



**Summer 2016 NATIONAL COALITION FOR HISTORY REPORT
MARAC Steering Committee Meeting, Baltimore, MD, July 22, 2016**

CONGRESSIONAL HISTORY CAUCUS UPDATE: There are now 30 Representatives signed on to the History Caucus, an increase from 23 at the beginning of this year! If your Representative isn't yet a member (check the list at <http://historycoalition.org/congressional-history-caucus/>), you can call or email their office and urge them to join the caucus. Have them contact the office of Congressman John Larson at (202) 225-2265. You can find more information and a sample Dear Colleague letter at <http://historycoalition.org/congressional-history-caucus/>.

This is a very good thing for NCH and archivists alike—here's a great example why: In May, the House Financial Services Appropriations Subcommittee proposed a \$1 million increase for NHPRC and an \$8 million increase for NARA, neither of which have seen increases in years. The Chairman of the Subcommittee, Ander Crenshaw (R-FL), *is one of the Co-Chairs of the Congressional History Caucus*. We can't help but connect the dots between caucus participation and awareness of the importance of history and archives.

RAAC CONSORTIAL MEMBERSHIP IN NCH: As you know, we've been working on gaining support for a confederation of archives groups to participate in NCH at a higher level, both in terms of financial support (\$4K annually versus MARAC's solo contribution of \$1,500) as well as a seat on the NCH Policy Board. So far, working through the RAAC Board, we've obtained a commitment of an additional \$1450 (for 2017) and \$1350 (for 2018) from the regionals. That leaves us \$1050 and \$1150 shy, respectively, but there are still several groups discussing this. As far as timing goes, if the RAAC wanted to join as a group (and be on the 2017 Board), we would all have to pay our joint dues of \$4K by December 31 of this year.

THE NATIONAL HISTORICAL PUBLICATIONS AND RECORDS COMMISSION is seeking projects that encourage public engagement with historical records, especially the development of new tools that enable people to engage online. The NHPRC is looking specifically for projects that create models and technologies that other institutions can freely adopt. Collaborations among archivists, documentary editors, historians, and educators, and/or community-based individuals are more likely to create a competitive proposal.

One example would be to enlist volunteer "citizen archivists" in projects to accelerate access to historical records, especially those online. This could include efforts to identify, tag, transcribe, annotate, or otherwise enhance digitized historical records. Another might be to develop educational programs for K-16 students that encourage them to engage with historical records already in repositories or that are collected as part of the project. Those interested in applying should contact Nancy Melley at nancy.melley@nara.gov.

—Jan Zastrow, zastrow@hawaii.edu
MARAC/NCH Representative

MARAC

Mid-Atlantic Regional Archives Conference

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New York • Pennsylvania • Virginia • West Virginia

To: MARAC STEERING COMMITTEE
From: TAMMY HOFFMAN, MARAC ADMINISTRATOR
Date: JULY 22, 2016 - UBALT
Re: MARAC WEB TEAM REPORT

MARAC Web Pages and Committee Updates

The MARAC Web Team has recently updated the MARAC web pages to reflect the bylaws changes as well as retiring pages no longer needed (e.g. Electronic Resource Committee, Development Committee, etc.) We are now focusing our efforts on updating the committee members and their preferred contact information. We will be using a Google form which tracks data in a new spreadsheet type format and we then embed this information into each web page. By using the Google form, the data will be much easier to maintain and update, as opposed to the awkwardly coded table format that is currently being use. We anticipate this process to be completed by the end of August as we hear back from the committee members.

MARAC Web Team - Association Management Software Executive Summary

Over the past six months, the MARAC Web Team has been examining our Association Management Software (AMS) and subsequent website options in order to propose a recommended course of action to the MARAC Steering Committee. After an extensive review process we are recommending staying with MemberClicks, our current vendor. Also we are proposing a future two-phased approach for handling both our website and the membership database. This report will summarize our findings and outline the implementation plan.

Association Management Software (AMS) Vendors Overview

In 2015 MemberClicks, MARAC's current Association Management Software (AMS) provider, announced the release of their new software platform. Eventually MemberClicks will retire the "classic" version (which MARAC uses at the present time) and clients will be migrated over to the new platform. MARAC has been utilizing MemberClicks' services for seven years which include:

- Database management
- Event handling (e.g. conferences, workshops, etc.)
- Dues processing and membership management
- Website maintenance
- Financial reporting and payment processing
- Listserv creation and email announcement capabilities

- Integration with social media

In April 2016 after reviewing various AMS vendors, the MARAC WebTeam narrowed the field to the three providers; Your Membership, Wild Apricot and MemberClicks. The following paragraphs summarize our analysis of each vendor.

Your Membership

This AMS package offers a more robust solution than our current MemberClicks software however it is also more expensive. We set out to determine if the extra cost was worthwhile and what additional features they might offer.

Pro: The “front end” or website portion of this system offers a sleek, more modern view with sections for an event calendar, searching capabilities, news, etc. YM has also incorporated new ideas like a scrolling display of vendor logos which potentially could help offset the cost of the website. In addition the web pages were simple to navigate and behind the scenes, their content management system was easy to use.

Con: Unfortunately Your Membership lost points on the “back end” or database side with confusing navigation, round about methods to accomplish tasks and redundant workflow requirements. At this time, YM doesn’t offer listserv functionality that MARAC uses heavily when communicating within committees and across the board. Finally YM is the most expensive option and they only use BluePay for credit card processing which is also more expensive than Authorize.net (our current provider).

Costs: \$583 per month plus a \$0.20 YM fee per transaction and a \$2,495 set up fee; 1.49% fee per transaction for BluePay (credit card processing company)

Wild Apricot

This software package is used by most of our peer archivist associations and is also the number one best seller in the AMS market.

Pro: this vendor offers the least expensive solution and web pages are very easy to create using templates and “widgets” (e.g. blogs, forums, announcements, events and other sections that can be added quickly). Both the website front end and database backend are very intuitive and simple to navigate.

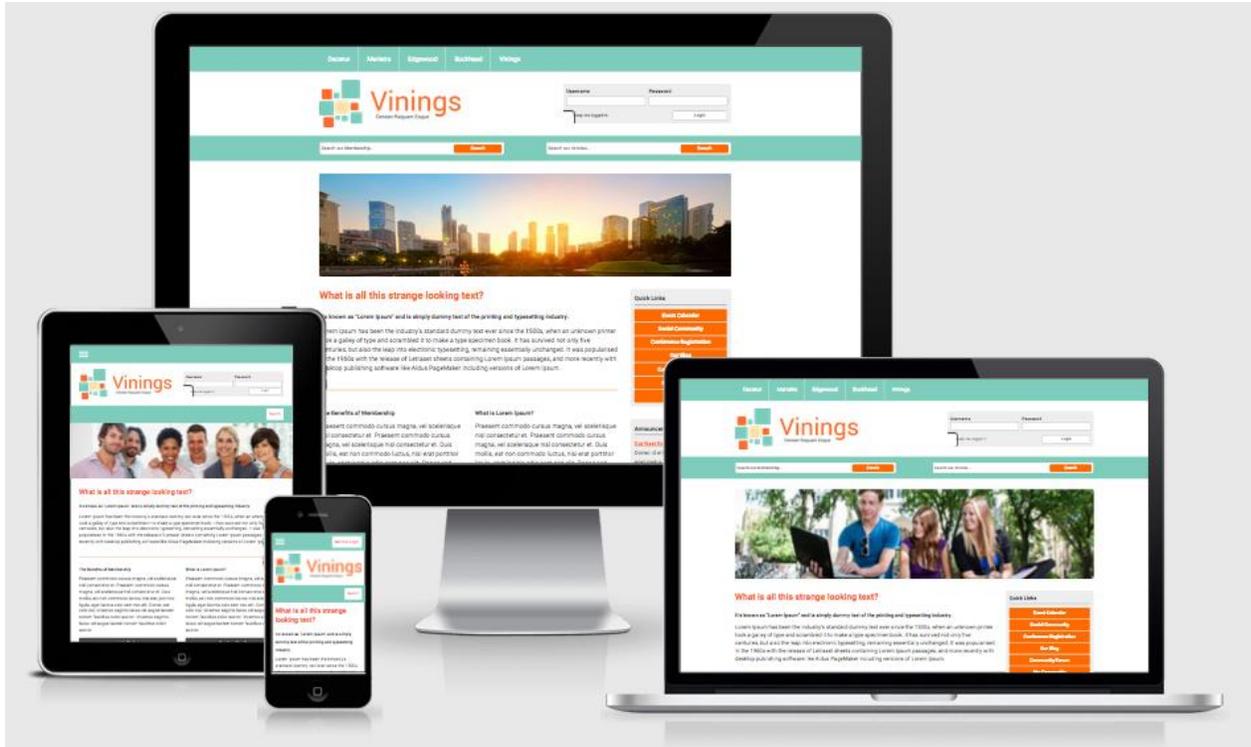
Con: Wild Apricot sales and support teams were not as responsive in offering individual demos or webinars. Instead they rely on having clients “do it themselves” more by viewing online demos and training videos. One large stumbling block is that WA doesn’t offer committee listserv capability at this time, which MARAC uses heavily to communicate internally. Also the back end database portion of the system is more bare bones offering less functionality currently than MemberClicks.

Costs: \$130 per month, no set up fees, transaction fees for the credit card processing company (which MARAC could choose)would be billed directly

MemberClicks

As our current provider, this vendor offers a new system update to meet our growing needs and would be a middle ground solution between expense and features offered.

Pro: MemberClicks does offer templates for our website that will update our look and incorporate social media services and provide optimal viewing for desktop, smart phone, tablet, etc. (See image below). The new back end update will address our prior concerns in their “classic” version. MC offers listserv functionality and would require less of a learning curve needed for the new platform.



Con: MC is more expensive than Wild Apricot and the content management system for the website is more difficult to use. However if we upgrade to the new templates, then we can more easily update the web pages.

Costs: \$465 per month if using Authorize.net to process credit card transactions or \$415 per month if using Moolah Payments; no transaction fees, transaction fees for the credit card processing company are billed directly (MARAC uses Authorize.net with a 1%fee). No costs to migrate to the new platform, however \$495 to upgrade to the new web page templates immediately (the template fee is not waived if we upgrade to the new platform). The \$495 cost is discounted from the normal MemberClicks cost of \$750 for this service since we are existing clients.

Association Management Software (AMS) Vendor Recommendation

After performing extensive research, participating in vendor webinars, testing software packages and conferring internally the MARAC Web Team would like to remain with MemberClicks as the preferred software provider to best suit our needs at this time.

We have based this decision on:

- Your Membership offered more features but they are more “bells and whistles” rather than core functions. The complicated processes are not intuitive and would be more difficult for a primarily volunteer organization to master. However the Web Team might be able to offer some of their impressive front end features through html and other programming. We have captured these “nice to have” features for future reference in Appendix A.
- Wild Apricot might be a viable future option as they begin to offer more functionality in their system and is worth keeping an eye on since they are a less expensive option. However at the present time, the system is not robust enough for our needs.
- MemberClicks offers greater listserv capability which allows us to sign members up to the correct committee listserv, keep track of which messages were sent out and when, view each members’ profile to see which listservs they are signed up for ultimately helping to keep the communications in sync within the organization.
- MemberClicks created a customized webinar for the MARAC Web Team to specifically answer any questions about the new platform and review any difficulties we might be having. Holding this special webinar was just another example of their extended customer support.
- MemberClicks’ new platform does adequately address our current issues and provides solutions. The system has become more stable with less downtime as the company redesigned their base platform. Reference Appendix B for a list of MemberClicks issues and the new platform resolutions.

Association Management Software (AMS) Implementation Recommendation

MARAC launched a website survey in June 2016 to gather feedback from our membership regarding our current website. The entire report is available in Appendix C. In order to more easily assess the comments we received throughout the survey, we grouped the most popular responses together. A summarization is provided below, ranked in the order of preference.

1. Update the MARAC website design and provide better organization or navigation
2. Include a calendar of social and educational events for MARAC as well as local or regional activities
3. Provide professional resource links (e.g. conservators, consulting archivists, disaster preparation/relief, graduate archival programs, mentorship, vendor information etc.)
4. Create more opportunities for social media integration (e.g. Twitter, interaction with caucuses or members using chat services, etc.)
5. Endeavor to keep existing information on the MARAC website more up to date

Based on the AMS vendor review process and feedback from our membership regarding our website, the MARAC Web Team would like to recommend the following phased approach to update our system.

Phase I – MARAC Website “Front End” Update

Our webpages currently resemble more of an online brochure rather than a contemporary or interactive site that interfaces easily with social media. MemberClicks manages our website content management system as part of their software package. In preparation to incorporate an updated website, the MARAC Web Team has already updated our existing webpages and “retired” ones no longer needed according to the bylaws transition. We also requested MemberClicks to provide us with a zip file of all our website uploaded documents. We have just sent these documents to the MARAC Archives to be properly archived.

The Web Team is now ready to update the existing website into the new MemberClicks templates with the assistance of their Help Desk staff. We anticipate beginning this process after the Annapolis Conference this fall and the associated cost would be \$495 (which is a discount).

Phase II – Database or “Back End” Administrative Update

New MemberClicks clients are automatically using the newer platform and only fifty existing clients have moved over to the new version. We recommend waiting until Phase I is complete to allow the new MemberClicks software to mature and make sure that any “bugs” are worked out of the system before migrating.

As is common when switching to a new system, additional opportunities to fine tune our workflow will present themselves. We will need to make certain that the software will handle our current business practices that are not dictated by the bylaws. In addition we might want to adjust our policy to take advantage of the new methodology offered by the software. For example, we can have MemberClicks “present” an invoice for dues as soon as a member tries to login.

MemberClicks will assign us a dedicated transition expert to help us export our existing files over to the new platform and to monitor our progress and answer questions along the way.

Finally the MARAC Web Team will review the member website survey findings and incorporate their suggestions into both the website and the database.

Appendix A – “Nice to Have” Features to Consider for the new AMS system

In reviewing the AMS vendor offerings we tracked many exciting new features (see list below) that MARAC might want to consider as we update our existing website and backend system functionality.

Website - Nice Features to Have:

- Scrolling logos of our sponsors to help offset the cost of our website
- Add a “Your Opinion Matters” section and provide links to policy and survey results
- Add a “News or Publications” section which features:
 - Newsletters
 - Press Releases
 - Legislative
- Calendar offers a view of a monthly calendar or a listing of events instead
- Immediate address verification when members enter their information
- Members create their own passwords immediately
- Option for members to agree to “Terms of Use” (receive mass email from admin account, receive mailings from vendors)
- When members sign up they are placed in a holding tank to await approval, giving the Administrator a chance to review and eliminate duplicate files
- After enrolling, an invoice is automatically generated by the system for payment
- A receipt is issued to the members’ email and they must click on the link to verify that the email address is valid
- E-commerce store is included in YM; Café Press items could be sold through this store instead of managing another site
- YM offers a wiki with easy file uploads (rather than managing this content outside of the system for the operations manual)
- Forums can be set up and managed with topic categories allowing members to post questions and answers
- Committee pages can be set up with Admin access for Chairs/Caucus reps
- Public can post job offerings and organizations can charge for postings if desired
- The Membership Page is divided into a Professional and Personal section complete along with a Miscellaneous area that their college could be mentioned or membership in other associations could be listed

Back End Database– Nice Features to Have

- Dashboard – ability to see all recent activity quickly, how many people signed up for a conference, renewed dues, became members, donated, purchased items from stores, etc. Also offers a calendar of events, AMS Vendor announcements, product updates, & billing information. Lower part of screen shows stats in chart forms, total members, revenue % renewed, donations revenue, number of new members by month, and active members by type
- Paper Preferences – presented as Newsletter with radio buttons for Paper or Electronic
- File Library – allows groups to organize and maintain documents in file folders with special permissions (sort of a wiki or Google docs type of setup)
- Elections- able to handle unique links to each individual instead of using Survey Monkey, however can MARAC needs the ability to offer “choose no more than 3 (or 2) candidates” for some questions as needed with elections
- Directory radius search
- Connection categories (set up past categories like past Chairs)
- Blog posting
- All sections of the database (basic info, customized fields, etc.) can be easily searched by just entering the data in the correct field – all of the fields are easily searchable. Especially the ability to look up historical data “ever attended an event” options.
- Address validation
- Holding tank for administrators to approve new members (check for duplicates and confirm their application)
- Ability to add vendors as contacts with many fields listed instead of only a few like “Basic Contacts” in MemberClicks
- Group Administrators who have control over their page(s) to add text, pictures, events, etc.

Appendix B – Issues in MemberClicks and New Platform Resolution

Problem – Membership Classic Platform	Resolution MemberClicks New Platform
Password Reset and Creation – members were receiving errors when using the password reset feature	Administrators can create passwords on the backend and send them via email directly to the member by clicking on a button
Duplicate Files in the System	Members will be presented with an invoice when they login associated with their profile; emails are still the method used to identify members; the new system further locks down the workflow to prevent duplication more fully
Unable to track vendor data due to limited number of fields	Additional fields have been added and these non-members are now called “prospects” in that they are not currently members
Exporting report data into spreadsheets with formulas was difficult to update after the first export. Additional exports have entries listed above the current date and a work around solution is needed before copying and pasting data in the master conference or any other spreadsheet template with formulas	Members will no longer be permitted to finish an incomplete form when submitting the data
Ability to review new member applications to ensure that the members don’t have existing files in the system	The ability to have these applications go to a temporary file for review before accepting the applications
Stability of system, less downtime	Platform has been upgraded to provide more stability

Appendix C – MARAC June 2016 Web Site Survey Results

In June 2016 the MARAC Web Team conducted a poll to determine members' preferences regarding our website functionality, social media tools, and interaction with our database through our existing MemberClicks software. The results are summarized below and the detailed survey results are provided in Appendix A.

The survey was sent out to 1100 active members and 165 people responded which equates to a response rate of approximately 15%. The average respondent was a regular (versus student or retired) MARAC member for over 10 years, did not hold an elected/ appointed position within the last 10 years, visited the MARAC website once every few months and usually visited the upcoming conferences and workshops pages.

Members were asked how likely they were to use various forms of communication to learn about our association. The results and ranking in order of preference are listed below:

1. MARAC Website
2. MARAC MAA newsletter
3. MARAC Blog
4. MARAC Facebook Pages
5. MARAC Twitter

In order to more easily assess the comments we received throughout the survey, we grouped the most popular responses together. A summarization is provided below, ranked in the order of preference.

1. Update the MARAC website design and provide better organization or navigation
2. Include a calendar of social and educational events for MARAC as well as local or regional activities
3. Provide professional resource links (e.g. conservators, consulting archivists, disaster preparation/relief, graduate archival programs, mentorship, vendor information etc.)
4. Create more opportunities for social media integration (e.g. Twitter, interaction with caucuses or members using chat services, etc.)
5. Endeavor to keep existing information on the MARAC website more up to date

Currently most respondents login to the MARAC website in order to pay dues, register for conferences and update their profile/contact information. Also about half of them access the online membership directory and update their account preferences (e.g. listservs, receiving MARAC publications as paper or a pdf format, etc.). When asked about future preferences regarding this same functionality, the responses were essentially the same.

The MARAC Web Team is appreciative of the response we received from the survey and we have used this information when we reviewed our software options. We will also reference this feedback when updating our website in the near future.

MARAC Web Survey Detailed Results

How long have you been a MARAC member?		
Answer Options	Response Percent	Response Count
Less than 1 year	7.3%	12
1 - 5 years	27.3%	45
6-10 years	24.2%	40
Over 10 years	41.2%	68
<i>answered question</i>		165
<i>skipped question</i>		0

What is your membership type with MARAC?		
Answer Options	Response Percent	Response Count
Regular	93.9%	155
Student	4.2%	7
Retired	1.2%	2
Not sure	0.6%	1
<i>answered question</i>		165
<i>skipped question</i>		0

Have you held an appointed / elected position with MARAC within the past 10 years?		
Answer Options	Response Percent	Response Count
Yes	41.2%	68
No	58.8%	97
<i>answered question</i>		165
<i>skipped question</i>		0

Note: The **lower** the number below in the “Rating Average” column, the more popular the service

How likely are you to use the following services to learn about our association?						
Answer Options	Very Likely	Likely	Not Likely	Not Interested	Rating Average	Response Count
MARAC Blog	21	78	56	10	2.33	165
MARAC Newsletter	89	59	17	0	1.56	165
MARAC Website	121	39	5	0	1.30	165
MARAC Facebook Pages	22	49	66	28	2.61	165
MARAC Twitter	13	31	71	50	2.96	165
<i>answered question</i>						165

How often do you visit the MARAC website (<http://www.marac.info/>)?

Answer Options	Response Percent	Response Count
Once a week	4.3%	7
Once a month	26.2%	43
Several times a month	14.0%	23
Once every few months	51.8%	85
Never	3.7%	6
<i>answered question</i>		164
<i>skipped question</i>		1

What pages on the MARAC website do you visit the most? Check all that apply.

Answer Options	Response Percent	Response Count
Job Opportunities	26.9%	43
Upcoming Conferences	92.5%	148
Committee pages	30.6%	49
Caucus pages	28.1%	45
Workshops	46.3%	74
Publications	31.3%	50
Other Pages	6.3%	10
<i>answered question</i>		160
<i>skipped question</i>		5

Have you ever logged into the MARAC website (<https://marac.memberclicks.net/login>) to use the following online features? Check all that apply.

Answer Options	Response Percent	Response Count
Access the MARAC membership directory	55.0%	88
Update your MARAC profile and contact information	70.6%	113
Update your MARAC account preferences (e.g.g listservs, receiving MARAC publications as paper or a pdf format, etc.)	52.5%	84
Pay your MARAC annual dues	81.3%	130
Register for a MARAC semi-annual conference	75.0%	120
Access MARAC state caucus information or participate in discussions	18.1%	29
Not aware that logging in to the MARAC website was an option	8.8%	14
<i>answered question</i>		160
<i>skipped question</i>		5

How likely are you in the future to login and use the following online membership features?

Answer Options	Very Likely	Likely	Not Likely	Not Interested	Rating Average	Response Count
Access the MARAC membership directory	63	58	41	1	1.88	163
Update your MARAC profile and contact information	75	68	20	0	1.66	163
Update your MARAC account preferences (e.g. listservs, receiving MARAC publications as paper or as a pdf, etc)	58	79	25	1	1.81	163
Pay your MARAC annual dues	120	33	9	3	1.36	165
Register for a MARAC semi-annual conference	107	44	11	1	1.42	163
Access MARAC state caucus information or participate in discussions	29	66	63	4	2.26	162
<i>answered question</i>						165
<i>skipped question</i>						0

What information / resources would you like to see on the MARAC website? - Response Text

I didn't know the caucuses had pages on the site. So I would like that to be more visible/findable. Overall, I would just like the design to be better. The content, for the most part is ok.

Nothing in particular

none come to mind at the moment

In addition to all the info it currently carries, it would be helpful to mention the Twitter account

Not sure

I don't know

Resources for archivists, upcoming events of interest in the MARAC region

Unsure. I think a new design is most important

Contact information for leaders and caucus members

The website currently has the resources I would expect for a local archives association.

Regularly updated job opportunities; regional events

I think the info is good but the layout needs an update

Social media integration, listing of member institutions by state if provided, usage of events calendar, executive committee info

not sure

Various workshops and local training opportunities

Mainly, updated jobs board

the content that is on the site it fine except that some of it is out of date

more caucus information

continuing education opportunities

Anything that is accurate and up to date

I think the current website does a fairly good job. I can't think of anything else I'd like to see.

An interactive or non-pdf form of the conference programs

I like the content that is there now. Helpful for members.

news, links to resources, events, minutes/reports

more of the same

leadership, member contacts

a calendar with all the meetings, workshops, conferences, for all over the region

Links to professional resources; e.g., conservators, consultanting archivists, disaster preparedness, etc. Also, a more convenient method of interacting with fellow caucus/committee members.

jobs; conferences; publications; local dc activities

More training and workshop announcements

don't use i

Not necessarily on the website, but it would be nice if MARAC had a near-real-time chat (NRTC) capability. This could be implemented as a webchat plugin to Wordpress, such as Comet, which works, but is really "old school" technology ... or MARAC leadership could establish a MARAC Slack (<https://slack.com>) or Ryver (<https://ryver.com>) or some similar technology, often available as free Software as a Service. This would enable archivists in the MARAC region to communicate with each other in near-real-time by chatting online.

Instructions on using socialmedia services.

Links to graduate archival programs in Mid-Atlantic

professional services (vendors, etc.)

What other caucuses are actually doing--we're trying to make ours more active.

mentorship

News about big events or projects happening at institutions in the region.

Content is good. The site design is what needs an overhaul.

Please share any additional comments you might have: - Response Text

When you are viewing the caucus e-list section and you open a specific message, the design of the page (black text on grey background) makes the message very difficult to read. Also, although I am signed up for caucus E-lists when I log in, I do not get these messages emailed to me directly. I would appreciate it if I could just have messages emailed to me instead of having to log in to see if anything has been posted/read the messages.

I don't often use the directory, but I like that it is there.

Overall just the formatting/design/look of the page should be updated.

Keep up the great work!

Keep up the good work!

The reason I don't use website for dues or conference registrations is because my employer covers those expenses for me.

I get most of my information about MARAC from the MARAC listserv and from emails from our State Caucus representative

Website is helpful as long as info is current.

I had completely forgotten about the MARAC memberclicks login option, even though I only recently registered for the PGH conference.

I would like the MARAC website to be updated more often with current information. It looks dated and does not reflect all the great work that MARAC does for its membership. Why not add some photographs and videos.

The website itself looks very outdated.

I get the info I need on MARAC via listserv messages and the newsletter. I am aware of the website and would go to it if I needed additional information. I would use the site and the other media more if I had time/money for conferences and workshops/

I noticed recently that the finding aids award winner details for 2012 and 2013 are the same. This needs to be corrected! And it would be great if new winners for all the awards were posted in a timely manner. In general I find the website helpful for most things MARAC.

Overall, the MARAC website does what I need it to do already.

Many of the web pages have been out of date for a while. We need to do better about keeping information current.

The website needs a drastic update. The setup of the site, the look and colors are so outdated and old fashioned.

satisfied w current site. access to past program/conf descriptions very useful. not interested in facebook at all. twitter news maybe

I wish the MARAC newsletter contained more substantive content like the MAC newsletter does. Also, I think starting a speakers bureau should be looked into.

The website design is so outdated! Rather than changing any features, I'd love to see the site get spruced up a little.

It helps to be reminded every once in a while about the options available. None of us have much time for just exploring or learning new tools. Any software should not make things harder to find, or more steps to access. (Would seem to go without saying, but it is amazing the new and improved websites that look and function worse than before.)

I didn't realize that discussions were held on the web site. I tend to get the caucus information through email digest / Facebook.

The website is very difficult to navigate. I usually find things by having to pull down all the menu items. It's very archaic and could probably be better organized.

I don't use the site to register for conferences because my travel office has to do that in conjunction with pre-paying for registration.

MARAC

Mid-Atlantic Regional Archives Conference

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New York • Pennsylvania • Virginia • West Virginia

DATE: JULY 20, 2016

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

FROM: JOHN LEGLOAHEC, PAST CHAIR

RE: REGIONAL ARCHIVAL ASSOCIATIONS COLLOQUIUM (RAAC) UPDATE

Respectfully submitted to the Steering Committee meeting on Friday July 22, 2016

At the suggestion of the MARAC Chair, I was nominated for elected to the RAAC Steering Committee. Steering Committee Members are asked to chair one of the RAAC subcommittees, I have been named as Chair of the Education subcommittee. Previously, I was a member of the Advocacy subcommittee. There are six subcommittees of the RAAC: Advocacy, Disaster Planning and Recovery, Education, Grant Development, Membership, and Public Awareness.

The RAAC will hold an all-day symposium at the upcoming SAA Annual Meeting in Atlanta Georgia on Tuesday August 2. I am not attending the Annual Meeting this year and will not be there for the Symposium or the regular meeting of the RAAC. The regular meeting of the RAAC will take place on Wednesday August 3 from 2:00pm-3:30pm. If there is anyone from the Steering Committee who will be attending the Annual Meeting this year and is willing to attend the meeting(s) to represent MARAC, I would appreciate it. The schedule for the symposium is appended at the end of this report and the agenda for the regular meeting appears below.

Agenda:

1. Introduce new Steering Committee and thank old.
2. Subcommittee overviews/reports.
3. Brief overview of draft of new 3 year plan.
4. Breakout groups to discuss plan and subcommittee goals for upcoming year.
5. Meg Phillips (NARA) will speak about the benefits of regionals working with NARA.

MARAC

Mid-Atlantic Regional Archives Conference

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

The RAAC recently updated its three year strategic plan:

Broad goals:

- Support information exchange among the leadership of regional organizations and between the regionals and other professional organizations.
- Encourage collaboration among the regionals and between the regionals and other professional organizations.
- Coordinate efforts to streamline actions, reduce costs, and increase services to archivists around the nation.

Year 1 (August 2016-August 2017)

- Support information exchange among the leadership of regional organizations and between the regionals and other professional organizations.
 - Maintain the RAAC listserv and website.
 - Update Directory of Regional Organizations on SAA website.
 - Execute the approved RAAC communications plan to increase regional communication and participation.
- Encourage collaboration among the regionals and between other professional organizations and the regionals
 - Complete MOU with the Society of American Archivists.
 - Serve on advisory boards and in organizations that further RAAC's mission and encourage collaboration, such as the Joint Advocacy Working Group, Coalition to Advance Learning, and Mapping the Landscape.
 - Subcommittees continue to develop contacts with the SAA component group closest to their area specialty to discuss short term goals and potential shared projects.
- Coordinate efforts to streamline actions, reduce costs, and increase services to archivists around the nation
 - **Advocacy:** Support political advocacy issues occurring on the local level. Develop and implement an advocacy-focused communications plan.
 - **Disaster Planning and Recovery:** Assess regionals' past disaster recovery actions and develop methods to document and share this history.
 - **Education:** Develop a program or programs that can be disseminated and shared with all the regionals.
 - **Grant Development:**
 - Provide educational instruction about grant writing to regionals.
 - Maintain grant resource list on the RAAC website.
 - **Membership:** Assess member needs and communicate them to the co-chairs and subcommittee chairs so that RAAC's strategy can be strengthened. Maintain RAAC membership functions.

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- **Public Awareness:** Support the development and/or coordination of promotional and outreach programs and tools for regionals. Encourage programming at regional or national events focusing on regional organizations.

Year 2 (August 2017-August 2018)

- Support information exchange among the leadership of regional organizations and between the regionals and other professional organizations.
 - Maintain the RAAC listserv and website.
 - Update Directory of Regional Organizations on SAA website.
 - Execute the approved RAAC communications plan to increase regional communication and participation.
 - Hold a RAAC-sponsored event for all the regionals, building off the 2016 symposium
- Encourage collaboration among the regionals and between other professional organizations and the regionals.
 - Serve on advisory boards and in organizations that further RAAC's mission and encourage collaboration.
 - Subcommittees continue to develop contacts with the SAA component group closest to their area specialty to discuss short term goals and potential shared projects.
- Coordinate efforts to streamline actions, reduce costs, and increase services to archivists around the nation.
 - **Advocacy:** Support political advocacy issues occurring on the local level. Develop and implement an online platform to share regionals' advocacy methods.
 - **Disaster Planning and Recovery:** Share information regarding regionals' past disaster recovery actions and formulate ways to increase disaster planning efforts organized by regionals.
 - **Education:** Building on the "Governance Document Repository," develop an online educational resource on how to establish a regional.
 - **Grant Development:**
 - Propose collaborative grant writing opportunities to regionals.
 - Maintain grant resource list on the RAAC website.
 - **Membership:**
 - Evaluate and improve RAAC membership information and governing documents available to regionals. Maintain RAAC membership functions.
 - **Public Awareness:** Continue to develop promotional and outreach tools for regionals. Work with regionals to determine barriers to promoting regional organizations, and identify and enact solutions.

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Year 3 (August 2018-August 2019)

- Support information exchange among the leadership of regional organizations and between the regionals and other professional organizations.
 - Maintain the RAAC listserv and website.
 - Update Directory of Regional Organizations on SAA website.
 - Execute the approved RAAC communications plan to increase regional communication and participation.
- Encourage collaboration among the regionals and between other professional organizations and the regionals.
 - Serve on advisory boards and in organizations that further RAAC's mission and encourage collaboration.
 - Subcommittees continue to develop contacts with the SAA component group closest to their area specialty to discuss short term goals and potential shared projects.
- Coordinate efforts to streamline actions, reduce costs, and increase services to archivists around the nation.
 - **Advocacy:** Support political advocacy issues occurring on the local level. Develop a strategy for engaging resource allocators, policymakers, and other influencers at the regional level.
 - **Disaster Planning and Recovery:** Develop a program, resource, or tool based on conversations with regionals.
 - **Education:** Organize a full- or half-day event focused on regional organizations.
 - **Grant Development:**
 - Foster collaborative grant writing projects among RAAC participants.
 - Maintain grant resource list on the RAAC website.
 - **Membership:**
 - Seek out relationships with regional organizations not yet associated with RAAC. Maintain RAAC membership functions.
 - **Public Awareness:**
 - Continue to develop promotional and outreach programs and tools for regionals.
 - Encourage regionals to write and submit articles to regional and national outlets regarding aspects of their work or history.

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Regional Archival Associations Consortium/Society of Georgia Archivists Symposium

August 2, 2016 9:00 - 5:00

Coca-Cola Headquarters, 1 Coca Cola Plaza NW

Atlanta, GA

[\(Corner of North Avenue & Luckie Street\)](#)

Please join the Regional Archival Associations Consortium and the Society of Georgia Archivists for a symposium focusing on the interests of our nation's regional organizations. Sessions will focus on advocacy, public awareness, education, disaster planning and recovery, and grant development.

9:00 - 9:15: Registration/check-in

9:15 - 9:30 Welcome: Rachel Chatalbash, RAAC Co-Chair

9:30 - 10:15 Lift Where You Stand: The Power of Cooperation

Speaker: J. Gordon Daines III, Brigham Young University

Moderator: Emily Vinson, University of Houston

There is power in cooperation. This presentation will examine two cases where associations partnering together have been able to accomplish more than they could have on their own. It will look at the establishment of the *Journal of Western Archives* and the creation of the Western Roundup conference concept. Both of these ventures have been successful because of the willingness of regional archival associations to work together and lift where they stand.

10:15 - 11:15 Collaborative Grant Opportunities

Speakers: Kathleen Williams, NHPRC; Ryan Semmes, Mississippi State University

Moderator: Kristen Chinery, Wayne State University

This panel will address ways to foster collaborative grant writing projects among RAAC participants. Ryan Semmes, representing the Society of Mississippi Archivists, will present information about grants SMA received in an effort to help other regionals with their own grant initiatives. Kathleen Williams from NHPRC will discuss what a multi-regional grant project might look like, including requirements and relevant examples.

11:15 - 11:30 Break

11:30 - 12:15 Digital Preservation: What it is and How to Get it

Speaker: Lauren Goodley, MSIS, CA, Texas State University

Moderator: Brittany Parris, Society of Georgia Archivists President

Digital Preservation is an evolving field, and by now most archivists have had to manage at least some digital materials in their collections. This session will go over three training opportunities available to regional archival associations and what to expect from each: DPOE (Digital Preservation Outreach and Education) from the Library of Congress, DAS (Digital Archives Specialist) program from the Society of American Archivists, and POWRR (Preserving Digital Objects with Restricted Resources).

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12:15 - 1:45 Lunch

1:45 - 2:45 Who You Gonna Call? Developing a Cultural Heritage Emergency Network

Speakers: Laura Hartz Stanton, Executive Director, Conservation Center for Art and Historic Artifacts, Pennsylvania Cultural Resilience Network; Jessica Unger, Foundation of the American Institute for Conservation; and Christine Wiseman, Atlanta University Center

Moderator: Daria Labinsky, National Archives of St. Louis

This session will focus on how local, state, and regional groups can work together to facilitate disaster planning and response among libraries, archives, and museums, and how national organizations can help.

2:45 - 3:00 Break

3:00 - 4:15 Cultivating Public Awareness: Connecting Regional Organizations to Communities

Speakers: Caitlin Birch, Dartmouth College; Janet Bunde, New York University; Wendy Hagenmaier, Georgia Institute of Technology; Ashley Gosselar, University of Chicago; and Cathy Miller, CNN Video Archives

Moderator: Jennifer Hecker, University of Texas at Austin

Representatives from the Archivists Round Table of Metropolitan New York, the Chicago Area Archivists, the New England Archivists, and the Society of Georgia Archivists will speak about their efforts to connect the public with local archival collections and archivists. Topics will range from the inclusion of outreach in a regional's strategic plan to the development of programs specifically designed to engage local communities.

4:15 - 4:45: Lessons from the Georgia Archives Budget Crisis

Speaker: Kaye Minchew, Troup County Archives

Moderator: Laura Starratt, Emory University

In 2012, severe budget cuts in the Secretary of State's Office threatened to close the Georgia Archives. A coalition of concerned organizations, including the Society of Georgia Archivists, formed to advocate on behalf of the Archives and combat the closure. This presentation will give a brief overview of the history of the budget crisis and the lessons learned from the advocacy campaign.

4:45 - 5:00 Final Remarks: Brittany Parris, Society of Georgia Archivists President

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TASK FORCE ON DIVERSITY AND INCLUSION
JULY 22, 2016, BALTIMORE, MD

The work plan has been updated and the task force is on target to submit the final report at the January 2017 Steering Committee meeting.

WORK PLAN FOR THE TASK FORCE ON DIVERSITY AND INCLUSION, JULY 2016 - SPRING 2017

JULY 2016

- Steering committee meeting
- Review and update work plan,
- Assign roles for phase 2
 - Diversity definition; Diversity & Inclusion position statement
 - Goals, objectives and new initiatives
 - Contact survey respondents that requested follow-up
 - Outline list of suggested questions
 - Compile feedback

AUGUST 2016

- Goals, objectives and new initiatives
 - Contact survey respondents that requested follow-up (16 respondents)
 - Create list of suggested questions but allow respondent to guide discussion and conversation
 - Meet by phone, e-mail, or in-person as possible, including at the Fall MARAC meeting in Annapolis
 - Incorporate feedback into master list
 - Due to time required for follow-up, this work should not inhibit moving forward with review of available list of suggested goals/initiatives/objectives already available
 - Create master list of goals, objectives, and initiatives as suggested in the survey feedback, by Steering, by MARAC members, and by members of the task force.
 - Group “like” tasks and assign level of assignment (is the project to be carried out by members, by assigned committee, by Steering, by MARAC, by the archives profession as a whole)
 - Send to task force by August 30

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- Submit first draft of diversity definition to task force by August 30
 - “Define and articulate diversity as it applies to the profession, to MARAC and to our members”

SEPTEMBER 2016

- Submit first draft of position statement to task force by September 24
 - “Draft a position statement on diversity for the Steering Committee to consider and adopt as MARAC policy”
 - Inclusion should be ... included!
- Select priorities for “goals, objectives, and new initiatives”
 - Include consideration of establishing a standing Committee versus Coordinator position to continue the work
 - Diversity and Inclusion or two separate groups/coordinators?
 - Send to task force for review by September 24

OCTOBER 2016

- Final review by task force members of the definition, position statement, and list of goals, objectives and initiatives before sending to Steering
 - Submit feedback by Oct 10; updates to LL for submission Oct 18
- Submit recommendations to Steering (LL, due ~Oct 20)
- Prepare presentation for Business Meeting and/or focus groups at Fall MARAC
- Write blog post for MARAC blog about task force updates; solicit comment
- Update task force webpage

NOVEMBER 2016

- MARAC meeting, Annapolis, MD, Nov 3-5
- Review and discuss recommendations at Steering
 - Compile Steering feedback and send to LL by Nov 15
- Present to membership at Business Meeting and/or meet with small focus groups
 - Compile member feedback and send to LL by Nov 15
- Compile all feedback (blog post, Steering, focus groups, other) and distribute to task force for review (LL, by Nov 23)

DECEMBER 2016

- Finalize diversity definition
 - Send to task force for final review by Dec 10
- Finalize position statement

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- Send to task force for final review by Dec 10
- Finalize goals, objectives, and new initiatives
 - Select items for priority recommendation.
 - Send to task force for final review by Dec 30

JANUARY 2017

- Prepare and submit final report to Steering
 - All feedback on final drafts due January 14
 - LL will prepare final report and Submit to Steering ~January 20
- Task force disbands?

SPRING 2017

- Update task force webpage
- Prepare and post to MARAC blog for February
- Submit article to *Mid-Atlantic Archivist* for March 1 deadline
- Work with Brian K. to set up committee or coordinator as determined
- Final presentation to Business meeting at Spring 2017 meeting in Newark, NJ in conjunction with new committee chair or coordinator

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Report of the Ad Hoc Disaster Relief Committee

Members: Wesley Chenault, Kenneth Cleary, Christine George, Lindsey Loeper, James Gerencser, and Brian Keough.

Submitted by Kenneth Cleary
July 15, 2016

Summary

The ad-hoc disaster relief committee has been dormant since our last report. However, we heard from Tammy Hoffman over the first week of July that she received two inquiries about the grant, stemming from recent flooding in West Virginia. The two institutions that contacted her are the Shiloh Baptist Church and the Rainelle Public Library. I notified the rest of the ad-hoc disaster relief committee to be prepared for a grant review in the near future, but as of the writing of this report, we have not received any grant applications.

Respectfully submitted,
Ken Cleary

Report of the Bylaws Transition Team 7/15/16

The committee had one conference call on May 13, 2016.

Andrew Cassidy-Amstutz continues to work with the Membership Committee. The current chair is working to update the MARAC Wiki for the committee. He has drafted a blog post about the Membership Committee transition and has sent it to the chair for review.

Paige Newman continues to work with the co-chairs of the new Communications Committee on the transition. The co-chairs are developing a list of committee members along with the skills they want in some committee members and are in contact with the Chair and Vice Chair on appointment issues.

Rebecca Collier submitted a list of changes for the MARAC website and Jim Gerencser worked with the MARAC Administrator and one of the MARAC webmasters to insure those changes were implemented. He also consulted the MARAC Chair and Vice Chair to gather up to date information on appointments so that the website would be accurate. Jim has also worked with the new MARAC Treasurer and they want to develop an operations manual for the Treasurer to be part of the MARAC wiki.

We hope to have a slate of blog posts, an email to be sent to all members and an article for the MAA later in the summer. Charlotte Sturm is working on the schedule for blog posts.

We will continue to work with committee chairs to make changes to the wiki and to insure the transition continues to be successful.

Please let us know if you have any questions.

Andrew Cassidy-Amstutz
Rebecca Collier
Jim Gerencser
Paige Newman
Charlotte Sturm
Danna Bell, Chair

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Date: July 14, 2016

To: Members of the MARAC Steering Committee
From: Elizabeth Scott, Chair of Outreach and Ilhan Citak, Chair of Publications
Re: Joint Report for Outreach and Publications Committees' activities for the Summer Steering Meeting, July 22, 2016

1. Summer MAA came out on July 13
2. A section "what is it: discovering the weird and wonderful in the MARAC region" debuted in this issue. It will continue as a regular feature. Please encourage your institutions to contribute.
3. Publications and Outreach committee chairs had a teleconference with Brian Keough and Vin Novara to discuss about the merger of the two Committees.

Here are the notes on the action items:

- 1- Communications Committee will be co-chaired by the current Publications and Outreach Committee chairs (Ilhan Citak and Liz Scott)
- 2- The new committee consists of: Publications Committee's Maureen Cech, Jodi Boyle, Michael Martin, Eric A. Fritzler as well as Heidi Abbey Moyer from Outreach.

Additionally, Liz and Ilhan will analyze a survey conducted by PACSCL on institutions' social media usage to make suggestions for MARAC to start using social media such as Tumblr, Instagram, and also clarify the "maintenance" rules for Facebook, Blog. Finding an energetic and creative (possibly a new) MARAC member for a newly created "social media" job will be considered.

Respectfully submitted by Elizabeth Scott and Ilhan Citak.

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MARAC Education Committee Report

Laurie Sather, July 22, 2016

I. Mapping the Landscape Project

The project has concluded, though the Educopia Institute and the Coalition to Advance Learning in Libraries, Archives, and Museums will continue their work. I will be speaking on a panel at SAA about my work on this project, specifically the survey.

II. Past and Upcoming Workshops

Workshops planned for Annapolis:

A. Rare Books for Archivists

Instructor, Mike Knies

Full-Day Workshop: 9:00 am - 4:00 pm

This workshop is geared toward archivists and related professionals who have responsibility for rare books but have limited background in the history of the book. The morning will consist of a survey lecture on Western book production and history with an emphasis on the book as artifact. The afternoon will consist of hands-on examination of artifacts, ideas and examples of how to incorporate and interpret rare books in exhibits and in the classroom. A variety of Internet resources will be introduced. Participants are encouraged to contact the instructor in advance with information and questions about their rare book holdings.

B. Hands-on Small Gauge Film Workshop

Instructors: Siobhan Hagan, National Aquarium; Annie Peterson, Lyrasis

Full-Day Workshop: 9:00 am - 4:00 pm

The workshop will provide attendees with hands-on training in safely handling 8mm and 16mm film archival materials. The morning session will include a lecture introducing physical and chemical properties of film, history of motion picture film formats (focusing on small gauge formats), documentation, assessment and storage needs; and lastly a demonstration of 16mm inspection, repair, and rehousing for presentation. In the afternoon, workshop participants will divide into groups and each attendee will inspect, repair, and rehouse a film under careful supervision.

C. Preparing Competitive NHPRC Grant Proposals

Instructor: Nancy Melley, National Historical Publications and Records Commission, National Archives and Records Administration

Full-Day Workshop: 9:00 am - 4:00 pm

This grants workshop will introduce attendees to the competitive archival grants programs at the National Archives and Records Administration, which are made through the National Historical Publications and Records Commission (NHPRC). The primary emphasis of this workshop will be on the Access to Historical Records grants program. A program director from the NHPRC will help participants understand the grant application process, including, the components of a good project summary, narrative, budget, and supplemental materials. The instructor also will discuss the review process, the response phase, and Commission recommendations. Attendees will have the opportunity to read and comment on two sample applications as part of the review process. They also will learn general tips and successful applicants have used to strengthen their applications.

The workshop also will offer attendees the opportunity to start designing their own project and application package: defining project scope, devising a budget, developing a work plan, and preparing an application.

D. Integrating Digital Forensics into Born-Digital Preservation Workflows with BitCurator

Instructor: Porter Olsen

Full-Day Workshop: 9:00 am - 4:00 pm

This workshop introduces participants to the basics of digital forensics and its significance in the preservation of born-digital and hybrid collections. Attendees will learn fundamental properties of digital media (floppy disks, hard disks, USB jump drives, CD-ROMs, etc.) and how data found on those media can be safely captured and preserved in a long-term preservation format. The workshop will center around the suite of open source digital forensics tools included in the BitCurator Environment. With these tools, participants will be able to create forensics disk images (bit-for-bit copies of the original media saved as a single file), scan a disk image for personally identifiable information, generate a digital forensics XML (DFXML) document that contains metadata about each individual file on a disk, generate a series of human and machine readable reports through the BitCurator reporting tool, and more. Attendees of the workshop will gain important insights into our digital heritage contained on legacy and contemporary media, and also be able to begin integrating BitCurator into their digital preservation workflows.

Course Requirements:

A laptop with a multi-core CPU (ex: the Intel i3, i5, and i7 series, or the AMD FX, Athlon II, and Phenom II series), at least 4 gigabytes of RAM, and 30GB of available hard drive space. The ability to download and install software on the laptop, including all administration passwords for the system.

Workshops Planned for Newark so far:

A. Dating 19th Century Portrait Photographs

Instructor: Gary Saretzky, Monmouth County Archives

Half-day

- B. Untitled (A workshop on cleaning up metadata using Open Refine)
Instructors: Doreva Belfiore and Gabe Galson, Temple University

Off-Conference Workshops:

Co-Sponsored workshop with DVAG

TurDuckEn: Codecs Inside Wrappers Inside Archives, An Introduction to Digital Files

Registration check in/ DVAG Sponsored Breakfast from 8:30-9:30

Workshop from 9:30-12:30

Where: American Philosophical Society's **Franklin Hall**, 427 Chestnut Street, Philadelphia, PA

Instructor: George Blood, George Blood Audio/Video/Film

If someone were to ask an archivist about lignin, chances are pretty good the answer would cover everything from what role it serves in trees to why it's a concern for the preservation of our cultural heritage. In our increasingly digital world, archivists are less secure in their command of digital objects, what they're made of, their inherent vices, and what factors to focus on to keep their archives viable indefinitely into the future. This workshop is an introduction to the basics of wrappers (packages of digital data), and codecs (digital encoding of information). Covered topics include common wrapper (.doc, wav., mp3, mxf), probing and testing tools for archives (JHOVE, DROID), and codecs (ASCII, UTF, TIFF, JPEG, MP3); with a goal of giving archivists a basic foundation for managing digital collections in archives.

Project Management for Archival Processing

When: Monday, October 3, 2016 from 9:00 AM-4:00 PM

Where: University of Maryland, Baltimore County (UMBC), Maryland

Instructor: Vincent Novara, University of Maryland

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

There will be a NARA ONLY Project Management Workshop with Vin Novera on September 20, 2016 at College Park.

Under Development:

A survey for the membership, which lists all the current offerings and asks:

1. Which workshops would you want to take?
2. Where do you live?
3. What is the distance you would be willing to travel to take that workshop?

III. Transition Team

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

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

Some of these projects will take longer to implement than others. It is our hopes that at the very least the Post-conference round-ups will be launched for the Annapolis meeting.

MARAC
Membership Committee Report
July 2016

Membership

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

Progress and News

- Committee Membership
We recently welcomed two new members to the Membership Committee. Theresa Altieri (Archivist, Abraham Lincoln Foundation, Union League of Philadelphia) and Yukako Tatsumi (Curator, Gordon W. Prange Collection, University of Maryland Libraries) have joined us. We are excited to have them aboard.
- Spring 2016 MARAC, Pittsburgh, PA
We had an excellent turnout at the New Member Orientation. Many good questions were asked and a lively conversation was had. The rideshare/roomshare Google Docs continue to be a very popular offering. The Navigator program continues to be popular with potential navigators, but not so popular with those who'd like a navigator. We are working on this. The impromptu happy hour was also lightly attended; we are considering other activities for the future.
- Membership Committee Priorities and Goals
I (Sara Borden) recently sent out an e-mail updating the Committee on news, proposing new projects moving forward, and calling for volunteers to work on various projects. I've been undergoing something of a professional transition, so we're coming out of a quiet time into what I hope will be a more active period. The contents of the e-mail (sent on 6/29/2016) are below.

Hello Membership Committee:

I hope you're enjoying your summer so far and you've got exciting plans for the upcoming long weekend. As I've been endlessly writing to you, I'd like to get Committee activities ramped up again. To that end, there are several tasks I'd like us to work on. I've listed them below. If there's something you'd like to work on, please volunteer. We can't achieve these goals without you! Thank

you for your time and consideration. Please don't hesitate to contact me with any questions or concerns.

You'll note that I have attached the PowerPoint that the Academy of Certified Archivists uses to explain its importance. I would like the Membership Committee to draft a PowerPoint presentation that we could use in several of the endeavors I've listed below (Graduate Program Liaisons, posting as a resource on our new webpage, networking events, New Member Orientation, and Guide to Navigating MARAC). I'd like our PowerPoint to cover why archivists should join MARAC, how to get involved in MARAC, a brief overview of the committees, and anything else we think is important to include.

-Navigator Program

I think the MARAC Navigator Program is a great idea and something I would have loved when I first started attending conferences. But for the last two conferences, we've had 8 or 10 volunteers offer to be Navigators and, at most, 1 person ask for a Navigator. I wasn't organized enough to ask the pair at Pittsburgh for their feedback, although maybe I could go back and do that now. But, I'd like your thoughts on whether this is something we should continue doing and, if so, how we can get people more interested. For Pittsburgh, I sent several notifications to student groups and listservs. Someone suggested asking if people would like to be paired with a Navigator at the point of registration. Tammy, is that at all possible?

-Graduate Program Liaisons

Some time ago, we started a program to recruit volunteers who had close ties to archival graduate programs to serve as liaisons to the students/professors in each institution. As MARAC was attempting to decide to change its logo/color scheme at the time, we put this initiative on hold because it required us to compile materials, such as brochures, for distribution. Since things are staying as they are for now, I'd like to get this going again. Would someone like to serve as the liaisons to the liaisons? Could we get a small-subcommittee set up to come up with a handout, or do we currently have handouts that we could distribute to our liaisons (Tammy?)? We could also provide them with the PowerPoint presentation we come up with on the benefits of MARAC.

-New Webpage

As some of you may know, the Bylaws Implementation Task Force is working to help MARAC transition to its new state after the recent passage of updated bylaws. One of the changes was re-naming the Membership Development Committee to the simpler Membership Committee. A part of the Bylaws Implementation Task Force's job is creating and updating a Wiki for MARAC: <http://marac-operations-manual.wikidot.com/membership-development-committee>. You'll note that this is the link to our page. Our job is to provide content for the page. Our liaison to the Task Force is Andrew Cassidy-Amstutz, who I have copied on this e-mail. Please take a look at our page on the Wiki and share your thoughts. Should we make changes or additions? Let us know.

-Conference Networking Events

In Pittsburgh, we held an impromptu networking event in the hotel bar before the formal cocktail hour. Again, I sent notices out to several listservs, but attendance was minimal. I've been told that there is a need for smaller gatherings of members who would like to meet others in a quieter setting for the purpose of networking. Does anyone have any thoughts about how we could encourage/facilitate such gatherings?

-New Member Orientation/Member Recruitment

I've had conversations with and suggestions to change the time of the New Member Orientation to later in the afternoon. However, the morning orientation has been reasonably well-attended recently. Please provide your thoughts on changing the time of day. With that said, I'd like to formalize the orientation a bit more and include the PowerPoint presentation, so we'll need to get working on that. I feel that having a PowerPoint that can be printed and handed out to new members would be a useful resource.

I'd also like to bat around ideas for member maintenance/recruitment. Could we work with the Caucuses to get some events going in between conferences? Such events often take place, but maybe we could distribute our PowerPoint to them as well. I'm also thinking we could maintain a calendar of such occurrences on our Wiki page. Thoughts and ideas on this are most welcome.

-Guide to Navigating MARAC

This is the big project I'd really like us to achieve. We've been talking about putting this together for quite a while and I feel that now is the time. It could take the form of our new Wiki page, or be a PDF or PowerPoint that we upload to the page. I think we can start by pulling together a table of contents. If this project merges in with the new PowerPoint, that's okay.

-Getting and Keeping Students Involved

This is something we, as a committee, have been saying we'd like to do for a while. How can we do this? I think the MARAC Liaison program should be part of this. Can we offer mixers with established professionals and students? Mentoring programs? Any and all thoughts are gladly accepted here.

I know this is a lot for one e-mail, so take your time digesting it all. If you'd like to take the lead on any of the above or just want to offer your thoughts/ideas, please be in touch. Thanks again!

MARAC Nominations and Elections Committee Report July 2016

With the additions of Valerie-Anne Lutz and Andrew Cassidy-Amstutz, the Nominations and Elections Committee is now fully formed. We are preparing for the 2017 election by familiarizing ourselves with the Nominations and Elections Committee Handbook and associated NEC information on the MARAC website.

Throughout the summer and fall the committee will develop a list of potential candidates and solicit potential nominations. The NEC will meet at the Fall MARAC meeting in Annapolis, MD.

The members of the committee are:

Katie Hall, Chair

Andrew Cassidy-Amstutz

Lynn Eaton

Jessica Johnson

Valerie-Anne Lutz

Respectfully submitted,

Katie Hall