

Steering Committee
Thursday, May 5, 2011
Alexandria, VA
MINUTES

Present: Beth Alvarez, Rebecca Collier, Danna Bell-Russel, Sharmila Bhatia, Lauren Brown, Yvonne Carignan, Heather Clewell, Laura Drake Davis, Ed Galloway, Jim Gerencser, Marianne Kasica, Jennie Knies, Brian Keough, Michelle Lavoie, Dan Linke, Mary Mannix, Jennifer McDaid, Valerie Metzler, Jeffrey Moy, Paige Newman, Liz Novara, Carolina Palacios, Arian Ravanbakhsh, David Rose, Dorthea Sartain, Patricia Scott, Jordan Steele, Charlotte Sturm,

I. Call to Order 6:35 pm.

Danna Bell-Russel called the meeting to order at 6:35 p.m.

A. Approval of Agenda

The agenda was approved. (motion: Bhatia, second:Alvarez)

II. Approval of Last Steering Committee Minutes

The Winter minutes were approved. (motion: Alvarez; second:Sturm)

III. Officers' Reports

A. Chair

1. Chair's Report

Report submitted.

Keough gave testimony to New York City Council on behalf of MARAC regarding public records. Bill has still not left committee.

2. Administrator's Report

Report submitted.

B. Vice Chair, including Meetings Coordinating Committee

Report submitted.

Last Alexandria meeting attendance: 397

Registration numbers for this meeting currently at 377

Theme for Cape May meeting: "Faith and Frolic on the Jersey Cape"

Looking into working with Helms Briscoe, a company that works with organizations on hotel contracts. The hotels pay Helms Briscoe, not the organization. We will look into how hotel rates are with them as opposed to doing it ourselves.

C. Secretary

No report.

D. Treasurer, including Finance Committee

Report submitted.
FY 2012 Budget: Approved
Budget for Bethlehem, PA meeting: Approved
Finance Committee poses question to Steering regarding investment strategy regarding pursuing a more aggressive investment strategy. Before MARAC would do anything, we would speak with a financial advisor. Vote taken for Finance Committee to explore this option, and was approved.

E. Archivist

Report submitted.

IV. Standing Committee New Business and Updates

A. Custer Award

Report Submitted.

B. Development

Report submitted.

C. Distinguished Service Award

Report submitted.

D. Education

Report submitted.

E. Electronic Resources

Report submitted.

F. Finding Aids

Report submitted.

G. Membership Development

Report submitted.

H. National Coalition for History

Report submitted.

I. Nominations and Elections

Report submitted.

J. Outreach

Report submitted.

2011 Archives Month Theme: Celebrating Advocacy in Archives

K. Publications

Report submitted.

VI. State Caucus New Business and Updates

A. Delaware

Report submitted.

B. District of Columbia

Report submitted.

C. Maryland

Report submitted.

D. New Jersey

Report submitted.

E. New York

Report submitted.

F. Pennsylvania

Report submitted.

G. Virginia

Report submitted.

H. West Virginia

Report submitted.

VII. Continuing Business

- A. Confirmation vote on increasing number of scholarships offered for Alexandria Meeting – Approved
- B. Confirmation vote on advocacy regarding DORIS transfer – Approved
- C. Outreach Committee Blog and Additional Outreach Activities
Expand blog originally conceived for Archives Month to Outreach in general. Working with Electronic Resources Committee. Discussion regarding scheduling, themes, and general content of blog entries occurred.
- D. Development Committee Fund Raising for 40 at 40
Forty scholarships over calendar year 2012. Workload for Education Committee is appropriate and possible. Increased publicity will be necessary to ensure adequate number of applicants. Formal proposal for next Steering Committee meeting is necessary.
- E. Anniversary Activities

Committee to Coordinate: Paige Newman (Chair), Jennifer McDaid, Valerie Metzler, and MARAC Archivist (ex-officio)

F. Operations Manual

Draft has been created. Committee members are over-extended. Most critical need now is editing, including the Nominations and Elections Handbook.

G. Strategic Plan

Vision Statement: Motion to accept revised vision statement – Approved

Core values: Yvonne Carignan and Dorthea Sartain will draft for Summer 2011 meeting including “promoting/sustaining records, etc.”

Points to include for goals for next 3-5 years:

- reaching out to small archives
- improve web site
- increase scholarship offerings or intellectual product

VII. New Business

A. Membership Committee Issues

Lots of responsibilities on caucus representatives: caucus meetings outside conferences have varying levels of success

Can offer other opportunities using technology such as online, which minimizes geographical obstacles.

B. Election Issues also Ad-Hoc Advisory Committee for Nominations and Elections

Motion to approve changes to Nominations and Elections. Approved.

C. Custer/Finch Award

Will address issues with book submissions for Custer Award at Summer meeting.

Finch Award: Motion from the Custer Committee to approve new language for award description. Approved.

D. Changes to Scholarship Criteria

Change to “live or work” in the region.

Motion from the Education Committee. Approved.

IX. Adjournment

Meeting was adjourned at 9:42pm (moved: Metzler; second: Knies)