

MARAC

Mid-Atlantic Regional Archives Conference

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

Chair's Report Summer 2016 Steering Committee Meeting July 14, 2016

Bylaws Transition

As of July 1, we adopted the revised MARAC Bylaws. The Transition Team has been working feverishly, reconfiguring the committee structure to insure a seamless transition. The Bylaws stipulate a new officer position, Chair-Elect (Vin Novara), who will make all official committee appointments, communicate regularly with committee chairs, and work closely with the MARAC Chair in preparation to assume that office after one year. All committee chairs are responsible for reviewing committee descriptions on the web site and on the MARAC Operations Manual (<http://marac-operations-manual.wikidot.com/>). Please send edits to the Web Team at (webmaster@marac.info). Committee chairs should fill all committee vacancies as needed. Once you have identified an individual willing to serve on your committee, please email the Chair-Elect.

MARAC table at SAA

Communications Co-Chair Liz Scott is coordinating a MARAC information table at the upcoming SAA conference in Atlanta. The MARAC table will be located on Level 2 of the conference area near where all the education sessions take place. Please visit and/or sign-up to staff the table for a few hours Thursday – Saturday of the SAA conference.

MEMBERCLICKS

Over the past six months, the MARAC Web Team, with help from Sharmila Bhatia, has been assessing our Association Management Software (AMS) and subsequent web options in order to propose a recommended course of action to the MARAC Steering Committee. After an extensive review process, the Web Team has completed their research and is ready to make a recommendation. Please review the Web Team's report and recommendation for a two-phased approach for handling both our website and the membership database. This report summarizes their findings and outline the proposed implementation plan.

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

MARAC

Mid-Atlantic Regional Archives Conference

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

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

Membership Statistics

There were 1,097 active members (as of June 30, 2016):

948 Regular Members

30 Retired Members

119 Student Members

Membership Statistics Comparison

Member Type	2012 (as of 6/30/12)	2013 (as of 6/30/2013)	2014 (as of 6/30/2014)	2015 (as of 6/30/2015)	2016 (as of 6/30/2016)	% change 2015-2016
Regular	898	953	1007	982	948	(3.5)
Retired	30	24	32	31	30	(3.22)
Student	106	125	146	116	119	2.6
Total	1034	1102	1185	1129	1097	(2.8)

Current State Caucus Membership

Caucus	2015 – 2016 Membership (as of 6/30/2016)
DC	176
Delaware	46
Maryland	207
New Jersey	139
New York	229
Pennsylvania	269
Virginia	186
West Virginia	22

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	2012 (as reported 06/30/12)	2013 (as reported 6/30/13)	2014 (as reported 6/30/14)	2015 (as reported 6/30/2015)	2016 (as reported 6/30/2016)
DC	170	191	191	188	176
Delaware	44	55	60	53	46
Maryland	188	207	224	232	207
New Jersey	149	136	138	135	139
New York	222	231	288	255	229
Pennsylvania	244	254	286	263	269
Virginia	168	209	180	177	186
West Virginia	15	16	17	17	22

New Membership Applications

Month	2016-17
March	22
April	23
May	8
June (NOTE: New Member Application Forms closed online for month of June)	0
Total	53

ADDITIONAL INFORMATION

Membership Renewal Stats: Membership renewal information for the 2016-2017 membership year was sent electronically to 1,035 active members on July 1, 2016. Note that 62 members (of the total 1,097 active members) had already renewed their dues for the 2016-2017 membership year prior to July 1, and therefore would not need to renew. Additionally, membership renewal documents were mailed to the 149 members who had requested paper renewal forms. The new 2016-17 application forms were added to the MARAC website on July 1.

Thank you to Membership Development for testing both the new and renewal 2016-17 Membership Forms for MARAC!

MARAC Multiple Conference Advertising Flyer

In preparation for the upcoming SAA Conference along with our MARAC conferences, we assembled a flyer featuring the MARAC upcoming next three conferences. After collaboration with the LAC members from all of the conferences, this flyer has been printed and will be given as a handout at SAA. The flyer will be updated again in time for the Annapolis conference to feature the next three conferences and so on. This document will be included in the supplement packet handed out at the conferences and extra copies will be placed at the registration desk. David Ranzan, the MCC Vendor Coordinator will also be handing out this advertising flyer to vendors at each conference.

Fall 2016 Annapolis Conference: Online registration for the MARAC Fall 2016 Conference in Annapolis, MD will go live the second week of August. We currently have 11 exhibitors that have registered with a total of \$6,750 anticipated revenue.

Continuing Education Workshops: MARAC will hold a Codecs workshop in conjunction with Delaware Valley Archivists Group on July 19th. We had an excellent response so far with over 40 registrations and George Blood will be the instructor. The next MARAC workshop will be held on October 3, 2016 at the University of Maryland, Baltimore County (UMBC), Maryland. Vincent Novara will once again be the instructor for this Project Management workshop.

MARAC Vendor Coordinator and Treasurer Summer Meetings

The outgoing Treasurer and the Administrator met with the MCC Vendor Coordinator this summer to examine workflow and update the MCC manual accordingly. Also the new MARAC Treasurer visited with us to review the financial processes.

MARAC

Mid-Atlantic Regional Archives Conference

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

Report of the Chair-Elect Summer 2016 Steering Committee Meeting July 12, 2016

Per the updated by-laws, my term officially began 1 July 2016.

1. Membership of the Standing Committees
 - a. Checked in with each committee chair about the status of the committees; discussed pressing issues for each chair
2. Took part in a conference call on May 9 with Ilhan Citak, Brian Keogh, and Elizabeth Scott to discuss the new Communications Committee and plans for the near future
3. Have initiated investigating options for specific aspects of MARAC's web communications
4. Have initiated having more consistent practices in place for the transition process for new Caucus Reps

Respectfully submitted,
Vincent J. Novara

Vice Chair\Meetings Coordinating Committee
19 July 2016

1) Next meeting:

When: November 3-6, 2016

Where: Annapolis, MD

Hotel: Westin Annapolis

Room rate: \$189

Local Arrangements Committee Co-Chair: Arian Ravanbakhsh (NARA) and Kristine Kaske-Martin

Program Committees Co-Chairs: Susan McElrath (American University) and Amanda May (Library of Congress)

Food and beverage minimum is \$25,000.

Print program should be out by August 4th.

2) Future Meetings

a) Spring 2017:

When: April 20-22, 2017

Where: Newark, NJ

Hotel: Best Western Robert Treat Hotel

Room rate: \$125

Local Arrangements Tri-chairs: Don Cornelius (New Jersey State Archives), Laura Poll (Monmouth County Historical Society), and Elizabeth Surles (Institute of Jazz Studies)

Program Committee Co-chair: Dale Paterson (United Methodist Church Archives) and Jennie Levine Knies (Pennsylvania State University, Wilkes-Barre)

Food and beverage minimum is \$20,000 and, in this case, DOES INCLUDE fees and other charges.

***** Note: If you haven't noticed, MCC (Emily Cottle) is trying something new and different at this meeting – Business Archives Forum. Thanks to Emily for this innovative concept and, more importantly, doing the work. It will be on Thursday and run in the same manner as a workshop. Sponsorships have already begun rolling in.**

b) Fall 2017:

When: October 25-27, 2017

Where: Buffalo, NY

Hotel: Hyatt Regency Buffalo Hotel and Conference Center

Room rate: \$159

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)

Food and Beverage Minimum is \$15,000

c) Spring 2018:

When: April 12-14, 2018

Where: Hershey, PA

Potential Hotel: Hotel Hershey

Local Arrangements: Pam Whitenack and Tammy Hamilton (Hershey Community Archives)

Program Committee: Under Investigation

Room rate: \$189

Food and Beverage Minimum is \$10,000 (Yes, you are reading that correctly.)

3) Next Under Consideration:

Where: Wilmington, DE

Potential Local Arrangements Co-chair (at least I think she is willing): Emily Cottle

4) Please note: June 2017 is MARAC's 45th Anniversary

Submitted by

Mary K. Mannix, MCC Chair

MARAC

Mid-Atlantic Regional Archives Conference

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

**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 Thursday, July 7, in advance of the Summer 2016 meeting to be held in Baltimore, MD on July 22, 2016.

1. Highlights of the Fourth Quarter Treasurer's Report (see attached) are listed below.
 - The income is from membership dues, Spring 2016 conference income, MAA advertising, publication sales, off-meeting workshop income, bank and investment interest, and gifts to general operations and the restricted funds.
 - Expenses are from administrator's salary (this line is higher this quarter than is typical because the MARAC officers decided to provide the administrator with a bonus in recognition of her extra efforts this year in leading the association managements software assessment team and in assuming responsibilities to coordinate the work of the web team), MemberClicks fees, insurance, office supplies, phone charges, Steering Committee food as well as Administrator food, travel, and lodging for the spring meeting, printing and mailing charges, Spring 2016 conference costs, honoraria and scholarships, and credit card transaction fees.
 - The FY operating budget loss is primarily due to higher than expected expenses associated with the Pittsburgh meeting, as well as higher than budgeted administrative services costs due to a significant increase in work asked of the Administrator this year.
2. Average returns on investment for MARAC's accounts during the previous quarter (rounded to the nearest hundredth of a percent) are listed below.
 - PNC Savings Account – 0.12%
 - Vanguard Bonds – 3.88%
3. Attached is the final financial report for the Spring 2016 meeting in Pittsburgh, PA. Despite paying a penalty for failing to meet the overflow room block, the meeting made a profit of \$1,570.68.
4. A dues increase was approved at Spring 2016 Business Meeting, from a rate for regular members of \$35 to a new rate of \$45. This increase should greatly assist MARAC in avoiding budgets as tight as have been the case for the past few years, or operating at a loss, while still allowing us to improve services to members and maintain high quality programming.

FY 2016, 4th Quarter

(April 1, 2016 to June 30, 2016)

<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	\$32,500.00	\$26,125.00	\$3,829.00	\$3,093.00	\$830.00	\$33,877.00	104%
Conference Registration	\$76,000.00	\$24,639.00	\$2,441.00	\$44,430.00	\$2,691.00	\$74,201.00	98%
Conference Vendors	\$16,000.00	\$4,000.00	\$5,529.00	\$5,150.00	\$3,486.00	\$18,165.00	114%
Conference Sponsorship	\$7,000.00	\$3,300.00	\$1,250.00	\$2,650.00	\$2,475.00	\$9,675.00	138%
Publication Advertising	\$2,400.00	\$536.00	\$2,460.00	\$1,548.00	\$1,348.00	\$5,892.00	246%
Publication Sales	\$350.00	\$35.00	\$175.00	\$35.00	\$70.00	\$315.00	90%
Mailing List Sales	\$100.00	\$0.00	\$0.00	\$50.00	\$0.00	\$50.00	50%
Off-Meeting Workshops	\$7,600.00	\$5,295.00	\$255.00	\$0.00	\$1,795.00	\$7,345.00	97%
Bank Interest	\$150.00	\$23.05	\$23.06	\$22.76	\$22.76	\$91.63	61%
Investment Interest	\$2,000.00	\$429.49	\$0.00	\$1,179.64	\$769.13	\$2,378.26	119%
Gifts to Operations	\$200.00	\$626.00	\$26.00	\$40.00	\$251.00	\$943.00	472%
Miscellaneous	\$0.00	\$75.00	\$0.00	\$0.00	\$200.00	\$275.00	0%
Total Income	\$144,300.00	\$65,083.54	\$15,988.06	\$58,198.40	\$13,937.89	\$153,207.89	106%
EXPENSES							
Administrator	\$18,000.00	\$4,450.71	\$4,847.24	\$5,956.15	\$10,054.00	\$25,308.10	141%
Web Services	\$3,700.00	\$900.00	\$900.00	\$1,169.00	\$1,395.00	\$4,364.00	118%
Archivist	\$750.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	133%
Accountant	\$1,500.00	\$0.00	\$1,025.00	\$0.00	\$0.00	\$1,025.00	68%
Advocacy	\$1,625.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0%
Insurance Policy	\$1,100.00	\$0.00	\$0.00	\$0.00	\$954.00	\$954.00	87%
Phone	\$600.00	\$163.94	\$306.95	\$164.41	\$164.51	\$799.81	133%
Postage	\$1,050.00	\$42.82	\$194.00	\$370.17	\$331.56	\$938.55	89%
Office Supplies	\$150.00	\$0.00	\$0.00	\$113.37	\$139.30	\$252.67	168%
Food	\$4,450.00	\$604.69	\$1,385.17	\$365.79	\$1,612.02	\$3,967.67	89%
Travel	\$4,750.00	\$896.01	\$505.75	\$876.31	\$471.97	\$2,750.04	58%
Equipment	\$0.00	\$0.00	\$0.00	\$1,031.81	\$0.00	\$1,031.81	0%
Printing and Design	\$7,500.00	\$945.85	\$1,018.59	\$1,031.91	\$961.80	\$3,958.15	53%
Conference	\$80,000.00	\$14,644.70	\$19,774.46	\$5,605.57	\$56,235.75	\$96,260.48	120%
Lodging	\$2,500.00	\$306.59	\$360.51	\$392.24	\$131.08	\$1,190.42	48%
Honoraria	\$2,500.00	\$0.00	\$500.00	\$0.00	\$500.00	\$1,000.00	40%
Awards and Prizes	\$1,450.00	\$100.00	\$475.00	\$0.00	\$500.00	\$1,075.00	74%
Scholarships	\$5,550.00	\$0.00	\$613.71	\$0.00	\$1,150.00	\$1,763.71	32%
Banking Fees	\$7,000.00	\$2,413.75	\$2,040.96	\$1,746.09	\$1,677.32	\$7,878.12	113%
Investments	\$0.00	\$0.00	\$317.43	\$0.00	\$0.00	\$317.43	0%
Disaster Assistance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Miscellaneous	\$125.00	\$29.00	\$135.00	\$35.00	\$288.28	\$487.28	0%
Total Expenses	\$144,300.00	\$26,998.06	\$35,399.77	\$18,857.82	\$76,566.59	\$157,822.24	109%
Net Income or (Loss)		\$38,085.48	(\$19,411.71)	\$39,340.58	(\$62,628.70)	(\$4,614.35)	

Account Balances

			<u>Opening</u>	<u>Credits</u>	<u>Debits</u>	<u>Closing</u>
PNC Checking	\$23,644.29	Operating	\$58,014.35	\$13,937.89	(\$76,566.59)	(\$4,614.35)
PNC Savings	\$76,301.11	Restricted	\$128,452.00	\$254.00	\$0.00	\$128,706.00
Vanguard Bonds	\$79,973.93	Reserve	\$51,000.00	\$0.00	\$0.00	\$51,000.00
Total	\$179,919.33	Surplus	\$4,827.68	\$0.00	\$0.00	\$4,827.68
		Totals	\$242,294.03	\$14,191.89	(\$76,566.59)	\$179,919.33

Summary - Fourth Quarter FY 2016

Opening Balance	\$242,294.03
Total Income	\$14,191.89
Total Expenses	(\$76,566.59)
Closing Balance	\$179,919.33

Restricted Funds

			<u>Opening</u>	<u>New Gifts</u>	<u>Spending</u>	<u>Closing</u>
PNC Savings	\$48,732.07	Disaster Assist.	\$4,262.00	\$1.00	\$0.00	\$4,263.00
Vanguard Bonds	\$79,973.93	Education	\$118,631.00	\$252.00	\$0.00	\$118,883.00
Total	\$128,706.00	Finch Award	\$5,559.00	\$1.00	\$0.00	\$5,560.00
		Total	\$128,452.00	\$254.00	\$0.00	\$128,706.00

MARAC Spring 2016 MEETING**Pittsburgh****Final Balance Sheet**

Category	Budget for 300 Attendees	Total for 359 Attendees
INCOME		
Registration Fees	\$30,490.00	\$33,300.00
Exhibitor Fees	\$10,500.00	\$15,297.00
Meals	\$5,750.00	\$5,300.00
Reception	\$1,875.00	\$2,100.00
Tour Fees	\$3,500.00	\$2,615.00
Workshop Fees	\$5,000.00	\$4,695.00
Total Income	\$57,115.00	\$63,307.00
EXPENSES		
Hotel Expenses	\$6,303.63	\$13,304.76
LAC Expenses	\$0.00	\$535.35
Meal Expenses	\$26,766.04	\$30,351.82
Reception	\$10,910.00	\$12,129.92
Registration/Program	\$2,750.00	\$2,187.16
Session/Plenary Speakers	\$250.00	\$50.00
Tour Expenses	\$2,365.00	\$1,959.00
Workshop Expenses	\$2,200.00	\$2,549.82
Total Expenses	\$51,544.67	\$63,067.83
Profit	\$5,570.33	\$239.17
MARAC Cover of Steering Dinner	\$900.00	\$1,331.51
PROJECTED PROFIT / NET PROFIT	\$6,470.33	\$1,570.68

MARAC Spring 2016 MEETING

Pittsburgh

Final Income

Category	Budgeted			Actual		
	Cost/Item	300 Attendees	Total	Cost/Item	359 Attendees	Total
INCOME						
Registration Fees						
Pre-Reg Members	\$95.00	175	\$16,625.00	\$95.00	231	\$21,945.00
Pre-Reg Non-Members	\$140.00	30	\$4,200.00	\$140.00	35	\$4,900.00
Late Reg Members	\$105.00	40	\$4,200.00	\$105.00	20	\$2,100.00
Late Reg Non-Members	\$150.00	15	\$2,250.00	\$150.00	7	\$1,050.00
Member, on-site	\$115.00	15	\$1,725.00	\$115.00	6	\$690.00
Non-member, on-site	\$160.00	3	\$480.00	\$160.00	4	\$640.00
Student registration	\$45.00	20	\$900.00	\$45.00	39	\$1,755.00
One day (Saturday only)	\$55.00	2	\$110.00	\$55.00	4	\$220.00
Total Registration Fees		300	\$30,490.00		346	\$33,300.00
Exhibitor Fees						
Ads	\$50.00	5	\$250.00			\$800.00
Donations/Sponsorships	\$250.00	11	\$2,750.00			\$4,375.00
Boxed Lunch - Extra				\$36.00	2	\$72.00
Rental - 1 Table	\$600.00	10	\$6,000.00	\$600.00	13	\$7,800.00
Rental - 2 Tables	\$750.00	2	\$1,500.00	\$750.00	3	\$2,250.00
Total Exhibitor Fees			\$10,500.00			\$15,297.00
Meals						
Breakfast - Business Mtg.	\$20.00	100	\$2,000.00	\$20.00	80	\$1,600.00
Lunch - Friday	\$25.00	150	\$3,750.00	\$25.00	148	\$3,700.00
Total Meals			\$5,750.00			\$5,300.00
Reception						
Sponsorship	\$1,500.00	1	\$1,500.00	\$1,500.00		\$1,500.00
Guest Tickets	\$25.00	15	\$375.00	\$25.00	24	\$600.00
Total Reception Income			\$1,875.00			\$2,100.00
Tour Fees						
Tour #1 Nationality Rooms	\$10.00	20	\$200.00	\$10.00	8	\$80.00
Tour #2 Homewood Cemetery	\$10.00	15	\$150.00	\$10.00	13	\$130.00
Tour #3 Brewery Tour	\$50.00	24	\$1,200.00	\$50.00	12	\$600.00
Tour #4 Church Tour	\$15.00	20	\$300.00	\$15.00	12	\$180.00
Tour #5 Carrie Furnace	\$20.00	20	\$400.00	\$20.00	20	\$400.00
Tour #6 Pirates Baseball	\$25.00	50	\$1,250.00	\$25.00	49	\$1,225.00
Total Tour Fees			\$3,500.00			\$2,615.00
Workshop Fees						
Workshop #1	\$80.00	20	\$1,600.00	\$45.00	20	\$900.00
Workshop #2	\$80.00	20	\$1,600.00	\$80.00	6	\$480.00
Workshop #3	\$45.00	20	\$900.00	\$80.00	33	\$2,640.00
Workshop #4	\$45.00	20	\$900.00	\$45.00	15	\$675.00
Total Workshop Fees			\$5,000.00			\$4,695.00
Total Income			\$57,115.00			\$63,307.00

MARAC Spring 2016 MEETING

Pittsburgh

Final Expenses

Category	Budgeted			Actual		
	Cost/Item	300 Attendees	Total	Cost/Item	359 Attendees	Total
EXPENSES						
Hotel Expenses						
AV Equipment Tech			\$0.00			\$0.00
AV Equipment Rental			\$6,303.63			\$7,379.20
Room Rentals			\$0.00			\$4,347.00
Miscellaneous Expenses			\$0.00			\$101.65
Taxes / Fees			\$0.00			\$1,476.91
Total Hotel Expenses			\$6,303.63			\$13,304.76
LAC Expenses						
						\$535.35
Meal Expenses						
Breakfast - Sat	\$36.10	100	\$3,610.00	\$36.10	85	\$3,068.50
Break - Sat				\$13.30	75	\$997.50
Continental Breakfast - Fri	\$28.02	225	\$6,304.50			\$6,843.40
Coffee Breaks - Thur (AM & PM)	\$13.30	75	\$997.50			\$1,026.00
Coffee Breaks - Fri (AM & PM)	\$13.30	225	\$2,992.50			\$3,027.50
Lunch - Friday (chicken and veg)	\$38.47	150	\$5,770.50	\$38.47	171	\$6,578.37
Box Lunches for Vendors	\$31.35	12	\$376.20	\$31.35	22	\$689.70
Hotel Service Fee (22%)			\$4,411.26			\$4,890.81
Tax (7%)			\$1,403.58			\$1,898.53
Steering Committee - Thur	\$30.00	30	\$900.00			\$1,331.51
Total Meal Expenses			\$26,766.04			\$30,351.82
Reception						
Caterer	\$23.08	250	\$5,770.00			\$8,414.92
Drink Tickets	\$7.00	250	\$1,750.00			\$0.00
Transportation			\$600.00			\$525.00
Facility Fees			\$2,790.00			\$2,790.00
Insurance			\$0.00			\$400.00
Total Reception Costs			\$10,910.00			\$12,129.92
Registration/Program						
Program			\$2,500.00			\$2,065.09
Folders, Badges, etc.			\$250.00			\$122.07
Total Registration/Program Costs			\$2,750.00			\$2,187.16
Session/Plenary Speakers						
Lodging			\$200.00			\$0.00
Gift			\$50.00			\$50.00
Travel			\$0.00			\$0.00
Total Session/Plenary Costs			\$250.00			\$50.00
Tour Expenses						
Tour #1 Nationality Rooms	\$4.00	20	\$80.00			\$18.00
Tour #2 Homewood Cem	\$5.00	15	\$75.00			\$240.00
Tour #3 Brewery Tour	\$40.00	24	\$960.00			\$285.00
Tour #4 Church Tour	\$10.00	20	\$200.00			\$240.00
Tour #5 Carrie Furnace	\$0.00	20	\$0.00			\$0.00
Tour #6 Pirates Baseball	\$21.00	50	\$1,050.00			\$1,176.00
Total Tour Expenses			\$2,365.00			\$1,959.00
Workshop Expenses						
Honoraria			\$1,500.00			\$1,500.00
Lodging/Meals/Travel			\$700.00			\$1,049.82
Misc. Expenses			\$0.00			\$0.00
Total Workshop Expenses			\$2,200.00			\$2,549.82
Total Expenses			\$51,544.67			\$63,067.83

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 University of Baltimore July 11, 2016

I am happy to submit to you my first official report as the fourth MARAC Archivist. As Lauren Brown's previous reports have noted, Lauren and I decided to submit separate reports – one from the MARAC Archivist and one from the MARAC Archives Coordinator (Historian), since these positions are now independent from each other.

Questions/Topics for the Steering Committee

Although I will not be able to attend the Steering Meeting in Baltimore to discuss this topic, I am planning to attend the meeting in Annapolis and would like to discuss the UMD Libraries DRUM Repository, where MARAC conference presentations are currently stored. Specifically, I would like to discuss:

- 1). What is the value of the conference presentations to MARAC? Should we continue to document these presentations or not?
- 2.) If we continue to document conference presentations, then how do we streamline the submission process to make it less burdensome for the Archivist and UMD Libraries staff?
3. How can this process (if it continues) be better-documented and publicized more broadly?

Please consider these questions for the next meeting.

Processing

Lauren Brown, the Archives Coordinator, is volunteering some of his time to work on appraising materials in the MARAC archives that have accumulated over the last few years. This includes both paper and electronic records.

During the spring 2016 semester, an MLIS graduate student, Sarah Hedlund, began additional processing work on the MARAC archives. Sarah began integrating the materials that Lauren had selected into the processed portion of the archives. She mainly concentrated on recent conference programs and newsletters. During this process, Sarah assisted in identifying and discarding any duplicative materials. She also began revising the finding aid to reflect these changes, but the updates are not yet reflected on the online version of the finding aid.

Electronic Records

DRUM (Digital Repository at the University of Maryland) - DRUM is currently being used to store MARAC conference presentations. Almost all submitted presentations through the last conference in Pittsburgh (Spring 2016) are now available in DRUM, with some exceptions.

<http://drum.lib.umd.edu/handle/1903/12510>

General Electronic Records - The UMD Libraries is still in the process of determining how best to ingest, preserve, and make accessible electronic records. We are already accumulating many electronic records in the MARAC archives. Some floppy disks and other portable media from the "paper" records have been imaged and backed-up to more secure storage. Plans are underway to describe the available electronic records in the online finding aid.

In April, Tammy Hoffman, MARAC Administrator, contacted the Archivist in regards to archiving electronic records from the Member Clicks website in preparation for a potential move to a different platform. It was decided that the MARAC Web Team would send the zipped files to the MARAC archives via Google Drive. The files (398 MB) were downloaded by the MARAC Archivist on July 11, 2016.

Reference

Since January 1, 2016, there have been a total of 6 reference questions submitted to the MARAC archives, all by MARAC officers. One of these questions was about the June 1972 organizational meeting for MARAC and was answered by Lauren Brown, the Archives Coordinator.

Respectfully submitted,

Elizabeth A. Novara
MARAC Archivist

MARAC Coordinator Report
July/2016 (for the MARAC Steering Committee Meeting in Baltimore, MD)

Since my retirement from the UMD Libraries in 2015, the positions of MARAC Archivist and MARAC Coordinator are now held by two individuals: Liz Novara has become the fourth MARAC Archivist since the formation of the MARAC Archives in 1975; I am continuing on as the MARAC Archives Coordinator. These are closely-connected but distinctly separate positions, as spelled out in the text of the current MARAC Operations manual.

Subsequently, Liz and I have decided it would be best to provide the MARAC Steering Committee with separate reports, going forward. She is posting a report on activities pertaining to the MARAC Archives as the current Archivist, and I am posting this report which focuses on my work as MARAC Archives Coordinator.

Per the current duties of the MARAC Coordinator position, I attended the Steering Committee meeting in Pittsburgh and brought back to the MARAC Archives the most recent conference program materials and newsletters, as well as some other materials destined to be included into the MARAC Archives. I also coordinated the distribution and signing of various MARAC awards, although I trust this activity will be handled in the future by the newly-formed Awards Committee. I was also honored to be selected as the 2016 recipient of MARAC's Distinguished Service Award; this came as a total surprise but was most gratifying. In this regard, I feel the need to acknowledge and express my appreciation to so many colleagues in the UMD Libraries (including countless student assistants) who have done so much good work with the MARAC Archives over the years.

At recent Steering Committee meetings, especially at the Pittsburgh Steering Committee meeting, there was discussion of the evolving role of the MARAC Coordinator position. I proposed in April to change the designation of this position and rename it as "MARAC Historian". The Historian would continue on with all the responsibilities currently found in the MARAC Operations Manual for the MARAC Coordinator position, but would also add the following duties and activities:

- Provide, as needed, in-depth research reports (based on documentation found in the MARAC Archives) on any topic germane to current work being done by the Steering Committee or any officer in MARAC. For example (if requested), providing an historical compilation of joint meetings between MARAC and other organizations, with information on how hotel contracts were prepared and how work for those meetings (preparing conference programs, etc.) was divided between the two organizations;
- Prepare historical compilations and summaries of MARAC committees and initiatives, to facilitate quick access to historical information that otherwise might take many hours of research time to assemble;
- In coordination with the MARAC Archivist, proactively acquire or solicit documentation about historical developments in MARAC's history that are deemed insufficiently documented in the MARAC Archives. Potentially, on a selective basis, this might include work on oral histories with certain individuals in MARAC, so as to flesh out the story of MARAC's history, over time.
- Assist the MARAC Archivist with the production of exhibits or publications celebrating milestones in MARAC's history, for example with potential celebrations of MARAC's 50th anniversary in 2022.

Unfortunately, due to a family commitment, I will not be able to attend the July Steering Committee meeting in Baltimore. However, based on the favorable response received in Pittsburgh, I would like to proceed by drafting revised text for the MARAC Operations Manual, in advance of the Fall meeting in Annapolis, for approval at that Fall Steering Committee meeting in Annapolis

Lauren Brown, MARAC Archives Coordinator