

**Chair's Report**  
**Summer 2010 Steering Committee Meeting**  
**July 16, 2010**

**Appointments**

Appointed Sharmila Bhatia as Chair of Ad-Hoc Committee to develop a MARAC operations manual  
Appointed Geof Huth to serve as a member of the Ad-Hoc Committee to develop a MARAC operations manual  
Appointed Linda Ries to serve as a member of the Ad-Hoc Committee to develop a MARAC operations manual  
Appointed Jessica Johnson to serve as a member of the Membership Development Committee  
Reappointed Claire Flemming to serve as a member of the Finding Aids Committee  
Reappointed Dortha Sartain to serve as Chair of the Finding Aids Committee  
Appointed Adriana Handon to serve as a member of the Finding Aids Committee  
Appointed Sara Borden to serve as a member of the Membership Development Committee  
Appointed Lisa Gensel to serve as a member of the Meetings Coordinating Committee  
Reappointed Karen Fishman to serve as a member of the Meetings Coordinating Committee  
Appointed Lisa Mangiafico to serve as a member of the Finance Committee  
Appointed Gabrielle Michalek to serve as a member of the Finance Committee  
Reappointed Brian Keough to serve as Chair of the Education Committee  
Reappointed Valerie Wingfield to serve as a member of the Outreach Committee  
Reappointed Doris Malkmus to serve as a member of the Education Committee  
Reappointed Gregory Pike to serve as a member of the Education Committee  
Appointed Robin Emrich to serve as a member of Meetings Coordinating Committee  
Reappointed Rebecca Collier to serve as a member of the Development Committee  
Reappointed Elizabeth Novara to serve as a member of the Education Committee  
Reappointed Sharmila Bhatia to serve as a member of the Publications Committee  
Reappointed Heidi Abbey to serve as a member of Outreach Committee  
Reappointed Michael Martin to serve as Editor of the Mid-Atlantic Archivist.  
Appointed Michele Tourney to serve as a member of the Electronic Resources Committee  
Appointed Bethany Panozzo to serve as a member of the Electronic Resources Committee  
Appointed Edward Galloway to serve as a member of the Electronic Resources Committee  
Appointed Kathleen Brown to serve as a member of the Electronic Resources Committee  
Appointed Joanne Archer to serve as a member of the Electronic Resources Committee  
Appointed Valerie Addonizio to serve as a member of the Electronic Resources Committee  
Appointed Carolina Palacios to serve as Chair of the Membership Development Committee  
Reappointed Barbara Beucar to serve as a member of the Outreach Committee  
Appointed Kirsten Strigel Carter to serve as a member of the Electronic Resources Committee  
Appointed Dan Horvath to serve as a member of the Development Committee

**Other Correspondence**

Sent Susan Hamburger a message indicating the concerns of Steering regarding her grant proposal. She responded that she would review our comments and get back to me. She has not gotten back to me.

Respectfully Submitted,

Danna Bell-Russel  
MARAC Chair

# MARAC

Mid-Atlantic Regional Archives Conference

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

July 16, 2010

**TO: MARAC STEERING COMMITTEE**

**FROM: HOLLY KALBACH, MARAC ADMINISTRATOR**

**RE: ADMINISTRATOR'S REPORT**

Submitted to the Steering Committee on Friday, July 16, 2010 in College Park, MD.

## **Membership Statistics**

There are currently 965 active members (as of July 13, 2010):

840 Regular Members

47 Retired Members

78 Student Members

The current state caucus memberships are as follows:

DC: 166

Delaware: 39

Maryland: 179

New Jersey: 155

New York: 237

Pennsylvania: 197

Virginia: 134

West Virginia: 15

Note: As some members may be part of more than one caucus, total membership numbers and total state caucus numbers may differ.

Number of new membership applications received and entered into database:

May 2010: 6

June 2010: 3

July 2010 (through July 13, 2010): 0

## **Current and Upcoming Projects**

Membership Directory: A list of current MARAC membership was sent to Lauren Brown on July 1, 2010 for the MARAC archives. This list will be sent annually on July 1.

Membership Renewal: Membership renewal information for the 2010-2011 membership year was sent electronically to 871 active members on July 1, 2010. Additionally, membership renewal information was mailed to 63 members who had requested paper renewal forms. *Note: Some members had already renewed their dues for the 2010-2011 membership year prior to July 1, and therefore were not sent renewal information.* As of July 13, 2010, we have had 200 memberships renewed through 2011 (including renewals that were submitted prior to July 1).

MARAC Website: We are currently in the process of updating committee pages. As new members are officially appointed to committees, the website will reflect these changes.

**Vice Chair (MCC) Report  
27 October 2010**

**General:**

- **I have procured the name of the company that MAC uses for their hotel negotiations -- DMN Communications and will be contacting them this month. Their president used to perform conference services for SAA. I am also in touch with a conference planning company in Frederick (MD). They plan ALA, which is obviously a much different market, but a friend of mine works for them and should offer some insight into the business. I should have more to report on this before the end of the summer.**
- **Sadly, Tammy Hamilton will be stepping down as Program Editor after Harrisburg. I have been pursuing a replacement for Tammy. The person I have in mind will not yet commit due to work flux. In the meanwhile, Cheryl Stadel Bevans has kindly offered to serve as editor for the Alexandria Program and assist with orienting the incoming, post-Alexandria, editor.**

**Meeting Chase:**

**I am still pursuing the idea of a New York State meeting. I tried to approach the one hotel in Cooperstown that has sufficient meeting space but with no success. Bob Golon was going there and had offered to scout the location. The initial room rate I received verbally was way above our price range and the hotel has not responded to further inquires. The previous NY Caucus Rep forwarded a number of venue suggestions to me; I plan on conferring with the new NY Caucus Rep ASAP about these locations.**

**I am in discussions with a hotel in Bethlehem, PA potentially for Fall 2011 or Spring 2012.**

**I am investigating southern NJ, with a preference being given to the Cape May vicinity. Bob Golon has a donor who he believes may be of some assistance to getting a reasonably priced venue.**

**Planned Meetings:****Harrisburg Meeting:**

**Theme: The Politics of Archives**

**When: November 11-13, 2010**

**Where: Harrisburg, PA**

**Hotel: Harrisburg Hilton, Downtown Harrisburg**

**Room rate: \$119**

**Local Arrangements Committee: Co-Chairs Jesse Teitelbaum (Pennsylvania House of Representatives) and Pam Whitenack (Hershey Community Archives).**

**Program Committee: Co-Chairs Cindy Bendroth (Div. of Records Administration, Pennsylvania Historical & Museum Commission) and Lindsey Loeper (University of Maryland, Baltimore County).**

**Updates:**

**Lunch Speaker: “Making of the Blue Orchard: Documenting Harrisburg’s Past” by Jackson Taylor**

**Program should hit the USPS on 21 August 2010.**

**A blog has been established to advertise the meeting. It can be found at <http://maracharrisburg.blogspot.com/>**

**Alexandria Meeting:**

**Theme: Sensational Archives**

**When: May 5-7, 2011**

**Where: Alexandria, VA**

**Hotel: Westin Alexandria**

**Room rate: \$169**

**Local Arrangements Committee: Co-Chairs Jeff Flannery (Manuscript Division Library of Congress) and John LeGloahec (NARA).**

**Program Committee: Co-Chairs Erin Corley (Archives of American Art Smithsonian Institution) and Gina Rappaport (Department of Anthropology, National Museum of Natural History).**

**Potential Reception Sites Being Considered: Masonic Memorial  
and the Alexandria Public Library.**

**Potential Lunch Topic: Civil War, in honor of the  
Sesquicentennial.**

**Submitted by**

**Mary K. Mannix**

**Vice Chair**

# MARAC

Mid-Atlantic Regional Archives Conference

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July 10, 2010

**TO: MARAC OFFICERS  
COMMITTEE CHAIRS  
MARAC ARCHIVIST**

**STATE CAUCUS REPRESENTATIVES  
MARAC ADMINISTRATOR**

**FROM: JIM GERENCSEK, MARAC TREASURER**

**RE: TREASURER/FINANCE COMMITTEE REPORT**

Submitted to the Steering Committee on Friday, July 16, 2010 in College Park, MD.

1. Highlights of the Third Quarter Treasurer's Report (see attached) are listed below.
  - The income is from membership dues, bank and investment interest, Spring 2010 conference income, mailing list sales, publication sales, and gifts to operations.
  - Expenses are from administrator's salary, MemberClicks fees, printing and mailing charges, Spring 2010 conference costs, scholarships and awards, and credit card transaction fees.
2. Although MARAC registered a loss of \$1,900 during this past 9-month fiscal year, this is mitigated by the fact that MARAC enjoyed a net profit of more than \$27,000 during the previous fiscal year. Due to the shift in the fiscal year, this loss was anticipated. The two primary factors for this loss are that more than 1/3 of dues income for FY2010 was received and recorded in the 4<sup>th</sup> quarter of FY2009, and also that half of the income for the Fall 2009 meeting was received and recorded in the 4<sup>th</sup> quarter of FY2009, although nearly all the expenses for this meeting were paid during the 1<sup>st</sup> quarter of FY2010.
3. Average returns on investment for MARAC's accounts during the previous quarter (rounded to the nearest tenth of a percent) are listed below.
  - PNC Savings Account – 0.4%
  - PNC Certificate of Deposit – 0.9%
  - Vanguard Bonds – 5.4%
4. The Wilmington, DE (Spring 2010) meeting report is attached. The meeting posted a fine profit of over \$8,200.
5. Lisa Mangiafico and Gabrielle Michalek have joined the Finance Committee, each scheduled to serve two-year terms.

## **MARAC Archivist Report**

**July/2010**

**(for the Summer Steering Committee meeting at the University of Maryland)**

I'm looking forward to hosting the summer meeting of the Steering Committee here at Hornbake Library on the University of Maryland campus. I hope many of you will think of arriving a bit early in order to take in our current exhibit on the main floor of Hornbake and to look around Special Collections. I believe we will have an opportunity to do some brief touring of the building mid-day as well, including a glimpse at some of the earliest documents found in the MARAC Archives! Please do not hesitate to call or email if you have last-minute questions about transportation, etc.

Shifting gears--I have placed a request to our IT unit in the UM Libraries to begin the process of shutting down the old, UM-hosted MARAC website. There should be a redirect in place soon that will automatically send users to the current site if they arrive initially at the old site. And then the old website will be taken down completely at the end of this summer.

I enjoyed participating in an initial conference call involving members who have been appointed to our newly-formed Electronic Resources Committee. We can expect to hear about the initial deliberations of this committee from Arian Ravanbakhsh at the upcoming Steering Committee meeting. I remain active on the Distinguished Awards Committee (also as an ex-officio member).

Needless to say, July 16th is a great opportunity to bring paper-based files and records to the MARAC Archives here at College Park. So consider doing this, especially if you are arriving by car.

Lauren Brown  
MARAC Archivist  
University of Maryland