

Chair's Report
Spring 2011 Steering Committee Meeting
May 5, 2011

Appointments

Appointed Matthew Strauss as MARAC Webmaster
Appointed Iren Snavelly to the Publications Committee

Other Correspondence

Letters to NY City Council members Grossman, Vallone, Brewer, Dickens, Dilan, and Recchia on bill Int. 486-2011 which transfers the functions of the Department of Records and Information Services to the Department of Citywide Administrative Services.

Other Activities

Worked with Nominations and Elections chair and other Steering Committee members to determine the need to suspend the election after discovering issues with the Survey Monkey elections ballot. Worked with Administrator to make sure membership was aware of issues regarding the suspension of the election and the need for a revote. Had conversations with Nominations and Elections Chair and Electronic Resources Chair to insure that revote was successful. Continued work on strategic plan.

Respectfully Submitted,

Danna Bell-Russel
MARAC Chair

MARAC

Mid-Atlantic Regional Archives Conference

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May 5, 2011

TO: MARAC STEERING COMMITTEE

FROM: HOLLY KALBACH, MARAC ADMINISTRATOR

RE: ADMINISTRATOR'S REPORT

Submitted to the Steering Committee on Thursday, May 5, 2011 in Alexandria, Virginia.

Membership Statistics

There are currently 897 active members (as of April 30, 2011):

791 Regular Members

30 Retired Members

76 Student Members

The current state caucus memberships are as follows:

DC: 152

Delaware: 38

Maryland: 178

New Jersey: 135

New York: 194

Pennsylvania: 222

Virginia: 143

West Virginia: 12

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:

February 2011: 30

March 2011: 52

April 2011: 32

Note: The membership statistics submitted in the February 2011 report indicated 804 active members while the April 2011 report indicates 897 active members (87 more active members in April). There were 112 new membership applications received between February and April 2011. There difference in numbers can be attributed to the fact that in February, some member profiles that were not paid for the current dues year were still set as "active" so as to encourage membership renewal. By March, all members who had not paid membership dues for the current year were set to "inactive" status with membership profiles.

Current and Upcoming Projects

Membership Renewal: The membership renewal form for the 2011-2012 membership year will be sent to all members in early July (NOTE: Forms will be sent in July to ensure that all membership dues money is accounted for during the first quarter of the new fiscal year).

Vice Chair's Report

Mary K. Mannix

4 May 2011

1. General

- a. Through the work of Laura Little, of Helms Briscoe, it was once confirmed that we cannot afford to meet in New York City or the immediate environs at this time.
- b. The possibility of meeting regularly in Harrisburg was brought to the MCC and the 2009 Harrisburg LACs and PCs. While MCC was excited about the possibility, the general concern from the LACs\PCs is that there is not enough archival labor to sustain several meetings chronologically near each other. But, we will look at revising Harrisburg in the near future.
- c. Still working on a joint meeting with NEA, waiting for their officers to turn over to restart the discussion.
- d. Using the skills of Helms Briscoe will be looking at potentially visiting Philadelphia or DC, proper, in 2014.

2. Alexandria Meeting Update

- a. All time high of 369 pre-registrants, am assuming that we will break Silver Spring's total of 377. Largest attended meeting was the 1990 Fall meeting in Alexandria!

3. Bethlehem Meeting

When: October 20-22, 2011

Hotel: Historic Hotel Bethlehem

Room rate: \$129

Local Arrangements Co-Chairs: Ilhan Citak (Lehigh University)

ilc4@lehigh.edu, Michael Knies (University of Scranton

kniesm2@scranton.edu, and Diane Windham Shaw (Lafayette

College) shawd@lafayette.edu.

Program Committee Co-Chairs: Kate Colligan (Hillman Company)

kate.colligan@gmail.com and Valerie-Anne Lutz (American

Philosophical Society Library) vlutz@amphilsoc.org.

- a. Emily Rafferty (BMA) is joining the team as Program Editor. Lindsey Loeper (UMBC) and Susan Kline (Syracuse) are becoming MCC's Workshop Coordinators, taking the long-held positions of Dale Patterson and Mike Knies.
- b. The Bethlehem LAC has received the promise of a \$1500 donation from Backstage Library Works.

4. Cape May Meeting

When: April 12-14, 2012

Where: Congress Hall

Room Rate: \$159

Program Committee Co-Chairs: Bob Golon (Princeton Theological Seminary) and Alan Delozier (Seton Hall University)

Local Arrangements Co-Chairs: Rita Fulginiti and Diana Hevener (Cape May County Clerk's Office)

5. Fall 2012 – Richmond, VA

- a. Working with Laura Little of *Helms Briscoe to obtain hotel specs; I will make hotel visits in the next month.*

6. Spring 2013– Erie, PA

- a. Battle of Lake Erie
- b. **Local Arrangements Co-Chair:** Jane Ingold (Penn State Erie)
- c. Working with Laura Little of *Helms Briscoe to obtain hotel specs; I will make hotel visits in early summer.*

MARAC

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**TO: MARAC OFFICERS
STATE CAUCUS REPRESENTATIVES
COMMITTEE CHAIRS
MARAC ADMINISTRATOR
MARAC ARCHIVIST**

FROM: JIM GERENCSEK, MARAC TREASURER

RE: TREASURER/FINANCE COMMITTEE REPORT

Respectfully submitted to the Steering Committee on Tuesday, May 3 in advance of the Spring 2011 meeting to be held in Alexandria, VA on May 5, 2011.

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 2011 conference income, mailing list sales, publication sales, an off-meeting workshop, and MAA advertising.
 - Expenses are from administrator's salary, Steering Committee food and travel for the winter meeting, MemberClicks fees, printing and mailing charges, accountant fees, phone charges, Spring 2011 conference costs, MAI scholarship expenses, and credit card transaction fees.
2. 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 – 0.2%
 - PNC Certificate of Deposit – 0.6%
 - Vanguard Bonds – 1.5%
3. The MARAC FY2012 Budget (see attached) is presented for its approval and adoption. The budget includes an additional income line representing fund-raising for the 40th anniversary celebration (details on the back of the attached budget). These funds will support additional scholarship offerings during the 2012 fiscal year.
4. The Bethlehem, PA (Fall 2011) proposed budget (see attached) is presented for its approval and adoption.

5. The Educational Endowment is nearing the \$100,000 mark. Given the existing policy to deposit 20% of meeting profit into the endowment, we may well reach this six-figure milestone before we complete the current fiscal year.
6. The IRS made an error and have charged MARAC a substantial late penalty for our tax filing this past year. Gordon Novinsky, accountant for MARAC, is attempting to rectify the situation on our behalf.
7. An internal audit of MARAC finances through the first three quarters of FY2011 will be conducted by members of the Finance Committee on May 5.

FY 2011, 3rd Quarter (January 1, 2011 to March 31, 2011)

<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	\$31,500.00	\$19,164.00	\$3,291.00	\$2,727.00		\$25,182.00	79.94%
Conference Registration	\$54,000.00	\$19,253.00	\$11,972.00	\$26,467.00		\$57,692.00	106.84%
Conference Vendors	\$22,000.00	\$5,250.00	\$2,872.00	\$5,850.00		\$13,972.00	63.51%
Conference Sponsorship	\$2,000.00	\$1,500.00	\$675.00	\$500.00		\$2,675.00	133.75%
Publication Advertising	\$2,700.00	\$0.00	\$1,242.00	\$1,410.00		\$2,652.00	98.22%
Publication Sales	\$500.00	\$0.00	\$175.00	\$175.00		\$350.00	70.00%
Mailing List Sales	\$250.00	\$50.00	\$0.00	\$200.00		\$250.00	100.00%
Off-Meeting Workshops	\$500.00	\$0.00	\$825.00	\$2,175.00		\$3,000.00	600.00%
Bank Interest	\$400.00	\$65.98	\$56.27	\$63.99		\$186.24	46.56%
Investment Interest	\$4,000.00	\$1,192.01	\$0.00	\$262.57		\$1,454.58	36.36%
Gifts to Operations	\$300.00	\$375.00	\$75.00	\$15.00		\$465.00	155.00%
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	0.00%
Total Income	\$118,150.00	\$46,849.99	\$21,183.27	\$39,845.56	\$0.00	\$107,878.82	91.31%
EXPENSES							
Administrator	\$15,750.00	\$3,258.84	\$1,839.99	\$2,806.36		\$7,905.19	50.19%
Web Services	\$3,200.00	\$624.39	\$624.39	\$833.79		\$2,082.57	65.08%
Archivist	\$750.00	\$750.00	\$0.00	\$0.00		\$750.00	100.00%
Accountant	\$1,500.00	\$0.00	\$0.00	\$1,355.00		\$1,355.00	90.33%
Advocacy	\$1,500.00	\$0.00	\$1,500.00	\$0.00		\$1,500.00	0.00%
Insurance Policy	\$1,000.00	\$0.00	\$0.00	\$0.00		\$0.00	0.00%
Phone	\$600.00	\$72.59	\$143.66	\$144.26		\$360.51	60.09%
Postage	\$1,400.00	\$174.87	\$204.18	\$5.13		\$384.18	27.44%
Office Supplies	\$400.00	\$0.00	\$381.26	\$0.00		\$381.26	95.32%
Food	\$1,400.00	\$277.12	\$570.67	\$678.75		\$1,526.54	109.04%
Travel	\$1,550.00	\$1,662.28	\$22.00	\$1,701.69		\$3,385.97	218.45%
Equipment	\$500.00	\$0.00	\$0.00	\$0.00		\$0.00	0.00%
Printing and Design	\$4,500.00	\$1,058.68	\$1,513.68	\$0.00		\$2,572.36	57.16%
Conference	\$72,000.00	\$3,287.00	\$27,160.24	\$16,815.21		\$47,262.45	65.64%
Lodging	\$1,500.00	\$164.16	\$426.27	\$0.00		\$590.43	39.36%
Honoraria	\$1,700.00	\$500.00	\$600.00	\$0.00		\$1,100.00	64.71%
Awards and Prizes	\$1,300.00	\$0.00	\$450.00	\$0.00		\$450.00	34.62%
Scholarships	\$4,000.00	\$486.36	\$1,163.68	\$600.00		\$2,250.04	56.25%
Banking Fees	\$3,600.00	\$908.60	\$1,518.52	\$679.73		\$3,106.85	86.30%
Investments	\$0.00	\$0.00	\$257.77	\$0.00		\$257.77	0.00%
Disaster Relief	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	0.00%
Miscellaneous	\$0.00	\$0.00	\$12.71	\$25.00		\$37.71	0.00%
Total Expenses	\$118,150.00	\$13,224.89	\$38,389.02	\$25,644.92	\$0.00	\$77,258.83	65.39%
Net Income or (Loss)		\$33,625.10	(\$17,205.75)	\$14,200.64	\$0.00	\$30,619.99	

Account Balances

			<u>Opening</u>	<u>Credits</u>	<u>Debits</u>	<u>Closing</u>
PNC Checking	\$12,460.43	Operating	\$16,419.35	\$39,845.56	(\$25,644.92)	\$30,619.99
PNC Savings	\$75,532.42	Restricted	\$101,930.00	\$1,555.00	\$0.00	\$103,485.00
PNC CDs	\$20,009.78	Reserve	\$41,352.50	\$0.00	\$0.00	\$41,352.50
Vanguard Bonds	\$72,351.88	Surplus	\$4,897.02	\$0.00	\$0.00	\$4,897.02
Total	\$180,354.51	Totals	\$164,598.87	\$41,400.56	(\$25,644.92)	\$180,354.51

Summary - Third Quarter FY 2011

Opening Balance	\$164,598.87
Total Income	\$41,400.56
Total Expenses	(\$25,644.92)
Closing Balance	\$180,354.51

Restricted Funds

			<u>Opening</u>	<u>New Gifts</u>	<u>Closing</u>
PNC Savings	\$11,123.34	Disaster Relief	\$1,145.00	\$0.00	\$1,145.00
PNC CDs	\$20,009.78	Education	\$96,705.00	\$555.00	\$97,260.00
Vanguard Bonds	\$72,351.88	Finch Award	\$4,080.00	\$1,000.00	\$5,080.00
Total	\$103,485.00	Totals	\$101,930.00	\$1,555.00	\$103,485.00

MARAC Budget - Fiscal 2012

MARAC Income

Category	Anticipated
Annual Receipts	
Membership Dues	\$28,500.00
Conference Registration	\$55,000.00
Conference Vendors	\$20,000.00
Conference Sponsorship	\$2,000.00
Publication Advertising	\$3,000.00
Publication Sales	\$350.00
Mailing List Sales	\$250.00
Off-Meeting Workshops	\$3,000.00
Bank Interest	\$300.00
Investment Interest	\$3,000.00
Gifts to Operations	\$500.00
Gifts to 40th	\$4,000.00
Miscellaneous	\$0.00
TOTAL	\$119,900.00

MARAC Expenses by Authorizing Party

Category	Allocated
General	
Administrator	\$2,350.00
Executive Officers	\$15,250.00
Caucuses	
Delaware	\$100.00
District of Columbia	\$0.00
Maryland	\$500.00
New Jersey	\$100.00
New York	\$200.00
Pennsylvania	\$0.00
Virginia	\$150.00
West Virginia	\$0.00
Committees	
Steering	\$4,000.00
Meetings Coordinating	\$0.00
Finance	\$5,500.00
Electronic Resources	\$3,000.00
Publications	\$3,700.00
Education	\$13,800.00
Outreach	\$0.00
Finding Aids	\$750.00
Custer and Finch	\$600.00
Distinguished Service	\$250.00
Development	\$300.00
Membership	\$300.00
Nominating	\$50.00
Fall Conference (LAC)	\$32,000.00
Spring Conference (LAC)	\$37,000.00
TOTAL	\$119,900.00

MARAC Expenses by Reason for Spending

Category	Allocated
Operational Support	
Administrator Salary	\$12,000.00
Web Services	\$3,000.00
Archivist	\$750.00
Accountant	\$1,000.00
Advocacy	\$1,500.00
Insurance Policy	\$1,000.00
General Support	
Phone	\$600.00
Postage	\$800.00
Office Supplies	\$750.00
Food	\$2,450.00
Travel	\$3,550.00
Rented Services	
Equipment	\$0.00
Printing and Design	\$3,000.00
Conference	\$69,000.00
Lodging	\$1,700.00
Honoraria	\$1,300.00
Awards and Scholarships	
Awards and Prizes	\$1,300.00
Scholarships	\$11,700.00
Financial Operations	
Banking Fees	\$4,500.00
Investments	\$0.00
Other	
Disaster Relief	\$0.00
Miscellaneous	\$0.00
TOTAL	\$119,900.00

40 Scholarships for the 40th Anniversary

You may recall that at the last Steering Committee meeting, I made the suggestion that MARAC could offer 40 scholarships as a way to celebrate our 40th anniversary in 2012. Since that time, Brian Keough and I worked out some of the logistical details. I'm not sure if there will be a special 40th anniversary ad hoc committee, or if members of various committees might simply constitute a "celebratory working group" of some sort. In any case, I wanted to share the current thinking about how/when the Education Committee would award the scholarships and how we would fund them.

Regarding the 40 scholarships, my current thinking is that if we are spreading these out over calendar 2012 (thus, over FY12 and FY13), that we can probably do this with a combination of general operating funds, endowment interest funds, and modest anniversary fund raising. If we keep all 40 scholarships strictly in calendar 2012, then we need to budget a total of \$11,700 for scholarships in FY12 and \$9,000 in FY13. This compares to our usual of \$4500 per year.

The plan would involve 2 MAI/Rapport Scholarships each for January 2012 and June 2012, 6 Trimble Scholarships each for Spring 2012 and Fall 2012, and 12 Travel Scholarships each for Spring 2012 and Fall 2012. In the end, this costs only \$11,700 more altogether than we typically spend on scholarships, spread out over 2 years – \$7200 more in FY12 and \$4500 more in FY13.

The 40 scholarships for calendar year 2012 break down like this:

4 total MAIs @ \$1350 = \$5400
12 total Trimbles @ \$400 = \$4800
24 total Travels @ \$250 = \$6000

The way it breaks down according to our next two fiscal years, for all scholarships, is like this:

Fall 2011	1 Trimble (\$400) and 2 Travels (\$500)	\$900
Winter 2012	2 MAI/Rapports (\$1350)	\$2700
Spring 2012	6 Trimbles (\$2400) and 12 Travels (\$3000)	\$5400
Summer 2012	2 MAI/Rapports (\$1350)	\$2700
Fall 2012	6 Trimbles (\$2400) and 12 Travels (\$3000)	\$5400
Winter 2012	1 MAI/Rapport (\$1350)	\$1350
Spring 2013	1 Trimble (\$400) and 2 Travels (\$500)	\$900
Summer 2013	1 MAI/Rapport (\$1350)	\$1350
FY12 and FY13	Total scholarships over 2 fiscal years	\$20,700

So as I mentioned, I think we could pay for this using our operating budget, endowment interest, and modest fund raising. I have included a separate "Gifts to 40th" income line on the budget to account for this fund raising activity. I think we should invite people, when renewing their memberships over the next two fiscal years, to contribute toward the "40 Scholarships" program, with all proceeds going directly to this effort. Any funds raised beyond our immediate needs would simply be deposited in the Educational Endowment. Hard to say how much might be raised in this way, but we received around \$14,000 for the "35 for 35" anniversary initiative a few years ago.

No matter what we do, I think there needs to be a full-court press on publicity to make this initiative a success, involving ALL of Steering to continuously spread the word, but especially relying on the efforts of the Development, Education, and Outreach Committees.

Proposed Budget

Category	Total for 250 Attendees	Total for 300 Attendees
INCOME		
Registration Fees	\$18,300.00	\$22,400.00
Exhibitor Fees	\$10,250.00	\$10,250.00
Meals	\$4,800.00	\$5,850.00
Reception	\$1,600.00	\$1,700.00
Tour Fees	\$825.00	\$1,100.00
Workshop Fees	\$4,550.00	\$5,800.00
Total Income	\$40,325.00	\$47,100.00
EXPENSES		
Hospitality Suite	\$250.00	\$250.00
Hotel Expenses	\$5,550.00	\$5,550.00
LAC Expenses	\$250.00	\$250.00
Meal Expenses	\$14,150.00	\$16,550.00
Reception	\$8,800.00	\$9,800.00
Registration/Program	\$4,500.00	\$4,500.00
Session/Plenary Speakers	\$335.00	\$335.00
Tour Expenses	\$500.00	\$500.00
Workshop Expenses	\$2,050.00	\$2,050.00
Total Expenses	\$36,385.00	\$39,785.00
NET INCOME / PROJECTED PROFIT	\$3,940.00	\$7,315.00

Proposed Budget - Income Estimates

Category	250			300		
	Cost/Item	Attendees	Total	Cost/Item	Attendees	Total
INCOME						
Registration Fees						
Pre-Reg Members	\$65.00	150	\$9,750.00	\$65.00	175	\$11,375.00
Pre-Reg Non-Members	\$110.00	25	\$2,750.00	\$110.00	40	\$4,400.00
Late Reg Members	\$75.00	25	\$1,875.00	\$75.00	30	\$2,250.00
Late Reg Non-Members	\$120.00	10	\$1,200.00	\$120.00	10	\$1,200.00
Member, on-site	\$85.00	15	\$1,275.00	\$85.00	10	\$850.00
Non-member, on-site	\$130.00	5	\$650.00	\$130.00	10	\$1,300.00
Student registration	\$35.00	10	\$350.00	\$35.00	10	\$350.00
One day (Saturday only)	\$45.00	10	\$450.00	\$45.00	15	\$675.00
Total Registration Fees		250	\$18,300.00		300	\$22,400.00
Exhibitor Fees						
Ads	\$50.00	5	\$250.00	\$50.00	5	\$250.00
Donations/Sponsorships	\$250.00	4	\$1,000.00	\$250.00	4	\$1,000.00
Rental - 1 Table	\$600.00	10	\$6,000.00	\$600.00	10	\$6,000.00
Rental - 2 Tables	\$750.00	4	\$3,000.00	\$750.00	4	\$3,000.00
Total Exhibitor Fees			\$10,250.00			\$10,250.00
Meals						
Breakfast - Business Mtg.	\$18.00	100	\$1,800.00	\$18.00	125	\$2,250.00
Lunch - Friday (meat)	\$24.00	100	\$2,400.00	\$24.00	125	\$3,000.00
Lunch - Friday (veg.)	\$24.00	25	\$600.00	\$24.00	25	\$600.00
Total Meals			\$4,800.00			\$5,850.00
Reception						
Sponsorship	\$1,500.00	1	\$1,500.00	\$1,500.00	1	\$1,500.00
Guest Tickets	\$10.00	10	\$100.00	\$10.00	20	\$200.00
Total Reception Income			\$1,600.00			\$1,700.00
Tour Fees						
Tour #1	\$10.00	15	\$150.00	\$10.00	20	\$200.00
Tour #2	\$20.00	15	\$300.00	\$20.00	20	\$400.00
Tour #3	\$20.00	15	\$300.00	\$20.00	20	\$400.00
Tour #4	\$5.00	15	\$75.00	\$5.00	20	\$100.00
Total Tour Fees			\$825.00			\$1,100.00
Workshop Fees						
Workshop #1	\$80.00	20	\$1,600.00	\$80.00	25	\$2,000.00
Workshop #2	\$80.00	20	\$1,600.00	\$80.00	25	\$2,000.00
Workshop #3	\$45.00	15	\$675.00	\$45.00	20	\$900.00
Workshop #4	\$45.00	15	\$675.00	\$45.00	20	\$900.00
Total Workshop Fees			\$4,550.00			\$5,800.00
Total Income			\$40,325.00			\$47,100.00

MARAC FALL 2011 MEETING

BETHLEHEM

Proposed Budget - Expense Estimates

Category	250			300		
	Cost/Item	Attendees	Total	Cost/Item	Attendees	Total
EXPENSES						
Hospitality Suite			\$250.00			\$250.00
Hotel Expenses						
AV Equipment Tech			\$1,000.00			\$1,000.00
AV Equipment Rental			\$500.00			\$500.00
Room Rentals			\$1,800.00			\$1,800.00
Miscellaneous Expenses			\$250.00			\$250.00
Taxes / Fees			\$2,000.00			\$2,000.00
Total Hotel Expenses			\$5,550.00			\$5,550.00
LAC Expenses			\$250.00			\$250.00
Meal Expenses						
Breakfast Buffet - Sat	\$18.00	100	\$1,800.00	\$18.00	125	\$2,250.00
Continental Breakfast - Fri	\$15.00	200	\$3,000.00	\$15.00	250	\$3,750.00
Coffee Breaks Thur (AM & PM)	\$10.00	75	\$750.00	\$10.00	75	\$750.00
Coffee Breaks Fri (AM & PM)	\$10.00	450	\$4,500.00	\$10.00	500	\$5,000.00
Lunch - Friday (meat)	\$28.00	100	\$2,800.00	\$28.00	125	\$3,500.00
Lunch - Friday (veg)	\$22.00	25	\$550.00	\$22.00	25	\$550.00
Steering Committee - Th	\$30.00	25	\$750.00	\$30.00	25	\$750.00
Total Meal Expenses			\$14,150.00			\$16,550.00
Reception						
Caterer			\$6,000.00			\$7,000.00
Transporation			\$800.00			\$800.00
Tours			\$0.00			\$0.00
Facility Fees			\$2,000.00			\$2,000.00
Total Reception Costs			\$8,800.00			\$9,800.00
Registration/Program						
Program			\$4,000.00			\$4,000.00
Folders, Badges, etc.			\$500.00			\$500.00
Total Registration/Program Costs			\$4,500.00			\$4,500.00
Session/Plenary Speakers						
Lodging			\$200.00			\$200.00
Meals			\$35.00			\$35.00
Travel			\$100.00			\$100.00
Total Session/Plenary Costs			\$335.00			\$335.00
Total Tour Expenses			\$500.00			\$500.00
Workshop Expenses						
Honoraria			\$900.00			\$900.00
Lodging/Meals			\$750.00			\$750.00
Travel (Speakers)			\$300.00			\$300.00
Misc. Expenses			\$100.00			\$100.00
Total Workshop Expenses			\$2,050.00			\$2,050.00
Total Expenses			\$36,385.00			\$39,785.00

MARAC Archivist Report
May/2011
(for the Spring Steering Committee meeting, Alexandria, VA)

Since we last met in February, I have been busy assisting several MARAC members with research assignments; I have also participated in the work of the Electronic Resources Committee and the Distinguished Service Award Committee. I'll be bringing award certificates to be signed for this year's Distinguished Service Award, plus a new set of MARAC Service Awards and Finding Aid Awards.

I look forward to discussing further ideas about celebrating MARAC's 40th anniversary in 2012. I whole-heartedly support the proposal to provide more scholarships in MARAC during this anniversary season.

I elected to commute to the conference site from home in the District of Columbia, so my ability to carry accession archival records away from the meeting will be limited, although I could drive to Alexandria on Saturday for a special pick-up. I am aware that there are some significant transitions in the leadership of MARAC this spring, so I may call on several of you this summer to inquire about the status of your records.

Lauren Brown
MARAC Archivist
University of Maryland