

REPORT OF THE ARLINE CUSTER COMMITTEE  
Submitted by Elizabeth Shepard, Senior Co-Chair  
July 22, 2014

At the spring Steering Committee meeting, the former senior co-chair, Molly Tighe voiced the Arline Custer Award Committee members' objections to the new awards committee. The majority of the members still feel that the new awards committee is unnecessary level of bureaucracy and does not meet any demonstrated need. Most importantly, the inclusion of non-voting committee chairs has offered opportunities for new leadership by providing an introduction for new members to the MARAC government body. Some of these chairs have gone on to participate in other MARAC leadership roles.

As of July 22, 2014, the committee has received seven submissions (four books and three articles) for the Custer award. Reminder notices were sent in an attempt to garner more nominations before the July 31 deadline. In addition to MARAC, notices were sent to history and other professional archival groups' listservs.

# MARAC

Mid-Atlantic Regional Archives Conference

---

Delaware • District of Columbia • Maryland • New Jersey  
New York • Pennsylvania • Virginia • West Virginia

## Distinguished Service Award Committee Report Summer 2014

### Members:

- Ed Galloway – Chair
- Lauren Brown – Ex-Officio
- Pam Whitenack
- Alison Oswald

Due to an oversight by the Nominations & Elections Committee, two new members were not elected during the regularly scheduled MARAC spring elections. A special election was held between June 12-July 11, 2014 to elect two new members. Congratulations to Pam Whitenack and Alison Oswald who were duly elected by the MARAC membership to serve a one year term.

The nomination form has been updated for the 2015 award process and is available on the MARAC website under DSA Committee.

The website was updated to include the 2014 award winner, Ben Primer.

The portion of the MARAC Operations Manual that details the work of the DSA Committee has been updated.

The chair has informed the new committee members of their roles and responsibilities in the coming year.

Respectfully submitted,

Ed Galloway  
Chair, DSA Committee  
2013-2015

## **MARAC Education Committee Report**

### **Brian Keough, July 21, 2014**

#### **Fall 2014 conference travel awards**

The deadline for the Fall 2014 conference travel award is **September 15**. For this scholarship, an individual must currently be employed in the MARAC region in an archival or archives-related position, OR be enrolled as a graduate student in a program that includes courses in archival administration. To apply, applicants must submit a current resume, a cover letter including a statement of the expected benefits of attending the MARAC meeting, and a letter of reference from a person with knowledge of the applicant's work or educational program. All scholarship applications should be sent by email to the current chair of the MARAC Education Committee at [bkeough@albany.edu](mailto:bkeough@albany.edu).

#### **Leonard Rapport Modern Archives Institute (MAI) Scholarship.**

Patti Hinson, Chris-Craft Archives, The Mariners' Museum and Park, Newport News, VA is the winner of the Summer 2014 Leonard Rapport Modern Archives Institute Scholarship, which covers the tuition, and up to \$750 in travel expenses.

The National Archives will not offer the winter session of the Modern Archives Institute in 2015 (for details see April 2014 Education Committee report). The Education Committee recommends that budgeted funds for Winter 2015 MAI scholarship be used to offer for additional travel awards for Baltimore and Boston conferences.

#### **Off-Conference Workshops**

The next off-conference workshop is ***Project Management for Archival Processing Workshop, September 22, 2014, 9:00 a.m. to 4:30 p.m.***, at the National Archives at College Park, MD. The instructor is Vincent Novara, University of Maryland, who will teach introductory techniques and common tools for project management. Workshop participants will learn how to establish, define, plan, implement, and execute archival projects. Attention is given to strengthening prioritization skills and workflow planning as they pertain to processing projects executed by various levels of staffing, including the lone arranger. The workshop also addresses interpretive projects such as exhibitions and digital initiatives. Attendees will learn how to determine project goals and objectives, compose project objective statements, establish work breakdown structures, estimate project budgets, create project and communication plans, schedule and track tasks using Gantt Charts, and conduct a post-project evaluation. Throughout the workshop, standard project management terminology is applied to common archives tasks, and an overview is given of Earned Value Assessment.

#### **Conference Workshops**

Ilhan Citak and David Ranzan have planned the following workshops to be held at the Fall 2014 Baltimore conference:

- *Building Donor Programs for Archives* - Aaron Purcell (half-day)
- *How to Build a "Catablog"* - Lindsey Turley (half-day)
- *Audiovisual Processing* - Siobhan Hagan (full-day)
- *Ingest and Management of Digital Collections* - Bertram Lyons (full-day)
- *Digital Forensics with BitCurator* [working title] – Porter Olsen (full-day)

One minor issue for the Steering committee to weigh in on is the issue of workshops fees. In planning for the joint NEA/MARAC meeting in Spring 2015, we realized that NEA charges member/non-member fees for their continuing education workshops, whereas MARAC has only charged one workshop registration fee. SAA also charges separate member/non-member fees for workshops. The Education Committee recommends instituting separate workshop fees based on membership. Any objection from Steering?

# MARAC

Mid-Atlantic Regional Archives Conference

Delaware • District of Columbia • Maryland • New Jersey  
New York • Pennsylvania • Virginia • West Virginia

July 25, 2014

**To: MARAC STEERING COMMITTEE**

**FROM: ARIAN D. RAVANBAKSH, CHAIR, ELECTRONIC RESOURCES COMMITTEE**

**RE: ELECTRONIC RESOURCES COMMITTEE REPORT – SPRING 2014**

Submitted to the Steering Committee at the Summer Meeting on Friday, July 25, 2014 in Baltimore, MD.

## **Committee Membership**

Valerie Addonizio has resigned from ERC. Her position is vacant and the chair will be soliciting for a replacement.

## **Work of the ERC**

The ERC has not met as a group since the last report. Part of this is a result of the uncertain future of the committee based on earlier discussions of the Steering Committee. Another factor has been the Chair's service as Co-chair of the Program Committee for the upcoming Baltimore meeting.

However, the chair has participated in a discussions with the chairs of Outreach and Membership Development about the redesign of the MARAC logo and related issues concerning the MARAC website.

## **Issues for Steering**

See above.

Finding Aids Award Committee Report

MARAC Steering Committee Meeting

University of Baltimore Langsdale Library

July 25, 2014

As part of the transition plan for the Finding Aids Award Committee, the committee is currently composed of appointed as well as elected members as follows: Regine Heberlein was appointed to Senior Co-Chair through Spring 2015. Katy Hayes, who was also appointed through Spring 2015, has recused herself from the committee for personal reasons. The remaining members, all elected, include Maureen Callahan (Junior Co-Chair), Scott Ziegler, Casey Babcock, and Cara Griggs.

To date, the committee has received 3 submissions for the Finch award. Reminder notices have been sent in an attempt to garner more nominations before the July 31 deadline.

The committee has reviewed the guidelines as written and recommends that the following language be added to the handbook, following the first paragraph of Appendix D: **“The workbook shall be used at the discretion of the committee to aid in the committee’s rating and decision-making process.”**

# MARAC

Mid-Atlantic Regional Archives Conference

---

Delaware • District of Columbia • Maryland • New Jersey  
New York • Pennsylvania • Virginia • West Virginia

Date: 14 July 2014

To: Members of the MARAC Steering Committee  
From: Heidi N. Abbey and Elizabeth M. Scott, Co-Chairs, MARAC Outreach Committee  
Re: Summary of MARAC Outreach Committee Activities (April - July 2014) for the Summer Steering Committee Meeting, Baltimore, MD

## **Committee Membership and Past Activities (April – June 2014)**

Since our last report in April 2014, Heidi Abbey intended to resign as Chair of the committee due to her 2014-2015 sabbatical leave at Penn State. However, Heidi and Elizabeth (Liz) Scott have agreed to Co-Chair the Outreach Committee through Spring 2015. Heidi would like to formally thank Liz for her willingness and enthusiasm to serve as Co-Chair, especially during Spring 2015! The committee has experienced a significant change in membership as several new MARAC members joined us this spring. We have been working on bringing everyone up-to-date with our ongoing and future initiatives.

The committee has also continued to maintain and regularly update the MARAC Blog as well as focused on increasing communication and collaboration with several other MARAC committees, including the Membership Development Committee and the Electronic Resources Committee. The focus of our collaboration has been on discussing the need for a more cohesive design and branding for MARAC across both print and online media. For example, the MARAC website features one set of colors and fonts, while the blog uses another and the *Mid-Atlantic Archivist* features yet a different design scheme. Our discussions over the past few months will culminate in a logo redesign proposal to the MARAC Steering Committee, which will be presented by Liz Scott and Rachel Grove Rohrbaugh during the meeting on July 25, 2014.

## **Committee Membership, Current Activities, and Future Objectives (July – October 2014)**

Current members of the Outreach Committee are listed below:

Heidi N. Abbey, Co-Chair and Elizabeth M. Scott, Co-Chair  
Sarah Malcolm  
Maren Read  
Amanda Rindler  
Valerie Wingfield  
John LeGloahec, Ex-Officio and MARAC Chair  
David D'Onofrio, At-Large Steering Committee Members

# MARAC

Mid-Atlantic Regional Archives Conference

---

Delaware • District of Columbia • Maryland • New Jersey  
New York • Pennsylvania • Virginia • West Virginia

A telephone conference call was held on Thursday, June 19, 2014, to discuss progress on goals and charges through October 2014. Topics of discussion included: 1) revising the MARAC blog guidelines, forthcoming in Fall 2014; 2) reviewing strategies for expanding regular MARAC blog contributions from MARAC officers and state caucus representatives effective September 2014; 3) creating MARAC swag/give away merchandise, and brainstorming ideas about the current MARAC logo and branding in both print and online media; 4) discussing development of the MARAC Online Shop via Café Press (<http://www.cafepress.com/marac>), and discussion of items that might be added and available for purchase in the online shop; 5) planning possible themes during July-August for the October 2014 Archives Month celebrations.

Additionally, the Outreach Committee still plans to purchase MARAC swag for use at the Fall 2014 MARAC Meeting in Baltimore, pending the availability of a usable MARAC logo. A table for the Outreach Committee during the meeting will be available. Tentative plans include raffling off or giving away items such as a MARAC apron, MARAC baseball caps, MARAC stainless steel water bottles, MARAC stickers and magnets, etc. to cross-promote the MARAC Online Shop as well as serve as outreach tools to show pride in MARAC membership.

The next Outreach Committee meeting is scheduled via conference call for Tuesday, September 16, 2014 from 10:30-Noon.

## **Topics for Discussion with the MARAC Steering Committee**

**MARAC Blog Content:** The Outreach Committee is requesting approval of suggested monthly blog post contributions from state caucus representatives and MARAC Officers. (Please see the attached email below.)

Respectfully submitted by Heidi N. Abbey and Elizabeth M. Scott for the Outreach Committee

**\*\*\*EMAIL DRAFT\*\*\***

Dear MARAC Officers and State Caucus Representatives:

As you may know, the MARAC Outreach Committee is responsible for managing the MARAC blog that was created for both archival outreach and advocacy. Unfortunately, blog submissions from MARAC members have been limited. So we would like to ask you, the officers and caucus representatives, to assist in creating new content for the blog.

When the blog was officially launched in January 2012, we asked the caucus representatives to sign up for a specific month to submit a blog post. We did this to facilitate consistently receiving content for the blog from MARAC members and regions. In order to generate new, unique content for the blog, we would like to resurrect a blog schedule with each month being assigned to an officer or a different state caucus. We have informally thought of this blog feature as the "State of the State: Insert Name of State," or "State of MARAC," and would like to use these as searchable "tag lines" for the blog as well. Blog posts can be written by either you, as the officer or caucus representative, or by any institution or representative in your state. The blog includes all of the news bits, meeting details, and professional development opportunities that we all receive through email, but we really would like to bring the MARAC blog back to its original purpose and intention—to showcase the diversity of archivists and archival issues and serve as a platform for outreach to MARAC members and the communities that we serve in the Mid-Atlantic region.

Below is a proposed schedule of postings that we would like to implement beginning in **September 2014**. Please feel free to switch months if your assigned month does not work well for you and notify Sarah Malcolm ([sarah.malcolm@nara.gov](mailto:sarah.malcolm@nara.gov)) on the Outreach Committee about any schedule change so that we may plan to receive regular monthly postings from the officers and state caucuses. We do understand that everyone is very busy with their own work, and it is hard to find time to do something extra like this. But, we hope that this will not be a burden on anyone. If you have any questions or issues, please contact Heidi N. Abbey or Elizabeth Scott, Co-Chairs of the Outreach Committee, and we will be happy to work with you.

September 2014 – Delaware  
October 2014 – Maryland  
November 2014 – New York  
December 2014 – Virginia  
January 2014 – District of Columbia  
February 2015 – New Jersey  
March 2015 – Pennsylvania  
April 2015 – West Virginia  
May 2014 – MARAC Chair  
June 2014 – MARAC Vice Chair  
July 2014 – MARAC Secretary  
August 2014 – MARAC Treasurer

As a reminder, the MARAC blog can be found at <http://marac-blog.blogspot.com/>. Please refer to the blog content and submission guidelines that are online at <http://marac-blog.blogspot.com/p/user-and-submission-guidelines.html>.

We look forward to your assistance in making the MARAC blog a more useful and timely resource to benefit all MARAC members.

Thank you in advance for your participation and help.

Regards,

Members of the MARAC Outreach Committee

Heidi N. Abbey and Elizabeth Scott, Co- Chairs

David D'Onofrio

Sarah Malcolm

Maren Read

Amanda Rindler

Valerie Wingfield

## MARAC Nominations and Elections Committee

The Nominations and Elections Committee got off to a quick start. We updated the text relating to the operations of the Committee on the web site and ran a successful special election for the Distinguished Service Award Committee. We recruited four candidates to run for two slots on the DSA Committee. 260 members voted in the special election which is approximately 25% of the members who received e-ballots.

The top two vote getters were Alison Oswald and Pamela C. Whitenack. All candidates and the Chair of the DSA Committee have been notified. I have submitted a draft announcement for review and distribution by the MARAC Chair and Administrator.

Starting this fall, we will review the Nominations & Elections Committee Handbook and begin planning for next year's election.

I would like to thank the members of the committee (Adriana Cuervo, Jim Gerencser, Caryn Radick, and Tara Wink) for their hard work on this election. The election ran as smoothly as it did due to the diligence and assistance of MARAC's Administrator, Tammy Hoffman, and MARAC's webmaster, Matt Strauss.

Respectfully submitted  
Susan McElrath  
Chair  
July 17, 2014

**MARAC**  
**Membership Development Committee Report**  
**July 2014**

**Membership**

- Rachel Grove Rohrbaugh, Chair
- Sara Borden
- Salome A.R. Jeronimo
- Jaime Margalotti
- Sierra Green
- Dyani Feige, MARAC Secretary (ex officio)
- Jason Speck
- Amanda May
- Tammy Hamilton, MARAC Administrator (ex officio)

**Progress and news**

- **New appointment:**  
Laurie Thomas completed her term on the committee, and the MARAC Chair appointed Amanda May, who is at the University of Maryland's Michelle Smith Performing Arts Library, to fill her seat.
- **Committee Meeting, 6/13:**  
Committee members met via conference call on June 13<sup>th</sup>. We re-capped the Spring Rochester meeting for those unable to attend. Jamie Margalotti volunteered to collect responses to the new Navigator program, and we discussed expanding this program into a year round mentoring program in the future. The committee also discussed efforts to collaborate with Outreach on a press kit and how this work will feed into our efforts to connect with graduate programs in the region.
- **Collaborative Committee Meeting, 7/14:**  
Representatives from Electronic Resources, Membership Development, and Outreach met via conference call on July 14<sup>th</sup>. We discussed the feasibility of making design changes to MARAC promotional materials and the website but determined that a new logo would be an economical first step. Arrangements were made to get a price quote and proposal ready ahead of the summer Steering Committee meeting.



**Summer 2014 NATIONAL COALITION FOR HISTORY REPORT  
MARAC Steering Committee Meeting  
Baltimore, MD–July 25, 2014**

On July 9, 2014, the House subcommittee that oversees funding for the National Endowment for the Humanities (NEH) passed a bill to fund NEH at its lowest level since 1972. If enacted, this \$8 million cut would've brought NEH's funding level to just \$138 million for 2015.

Fortunately, on July 15, the House Appropriations Committee adopted the Interior, Environment and Related Agencies FY15 funding bill. The Appropriations Committee included \$146 million for NEH. The Committee added \$8 million in funding for the NEH, up from the \$138 million level recommended by the Interior appropriations subcommittee.

Dr. William "Bro" Adams was confirmed by the U.S. Senate July 9, 2014, as Chairman of the National Endowment for the Humanities. Adams, president of Colby College in Waterville, Maine, from 2000 until his retirement last month, is a committed advocate for liberal arts education and brings a long record of leadership in higher education and the humanities.

On June 24, National Coalition for History Director Lee White was appointed by the Archivist of the United States to serve on the newly created Federal Freedom of Information Act (FOIA) Advisory Committee. There are 20 members on the committee, 10 from the private sector and 10 from the government. The committee's goal is to identify ways to help the Executive Branch improve the administration of FOIA. The committee will study the current FOIA landscape across the Executive Branch and may recommend legislative action, policy changes or executive action.

On May 2, 2014, The National Coalition for History submitted testimony to the Senate Appropriations Committee on the administration's proposed fiscal year FY15 budget for the National Archives and Records Administration (NARA). NCH criticized the proposed \$9.5 million reduction in funding for FY15, noting that programs NARA refers to as "citizen services" appear to be bearing a disproportionate share of the cuts. This week, NARA was appropriated \$360 million for its Operating Expenses of NARA for fiscal year 2015, including the reduction of \$9.5 million as proposed.

To follow NCH history news, visit the website at <http://historycoalition.org/> or subscribe to its free weekly newsletter, "The Washington Update," at <http://historycoalition.org/subscribe/>

Jan Zastrow  
MARAC NCH Representative  
[zastrow@hawaii.edu](mailto:zastrow@hawaii.edu)

**Publications Committee Report  
Steering Committee Meeting  
Baltimore, MD  
July 25, 2014**

*Mid-Atlantic Archivist*

The deadline for the Fall issue is August 15. Michael Martin, editor, reports that the all state and local news is being pushed to the blog. This is changing the amount of content we have in the newsletter. Michael's term as editor ends this fall and with his election to the NY Caucus representative position, he will be transitioning to the assistant editor position. Kathryn Puerini, currently the assistant editor, will be taking over as editor of the MAA. Michael oversaw the re-design to a full color publication, the move to online publication, and the re-vamp of the content. Many thanks to Michael for his service!

As my term as chair ends this fall, I have been transition planning. Ilhan Citak, currently advertising editor, has agreed to serve as chair of the committee, effective this fall. Thanks to John LeGloahec's recent blog post, we had a member express interest in our committee. Eric Fritzler has agreed to serve as advertising editor and he will be appointed in the fall.

Respectfully submitted,  
Sharmila Bhatia  
Chair, Publications Committee