

MARAC STEERING COMMITTEE
Thursday, November 2, 2016
Westin Annapolis Hotel

In Attendance: Brian Keough, Vincent Novara, Mary Mannix, Katy Rawdon, Lindsey Loeper, Sarah Denison, Rachel Donahoe, Jason Speck, Laura Poll, John Zarrillo, Ken Cleary, Katie Morris, Danna Bell, Lauren Brown, Liz Novara, Adriana Cuervo, Sharmila Bhatia, Jim Gerencser, Katie Hall, Sara Borden

MARAC Chair Brian Keough called the meeting to order at 6:05pm.

The members of Steering Committee introduced themselves.

The agenda was approved.

The minutes for the summer Steering Committee meeting were approved.

Officers Reports

Chair's Report

Brian announced that Dyani Feigi had a baby girl. He can supply her address if you want to send a message to her.

There was a question regarding the need to update the strategic plan. Brian wants to do it and hopefully will be able to start the process in the near future.

No additional comments beyond written report.

Administrator's Report

Jim Gerencser noted that the attendance numbers for the meeting may look lower but non-members who attended this meeting are not reported as members.

Chair-elect's Report

Vin offered his thanks to Katie Hall on work for the special election.

Meetings Coordinator's Report

There was a motion that Ben Blake of the University of Baltimore be given a service award for hosting MARAC Steering. Motion was approved.

David Ranzan, the vendor coordinator, would like to increase the fee for double tables to \$800. There was a question about the cost differential between single and double tables. MCC has approved this request. The motion was approved.

Newark budget was approved by MCC and the Finance committee. The motion was approved.

Secretary- No report

Treasurer

Katy did make two payments out of the disaster relief fund.

We do not have a surplus and had to take money from savings. Wondering if we can change the policy of transferring 20% to education and that we just give to general funds. Should also visit how to deal with profits after meetings.

The policy of transferring 20% to the education fund started in the mid-90's to help build the fund. There were no active gift options at the time. It has grown and is 2/3rd of MARAC's assets. There was a question on how education funds were spent. It was noted that the fund covers educational expenses and costs for scholarships. There was a discussion in the Finance Committee and in Steering on determining how to better investing the funds. It was recommended that we revisit how we deal with how monies are added to special fund every year.

The question was raised if we should we consider pulling profits for one conference but not the other for education? The response was that Steering has the flexibility to make these changes and can make changes regularly. It was noted that the education line is large and people can donate to the fund so money will still be added to the fund. It was noted that Disaster fund and MARAC reserves are low.

There was discussion on how to insure that we do the financial review each year. It was suggested that we add instigating and requesting the review to the finance committee charge. It was suggested that the Finance committee could discuss this at the spring meeting and then bring the discussion to summer meeting.

It was noted that we need to continue to document the support of the education fund and insure that information is kept to show that we are continuing to fund educational programs. We also need to show that financial stability is important and that Steering can decide how best to deal with profits and decide to support education. It was also suggested that that the disaster fund be maintained at a certain level and then when it's replenished we can direct funding to other It was moved that the Finance committee submits a recommendation to Steering and Steering makes final decision on how funds should be allocated. .

Motion was approved.

Parliamentarian- No report

MARAC Historian

The chair of the Awards Committee is going to take over creating the award certificates.

Lauren has put text together for Historian position that will go into the wiki.

MARAC Archivist Report

There was a discussion on the DRUM program. Liz is trying to streamline procedures and see how the papers that have been submitted to the DRUM are being used. It was suggested that codifying procedures in the MCC manual would be helpful. Other discussion topics were finding ways to help people self-submit their papers, providing information on the MARAC website on what DRUM is and how to make it easier to access DRUM.

Another discussion topic was that one person requested that their paper be removed from DRUM. The staff followed the procedure currently in place.

There was also discussion on people can put their paper in additional places beyond DRUM. As the writer retains copyright the writer can put the paper in multiple places.

It was asked if submitting papers to DRUM was voluntary. It is. Liz asked that Steering encourage people who have presented in the past to submit their papers and to discuss DRUM at caucus meetings. She noted that there is an audience for these resources. She also asked that Program Committee members make sure session chairs know about submitting papers to DRUM and that this topic be discussed at MCC.

NCH

It was noted that the Regional Archival Associations Consortium (RAAC) has provided funds so that MARAC can qualify for a seat on the NCH policy board. RAAC can appoint the representative from MARAC but the representative must be a MARAC Steering Committee member. Jan will serve as the representative at this time. This agreement is for two years and will be reviewed at the SAA conference. The current MARAC chair serves as MARAC's RAAC representative.

Web Team

Jim outlined the duties of the four members of the web team. He noted that they are doing a wonderful job and are guiding themselves while there is no administrator. Jim feels the Web Team model is working well. They are very busy and are well positioned to work with the new administrator. The Web Team is becoming more familiar with MemberClicks and will be transitioning the website to the new MemberClicks platform and that there will be new look for the MARAC website.

RAAC –No report

Diversity Task Force

Lindsey asked that Steering review the various versions of the code of conduct and that we will vote on the Code of Conduct in January. She also noted that the committee will ask for member comment as well.

Old Business

Steering approved renaming one of the travel awards for Joan Echtencamp Klein. Jodie Koste has been informed and will do a statement at business meeting.

New Business

Search for New Administrator

Received 10 applications for position. Hope to do interviews soon and have someone in place by January 1st.

Did look at proposals for management companies and they were too expensive.

Question was asked why did Tammy decide to step down? Jim stated that she returned to a previous employer that offered her a large raise to return.

We still need to discuss some of the issues mentioned at summer steering specifically clearly defining what administrator should and should not do.

Wiki/Operations Manual

There was a discussion on the Operations Manual. The questions discussed included who should “own” the manual and if all the information should be on the web. It was noted that someone should “own” the manual and that it should be accessible. It was also noted that there was nothing confidential and private on the manual but it could put in the member only section of the MARAC website.

Questions raised included whether or not the secretary could undertake this project and update the manual? Should the committee members and officers be in charge of maintaining of the sections of the manual that relate to their position? Should the secretary overseeing the officers and committee chairs and make sure that updates are done.

It was noted that information on what specific committees do is available on the website but operational activities such as working with Dropbox or the details of the Membership Manual does not need to be on the public facing website. Having transparency is important. There was a question of there should be a group that oversees the edits to make sure that the committees Should there be a group that oversees the edits to make sure a committee’s tasks don’t expand beyond the scope of what the committee is expected to do. It was suggested that the Chair, Vice Chair and Steering Committee should deal with these issues.

There was a question on whether MemberClicks has a wiki platform? It was considered to be unlikely. Brian and the secretary will handle editing duties for now until it gets done. It was decided that the secretary will annually ask committee chairs to review the wiki prior to the spring meeting.

It was asked that since the wiki is out of date whether it should be taken down. Committee members should review the wiki and see if there is anything on the wiki that should be on the MARAC website or should be removed and then ask the web team to transfer that information.

In response to how much of the wiki should be restricted it was noted that we don’t need to provide step by step details on every project but do need to make sure that basic information is available to members.

Standing/Operational Committees

Awards

The committee hopes to have an awards guidelines and selection procedure draft by the Newark meeting.

Communications

Ilhan gave compliments to MAA staff. He also provided information on the make-up of the new committee. He noted that the new social media person will oversee Twitter, Facebook, the MARAC Blog and Instagram. The communications committee will create job description for specific committee tasks. There was a discussion on creating blogs for conferences. It was also noted that the Mid-Atlantic Archivist is now on the Internet Archives and there is a note to that affect on the MAA page on the MARAC website. The MARAC Archivist wanted a heads-up on the fact this had been completed. It was noted that conference programs are available on the Internet Archive as well. Lauren and University of Maryland College Park staff will work with

the committee on several projects and that there will be an article in the *Mid-Atlantic Archivist* when the review of publications material is completed.

There will be a technical leaflet on religious archives as well as other titles coming soon. The Committee will be exploring a new look for the technical leaflets.

Ilhan noted some concern about recent email issues and how the Communications Committee will handle the work now assigned to it.

Vin complimented the committee on its good work.

Education – Nothing additional to report.

Membership

New Member Orientation is in Capital B is at 8:30 tomorrow. Also Sara has “Ask Me About MARAC” buttons for those interested in getting one.

Nominations and Elections Reports

Nothing to add to written report but Katie asked that caucus reps encourage their members to run for office or nominate someone to run.

Disaster Relief Fund

Fund-raising is taking place. The fund is currently underfunded and could use more support. At present the fund has less than \$2,000 which means that MARAC cannot give funds to handle one appeal if there is a disaster. The options are to give less or use operations funds. There was a question about the maximum number of gifts that could be given that there is no maximum number of gifts to be given.

Attendees can drop off donations at the registration desk. People can also donate through the MARAC webpage. Steering needs to consider what is the optimal level for funding and what is needed to keep it at that level. The two groups that received funds this year have not followed up to let MARAC know how they used the funds. It was noted that we need to be able to show how the disaster relief funds help people and organizations.

Caucus Reports

Jim noted that there have not been reports on new members for each caucus since the administrator left. He hopes to get that to caucus reps soon.

Delaware

In addition to written report Sarah noted that she wants to collaborate with other states and get more members for the caucus.

Vin talked about the benefits of a personal appeal and how when he was Maryland Caucus representative he wrote to everyone and did get responses from everyone. He will share the letter he wrote with the caucus reps.

Jim said that those who have not renewed will get a final notice and he can share the names of those people with the caucus reps. He also encouraged caucus reps to take membership brochures which can be gotten at the registration desk.

District of Columbia

In addition to written report Rachel hoped that more people will participate in next year's archives fair. She said the event, which was held at the American History Museum, was great success and there was a lot of good foot traffic. She suggested that there could be a MARAC table and that SAA did supply info for a table.

Maryland

In addition to written report Jason noted that he has spoken to new students in the ISchool to encourage them to join MARAC. He also discussed the DC archives fair and was happy with the event.

New Jersey

In addition to written report Laura noted that the major focus is on local arrangements for the Newark meeting. She also discussed events that were held during Archives Month and the hope to do something statewide.

New York

In addition to written report John noted that he spoke with the SAA Queens College student chapter.

Pennsylvania-Nothing additional to report.

Virginia

Nothing additional to report. There was a discussion on the remix Virginia project which was successful. The hope is to make it even better next year.

West Virginia-Nothing additional to report

The meeting adjourned at 8:49pm.