

REPORT OF THE CUSTER COMMITTEE
Submitted by Michele Lavoie
April 29, 20110

The majority of the Arline Custer Memorial Committee's work takes place after the Spring meeting and a full report of activities will be submitted at the Fall meeting. The committee plans to meet briefly in Alexandria.

In its report of last fall, the committee proposed changes to the submission guidelines for both awards to streamline the nomination process and increase eligibility for the Finch award. The committee hopes that clearer instructions for submitting entries will better inform applicants about the number of books required for submission and their return, and that an expanded timeframe of eligibility for the Finch award will increase nominations. Application guidelines are sent to a wide range of electronic and print venues and the committee will explore all possible outlets in its continued effort to encourage submissions.

The committee wishes to thank the previous chair, Kate Colligan, for her service and work on improving the guidelines and awards documentation.

Development Committee Report

April 29, 2011

The Committee met at the Fall meeting in Harrisburg and decided on doing a modest fundraiser for the Disaster Assistance Fund for the Spring meeting in Alexandria.

Dan Horvath began tracking the vendors that attend our meetings. Lauren Brown has been assisting by getting some information on past meetings.

We plan to meet in Alexandria and begin discussions about the upcoming 40th anniversary activities.

Marianne Kasica

MARAC
Distinguished Service Award Committee Report
Steering Committee Meeting
Alexandria, VA
May 5, 2010

I am pleased to report that the Distinguished Service Award Committee received four nominations this year. The combination of multiple email notifications and a flyer and announcement at the fall conference proved effective so I recommend that the next Chair of the Distinguished Service Award Committee follow a similar approach. Several of this year's nominees were deserving of the award and I encouraged those nominators to consider resubmitting next year.

I am sure that you will all agree that this year's winner is an excellent example of the dedicated individuals for whom this award was created.

Respectfully Submitted
Susan McElrath

MARAC Education Committee Report
April 29, 2011
Submitted by Brian Keough, Chair

Off-conference Workshops

On Thursday February 24, 2011, MARAC and Rutgers University Library hosted a full-day workshop on managing electronic records. The instructor was Bonnie Weddle, Electronic Records Archivist, New York State Archives. 41 people attended the workshop. Evaluations were solicited and attendees were generally pleased with the learning outcomes.

Planning for a fall 2011 workshop is underway.

Leonard Rapport Modern Archives Institute (MAI) Scholarship

Maureen Skorupa is the recipient of the Leonard Rapport Modern Archives Institute Scholarship to attend the Summer 2011 MAI. She will submit an essay describing the value of her experience for an upcoming issue of the Mid-Atlantic Archivist. Ms Skorupa works as the Archivist, Mid-Atlantic Community of the Sisters of Mercy, Merion Station, PA.

Spring 2011 conference travel awards

- Rosemary Davis, graduate student, Pratt Institute - \$400
- Eden Orelove, graduate student, University of Pittsburgh - \$250
- Alexandra M. Carter, Digital Imaging Librarian, University of Maryland Libraries. - \$150
- Kerry Lynch, Project Archivist, Special Collections & Archives. University at Albany, SUNY - \$150
- Susan Gualtier, distance education student University of Wisconsin – Milwaukee, School of Information Studies, lives in PA. \$150
- Nick Pavlik - graduate student, Queens College of the City University of New York, and Project Survey Archivist at the Brooklyn Historical Society (BHS) - \$150

The committee thanks the Steering Committee for its additional support for the scholarships.

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May 5, 2011

TO: MARAC STEERING COMMITTEE

FROM: ARIAN D. RAVANBAKSH, CHAIR, ELECTRONIC RESOURCES COMMITTEE

RE: ELECTRONIC RESOURCES COMMITTEE REPORT – SPRING 2011

Submitted to the Steering Committee at the spring meeting on Thursday, May 5, 2011 in Alexandria, VA.

Committee Membership

The Electronic Resources Committee is anticipating one vacancy as a result of the election of Ed Galloway as MARAC Chair.

Work of the ERC

The ERC has the following items to report.

- 1) The ERC worked with the Nominations & Elections Committee and the MARAC administrator to resolve issues with the electronic ballot provided for this year's MARAC elections. Special recognition to new MARAC webmaster Matthew Strauss for his outstanding support. Moving forward, we hope to have the webmaster continue as an ad-hoc member of Nominations & Elections to provide technical support throughout the balloting process.
- 2) The ERC chair worked with the Outreach Committee to develop a revised vision statement for the MARAC blog.
- 3) During a teleconference on April 11, the ERC discussed developing a survey to be sent to MARAC members to assist in identifying the expectations and tools that the membership would like to utilize. We would like to get a better sense of how MARAC can better serve the members. The blog being developed by the Outreach Committee is one tool, are there others that we should be exploring?
- 4) Members of the ERC continue to explore Member Clicks to fully understand the capabilities and limitations of that platform. Additionally, members will be available at a "Member Clicks" Table at this meeting to provide an introduction to members that may not have used the site.

Issues for Steering

As noted above, the ERC would like to conduct a survey of the MARAC members to identify how and through what means that the members would like to engage, both with each other and with MARAC. This would focus on the normal web 2.0 platforms (Facebook, Twitter) but any emerging ones as well.

If steering approves, the ERC will draft the questions and submit them for review. Once approved by steering, the intent is to issue the survey later in the summer and have the results ready for the fall meeting in Bethlehem.

Membership Committee Report

May 3, 2011

The Committee will meet at the spring meeting in Alexandria to discuss the following:

- A) Committee replacements for 2011-2012 two members will be leaving
- B) Swag for members such pens or notepads and members certificates to be mailed upon joining.
- C) Picnic around August in Delaware since I think this would be about the midpoint for all the states involved. Or possibly having a picnic in each state.
- D) Working with caucus reps for possible University recruiting events.

Carolina Palacios

Nominations and Elections Committee Report
Mid-Atlantic Regional Archives Conference
May 2011

The document containing candidate biographical statements and Chair candidate responses was completed, reviewed and revised collectively by N&EC members and sent to MARAC Administrator Holly Kalbach on February 8. Kalbach posted the candidates biographical statements and Chair candidate responses on MARAC's Web site on February 11. On that same date, she sent an e-mail message to MARAC members announcing and explaining the details of the election. Kalbach created the electronic ballot, which was activated on March 1, and notified members that the ballot was live. She also mailed paper ballots to members who requested them.

On March 10, a member of the N&EC discovered that the on-line balloting was not secure—anyone who visited the MARAC Web site could vote and individuals could vote more than once if the on-line vote were made from another IP address. On March 15, one of the candidates independently discovered that the on-line balloting was not secure and indicated that he would withdraw his candidacy rather than participate in a tainted election. MARAC's Steering Committee, in concert with the Nominations & Elections Committee, determined that the on-line balloting was compromised and, on March 15, suspended the on-line election as originally constructed.

MARAC's Webmaster Matt Strauss and Arian Ravanbakhsh, Chair of the Electronic Resources Committee, experimented with various solutions to the problem and concluded it was necessary to re-issue the on-line ballot. This ballot would include added measures to ensure that only those eligible to vote could do so. The votes of members who received paper ballots were not affected, and ballots previously mailed remained valid. In order to carry out this plan, the period for voting was extended until the week of April 18. Although this exceeded the amount of time allowed for voting under the bylaws, Chair Danna Bell-Russel agreed to this extension to ensure that the final ballot would work and be secure. The time limit established by the bylaws will be addressed at the Business meeting at the Alexandria meeting.

Chair Bell-Russel notified the candidates for Chair and Vice Chair of the situation, and N&EC Chair notified all of the other candidates. Another message explaining the situation, signed by the Chair and Chair of N&EC, was sent to all members on March 23. On March 25, Holly Kalbach, on behalf of the N&EC Chair, sent a message informing members that the secure on-line balloting for the 2011 election was open and that the balloting would close on April 20. Administrator Kalbach sent paper ballots to the members that were not able to vote making use of the reconstituted electronic ballot. The number of paper ballots mailed was approximately 150-160. E-mail reminders to vote were sent to members on April 4 and 13. MARAC Webmaster Matt Strauss sent the results of the electronic balloting to the N&EC Chair on April 21; she, in turn, disseminated them to N&EC members. On April 25, MARAC Archivist and N&EC Chair counted the paper ballots postmarked no later than April 20 and tallied the

final results. 249 MARAC members voted by means of SurveyMonkey and 25 by paper ballots. Roughly 30% of the 897 members voted in the election. N&EC Chair reported the results to N&EC members, MARAC Secretary Laura Drake Davis, and MARAC Steering Committee. MARAC's Secretary Davis contacted the candidates who were elected. The N&EC Chair sent letters to the remaining candidates thanking them for their willingness to stand for election.

Tasks remaining to be completed include holding a final 2010-2011 N&EC meeting, formally announcing election results at the Alexandria Meeting, and updating the N&EC handbook.

Respectfully submitted
Beth Alvarez, Chair
April 29, 2011

3. Nominations and Elections

A. The Nominations and Elections Committee shall consist of ~~six (6)~~ members. ~~Two (2) shall be appointed by the MARAC Chair, preferably from members of the outgoing Steering Committee, and three (3) shall be elected by the~~ membership. The MARAC Webmaster shall serve as an ex-officio non-voting member of the committee. The Nominations and Elections ~~Chair shall be the~~ elected member who received the most votes.

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B. Nominations and Elections Committee members shall serve for one (1) year terms and may not succeed themselves. Terms shall begin at the conclusion of the meeting following their election.

C. The Nominations and Elections Committee shall be bound to nominate for an officer or member-at-large position a candidate named in a nominating petition signed by at least ten (10) percent of Conference members. The Nominations and Elections Committee shall solicit State Representative nominations from the state caucuses preceding the elections for State Representatives.

D. The Nominations and Elections Committee shall issue an official ballot in whatever form it deems appropriate at least sixty (60) days before the first meeting of the calendar year. Ballots shall include space for write-in candidates for each position. Ballots shall be submitted to the Nominations and Elections Committee no later than thirty (30) days after being issued.

E. 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 and tallies shall be destroyed following formal announcement of the results.

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F. A nominee receiving the highest number of votes for an office shall be elected to that office. In the event of a tie vote, the Nominations and Elections Committee shall issue a second ballot containing only the names of the tied nominees within fifteen (15) days of the first tally. These ballots shall be submitted to the Nominations and Elections Committee within fifteen (15) days.

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To: MARAC Steering Committee

From: David Rose; Chair, Outreach Committee

Re: Outreach Committee Report; Alexandria, Virginia; May 5, 2011

Respectfully submitted as attachments to this report are:

- MARAC Archives Month topic for 2011
- MARAC Outreach Blog Vision Statement

Issues for Steering:

- Discussion of coordination of our blog with Outreach and Electronic Resources Committee
- Discussion of development of MARAC “press package”

April 29, 2011 / David Rose / Mid-Atlantic Regional Archives Conference (MARAC)

Celebrating Advocacy for Archives

American Archives Month is intended to raise public awareness about the importance of historic documents and records. To celebrate Archives Month in the MARAC region, the Steering Committee designated the month of October for activities to raise awareness and to publicize the importance of archives. Although member states and institutions may promote their own themes, MARAC encourages all members and member institutions in 2011 to consider the role of archives in relation to advocacy.

We normally think of *advocacy* in the context of influencing policy, but advocacy has a more expansive and generous role in the world of archives. The archival profession is dedicated to ensuring the preservation and access to records by developing the tools to help people get connected to information, to find correct answers to questions, and to discover the past. In reality, archivists can be, and often are, advocates for fair and equitable access to data that are useful not only to decision-makers at every level but also to ordinary citizens.

In quietly assuming the role of advocacy, archivists uphold standards of utility – that documents and information held in both public and private repositories have a general usefulness that is protected by techniques of careful preservation. Specifically, archivists work to increase the visibility of historical records, to save records from destruction, and to prevent the closure of repositories with documents that have common and public value. In essence, as advocates for records and historical data, archivists preserve the future of history.

To promote access to information by nurturing archives and serving the public, archivists reinforce our inter-connectedness and common heritage. In doing so, archivists protect principles of democracy and freedom of information. Locally, archivists may rally a community to action when records are threatened by disasters, inspire supporters to help maintain records repositories and their funding, and facilitate the work of policy-makers with information that is important to public welfare. Archival advocates support, defend and preserve history. MARAC encourages you to consider the ways the archival profession and the role of advocacy shares common ground in order to promote the world of archives for Archives Month.

MARAC Outreach Blog: A Vision Statement

Originally created for Archives Month 2010, the Outreach Blog will showcase the diversity of archivists and archival issues in and for MARAC and serve as a platform for outreach to MARAC members and the communities we serve. The blog is intended to be engaging, educational, and wide-ranging. All MARAC members are encouraged to participate; they in turn may invite others to participate by making submissions relating to the world of archives.

The primary purpose of the blog is outreach: to show what we do as archivists, to present captivating stories, and to celebrate those who help to preserve history in any medium. A secondary purpose is advocacy: to present issues that matter to local communities, to speak up when archives are in jeopardy, and to present issues of advocacy for wide dissemination and clear understanding.

Examples of topics appropriate for posting on the MARAC Outreach Blog are:

- Personal testimonies about challenging reference questions
- Celebrating “archives heroes” – those who have made a difference in promoting archives and preserving collections
- Short informational articles about collections and archival issues
- Archives month events – plans, stories, and activities
- Archives users – stories about those who have been helped by archivists
- National History Day participants and events
- Advocacy issues and news
- Historical information brought to light via archives
- MARAC 40th anniversary plans and events for 2012
- Anything unique, unusual, or interesting to archivists and those in related fields in libraries, museums, academia, government, or historical societies

Management: The MARAC Outreach Blog will be managed and administered by the Electronic Resources Committee (ERC). Text, photos, and electronic documents will be submitted to ERC following approved guidelines (see below). The ERC will work closely with the Outreach Committee to review posts and ensure the blog remains consistent with the stated purpose. However, the MARAC Steering Committee reserves the right to expand the scope of the blog as appropriate to meet MARAC objectives.

Guidelines:

- Authors of blog posts should supply their affiliation(s) and complete contact data
- MARAC reserves the right to decline to post submittals or responses that are offensive or otherwise inappropriate
- It will be stated that blog submittals are not necessarily the view of MARAC and that MARAC does not endorse the views expressed in individual postings
- Additional technical guidelines will be provided by the ERC in the near future

Miscellaneous:

- The MARAC website will feature a link to the blog
- All Steering Committee members and Outreach Committee members are strongly encouraged to submit at least one blog submittal per year
- Steering Committee and Outreach Committee are also encouraged to invite those outside of MARAC to make submittals to the blog

April 27, 2011 / David Rose / Mid-Atlantic Regional Archives Conference (MARAC)

**Publications Committee Report
Steering Committee Meeting
Alexandria, VA
May 5, 2011**

Mid-Atlantic Archivist

The redesigned MAA, Vol. 40, No. 1 (Winter 2011) incorporating color, graphics and photographs, was issued on February 27. The deadline for the Summer Issue is May 15.

Technical Leaflets

Mary Mannix is working on Technical Leaflet #12 which is on conducting a reference interview. We are looking for an author to take over Technical Leaflet #7.

Publication Sales

January 26, 2011 to April 30, 2011

| Title | Conference | Other |
|---|------------|-------|
| Documentary Heritage | 0 | 0 |
| Constitutional Issues | 0 | 0 |
| Guidelines in Archives & Ms. | 0 | 0 |
| Technical Leaflet #1 (No longer for sale) | 0 | 0 |
| Technical Leaflet #2 (Computing the Cost) | 0 | 0 |
| Technical Leaflet #3 (Planning for Arch Prog) | 0 | 0 |
| Technical Leaflet #4 (Congressional Collections) | 0 | 0 |
| Technical Leaflet #5 (Exhibits) | 0 | 0 |
| Technical Leaflet #6 (Volunteers) | 0 | 0 |
| Technical Leaflet #7 (No longer for sale) | 0 | 0 |
| Technical Leaflet #8 (Archival Sampling) | 0 | 0 |
| Technical Leaflet #9 (Photograph Preservation) | 0 | 0 |
| Technical Leaflet #10 (Scientific Record-Keeping) | 0 | 0 |
| Technical Leaflet #11 (Architectural Records) | 0 | 0 |
| TOTAL | 0 | 0 |

Membership

Iren Snavelly (American Philosophical Society) has been appointed to the committee. Laura Drake Davis is stepping down as Technical Leaflet Editor. We thank her for her service to the committee.

Respectfully submitted,
Sharmila Bhatia
Chair, Publications Committee