

## **STEERING COMMITTEE**

**Friday, January 23, 2015**

**University of Baltimore Angelos Law Center**

**Baltimore, MD**

In Attendance: Lauren Brown, Andrew Cassidy-Amstutz, Emily Cottle, Nat DeBruin, David D'Onofrio, Dawn Fairchild, Dyani Feige, Rebecca Goldman, Tammy Hoffman, Brian Keough, Margaret T. Kidd, Susan M. Kline, John LeGloahec, Mary Mannix, Jennifer McDaid, Vincent Novara, Laura Poll, Rachel Grove Rohrbaugh, and Jan Zastrow

Remote Attendance: Ed Galloway, Valerie Anne Lutz, Lisa Mangiafico, Michael Martin, Susan McElrath, and Arian Ravanbakhsh

- I. Call to Order -The meeting was called to order at 10:07 am.
  - A. Introductions
  
  - B. Approval of Agenda – approved
  
- II. Approval of Steering Committee Minutes
  - A. Fall 2014 Minutes – approved
  
- III. Officers' Reports
  - A. Chair (LeGloahec) – report submitted.
    - a. Administrator (Hoffman) – report submitted.
      - i. There are now 81 registrations for Boston.
  
  - B. Vice Chair, including Meetings Coordinating Committee (Mannix) – report submitted
    - a. Boston Spring 2015 Meeting: She has signed Memorandum of Agreement, has not gotten it back from NEA. Danna Bell will be the Plenary speaker.
    - b. Pittsburgh Spring 2016 Meeting: Date is confirmed.
    - c. Annapolis Meeting: Amanda Koss May and Susan McElrath will be Program Co-chairs, Arian Ravanbakhsh will be Local Arrangements Co-chair.
    - d. Discussed planning a conference that would be very different in model. This was suggested to the NJ Caucus; decided this will not be adopted for the Newark Meeting.
    - e. Nominated individuals for service awards: all unanimously approved.
  
  - C. Secretary (Feige) – no report.

- D. Treasurer, including Finance Committee (McDaid) – no report, report to come.
  - a. MARAC profited at the Baltimore Fall meeting.
  - b. Membership is stable – 1,049 dues-paying members.
  - c. There are 12 vendors and 7 sponsorships on board for Boston.
  - d. Finances and income sources are healthy. Taxes have been filed.

#### IV. Advisory Positions

- A. Archivist (Brown) – report submitted
  - a. Bylaws will migrate into the Operating Manual if approved
  
- B. National Coalition for History (Zastrow) – report submitted.
  - a. NCH has a new marketing brochure out, and will be launching a new website in March.
  - b. A major donor has cut its contribution, so now the organization has a shortfall. Zastrow requests MARAC increase its contribution from \$1500 to \$3000, which would give MARAC a permanent seat on the board. NCH is just requesting a one-time increase, but she suggests permanently raising contribution. Strongly advocates for the value of NCH. Discussion follows; Steering approves a one-time \$500 increase in MARAC’s donation, as well as the plan to revisit the ongoing contribution amount in the next budget cycle.
  
- C. Parliamentarian (Fairchild) – no report.
  
- D. Webmaster (Strauss) – no report.

#### V. Old Business

- A. Task Force on MARAC Meeting Model (Kline) – report submitted.
  - a. Concern was expressed with encouraging LACs to experiment with new meeting model frameworks. If the LACs don’t want to, how will we enforce it? Discussion that this would need to be considered several years out, with a LAC and PC that are enthusiastic.
  - b. Question as to whether the committee investigated repeat Meeting attendees. How much is it serving the membership that we move around throughout the region? Administrator can try to determine this.
  - c. Recommendation 1 – Clarification that the call for session proposals will be mandated. Approved by Steering. Clarification that this might not be relevant for the symposia or different models, just the official conference itself.
  - d. Recommendation 2 – Some concern that no one will sign up for “pop up” sessions; concern that as stated, this is too prescriptive for LAC and PCs. Steering agrees this should be withdrawn, revised, and revisited later.
  - e. Recommendation 3 – Clarifies that this allows for the opportunity of this happening,

does not mandate it. Steering agrees this is also withdrawn, to be explored and defined further and then revisited.

- f. Recommendation 4 – Discussion of how much time actually goes into designing printed program. Reserving a session block for pop-up sessions and/or latecomers allows things to be added at the last minute, as does updating GuideBook throughout the Meeting. For the Boston meeting, the only print copies will be distributed at the Meeting. Online version can be changed until the last minute. Print program can serve as promotional, and meets diverse membership needs. This recommendation approved by Steering.
  - g. Recommendation 5 – Chair and Vice Chair state MARAC is already doing this. Approved by Steering.
  - h. Recommendation 6 – Discussion of whether this could be offered as a co-op opportunity to students to attend at a reduced price. Steering supported offering a coupon for future conference attendance in return for completing the service project. This recommendation as written approved by Steering.
  - i. Recommendation 7 – Clarification that it's not just rideshare, it's roomshare too, but there was specific interest stated in increasing awareness of rideshare so that would be highlighted. Recommendation amended to include "roomshare" in the language. Additional logistics will need to be examined by individual LACs. Approved by Steering.
  - j. Recommendation 8 – Vice Chair will update it. Approved by Steering.
- B. Ad Hoc Committee on MARAC Bylaws Revision (Mangiafico) – report submitted.
- a. Recommendation to change language back to "Chair." This was the predominant piece of feedback from members, in the survey and the Town Hall Meeting. Approved by Steering.
  - b. Recommendation that Meetings Coordinator is an elected official. This would increase number of officers from 4 to 5. Chair agrees that this is a large responsibility, and the individual should be elected. Some concern expressed that a three-year term is an extensive commitment; general consensus that it is appropriate. Recommendation to create new officer, for a three-year term – approved by Steering.
  - c. In this draft, decision was made to only list committees that have elected chairs or members (standing committees). The status of committees are not changing. Committees without elected chairs/members are special committees. Parliamentarian points out that this is also tied to a switch in the parliamentary authority; other Standing Committees could be established outside the bylaws if Roberts is adopted. Recommendation to "hard code" the language defining standing committees as containing elected chairs and/or members – approved by Steering.
  - d. Structure of new Awards Committee as initially proposed has not changed in this draft. All present award committees and any future awards committees that might be created will fall under this committee. Custer Committee has expressed concern

that its voice is being taken away and that this decision will restrict leadership development. Committee chairs are not required to attend off-conference Steering meetings, though they are welcome to if they have business to discuss, and in practice award committee members may not frequently attend. Chair states he thinks it is logical to have one elected Awards Committee Chair, one voice for all the committees dispersing money. In the present arrangement, Immediate Past Chair (IPC) is both the Chair of the Awards Committee and a member of the Distinguished Service Award (DSA) Committee. There is support for IPC maintaining chairmanship of DSA, based on larger perspective of the membership. Custer Senior Co-Chair previously suggested that the IPC maintain chairmanship of the DSA Committee, and Awards Committee Chair could be elected by sub-committees or the membership. Recommendation to alter structure of Awards Committee so that membership elects the Awards Committee Chair for a three-year term, and will not have a vote in any awards sub-committees – approved by Steering.

- e. Breaking out various components of Awards appeared “bloated,” and there is concern about “hard coding.” Recommendation that 8.3.a, b, c, d should be dropped from bylaws and added to procedural documents – approved by Steering.
- f. Discussion of term lengths of Chair and Chair Elect. Concern that serving four years as Chair Elect and then Chair and then two years as DSA Chair would be onerous, difficult to find interested candidates. Need to balance giving more people the opportunity to get involved with serving for a long enough time to effectively get into the position. Steering recommends that the Ad Hoc Committee try to find some alternate option other than one year Chair Elect, one year Chair, one year DSA Chair or two years in each position. Chair suggests that there seems to be general consensus that Chair should serve for two years, but term lengths for Chair Elect and DSA Chair are unresolved.
- g. Ad Hoc Committee will be meeting within the next two weeks. Mangiafico requests comments emailed to her by Jan. 28.
- h. Chair urges Caucus chairs inform members that there will be a lunchtime discussion at the Boston meeting – this will be the next opportunity for members to voice concerns and comments about bylaw changes before final draft is presented to membership in Roanoke, followed by vote. May have a Town Hall in Roanoke. Final vote will be within 30 days of the Roanoke meeting.

C. Digital Preservation Workshops (Northern Illinois University)

- a. MARAC wrote a letter of support for NIU to support these workshops. It was approved by NEH; MARAC members will have the opportunity to attend once they’re scheduled.

D. Local History Collections Workshop & Conference Award – report submitted.

- a. The award was originally a travel award, but changed to workshop and conference

attendance award. The seed money will come from the \$2,000 not being used for MAI. Further funds will come from the overall scholarship budget. Discussion as to how eligibility would be determined; applicants will have to make their case in the application to demonstrate financial need. It can be both for under-funded institutions or individuals. Poll will define application criteria and award can be piloted in Roanoke.

12:40 – break for lunch.

1:11 – reconvened.

## VI. New Business

### A. Change in Vendor Table Rates for Conferences

- a. Smaller non-profits have sometimes gotten reduced rates in the past, but it has never been formalized. MARAC is considering raising standard vendor rates. Reduced rates can be addressed on a case-by-case basis. Liz Scott will elaborate proposal and bring it back to Steering.

### B. MARAC Dropbox Maintenance

- a. Decided everything can be deleted from Dropbox that is older than one year; everything is available on the website and with physical copies in the MARAC Archives.
- b. Chair recommends Treasurer creates a MARAC Treasurer Dropbox folder as a backup to her files.

## VII. Standing Committee New Business and Updates

### A. Custer Award (Shepard) – report submitted

### B. Development (Primer) – no report

### C. Distinguished Service Award (Galloway) – report submitted

- a. Nominations close January 26.

### D. Education (Keough) – report submitted

- a. Reminds Caucus Chairs the Committee is always looking for more sites.

### E. Electronic Resources (Ravanbakhsh) – report submitted

- a. Will investigate trying to negotiate some compromise between standard offered packages with GuideBook.

### F. Finding Aids (Heberlein) – no report.

### G. Membership Development (Rohrbaugh) – report submitted

- a. Logo survey just closed Jan. 14.
- b. There won't be a new member event at the Boston meeting – the meeting at 8 a.m. on Friday will be a call to action. All committee members, officers, etc. should come prepared to answer questions.

### H. Nominations and Elections (McElrath) – report submitted

- a. 301 members have voted online already.
- I. Outreach (Scott/Abbey) – report submitted
- J. Publications (Bhatia) – no report.

VIII. State Caucus New Business and Updates

- A. Delaware (Cottle) – report submitted
- B. District of Columbia (Cassidy-Amstutz) – report submitted
  - a. Friends of the DC Archives meeting earlier this week.
  - b. Cassidy-Amstutz was part of a group that met with Karl Racine, the new Attorney General of Washington, DC, to discuss archival issues.
- C. Maryland (Novara) – report submitted
- D. New Jersey (Poll) – report submitted
- E. New York (Martin) – report submitted
- F. Pennsylvania (Lutz) – report submitted
- G. Virginia (Kidd) – report submitted
- H. West Virginia (DeBruin) – report submitted

IX. Adjournment – 1:42 pm