

STEERING COMMITTEE

Friday, July 22, 2016

University of Baltimore Student Center, Room 301

Baltimore, MD

In Attendance: Danna Bell, Sarah Denison, Dyani Feige, Tammy Hoffman, Brian Keough, Lindsey Loeper, Mary Mannix, Kate Morris, Laura Poll, Katy Rawdon, Jason Speck, John Zarillo, and Jan Zastrow

Phone Attendees: Phone Attendees: Sara Borden, Rachel Grove Rohrbaugh, Laurie Sather, Danielle Emerling, Christine Anne George, Katie Hall, Rachel Donahue

I. Call to Order -The meeting was called to order at 10:05 am.

A. Introductions

B. Approval of Agenda – approved.

II. Approval of Steering Committee Minutes

A. Spring 2016 Minutes – **approved.**

III. Officers' Reports

A. Chair (Keough) – report submitted

- a. MARAC will have a table at SAA Annual Meeting, encourages everyone attending to volunteer and visit.
- b. This year is the 45th anniversary of MARAC. Will be thinking forward for the 50th; there was a lot of celebration at the Fall 2012 conference for the 40th anniversary.
 - i. Mannix has encouraged Local Arrangement Committees for the two meetings that year to plan events if they want to.
- c. Would like MARAC to consider reviewing its Strategic Plan. The current “Core Values” and “Vision Statement” do not contain anything about diversity and inclusion, but “Objectives” do state the organization is “dedicated to diversity.” The organization is already accomplishing a number of the goals outlined in the current plan.
 - i. Current Plan does not state what years it covers, but it was adopted in 2012 and would be pertinent to update after five years.
- d. Reminder that he is still the Chair; Novara’s position as Chair Elect is new. Novara is doing a great job getting to know operations of the Steering Committee.

- e. Administrator (Hoffman) – report submitted.
 - i. Membership is strong at 1097. The database has been cleaned for duplicate files so this number is accurate.
 - ii. Passes around upcoming conference flier, which will be handed out at SAA Annual Meeting.
 - iii. Expect to open conference registration for Annapolis the second week of August.

- B. Chair Elect (V. Novara) – report submitted.

- C. Meetings Coordinator (Mannix) – report submitted.
 - a. Laura Poll’s job affiliation was stated incorrectly in the report – should be Trenton Free Public Library.
 - b. Trying something new at the Newark meeting – Business Archives Forum on Thursday. Will be administered like a workshop, except through the Meetings Coordinating Committee. Emily Cottle has had a lot of interest among colleagues in the business world so far. Hoping to do a public library forum at the Frederick meeting.
 - c. Hershey contract has been signed.
 - d. Keough asks whether there is any concern in the next two conferences being late-fall and early-spring – there are only about five months between. Mannix does not foresee problems, no one has expressed concern.

- D. Secretary (Feige) – no report.

- E. Treasurer (Rawdon) – report submitted.
 - a. Working on compiling a calendar of tasks for the Treasurer position; hoping at some point to develop a full manual for the position that will be useful for the next transition.
 - b. Ended last year with a loss, largely due to an issue with the Pittsburgh hotel. Since the dues increase was passed, going forward MARAC should be in a good financial position.
 - c. Loeper points out that under “Disaster Assistance” there is no expense stated, but MARAC did provide funds to the Somerset County Historical Society. Rawdon will check on the exact expense and when it was recorded, and will make sure it’s corrected if incorrect. It may have been recorded on the previous budget.
 - d. Mannix points out that the Pittsburgh meeting still did not lose money. Rawdon confirms that it did profit around \$1,000.

IV. Advisory Positions

- A. MARAC Archivist (E. Novara) – report submitted.
 - a. Questions about value of saving conference presentations. Discussion of current procedures and their effectiveness. Liz Caringola now manages this on behalf of MARAC at UMD – a process has been in place, but no presentations were submitted

for the past year. Is the issue that presenters do not wish to submit their presentations, or don't know how?

- b. Rohrbaugh states that communicating about presentation submission requires a lot of work by the Program Committee. The MCC manual is being updated, including streamlined information on how to submit. Previously, Program Committee were actually responsible for getting all release forms signed; now they just provide names of speakers to UMD and UMD representatives contact speakers about release forms (which are now electronic). It is possible that fewer speakers participate because there is not a personal connection. Mannix also thinks even the minor delay between presentation and contact may have an impact. She will talk to UMD representatives about further streamlining the process, hope to have a good system in place by Annapolis. Keough notes that it might
- c. Zastrow suggests that the repository of past presentations should be promoted as a benefit of attending the conference; conference attendees could get a special password to access it. UMD does not even necessarily have to house them in perpetuity, many of the issues are time-sensitive. DRUM is an institutional repository, not an archive.
- d. George mentions that as a presenter she has hesitated submitting presentations to DRUM because there may be different copyright issues between delivering a presentation and having it saved in a repository. Is MARAC offering any training or guidance to presenters before they sign the forms?
- e. Zastrow asks if the presentation is not saved in perpetuity, is a form even necessary? Mannix thinks the forms are prudent, if the presentation is made available for any time.

B. MARAC Coordinator (Brown) – report submitted.

C. National Coalition of History (Zastrow) – report submitted.

- a. Congressional History Caucus is growing – up to 30 members. House Financial Services Appropriations Subcommittee proposed increases for NHPRC and NARA, which has not happened in years. Strongly urges MARAC members to contact their House Representatives to encourage them to join the Caucus. A sample letter is available if you need help.
- b. RAAC consortial membership
 - i. Zastrow has been working the RAAC chair, trying to get financial support up to \$4,000 by the end of the year for a two-year commitment trial membership. Since her report was written, another \$300 was contributed so RAAC is only \$750 shy. A few more groups still have to weigh in.
 - ii. She will be attending the RAAC symposium and annual meeting at the SAA Annual Meeting on behalf of John LeGloahec this year.
 - iii. Keough explains that MARAC has been discussing a seat on the NCH policy board for a few years, but it costs more than this organization alone is comfortable contributing. If other groups within RAAC can contribute up to \$4,000, we would have a consortial “seat at the table.” MARAC is the largest paying member among RAAC members, but we are not increasing the amount

we contribute. NCH is in Washington, DC so it's likely that someone from MARAC will attend their meeting on behalf of RAAC.

- iv. Zastrow mentions that Nancy Beaumont is the only archivist on the NCH board and she wants more archivists to participate.
 - c. The state of New Jersey is trying to make a division between records management and archives a permanent distinction in the legislature. She contacted the NCH Executive Director to see if that group will write a letter of support.
 - d. Encourages submitting projects to an NHPRC grant that deals with public engagement with historical records online. Projects such as engaging citizen archivists in crowdsourcing metadata for photos, developing educational programs for K-12, freshmen and undergraduate students to engage with historical records, etc. Contact Nancy Melley at NARA if anyone is interested.
- D. Web Team (Hoffman) – report submitted.
- a. Transition has taken place after new bylaws were implemented. Web pages have been brought down, updated, and replaced as needed. Team has developed a new, easier, way to present the list of MARAC members, using a Google spreadsheet. Committee chairs will be receiving emails to contact members and fill out Google forms so committee information can be updated.
 - b. Conducted website survey, and thankful to receive the response they got.
 - c. Software upgrade
 - i. Spent six months interviewing and talking to vendors. Discussed concerns and problems with MemberClicks representatives. Came away feeling that potential concerns will be addressed, and recommends moving forward with MemberClicks. They normally charge \$750 to update a website but since MARAC are longterm members we will only be charged \$495. Phase 1 – changing and updating front end. Plan to do this after November so as not to disrupt a meeting. Phase 2 – changing back end, and transitioning to new platform.
 - ii. Various Steering members thank Hoffman and Web Team for their effort – Hoffman acknowledges the hard work of the rest of the team.
 - iii. Logo change may be revisited after the transition.
 - iv. Vote to take the recommendations of the Web Team, and continue using Memberclicks – **approved**.
 - v. Keough suggests having a December to January transition, leading up to late January Steering Committee meeting. Steering could look at the new site together, even if it's just development pages. Suggests Web Team create time line with dates attached. Could unveil the new webpage at Newark.
 - vi. Someone from MemberClicks will be helping shift templates over to new platform.
- E. Regional Archival Association Consortium (LeGloahec) – report submitted.
- F. Task Force on Diversity and Inclusion (Loeper) – report submitted.
- a. Submitted work plan with due dates. Still on target to have final report at January 2017 meeting. At Annapolis, will have additional materials for Steering to review to

see the progress.

- b. Instead of just having a presentation at Business Meeting in Annapolis, hopes to run small focus groups where Committee can meet with people who have said they're interested in the work with diversity & inclusion, people who may have more feedback or more vested interest in the drafts they're putting together. Didn't get any feedback from business meeting in Pittsburgh, so this might be a more focused way to actually get feedback from people who are interested. Looking at small meeting spaces where we could meet with several people here and there, wouldn't be taking focus away from anything else going on at the same time. This could be listed in the program supplement, or could have people sign up in advance so the Committee knows how many to anticipate. Almost 20 people who completed survey indicated they wanted to discuss responses in further detail. Will try to get updates they're sending to Steering for November meeting compiled in blog post so people can read it in advance.
- c. Keough recommends also putting together short article for the *Mid-Atlantic Archivist* that will come out in advance of Annapolis.

V. Old Business

- A. Bylaws Transition Team (Bell) – report submitted.
 - a. Asking all State Caucus Representatives and committee chairs to go through their respective wiki pages, make any corrections or updates, and submit them to the Web Team. Bell will be monitoring and checking to make sure changes are made. Still hoping to do a few blog posts and article for *MAA* to let people know changes are taking place and MARAC is excited. Planning on transitioning committee out in Annapolis. Keough reminds everyone that the web address of the wiki is in his report under bylaws transition. Please send any edits to webmaster@marac.info. He thinks the transition went smoothly; Bell agrees, did not hear any major complaints.

VI. New Business

- A. Discussion of Administrator's job duties and description (Keough)
 - a. Since Keough became Chair, Hoffman has been given more work and has worked more hours than was originally discussed. Pittsburgh meeting was an example; in general she gets really overloaded at conference time. Paying so much overtime gets expensive. Instead of spending this money on overtime, could MARAC hire a conference assistant? Would just need to pay them for the two weeks preceding and following the meetings. It would probably be spending more money, but spending it more efficiently.
 - b. Mannix seeks clarification on what exactly the time period for the hire would be, and whether in reality it would reduce Hoffman's work. She has been trying to encourage Meetings Coordinating Committee to not rely on Hoffman so much.
 - c. Rawdon has concerns about getting such a temporary hire up to speed in such a brief period of time. Thinks it is also about setting boundaries for Hoffman and the Administrator position, empowering her to say "no."
 - d. Keough thinks that the way hiring currently is in the archives profession, MARAC could attract a new, young professional, and could offer Hoffman a retention bonus.

- e. Zastrow states that event planning and coordination is a huge asset to any position. Could see it as an internship or mid-termship. Could imagine people vying for the opportunity if it's someone coming from within the MARAC ranks.
- f. Bell mentions that LeGloahec served as a backup to the SAA meetings planner, helping with set-up, etc., before they hired a professional meetings planner; he might have suggestions. Should designate someone from Local Arrangements or Program Committee that will feel comfortable stepping in and urging Hoffman to take breaks. Mannix says Local Arrangements leads should step in.
- g. Zastrow suggests that someone could get a waiver to attend the meeting for free if they commit to working at the desk. Mannix suggests giving that person a comped staff room at the hotel.
- h. Keough will discuss with Gerencser and Rawdon, draft up job description, consider what MARAC might pay this person.
- i. Speck states that writing a good job description is key, to delineate who does what – for the Administrator, this potential new position, everyone else at MARAC. The more we can articulate what needs to be done, we can try to stop questions from even going to Hoffman when not necessary. Should try to get someone internal to help with the Annapolis meeting.

VII. Standing Committees

- A. Awards (Cuervo) – no report.
 - a. Keough has not heard from Cuervo, and wants to confirm that she still wants to serve. He will follow up with her next week.
 - b. Hoffman was in touch with Cuervo; her service began July 1 and she didn't realize there were responsibilities dating back prior to that. Hoffman will touch base again.
 - c. There have been calls for submissions for Finch and Custer Awards. Distinguished Service Award usually comes out toward December. Travel awards will start to be advertised as conference gets closer. Announcements are coming out from individual committee chairs – those chairs have been doing a great job of staying in touch, getting info out.
 - d. Keough mentions that the Chair of each individual award committee should be in touch with Cuervo.
- B. Communications (Citak, Scott) – report submitted.
- C. Education (Sather) – report submitted.
 - a. Will be presenting at the SAA Meeting about the Mapping the Landscape Project.
- D. Membership (Borden) – report submitted.
- E. Nominations and Elections (Hall) – report submitted.
 - a. Will need to hold a special election to get another member of the Finding Aids Committee. Web Team will put together a SurveyMonkey ballot whenever Nominations & Elections Committee is ready.

Break – 11:21 am.

Reconvened – 12:02 pm.

VIII. State Caucus New Business and Updates

- A. Delaware (Denison) – report submitted.
 - a. Members in Delaware don't seem interested in doing anything as a Caucus right now, asks for suggestions. People might not want to travel outside of their immediate area. Has tried both soliciting interest and suggestions, and scheduling events that ended up being poorly attended. Recognizes it's a small Caucus, but still wants to find new ways to engage. There is a Facebook page, but it needs to be updated and more active.
 - b. Rohrbaugh is planning on trying to plan events that are centralized in different regions of PA, hit new areas of the state. Maybe DE could meet once a year in particular different counties? It's also an option to keep the communication more active online.
 - c. Keough suggests events with free food.
 - d. Zastrow suggests having a virtual happy hour so people in different areas of the state can eat and drink in their respective regions and then teleconference.
 - e. Poll holds meetings in various different counties throughout NJ, trying to branch out into other areas where they don't have much direct contact with members. Also suggests holding an event during DE's state-sponsored Archives Month.
 - f. Mannix suggests doing collaborative events with different Caucuses in bordering states.

- B. District of Columbia (Donahue) – report submitted.
 - a. Will be having bi-monthly happy hours. Members from other Caucuses are welcome to attend as well. Next one will be in September.
 - b. Trying to work on planning for the DC Archives Fair. Not certain whether it will actually happen, but a great venue is lined up and they are hopeful. Might hold an associated event just for MARAC members. Keough mentions that MARAC has had a table at past DC Archives Fairs, and will want to pursue that again if the Fair does occur.
 - c. Established a Slack team (a free group text platform) for the Caucus, with different boards for different purposes within the Caucus. a free group text platform. – trying to do planning for that. Up in the air whether it's definitely going to happen, but they have a great venue and are hoping to make it happen. Might put on an event just for MARAC members.

- C. Maryland (Speck) – report submitted.
 - a. DC Archives Fair was previously very NARA-centric, but organizers want to open it up to a wider audience this year. But not sure if enough preparation has been underway for the Fair to actually happen.
 - b. Has planned some MD events for the future, committed to doing things in different parts of the state, will start scheduling some happy hours. Likes the idea of coordinating with DC and VA Caucuses.

- c. Working with UMD iSchool to try to talk to Introduction to Archives students about MARAC early in the fall, encourage them to sign up for student membership.
 - d. Zastrow suggests that DC, MD, and VA Caucus Chairs should invite each other to events. At MARAC Conferences, could have state challenges where members from each state would compete against each other in some sort of game.
 - e. Loeper suggests that at Annapolis meeting, MD Caucus members could wear a different colored ribbon so that other attendees would know who to approach with local questions.
- D. New Jersey (Poll) – report submitted.
- a. Legislature has just reintroduced Bill S-1784 to permanently separate division of archives and records management into different departments. This was originally a temporary split in 2012, renewed in 2014. She will send out more information on the details. Unlikely that it will go through this year, but likely will not die. Poll urges MARAC members to keep expressing disagreement to Senator Bucco; she sits on the Advisory Board of Advocates for New Jersey. Asks Keough to write a letter on behalf of MARAC.
 - b. Keough recommends alerting RAAC as well. Zastrow will bring this up at their annual meeting. One goal of RAAC is to get streamlined support through SAA. George states that the SAA Issues & Advocacy Roundtable is aware, and intends on taking action. Kathleen Roe is working on the Advocacy Action Forum at SAA. Thinks CoSA has been approached too. Poll will make sure to distribute position paper to them. The League of Historical Societies of NJ and Genealogical Society of NJ have both backed position paper opposing the bill, but she is concerned there may not be enough lead time before the vote for advocacy to make a major impact.
- E. New York (Zarrillo) – report submitted.
- a. Trying to enhance Facebook group.
 - b. He will try to coordinate events around the Newark and Buffalo meetings.
 - c. Keough suggests that Zarrillo try to find someone else in different parts of the state to host events so that Zarrillo doesn't have to travel everywhere from NYC.
- F. Pennsylvania (Grove-Rohrbaugh) – report submitted.
- a. Interested in collaborating with other bordering states. Thinking about various events in different parts of the state that might draw members from other states as well.
 - b. Keough reminds that the real point of the Caucus is to have a foundation for advocacy issues, to get people to know each other.
- G. Virginia (Morris) – report submitted.
- a. Just had a really successful Caucus meeting in Richmond, 29 people came.
 - b. Now starting to plan for Archives Month in October. Have gotten image submissions from people all over the state, asking people to reuse images to have fun with them, post them on social media with funny hashtags. Working on arranging guidelines for contest.
 - c. Members around Richmond meet on their own through GRAB – Greater Richmond Archives Bunch. Trying to set up something similar around Shenandoah Valley.

- H. West Virginia (Emerling) – report submitted.
 - a. Knows of at least three repositories that were flooded in the devastating floods in southern part of the state. They are working through how to save their materials; she is making them aware of MARAC’s disaster relief fund. They are very small institutions, run by volunteers who may have had their homes impacted as well, so she is trying to help as much as she can by doing research for them. Just sent in a Clay County application this morning. Keough confirms that we will not have to wait until the next Steering Committee meeting to move forward with funding; Steering members can vote over email.
 - b. Caucus is for the first time organizing events for WV Archives Month in October. Have a Facebook page. Trying to set a low bar for participating to make it really easy for people to get involved.

- I. General State Caucus Discussion
 - a. Hoffman mentions that in the new version of the new website template, there is a way Caucus Representatives can have administrative access to their own pages – could include social media feed, etc.
 - b. A new member asked Denison about a MARAC presence on LinkedIn; Keough will look into it, reach out to Communications Committee.
 - c. Zastrow suggests it might be nice for Caucus Representatives to get together and talk to each other at conferences.

IX. Other Announcements – none.

X. Adjournment – meeting adjourned at 12:50 pm.