

MARAC

Mid-Atlantic Regional Archives Conference

STEERING COMMITTEE
Thursday, November 11, 2010
Harrisburg, Pennsylvania
MINUTES

Present: Beth Alvarez, Danna Bell-Russel, Lauren Brown, Yvonne Carrigan, Heather Clewell, Laura Drake Davis, Nat DeBruin, Jim Gerencser, Holly Kalbach, Brian Keough, Jennie Knies, Dan Linke, Mary Mannix, Valerie A. Metzler, Linda Angle Miller, Jeffrey Moy, Paige Newman, Liz Novara, Arian Ravanbakhsh, Pat Scott, Charlotte Sturm

Call to Order: Danna Bell-Russel called the meeting to order at 6:35pm.

Attendance and Introductions: Members present introduced themselves. Bell-Russel reminded committee members regarding Steering Committee meeting attendance requirements.

Approval of Agenda: The agenda was approved unanimously with no changes (motion by Metzler, second by Keough).

Approval of Minutes: The minutes of the July 16, 2010 meeting were approved unanimously with no changes (motion by Knies, seconded by Mannix).

Officer's Reports:

Chair

Chair's Report: Report submitted

Committee chairs are reminded that if they need additional committee members to alert Bell-Russel

All are asked to encourage new members to attend new member orientation

Administrator's Report: Report Submitted

Registration numbers for Harrisburg meeting: 293 pre-registered; 8 on-site

Discussed number of members receiving print copies of the *Mid-Atlantic Archivist*

Vice-Chair

Report Submitted

Secretary

No report

Treasurer

Report Submitted

Travel to College Park for Summer 2010 Steering Committee meeting was higher than for previous meetings to Baltimore, resulting in an increase in expenses for Steering Committee.
Budget for Alexandria Meeting unanimously approved

Archivist

Report Submitted

Standing Committee New Business and Updates:

Custer Award:

No report submitted.
Michele Tourney will be presenting the award and taking over as chair.

Development Committee:

No report submitted.

Distinguished Service Award:

Report submitted.

Electronic Resources:

Report submitted.
Discussed web site maintenance and role of MemberClicks. The role of the Electronic Resources committee was reiterated.

Education:

Report submitted.
Report for July 2010 meeting was submitted but not received by Committee.
Report was re-sent and will be added to July 2010 meeting documents.

Finding Aids:

Report submitted.

Membership Development:

No report submitted.

National Coalition for History:

No report submitted.

Nominations and Elections:

No report submitted.
Met with Ravanbakhsh regarding electronic balloting. Discussed difficulties in identifying candidates for Chair and Vice-Chair positions.

Outreach:

Report submitted.

Publications:

Report submitted.

Distributed draft mockup of new *Mid-Atlantic Archivist* design

Bell-Russel thanked Miller for service as Chair of Publications Committee

State Caucus New Business and Updates:

Delaware:

Report submitted.

District of Columbia:

Report submitted.

Maryland:

Report submitted.

New Jersey:

Report submitted.

New York:

Report submitted.

Report for July 2010 meeting was submitted but not received by Committee.

Report was re-sent and will be added to July 2010 meeting documents.

Pennsylvania:

Report submitted.

Virginia:

No report submitted.

West Virginia:

Report submitted.

Continuing Business:

Strategic Plan

Discussion deferred to Winter 2011 meeting. Committee asked to send core values, and desired MARAC accomplishments of next 3-5 years

MemberClicks Issues

Problem with elist in July have been resolved and appear to be isolated incident
Ravanbakhsh indicated that report will be circulated upon completion detailing capabilities of MemberClicks

Disaster Assistance Fund

No committee currently exists.
Web site has been updated.
Committee members asked to increase awareness of Disaster Assistance Fund among members.

New Business:

Booth Activities at SAA Washington

Discussion and assessment of response to booth at SAA:

- traffic came in waves
- problematic location
- table top display considered

Outreach Committee Blog and Additional Outreach Activities

Knies filled in for Rose. Ideas include: "I found it in the archives". Use as a storytelling device. Target audience is unclear – committee will be asked for clarification.

Discussed merits of SAA's "I found it in the archives"; and a blog for outreach committee.

Knies will sign service awards in absence of Rose.

Suggested bylaws change from Operations Manual Committee

Committee discussed proposed bylaw change regarding notification of candidates of election results.

Point for discussion at Winter 2011 meeting: should the ballot tallies be destroyed as well as ballots?

Change proposed language to:

"The Nominations and Elections Committee shall tally the ballots and certify the results. The Chair of the Nominations and Elections Committee shall promptly notify all candidates of the results. Names of the successful candidates shall be *formally* announced at the first business meeting of the calendar year. Ballots shall be destroyed following formal announcement of the results."

Motion to approve above as amended (motion by Metzler; second by Knies). Vote was unanimous.

Executive Session:

The Steering Committee meeting entered executive session at 9:10pm and exited the executive session at 9:45pm.

Other Business / Announcements:

Knies reported that when you search “MARAC” in Google, that the new site comes up first in search results.

Adjournment:

Meeting was adjourned at 9:50pm (motion by Metzler, second by Knies).