

STEERING COMMITTEE

Friday, July 31, 2015

University of Baltimore Student Center, Room 301

Baltimore, MD

In Attendance: Lauren Brown, Andrew Cassidy-Amstutz, Ken Cleary, Emily Cottle, Nat DeBruin, Dawn Fairchild, Dyani Feige, Jim Gerenscer, Tammy Hoffman, Brian Keough, Margaret T. Kidd, John LeGloahec, Lindsey Loeper, Valerie Anne Lutz, Lisa Mangiafico, Mary Mannix, Vincent Novara, Laura Poll, Laurie Rizzo, and Jan Zastrow..

Remote Attendance: Sara Borden, Christine Anne George, Tammy Hamilton, Michael Martin, Arian Ravanbakhsh, Charlotte Sturm

I. Call to Order -The meeting was called to order at 10:03 am.

A. Introductions

B. Approval of Agenda – approved

II. Approval of Steering Committee Minutes

A. Spring 2015 Minutes

a. Noted there was one typo: “Approval of Summer 2014 Steerint Minutes” should read “Fall 2014 Minutes” – approved with note of revision.

III. Officers’ Reports

A. Chair (Keough) – report submitted

a. Discussions regarding NHPRC funding seems to have temporarily died down, but MARAC will stay abreast of the situation. RAAC is in the process of developing a workflow and procedures for local and regional organizations to respond to these types of lobbying or advocacy issues; this will be discussed at the SAA meeting.

b. Administrator (Hoffman) – report submitted.

i. Will be sending out information on putting together a Google calendar for MARAC and Steering scheduling issues.

ii. Discussion of MemberClicks update: MemberClicks is changing platforms. MARAC presently uses “MemberClicks Classic,” which will cease to be supported. It will cost about \$30 more a month to upgrade. It would make sense to implement website and platform changes when the rebranding efforts are underway; at that time, she would like assistance with testing and approvals, specifically individuals with html experience and database experience. Chair suggests that Matt Strauss and Arian Ravanbakhsh be added to logo taskforce, and can assist with MemberClicks testing and rollout accordingly.

- iii. Cottle – update on logo taskforce, which had a conference call a few months ago. Looking into what it would actually cost to hire a designer, and have chosen three designers to follow up with – 99 Design, Dickinson College Print Center, and Jessica Tandy. Working to create a design brief to give direction to the designers. Chair will coordinate with Liz Scott to move this taskforce forward. Hoffman and Strauss will be added to the discussion.
- B. Vice Chair (Mannix) – report submitted.
- a. Slight loss for Boston.
 - b. Roanoke room block is almost full.
 - c. Ready to sign contract for Newark.
 - d. Brown pointed out that outgoing officers (John LeGloahec and Jennifer McDaid) should receive service awards as well as those listed in Mannix’s report. Proposal to award service awards to everyone in the report in addition to the two added – approved by majority, one abstention.
- C. Secretary (Feige) – no report.
- D. Treasurer (LeGloahec/Gerenscer) – report submitted.
- a. LeGloahec, serving as Interim Treasurer upon McDaid’s resignation, was tasked with looking at the previously fiscal year’s quarterly reports to create the 2016 budget. 2016 budget is down somewhat from 2015.
 - b. Clarification of allocations for various committees.
 - c. Clarification of disaster relief fund – there is no line item, as it’s not budgeted. It is represented with a line item in the quarterly reports.
 - d. Chair will send out an email and write a blog post explaining Treasurer transition – LeGloahec served for 60 days, and Gerenscer will serve until the next election.
 - e. Proposal from Finance Committee and Treasurer to approve FY 2016 budget – approved.
 - f. Gerenscer will continue to tweak quarterly reports that were reconstructed for previous fiscal year; statements may be slightly amended in the future, but do reflect how the money was expended. Will also try to have final budgets from Baltimore and Boston for the Fall meeting.
 - g. Roanoke registration will go live next week, and MARAC is already above budget on vendors.
 - h. At the end of the last fiscal year, overall MARAC showed a \$16,000 general loss and a \$2,500 increase in restricted funds. Mangiafico inquired as to whether MARAC anticipates another year of loss. Discussion of potentially needing to increase income – dues increases or charging more at meetings. Some contributing factors to loss include higher food prices in hotels and some loss of membership.
 - i. Four quarterly reports submitted to Steering for approval – approved, with the understanding that they may be revised before the Fall meeting.

IV. Advisory Positions

- A. Archivist (Brown) – report submitted.
 - a. As of July 1, Brown is now MARAC Archives Coordinator only, Liz Novara is MARAC Archivist. Brown was previously in both roles. Read section of bylaws that pertains to these position descriptions to clarify.
 - b. Request to table decision on changing the Archives Coordinator's role in the Distinguished Service Award and Electronic Resources Committees. Language on the website about these committees should be revised to state that ex-officio representative is Archives Coordinator, not Archivist.
 - c. Discussion of how transitioning Chair files are handled – traditionally, outgoing Chair gives his/her files to new Chair. LeGloahec transferred electronic files to Keough, and will transfer to Novara as well.

- B. National Coalition of History (Zastrow) – report submitted.
 - a. Discussion of NHPRC legislation issue. The legislation to eliminate NHPRC has been pulled, but may still be discussed when Congress reconvenes in the fall. More information is on Committee website at oversight.house.gov. Zastrow emphasizes that writing letters really does make a difference, urges MARAC to contact their Members of the House of Representatives and ask them to join the Congressional History Caucus.

- C. Parliamentarian – no report.
 - a. Chair thanks Dawn Fairchild for her service as Parliamentarian. MARAC still needs to identify a new Parliamentarian; if anyone has recommendations, contact him.

- D. Webmaster (Strauss) – no report.
 - a. Chair suggests that Steering should discuss whether the Administrator should spend so much time updating the website when there is a Webmaster in place. May consider reallocation of workflow going forward.

- E. Regional Archival Association Consortium (LeGloahec) – no report.
 - a. Keough is also serving on RAAC as the Capital Area Archivists representative, so LeGloahec will continue to serve RAAC on behalf of MARAC as Past Chair.
 - b. RAAC has been busy – largely focused on the NHPRC issues, trying to ensure that the most severe legislation does not proceed.
 - c. LeGloahec serves on the Advocacy Sub-committee, exploring ways to raise the profile of RAAC and make it successful. RAAC will meet at the SAA conference in Cleveland; that meeting is open to all attendees.
 - d. Chair points out that the present meeting is the first in which RAAC is on the agenda as an advisory position. LeGloahec urges MARAC to continue to be actively involved in a heightened role to RAAC, as one of the larger regional associations.
 - e. Mangiafico notes that RAAC and SAA are going to be pursuing a memorandum of understanding. SAA supports RAAC by providing infrastructure assistance. There is a desire to have formalized procedures to help in advocacy efforts. The current

SAA liaison to RAAC is rotating off SAA Council; will be replaced by Kris Kiesling, who will be a resource to MARAC if needed.

V. Old Business

- A. Ad-hoc Committee for the Revision of MARAC's Governing Documents (Mangiafico) – report submitted.
- a. Lunch meeting in Boston was very productive, with the most extensive discussion focusing on dealing with position vacancies and Chair's ability to make interim appointments in cases where a vacancy will be filled by an election. LeGloahec points out that Treasurer vacancy was handled per the current bylaws.
 - b. A third draft of the proposed revision was included in the report, but since it was uploaded, Committee devised streamlined language in the section on filling vacancies in committees – Section 8.9 will now read similarly to officer vacancy point in Section 4.8. Mangiafico reads edited language.
 - c. Clarification that the individual temporarily appointed to a position would indeed be eligible to be a candidate in the upcoming election.
 - d. There is time set aside in Roanoke to discuss this draft.
 - e. Clarification of standing committee issue – standing committees can be created as a resolution vote by MARAC body. Ad hoc, operational committees can be formed at any time to fill a specific purpose, and only require a vote by Steering. Codified in Section 8.7. Resolutions will be brought forward to a vote next Spring as to which standing committees will go forward; this will need to be discussed at the Winter Steering meeting. To de-list established standing committees would also require a resolution of the body.
 - f. LeGloahec explains that there will be a new ad hoc committee on the transitions formed if the revisions go forward.
 - g. An afternoon meeting in Roanoke will be the last chance for discussion, and the Roanoke business meeting will be the last opportunity to propose changes. Whatever comes out of that business meeting will be sent to members within 15 days for a ballot vote. The majority of the votes cast will be binding. Hoffman states that there have still been problems with electronic ballots reaching members' spam boxes, so that will need to be addressed.
 - h. The draft submitted to the present meeting, with the change to be made to 8.9, will go out to membership for review on or before September 1.
 - i. Mangiafico thinks it would be appropriate if Steering approved a motion to pass the current draft, in order to endorse it to the members. Steering needs to speak with one voice. Proposal that the current draft be adopted and endorsed by Steering as a whole – approved.
 - j. Mangiafico gives thanks and recognition to Andrew Cassidy-Amstutz, Jim Gerenscer, Dawn Fairchild, David D'Onofrio, and Amy Schindler for their work on the committee.

- B. Ad Hoc Disaster Relief Committee – report submitted.
 - a. Cleary submitted report, but no one was ever formally appointed as Chair of this committee.
 - b. There was no unanimous consensus on singular recommendation. The revised request does not fit with a strict interpretation of what the grant covers. How flexible does MARAC want to be in interpreting what the grant can be used for? If Somerset County Historical Society (SCHS) is awarded money, is it the full amount or limited in some way? Should it be explicit in the grant guidelines that timing is flexible? Flexibility would definitely benefit smaller institutions.
 - c. Chair appoints Cleary as the Chair of this committee.
 - d. Hamilton was on the ad hoc committee that drafted the grant language, and previously awarded grants. The committee she was on would not have approved this grant as submitted. The spirit of the grant was not to replace items but to repair.
 - e. Discussion of whether books qualify as archival material.
 - f. Discussion of difference between response and recovery. The fund guidelines may be interpreted to state that it supports response and not long-term recovery.
 - g. LeGloahec offers proposal to reject the grant, but make a donation of \$500 to SCHS's disaster recovery on behalf of MARAC – approved.
 - h. Poll offers amendment to raise the donation to \$750 – approved by a majority, with two opposed and two abstentions.
 - i. Chair will send a letter, stating why MARAC has rejected the proposal but will give a donation. Will ask them to report back on their use of the donation as a courtesy. Proposes that the ad hoc committee of Cleary, Chenault, and George explore the language of the grant. Proposes that members at large are automatically placed on this committee so that it is a permanent, operational committee, not ad hoc.

VI. New Business

- A. Task Force on Diversity and Inclusion (Keough)
 - a. Chair is in the process of establishing this task force, still seeking members. Rizzo suggests that the other members of this task force committee represent one or more of the diversities mentioned. Chair states that is the goal; if anyone has suggestions for members, let Lindsey Loeper know.
 - b. MARAC is hoping to exhibit more of a commitment in our outreach that we promote these ideas and issues, possibly have sessions at conferences that approach these issues, diversifying profession and how we can do that as an organization, possibly diversity roundtable. As of now, MARAC has nothing formalized in our institution that says we're committed to diversity, so Chair thinks that needs to be formalized.
 - c. Other groups do more to address this – NEA has a Diversity Coordinator as part of its steering committee, SAA does some things operationally at large events to be inclusive.
 - d. Data elements on aspects of diversity could potentially be gathered at the point of membership enrollment or renewal.

- e. Loeper explains that the task force will need to talk to MARAC membership to determine just what members expect and want.
- f. Gerenscer points out that there is language in MARAC's current strategic plan to address diversity issues.
- g. LeGloahec suggests that the task force could develop an anonymous survey to capture data about MARAC's present diversity.
- h. Discussion of who should actually serve on the task force. Loeper states that the goal is to assemble the task force within the next month or so, and hope to have an in-person meeting in Roanoke. There are a range of ways of defining "diversity," and much of what this task force does will depend on MARAC members' needs and interests.
- i. Chair will send a message out to the membership, and write a blog post, about the development of this task force.

Break – 12:06 pm.

Reconvened – 12:37 pm.

VII. Standing Committee New Business and Updates

- A. Custer Award (Hamilton) – report submitted.
 - a. Today is the last day accepting submissions; there have been 9 so far. First set of reviews will begin next week.
- B. Development (Primer) – no report
 - a. Chair explains that this committee is in a holding pattern until bylaw revisions are passed. In the future, there will be a Development Coordinator; Chair is currently pursuing appointing someone to that position.
- C. Distinguished Service Award (LeGloahec) – report submitted
 - a. Group will begin work within the next few months.
- D. Education (Rizzo) – report submitted.
 - a. Rizzo is representing MARAC in the Mapping the Landscape project. Have gotten 3 proposals for consultants, committee has chosen one to recommend to advisory board, sent the recommendation forward.
- E. Electronic Resources (Ravanbakhsh) – report submitted.
- F. Finding Aids (Callahan) – no report.
- G. Membership Development (Borden) – report submitted
 - a. Borden, Hoffman, and Mannix have been pursuing Meeting Navigators for future

meetings. Mannix encourages all Steering members to be Navigators, encourages all committee chairs and caucus representatives to forward the Navigator call to their constituents.

H. Nominations and Elections (Sturm) – report submitted

I. Outreach (Scott) – report submitted

- a. Reminder of blog post schedule. Some assigned to post have missed months; implementing a calendar will help. Kidd reminds that there is information on the blog about how to submit information.

J. Publications (Citak) – no report

VIII. State Caucus New Business and Updates

A. Delaware (Cottle) – report submitted

B. District of Columbia (Cassidy-Amstutz) – report submitted

C. Maryland (Novara) – report submitted

D. New Jersey (Poll) – report submitted

- a. Motion to authorize Jacqueline Hahn to close New Jersey Caucus account with Wells Fargo – approved.
- b. The \$75 that remained in the account will be used for future workshops, as it was initially from a grant received for that purpose.

E. New York (Martin) – report submitted

F. Pennsylvania (Lutz) – report submitted

G. Virginia (Kidd) – report submitted

- a. State Caucus meeting was actually held on April 24, not July 24. Chair polled other caucuses on whether they meet throughout the year. Most do, some states try to move meetings throughout the state.

H. West Virginia (DeBruin) – report submitted

IX. Adjournment – The meeting was adjourned at 12:55.