

# MARAC

Mid-Atlantic Regional Archives Conference

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

## **Report of the Chair-Elect Fall 2016 Steering Committee Meeting October 27, 2016**

1. Membership of the Standing Committees
  - a. Checked in with each committee chair about the status of the committees
  - b. Discussed pressing issues for each chair
  - c. Helped identify appointees for vacant slots, as well as advised on a special election to replace a committee chair
2. Took part in a conference call on 28 July 2016 with Dyani Feigi, Jim Gerenscer, Brian Keogh, Mary Mannix, and Katy Rawdon to discuss the duties of the MARAC Administrator, as well as a search for Tammy Hamilton's replacement. A follow-up in-person meeting took place at SAA with Gerenscer and Rawdon to continue the discussion and plan a subsequent meeting scheduled for Dickinson College. Met on 13 September 2016 with Jim Gerenscer, Brian Keogh, and Mary Mannix at Dickinson College to discuss the search and the position's duties.
3. During SAA, took a few shifts at the MARAC table, as did many of our colleagues, to help promote the organization

Respectfully submitted,  
Vincent J. Novara

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## **Chair's Report Fall 2016 Steering Committee Meeting October 28, 2016**

### **Administrator**

As you all know by now, MARAC Administrator Tammy Hoffman resigned from her position effective August 8. For the last three years, she served our members with distinction and we wish her well in the future. On September 13, the MARAC Executive Committee met at Dickinson College to think strategically about our next steps for securing administrative services for our members, from considering the cost/benefit of hiring another individual administrator versus hiring a management company. We considered two proposals from vendors that provide administrative service to professional associations, but concluded that it was not financially feasible at this time. Supported by the Executive Committee, I appointed Jim Gerencser as acting administrator until the position is filled. We opened a search process to hire a new MARAC administrator. Jim is chairing the search committee that also includes Vin Novara and Mary Mannix. The job posting is now up and available from the Dickinson College's employment website here: <https://jobs.dickinson.edu/postings/3520>. The application deadline is November 1. The search committee will meet in Annapolis to discuss the applications and make arrangements for onsite interviews in mid-November. Hopefully we can hire someone by January 1, 2017.

### **MARAC Disaster Relief Fund**

The MARAC Executive Committee also discussed the MARAC Disaster Relief Fund at our recent meeting. The Disaster Relief Fund assisted in West Virginia by providing financial assistance to the Shiloh Community Enrichment Center and the Clay County Historical Society, two of West Virginia's cultural heritage organizations hit hard by the flooding. The Disaster Fund is funded solely through member donations, so at Annapolis we will ask for contributions to the Disaster Fund so that we may continue to assist those affected by weather events.

We will providing a number of opportunities for people to give during the Annapolis conference to solicit donations to the Disaster Relief Fund. We have 100 ribbons (light, bright orange) that say "I GAVE TO SAVE!" left over from the Bethlehem meeting in 2011, which was the last time that we specifically sought donations for disaster relief during a conference. Caucus Chairs please promote to

your member if they are going to Annapolis or if not, they can donate to the Disaster Fund at:  
<http://www.marac.info/donate>.

### **RAAC and NCH**

We have been working with the Regional Archival Associations Consortium (RAAC) to participate in the National Collation of History (NCH) at a higher level, both in terms of financial support as well as gaining a seat for the profession on the NCH Policy Board. RAAC provides an official venue for information exchange among the leadership of regional archival organizations, and among the Regionals and the Society of American Archivists (SAA), serving as a formal entity for fostering collaboration among the Regionals, and between the Regionals and SAA. MARAC is the only regional archives association belonging to the NCH as an organizational member (\$1,500). Jan Zastrow, MARAC's NCH liaison, worked with the RAAC Board to obtain financial commitments from other RAAC members so RAAC can join NCH as a sustaining member (\$4,000-\$7,999). The additional benefits of being a sustaining member are an automatic seat on the NCH Policy Board, consideration for one of four Policy Board officer positions, and invitations to Congressional History Caucus events. Given MARAC's regional location in the Washington, D.C. area and that we would be providing the largest NCH dues contribution (\$1,500) of all the RAAC members, RAAC will appoint a member of the MARAC Steering Committee as its NCH representative to serve in two-year terms. Jan Zastrow will serve in this capacity.

### **Development Coordinator**

I appointed Sharmila Bhatia as Development coordinator. She is responsible for assuring alternate revenue streams to support MARAC's educational programming and to coordinate a development plan for member fundraising. This is a new position that emerged from the recent by-laws revision. We will begin to formalize a job description for this role.

### **MARAC Table at SAA**

Thank you to everyone from Steering for staffing the table at SAA. I was not able to attend this year, but glad to know that we had a presence at SAA.

### **Congratulations**

In September, MARAC Secretary Dyani Feige had her second child, Lorraine Valentine Feige. Mom and daughter are doing well.

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

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October 21, 2016

**TO: MARAC STEERING COMMITTEE**  
**FROM: JIM GERENCSE, ACTING MARAC ADMINISTRATOR**  
**RE: ADMINISTRATOR'S REPORT**

Submitted to the Steering Committee on Thursday, November 3, 2016 in Annapolis, MD.

## Membership Statistics

There are currently 886 active members (as of October 20, 2016)\*:

767 Regular Members

23 Retired Members

96 Student Members

\* These numbers only include members that have renewed their dues as of 10/20/16. (The membership dues renewal period formally ended on 9/30/2016.)

## Membership Statistics Comparison

Member Type	2012 (as of 10/20/12)	2013 (as of 11/1/2013)	2014 (as of 10/10/14)	2015 (as of 10/2/2015)	2016 (as of 10/20/2016)	% change 2015-2016
Regular	811	862	874	750	767	+2.27%
Retired	24	31	32	29	23	-20.69%
Student	91	105	96	78	96	+23.08%
Total	926	998	1002	857	886	+3.38%

## Current State Caucus Membership

Caucus	2016 Membership (as of 10/20/2016)
DC	172
Delaware	39
Maryland	210
New Jersey	120
New York	186
Pennsylvania	208
Virginia	149
West Virginia	17

### State Caucus Membership Statistics Comparison

Caucus	2013 (as reported 11/1/13)	2014 (as reported 10/10/14)	2015 (as reported 10/2/2015)	2016 (as reported 10/20/2016)
DC	162	205	206	172
Delaware	56	55	51	39
Maryland	190	211	241	210
New Jersey	120	127	144	120
New York	196	231	261	186
Pennsylvania	243	239	265	208
Virginia	166	152	199	149
West Virginia	13	14	17	17

### New Membership Applications (as of 10/20/16)

Month	2013	2014	2015	2016
July	-	14	15	22
August	16	27	19	26
September	31	60	28	33
October	60	-	-	14
Total	107	101	62	95

### Additional Information

**Membership Renewal:** Our membership renewal period closed on September 30, 2016, and at that time there were 724 regular members, 23 retired members, and 85 student members.

**MARAC Fall Conference:** As of October 20, 2016, we have a total of 345 pre-registered attendees; of those, 5 are attending workshops only and 4 are attending on Saturday only. Of the pre-registrants, 271 have registered at the member rate, 30 at the non-member rate, and 35 at the student rate. We also have 16 registered exhibitors, 2 of whom have provided additional sponsorship support, and we have received one additional sponsorship pledge.

**MARAC Fall Workshops:** We held a CODECS workshop (George Blood, instructor), in collaboration with DVAG (Delaware Valley Archivist's Group), on July 19<sup>th</sup> at the American Philosophical Society with 39 paid attendees. We also held two sessions of the "Project Management for Archives Processing" workshop (Vincent Novara, instructor): the workshop held on Sept. 20<sup>th</sup> at NARA had 34 paid attendees, and the workshop held on Oct. 3<sup>rd</sup> at the University of Maryland, Baltimore County had 23 paid attendees.

**MARAC Administrator:** The job ad for the MARAC Administrator position was posted in late October, and the search committee will begin reviewing applications this week. Interviews will be scheduled for mid-November, and we hope to have a new MARAC Administrator in place before the beginning of the new year.

Conference	Author(s)	Date	URL	Downloads as of 10/16	Title
2012 Fall - Richmond	MARAC: Mid-Atlantic Regional Archives Conference	2012-10	<a href="http://hdl.handle.net/1903/13295">http://hdl.handle.net/1903/13295</a>	178	Program for Fall 2012 MARAC: An Enduring Profession: Reconstructing for the Next Forty Years
2012 Fall - Richmond	Peltzman, Shira	2012-10	<a href="http://hdl.handle.net/1903/13297">http://hdl.handle.net/1903/13297</a>	231	Approaching the Impossible: Reconstructing Lillian Schwartz's Googleplex (1972)
2012 Fall - Richmond	Rizzo, Laurie	2012-10	<a href="http://hdl.handle.net/1903/13325">http://hdl.handle.net/1903/13325</a>	290	Digitization on Demand: Access Through Collaboration
2012 Fall - Richmond	Bricking, Stephanie L.	2012-10	<a href="http://hdl.handle.net/1903/13326">http://hdl.handle.net/1903/13326</a>	356	The Albert B. Sabin Digitization Project: Reconstructing a Collection on the Web while Balancing Privacy, Restrictions, and Access
2012 Fall - Richmond	Schwartz, Molly   Tillman, Ruth Kitchin	2012-10	<a href="http://hdl.handle.net/1903/13327">http://hdl.handle.net/1903/13327</a>	607	Embracing Archivists' Toolkit to Implement EAD
2012 Fall - Richmond	Armidown, Steve   Donnelly, Theresa	2012-10	<a href="http://hdl.handle.net/1903/13328">http://hdl.handle.net/1903/13328</a>	509	Seduction of the Innocent: Bringing UMB&C's hidden comic book collection into the light
2012 Fall - Richmond	Symeonides, Marianna	2012-10	<a href="http://hdl.handle.net/1903/13329">http://hdl.handle.net/1903/13329</a>	481	Whose Side Are We On? Archiving the Tea Party and Occupy Wall Street Movements
2012 Fall - Richmond	Murray, Tim	2012-10	<a href="http://hdl.handle.net/1903/13330">http://hdl.handle.net/1903/13330</a>	268	Privacy in the World of Literary Manuscripts
2012 Fall - Richmond	Novak, Stephen	2012-10	<a href="http://hdl.handle.net/1903/13331">http://hdl.handle.net/1903/13331</a>	229 and 255	Access to Records Containing Confidential Medical Information: Thinking Beyond HIPAA
2012 Fall - Richmond	Galloway, Ed	2012-10	<a href="http://hdl.handle.net/1903/13332">http://hdl.handle.net/1903/13332</a>	297	Chair's Report
2012 Fall - Richmond	Cleary, Laura	2012-10	<a href="http://hdl.handle.net/1903/13584">http://hdl.handle.net/1903/13584</a>	212	Pin It! Tag It! Tweet It!: Outreach and Access through Social Media
2011 Fall - Bethlehem	Galloway, Ed	2011-10	<a href="http://hdl.handle.net/1903/13337">http://hdl.handle.net/1903/13337</a>	151	Chair's Report
2011 Fall - Bethlehem	MARAC: Mid-Atlantic Regional Archives Conference	2011-10	<a href="http://hdl.handle.net/1903/13338">http://hdl.handle.net/1903/13338</a>	519	Program for Fall 2011 MARAC meeting: Moravians, Music, Metal, and Metadata
2011 Fall - Bethlehem	Archer, Joanne   Fallon, Tessa   Grotke, Abbie   Odell, Kate	10/21/11	<a href="http://hdl.handle.net/1903/13962">http://hdl.handle.net/1903/13962</a>	753	Creating and Maintaining Web Archives
2007 Fall - Williamsburg	Archer, Joanne   Hanlon, Ann   Levine, Jennie	11/2/07	<a href="http://hdl.handle.net/1903/13966">http://hdl.handle.net/1903/13966</a>	239 and 233	Farming with Dynamite: Using the Web to Teach Archival Research Skills
2013 Spring - Erie	MARAC: Mid-Atlantic Regional Archives Conference	2013-04	<a href="http://hdl.handle.net/1903/13965">http://hdl.handle.net/1903/13965</a>	122	Program for Spring 2013 MARAC: Charting the Waters: The Future and Priorities of Archives
2013 Spring - Erie	Thomas, Jennie	2013	<a href="http://hdl.handle.net/1903/14377">http://hdl.handle.net/1903/14377</a>	245	Come Together, Right Now over LAMS
2013 Spring - Erie	Carr, Amelia	2013	<a href="http://hdl.handle.net/1903/14378">http://hdl.handle.net/1903/14378</a>	122	The NW Pa Heritage Public History Project
2013 Spring - Erie	Howe, Cara A.	2013	<a href="http://hdl.handle.net/1903/14379">http://hdl.handle.net/1903/14379</a>	348	History in a Snap! The QR Code Buildings Project
2013 Spring - Erie	Kinniff, Jennifer	2013	<a href="http://hdl.handle.net/1903/14380">http://hdl.handle.net/1903/14380</a>	245	QR Codes @ GW
2013 Spring - Erie	Kotzin, Chana	2013	<a href="http://hdl.handle.net/1903/14381">http://hdl.handle.net/1903/14381</a>	NA	PRACTICAL STRATEGIC PLANNING ON A SMALL SCALE: JEWISH BUFFALO ARCHIVES PROJECT
2013 Spring - Erie	Coen, Joseph	2013	<a href="http://hdl.handle.net/1903/14382">http://hdl.handle.net/1903/14382</a>	NA	Strategic Planning
2013 Spring - Erie	Clarkson, Anna	2013	<a href="http://hdl.handle.net/1903/14383">http://hdl.handle.net/1903/14383</a>	209	Records Management at The Baltimore Museum of Art
2013 Spring - Erie	Anne Marie, Phillips	2013	<a href="http://hdl.handle.net/1903/14384">http://hdl.handle.net/1903/14384</a>	198	Don't Shrink the Good Stuff! The Effects of Records Management on the Princeton University Archives
2013 Spring - Erie	Donovan, Lori	2013	<a href="http://hdl.handle.net/1903/14385">http://hdl.handle.net/1903/14385</a>	478	Archiving the Social Web
2013 Spring - Erie	Schmitz Fuhrig, Lynda	2013	<a href="http://hdl.handle.net/1903/14386">http://hdl.handle.net/1903/14386</a>	103	Social Media Archiving at the Smithsonian
2013 Spring - Erie	Martin, Michael	2013	<a href="http://hdl.handle.net/1903/14387">http://hdl.handle.net/1903/14387</a>	72	Archiving Social Media for State Agencies
2013 Spring - Erie	Wandel, Richard	2013	<a href="http://hdl.handle.net/1903/14388">http://hdl.handle.net/1903/14388</a>	189	Archival Advocacy
2013 Spring - Erie	Loscutt, Leah	2013	<a href="http://hdl.handle.net/1903/14389">http://hdl.handle.net/1903/14389</a>	154	CHARTing our Course: Digitizing Brooklyn's Visual History, a Collaborative Project
2013 Spring - Erie	Coccio, Anthony	4/27/13	<a href="http://hdl.handle.net/1903/14390">http://hdl.handle.net/1903/14390</a>	110	Uptown, Downtown, and All Around: Digital Curation Education through Partnerships with NYC Archives
2013 Spring - Erie	Holden, Maria   Huith, Geof	2013	<a href="http://hdl.handle.net/1903/14391">http://hdl.handle.net/1903/14391</a>	162	Before the Waters Rise (and After) Coordinating Statewide Response to Records Disasters
2013 Spring - Erie	Algee, Lauren	2013	<a href="http://hdl.handle.net/1903/14392">http://hdl.handle.net/1903/14392</a>	266	Viewshare and the Samuel H. Kress Collection: Creating, sharing, and rapidly prototyping visual interfaces to cultural heritage collection data
2013 Spring - Erie	Galloway, Ed	2013	<a href="http://hdl.handle.net/1903/14393">http://hdl.handle.net/1903/14393</a>	152	Chair's Report
2013 Spring - Erie	Millbrodt, Natalie	2013-04	<a href="http://hdl.handle.net/1903/14705">http://hdl.handle.net/1903/14705</a>	263	Curated Digital Project Case Study: The Queens Memory Project
2013 Spring - Erie	Galloway, Ed	2013-04	<a href="http://hdl.handle.net/1903/14706">http://hdl.handle.net/1903/14706</a>	110	The Great ESC Flop of 2012
2013 Fall Philadelphia	MARAC: Mid-Atlantic Regional Archives Conference	2013-11	<a href="http://hdl.handle.net/1903/15058">http://hdl.handle.net/1903/15058</a>	662	Program for Fall 2013 MARAC meeting: Friends Meeting: Art and Advocacy along the Delaware
2013 Fall Philadelphia	Chapman, Joyce	2013-11	<a href="http://hdl.handle.net/1903/15059">http://hdl.handle.net/1903/15059</a>	107	Evaluating the User Experience: What to Ask, How to Measure, and What to Learn from Assessment
2013 Fall Philadelphia	Horowitz, Sarah M.	2013-11	<a href="http://hdl.handle.net/1903/15060">http://hdl.handle.net/1903/15060</a>	121	Evaluating the User Experience: Classes in Special Collections
2013 Fall Philadelphia	Miller, Alana M.	2013-11	<a href="http://hdl.handle.net/1903/15061">http://hdl.handle.net/1903/15061</a>	490	DIY Usability Testing in the Archive
2013 Fall Philadelphia	Anderson, Susan   St. Germain, Janine   Dobzynski Grippe, Christiana   Levitt, Beth	2013-11	<a href="http://hdl.handle.net/1903/15062">http://hdl.handle.net/1903/15062</a>	70	Artists Records in the Archives
2013 Fall Philadelphia	Hamburger, Susan	2013-11	<a href="http://hdl.handle.net/1903/15063">http://hdl.handle.net/1903/15063</a>	364	Describing Visual Materials in the Digital Age
2013 Fall Philadelphia	Gruber, Ethan	2013-11	<a href="http://hdl.handle.net/1903/15064">http://hdl.handle.net/1903/15064</a>	264	Building Interlinked Protopographies: A New Approach
2013 Fall Philadelphia	Smith, Kelly, J.	2013-11	<a href="http://hdl.handle.net/1903/15065">http://hdl.handle.net/1903/15065</a>	96	Creating Web Exhibitions and Mobile Apps for Archives
2013 Fall Philadelphia	Adams, Bertha	2013-11	<a href="http://hdl.handle.net/1903/15066">http://hdl.handle.net/1903/15066</a>	175	Forever Directing our Conversation with Art: The Enduring Influence of Fiske Kimball and Anne d'Harnoncourt
2013 Fall Philadelphia	Saretzky, Gary D.	2013-11	<a href="http://hdl.handle.net/1903/15067">http://hdl.handle.net/1903/15067</a>	198 and 200	Archives Week in Monmouth County, NJ
2013 Fall Philadelphia	Poll, Laura M.	2013-11	<a href="http://hdl.handle.net/1903/15068">http://hdl.handle.net/1903/15068</a>	186 and 117	Dealing with Unprecedented Disaster and Damage: Real-time Responses to Hurricane Sandy
2013 Fall Philadelphia	Dietz, Kira A.	11/8/13	<a href="http://hdl.handle.net/1903/18497">http://hdl.handle.net/1903/18497</a>	5	Planting a Melodious Vegetable Garden: Where the History of Food & Drink Meets a Musical Composition
2014 Spring - Rochester	Vilz, Amy	4/25/14	<a href="http://hdl.handle.net/1903/15624">http://hdl.handle.net/1903/15624</a>	236	Women's Archives Project
2014 Spring - Rochester	Stothert-Maurer, Molly	4/25/14	<a href="http://hdl.handle.net/1903/15625">http://hdl.handle.net/1903/15625</a>	359 and 196	Embossed Materials for the Blind: History, Preservation Concerns and Special Projects
2014 Spring - Rochester	McShea, Megan	4/25/14	<a href="http://hdl.handle.net/1903/15626">http://hdl.handle.net/1903/15626</a>	86	Inv-Arting in Manuscript Collections
2014 Spring - Rochester	Sherman-Fels, Dawn   Guthorns, Meghan Ryan   Casari, William   Harris, Beth   Poll, Laura	4/25/14	<a href="http://hdl.handle.net/1903/15627">http://hdl.handle.net/1903/15627</a>	187	Donated Records Partnership Project-The Collection Match
2014 Spring - Rochester	Nelson, Peter	4/25/14	<a href="http://hdl.handle.net/1903/15628">http://hdl.handle.net/1903/15628</a>	237	Collaborative EAD at the Five College
2014 Spring - Rochester	Woodland, Susan	4/25/14	<a href="http://hdl.handle.net/1903/15629">http://hdl.handle.net/1903/15629</a>	189 and 225	Forgotten Firsts: Women Lurking in the Archives
2014 Spring - Rochester	MARAC: Mid-Atlantic Regional Archives Conference	2014-04	<a href="http://hdl.handle.net/1903/15630">http://hdl.handle.net/1903/15630</a>	113	Program for Spring 2014 MARAC meeting: Film, Freedom, and Feminism
2014 Spring - Rochester	Bittricher, Shira   Greenhouse, Nicole	4/25/14	<a href="http://hdl.handle.net/1903/15631">http://hdl.handle.net/1903/15631</a>	192	Forgotten Firsts: Women Lurking in the Archives
2014 Spring - Rochester	Pike, Robin C.	4/25/14	<a href="http://hdl.handle.net/1903/15634">http://hdl.handle.net/1903/15634</a>	133	Managing and Maneuvering Mass Digitization
2014 Spring - Rochester	Swardosh, Jenny	4/25/14	<a href="http://hdl.handle.net/1903/15635">http://hdl.handle.net/1903/15635</a>	201	Ten Tans: Images of Women in Pop Culture
2014 Spring - Rochester	Engle, Erin	4/25/14	<a href="http://hdl.handle.net/1903/15637">http://hdl.handle.net/1903/15637</a>	216	The Levels of Digital Preservation
2014 Spring - Rochester	Densmore, Christopher	4/25/14	<a href="http://hdl.handle.net/1903/15638">http://hdl.handle.net/1903/15638</a>	113	The Underground Railroad: South to North
2014 Spring - Rochester	Lacinak, Chris	4/25/14	<a href="http://hdl.handle.net/1903/15844">http://hdl.handle.net/1903/15844</a>	103	Free and Open Tools
2014 Spring - Rochester	McDevitt-Parks, Dominic   Lange, Leanora	4/25/14	<a href="http://hdl.handle.net/1903/15845">http://hdl.handle.net/1903/15845</a>	138 and 52	Wikipedia Edit-a-Thon
2014 Spring - Rochester	Razon, Rona	4/26/14	<a href="http://hdl.handle.net/1903/15999">http://hdl.handle.net/1903/15999</a>	852	"Re-discovery" and the Transformation of the Dumbarton Oaks Gardens Film
2014 Fall - Baltimore	MARAC: Mid-Atlantic Regional Archives Conference	10/16/14	<a href="http://hdl.handle.net/1903/16027">http://hdl.handle.net/1903/16027</a>	475	Program for Fall 2014 MARAC meeting: Cue Charm City!
2014 Fall - Baltimore	Razon, Rona	10/17/14	<a href="http://hdl.handle.net/1903/16028">http://hdl.handle.net/1903/16028</a>	233 and 161	Finding Aid Award Winners
2014 Fall - Baltimore	Poll, Laura M.	10/18/14	<a href="http://hdl.handle.net/1903/16029">http://hdl.handle.net/1903/16029</a>	71	Capes at 25 Years!
2014 Fall - Baltimore	Cartier, Eric	10/18/14	<a href="http://hdl.handle.net/1903/16030">http://hdl.handle.net/1903/16030</a>	127	Creating Digitization Workflows that Work at University of Maryland Libraries
2014 Fall - Baltimore	Speck, Jason G.	10/18/14	<a href="http://hdl.handle.net/1903/18505">http://hdl.handle.net/1903/18505</a>	8	Tending The Front Porch: Athletics & The University Archive
2014 Fall - Baltimore	Carriagole, Elizabeth	10/18/14	<a href="http://hdl.handle.net/1903/18506">http://hdl.handle.net/1903/18506</a>	12	Increasing the Visibility of Digital Newspapers Using Wikipedia
2012 Spring - Cape May	Speck, Jason	4/13/12	<a href="http://hdl.handle.net/1903/18498">http://hdl.handle.net/1903/18498</a>	5	Campus Myths & Legends: Fun, Facts, and Fighting for the Truth
2012 Spring - Cape May	MARAC: Mid-Atlantic Regional Archives Conference	2012-04	<a href="http://hdl.handle.net/1903/18499">http://hdl.handle.net/1903/18499</a>	3	Program for the Spring 2012 MARAC Meeting: Faith, Frolic and Fundamentals
2011 Spring - Alexandria	Dietz, Kira	5/6/11	<a href="http://hdl.handle.net/1903/18495">http://hdl.handle.net/1903/18495</a>	5	Picked, Prepared, Canned, and Eaten: Culinary History at Virginia Tech
2011 Spring - Alexandria	MARAC: Mid-Atlantic Regional Archives Conference	2011-05	<a href="http://hdl.handle.net/1903/18502">http://hdl.handle.net/1903/18502</a>	3	Program for the Spring 2011 MARAC Meeting: Sensational Archives
2015 Spring - Boston	Pruitt, Adrienne	3/21/15	<a href="http://hdl.handle.net/1903/18475">http://hdl.handle.net/1903/18475</a>	22	You Recommended Daily Allowance of RDA
2015 Spring - Boston	Surles, Elizabeth   Moloshok, Rachel   DesRochers, Renee   Kim, Eugenia	3/21/15	<a href="http://hdl.handle.net/1903/18480">http://hdl.handle.net/1903/18480</a>	8	DIY Archives: Enhancing Access to Collections via Free, Open-Source Platforms
2015 Spring - Boston	Turkos, Anne S.   Sautter, Carolyn   Lavioie, Daniel   Hudson, Sarah   Linke, Daniel J.   Faudier, Erin	3/20/15	<a href="http://hdl.handle.net/1903/18482">http://hdl.handle.net/1903/18482</a>	17	HIST 429F: History of the University of Maryland The Good, the Bad, and the Ugly
2015 Spring - Boston	Hartmann, Celia   Demb, Sarah   Kerwick, Patricia   McKenna, Shana   Petersen, Meghan   Martin, Marianne	3/20/15	<a href="http://hdl.handle.net/1903/18483">http://hdl.handle.net/1903/18483</a>	16	Museum Institutional Records: Stewardship and Advocacy, Challenges and Rewards
2015 Spring - Boston	Petersen, Meghan	3/20/15	<a href="http://hdl.handle.net/1903/18484">http://hdl.handle.net/1903/18484</a>	13	Art, Archives and Accessions
2015 Spring - Boston	MARAC: Mid-Atlantic Regional Archives Conference	2015-03	<a href="http://hdl.handle.net/1903/18500">http://hdl.handle.net/1903/18500</a>	3	Program for the Spring 2015 MARAC Meeting: The Revolution Continues
2015 Fall - Roanoke	Pratt, Alice   Wickner, Amy	10/9/15	<a href="http://hdl.handle.net/1903/18486">http://hdl.handle.net/1903/18486</a>	12	Getting to Know RED: Introducing workflows for born-digital content
2015 Fall - Roanoke	Sasser, Deena B.	10/9/15	<a href="http://hdl.handle.net/1903/18487">http://hdl.handle.net/1903/18487</a>	5	The Interactive Experience: Exploring Technologies for Creating Touchscreen Exhibits
2015 Fall - Roanoke	Huffman, Suzanne   Perdue, Katherine	10/9/15	<a href="http://hdl.handle.net/1903/18488">http://hdl.handle.net/1903/18488</a>	9	The Interactive Experience: Exploring Technologies for Creating Touchscreen Exhibits
2015 Fall - Roanoke	Dietz, Kira A.	10/9/15	<a href="http://hdl.handle.net/1903/18489">http://hdl.handle.net/1903/18489</a>	2	A Context For (Encoded Archival) Context: Let's Talk About CPEI
2015 Fall - Roanoke	Archer, Joanne	10/16/15	<a href="http://hdl.handle.net/1903/18491">http://hdl.handle.net/1903/18491</a>	1	Integrating Aeon and Interlibrary Loan
2015 Fall - Roanoke	Strauss, Matthew	10/9/15	<a href="http://hdl.handle.net/1903/18492">http://hdl.handle.net/1903/18492</a>	1	Preservation Through Access: Minimal Processing at the Heinz History Center
2015 Fall - Roanoke	deGuzman, Susan	10/9/15	<a href="http://hdl.handle.net/1903/18493">http://hdl.handle.net/1903/18493</a>	1	Archival Collections and TMS at Reynolds House Museum of American Art
2015 Fall - Roanoke	Loveland, Barry	10/9/15	<a href="http://hdl.handle.net/1903/18494">http://hdl.handle.net/1903/18494</a>	17	Notes for MARAC round-table session on LGBT History Projects
2015 Fall - Roanoke	MARAC: Mid-Atlantic Regional Archives Conference	2015-10	<a href="http://hdl.handle.net/1903/18501">http://hdl.handle.net/1903/18501</a>	4	Program for the Fall 2015 MARAC Meeting: Moving Mountains: Ingenuity and Innovation in Archives
2015 Fall - Roanoke	Dietz, Kira A.	10/10/15	<a href="http://hdl.handle.net/1903/18503">http://hdl.handle.net/1903/18503</a>	9	Opening Up Our Finding Aids: A Forum Discussion of AID and CC Licenses
2015 Fall - Roanoke	Spartz, India   Simkovic, Abi	10/10/15	<a href="http://hdl.handle.net/1903/18504">http://hdl.handle.net/1903/18504</a>	16	Seven minutes to Digitize and Describe: An approachable, hands-on metadata workshop
2016 Spring - Pittsburgh	Catchpole, Caroline   Quack, Sarah   Schreiner, Maggie	4/15/16	<a href="http://hdl.handle.net/1903/18100">http://hdl.handle.net/1903/18100</a>	13	Culture in Transit: Digitizing and Democratizing NYC's Cultural Heritage
2016 Spring - Pittsburgh	Kriesberg, Adam   Huller, Kerry   Punzalan, Ricardo	4/15/16	<a href="http://hdl.handle.net/1903/18101">http://hdl.handle.net/1903/18101</a>	9	Analysis of Federal Policy on Public Access to Scientific Research Data
2016 Spring - Pittsburgh	Davis, Rosemary K. J.   Mattson, Rachel   McNally, Elliot   Reynolds, Alison	4/15/16	<a href="http://hdl.handle.net/1903/18102">http://hdl.handle.net/1903/18102</a>	12	Grant Cycles, Deadlines, and Labor Advocacy: The Changing Work of Project Archivists
2016 Spring - Pittsburgh	Duinkerken, Kelsey   Swardosh, Jenny   McKinney, Devin	4/15/16	<a href="http://hdl.handle.net/1903/18103">http://hdl.handle.net/1903/18103</a>	10 and 10	How to Create an Oral History Program
2016 Spring - Pittsburgh	Yacovelli, Leigh-Anne	4/16/16	<a href="http://hdl.handle.net/1903/18104">http://hdl.handle.net/1903/18104</a>	11	PA Photos & Documents: Exploring Pennsylvania's digitized documents and photographs
2016 Spring - Pittsburgh	Anderson, Susan K.	4/15/16	<a href="http://hdl.handle.net/1903/18109">http://hdl.handle.net/1903/18109</a>	21 and 8	The De-Data Research Portal: Moving an Idea to Proof of Concept
2016 Spring - Pittsburgh	Barker, Ray   McCammon, Cale	4/16/16	<a href="http://hdl.handle.net/1903/18121">http://hdl.handle.net/1903/18121</a>	25	In the Beginning: Building an Archive from the Ground Up
2016 Spring - Pittsburgh	MARAC: Mid-Atlantic Regional Archives Conference	2016-04	<a href="http://hdl.handle.net/1903/18123">http://hdl.handle.net/1903/18123</a>	22	Program for the Spring 2016 MARAC Meeting: Archival Confluence: Connecting Theory and Practice
2016 Spring - Pittsburgh	Perry, Ryan	4/16/16	<a href="http://hdl.handle.net/1903/18485">http://hdl.handle.net/1903/18485</a>	5	Communities in Collaboration: Building the Empire Archival Discovery Cooperative
2016 Spring - Pittsburgh	Taylor, Ashley	4/15/16	<a href="http://hdl.handle.net/1903/18508">http://hdl.handle.net/1903/18508</a>	21	Pittsburgh and Philadelphia Can Work Together: Processing the Arien Specter Collection at the University of Pittsburgh

## **MARAC Archives Coordinator Report October/2016 (for the MARAC Steering Committee Meeting in Annapolis, MD)**

I want to thank my UMD colleague Jason Speck for securing several MARAC publications at the July Steering Committee meeting and bringing those items back to the UMD campus for inclusion into the MARAC Archives. I have also want to express my appreciation to MARAC Archivist Liz Novara as we continue to work closely in coordinating our work relating to the Archives.

Recently I have been in touch with several MARAC committee chairs and officers and have prepared a new set of award certificates for the upcoming Saturday Business Meeting in Annapolis. Related to this, I have been in communication with Adriana Cuervo (the newly-appointed Awards Committee chair) about the idea of transitioning this function to the Awards Committee, going forward.

You may recall that earlier this year we discussed the idea of revising the scope of the MARAC Coordinator position and renaming it “MARAC Historian.” I believe this suggestion was received favorably at the Pittsburgh Steering Committee meeting. What follows is text that would accomplish this transition by deleting the current text for the MARAC Archives Coordinator and replacing it with the text found below. I would like to seek approval for this from the Steering Committee when we meet in Annapolis.

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### **MARAC Historian**

#### Appointment and Term of Office

The MARAC Chair, in consultation with the MARAC Archivist, will designate a senior member of MARAC in good standing as the MARAC Historian, for renewable terms of two years each.

#### Responsibilities

Attends all Steering Committee meetings.

Serves in a liaison capacity from the Steering Committee to the MARAC Archivist at the University of Maryland Libraries.

Provides, as needed, in-depth reports (based on documentation found in the MARAC Archives) on any topic germane to current work being carried out by the Steering Committee or any particular officer in MARAC.

Provides historical compilations and summaries of MARAC committees and initiatives in order to facilitate quick access to historical information that might otherwise require many hours of research time to assemble.

Facilitates continuity in the transfer of MARAC records of ongoing value into the MARAC Archives. In consultation with the MARAC Archivist, proactively solicits and acquires documentation about historical developments in MARAC’s history. Prepares oral histories with individuals in MARAC in order to enhance the historical record of MARAC’s history, over time.

Assists the MARAC Archivist with the production of exhibits or publications celebrating milestones in MARAC’s history.

Serves as an ex-officio (non-voting) member on the Distinguished Awards Committee; may be called on to serve on other MARAC committees and task forces in an ex-officio capacity.

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Lauren Brown, MARAC Archives Coordinator



# MARAC

Mid-Atlantic Regional Archives Conference

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New York • Pennsylvania • Virginia • West Virginia

## **MARAC Archivist Report Steering Committee Meeting Annapolis, MD November 3, 2016**

### **Questions/Topics for the Steering Committee**

I would like to discuss the UMD Libraries DRUM Repository, where MARAC conference presentations are currently stored. See Attached Report on the DRUM repository.

### **MARAC Archives Processing**

Lauren Brown, the Archives Coordinator (Historian) continues to volunteer his time to work on appraising materials in the MARAC archives that have accumulated over the last few years. Additional processing will take place once Lauren has finished his appraisal.

### **Reference**

Since July 1, 2016, there have been a total of 3 reference questions submitted to the MARAC archives, all by MARAC officers and the MARAC coordinator.

Respectfully submitted,

Elizabeth A. Novara  
MARAC Archivist

## **MARAC Archivist's Report on MARAC/DRUM**

**Joanne Archer & Liz Novara (MARAC Archivist)**

### **Overview**

Presentations from MARAC conferences are deposited into the Digital Repository at the University of Maryland (DRUM). Currently, this is coordinated by Joanne Archer (Special Collections and University Archives) and Terry Owen (Digital Systems and Stewardship) at the University of Maryland Libraries.

Material deposited is available in a designated collection within DRUM:

<http://hdl.handle.net/1903/12510>. As of Fall 2016, this collection holds a total of 99 presentations which represent deposits by 115 individual MARAC members. Presentations represent conferences from 2007-2016. The MARAC repository came online in Fall of 2012 but members can deposit presentations for any conference which is why earlier years are represented in the collection.

### **Current Workflows**

1. Program co-chairs and session chairs communicate with presenters about DRUM and the option to deposit materials prior to conference. See Appendix 1 for sample text to be emailed.
2. Following conference, program co-chairs provide UMD coordinator with spreadsheet of all session presenters' email addresses.
3. UMD coordinator establishes a folder in Box (a University of Maryland version of dropbox) and invites all session presenters to the folder
4. UMD coordinator sends presenters who upload files an email with deposit agreement. See Appendix 2.
5. Presenters "sign" agreement by responding to email with "I agree"
6. Email is saved as a pdf to box with the deposited presentation.
7. Once a critical number of presentations are uploaded (usually 2-3 weeks post conference), UMD coordinator organizes presentations into session folders. Double-checks all agreements have been received. Because many presentations are group presentations it is often necessary to follow up with additional presenters for agreements.
8. UMD coordinator alerts DRUM coordinator that presentations are available for upload. DRUM coordinator moves material from Box to DRUM. The time this takes can vary and depends on other projects and workloads in that unit. Generally, uploads can happen within a 2-3 week period.

## Issues

- Communication between UMD and Program Co-Chairs has been problematic. Co-chairs don't always know about the digital repository or the process for depositing.
- The process for depositing materials is cumbersome for the UMD coordinator. Problems in the past include lack of consistent filenames, following up and tracking email responses to deposit agreements, and the long time period over which presentations arrive. In general, there are multiple steps for each presentation that require tracking over a several month period.
- There is a long lag time between conference and availability of presentations. As outlined above the process for deposit consists of several steps. Because this is not the UMD coordinator's primary job responsibility work on this often gets delayed on top of the time it takes for presenters to make deposits and respond to agreements. The greatest interest in the presentations is shortly after the conference. The current process does not facilitate speedy access to materials.
- We recently received a request to take down a presentation. DRUM policy is to take down materials if requested to do so, but all authors/creators must agree to do so.

## Recommendations:

- Meeting Manual: Provide information about depositing material in DRUM in the meeting manual along with copy of the email request See Appendix 3.
- MARAC Archivist: The MARAC Archivist will email the Program Chairs a reminder a month before the meeting to send out the email requests to conference participants.
- Allow presenters to self-submit presentations to DRUM. We have just worked out how to do this with Terry Owen and will be doing a test run with the Annapolis meeting. (Normally, submission to DRUM requires a UMD login.)
- MARAC Website:
  - Provide information about depositing material directly into DRUM on website along with copy of form.
  - Provide additional information on the "Previous Conference" page. Add two links under each conference - one that links to the presentations for that conference and one that links to the deposit instructions.
  - Clean-up links to conference programs on the "Previous Conference" page by linking directly to DRUM (or Internet Archive) copies, i.e. the "archival" copies.
- Follow DRUM policy on removal of materials rather than create our own policy.

The goal of the above recommendations is to increase use of the DRUM repository by MARAC presenters as well as increase awareness of the availability of presentations by the general MARAC membership. See Appendix 4 for recent statistics on document downloads from DRUM.

## **Appendix 1**

Dear MARAC presenter,

We would like to invite you to contribute your presentation and/or handouts from the [replace with conference location] MARAC conference to MARAC's digital archives, which are located in DRUM, the University of Maryland's digital repository. Following the conference, you will receive an invitation to submit your presentation through Box (and University of Maryland version of Dropbox). Please title your file with the session number and your last name. For example, S1-Caringola.

After upload to the Box folder, you will be contacted with an email agreement outlining the terms of your submission, and your presentation will be deposited in DRUM.

The fine print:

- Deposit of works is completely **optional**. The deposit agreement asks for non-exclusive rights so authors will retain all copyrights to their work.
- Authors will receive a permanent URL for their work. This is an example of an individual DRUM record: <http://drum.lib.umd.edu/handle/1903/15068>
- We can accept PowerPoints and PDFs. PDFs are preferred.
- Authors can supply keywords and abstracts if they like. This is completely optional.
- The URL for DRUM: <http://drum.lib.umd.edu>
- The MARAC collection in DRUM: <http://drum.lib.umd.edu/handle/1903/12510>

If you have any questions, don't hesitate to contact us.

## **Appendix 2**

Text of email sent to those who upload material to Box for deposit:

By signing and submitting this agreement, I grant the University of Maryland a no cost, nonexclusive, right and license to include the scholarly material identified below in the Digital Repository at the University of Maryland ("DRUM") and, through DRUM, to reproduce, publicly display and distribute the material at no cost to users world-wide provided the University does not alter the content of the material. I understand that if I wish to publish the material with a third party that requires me to assign to it all my rights in the material, I may direct the University to remove the material from DRUM. In such an event, I understand that a bibliographic reference to the material will be retained in DRUM, but the material will be removed to a "dark archive" that is not publicly accessible. I represent that I am the sole or joint owner of the entire copyright in the material or, to the extent that I do not hold copyright in any part of the material, that I have written authority from the owner of copyright to grant this license to the University of Maryland. If the material is based on work that was sponsored or supported by an agency or entity other than the University of Maryland, I represent that I complied with any requirements the sponsor may have imposed on publication including a right of review or inclusion of an acknowledgement of its support.

This agreement will be interpreted and governed in accordance with applicable Federal law and the laws of the State of Maryland without reference to its conflict of laws rules.

### **Appendix 3**

Dear MARAC presenter,

We would like to invite you to contribute your presentation and/or handouts from the [replace with conference location] MARAC conference to MARAC's digital archives, which are located in DRUM, the University of Maryland's digital repository. To submit your presentation please go to the DRUM submissions page at the following link: <http://drum.lib.umd.edu/page/about-submitting>

The fine print:

- Deposit of works is completely **optional**. The deposit agreement asks for non-exclusive rights so authors will retain all copyrights to their work.
- Authors will receive a permanent URL for their work. This is an example of an individual DRUM record: <http://drum.lib.umd.edu/handle/1903/15068>
- We can accept PowerPoints and PDFs. PDFs are preferred.
- Authors can supply keywords and abstracts if they like. This is completely optional.
- The URL for DRUM: <http://drum.lib.umd.edu>
- The MARAC collection in DRUM: <http://drum.lib.umd.edu/handle/1903/12510>

If you have any questions, don't hesitate to contact us.

Sincerely,

MARAC [Conference Location] Program Committee Co-Chairs

*Vice Chair\Meetings Coordinating Committee*  
*31 October 2016*

**1) This meeting:**

**When: November 3-6, 2016**

**Where: Annapolis, MD**

**Hotel: Westin Annapolis (in case you haven't noticed)**

**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.**

**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.**

**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)**

**And, introducing ...**

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

**Room rate: \$189**

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



**We are working with the Pennsylvania Historical Association for some type of partnership for this conference. You may have noticed their ad in the Annapolis print-program. Not a dual meeting, but they would be represented on our committees.**

**3) Next Under Consideration:**

**Where: Wilmington, DE**

**Local Arrangements Co-chairs: Emily Cottle and Sarah Denison**

**CFP has gone out, three potential sites responded, visits will occur in November. Room rate likely to be in the ballpark of \$169.**

**Submitted by**

**Mary K. Mannix, MCC Chair**



**Fall 2016 NATIONAL COALITION FOR HISTORY REPORT  
MARAC Steering Committee Meeting, Annapolis, MD, Nov. 3, 2016**

**RAAC CONSORTIAL MEMBERSHIP IN NCH:** As you know, we've been working to gain support from the Regional Archival Associations Consortium (RAAC) in order to participate in the National Coalition for History at a higher level and to gain a seat on the NCH Policy Board. Happily, working with the RAAC Board, we've obtained the requisite funds from 14 other regionals such that RAAC—including MARAC—will be instated as a Sustaining Member on the NCH Policy Board in January 2017. RAAC will take its place alongside SAA and CoSA in representing *archives* on the Board!

**FOIA IMPROVEMENT ACT SIGNED INTO LAW BY PRESIDENT OBAMA:** On June 30, President Obama signed into law the "FOIA Improvement Act of 2016" (PL 114-185). NCH supported the legislation codifying comprehensive reforms to the Freedom of Information Act that increase public access and restore a presumption of openness in the handling of federal records. The law represents the first major improvements to the FOIA in over a decade.

This law strengthens the "foreseeable harm" standard, which obligates federal agencies to adhere to a standard of openness: they must release information unless "the agency reasonably foresees that disclosure would harm an interest protected by an exemption" or "disclosure is prohibited by law." It also codifies long-standing DoJ guidance that agencies make records available electronically, and post online those records requested 3+ times. Good news indeed.

**CONTROLLED UNCLASSIFIED INFORMATION (CUI) RULE ISSUED BY NARA:** On Sept 14, the National Archives issued a final rule, "Controlled Unclassified Information (CUI)," establishing consistent practices and procedures for safeguarding, disseminating, controlling, and marking CUI across Executive Branch departments and agencies. It goes into effect Nov. 13, 2016.

CUI is information that, while sensitive, does not meet the higher level of security restrictions needed to qualify as classified. The challenge of developing a consistent definition and handling directions for this material has dogged the federal government for decades. There are estimates that agencies use more than 100 different markings to designate CUI! The new rule standardizes government-wide processes for managing CUI by creating four broad categories.

**NATIONAL WOMEN'S HISTORY MUSEUM COMMISSION TO REPORT:** In December 2014, President Obama signed into law legislation establishing a commission to study the potential creation of a National Women's History Museum. The commission has solicited input throughout 2016 from historians with expertise in women's history and held a public forum in January. They will submit a report to President Obama and Congress by Nov. 18—deets TK!

—Jan Zastrow, [zastrow@hawaii.edu](mailto:zastrow@hawaii.edu)  
MARAC NCH Representative

# MARAC

Mid-Atlantic Regional Archives Conference

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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 Friday, October 28, in advance of the Fall 2016 meeting to be held in Annapolis, MD on November 3, 2016.

1. Highlights of the First Quarter Treasurer's Report (see attached) are listed below.

- The income is from membership dues, Fall 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 (for work done in FY16 Q4, the last payment will appear in the next quarterly report); MemberClicks fees; MARAC archivist; phone charges; food, travel, and lodging for Steering and Executive Committee meetings, workshop instructors, and caucus meetings; printing and mailing charges; Spring 2017 conference hotel; workshop instructor honoraria; awards and prizes; and banking and credit card transaction fees.
- Two payments of \$2,000 were made under the Disaster Relief fund, to the Shiloh Community Enrichment Center and the Clay County Historical Society, both in West Virginia.
- On July 19, MARAC co-sponsored the workshop "TurDuckEn: Codecs inside Wrappers inside Archives, an Introduction to Digital Files" with the Delaware Valley Archivists Group (DVAG). The workshop was held at the American Philosophical Society and taught by George Blood. MARAC and DVAG split the workshop profits, minus expenses for instructor honorarium and travel (DVAG sponsored the breakfast) – for a total of \$750.68 in profits going to each organization.
- The budget surplus is currently a negative amount. This number represents an extra source of ready cash in the event of "catastrophic event" that impacts the budget negatively and cannot be covered by the reserve, so that MARAC can avoid insolvency. The reserve number is calculated as 35% of total operating budget, and the budget surplus is whatever is left over after the operating budget, restricted funds, and the reserve. MARAC's restricted Education fund grows continuously each year due to MARAC policy, which

dictates that 20% of profits from the fall and spring meeting are transferred into the restricted Education line at beginning of each fiscal year. The fact that the surplus number is negative means that MARAC does not have enough unrestricted funds to maintain the recommended 35% for the reserve.

- Due to the above situation, I would like to recommend that we eliminate the policy of transferring 20% of profits from the fall and spring meeting into the restricted Education line at beginning of each fiscal year, or at least reduce the amount.
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 – 1.30%
  3. The Newark NJ (Fall 2017) budget is being presented for the review and approval of Steering Committee. The Finance Committee has approved this budget.
  4. The accountant for MARAC will be sent all the necessary paperwork to file our taxes by the November 15 deadline.

**FY 2017, 1st Quarter**

(July 1, 2016 to September 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>
<b>INCOME</b>							
Membership Dues	\$33,000.00	\$33,273.00				\$33,273.00	101%
Conference Registration	\$90,000.00	\$35,060.00				\$35,060.00	39%
Conference Vendors	\$15,000.00	\$6,550.00				\$6,550.00	44%
Conference Sponsorship	\$6,500.00	\$650.00				\$650.00	10%
Publication Advertising	\$4,000.00	\$1,080.00				\$1,080.00	27%
Publication Sales	\$350.00	\$45.00				\$45.00	13%
Mailing List Sales	\$150.00	\$0.00				\$0.00	0%
Off-Meeting Workshops	\$6,400.00	\$4,779.32				\$4,779.32	75%
Bank Interest	\$100.00	\$23.02				\$23.02	23%
Investment Interest	\$2,000.00	\$259.30				\$259.30	13%
Gifts to Operations	\$500.00	\$648.00				\$648.00	130%
Miscellaneous	\$0.00	\$0.00				\$0.00	0%
<b>Total Income</b>	<b>\$158,000.00</b>	<b>\$82,367.64</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$82,367.64</b>	<b>52%</b>
<b>EXPENSES</b>							
Administrator	\$20,000.00	\$7,033.31				\$7,033.31	35%
Web Services	\$6,000.00	\$1,395.00				\$1,395.00	23%
Archivist	\$1,000.00	\$1,000.00				\$1,000.00	100%
Accountant	\$1,500.00	\$0.00				\$0.00	0%
Advocacy	\$2,100.00	\$0.00				\$0.00	0%
Insurance Policy	\$1,100.00	\$0.00				\$0.00	0%
Phone	\$650.00	\$164.57				\$164.57	25%
Postage	\$725.00	\$363.60				\$363.60	50%
Office Supplies	\$175.00	\$0.00				\$0.00	0%
Food	\$5,700.00	\$373.31				\$373.31	7%
Travel	\$4,100.00	\$796.50				\$796.50	19%
Equipment	\$0.00	\$0.00				\$0.00	0%
Printing and Design	\$4,050.00	\$1,362.26				\$1,362.26	34%
Conference	\$100,000.00	\$500.00				\$500.00	1%
Lodging	\$2,950.00	\$274.51				\$274.51	9%
Honoraria	\$2,000.00	\$250.00				\$250.00	13%
Awards and Prizes	\$1,450.00	\$145.00				\$145.00	10%
Scholarships	\$2,200.00	\$0.00				\$0.00	0%
Banking Fees	\$2,000.00	\$1,351.27				\$1,351.27	68%
Investments	\$0.00	\$0.00				\$0.00	0%
Disaster Assistance	\$0.00	\$0.00				\$0.00	0%
Miscellaneous	\$300.00	\$199.95				\$199.95	67%
<b>Total Expenses</b>	<b>\$158,000.00</b>	<b>\$15,209.28</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$15,209.28</b>	<b>10%</b>
<b>Net Income or (Loss)</b>		<b>\$67,158.36</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$67,158.36</b>	

**Account Balances**

			<u>Opening</u>	<u>Credits</u>	<u>Debits</u>	<u>Closing</u>
PNC Checking	\$94,046.50	Operating	\$0.00	\$82,367.64	(\$15,209.28)	\$67,158.36
PNC Savings	\$76,324.13	Restricted	\$131,019.00	\$1,581.00	(\$4,000.00)	\$128,600.00
Vanguard Bonds	<u>\$80,233.23</u>	Reserve	\$55,300.00	\$0.00	\$0.00	\$55,300.00
Total	<u>\$250,603.86</u>	Surplus	<u>(\$6,399.67)</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>(\$6,399.67)</u>
		Totals	<u>\$179,919.33</u>	<u>\$83,948.64</u>	<u>(\$19,209.28)</u>	<u>\$244,658.69</u>

**Summary - First Quarter FY 2017**

Opening Balance	\$179,919.33
Total Income	\$83,948.64
Total Expenses	<u>(\$19,209.28)</u>
Closing Balance	<u>\$244,658.69</u>

**Restricted Funds**

			<u>Opening</u>	<u>New Gifts</u>	<u>Spending</u>	<u>Closing</u>
PNC Savings	\$50,238.77	Disaster Assist.	\$4,263.00	\$751.00	\$4,000.00	\$1,014.00
Vanguard Bonds	<u>\$80,233.23</u>	Education	\$121,196.00	\$695.00	\$0.00	\$121,891.00
Total	<u>\$130,472.00</u>	Finch Award	<u>\$5,560.00</u>	<u>\$135.00</u>	<u>\$0.00</u>	<u>\$5,695.00</u>
		Total	<u>\$131,019.00</u>	<u>\$1,581.00</u>	<u>\$4,000.00</u>	<u>\$128,600.00</u>

**MARAC Spring 2017 MEETING****Newark, NJ****Proposed Budget**

<b>Category</b>	<b>Total for 250 Attendees</b>	<b>Total for 300 Attendees</b>
<b>INCOME</b>		
Registration Fees	\$25,650.00	\$30,600.00
Exhibitor Fees	\$10,900.00	\$10,900.00
Meals	\$5,125.00	\$6,250.00
Reception	\$1,200.00	\$1,300.00
Tour Fees	\$1,920.00	\$1,920.00
Workshop Fees	\$4,500.00	\$5,850.00
<b>Total Income</b>	<b>\$49,295.00</b>	<b>\$56,820.00</b>
<b>EXPENSES</b>		
Administrative Services	\$5,000.00	\$5,000.00
Hospitality	\$250.00	\$250.00
Hotel Expenses	\$350.00	\$350.00
LAC Expenses	\$750.00	\$750.00
Meal Expenses	\$18,566.00	\$21,646.00
Reception	\$11,400.00	\$13,400.00
Registration/Program	\$3,250.00	\$3,250.00
Session/Plenary Speakers	\$900.00	\$900.00
Tour Expenses	\$1,683.00	\$1,683.00
Workshop Expenses	\$2,850.00	\$2,850.00
<b>Total Expenses</b>	<b>\$44,999.00</b>	<b>\$50,079.00</b>
<b>NET INCOME / PROJECTED PROFIT</b>	<b>\$4,296.00</b>	<b>\$6,741.00</b>

## Proposed Budget - Income Estimates

Category	250			300		
	Cost/Item	Attendees	Total	Cost/Item	Attendees	Total
<b>INCOME</b>						
<b>Registration Fees</b>						
Pre-Reg Members	\$95.00	140	\$13,300.00	\$95.00	175	\$16,625.00
Pre-Reg Non-Members	\$135.00	35	\$4,725.00	\$135.00	25	\$3,375.00
Late Reg Members	\$105.00	25	\$2,625.00	\$105.00	25	\$2,625.00
Late Reg Non-Members	\$145.00	10	\$1,450.00	\$145.00	10	\$1,450.00
Member, on-site	\$115.00	15	\$1,725.00	\$115.00	25	\$2,875.00
Non-member, on-site	\$155.00	5	\$775.00	\$155.00	15	\$2,325.00
Student registration	\$50.00	10	\$500.00	\$50.00	10	\$500.00
One day (Saturday only)	\$55.00	10	\$550.00	\$55.00	15	\$825.00
<b>Total Registration Fees</b>		<b>250</b>	<b>\$25,650.00</b>		<b>300</b>	<b>\$30,600.00</b>
<b>Exhibitor Fees</b>						
Ads	\$100.00	2	\$200.00	\$100.00	2	\$200.00
Donations/Sponsorships	\$250.00	8	\$2,000.00	\$250.00	8	\$2,000.00
Rental - 1 Table	\$600.00	12	\$7,200.00	\$600.00	12	\$7,200.00
Rental - 2 Tables	\$750.00	2	\$1,500.00	\$750.00	2	\$1,500.00
<b>Total Exhibitor Fees</b>			<b>\$10,900.00</b>			<b>\$10,900.00</b>
<b>Meals</b>						
Breakfast - Business Mtg.	\$20.00	100	\$2,000.00	\$20.00	125	\$2,500.00
Lunch - Friday	\$25.00	125	\$3,125.00	\$25.00	150	\$3,750.00
<b>Total Meals</b>			<b>\$5,125.00</b>			<b>\$6,250.00</b>
<b>Reception</b>						
Sponsorship	\$500.00	2	\$1,000.00	\$500.00	2	\$1,000.00
Guest Tickets	\$20.00	10	\$200.00	\$20.00	15	\$300.00
<b>Total Reception Income</b>			<b>\$1,200.00</b>			<b>\$1,300.00</b>
<b>Tour Fees</b>						
Tour #1	\$5.00	15	\$75.00	\$5.00	15	\$75.00
Tour #2	\$5.00	25	\$125.00	\$5.00	25	\$125.00
Tour #3	\$15.00	15	\$225.00	\$15.00	15	\$225.00
Tour #4	\$15.00	24	\$360.00	\$15.00	24	\$360.00
Tour #5	\$15.00	20	\$300.00	\$15.00	20	\$300.00
Tour #6	\$10.00	20	\$200.00	\$10.00	20	\$200.00
Tour #7	\$10.00	20	\$200.00	\$10.00	20	\$200.00
Tour #8	\$5.00	15	\$75.00	\$5.00	15	\$75.00
Tour #9	\$15.00	24	\$360.00	\$15.00	24	\$360.00
<b>Total Tour Fees</b>			<b>\$1,920.00</b>			<b>\$1,920.00</b>
<b>Workshop Fees</b>						
Workshop #1 (half-day)	\$45.00	20	\$900.00	\$45.00	25	\$1,125.00
Workshop #2 (half-day)	\$45.00	20	\$900.00	\$45.00	25	\$1,125.00
Workshop #3 (half-day)	\$45.00	15	\$675.00	\$45.00	20	\$900.00
Workshop #4 (half-day)	\$45.00	15	\$675.00	\$45.00	20	\$900.00
Business Forum	\$45.00	30	\$1,350.00	\$45.00	40	\$1,800.00
<b>Total Workshop Fees</b>			<b>\$4,500.00</b>			<b>\$5,850.00</b>
<b>Total Income</b>			<b>\$49,295.00</b>			<b>\$56,820.00</b>

## Proposed Budget - Expense Estimates

Category	250			300		
	Cost/Item	Attendees	Total	Cost/Item	Attendees	Total
<b>EXPENSES</b>						
<b>Administrative Services</b>			<b>\$5,000.00</b>			<b>\$5,000.00</b>
<b>Hospitality Suite</b>			<b>\$250.00</b>			<b>\$250.00</b>
<b>Hotel Expenses</b>						
AV Equipment Tech			\$0.00			\$0.00
AV Equipment Rental			\$0.00			\$0.00
Room Rentals			\$0.00			\$0.00
Miscellaneous Expenses			\$350.00			\$350.00
Taxes / Fees						
<b>Total Hotel Expenses</b>			<b>\$350.00</b>			<b>\$350.00</b>
<b>LAC Expenses</b>			<b>\$750.00</b>			<b>\$750.00</b>
<b>Meal Expenses</b>						
Breakfast Buffet - Sat	\$20.00	100	\$2,000.00	\$20.00	125	\$2,500.00
Continental Breakfast - Fri	\$18.00	200	\$3,600.00	\$18.00	225	\$4,050.00
Coffee Breaks Thur (AM & PM)	\$8.00	120	\$960.00	\$8.00	130	\$1,040.00
Coffee Breaks Fri (AM & PM)	\$8.00	375	\$3,000.00	\$8.00	450	\$3,600.00
Coffee Break Sat.	\$8.00	150	\$1,200.00	\$8.00	150	\$1,200.00
Lunch - Friday (meat)	\$38.00	100	\$3,800.00	\$38.00	125	\$4,750.00
Lunch - Friday (veg)	\$38.00	25	\$950.00	\$38.00	25	\$950.00
Vendor Lunches	\$16.00	16	\$256.00	\$16.00	16	\$256.00
Reception Thursday	\$20.00	100	\$2,000.00	\$20.00	125	\$2,500.00
Steering Committee - Th	\$40.00	20	\$800.00	\$40.00	20	\$800.00
<b>Total Meal Expenses</b>			<b>\$18,566.00</b>			<b>\$21,646.00</b>
<b>Reception</b>						
Caterer	\$40.00	250	\$10,000.00	\$40.00	300	\$12,000.00
Entertainment			\$400.00			\$400.00
Insurance			\$400.00			\$400.00
Facility Fees			\$0.00			\$0.00
Transportation			\$600.00			\$600.00
<b>Total Reception Costs</b>			<b>\$11,400.00</b>			<b>\$13,400.00</b>
<b>Registration/Program</b>						
Program			\$3,000.00			\$3,000.00
Folders, Badges, etc.			\$250.00			\$250.00
<b>Total Registration/Program Costs</b>			<b>\$3,250.00</b>			<b>\$3,250.00</b>
<b>Session/Plenary Speakers</b>						
Lodging			\$100.00			\$100.00
Meals			\$200.00			\$200.00
Honoraria			\$400.00			\$400.00
Travel			\$200.00			\$200.00
<b>Total Session/Plenary Costs</b>			<b>\$900.00</b>			<b>\$900.00</b>
<b>Total Tour Expenses</b>			<b>\$1,683.00</b>			<b>\$1,683.00</b>
<b>Workshop Expenses</b>						
Honoraria			\$1,000.00			\$1,000.00
Lodging/Meals			\$500.00			\$500.00
Travel (Speakers)			\$1,250.00			\$1,250.00
Misc. Expenses			\$100.00			\$100.00
<b>Total Workshop Expenses</b>			<b>\$2,850.00</b>			<b>\$2,850.00</b>
<b>Total Expenses</b>			<b>\$44,999.00</b>			<b>\$50,079.00</b>