly.
2. Average returns on investment for MARAC's accounts during the previous quarter (rounded to the nearest hundredth of a percent) are listed below.
 - PNC Savings Account – 0.12%
 - Vanguard Bonds – 2.36%

3. PNC bank has agreed to lower our banking fees a moderate amount, for a savings of approximately \$550/year. Banking fees have hovered between \$7,000 and \$8,000 since 2014 according to the quarterly reports.
4. The final report for the Annapolis MD (Fall 2016) meeting is attached, having previously been submitted informally to the Committee.
5. The Buffalo NY (Fall 2017) budget is being presented for the review and approval of the Steering Committee.

FY 2017, 3rd Quarter (January 1, 2017 to March 31, 2017)

<u>CATEGORY</u>	<u>Budget</u>	<u>1st Quarter</u>	<u>2nd Quarter</u>	<u>3rd Quarter</u>	<u>4th Quarter</u>	<u>Total</u>	<u>% Budget</u>
INCOME							
Membership Dues	\$33,000.00	\$33,273.00	\$5,572.00	\$2,508.00		\$41,353.00	125%
Conference Registration	\$90,000.00	\$35,060.00	\$16,835.00	\$46,935.00		\$98,830.00	110%
Conference Vendors	\$15,000.00	\$6,550.00	\$4,500.00	\$5,270.00		\$16,320.00	109%
Conference Sponsorship	\$6,500.00	\$650.00	\$2,000.00	\$3,100.00		\$5,750.00	88%
Publication Advertising	\$4,000.00	\$1,080.00	\$360.00	\$1,138.00		\$2,578.00	64%
Publication Sales	\$350.00	\$45.00	\$225.00	\$90.00		\$360.00	103%
Mailing List Sales	\$150.00	\$0.00	\$0.00	\$50.00		\$50.00	33%
Off-Meeting Workshops	\$6,400.00	\$4,779.32	\$90.00	\$801.00		\$5,670.32	89%
Bank Interest	\$100.00	\$23.02	\$22.77	\$22.84		\$68.63	69%
Investment Interest	\$2,000.00	\$259.30	\$427.75	\$469.69		\$1,156.74	58%
Gifts to Operations	\$500.00	\$648.00	\$25.00	\$510.00		\$1,183.00	237%
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	0%
Total Income	\$158,000.00	\$82,367.64	\$30,057.52	\$60,894.53	\$0.00	\$173,319.69	110%
EXPENSES							
Administrator	\$20,000.00	\$7,033.31	\$2,790.17	\$0.00		\$9,823.48	49%
Web Services	\$6,000.00	\$1,395.00	\$1,395.00	\$1,619.00		\$4,409.00	73%
Archivist	\$1,000.00	\$1,000.00	\$0.00	\$0.00		\$1,000.00	100%
Accountant	\$1,500.00	\$0.00	\$0.00	\$1,075.00		\$1,075.00	72%
Advocacy	\$2,100.00	\$0.00	\$1,800.00	\$0.00		\$1,800.00	0%
Insurance Policy	\$1,100.00	\$0.00	\$0.00	\$0.00		\$0.00	0%
Phone	\$650.00	\$164.57	\$164.49	\$164.33		\$493.39	76%
Postage	\$725.00	\$363.60	\$549.49	\$361.91		\$1,275.00	176%
Office Supplies	\$175.00	\$0.00	\$305.23	\$0.00		\$305.23	174%
Food	\$5,700.00	\$373.31	\$1,799.13	\$321.32		\$2,493.76	44%
Travel	\$4,100.00	\$796.50	\$208.16	\$516.18		\$1,520.84	37%
Equipment	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	0%
Printing and Design	\$4,050.00	\$1,362.26	\$1,688.92	\$2,052.05		\$5,103.23	126%
Conference	\$100,000.00	\$500.00	\$56,516.16	\$1,364.44		\$58,380.60	58%
Lodging	\$2,950.00	\$274.51	\$461.04	\$151.42		\$886.97	30%
Honoraria	\$2,000.00	\$250.00	\$250.00	\$0.00		\$500.00	25%
Awards and Prizes	\$1,450.00	\$145.00	\$550.00	\$0.00		\$695.00	48%
Scholarships	\$2,200.00	\$0.00	\$845.00	\$0.00		\$845.00	38%
Banking Fees	\$2,000.00	\$1,351.27	\$3,022.10	\$938.95		\$5,312.32	266%
Investments	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	0%
Disaster Assistance	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	0%
Miscellaneous	\$300.00	\$199.95	\$250.00	\$25.00		\$474.95	158%
Total Expenses	\$158,000.00	\$15,209.28	\$72,594.89	\$8,589.60	\$0.00	\$96,393.77	61%
Net Income or (Loss)		\$67,158.36	(\$42,537.37)	\$52,304.93	\$0.00	\$76,925.92	

<u>Account Balances</u>			<u>Opening</u>	<u>Credits</u>	<u>Debits</u>	<u>Closing</u>
PNC Checking	\$117,363.61	Operating	\$24,620.99	\$60,894.53	\$8,589.60	\$94,105.12
PNC Savings	\$76,369.74	Restricted	\$130,729.00	\$15.00	\$0.00	\$130,744.00
Vanguard Bonds	\$80,016.10	Reserve	\$55,300.00	\$0.00	\$0.00	\$55,300.00
Total	\$273,749.45	Surplus	(\$6,399.67)	\$0.00	\$0.00	(\$6,399.67)
		Totals	\$204,250.32	\$60,909.53	\$8,589.60	\$273,749.45

Summary - First Quarter FY 2017

Opening Balance	\$204,250.32
Total Income	\$60,909.53
Total Expenses	\$8,589.60
Closing Balance	\$273,749.45

<u>Restricted Funds</u>			<u>Opening</u>	<u>New Gifts</u>	<u>Spending</u>	<u>Closing</u>
PNC Savings	\$50,727.90	Disaster Assist.	\$3,108.00	\$15.00	\$0.00	\$3,123.00
Vanguard Bonds	\$80,016.10	Education	\$121,921.00	\$0.00	\$0.00	\$121,921.00
Total	\$130,744.00	Finch Award	\$5,700.00	\$0.00	\$0.00	\$5,700.00
		Total	\$130,729.00	\$15.00	\$0.00	\$130,744.00

MARAC Budget - Fiscal 2018

MARAC Income

Category	Anticipated
Annual Receipts	
Membership Dues	\$43,000.00
Conference Registration	\$90,000.00
Conference Vendors	\$15,000.00
Conference Sponsorship	\$6,000.00
Publication Advertising	\$4,000.00
Publication Sales	\$350.00
Mailing List Sales	\$150.00
Off-Meeting Workshops	\$24,400.00
Bank Interest	\$100.00
Investment Interest	\$2,000.00
Gifts to Operations	\$500.00
Miscellaneous	\$0.00
TOTAL	\$185,500.00

MARAC Expenses

Category	Allocated
General	
Administrator	\$9,055.00
Executive Officers	\$23,600.00
Caucuses	
Delaware	\$0.00
District of Columbia	\$550.00
Maryland	\$500.00
New Jersey	\$450.00
New York	\$500.00
Pennsylvania	\$300.00
Virginia	\$400.00
West Virginia	\$420.00
Committees	
Steering	\$6,500.00
Communications	\$7,600.00
Education	\$14,900.00
Finance	\$7,025.00
Meetings Coordinating	\$0.00
Membership	\$200.00
Nominating	\$50.00
Custer	\$450.00
Distinguished Service	\$250.00
Finding Aids	\$750.00
Scholarship	\$2,000.00
Fall Conference (LAC)	\$50,000.00
Spring Conference (LAC)	\$60,000.00
TOTAL	\$185,500.00

MARAC Income

Category	Anticipated
Annual Receipts	
Membership Dues	\$43,000.00
Conference Registration	\$90,000.00
Conference Vendors	\$15,000.00
Conference Sponsorship	\$6,000.00
Publication Advertising	\$4,000.00
Publication Sales	\$350.00
Mailing List Sales	\$150.00
Off-Meeting Workshops	\$24,400.00
Bank Interest	\$100.00
Investment Interest	\$2,000.00
Gifts to Operations	\$500.00
Miscellaneous	\$0.00
TOTAL	\$185,500.00

MARAC Expenses

Category	Allocated
Operational Support	
Administrator Salary	\$20,000.00
Web Services	\$6,400.00
Archivist	\$1,000.00
Accountant	\$1,500.00
Advocacy	\$2,145.00
Insurance Policy	\$1,100.00
General Support	
Phone	\$650.00
Postage	\$1,000.00
Office Supplies	\$150.00
Food	\$6,255.00
Travel	\$5,850.00
Rented Services	
Equipment	\$0.00
Printing and Design	\$7,100.00
Conference	\$110,000.00
Lodging	\$4,200.00
Honoraria	\$8,900.00
Awards and Scholarships	
Awards and Prizes	\$1,450.00
Scholarships	\$2,000.00
Financial Operations	
Banking Fees	\$5,500.00
Investments	\$0.00
Other	
Disaster Relief	\$0.00
Miscellaneous	\$300.00
TOTAL	\$185,500.00

MARAC Budget - FY2017

MARAC Income

Category	Anticipated
Annual Receipts	
Membership Dues	\$33,000.00
Conference Registration	\$90,000.00
Conference Vendors	\$15,000.00
Conference Sponsorship	\$6,500.00
Publication Advertising	\$4,000.00
Publication Sales	\$350.00
Mailing List Sales	\$150.00
Off-Meeting Workshops	\$6,400.00
Bank Interest	\$100.00
Investment Interest	\$2,000.00
Gifts to Operations	\$500.00
Miscellaneous	\$0.00
TOTAL	\$158,000.00

MARAC Expenses

Category	Allocated
Operational Support	
Administrator Salary	\$20,000.00
Web Services	\$6,000.00
Archivist	\$1,000.00
Accountant	\$1,500.00
Advocacy	\$2,100.00
Insurance Policy	\$1,100.00
General Support	
Phone	\$650.00
Postage	\$725.00
Office Supplies	\$175.00
Food	\$5,700.00
Travel	\$4,100.00
Rented Services	
Equipment	\$0.00
Printing and Design	\$4,050.00
Conference	\$100,000.00
Lodging	\$2,950.00
Honoraria	\$2,000.00
Awards and Scholarships	
Awards and Prizes	\$1,450.00
Scholarships	\$2,200.00
Financial Operations	
Banking Fees	\$2,000.00
Investments	\$0.00
Other	
Disaster Relief	\$0.00
Miscellaneous	\$300.00
TOTAL	\$158,000.00

MARAC Budget - FY2018

MARAC Income

Category	Anticipated
Annual Receipts	
Membership Dues	\$43,000.00
Conference Registration	\$90,000.00
Conference Vendors	\$15,000.00
Conference Sponsorship	\$6,000.00
Publication Advertising	\$4,000.00
Publication Sales	\$350.00
Mailing List Sales	\$150.00
Off-Meeting Workshops	\$24,400.00
Bank Interest	\$100.00
Investment Interest	\$2,000.00
Gifts to Operations	\$500.00
Miscellaneous	\$0.00
TOTAL	\$185,500.00

MARAC Expenses

Category	Allocated
Operational Support	
Administrator Salary	\$20,000.00
Web Services	\$6,400.00
Archivist	\$1,000.00
Accountant	\$1,500.00
Advocacy	\$2,145.00
Insurance Policy	\$1,100.00
General Support	
Phone	\$650.00
Postage	\$1,000.00
Office Supplies	\$150.00
Food	\$6,255.00
Travel	\$5,850.00
Rented Services	
Equipment	\$0.00
Printing and Design	\$7,100.00
Conference	\$110,000.00
Lodging	\$4,200.00
Honoraria	\$8,900.00
Awards and Scholarships	
Awards and Prizes	\$1,450.00
Scholarships	\$2,000.00
Financial Operations	
Banking Fees	\$5,500.00
Investments	\$0.00
Other	
Disaster Relief	\$0.00
Miscellaneous	\$300.00
TOTAL	\$185,500.00

MARAC Fall 2016 MEETING**Annapolis, MD****Final Summary**

Category	Budget for 350 Attendees	Total for 377 Attendees
INCOME		
Registration Fees	\$39,400.00	\$39,260.00
Exhibitor Fees	\$11,060.00	\$13,350.00
Meals	\$6,750.00	\$4,935.00
Reception	\$1,375.00	\$450.00
Tour Fees	\$1,075.00	\$900.00
Workshop Fees	\$6,650.00	\$6,555.00
Total Income	\$66,310.00	\$65,450.00
EXPENSES		
Administrative Services	\$5,000.00	\$2,062.88
Hotel Expenses	\$12,595.00	\$15,379.46
LAC Expenses	\$250.00	\$0.00
Meal Expenses	\$29,155.00	\$25,787.00
Reception	\$9,752.40	\$12,513.01
Registration/Program	\$2,750.00	\$2,505.11
Session/Plenary Speakers	\$335.00	\$250.00
Tour Expenses	\$820.00	\$715.00
Workshop Expenses	\$3,000.00	\$2,019.70
Total Expenses	\$63,657.40	\$61,232.16
Profit	\$2,652.60	\$4,217.84
MARAC Cover of Steering Dinner	\$1,040.00	\$976.00
PROJECTED PROFIT / NET PROFIT	\$3,692.60	\$5,193.84

Final Income

Category	Budgeted 350			Actual 377		
	Cost/Item	Attendees	Total	Cost/Item	Attendees	Total
INCOME						
Registration Fees						
Pre-Reg Members	\$105.00	195	\$20,475.00	\$105.00	232	\$24,360.00
Pre-Reg Non-Members	\$145.00	30	\$4,350.00	\$145.00	19	\$2,755.00
Late Reg Members	\$115.00	30	\$3,450.00	\$115.00	38	\$4,370.00
Late Reg Non-Members	\$155.00	15	\$2,325.00	\$155.00	11	\$1,705.00
Member, on-site	\$125.00	30	\$3,750.00	\$125.00	10	\$1,250.00
Non-member, on-site	\$165.00	20	\$3,300.00	\$165.00	13	\$2,145.00
Student registration	\$55.00	10	\$550.00	\$55.00	41	\$2,255.00
One day (Saturday only)	\$60.00	20	\$1,200.00	\$60.00	7	\$420.00
Total Registration Fees		350	\$39,400.00		371	\$39,260.00
Exhibitor Fees						
Ads	\$100.00	2	\$200.00	\$500.00	1	\$500.00
Vendor Sponsorships	\$0.00	2	\$500.00		3	\$950.00
Plenary/Conf Sponsorship	\$0.00	1	\$500.00			\$0.00
Other Sponsorships	\$0.00	4	\$1,000.00		1	\$2,000.00
Rental - 1 Table	\$600.00	12	\$7,200.00	\$600.00	14	\$8,400.00
Rental - 2 Tables	\$750.00	2	\$1,500.00	\$750.00	2	\$1,500.00
Lunches	\$40.00	4	\$160.00	\$40.00	0	\$0.00
Total Exhibitor Fees			\$11,060.00			\$13,350.00
Meals						
Breakfast - Business Mtg.	\$20.00	125	\$2,500.00	\$20.00	73	\$1,460.00
Lunch - Friday meat	\$25.00	135	\$3,375.00	\$25.00	82	\$2,050.00
Lunch - Friday veg	\$25.00	35	\$875.00	\$25.00	57	\$1,425.00
Total Meals			\$6,750.00			\$4,935.00
Reception						
Donation	\$0.00	2	\$1,000.00			\$0.00
Guest Tickets	\$25.00	15	\$375.00	\$25.00	18	\$450.00
Total Reception Income			\$1,375.00			\$450.00
Tour Fees						
Tour #1 -- Trolley Tour	\$20.00	20	\$400.00	\$20.00	0	\$0.00
Tour #2 -- Paca House	\$15.00	15	\$225.00	\$15.00	21	\$315.00
Tour #3 -- USNA	\$15.00	15	\$225.00	\$15.00	12	\$180.00
Tour #4 -- USNA	\$15.00	15	\$225.00	\$15.00	27	\$405.00
Total Tour Fees			\$1,075.00			\$900.00
Workshop Fees						
Workshop #1	\$95.00	20	\$1,900.00	\$95.00	30	\$2,850.00
Workshop #2	\$95.00	20	\$1,900.00	\$95.00	12	\$1,140.00
Workshop #3	\$95.00	15	\$1,425.00	\$95.00	15	\$1,425.00
Workshop #4	\$95.00	15	\$1,425.00	\$95.00	12	\$1,140.00
Total Workshop Fees			\$6,650.00			\$6,555.00
Total Income			\$66,310.00			\$65,450.00

Final Expenses

Category	Budgeted 350			Actual 377		
	Cost/Item	Attendees	Total	Cost/Item	Attendees	Total
EXPENSES						
Administrative Services			\$5,000.00			\$2,062.88
Hospitality Suite			\$0.00			\$0.00
Hotel Expenses						
AV Equipment Tech	\$1,620.00		\$1,620.00			\$0.00
AV Equipment Rental	\$1,335.00		\$1,335.00		AV total	\$9,096.32
Room Rentals (deposit)	\$1,000.00		\$1,000.00			\$366.00
Miscellaneous Expenses	\$500.00		\$500.00			\$0.00
Service Fee + Taxes for Meals*	\$8,040.00		\$8,040.00			\$5,917.14
Service Fee if less than minimum**	\$100.00		\$100.00			\$0.00
Total Hotel Expenses			\$12,595.00			\$15,379.46
LAC Expenses			\$250.00			\$0.00
Meal Expenses (\$25,000 min)						
Breakfast Buffet - Sat	\$30.00	125	\$3,750.00	\$30.00	90	\$2,700.00
Coffee Breaks Thur (AM & PM)	\$22.50	120	\$2,700.00			\$2,575.00
Continental Breakfast - Fri AM	\$22.00	260	\$5,720.00	\$22.00	200	\$4,400.00
Coffee Breaks Fri (AM & PM)	\$20.00	520	\$10,400.00			\$8,650.00
Coffee Breaks Sat (AM)	\$4.00	150	\$600.00			\$1,902.00
Lunch - Friday (meat)	\$27.00	135	\$3,645.00			
Lunch - Friday (veg)	\$28.00	35	\$980.00			
Lunch - Friday (meat and veg)				\$28.00	160	\$4,480.00
Vendor Lunches - Fri**	\$28.00	20	\$560.00	\$28.00	10	\$280.00
Steering Committee - Th**	\$40.00	20	\$800.00	\$32.00	25	\$800.00
Total Meal Expenses			\$29,155.00			\$25,787.00
Reception						
Caterer (Food + Beverage/Alcohol)	\$5,500.00		\$5,500.00			\$7,212.75
Server Labor Fees	\$100.00	3	\$300.00			\$300.00
Insurance	\$400.00		\$400.00			\$400.00
Facility Fees	\$1,500.00		\$1,500.00			\$1,515.00
Transportation shuttle			\$0.00			\$495.00
Service Fee + Taxes*	\$2,052.40		\$2,052.40			\$2,590.26
Total Reception Costs			\$9,752.40			\$12,513.01
Registration/Program						
Program	\$2,500.00		\$2,500.00			\$2,301.50
Folders, Badges, etc.	\$250.00		\$250.00			\$203.61
Total Registration/Program Costs			\$2,750.00			\$2,505.11
Luncheon/Plenary Speakers						
Lodging	\$200.00	1	\$200.00	\$250.00	1	\$250.00
Meals	\$35.00	1	\$35.00			\$0.00
Travel	\$100.00	1	\$100.00			\$0.00
Total Luncheon/Plenary Costs			\$335.00			\$250.00
Total Tour Expenses			\$820.00			\$715.00
Workshop Expenses						
Honoraria	\$500.00	4	\$2,000.00		4	\$1,500.00
Lodging/Meals	\$175.00	4	\$700.00			\$463.80
Travel (Speakers)	\$50.00	4	\$200.00			\$55.90
Misc. Expenses	\$25.00	4	\$100.00			\$0.00
Total Workshop Expenses			\$3,000.00			\$2,019.70
Total Expenses			\$63,657.40			\$61,232.16

MARAC Fall 2017 MEETING**Buffalo****Proposed Budget**

Category	Total for 250 Attendees	Total for 300 Attendees
INCOME		
Registration Fees	\$24,350.00	\$29,450.00
Exhibitor Fees	\$11,000.00	\$11,000.00
Meals	\$3,218.50	\$3,911.50
Reception	\$1,200.00	\$1,300.00
Tour Fees	\$600.00	\$900.00
Workshop Fees	\$5,625.00	\$7,200.00
Total Income	\$45,993.50	\$53,761.50
EXPENSES		
Administrative Services	\$5,000.00	\$5,000.00
Hospitality Suite	\$0.00	\$0.00
Hotel Expenses	\$7,629.60	\$7,629.60
LAC Expenses	\$300.00	\$300.00
Meal Expenses	\$20,524.33	\$23,469.33
Reception	\$8,553.00	\$9,732.00
Registration/Program	\$3,250.00	\$3,250.00
Session/Plenary Speakers	\$335.00	\$335.00
Tour Expenses	\$600.00	\$900.00
Workshop Expenses	\$2,550.00	\$2,550.00
Total Expenses	\$48,741.93	\$53,165.93
Profit	(\$2,748.43)	\$595.57
MARAC Cover of Steering Dinner	\$612.00	\$612.00
NET INCOME / PROJECTED PROFIT	(\$2,136.43)	\$1,207.57

MARAC Fall 2017 MEETING

Buffalo

Proposed Budget - Income Estimates

Category	Cost/Item	250 Attendees	Total	Cost/Item	300 Attendees	Total
INCOME						
Registration Fees						
Pre-Reg Members	\$95.00	170	\$16,150.00	\$95.00	200	\$19,000.00
Pre-Reg Non-Members	\$135.00	20	\$2,700.00	\$135.00	20	\$2,700.00
Late Reg Members	\$105.00	15	\$1,575.00	\$105.00	20	\$2,100.00
Late Reg Non-Members	\$145.00	5	\$725.00	\$145.00	5	\$725.00
Member, on-site	\$115.00	10	\$1,150.00	\$115.00	25	\$2,875.00
Non-member, on-site	\$155.00	5	\$775.00	\$155.00	5	\$775.00
Student registration	\$50.00	20	\$1,000.00	\$50.00	20	\$1,000.00
One day (Saturday only)	\$55.00	5	\$275.00	\$55.00	5	\$275.00
Total Registration Fees		250	\$24,350.00		300	\$29,450.00
Exhibitor Fees						
Ads	\$100.00	2	\$200.00	\$100.00	2	\$200.00
Donations/Sponsorships	\$250.00	8	\$2,000.00	\$250.00	8	\$2,000.00
Rental - 1 Table	\$600.00	12	\$7,200.00	\$600.00	12	\$7,200.00
Rental - 2 Tables	\$800.00	2	\$1,600.00	\$800.00	2	\$1,600.00
Total Exhibitor Fees			\$11,000.00			\$11,000.00
Meals						
Breakfast - Business Mtg.	\$20.00	50	\$1,000.00	\$20.00	60	\$1,200.00
Lunch - Friday	\$24.65	90	\$2,218.50	\$24.65	110	\$2,711.50
Total Meals			\$3,218.50			\$3,911.50
Reception						
Sponsorship	\$500.00	2	\$1,000.00	\$500.00	2	\$1,000.00
Guest Tickets	\$20.00	10	\$200.00	\$20.00	15	\$300.00
Total Reception Income			\$1,200.00			\$1,300.00
Tour Fees						
Tour #1	\$8.00	10	\$80.00	\$8.00	15	\$120.00
Tour #2	\$7.00	10	\$70.00	\$7.00	15	\$105.00
Tour #3	\$5.00	10	\$50.00	\$5.00	15	\$75.00
Tour #4	\$10.00	10	\$100.00	\$10.00	15	\$150.00
Tour #5	\$15.00	10	\$150.00	\$15.00	15	\$225.00
Tour #6	\$15.00	10	\$150.00	\$15.00	15	\$225.00
Total Tour Fees			\$600.00			\$900.00
Workshop Fees						
Workshop #1	\$90.00	20	\$1,800.00	\$90.00	25	\$2,250.00
Workshop #2	\$90.00	20	\$1,800.00	\$90.00	25	\$2,250.00
Workshop #3	\$90.00	15	\$1,350.00	\$90.00	20	\$1,800.00
Workshop #4	\$45.00	15	\$675.00	\$45.00	20	\$900.00
Total Workshop Fees			\$5,625.00			\$7,200.00
Total Income			\$45,993.50			\$53,761.50

MARAC Fall 2017 MEETING

Buffalo

Proposed Budget - Expense Estimates

Category	250			300		
	Cost/Item	Attendees	Total	Cost/Item	Attendees	Total
EXPENSES						
Administrative Services			\$5,000.00			\$5,000.00
Hospitality Suite			\$0.00			\$0.00
Hotel Expenses						
AV Equipment Tech			\$1,293.60			\$1,293.60
AV Equipment Rental			\$5,836.00			\$5,836.00
Room Rentals			\$0.00			\$0.00
Miscellaneous Expenses			\$500.00			\$500.00
Taxes / Fees			\$0.00			\$0.00
Total Hotel Expenses			\$7,629.60			\$7,629.60
LAC Expenses			\$300.00			\$300.00
Meal Expenses						
Breakfast Buffet - Sat	\$20.00	50	\$1,000.00	\$20.00	60	\$1,200.00
Continental Breakfast - Fri	\$17.00	200	\$3,400.00	\$17.00	225	\$3,825.00
Coffee Breaks Thur (AM & PM)	\$18.75	75	\$1,406.25	\$18.75	85	\$1,593.75
Coffee Breaks Fri (AM & PM)	\$21.86	375	\$8,197.50	\$21.86	450	\$9,837.00
Lunch - Friday	\$24.65	90	\$2,218.50	\$24.65	110	\$2,711.50
Steering Committee - Th	\$30.60	20	\$612.00	\$30.60	20	\$612.00
Service charges			\$3,368.08			\$3,368.08
Vendor lunches	\$23.00	14	\$322.00	\$23.00	14	\$322.00
Total Meal Expenses			\$20,524.33			\$23,469.33
Reception						
Caterer			\$6,153.00			\$7,332.00
Entertainment			\$300.00			\$300.00
Insurance			\$400.00			\$400.00
Facility Fees			\$1,700.00			\$1,700.00
Total Reception Costs			\$8,553.00			\$9,732.00
Registration/Program						
Program			\$3,000.00			\$3,000.00
Folders, Badges, etc.			\$250.00			\$250.00
Total Registration/Program Costs			\$3,250.00			\$3,250.00
Session/Plenary Speakers						
Lodging			\$200.00			\$200.00
Meals			\$35.00			\$35.00
Travel			\$100.00			\$100.00
Total Session/Plenary Costs			\$335.00			\$335.00
Total Tour Expenses			\$600.00			\$900.00
Workshop Expenses						
Honoraria			\$1,750.00			\$1,750.00
Lodging/Meals			\$500.00			\$500.00
Travel (Speakers)			\$200.00			\$200.00
Misc. Expenses			\$100.00			\$100.00
Total Workshop Expenses			\$2,550.00			\$2,550.00
Total Expenses			\$48,741.93			\$53,165.93

MARAC Historian Report**April/2017 (for the MARAC Steering Committee Meeting in Newark, NJ)**

This season I have continued to assist MARAC Archivist Liz Novara with some appraisal work on partially-processed files earmarked for inclusion into the core archival collection. I've continued to work on updating and expanding an historical list of MARAC officers who have served in various positions in the organization over the years. In addition, I am beginning to identify and to attempt to fill some gaps in the historical documentation found in the archive.

In recent weeks I have continued to work with Adriana Cuervo in coordinating the transition of award certificate preparation from the Archives program at UMD to the newly-formed Awards Committee in MARAC.

I will be in attendance at the Steering Committee in Newark and look forward to our upcoming MARAC Spring Meeting!

Lauren Brown
MARAC Historian

MARAC

Mid-Atlantic Regional Archives Conference

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New York • Pennsylvania • Virginia • West Virginia

MARAC Archivist Report Steering Committee Meeting Newark, NJ April 14, 2017

Newark Conference – DRUM Submissions

The DRUM (Digital Repository at the University of Maryland) is currently accepting conference presentation submissions for the Newark conference and all previous conferences. An email reminder was sent to the Program Committee Chairs to send out notifications to conference presenters to submit their presentations.

Website Revisions

I met with Liz Caringola, member of the MARAC web team, on April 6, 2017, to discuss much needed updates to the MARAC website that related to the archives including those pages that contain information about publications, conferences, conference programs, and the digital repository. Liz will be working with the web team to make these updates which will make finding historical information about MARAC a more seamless process.

Processing

Lauren Brown, the Archives Coordinator (Historian) continues to volunteer his time to work on appraising materials in the MARAC archives that have accumulated over the last few years. Additional processing will take place once Lauren has finished his appraisal.

Reference

Since January 27, 2017 (last report), there was one reference question submitted to the MARAC archivist.

Respectfully submitted,

Elizabeth A. Novara
MARAC Archivist



Spring 2017 NATIONAL COALITION FOR HISTORY RAAC Report

TRUMP FY18 BUDGET PROPOSES CUTS TO HISTORY & HUMANITIES FUNDING: On March 16, President Trump sent an outline of his proposed fiscal year (FY) 2018 budget to Congress. It includes devastating cuts to federal history and humanities funding including elimination of the NEH, NEA, IMLS, and more. The budget proposes a \$54 billion increase in defense and public safety spending that is offset by equivalent cuts in discretionary non-defense programs.

NCH Executive Director Lee White puts this in perspective:

“The administration has only submitted a bare-bones budget summary for ‘major’ federal agencies. As a result, smaller agencies of interest to NCH members such as the National Archives (which includes NHPRC) and the Library of Congress are not included.

“The major point to remember is that Congress ultimately controls appropriations. Many Republicans and Democrats on the Hill have already dismissed the Trump proposal as ‘dead on arrival.’ The president is posturing and this budget plays to his base by delivering on his promise to ‘drain the swamp.’

“So while our community should and will fight vigorously against these proposed cuts, I cannot stress enough that there is no need to panic. This is a war of attrition that will be fought through the appropriations process in both houses of Congress. We will need to focus our attention, as we always have, on the appropriations subcommittees with jurisdiction over the programs that affect our constituents.

“Since convening in January, Congress has been focused on confirming Trump administration officials and also preoccupied with repealing and replacing the Affordable Care Act. As a result, there has been scant attention paid to issues concerning our community. This will obviously change as the appropriations process cranks up in the coming months.

“NCH will be issuing a number of legislative alerts as the FY 18 budget moves through the appropriations process. Over the years we have built lasting relationships in Congress that we can draw upon, including the History Caucus in the House. The National Humanities Alliance held its annual Humanities Advocacy Day in March with a record 250+ attendees. Early reports are that there remains strong support on the Hill for our programs. So our work has just begun.” -- Lee White, Executive Director, NCH

NATIONAL ARCHIVES ANNOUNCES NEW DIRECTOR OF THE GEORGE W. BUSH

PRESIDENTIAL LIBRARY: Archivist of the United States David Ferriero announced the appointment of retired Brig. Gen. Patrick X. Mordente as the new Director of the George W. Bush Presidential Library and Museum, effective February 6. In making the announcement, Ferriero affirmed that Mordente’s federal experience leading large organizations, “especially team building, process improvement, and crisis management,” would greatly benefit both the George W. Bush Presidential Library and Museum, and the National Archives. As always, learn more at <http://historycoalition.org/> ...

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

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Web Team Report

Steering Committee Meeting
Newark, NJ
April 20, 2017

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

Updates since the last Steering Meeting

The Web Team has been focused on planning the upgrade to the new MemberClicks platform. The first part of the upgrade process involves a website redesign. The Web Team has selected a **new website template**, which improves site navigation and is mobile friendly. We are working with MemberClicks and plan to go live in June 2017. The second part of this process involves upgrading the MemberClicks administrative backend. This upgrade is scheduled for after the Fall 2017 conference. Liz is the point of contact with MemberClicks for the upgrade. Don has been communicating with the MARAC Administrator and members of the Exec. Committee of Steering regarding the upgrade.

Other tasks include:

- Liz has continued to work with the MemberClicks Help Desk to resolve several instances of members not receiving listserv emails.
- Don created a new donation form for the Graduate Scholarship Fund and provided technical support for creating the Election ballot in Survey Monkey.
- Liz and Anastasia continued to update and maintain the Job Opportunities page (<http://www.marac.info/job-opportunities>).
- Liz made updates to Caucus pages as requested.
- Don made updates to Committee pages as requested.
- Don, Liz, and Christy provided technical support to the MARAC Administrator as requested.

Respectfully submitted,

Don Sailer

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Final report, Task Force on Diversity and Inclusion

MARAC Steering Committee, April 20, 2017

Submitted by Lindsey Loeper, Chair

1. Overview

1.1 Summary of work completed

Established in Summer 2015 by MARAC Chair Brian Keough, the Task Force on Diversity and Inclusion has worked together to complete the charge as outlined by the Steering Committee. During this time we

- completed a review of related professional organization's efforts in supporting diversity and inclusion (see report to Steering, Spring 2016);
- compiled a resource list of publications, reports, and other content related to diversity and inclusion in the archives field and the cultural heritage field in general (now available at marac.info/diversity);
- surveyed the MARAC membership to determine the efforts and goals that are valued by our members (see report to Steering, Spring 2016);
- and drafted and submitted to the Steering Committee a definition of diversity as it relates to our profession, a position statement on diversity, and a code of conduct (see report to Steering, Fall 2016, with updated versions below in sections 3, 4, and 5.1.5).

1.2 Summary of report

This report contains updated versions of the diversity definition, the position statement, and the code of conduct, incorporating suggested revisions by members of the Steering committee and the Task Force. The bulk of the report contains recommended initiatives to support the goals outlined in the position statement. These recommendations are arranged by related committee area: Steering, Communications, Meetings and Education, and Membership. Our intention is that this work will be supported by a Diversity and Inclusion Coordinator and Committee in partnership with the existing committees.

In addition to the specific initiatives outlined, we recommend that all MARAC committees and serving members consider how their work promotes, supports, and/or unintentionally hinders our shared goal of working within a diverse and inclusive member organization and profession. The Diversity and Inclusion Coordinator and Committee can assist all committees, not only those targeted in this report, with reviewing their mission and suggesting potential assessment methods to evaluate work in this area.

The Task Force has acknowledged throughout the process that these are complicated issues that will not be remedied by our recommendations alone. The continued commitment shown by our Chair and Chair-Elect, Brian Keough and Vin Novara, the guidance and support provided by the members

of the Steering Committee, and the hard work and dedication of our membership will be required in order for MARAC to make a real contribution in moving our profession forward. We acknowledge that this work won't be easy and that MARAC can't do it alone, and that we might even fail a few times on the way, but we're looking forward to getting started.

1.3 Task Force members

Kirsten Strigel Carter

Ken Cleary, Member-At-Large

E. Evan Echols

Christine George, Member-At-Large

Josue Hurtado

Lindsey Loeper, Member-At-Large, Chair

Megan Miller

2. Task Force Charge

MARAC seeks to encourage, enhance, and facilitate communication, education and relations among persons of various races, physical conditions, religions, national origins, citizenship, genders, ages, socio-economic backgrounds, and sexual orientation within the archival profession in general and within the MARAC region in particular. To accomplish this goal, the MARAC Task Force on Diversity and Inclusion has the following charge:

- Review and/or survey the efforts of other related professional organizations efforts to increase diversity
- Survey MARAC members to identify the critical issues pertaining to diversity facing the organization
- Define and articulate diversity as it applies to the profession, to MARAC and to our members
- Draft a position statement on diversity for the Steering Committee to consider and adopt as MARAC policy
- Recommend specific goals, objectives, and new initiatives for increasing diversity in MARAC and in the profession as a whole

The Task Force on Diversity and Inclusion reports to the Steering Committee and will work closely with the MARAC Chair. The Task Force is responsible for submitting items for action, discussion and feedback as necessary from the Steering Committee and the Task Force Chair is responsible for submitting a final report to the Steering Committee in an appropriate time period.

3. Diversity definition

The Mid-Atlantic Regional Archives Conference (MARAC) promotes a diverse and inclusive membership, one that will encourage, enhance, and facilitate communication, education and relations among persons of various races, physical conditions, religions, national origins, citizenship, gender identities or expressions, ages, socio-economic backgrounds, and sexual orientation within the archival profession, the archival repositories and cultural heritage organizations in the MARAC region, the archival collections in our care, and our research and scholarship partners.

4. Diversity statement

The Mid-Atlantic Regional Archives Conference (MARAC) seeks to be a diverse and inclusive member organization. As stated in the MARAC strategic plan, our members, research communities, and

collections will all “benefit from an organization that is dedicated to diversity, affordability, and collegiality.” We will work towards this goal by:

- promoting a respectful and open environment that welcomes members from all backgrounds, levels of expertise, and communities within the archival profession and the mid-Atlantic region;
- providing opportunities for professional discourse and engagement through service to MARAC and participation in meetings, publications, and other programming opportunities;
- identifying current barriers for participation and advocating for corrective action;
- and recognizing the varied strengths, needs, and perspectives present in our membership and valuing the opportunities for dialogue and growth that these differences provide.

[Note: the recommended initiatives in section 5 were developed to specifically support the stated goals above.]

5. Recommended initiatives

The recommendations outlined below are drawn from member feedback, the 2016 member survey, a survey of related member organization’s initiatives, and related publications. They are organized in relation to existing MARAC committees. Our hope is that this work will be carried out in partnership with these committees, drawing on their existing expertise and embedding the diversity and inclusion work into all areas of MARAC.

Many survey respondents pointed out the predominantly white membership of MARAC and other archival associations, reflecting the wider profession. Increasing diversity of the profession is a substantial task for MARAC to take on, but we can and should identify ways that we can support building a more diverse, inclusive, and equitable profession. One option would be to support the existing programs established by our colleagues at other member associations or in the profession at large, programs such as the SAA/ACRL Mosaic scholarship, SAA-affiliated graduate student groups, and the annual Conference on Inclusion and Diversity in Library and Information Science (CIDLIS) at the University of Maryland, College Park, to name just a few examples.

5.1 Steering/MARAC infrastructure

5.1.1 Establish Diversity and Inclusion Coordinator

The Diversity and Inclusion Coordinator shall serve as an officer of the Steering Committee, with voting privileges. This would require amending the bylaws and the requirements specified therein. The creation of such a position would signal to our membership our firm commitment to our diversity and inclusion goals, which would be furthered by the fact that an officer has voting rights. The Diversity and Inclusion Coordinator would act as a visible and accessible point of contact for our members to bring their questions or concerns, as well as serve an instrumental part of the D&I Committee (see below).

The Diversity and Inclusion Coordinator shall hold office for two (2) years, from July 1st to June 30th and until a successor shall have been elected or qualified. The Diversity and Inclusion Coordinator shall attend all meetings of the Steering Committee and the Conference business meetings. The duties of the D&I Coordinator shall include, without limitation, to:

- a. serve as ex-officio chair of the Diversity and Inclusion Committee;
- b. submit an annual report outlining work done in the past year to achieve diversity and inclusiveness and goals for the coming year;

- c. serve as the primary, confidential contact for Code of Conduct complaints, following up as necessary with the support and consultation of the Steering Committee;
- d. serve as the primary contact for all questions and concerns related to accessibility and inclusion at MARAC events, following up with appropriate leadership to address the question or concern;
- e. perform such other duties as pertain to the office and as may be assigned by the Steering Committee or as prescribed for the office by the adopted parliamentary authority.

5.1.2 Establish Diversity and Inclusion Committee

We believe that MARAC's work on diversity and inclusion will be best realized with the support of a new special committee. A standing committee "may be established upon recommendation of the Steering Committee and a majority vote of the membership" (Article 8.1); a special committee can be created with recommendation by Steering alone (Article 8.7). We believe that this designation will give Steering, the D&I Coordinator, and the committee itself the flexibility to respond to the changing needs of the membership. This does not limit Steering from requesting a change to a standing committee in the future. It is also possible, as our goal is to integrate this work within existing committees, that the D&I special committee may eventually prove extraneous to the work of the Coordinator.

The Committee consists of three members, not including the Diversity and Inclusion Coordinator who serves as Committee Chair. The MARAC Chair-elect appoints all members of the committee, except for the committee chair; a member-at-large may be appointed to the committee at the discretion of the Chair. All committee members shall serve two-year terms and may be reappointed for a second term. Each Committee member will be assigned to serve as a liaison on one or more related committees - Communications, Education and Meetings Coordinating, or Membership. They will work in partnership to address the recommendations outlined in this report.

The primary purpose of the Committee is to facilitate, sponsor, and promote the diversity and inclusiveness within the archival profession in general and the meetings and activities of MARAC particularly.

The Committee shall develop, coordinate, and support initiatives that will enhance and support the values and goals expressed in MARAC's diversity and inclusion statement.

The Committee shall identify ways to build and maintain an inclusive organization where differences of opinion, beliefs, and values are sought, listened to, respected, and valued.

The committee shall provide resources, consultation, and feedback to MARAC members as requested in order to support their efforts toward building and maintaining an inclusive, welcoming environment within the organization.

The committee shall serve as on-site coordinators for inclusion and diversity efforts at MARAC meetings.

Note: some parts of this document are based in whole or in part on NEA's language regarding their Inclusion and Diversity Coordinator position. <https://newenglandarchivists.org/diversity>

5.1.3 Diversity & Inclusion priorities in strategic planning

The current strategic plan will be under review in 2017. The language should be reviewed and clear objectives should be included.

5.1.4 ADA compliance policy

This may be a separate policy or could be included as part of the Meetings Manual. Emphasize MARAC's commitment to hosting meetings, workshops, and related events in ADA compliant venues. See example from the Association of Recorded Sound Collections: http://www.arsc-audio.org/pdf/ARSC_ADA_Accessibility_Policy_and_Practices.pdf.

5.1.5 Code of conduct policy

The submitted policy incorporates changes requested by Steering in November 2016. Please note that additional work will need to be completed by the D&I Coordinator in partnership with the Meetings and Education Committees to outline how the policy will be enforced. We recommend that the policy be distributed annually to the membership e-mail list and then distributed to all attendees at future conferences or workshops.

MARAC Code of Conduct

The values delineated herein describe conduct based on a belief in the importance of civil discourse and the free exploration of ideas and concepts – with a fundamental respect for the rights, dignity and value of all persons.

MARAC does not tolerate harassment in any form. MARAC is committed to providing a harassment-free environment for its members and others who participate in its conferences, events, meetings, formal mentoring relationships, and online spaces, regardless of age, color, creed, disability, family relationship, gender identity and expression, individual lifestyle, marital status, national origin, physical appearance, race, religion, sex, sexual orientation, or veteran status.

Harassment may include abusive verbal comments and/or discriminatory images in public spaces, deliberate intimidation, stalking, harassing photography or recording, sustained disruption of talks or other events, inappropriate physical contact, and unwelcome sexual attention,

All participants are expected to observe these rules and behaviors in all conference venues, including online venues, and conference social events. Participants asked to stop a hostile or harassing behavior are expected to comply immediately. If an attendee continues to engage in harassing behavior, MARAC conference coordinators will take action in any form they deem appropriate, up to and including expulsion from the conference with no refund and/or notification of law enforcement authorities

If you feel that you are in immediate danger at any time during the MARAC meeting or related event, contact law enforcement (by dialing 911) or the facility front desk without delay. If you are not in immediate danger but feel that you are being harassed or that someone else is being harassed, or if you have other concerns, please immediately contact the MARAC Chair or the Local Arrangements co-chairs. All MARAC officers can be contacted with assistance from the volunteer staff at the Registration Desk.

Conference participants seek to learn, network and have fun. Please do so responsibly and with respect for the right of others to do likewise.

This policy is based on the [SAA Code of Conduct](#) which in turn is based on [the US OpenGLAM Friendly Space Policy](#), which in turn is based on [the Geek Feminism Wiki sample policy](#).

5.1.6 Establish preference for online voting whenever possible

The only matter that requires an in-person vote at a MARAC business meeting is a dues change (see Article 9.2 <http://www.marac.info/marac-bylaws>). Steering should default to recommending an

online vote sent to the full membership whenever the method of the vote is not explicitly stated in the by-laws.

Notes provided by Jim Gerencser, December 7, 2016: "...the ONLY vote that is specifically outlined in the bylaws that it must take place at the business meeting is a change to dues. [article 9.2]

–During a business meeting, those members assembled can, by a majority vote, also force an action on the Steering Committee or overturn an action by the Steering Committee. [article 3.2]

–Votes to amend any proposed changes to the bylaws brought forward by the Steering Committee would take place at a business meeting [article 11.2], BUT, votes to actually approve to changes to the bylaws are voted on by the entire membership through referendum no later than 30 days after a business meeting. [article 11.3]

–The creation of new standing committees is to be voted upon "by the membership" (which I interpret as full membership by referendum), rather than only membership assembled at a business meeting. [article 8.1]

–So it seems to me that there is nothing to preclude voting via full member referendum – in the same manner that we do for elections and bylaws amendments – for many MARAC activities (excepting dues changes). The manner of voting for measures that are not specifically prescribed in the bylaws could be by whatever manner Steering chose."

5.1.7 Review language in Nominating and Elections Committee mission and CFN wording

Current wording on the NEC webpage states, "In soliciting nominations and preparing a slate of candidates, the Committee shall strive for balanced representation of race, gender and gender identity, geographical distribution, and professional experience to insure that MARAC elections reflect the diverse constituency of its membership." This language should be reviewed for consistency with the D&I definition and statement adopted by MARAC. We also recommend that this statement be included in the call for nominations sent out to the membership each year.

5.2 Communications

The first question on the member survey asked respondents to if they agreed with the following statement: "MARAC prioritizes diversity and inclusion in its programming and member services." Of 140 responses, 67 chose "Neutral"; open-ended responses in the survey support our interpretation that this is due in large part to members simply not knowing what is being done in this area. "I know that is formally a priority, but I have not been aware of how this priority manifests itself in the programming and services. This is not necessarily a failure on MARAC's part, but more a statement of my own lack of awareness."

Increased, targeted promotion of the D&I work by MARAC committees and members will not only help our members to learn more about this area but will also help to connect the services and resources available with the people that may benefit from them.

5.2.1 Promotion of MARAC service

Our primary recommendation is promotion of existing MARAC initiatives to the MARAC membership through the MARAC mailing lists, blog, *Mid-Atlantic Archivist*, and other platforms. This outreach work should demonstrate the variety and the impact of work done by all MARAC groups; we want to highlight that this work is integrated throughout the work of MARAC and not as isolated initiatives. Examples of promotion include highlights from meeting sessions, content written by MARAC speakers (either expanded for MAA or as a summary for a blog or Facebook post), summaries of workshops with bibliographies of related resources, and summaries by committees on related projects.

5.2.2 Secondary: Promotion of MARAC members

In addition to promoting the work done as part of MARAC service, we can also promote the work done by our members at their repositories or as part of service through other organizations. We recognize that this is already done through the MAA and in selection of speakers by the Program Committee, and simply wish to reiterate the importance of this work. Several examples of potential articles or sessions that we wish to highlight include:

- Mentor/mentee pairs roundtable to familiarize others with the SAA program
- Notification of related conferences, publications, or events in the MARAC region (for example, the annual Conference on Diversity and Inclusion in Library and Information Science at the University of Maryland, College Park)
- Examples of programming or collection development initiatives included in the Caucus News section of the *Mid-Atlantic Archivist*

5.2.3 Secondary: History Day service

In addition to expanded outreach to graduate students (see 5.4.1), several survey respondents stressed the importance of advocating the importance of archives to a younger audience. Many of our colleagues have robust partnerships with K-12 audiences, not only school librarians and archivists, but also those serving in public libraries and museums. Archivists not working in these organizations may not feel prepared to work with younger researchers or be able to anticipate their research and instruction needs. A simple way to begin service to the K-12 community is by volunteering to work with the county or state History Day programs. There are several levels of involvement available, and serving as a History Day judge would be a low commitment option for our members. Service with History Day would make archivists a visible and active part of the event, and would increase our visibility within the local cultural heritage and K-12 education fields. It is also an opportunity to work with the State humanities councils. State caucuses could even plan this as a service day for MARAC members.

5.3 Education and Meetings Coordinating

5.3.1 Workshop for entry level archival skills

We recommend a workshop that is directly targeted at people working with archival collections, either as part of their profession or in a volunteer capacity, that have not had formal training either in the workplace or as part of an advanced degree. One survey respondent referred to “accidental archivists” - people that have found themselves working with archival collections in some capacity, typically as part of a larger project or community initiative. The workshop would focus on basic skills and techniques such as preservation best practices, hierarchical description, and access to materials. We recommend soliciting a CFP from interested instructors or groups of instructors to determine the syllabus and structure of the workshop. The New York State Documentary Heritage basic workshops (<http://www.archives.nysed.gov/workshops/catalog>) and the NJ Caucus Archival Projects Evaluation Service (CAPES, http://www.nj.gov/state/historical/dos_his_grants.html#capes) can both serve as examples. One consideration is whether the workshops would be established with a caucus focus, as opposed to MARAC wide (there are benefits with both models). If combined with effective outreach and recruiting, this could be a good way to attract new membership and connect to communities in need of professional support.

Steering should consider how they might further support the workshop attendees through a reduced workshop fee or meeting registration. This would require a funding allocation by Steering to cover venue costs and the payment to the instructor(s). We do not wish to further strain the tight budgets of the Education and Local Arrangements Committees, but a reduction in the registration fee would help communities of archivists that are working with no professional development budgets or are

working as volunteers. We may consider how this workshop, once in place, could further support the Karen A. Stuart Local History Collection Workshop & Conference Attendance.

5.3.2 Mentorship programming

A successful mentor-mentee relationship can have a positive impact on new archival professionals. We support the current planning underway to establish a MARAC mentorship program. The Society of American Archivists mentorship program may be able to provide assistance in establishing the program as well as training for volunteer mentors in the MARAC region (<http://archivists.org/membership/mentoring>). We recommend a supplemental workshop for mentors offered in-person or as a free webinar. The workshop would provide an overview of the program and prepare mentors for their role in the mentoring relationship.

5.3.3 Secondary: Best practices in MCC Meetings Manual

Feedback about D&I related content at the MARAC meetings was generally quite positive. At this time, we do not want to put additional pressure on the Programming and Local Arrangements Committees by implementing requirements or quotas on sessions relating to these topics. We should consider how we can better support the PC and LAC for each meeting, and one option would be to provide examples of previous session topics or best practices. The D&I Committee could work with the Program Committees to develop sessions for each meeting until there are a set of examples that future PCs can review. This information could be incorporated into the existing Meetings Manual.

5.4 Membership

5.4.1 Targeted outreach to graduate programs

One group that is frequently mentioned for targeted outreach are graduate students in the MARAC region. We do not currently have funding to establish an academic scholarship and we applaud the work being done by Development Coordinator Sharmila Bhatia to build financial support for this initiative. There are also other ways that we can support this community. There has been inconsistent, though potentially expanding, outreach by state caucus representatives to Library/Information Science graduate programs. We recommend an expansion of this outreach to include related programs such as digital humanities, museum studies, public history, human-computer interaction, and traditional historical and cultural studies programs. Working with the state caucus representatives, committee members will compile a list of related graduate programs in the MARAC region and online-based programs that service the MARAC region, including their point of contact, the best place to send related MARAC announcements such as a poster presentation CFP, if there is an SAA chapter in place, if they have an archival studies scholarship in place, etc. The state caucus representative can use this information to plan outreach or networking events, to circulate information from MARAC, and to promote scholarship/fellowship programs that may be offered by other associations or institutions like the SAA Mosaic scholarship. MARAC members in different geographical regions may be recruited to assist the Membership and state caucus representative.

5.4.2 Explanation of nomination and appointment process

One barrier to serving in MARAC may be a widespread misunderstanding of the nomination and committee appointment process. We have heard from several members that they believe the main path to serving in MARAC is through the annual election cycle. Aside from the calls for service sent out by Program and Local Arrangements Committees, it is unclear how members would volunteer to serve on the standing committees. We recommend a series of blog posts or MAA articles on how to participate in MARAC, including explicit instructions on how to join committees, how to work with the MAA editor to submit an article/case study, and how to prepare and submit a session proposal to the Program Committee. This content can be repurposed for the New Member meeting and/or sent out to all new members as part of the welcome message from their state caucus rep.

5.4.3 Long-term: Membership drive

A membership drive and outreach campaign should be part of the long term planning of the Membership Committee. Looking beyond our traditional recruiting points (graduate schools and new hires), we can expand our membership base and better serve the archival profession in the MARAC region by reaching out to, as one survey respondent put it, “organizations that are culturally divergent from typical MARAC membership. Small museums, churches, temples, mosques, ethnic & social organizations and “news organizations” that exist or existed to serve an ethnic population act as repositories for information and records of their culture.” People that are serving the archival profession through their work with collections, communities, and researchers, but who may feel they are outsiders or not “real” archivists. We are doing ourselves a disservice by allowing this attitude to continue.

Another way to expand our scope would be to partner with related member associations and interest groups. There are other organizations in our region, such as the Small Museum Association and state library associations, that serve shared constituencies. MARAC has had some success seeking opportunities for joint meetings in the past, and we can explore further opportunities for partnership or promotion.

6. Next steps

The Task Force requests approval from Steering to amend the by-laws to establish the Diversity and Inclusion coordinator. (A two-thirds vote is required.) If approved, the Task Force chair will present the report summary and by-laws request at the business meeting. Following the business meeting, the full report will be made available to the membership and a ballot will be sent to the membership to vote on the amendment to the by-laws. A temporary Coordinator will be appointed by the Chair.

MARAC

Mid-Atlantic Regional Archives Conference

Delaware • District of Columbia • Maryland • New Jersey
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Date: April 20, 2017

To: Steering Committee

From: Sharmila Bhatia, Development Coordinator

Subject: Development Coordinator's Report to Steering.

Graduate School Archival Education Scholarships: The Challenge Grant Campaign is underway for this meeting. We need to receive at least \$500 in donations to fund a scholarship for the next academic semester. Any funds beyond the initial challenge will be used for subsequent scholarships.

I have forwarded to the Scholarship Committee the information the donor provided on similar scholarships from other archival/records management organizations.

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Report of the Ad Hoc Disaster Relief Committee

Members: Wesley Chenault, Kenneth Cleary, Christine George, Lindsey Loeper.

Submitted by Kenneth Cleary
April 20, 2017

The Ad Hoc Disaster Relief Committee has had no new grant applications, however we did receive updates from two previous aid recipients. Somerset County Historical Society (NJ) and Clay County Historical Society (WV) each sent final reports detailing their use of the aid they received from MARAC. These reports follow.

Respectfully submitted,
Ken Cleary

Somerset County (N.J.) Historical Society - MARAC Disaster Relief Grant Funds Expended	12-Feb-2017	AMOUNT
Books Purchased:		
Atlas of the American Revolution, by Don Higginbotham and Kenneth Nebenzahl.	42.09	\$460.77
County Atlas of Warren New Jersey: from actual surveys, by F.W. Beers.	38.99	
Down in Jersey: an affectionate narrative, by Earl Schenck Miers.	10.99	
Early Recollections and Life of Dr. James Still, 1812-1885, by James Still.	20.99	
Eminent Americans: comprising brief biographies of leading statesmen, patriots, orators and others, men and women . . . , by Benson J. Lossing.	40.00	
George Washington: the image and the man, by William L. Woodward.	45.00	
Historical Maps of North America, by Michael Swift.	12.98	
Images of America: Bedminster, by Wm. A. Schleicher.	23.24	
Last Will & Testament of George Washington and Schedule of his Property, edited by Dr. John C. Fitzpatrick.	10.44	
Life and Times of George Washington, by Samuel M. Schmucker.	35.00	
Life of Major-General Peter Muhlenberg of the Revolutionary Army, by Henry A. Muhlenberg. Reprint.	59.95	
The Life of William Alexander, Earl of Stirling: Major General in the Army of the United States During the Revolution, with Selections from His Correspondence, by William Alexander Duer.	39.99	
Mapping of New Jersey: An Evolving Landscape, edited by Maxine N. Lurie.	27.89	
Memorial of Joel Parker: a memorial prepared at the request of the New Jersey Historical Society, by James S. Yard.	29.00	Receipt attached
Provincial Courts of New Jersey (Collection of the NJHS Vol. III), by Richard S. Field.	20.53	
Register of the Officers and Privates of the New Jersey Volunteers in the Service of the United States [Civil War] - Reprint.	26.69	
Alibris Promotional Discount	(\$23.00)	
Other Expenditures:		
Tuttl Bookbinding - Rebound Clarence Edwards Case, A Distinguished New Jersey Jurist, 1877-1961, by George Stone Thomson.	\$128.40	Receipt attached
Framing of 2 indentures - paid balance not covered by other funding.	\$51.70	Receipt attached
Gaylord Archival Supplies	\$109.13	Receipt attached
MARAC Disaster Relief Grant Received Aug. 2015	\$750.00	
Net Funds Spent:	\$750.00	
MARAC Grant Balance @ 30 April 2016	-\$0.00	

OK 2-12-2017

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SKU	Inv # Title / Author	Ea.	Book Status	Qty	Total
219370863	25401 JOEL PARKER A Memorial Prepared At the Request of the New Jersey Historical Society / Yard, James S	\$24.50	ordered	1	\$24.50
Shipping Cost					\$4.50 (\$4.50)
Final Total					\$29.00 (\$29.00)
Subtotal:					\$24.50
Shipping:					\$4.50
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CUSTOMER'S ORDER NO. 908		PHONE 218-1281		DATE 3/24/16	
NAME Somerset County Historical Society					
ADDRESS 9 Van Veghten Drive Bridgewater, N.J. 08807					
SOLD BY AS	CASH	C.O.D.	CHARGE	ON ACCT	PAID OUT
			✓		ORDER
QTY.	DESCRIPTION			PRICE	AMOUNT
	att: Marian Meyer 908-722-7122 Frank McGonigle 732-221-7211				
	Large Indenture lay on natural pongee silk over white 1 1/2" margins frame with 13 1/4" #10524 walnut burl frame with museum glass 25 3/4 x 24			594 50	
	long Indenture reg back on lower section show upper as done previously put glass from front on back whole broken			272 20 866 70 300 —	
	+ new museum glass			Balance	566 70

\$815⁰⁰ Dorothy Stratford Bequest
* 51⁷⁰ M.A.R.A.C. Disaster Relief Fund
\$866⁷⁰ TOTAL

RECEIVED BY
C PRODUCT 131425 on front. TX EX. Thank You

* Use M.A.R.A.C. balance for partial
pmt on frames. Deeds (framed) were
damaged in water spill.
R

Subject: Order Confirmation for Gaylord Archival ORDER #26038397

From: Customer Service <orderconfirmations@gaylord.com>

Date: Fri, May 27, 2016 3:12 pm

To: PAMELA ROBINSON <schs@schsnj.com>

Thank you for placing an order with Gaylord Archival!

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Hello Pamela,

Here are the details for ORDER #26038397 that you placed on May 27, 2016

PO Number:

Prices reflect 20% disc.

Item#	Description	Quantity	Price	Total Price
H7104	Gaylord BluGry BarerBrd FlpTp Arcvl Pamphlet Box 4Wx7Lx10"H	5	\$5.91	\$29.55
<i>Estimated ship date 06/09/2016</i>				
RBP3-BG	Gaylord BluGry Clamshell Arcvl RareBook Box 8x12 1/4x2	1	\$9.40	\$9.40
<i>In Stock</i>				
ACNB18133	BluGry BarerBrd DeepLid Arcvl NwspprBx AcrylcCoat 13Wx18Lx3H	1	\$18.68	\$18.68
<i>In Stock</i>				
RBP8-BG	BluGry Clamshell Family Bible Box 12 1/4x16 1/4x4 3/4	1	\$17.44	\$17.44
<i>In Stock</i>				
RBP2-BG	Gaylord BluGry Clamshell Arcvl RareBook Box 6 3/4x10 1/4x2	1	\$9.16	\$9.16
<i>In Stock</i>				

Order Summary

Order Number: 26038397
Order Subtotal: \$84.23
Tax: \$7.21
Shipping & Processing: \$18.74
TOTAL: \$110.18

Billing Address

Pamela Robinson
Somerset County Historical Society
9 Van Veghten Dr
Bridgewater, NJ 08807
United States
908-218-1281
Account #: 867604
SCHS@SCHSNJ.COM

Shipping Address

Pamela Robinson
Somerset County Historical Society
9 Van Veghten Dr
Bridgewater, NJ 08807
United States
908-218-1281
Account #: 867604
SCHS@SCHSNJ.COM

Purchase Order: MARAC 052

\$109.13 charged to MARAC Grant Fund

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MARAC

Chair of the Disaster Relief Committee

University at Albany, SUNY

1400 Washington Ave

Albany, NY 1222

Greetings,

In compliance with the \$2000.00 grant monies awarded to the Historical Society of Clay County WV for the recovery of damaged cassette tapes in the flood of June 2016. We received notice of final completion of restoration on 24 Dec, 2016

Grant money plus additional donations allowed for the restoration of 100 tapes.

Enclosed are the notice of completion and the invoice for the work performed by Media Preserve. A check in the amount of \$2525.00 was mailed to MP on Jan 11 2017.

Should additional information be required contact the CC Historical Society at the address listed below.

In closing the Society would like to express our appreciation in giving us the opportunity to salvage a portion of our county's oral history.

We will stress the fact that without this grant this project would not have happened.

THANK YOU AGAIN

Clay County Historical Society


J. Miller

Clay County Historical Society

P> Boa 670

Clay WV 25043

www.cchistory101@gmail.com

MARAC

Mid-Atlantic Regional Archives Conference

Delaware • District of Columbia • Maryland • New Jersey
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August 19, 2016

Clay County Historical Society
Jim Miller
225 Main Street (Old Courthouse)
Clay, WV 25043

Dear Mr. Miller,


With the help from donations of our members, MARAC has been able to respond to natural disaster emergencies throughout the MARAC region, ensuring that our archival and historical heritage is protected for many years to come. On behalf of the membership and the Steering Committee of the Mid-Atlantic Regional Archives Conference (MARAC), enclosed is a \$2,000 check from the MARAC Disaster Relief Fund to assist the Clay County Historical Society with recovery from the flooding of June 2016.

We require that these funds be used accordance with the terms of the grant, which state that "monies may be used for the direct recovery of damaged or at-risk archival materials." As such, reimbursement for expenses incurred for cleaning, repairing, or salvaging your tapes, constitute an acceptable use of this grant. However, any expense for digitization of your tapes that is optional and not strictly necessary for recovery of an at-risk recording, should be paid for with other funds.

Our members like to know how we assist other institution, so please let us know how you are doing in your recovery process. Within 3 months of receiving the grant, please submit a report to the Chair of the Disaster Relief Committee detailing how the grant monies were used.

Please do not hesitate to contact me if you have further questions. Thank you!

Sincerely,



Brian Keough, MARAC Chair
Head of the M.E. Grenander Department of Special Collections and Archives
Science Library 352
University at Albany, SUNY
1400 Washington Avenue
Albany, NY 12222
bkeough@albany.edu
518.437.3931 (ph)



Jim Miller <jam37ster@gmail.com>

Final completion of Cassette Restoration

2 messages

CE MediaPreserve <mediapreserve@gmail.com>

To: Jim Miller <jam37ster@gmail.com>

Sat, Dec 24, 2016 at 12:42 PM

We have completed the final edits and enhancement of all of the cassettes.

Many audio signals were very bad but our enhancement process made an amazing improvement on the clarity. There were only a few number of tapes that remained in a state of low or distorted signal due to the way they were originally recorded.

Some cassettes were twice the length of the normal process for a CD and therefore qualified as two cassettes. This number was very low however and if I recall it was only about 4 or so tapes.

We are now ready to finalize the CD mastering process. This last step will require that we receive full payment of the entire restoration project.

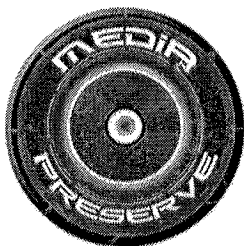
Almost 40 of the tapes were so badly contaminated with flood material that it required us to do a complete tape shell tear down and rebuild in order to get them to even playback. This process is normally \$45 per tape, that alone would have cost \$1,800 for just processing only 40 tyapes but since we were unaware of the extent of the damage to the tapes we quoted \$25 per CD mastering or per tape and we will stay with that in order to mnaintain the integrity of the quote.

The actual cost of this particular restoration project was \$3,325.00. The total number of CDs required to preserve all tapes came to 101. According to the quote integrity, that would be an amount of \$2,525.00 We have not calculated return shipping costs as of yet.

All tapes have gone through such an extensive restoration process that has concluded in every tape now having the ability to be played back in a cassette player. It must be noted that these tapes have undergone significant time aging and inflicted damage and therefore may serve better as archival backup media instead of regular playback use. The audio CDs will do a much better job of allowing replay of the historical recordings and especially this concept would be best observed due to the fact that the audio signal on the CDs will be greatly enhanced and so much easier to understand.

I hope you have a nice Christmas experience.

C.E. MacPherson
MedisPreserve.com
801-785-2131

**Jim Miller** <jam37ster@gmail.com>

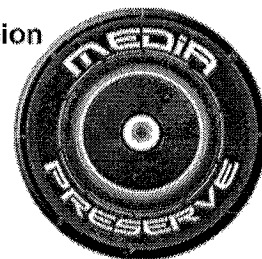
To: Danielle Emerling <danielle.emerling@mail.wvu.edu>

Wed, Jan 11, 2017 at 2:36 PM



Invoice #0120171

Media Preserve Transfer Division
Film • Video • Audio • Data



Attention:	Jim Miller	Project Title:	Cassette Tapes Cleaning
Title:		Project Description:	Restore Cassettes in Flood
Company Name:	Clay County Historical Society	P.O. Number:	PO Box 670
Address:	PO Box 670	Invoice Number:	120171
City, State Zip Code:	Clay, West Virginia 25043	Email:	jam37ster@gmail.com
Date:	1/3/17	Phone	304-332-5533

Description	Quantity	Unit Price	Cost
Cleaning of Cassette Tapes	96	\$25.00	\$2,400.00
Repair of Cassette Case	40	\$20.00	\$800.00
Discount	1	-\$675.00	-\$675.00
			\$0.00
			\$0.00
			\$0.00
		Subtotal	\$2,525.00
	Tax	0.00%	\$0.00
Total			\$2,525.00

Thank You for letting us assist you with your project.

Please remit payment to "Illusion Productions"
parent company of Media Preserve

Illusion Productions 801-785-2131

Softening The Byte On Digital Production

www.mediapreserve.com

mediapreserve@gmail.com

www.illusionproductions.com

illusionproductions@gmail.com

4221 W Cedar Hills Drive Cedar Hills, UT 84062