

MARAC

Mid-Atlantic Regional Archives Conference

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**Report of the Chair
Summer 2017 Steering Committee Meeting
6 July 2017**

1. In my last acts as Chair-Elect, I addressed the memberships of the Standing Committees
 - a. Checked in with each committee chair about the status of the committees
 - b. Discussed pressing issues for each chair
 - c. Helped identify appointees for vacant slots
2. Took part in a conference call on 30 June 2017 with Brian Keogh (outgoing Chair) and Becky Collier (incoming Chair-Elect) to discuss the transition of our offices and other active agenda items for Steering.
3. Since Newark meeting, co-drafted some advocacy statements with MARAC leadership.
4. Assisted the Buffalo Local Arrangement and Program Committees with beginning the planning for the Town Hall meeting on the report of the Task Force on Diversity & Inclusion.

Respectfully submitted,
Vincent J. Novara

MARAC

Mid-Atlantic Regional Archives Conference

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To: MARAC STEERING COMMITTEE
From: SARA PREDMORE, MARAC ADMINISTRATOR
Date: JULY 14, 2017 – NATIONAL ARCHIVES, WASHINGTON DC
Re: ADMINISTRATOR'S REPORT

Membership Statistics

There were 1,059 active members (as of June 30, 2017):

898 Regular Members

25 Retired Members

136 Student Members

Membership Statistics Comparison

Member Type	2013 (as of 6/30/2013)	2014 (as of 6/30/2014)	2015 (as of 6/30/2015)	2016 (as of 6/30/2016)	2017 (as of 6/30/2017)	% change 2016-2017
Regular	953	1007	982	948	898	5.27%
Retired	24	32	31	30	25	16.67%
Student	125	146	116	119	136	14.29%
Total	1102	1185	1129	1097	1059	3.46%

Current State Caucus Membership

Caucus	2016 – 2017 Membership (as of 6/30/2017)
DC	190
Delaware	43
Maryland	244
New Jersey	147
New York	240
Pennsylvania	242
Virginia	173
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	2013 (as reported 6/30/2013)	2014 (as reported 6/30/2014)	2015 (as reported 6/30/2015)	2016 (as reported 6/30/2016)	2017 (as reported 6/30/2017)
DC	191	191	188	176	190
Delaware	55	60	53	46	43
Maryland	207	224	232	207	244
New Jersey	136	138	135	139	147
New York	231	288	255	229	240
Pennsylvania	254	286	263	269	242
Virginia	209	180	177	186	173
West Virginia	16	17	17	22	19

New Membership Applications

Month	2016-2017
April	20
May	10
June (NOTE: New Member Application Forms closed online for month of June)	0
Total	30

ADDITIONAL INFORMATION

Membership Renewal Stats: Membership renewal information for the 2017-2018 membership year was sent electronically to 1,018 active members on July 1, 2017. Note that 41 members (of the total 1,059 active members) renewed their dues for the 2017-2018 membership year prior to July 1, and therefore will not need to renew. Paper renewal forms were mailed to the 124 members that requested them. The new application forms were added to the MARAC website on June 30.

Off Conference Workshops: Registration for the 11 Off Conference Workshops held from May – Sep 2017 is ongoing. As of July 6, 2017, 85 people have registered for workshops. The MARAC Administrator and Education Chair are collaborating on formally documenting responsibilities and procedures.

Fall 2017 Buffalo Conference: Vendor registration for the Fall 2017 Meeting in Buffalo, NY is ongoing with 14 vendors/sponsors as of July 6, 2017. Online registration for attendees is expected to go live the first week of August.

MARAC Multiple Conference Advertising Flyer

For distribution at the upcoming SAA Conference, a flyer has been created featuring the next three upcoming MARAC meetings. This flyer will be updated regularly to also be distributed at our MARAC conferences. It will be included in the supplement packet for MARAC conference attendees and distributed to vendors.

Meetings Coordinating Committee
11 July 2017

1) Upcoming Meetings:

a) Fall 2017:

When: October 25-27, 2017

Where: Buffalo, NY

Hotel: Hyatt Regency Buffalo Hotel and Conference Center

Room rate: \$159

Food and Beverage Minimum is \$15,000

Local Arrangements Co-Chairs: Jim Tammaro (University of Buffalo) and Amy Miller (Buffalo History Museum)

Program Committee Co-Chairs: Cindy Bendroth (Pennsylvania State Archives) and Bonnie Weddle (New York State Archives)

Update: Emily R. is working on the print program.

b) Spring 2018:

When: April 12-14, 2018

Where: Hershey, PA

Hotel: Hotel Hershey

Room Rate: \$169

Food and Beverage Minimum is \$10,000

Local Arrangements: Pam Whitenack and TBD (Hershey Community Archives)

Program Committee: Deirdre Joyce (Central New York Library Resources Council) and Jessica Wagner Webster (Baruch College, City University of New York)

c) Fall 2018

When: October 11-13, 2018

Where: Wilmington, DE

Hotel: Hotel DuPont

Room Rate: \$169

Food and Beverage Minimum is \$17,500

Local Arrangements and Program Committee Co-chairs: Emily Cottle (Vanguard), Sarah Denison (Delaware Public Archives), Kate Fair (Vanguard), and TBD.

***The Wilmington folks want to try a combined PC/LAC Co-chairship. We are giving it a try. They need to obtain one more Co-chair and need to make it clear to MCC who is responsible for the major duties, who would be the go to person, for example, for the budget, etc.**

2) Under Consideration:

Charlottesville Area:

Staunton, VA is as close as we have been able to get so far. Site Visit 18 July 2017.

3) Service Awards:

- a. Newark Local Arrangements Committee Tri-Chairs: Don Cornelius, Laura Poll, and Elizabeth Surles**
- b. Newark Program Committee Co-Chairs: Jennie Levine Knies and Dale Patterson**

Submitted by

Mary K. Mannix, MCC Chair

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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, July 10, in advance of the Summer 2017 meeting to be held in Washington, DC, on July 14, 2017.

1. Highlights of the Fourth Quarter Treasurer's Report (see attached) are listed below.
 - The income is from membership dues; Spring 2017 conference income, vendor registration, and sponsorships; MAA advertising; publication sales; off-meeting workshop income; bank and investment interest; and gifts to general operations, including the graduate scholarship fund.
 - Expenses are from Administrator salary; MemberClicks fees; MARAC insurance policy; phone charges; printing and mailing charges; office supplies; food, travel, and lodging primarily for caucus meetings and off-meeting workshop instructors; scholarships, honoraria, and awards; Spring 2017 conference expenses; and banking and credit card transaction fees.
 - The FY operating budget finished with a profit of \$44,460.40, mostly due to the unusually substantial meeting profits, the fact that MARAC was not paying the Administrator salary for the first part of the fiscal year, as well as lower than expected expenses in several areas.
2. During a Finance Committee conference call on July 5, the committee – according to its charge to “review the total profits, if any, generated from the Fall and Spring meetings, and make a recommendation to the Steering Committee as to where those funds should be directed” – discussed disposition of the \$28,571.01 in meeting profits for the 2017 fiscal year. MARAC is fortunate to have generated an extraordinary profit from its meetings in Fiscal Year 2017. The committee's recommendation to the Steering Committee is:
 - \$525 of meeting profits to be contributed to the graduate student scholarship fund, bringing the total to \$2,000. This will allow MARAC to award two full scholarships of \$1,000.

- \$7,000 of profits to be contributed to the Disaster Assistance fund, bringing the fund total to \$10,138. This will allow MARAC to provide up to five grants of \$2,000 to institutions in the MARAC region in the event of a disaster.
 - The remainder of meeting profits (\$21,046.01) to remain in the general operating budget, allowing us to increase our budget surplus for Fiscal Year 2018 from the negative number of Fiscal Year 2017. When the surplus is a negative number, it means that MARAC does not have enough funds to maintain the recommended 35% of its total operating budget as a reserve fund in case of a catastrophic event. The Finance Committee believes that this use of meeting profits allows MARAC an unusual chance to significantly improve its financial footing.
3. In the Spring, the MARAC Administrator, Treasurer, and Web Team determined that MARAC should switch from monthly billing by MemberClicks for our web services to a once yearly payment. With the upgrade to our web site, our monthly bill was due to increase from \$465 to \$490, for a yearly cost of \$5,880. The yearly payment is \$5,100, a savings of \$780.
 4. 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 – 1.89%
 5. The final report for the Newark, NJ (Spring 2017) meeting is attached. The meeting made a record-breaking profit of \$23,377.17.

FY 2017, 4th Quarter (April 1, 2017 to June 30, 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	\$1,500.00	\$42,853.00	130%
Conference Registration	\$90,000.00	\$35,060.00	\$16,835.00	\$46,935.00	\$9,300.00	\$108,130.00	120%
Conference Vendors	\$15,000.00	\$6,550.00	\$4,500.00	\$5,270.00	\$7,977.00	\$24,297.00	162%
Conference Sponsorship	\$6,500.00	\$650.00	\$2,000.00	\$3,100.00	\$3,000.00	\$8,750.00	135%
Publication Advertising	\$4,000.00	\$1,080.00	\$360.00	\$1,138.00	\$1,288.00	\$3,866.00	97%
Publication Sales	\$350.00	\$45.00	\$225.00	\$90.00	\$80.00	\$440.00	126%
Mailing List Sales	\$150.00	\$0.00	\$0.00	\$50.00	\$0.00	\$50.00	33%
Off-Meeting Workshops	\$6,400.00	\$4,779.32	\$90.00	\$801.00	\$6,457.00	\$12,127.32	189%
Bank Interest	\$100.00	\$23.02	\$22.77	\$22.84	\$22.85	\$91.48	91%
Investment Interest	\$2,000.00	\$259.30	\$0.00	\$469.69	\$382.97	\$1,111.96	56%
Gifts to Operations	\$500.00	\$648.00	\$25.00	\$510.00	\$975.00	\$2,158.00	432%
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$137.82	\$137.82	0%
Total Income	\$158,000.00	\$82,367.64	\$29,629.77	\$60,894.53	\$31,120.64	\$204,012.58	129%
EXPENSES							
Administrator	\$20,000.00	\$7,033.31	\$2,790.17	\$0.00	\$3,963.21	\$13,786.69	69%
Web Services	\$6,000.00	\$1,395.00	\$1,395.00	\$1,619.00	\$1,890.00	\$6,299.00	105%
Archivist	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	100%
Accountant	\$1,500.00	\$0.00	\$0.00	\$1,075.00	\$0.00	\$1,075.00	72%
Advocacy	\$2,100.00	\$0.00	\$1,800.00	\$0.00	\$0.00	\$1,800.00	0%
Insurance Policy	\$1,100.00	\$0.00	\$0.00	\$0.00	\$949.00	\$949.00	86%
Phone	\$650.00	\$164.57	\$164.49	\$164.33	\$164.38	\$657.77	101%
Postage	\$725.00	\$363.60	\$549.49	\$361.91	\$45.57	\$1,320.57	182%
Office Supplies	\$175.00	\$0.00	\$305.23	\$0.00	\$74.38	\$379.61	217%
Food	\$5,700.00	\$373.31	\$1,799.13	\$321.32	\$308.80	\$2,802.56	49%
Travel	\$4,100.00	\$824.50	\$208.16	\$516.18	\$371.54	\$1,920.38	47%
Equipment	\$0.00	\$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	\$1,688.12	\$6,791.35	168%
Conference	\$100,000.00	\$500.00	\$56,766.62	\$1,364.44	\$48,579.71	\$107,210.77	107%
Lodging	\$2,950.00	\$274.51	\$461.04	\$151.42	\$230.48	\$1,117.45	38%
Honoraria	\$2,000.00	\$250.00	\$0.00	\$0.00	\$750.00	\$1,000.00	50%
Awards and Prizes	\$1,450.00	\$145.00	\$550.00	\$0.00	\$625.00	\$1,320.00	91%
Scholarships	\$2,200.00	\$0.00	\$845.00	\$0.00	\$1,132.96	\$1,977.96	90%
Banking Fees	\$2,000.00	\$1,351.27	\$3,022.10	\$938.95	\$1,919.98	\$7,232.30	362%
Investments	\$0.00	\$0.00	\$686.82	\$0.00	\$0.00	\$686.82	0%
Disaster Assistance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Miscellaneous	\$300.00	\$199.95	\$0.00	\$25.00	\$0.00	\$224.95	75%
Total Expenses	\$158,000.00	\$15,237.28	\$73,032.17	\$8,589.60	\$62,693.13	\$159,552.18	101%
Net Income or (Loss)		\$67,130.36	(\$43,402.40)	\$52,304.93	(\$31,572.49)	\$44,460.40	

<u>Account Balances</u>			<u>Opening</u>	<u>Credits</u>	<u>Debits</u>	<u>Closing</u>
PNC Checking	\$67,328.07	Operating	\$76,032.89	\$31,120.64	(\$62,693.13)	\$44,460.40
PNC Savings	\$76,392.59	Restricted	\$130,744.00	\$15.00	\$0.00	\$130,759.00
Vanguard Bonds	\$80,399.07	Reserve	\$55,300.00	\$0.00	\$0.00	\$55,300.00
Total	\$224,119.73	Surplus	(\$6,399.67)	\$0.00	\$0.00	(\$6,399.67)
		Totals	\$255,677.22	\$31,135.64	(\$62,693.13)	\$224,119.73

Summary - Fourth Quarter FY 2017

Opening Balance	\$255,677.22
Total Income	\$31,135.64
Total Expenses	(\$62,693.13)
Closing Balance	\$224,119.73

<u>Restricted Funds</u>			<u>Opening</u>	<u>New Gifts</u>	<u>Spending</u>	<u>Closing</u>
PNC Savings	\$50,359.93	Disaster Assist.	\$3,123.00	\$15.00	\$0.00	\$3,138.00
Vanguard Bonds	\$80,399.07	Education	\$121,921.00	\$0.00	\$0.00	\$121,921.00
Total	\$130,759.00	Finch Award	\$5,700.00	\$0.00	\$0.00	\$5,700.00
		Totals	\$130,744.00	\$15.00	\$0.00	\$130,759.00

Final Summary

Category	Budget for 300 Attendees	Total for 410 Attendees
INCOME		
Registration Fees	\$33,475.00	\$40,675.00
Exhibitor Fees	\$10,900.00	\$14,137.00
Meals	\$6,250.00	\$5,590.00
Reception	\$1,300.00	\$1,475.00
Tour Fees	\$1,900.00	\$925.00
Workshop Fees	\$5,850.00	\$8,190.00
Total Income	\$59,675.00	\$70,992.00
EXPENSES		
Administrative Services	\$5,000.00	\$5,000.00
Hospitality	\$250.00	\$241.43
Hotel Expenses	\$350.00	\$850.00
LAC Expenses	\$750.00	\$1,388.55
Meal Expenses	\$22,956.00	\$23,313.55
Reception	\$13,400.00	\$12,370.55
Registration/Program	\$3,250.00	\$2,544.00
Session/Plenary Speakers	\$900.00	\$609.22
Tour Expenses	\$1,683.00	\$430.00
Workshop Expenses	\$2,850.00	\$1,817.53
Total Expenses	\$51,389.00	\$48,564.83
Profit	\$8,286.00	\$22,427.17
MARAC Cover of Steering Dinner	\$0.00	\$950.00
NET INCOME / PROJECTED PROFIT	\$8,286.00	\$23,377.17

Final Income

Category	Budgeted 300			Actual 410		
	Cost/Item	Attendees	Total	Cost/Item	Attendees	Total
INCOME						
Registration Fees						
Pre-Reg Members	\$105.00	175	\$18,375.00	\$105.00	241	\$25,305.00
Pre-Reg Non-Members	\$145.00	25	\$3,625.00	\$145.00	38	\$5,510.00
Late Reg Members	\$115.00	25	\$2,875.00	\$115.00	23	\$2,645.00
Late Reg Non-Members	\$155.00	10	\$1,550.00	\$155.00	13	\$2,015.00
Member, on-site	\$125.00	25	\$3,125.00	\$125.00	13	\$1,625.00
Non-member, on-site	\$165.00	15	\$2,475.00	\$165.00	7	\$1,155.00
Student registration	\$55.00	10	\$550.00	\$55.00	32	\$1,760.00
One day (Saturday only)	\$60.00	15	\$900.00	\$60.00	11	\$660.00
Workshop only/vendor/other	\$0.00	0	\$0.00	\$0.00	32	\$0.00
Total Registration Fees		300	\$33,475.00		410	\$40,675.00
Exhibitor Fees						
Ads	\$100.00	2	\$200.00			\$400.00
Donations/Sponsorships	\$250.00	8	\$2,000.00	\$250.00	8	\$3,800.00
Rental - 1 Table	\$600.00	12	\$7,200.00	\$600.00	15	\$9,000.00
Rental - 2 Tables	\$750.00	2	\$1,500.00	\$750.00	1	\$750.00
Additional vendor lunches			\$0.00			\$187.00
Total Exhibitor Fees			\$10,900.00			\$14,137.00
Meals						
Breakfast - Business Mtg.	\$20.00	125	\$2,500.00	\$20.00	77	\$1,540.00
Lunch - Friday	\$25.00	150	\$3,750.00	\$25.00	162	\$4,050.00
Total Meals			\$6,250.00			\$5,590.00
Reception						
Sponsorship	\$500.00	2	\$1,000.00		1	\$1,000.00
Guest Tickets	\$20.00	15	\$300.00	\$25.00	19	\$475.00
Total Reception Income			\$1,300.00			\$1,475.00
Tour Fees						
Tour #1	\$5.00	15	\$75.00	\$5.00	5	\$25.00
Tour #2	\$5.00	25	\$125.00	\$5.00	15	\$75.00
Tour #3	\$15.00	15	\$225.00	\$15.00	0	\$0.00
Tour #4	\$15.00	24	\$360.00	\$15.00	13	\$195.00
Tour #5	\$15.00	20	\$300.00	\$15.00	12	\$180.00
Tour #6	\$10.00	20	\$200.00	\$10.00	24	\$240.00
Tour #7	\$15.00	20	\$300.00	\$15.00	3	\$45.00
Tour #8	\$5.00	15	\$75.00	\$5.00	13	\$65.00
Tour #9	\$10.00	24	\$240.00	\$10.00	10	\$100.00
Total Tour Fees			\$1,900.00			\$925.00
Workshop Fees						
Workshop #1 (half-day)	\$45.00	25	\$1,125.00	\$45.00	25	\$1,125.00
Workshop #2 (half-day)	\$45.00	25	\$1,125.00	\$45.00	20	\$900.00
Workshop #3 (full-day)				\$90.00	27	\$2,430.00
#3 new member discount				\$45.00	3	\$135.00
Workshop #4 (half-day)	\$45.00	20	\$900.00	\$45.00	13	\$585.00
#4 new member discount				\$0.00	1	\$0.00
Workshop #5 (half-day)	\$45.00	20	\$900.00	\$45.00	16	\$720.00
#5 new member discount				\$0.00	1	\$0.00
Business Forum	\$45.00	40	\$1,800.00	\$45.00	51	\$2,295.00
Total Workshop Fees			\$5,850.00			\$8,190.00
Total Income			\$59,675.00			\$70,992.00

Final Expenses

Category	300			Actual 410		
	Cost/Item	Attendees	Total	Cost/Item	Attendees	Total
EXPENSES						
Administrative Services			\$5,000.00			\$5,000.00
Thu. Reception and Fri. Movie Night Bar and food			\$250.00			\$241.43
Hotel Expenses						
AV Equipment Tech			\$0.00			\$600.00
AV Equipment Rental			\$0.00			\$0.00
Room Rentals			\$0.00			\$0.00
Miscellaneous Expenses			\$350.00	Hotel deposit		\$250.00
Total Hotel Expenses			\$350.00			\$850.00
LAC Expenses			\$750.00			\$1,388.55
Meal Expenses						
Breakfast Buffet - Sat	\$20.00	80	\$1,600.00	\$20.00	80	\$1,600.00
Continental Breakfast - Fri	\$18.00	225	\$4,050.00	\$16.95	250	\$4,237.50
Coffee Breaks Thur (AM & PM)	\$8.00	250	\$2,000.00	\$7.95	250	\$1,987.50
Coffee Breaks Fri (AM & PM)	\$8.00	525	\$4,200.00	\$7.95	550	\$4,372.50
Coffee Break Sat.	\$8.00	150	\$1,200.00	\$7.95	100	\$795.00
Lunch - Friday (meat)	\$38.00	125	\$4,750.00			
Lunch - Friday (veg)	\$38.00	25	\$950.00			
Lunch - Friday (combined)				\$38.00	186	\$7,068.00
Vendor Lunches	\$16.00	16	\$256.00	\$15.95	19	\$303.05
Reception Thursday	\$20.00	150	\$3,000.00	\$20.00	100	\$2,000.00
Steering Committee - Th	\$38.00	25	\$950.00	\$38.00	25	\$950.00
Service charges			\$0.00			\$4,861.71
Total Meal Expenses			\$22,956.00			\$23,313.55
Reception						
Caterer	\$40.00	300	\$12,000.00		Food	\$9,330.00
					Liquor	\$1,445.19
Entertainment			\$400.00			\$400.00
Insurance			\$400.00			\$350.00
Facility Fees			\$0.00			\$0.00
Security			\$0.00			\$272.00
Misc. expenses			\$0.00			\$53.36
Transportation			\$600.00			\$520.00
Total Reception Costs			\$13,400.00			\$12,370.55
Registration/Program						
Program			\$3,000.00			\$2,526.37
Folders, Badges, etc.			\$250.00			\$17.63
Total Registration/Program Costs			\$3,250.00			\$2,544.00
Session/Plenary Speakers						
Lodging			\$100.00			\$144.22
Meals			\$200.00			\$0.00
Honoraria			\$400.00			\$300.00
Travel			\$200.00			\$165.00
Total Session/Plenary Costs			\$900.00			\$609.22
Total Tour Expenses			\$1,683.00			\$430.00
Workshop Expenses						
Honoraria			\$1,000.00			\$1,500.00

Lodging/Meals	\$500.00	\$0.00
Travel (Speakers)	\$1,250.00	\$317.53
Misc. Expenses	\$100.00	\$0.00
Total Workshop Expenses	\$2,850.00	\$1,817.53
Total Expenses	\$51,389.00	\$48,564.83

MARAC Historian Report

July/2017 (for the MARAC Steering Committee Meeting in Washington, DC)

I have continued to assist MARAC Archivist Liz Novara with appraisal work on recently-accessioned files earmarked for inclusion into the core archival collection. I have been working on updating and expanding an historical list of MARAC officers who have served in various positions in the organization over the years, and hope to begin to write mini-essays on various aspects of MARAC's history (e.g., the development of the MARAC administrator position, the history of strategic planning in MARAC, etc.) In addition, I have been identifying and attempting to fill some gaps in historical documentation found in the archive.

In addition, I have been assisting Liz in writing a records retention plan for MARAC documents posted to our Droxbox site, and on an updated records retention document for the organization generally.

It appears that the Awards Committee, under Adriana Cuervo's leadership, is fully engaged in creating award certificates for our semi-annual meetings, going forward. Once again, I wish to thank Adriana for taking on this ongoing assignment.

Lauren Brown
MARAC Historian

MARAC

Mid-Atlantic Regional Archives Conference

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

MARAC Archivist Report Steering Committee Meeting Washington, DC July 14, 2017

Records Retention Schedule - Dropbox

During a recent Steering Committee listserv discussion about deleting files from the Dropbox folder, it was brought to the archivist's attention that there is currently no up-to-date records retention schedule for the MARAC archives. Lauren Brown (MARAC Historian and former MARAC Archivist) and I are currently working on developing a general records retention schedule. In the meantime, we have some recommendations for the management of the Dropbox folder:

****First, the archives is currently lacking the electronic versions of Steering Committee files for the October 2015 and the January 2016 Steering Committee meetings. These were deleted from the folder before they could be archived. If anyone has these files, or if they can be reconstituted in the Dropbox, please submit these to the archives. (The archives does, however, have paper copies of these documents.) ****

****Recommended policy for the Dropbox going forward:**

- 1. The archivist will transfer the most recent Steering Committee meeting files to a local University of Maryland drive within 30 days after the Steering Committee meeting has occurred.**
- 2. We also recommend that the MARAC Administrator should keep at least two years' worth of Steering Committee folders in place in Dropbox. (e.g., at the present time, ideally there would be a retrospective run of the Steering Committee folders on Dropbox going back to Summer/2015.) This ensures that there is some sense of continuity for Steering Committee members and so the archivist does not have to respond to requests for recent files.**
- 3. Finally, the MARAC Administrator should be the only person to delete files from the Dropbox (or whoever Steering determines is appropriate for this role). ****

DRUM Submissions

There have been 20 conference presentation submissions to the DRUM (Digital Repository at the University of Maryland) since the April 2017 Newark conference.

Processing

Lauren Brown, the MARAC 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 April 14, 2017 (last report), there were three reference questions submitted to the MARAC archivist and the MARAC historian.

Respectfully submitted,

Elizabeth A. Novara
MARAC Archivist



**Summer 2017 NATIONAL COALITION FOR HISTORY Report
MARAC Steering Committee Meeting, NARA, July 14, 2017**

TRUMP FY18 BUDGET PROPOSES DEVASTATING CUTS TO HISTORY-RELATED PROGRAMMING: On May 23, President Trump sent his proposed fiscal year (FY) 2018 budget request to Congress. As expected, it includes devastating cuts to federal history and humanities funding including elimination of the National Endowment for the Humanities (NEH), National Historical Publications and Records Commission (NHPRC), Institute of Museum and Library Services (IMLS) and K-12 history and civics grants and Title VI/Fulbright-Hays international education programs at the U.S. Department of Education.

NCH Executive Director Lee White puts this in perspective:

“Despite the initial chilling headlines and dire prognoses the Trump budget evoked, now that the dust has settled it’s possible to take a more sober look at what likely lies ahead for federal history, archival and education programs. While few expect the draconian Trump cuts to be enacted as proposed, that does not by any means imply that continued funding for history programs will occur without an aggressive lobbying effort on our part. The general mood in Congress still trends towards reducing funding for discretionary domestic programs. While our community should and will fight vigorously against these proposed cuts, I cannot stress enough that there is no need to panic.

“For a frame of reference, Congress recently passed a FY 17 budget seven months AFTER the fiscal year started. The president usually submits a budget to the Hill in February or March. Congress is already months behind in what has always proven to be a protracted process. With Congress out the month of August for summer recess, there is no chance the FY 18 budget will be in place by October 1.

“This is a war of attrition that will be fought through the appropriations maze 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. Over the years we have built lasting relationships in Congress that we can draw upon. In addition, the Congressional History Caucus that we helped found will play a vital role in educating House members about the services these federal history programs provide to their constituents. You can expect that NCH will be issuing a number of legislative alerts in the coming months as the FY18 budget moves forward. We will try not to overwhelm you with these requests to contact the Hill; be assured we will only ask for your help at the appropriate time.” -- *Lee White, Executive Director, National Coalition for History*

As always, learn more at <http://historycoalition.org/> and feel free to contact me with any questions.

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

MARAC

Mid-Atlantic Regional Archives Conference

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Web Team Report

Steering Committee Meeting
Washington, DC
July 14, 2017

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

Updates since the last Steering Meeting

The Web Team has continued to focus 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 early July 2017. Liz is the point of contact with MemberClicks for this part of the upgrade. Please see the following pages for more information about the new template:

- Summary of changes to the MARAC website as part of the template upgrade
- Preview of the new website template on MARAC's homepage
- Screenshots of new website template from a mobile device

After the new website template is live, committee chairs and caucus representatives with information on the procedure for requesting changes to their pages as well as updating contact information.

The second part of this process involves upgrading the MemberClicks administrative backend. This upgrade is currently scheduled for after the Fall 2017 conference. Don is the point of contact with MemberClicks for this part of the upgrade.

Other tasks include:

- Web Team members are developing a style guide for the new template.
- 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 well as the Upcoming Conference page as requested.
- Don, Liz, and Christy provided technical support to the MARAC Administrator as requested.

Respectfully submitted,

Don Sailer

Summary of changes to the MARAC website as part of the template upgrade:

1. **Cleaner design, modified color scheme.** The design and layout of the website is dictated by the MemberClicks template. The color scheme is similar to that of the old website, just with much less seafoam green (though it's not completely gone if you scroll down to the bottom of the page).
2. **Streamlined navigation menu.** The navigation menu has been reorganized and the number of top-level items has decreased; we hope this will make the menu less overwhelming to use. With new template, we have also added a quick links section, so that links to contact MARAC, read the blog, view the calendar, go to the online shop, and to donate are visible and easy to find. The member log in link has also moved off of the navigation bar and to a button above the search box (this is part of the MemberClicks template design).
3. **Search box.** Visitors to the website now have the option to search and quickly find the content they're looking for.
4. **Banner image.** The new template design also includes a banner image. The intended use of the banner will be to promote the upcoming conference and will feature an image from the host city. (Note: The upcoming conference page is the most visited page on the MARAC website.) The meeting's Local Arrangements Committee and Program Committee may select an image and work with the Web Team to get it on the website. (The current image was taken from the Buffalo conference's blog and can be changed once the website goes live if the Buffalo LAC/PC prefer to use something else.)
5. **Responsive design.** Responsive design is the standard when creating websites these days. What it means is that a website will automatically change the way it looks to best display on the size screen of the device you're using, whether it be a desktop, laptop, tablet, or smart phone. Try resizing the browser size on your computer or pulling up the website on your phone to see how the design changes.
6. **Social media links.** Icons that link to MARAC's Facebook and Twitter accounts also have a presence on every page on the website in the footer. Additional links can be added if MARAC decides to explore other social media platforms in the future.

Next steps:

1. Reach out to the Buffalo LAC and PC and work with them to customize the banner image (or use the current one if preferred).
2. Write a blog post to introduce our members to the new website design and work with the Communications Committee to get it posted. We will also work with the MARAC Administrator to send an announcement about the new design to the membership, including a link to the blog post.
3. Over the rest of the summer, the Web Team will be reaching out to caucuses, committees, and other page owners to make sure their content is up-to-date and is displaying correctly in the new template.

Fall 2017 Conference

October 26–28, 2017
Hyatt Regency Buffalo/Hotel and Conference Center
Buffalo, NY

[More info](#)

Welcome to MARAC

Organized in 1972, MARAC is a volunteer, regional consortium of archivists who live and work in the states of Delaware, Maryland, New Jersey, New York, Pennsylvania, Virginia and West Virginia, and in the District of Columbia.

MARAC Announcements

MARAC Statement on the Proposed Fiscal Year (FY) 2018 Federal Budget

As guardians of all manner of historic documentation for the sake of future generations, the members of the Mid-Atlantic Regional Archives Conference (MARAC) strongly oppose the proposed fiscal year (FY) 2018 budget from the 45th President of the United States of America. Any federal budget that eliminates support for the arts and humanities demonstrates that this country makes no commitment to those very elements that define the human experience and those institutions that preserve our national heritage. We are a better nation than what this budget represents.

While scholars and artists will most feel the consequences of this proposed budget, it will also harm the archival profession for years to come. MARAC members are encouraged to contact their congressional representatives to urge opposition to any proposed budget that eliminates funding for the [National Endowment for the Humanities](#) (NEH), the [National Endowment for the Arts](#) (NEA), the [Woodrow Wilson International Center for Scholars](#), and the [Institute of Museum and Library Services](#) (IMLS).

Please visit the following site to learn how to contact your House Representative:
<http://www.house.gov/representatives/find/>

Please visit the following site to learn how to contact your Senators:
<https://www.senate.gov/senators/contact/>

Registration for the Spring 2017 Newark Conference is now available! Please visit the [Upcoming Conferences](#) page for all the details.

View the [2017 Spring issue of the Mid Atlantic Archivist \(MAA\)](#)

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MARAC Blog

[Get involved in MARAC: Call for Wilmington committee members!](#)

[Day of Data for Digitization Cost Calculator](#)

[There's an API for That](#)

[Empire Archives Discovery Collaborative](#)

[Dating 19th Century Portrait Photographs](#)

NEW MEMBERS: New Member Applications are available:

[Regular Member Application](#): \$45.00

[Student Member Application](#): \$20.00

[Retired Member Application](#): \$20.00

OR [Click here](#) to download and print the new membership application to submit through the mail.

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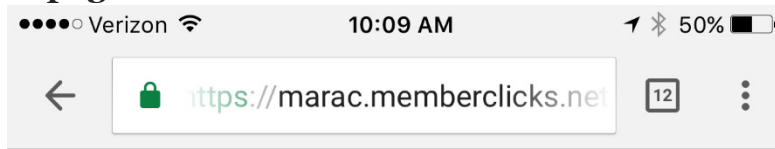


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powered by  **MemberClicks**

New Website Template on Mobile devices

Top of the home page

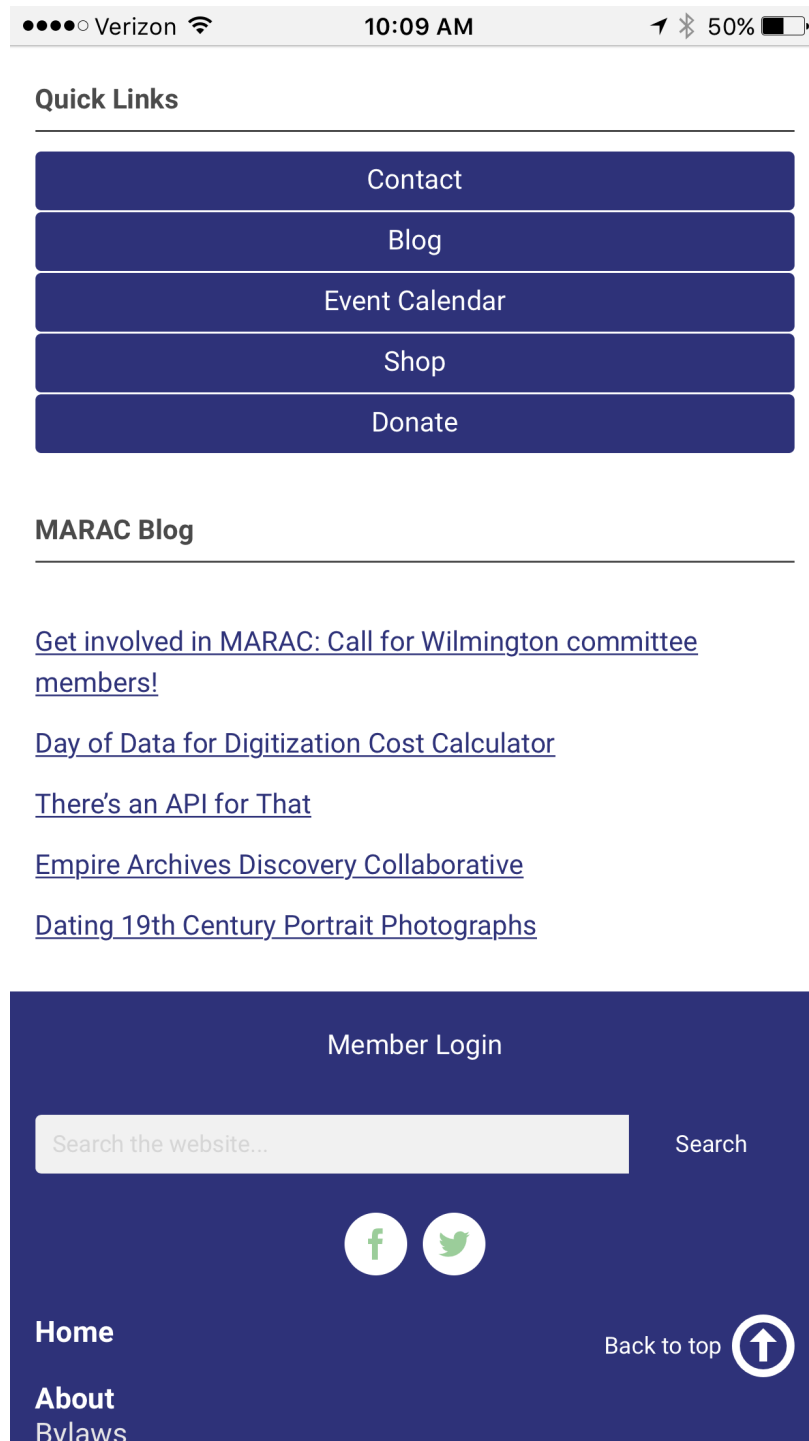


Welcome to MARAC

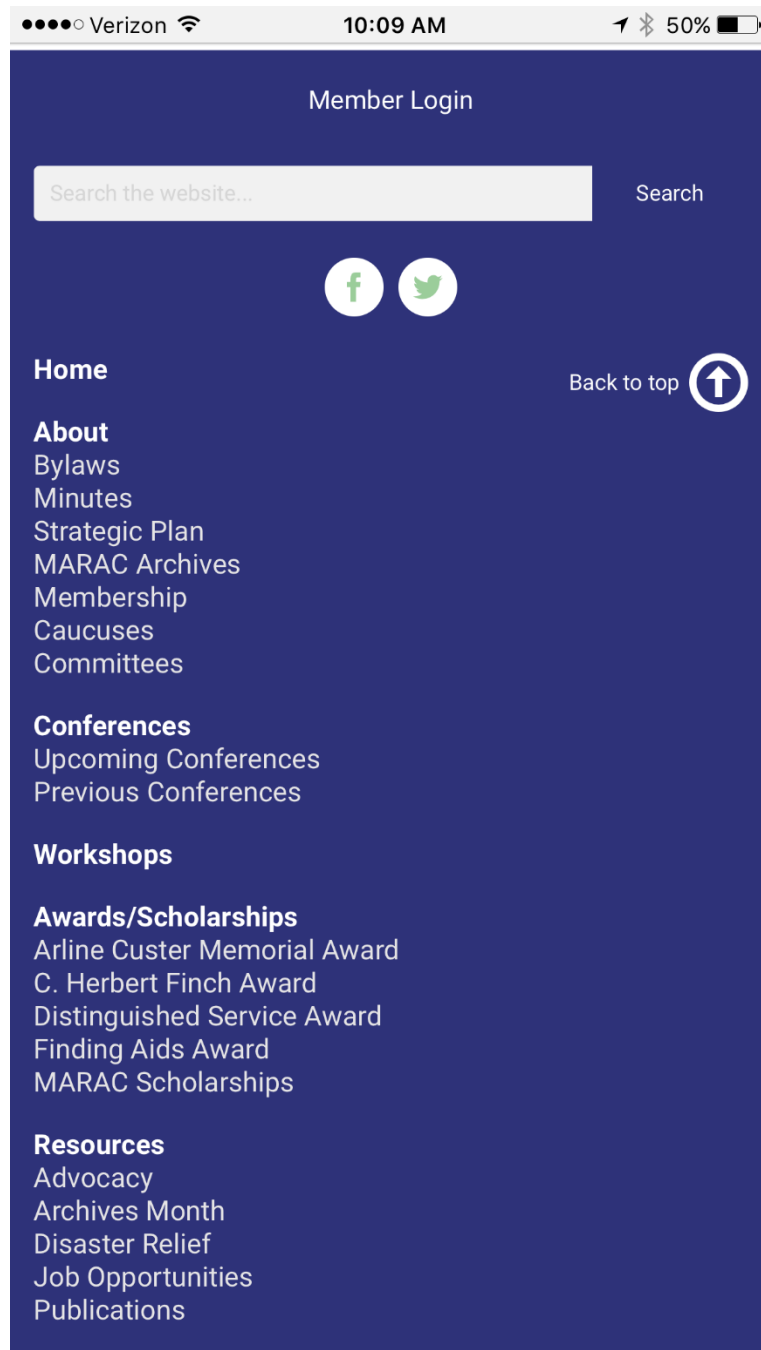
Organized in 1972, MARAC is a volunteer, regional consortium of archivists who live and work in the states of Delaware, Maryland, New Jersey, New York, Pennsylvania, Virginia and West Virginia, and in the District of Columbia.

MARAC Announcements

Quick links and blog roll move to underneath the announcements on mobile:



Member login and the search bar are pushed to the footer on mobile. The footer contains all of the menu items and doubles as the navigation menu on mobile:



MARAC

Mid-Atlantic Regional Archives Conference

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

Date: July 14, 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 was successful. We received \$975 in donations. We now have funds for one scholarship of \$1,000 and could provide a second scholarship if MARAC provides additional funding.