

STEERING COMMITTEE

Thursday, March 19, 2015

Boston Park Plaza – Georgian Room

Boston, MA

In Attendance: Lauren Brown, Andrew Cassidy-Amstutz, Wesley Chenault, Ilhan Citak, Ken Cleary, Emily Cottle, Nat DeBruin, David D’Onofrio, Dawn Fairchild, Dyani Feige, Ed Galloway, Christine Anne George, Rebecca Goldman, Tammy Hoffman, Brian Keough, Margaret T. Kidd, Susan M. Kline, John LeGloahec, Lindsey Loeper, Valerie Anne Lutz, Lisa Mangiafico, Mary Mannix, Michael Martin, Jennifer McDaid, Laura Poll, Arian Ravanbakhsh, Rachel Grove Rohrbaugh, and Elizabeth Scott.

- I. Call to Order -The meeting was called to order at 6:35 pm.
 - A. Introductions
 - B. Approval of Agenda – approved
- II. Approval of Steering Committee Minutes
 - A. Winter 2015 Minutes – approved
- III. Officers’ Reports
 - A. Chair (LeGloahec) – report submitted
 - a. Administrator (Hoffman) – report submitted.
 - i. Three walk-in registrations so far. Numbers now are 247 MARAC, 370 NEA.
 - ii. Extends fond farewell to outgoing Members at Large.
 - B. Vice Chair (Mannix) – report submitted.
 - a. One correction to Roanoke budget as submitted: vendor lunches are incorrect, should be \$21.90.
 - C. Secretary (Feige) – no report.
 - D. Treasurer (McDaid) – no report.
 - a. Finances and income sources are healthy. Vendors and sponsors have all paid. Vanguard investments are stable. All taxes are filed.
 - b. To do – renew Virginia tax-exempt status.
 - c. Finance Committee discussed Roanoke budget via email. There was some discussion about the way the meal expenses are presented; AV is packaged with

them. Mannix confirmed that there will be food continuously available throughout the day.

- d. Treasurer will make a report to MARAC membership at the Business Meeting.
- e. Has been having ongoing technology issues but the work of MARAC is not impeded.
- f. Finance Committee and MCC submitted Roanoke budget for Steering consideration, with amendments. Approved by Steering.

IV. Advisory Positions

- A. Archivist (Brown) – report submitted.
- B. Parliamentarian (Fairchild) – no report.
- C. Webmaster (Strauss) – no report.
- D. National Coalition of History (Zastrow) – report submitted.

V. Old Business

- A. Task Force on MARAC Meeting Model (Kline) – report submitted.
 - a. Taskforce is concluding, and brings three recommendations elaborated from the previous Steering Committee Meeting.
 - b. Recommendation 1: Clarification sought as to whether there would be separate price for symposium in Option 4, or if it would just be built in; if it was “folded into” the conference, there would not be an increased fee. If it were a separate, stand-alone event, would have to evaluate the cost and price accordingly. Taskforce indicates preference for Option 1 or 2; 2, completely outside the standard conference structure, might be a good way to pilot. Ravanbakhsh points out that other groups that do symposia do them within an academic setting, which MARAC has not done in the past. Grove Rohrbaugh and Cottle have been considering planning an unconference for the Thursday of the Pittsburgh meeting. Mannix states that LAC has a lot of flexibility, and that’s fine. Galloway states there are possible other locations near the hotel in Pittsburgh. Kidd: biggest challenge will be finding Committees to plan these events. Chair took vote based on show of hands for Steering’s preference – Options 2 and 4 seem to lead. D’Onofrio: Option 4 makes the conference larger, which might make it less accessible. The allure of a symposium is that it’s shorter, so Option 4 defeats the purpose of the symposium. Mannix states that a different audience could potentially sign up for the symposium only. Seeks clarification on whose responsibility it would be for planning this. Could be PC, Education, or a new committee. Keough suggests symposium could be done in lieu of workshops. Chair suggests that the recommendation can go forward, with the caveat that someone needs to be identified to take this on; can’t just indicate that MARAC will. At the discretion of LAC and PC for a particular

conference, may hold an alternate model. Cassidy-Amstutz states that DC Caucus's Archives Fair was very successful, but a challenge to coordinate without larger logistical support of the organization. Task Force has recommended that MARAC pursue a symposium. It may take the form of any of the options as suggested. In favor of MARAC holding a symposium – approved by Steering.

- c. Recommendation 2: Grove Rohrbaugh thinks it is a wonderful idea; Membership Development has been eager to reach out to graduate programs. Approved by Steering.
 - d. Recommendation 3: Question raised as to what would happen if no one filled the slot? A room could be wasted. Mangiafico states that SAA is doing this for the next Annual Meeting, so we will have a model. She is confident there will be interest. Chair cannot imagine a circumstance when it wouldn't come together. Ravanbakhsh points out that PC had a difficult time getting session proposals for Baltimore. Grove Rohrbaugh points out that it would just be for pop-ups, could also have a discussion group about a particular timely topic. Approved by Steering with one opposition.
 - e. Revisions will be hereby forwarded to Vice Chair and MCC for incorporation into the manual.
 - f. MCC is thankful for the Taskforce's service.
- B. Ad-hoc Committee for the Revision of MARAC's Governing Documents (Mangiafico) – report submitted.
- a. Chair explained that the final vote will follow the Roanoke meeting, where there will be another Town Hall to discuss the final draft. Tonight's meeting will discuss the changes made during the Winter Steering Meeting, which Mangiafico has incorporated. Feedback from tonight will be incorporated into another draft to examine at the Summer Steering Meeting. Another draft will be presented to Membership after that, to discuss and make changes at the Roanoke meeting.
 - b. Term limits – Committee supports 1 year Chair-Elect, 1 year Chair, 1 year DSA Chair (with immediate past Chair serving as DSA Chair only, not overall Awards Committee Chair). There should be an at-large election for the Awards Committee Chair. The current Chair job description is being broken into two different sets of responsibilities, for Chair and Chair-Elect. Thanks that having had one year of working with all committees will put Chair-Elect in a good position to direct the work of the Steering Committee and assuring that the organization is going in the right strategic direction.
 - c. Committee has been developing several articles about the revision process that are on the website now. They will be sent out with the survey that will follow this meeting.
 - d. This draft approved by Steering.
 - e. Chair explains that this draft will be discussed at a Saturday lunch discussion. Members of the Ad Hoc Committee will be there. After the vote in Roanoke, if the bylaws pass, a new Ad Hoc Committee will be established to transition into the new governance structure.
 - f. Fairchild confirms that in order for the bylaws to be approved, a majority of the legal votes cast is required.

- g. Chair requests Mannix to schedule a Town Hall meeting for Roanoke.
- C. Local History Conference/Workshop Award (Poll) – report submitted.
- a. Poll reviewed the revisions made to the proposal since the previous Steering meeting.
 - b. Confirmation that if the award is implemented this fall, it will be under the purview of the Education Committee; if new bylaws go into effect, it will be under the purview of the larger Scholarship Committee.
 - c. Approved by Steering as proposed.
- D. MARAC Logo Revision (Grove Rohrbaugh/Scott) – report submitted.
- a. Scott states that the logo revision will impact a great deal of MARAC publications and other resources and materials. If Steering wants to continue with this, more substantial funds will need to be allocated. Rohrbaugh reminds that we need to recognize this will be an overall rebranding strategy, not merely a logo revision. They reiterated how the process began: logo was not consistent across MARAC publications and web resources; a high-resolution file of the main logo was not even available. Many survey responders stated they did not like the colors, but the designer was advised to use the same colors as previously. Options given to the designer may have been too constrained. Designs were machine-created.
 - b. Mangiafico thinks freehand designs might be warmer and more approachable. Might want to see if the designer can do that, or look into different designers if she can't. Clarified that “branding” extends well beyond logo to everything about MARAC's external reputation. Thinks the survey was too open-ended.
 - c. Rohrbaugh & Scott: The committees did not shop around at all, and the designer was very inexpensive.
 - d. Agreement from Steering that we should continue to pursue this – good timing on the cusp of new bylaws, and the logo should be standardized across different resources. Should explore different designers.
 - e. Hoffman: From her perspective working on the website, MARAC needs a new look; present one is dated. Student membership is dropping; wonders if this is why. Current logo does not work well for social media. Are not using the most recent MemberClicks software.
 - f. Mangiafico: Will MARAC service mark the logo with proper US agencies? Will we get full sized logo as well as thumbnail, social media tag, etc?
 - g. Chair suggests speaking with Communications by Design, the company that used to do all of MARAC's printing. This is work that needs to be done.
 - h. Rohrbaugh: Should not continue only working with people we know. Concerned this will take a great deal of time; would require an ad hoc committee.
 - i. Scott: We can get estimates from several different designers.
 - j. Non-binding poll to Steering as to whether MARAC should continue to pursue redesign with new designers – majority in favor. Arian Ravanbakhsh, Liz Scott, Rachel Grove Rohrbaugh, Emily Cottle, and Christine Anne George assigned to be on Task Force to continue this.

Break – 8:09 pm.

Reconvened – 8:24 pm.

VI. New Business

A. Ad Hoc Disaster Relief Committee

- a. Laura Poll provided information about a flood disaster that occurred at Somerset County Historical Society (SCHS) on January 10. 7,000 gallons of water flooded historic rooms; it was not discovered for 24 hours. She uploaded images to Dropbox. She advocates for supporting their application.
- b. Galloway confirms that Disaster Relief is not the responsibility of a particular committee, but Members at Large. During his term, there were a number of requests; received additional funding from Gaylord. Gave out funding to five institutions in 2011-2013.
- c. Mannix questions the integrity of restocking SCHS's bookstore; several others agree. Galloway confirms that in the application as stated, there are eligibility requirements for funds; it would not support purchasing replacement bookstore stock.
- d. A scanned copy of their application will be in Dropbox by the end of the week.
- e. Poll will go back to SCHS, clarify what projects are eligible for funding, and request they resubmit an application, removing bookstore request.
- f. McDaid confirms there is not money allocated in the MARAC 2015 budget for this, so it would need to come out of disaster relief donations.
- g. Motion to give SCHS an extension on the 30 day limit for submitting an application. Poll will request they submit a revised application within two weeks of today. Approved by Steering.
- h. If they need immediate assistance, can conduct an online vote to approve and affirm it at the Summer Steering meeting. If SCHS can wait, Steering will vote at the summer meeting.

B. History Relevance Campaign

- a. Chair thinks MARAC should support this; Steering agrees. MARAC will sign on as a signatory on the campaign.

VII. Standing Committee New Business and Updates

Chair reminds Committee Chairs who are planning to leave that they should submit a request for Committee membership to the new Chair, who will appoint accordingly.

- A. Custer Award (Shepard) – report submitted.
- B. Development (Primer) – no report
- C. Distinguished Service Award (Galloway) – report submitted
 - a. The winner will be announced at the MARAC Business Meeting.
- D. Education (Keough) – report submitted.
 - a. Laurie Rizzo will be taking over as Committee Chair.

- E. Electronic Resources (Ravanbakhsh) – report submitted.
- F. Finding Aids (Heberlein) – report submitted.
- G. Membership Development (Rohrbaugh) – report submitted
 - a. Grove Rohrbaugh encourages everyone to attend Call to Action Event.
 - b. Chair commends Grove Rohrbaugh for all the work she has done for this meeting.
- H. Nominations and Elections (McElrath) – report submitted
- I. Outreach (Scott/Abbey) – report submitted
- J. Publications (Citak) – report submitted
 - a. Citak requested confirmation of where Publications Committee will reside under the new bylaws. Chair confirmed that it will fall under the Communications Committee.

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 is moving forward.
- C. Maryland (Novara) – report submitted
- D. New Jersey (Poll) – report submitted
 - a. Would like to recommend that in the future, blog posting schedule during the month of a MARAC meeting is restricted to the meeting.
- E. New York (Martin) – report submitted
- F. Pennsylvania (Lutz) – report submitted
 - a. Will be meeting with Associate College Libraries of Central Pennsylvania Archives and Special Interests Group to discuss MARAC.
 - b. Planning a joint State Caucus meeting with DVAG and the New Jersey Caucus
- G. Virginia (Kidd) – report submitted

H. West Virginia (DeBruin) – report submitted

IX. Adjournment

Chair - personally thanks everyone for support and assistance. It has been a great honor to serve as MARAC Chair. Encourages everyone to stay involved.

Meeting adjourned at 9:02 pm.