

REPORT OF THE CUSTER COMMITTEE
March 12, 2015

Thank you for approving the awards chair as a three year elected position. It will provide someone to an opportunity to represent the awards and serve Steering for three years and bring in new perspectives to Steering.

Tammy Hamilton will be your new senior co-chair and Laura Stone is the junior co-chair.

There are two new members to Custer:

Elizabeth Surles, Junior Co-Chair, 2016
Ashley Taylor

It has been an interesting time to serve on Steering Committee. Thank you for the opportunity.

Elizabeth Shepard
Senior Co-Chair

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Distinguished Service Award Committee Report Spring 2015

Submitted March 9, 2015

Members:

- Ed Galloway – Chair
- Lauren Brown – Ex-Officio
- Pam Whitenack
- Alison Oswald

The committee only received one nomination for the award despite our best effort to solicit nominations via MARAC email, blog, caucus chairs, and conference fliers. We discussed the applicant over a conference call on January 30. Even though only one MARAC member was nominated, the committee thought that the single nominee clearly met the qualifications and was worthy of the award.

The winner was subsequently informed and will be in attendance at the spring MARAC meeting to accept the award. The MARAC Treasurer was also informed and will prepare a check.

I plan on presenting the award since I will be attending the joint MARAC/NEA spring conference in Boston.

The committee would like to encourage the membership to consider nominating MARAC colleagues for this award. As suggested in my winter report, the committee recommends the incoming DSA chair consider reviewing the nomination process and discuss new ways to solicit worthy candidates.

Respectfully submitted,

Ed Galloway
Chair, DSA Committee, 2013-2015

MARAC Education Committee Report
Brian Keough, March 11, 2015

Spring 2015 conference travel awards

We had 22 applications for travel awards and provided 12 awards for attendance at the joint conference with the New England Archivists (NEA) in Boston March 18-21, 2015.

1. Celeste Brewer (\$400)
2. Elizabeth Alleva (\$250)
3. Emily Schoenlein (\$250)
4. Anastasia Matijkiw (\$250)
5. Elizabeth Fortson (\$250)
6. Megan Miller (\$250)
7. Gabrielle Spiers (\$250)
8. Katelyn Quirin (\$250)
9. Rachel Finn (\$250)
10. Megan Massanelli (\$250)
11. Jennifer Dauccio (\$250)
12. Dominique Luster(\$250)

Workshops

Upcoming workshops:

- *Copyright Fundamentals for Archivists and Librarians* - Instructor: Peter Hirtle (full-day)
Boston Park Plaza, March 19, 2015
- *Project Management for Archival Processing*- Instructor: Vincent Novara (full-day)
Boston Park Plaza, March 19, 2015
- *Advocacy for Archivists and Librarians*, Instructors: Emily Cottle and Mary K. Mannix (full-day)
Hagley Museum and Library, Wilmington, DE, May 19, 2015
- *Digital Forensics with BitCurator*- Instructor: Porter Olsen (full-day)
June 2015 – New Jersey??
- *Ingest and Management of Digital Collections*- Instructor: Bertram Lyons (full-day)
October 2015 Roanoke??
- *From Theory to Action: A Pragmatic Approach to Digital Preservation Tools and Strategies.* \
October 2015, University at Albany
This day-long, hands-on workshop that deals with the “How” of digital preservation rather than the “Why.” Attendees will practice the accession of a digital collection using a simple, open-source tool, learn about several DP tools and services, and create an institution-specific action plan for making progress towards digital preservation goals.

Committee Leadership

Laurie Rizzo will be taking over as Chair of the Education Committee effective at the end of the Spring 2015 Conference.



March 19, 2015

To: MARAC STEERING COMMITTEE

FROM: ARIAN D. RAVANBAKSH, CHAIR, ELECTRONIC RESOURCES COMMITTEE

RE: ELECTRONIC RESOURCES COMMITTEE REPORT – SPRING 2015

Submitted to the Steering Committee at the Spring Meeting on Thursday, March 19, 2015 in Boston, MA.

Committee Membership

No changes to report

Work of the ERC

The committee did not formally meet in the second quarter. An informal discussion was held about continued use of the Guidebook app in preparation for the Boston meeting. The decision was made that MARAC will continue to use the “free” option for the short-term. Future discussion on the use of Guidebook will be made with the input of the Meetings Coordinating Committee.

Issues for Steering

None at this time

Finding Aids Committee Report
MARAC Steering Committee Meeting
Boston, MA
Spring 2015

Due to the low number of submissions, the Finding Aids Committee extended the deadline for the Fredric M. Miller Finding Aid Award by one month, during which period members of the committee re-advertised on listservs and through direct outreach. The committee received three submissions.

The Fredric M. Miller Finding Aid Award is being awarded at this meeting as follows:

1st prize, with an award of \$350, to Kathy Jordan and her team at the Library of Virginia, for the Kaine Email Project: <http://www.virginiamemory.com/collections/kaine/>.

2nd prize, with an award of \$150, to Laurie Rizzo and her team at the Hagley Museum and Library, for the Chamber of Commerce of the United States Photographs and Audiovisual Materials finding aid: http://findingaids.hagley.org/xtf/view?docId=ead/1993_230.xml.

Respectfully submitted,

Regine Heberlein (co-chair)

MARAC
Membership Development Committee Report
March 2015

Membership

- Rachel Grove Rohrbaugh, Chair
- Sara Borden
- Salome A.R. Jeronimo
- Jaime Margalotti
- Sierra Green
- Dyani Feige, MARAC Secretary (ex officio)
- Jason Speck
- Amanda May
- Tammy Hamilton, MARAC Administrator (ex officio)

Progress and news

- **Logo Survey/Outreach Committee Collaboration**
The Membership Development Committee worked with Outreach to analyze results of the survey distributed in December/January on the proposed new MARAC logos and offered recommendations for follow-up actions (see report in Dropbox).
- **Planning for Boston “Call to Action” Event and Navigator Program**
We are currently working with NEA’s Membership Committee on a jointly planned member resource fair scheduled for Friday morning. We are also offering a navigator program that pairs newer members with more experienced members of NEA and MARAC.
- **Committee Meeting**
Committee members met via conference call on Monday, March 2nd. Topics of discussion included strategies for improving our graduate program outreach, the logo survey, and preparations for the spring meeting.

MARAC Nominations and Elections Committee Report

With the able assistance of the MARAC Administrator and Webmaster, last month's MARAC election went smoothly. The Nominations and Elections Committee (NEC) is appreciative of the many MARAC members who voted in this year's election. 428 of MARAC's 1,032 eligible members voted in the 2015 election (409 online and 19 on paper) for a participation rate of 41.5%.

We extend our congratulations to the following individuals whose terms of office will begin at the conclusion of the Spring Meeting in Boston:

Chair

Brian Keough

Vice Chair

Mary Mannix

Member-At-Large

Wesley Chenault

Ken Cleary

Christine Anne George

Lindsey Loeper

Arline Custer Award

Elizabeth Surlles, Junior Co-Chair

Ashley Taylor

Distinguished Service Award

Rebecca Johnson Melvin

Fernanda H. Perrone

Finding Aids Awards

Caitlin Goodman, Junior Co-Chair

Jennifer King

Nominations and Elections

Cindy Bendroth

Christie Lutz

Charlotte Sturm, Chair

We wanted to bring to the Steering Committee's attention two issues that arise with every election (these have also been addressed in our revisions to the NEC manual).

The MARAC Administrator requested that we establish a voting eligibility cutoff date this year. There were some issues in the 2014 election with members who hadn't paid their dues wanting to vote and with brand new members (having joined MARAC after the ballot was issued) requesting ballots. We selected December 31, 2014 as our cutoff for this election. We are recommending this practice for all future committees.

The main area of concern remains E-Ballots and Spam Filters. MARAC needs to establish a policy to handle members' requests for another E-ballot if the original E-ballot gets stuck in their Spam filters. It is helpful that Survey Monkey tracks the non-responders, but it doesn't fix the problem, particularly in cases where individuals do not have access to their own Spam filters because the settings are handled by the employers' IT Department. Should we insist that these members provide us with another email address, preferably one other than their work email? Should we simply send them a pdf attachment of the ballot, which then must be printed and mailed? This year we gave members the choice of requesting the ballot be sent to an alternate email address or submitting a paper ballot.

I am most grateful to the members of the Nominations and Elections Committee (Adriana Cuervo; Jim Gerencser; Caryn Radick; and Tara Wink) for their diligence, hard work and support. The election was a team effort and our success was due to their efforts.

Respectfully submitted
Susan McElrath
Chair
March 12, 2015

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Date: 12 March 2015
To: Members of the MARAC Steering Committee
From: Heidi N. Abbey and Elizabeth Scott, Co-Chairs, MARAC Outreach Committee
Re: Summary of MARAC Outreach Committee Activities (January-March 2015) for the Spring Steering Committee Meeting, Boston, Massachusetts

Committee Membership and Past Activities (January-March 2015)

Since our last report in January 2015, Heidi Abbey and Elizabeth (Liz) Scott have continued to serve as Co-Chairs of the Outreach Committee. A telephone conference call was held on March 3, 2015, to discuss progress on recent objectives. The majority of our discussions focused upon the recent MARAC Logo Survey and its results.

The following tasks were also completed by the Outreach Committee:

- 1) **Managing the MARAC Blog:** The blog continues to receive regular postings from state caucus representatives and MARAC Officers. Its use continues to be high during our fall and spring meetings. A copy of the 2014-2015 schedule is listed below for ease of reference:

Blog Posting Schedule (2014-2015)

September 2014 – Delaware State Caucus Representative
October 2014 – Maryland State Caucus Representative
November 2014 – MARAC Treasurer
December 2014 – New York State Caucus Representative
January 2015 – Virginia State Caucus Representative
February 2015 – MARAC Vice Chair
March 2015 – New Jersey State Caucus Representative

April 2015 – West Virginia State Caucus Representative
May 2015 – MARAC Chair
June 2015 – Pennsylvania State Caucus Representative
July 2015 – District of Columbia State Caucus Representative
August 2015 – MARAC Secretary

- 2) **Promoting the MARAC Merchandising/Café Press Online Shop:** A new link to the Café Press site is up on the main MARAC website thanks to Tammy and Matt Strauss. It is available in the “Links” drop-down menu and listed as “Shop.” We expect that this link will generate more traffic to the site.

- 3) **Report on the Results of the MARAC Logo Survey:** Heidi, Liz, and Rachel Grove Rohrbaugh (Membership Development), along with input from Outreach Committee members, analyzed the results of the survey. (See the attached report, as well as the original survey instrument and survey results.)

- 4) **Communication with Other Committees:** In an effort to increase collaboration with other related committees, we continued to work with the Membership Development Committee on our shared initiatives. While brainstorming ways to promote the MARAC Blog, we also reached out to the Electronic Resources Committee to investigate the feasibility of adding social media icons to the MARAC website that will not only promote the blog, but also the MARAC Facebook page and Twitter account. Finally, we recently communicated with the new Chair of the Publications Committee to discuss the future of our committees and various projects.

Committee Membership, Current Activities, and Future Objectives (April 2015 – July 2015)

Current members of the Outreach Committee are listed below:

Heidi N. Abbey, Co-Chair and Elizabeth M. Scott, Co-Chair
Sarah Malcolm
Maren Read
Amanda Rindler
Valerie Wingfield
John LeGloahec, Ex-Officio and MARAC Chair
David D’Onofrio, At-Large Steering Committee Members

Outgoing Co-Chairs of the Outreach Committee already contacted the outgoing MARAC Chair and the newly-elected MARAC Chair to share concerns that 5 out of 7 members were set to rotate off of the committee.

Additionally, we recommend that the next iteration of the committee continue to focus on completing the following outstanding goals over the next several months:

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- 1) transfer management of the MARAC Blog from the Co-Chairs to other interested Outreach Committee members and continue to publish posts for 2015-2016 according to the defined schedule;
- 2) finalize user documentation and draft guidelines for the ongoing management of the MARAC Café Press site, including monitoring use of the site, such as whether or not any merchandise purchases are made;
- 3) promote and publicize the Café Press website on the MARAC Blog;
- 4) begin as soon as possible to brainstorm ideas about Archives Month 2015 themes so that advanced planning may be accomplished by members across MARAC;
- 5) assist the Membership Development Committee with their work to develop a MARAC Press Kit;
- 6) continue communicating with the Publications Committee about the future of our committees (pending proposed ByLaw changes) and the development of the blog and the *Mid-Atlantic Archivist*; and
- 7) assist the MARAC Steering Committee, if requested, with future initiatives related to redesigning the MARAC logo.

The next Outreach Committee meeting is tentatively scheduled via conference call in early June 2015.

Topics for Discussion with the MARAC Steering Committee

- 1) **Feedback on Final Report About MARAC Logo Survey:** We would like to receive feedback from members of the Steering Committee on the final report about the MARAC Logo Survey, which was submitted with this report. The Outreach Committee is interested in whether or not there may be a decision about any next steps to take with this initiative.

Respectfully submitted by Heidi N. Abbey and Elizabeth M. Scott for the Outreach Committee

**Publications Committee Report
Steering Committee Meeting
Boston, MA
March 19, 2015
Mid-Atlantic Archivist**

The deadline for the Spring issue is 15 May, 2015.

Eric Arnold Fritzler , the new MAA advertising editor, confirmed that our vendors are interested in renewing for this year. He reports as follows: “For the upcoming Spring newsletter, we have the following 7 advertisers: Academy of Certified Archivists, AEON (Atlas Systems), Archival Products, Eloquent Systems, Gaylord Archival, Hollinger/Metal Edge, and Northeast Document Conservation Center.”

With the Winter 2015 (February 15, Volume 44, No.1) issue, Kathryn Puerini assumed the Editor position and Michael Martin is assisting her.

After Boston meeting, member at large Iren Snavelly’s term will end.

Respectfully submitted,

Ilhan Citak
Chair, Publications Committee