

Report of the Ad Hoc Committee on Bylaws Revision—July 2015

Committee members: Andrew Cassidy-Amstutz, David D’Onofrio, Jim Gerencser, Lisa Mangiafico (Chair), Amy Schindler, and MARAC Chair Brian Keough (ex-officio). MARAC Parliamentarian Dawn Fairchild serves the committee in an advisory capacity.

Since the conference in Boston, the Ad Hoc Committee on Bylaws Revision has undertaken the following work:

- 1) Drafted and sent (with Tammy’s assistance) a survey to get feedback on the draft available at the Boston conference;
- 2) Reviewed both the comments from the Boston lunch meeting and the survey;
- 3) Prepared the next draft for Steering Committee comment.

Additions to the draft

A fairly robust discussion at the Boston lunch meeting centered around filling vacancies in elected positions. The upshot of those discussions were suggestions that the MARAC chair have the discretion to fill vacancies on an interim basis until the results of the election to fill that position were known, which could be up to 60 days from the point that a vacancy in the position takes place. These changes have been incorporated into the draft.

Next Steps

- 1) Based on that feedback at the Summer Steering Committee meeting, the ad-hoc committee will create the Final Draft for discussion and vote in Roanoke.
- 2) Post the final draft by September 1 in accordance with our current governing documents.
- 3) Draft the ballot and accompanying memo to send out the finalized document that comes out of the Roanoke conference for mail-ballot vote.
- 4) Help lead discussion in Roanoke regarding the governing documents revision.

(Changes from the first draft for member comment in October are noted in yellow highlight. Please note that the nomenclature throughout the document has reverted to chair rather than president as in the October draft.)

(Changes from the second draft for member comment in March are noted in aqua highlight. Chairman has been changed to chairperson through the document.)

Proposed Revision
MARAC Constitution (last amendments January 2008) and Bylaws (last amendment October 2011)

PROVISO If adopted, the Proposed Revision would go into effect on July 1, 2016.

NOTE: The proposed revision is a combination of both the Constitution and Bylaws, into a new document to be called "Bylaws", as it is now recommended practice that all of an organization's rules of this kind are combined into a single document.

MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE, INC.
BYLAWS

ARTICLE I
Name

The name of this organization shall be the Mid-Atlantic Regional Archives Conference, Incorporated, hereafter called the Conference.

ARTICLE II
Objects

The Conference is a non-profit member-oriented professional organization, incorporated in Delaware. Its objectives are to promote cooperation, communication, and education among individuals with an interest in archival and manuscript materials.

ARTICLE III
Members

- 3.1. Individual membership shall be open to any person who has paid all dues assessed by the Conference. Membership is not open to institutions.
- 3.2. The membership assembled in a business meeting shall be able, by majority vote, to overturn a Steering Committee decision, or to require the Steering Committee to take an action.

- 3.3. Members shall declare one or more state caucuses as part of their membership from among the following represented states: Delaware, the District of Columbia, Maryland, New Jersey, New York, Pennsylvania, Virginia, and West Virginia.
- 3.4. Members of each state caucus shall have the right to cast one vote for the purposes of electing a Caucus Representative to the Steering Committee in each caucus where they declare membership and pay any requisite dues.

ARTICLE IV Officers

4. 1. The officers of the Conference shall be a Chair, a Chair-elect, a Meetings Coordinator, a Secretary, and a Treasurer. No person shall hold more than one office at one time.
4. 2. The Chair-elect shall be elected annually, serve one year in that office from July 1st to June 30th and at the conclusion of that year immediately succeed to the office of Chair and serve one year in that office from July 1st to June 30th. The Meetings Coordinator, Secretary and Treasurer shall hold office for two (2) years, from July 1st to June 30th and until a successor shall have been elected or qualified.
- 4.3. The Chair shall act as Chairperson of the Steering Committee and shall have general supervision over the activities and operations of the Conference, subject, however, to the control of the Steering Committee. To be eligible for the office of Chair, the person must have served for the immediately preceding year or part thereof as Chair-elect. The Chair's duties shall include, without limitation, to:
- (a) preside at all meetings of the Steering Committee and Conference business meetings;
 - (b) oversee all advocacy efforts and otherwise represent the Conference as needed;
 - (c) cause regular reports of the actions of the Steering Committee and the Conference to be provided to the members;
 - (d) cause regular reports and recommendations of the Steering Committee advisors to be provided to the Steering Committee for their consideration and action;
 - (e) ensure the Steering Committee engages in strategic planning, development of policies and programs which complement the objects and mission of the Conference, and evaluation of policies;
 - (f) serve as an ex-officio member of all committees, except Nominations and Elections;
 - (g) perform such other duties as pertain to the office and as may be assigned by the Steering Committee or as prescribed for the office by the adopted parliamentary authority; and
 - (h) appoint a Parliamentarian.

- 4.4. The Chair-elect shall attend all meetings of the Steering Committee and Conference business meetings and shall perform the duties of the Chair in the absence of the Chair. Upon expiration of the term of the Chair or the inability to serve, the Chair-elect shall succeed automatically as Chair. Further, the duties of the Chair-elect shall include, without limitation, to:
- (a) make all appointments for vacant committee positions unless otherwise noted;
 - (b) supervise the work of all committees through their chairs;
 - (c) serve as an ex-officio member of all committees, except Nominations and Elections;
 - (d) prepare for assuming the office of Chair, working closely with and under the direction of the Chair; and
 - (e) perform such other duties as pertain to the office and as may be assigned by the Steering Committee or as prescribed for the office by the adopted parliamentary authority.
- 4.5. The Meetings Coordinator shall attend all meetings of the Steering Committee and the Conference business meetings. The duties of the Meetings Coordinator shall include, without limitation, to:
- (a) serve as the ex-officio chair of the Meetings Coordinating Committee;
 - (b) recommends, in consultation with the Chair-elect and the Meetings Coordinating Committee, individuals to serve as the chairs of the local arrangements and program committees for the regular meetings;
 - (b) oversee and approve all contractual arrangements for the regular meetings of the conference;
 - (c) perform such other duties as pertain to the office and as may be assigned by the Steering Committee or as prescribed for the office by the adopted parliamentary authority.
- 4.6. The Secretary shall attend all meetings of the Steering Committee and the Conference business meetings and shall take minutes including all actions at these meetings. The duties of the Secretary shall include, without limitation, other such duties as may be from time to time assigned by the Steering Committee or Chair or as prescribed by the adopted parliamentary authority.
- 4.7. The Treasurer shall attend all meetings of the Steering Committee and the Conference business meetings. The duties of the Treasurer shall include, without limitation, to:
- (a) ensure that funds of the Conference are managed in a fiscally responsible manner and that the Conference operates in accordance with ethical business practices;
 - (b) prepare an annual budget and issue quarterly financial reports;

- (c) serve as the ex-officio chair of the Finance Committee and as an ex-officio member of the Meetings Coordinating Committee; and
 - (d) perform such other duties as pertain to the office and as may be assigned by the Steering Committee or as prescribed for the office by the adopted parliamentary authority.
- 4.8. In the case of a vacancy in the office of Chair, the Chair-elect shall assume that office, and serve the remainder of that term of any duration, and the term for which they were elected. When a vacancy occurs in the office of Chair-elect, Meetings Coordinator, Secretary, or Treasurer, by resignation or removal, the Nominations and Elections Committee shall issue a ballot within 30 days to fill that office. Elected replacements shall serve the remainder of the original term.

ARTICLE V

Nominations and Elections

- 5.1 The Nominations and Elections Committee shall consist of five (5) members. By June 30th, the chair-elect shall appoint two (2) members, who shall be Steering Committee members completing their term and leaving the Steering Committee as of June 30th, and three (3) shall be elected by the membership. The Nominations and Elections Chair shall be the elected member who receives the most votes.
- 5.2. Nominations and Elections Committee members shall serve for a one (1) year term. Terms shall run from July 1st -June 30th.
- 5.3. The Nominations and Elections Committee shall create a slate of members in good standing for all open positions, including officers, members-at-large, caucus representatives, and as noted in these bylaws, certain committee members and chairs. The Nominations and Elections Committee shall be bound to nominate for an officer or member-at-large position a candidate named in a nominating petition signed by at least ten percent (10%) of the Conference members.
- 5.4. Conference officers and Members-at-large shall be elected at large, while Caucus Representatives shall be elected only by the members of the respective state and district caucuses. Members-at-large and Caucus Representatives shall serve two (2) year terms, commencing on July 1st in the year of election and shall serve until a successor has been elected and qualified, or until their inability to serve. The Chair-elect shall be elected annually; Members-at-large, the Meetings Coordinator and the Secretary shall be elected in odd-numbered years. The Treasurer and Caucus Representatives shall be elected in even-numbered years.
- 5.5. The Nominations and Elections Committee shall issue an official ballot in whatever form it deems appropriate at least seventy-five (75) days before the first business meeting of the calendar year. Ballots shall include space for write-in candidates for each position. In the event of vacancies in any elected position, including elected committee members, the Committee shall

issue an official ballot within 30 days. Ballots shall be submitted to the Nominations and Elections Committee no later than thirty (30) days after being issued.

- 5.6. The Nominations and Elections Committee shall tally the ballots and certify the results. The Chair of the Nominations and Elections committee shall promptly notify the Chair, Chair-elect and all the candidates of the results. The results of the election shall be formally announced through all regular Conference communication channels after all the candidates have been notified of the results. Ballots shall be destroyed thirty (30) days following formal announcement of the results at the Annual Meeting.
- 5.7. A nominee receiving the highest number of votes for an office shall be elected to that office, even in the event a majority is not achieved. In the event of a tie vote, the Nominations and Elections Committee shall issue a second ballot containing only the names of the tied nominees within fifteen (15) days of the first tally. These ballots shall be submitted to the Nominations and Elections Committee within fifteen (15) days.

ARTICLE VI Meetings

- 6.1. The Conference shall hold up to two (2) regular meetings each year for the purpose of providing continuing education and a program of interest to the members and the general public and to transact business at the business meeting. One of these meetings shall be held in the first half of the calendar year. The business meeting held at the regular meeting in the first half of the calendar year shall be known as the Annual Meeting.
- 6.2. The quorum for a business meeting shall be one-fourth (1/4) of the members registered for that meeting.
- 6.3. Special business meetings for any purpose may be called by the Steering Committee or at the written request of one-fourth (1/4) of the members of the Conference. The business to be transacted at any special meeting shall be limited to that noticed in the call.
- 6.4. Written notice of regular or special business meetings shall be sent to the membership at least thirty (30) days before the meeting.

ARTICLE VII Steering Committee

- 7.1. The board of directors of the Conference shall be known as the Steering Committee. Voting members shall include the officers, one (1) Caucus Representative from each state represented by the Conference and the District of Columbia, and four (4) Members-at-large. No member may hold more than one elected position at one time.

The Chair may invite any additional attendees or special advisors to the meeting as is necessary to carry out the agenda.

- 7.2. The Steering Committee shall have the full power to conduct, manage and direct the business and affairs of the Conference.
- 7.3. Any member of the Steering Committee may resign at any time by giving written notice to the Chair and Secretary of the Conference. The resignation shall take effect at the date of receipt of the notice, or at any later time specified therein.
- 7.4. Any member of the Steering Committee may be removed, either for or without cause, by the Steering Committee whenever in the judgment of the Steering Committee the best interests of the Conference will be served. Removal shall occur only upon a two-thirds vote of the Steering Committee members then in office, exclusive of the person being removed, and only after that person has been given an opportunity to be heard at a meeting of the Steering Committee.
- 7.5. When a vacancy occurs in any elected Steering Committee position, by resignation or removal, the Nominations and Elections Committee shall issue a ballot within 30 days to fill that office. The replacement shall serve for the balance of the unexpired term, unless that office is covered by Bylaws Section 4.8. The fact that a vacancy occurs and action is taken by the Steering Committee before a replacement is elected shall not invalidate or otherwise affect such action or the power of the Steering Committee to act. To ensure the continuance of business, the Chair may make a temporary appointment to fill the position until the results of the ballot are known.
- 7.6. Regular meetings of the Steering Committee shall be held at the same place as the regular meetings each year for the purpose of providing continuing education and a program of interest to the members of the Conference. At least one additional regular Steering Committee meeting shall be held as soon as possible after the beginning of the fiscal year, at such place within or outside of Delaware, within or outside of the represented states, as the Chair or the Steering Committee may from time to time select.
- 7.7. Steering Committee meetings shall be open to all Conference members.
- 7.8. Special meetings of the Steering Committee shall be held whenever called by the Chair or two (2) or more of the members of the Steering Committee. Notice of each such meeting shall be given to each member of the Steering Committee at least seventy-two (72) hours in advance if given by telephone or email and ten (10) days in advance if notice is given by mail. Every notice shall state the time and place of the meeting. Business for a special meeting shall be included in the notice, and shall be limited to that in the notice.
- 7.9. Steering Committee members may participate in a meeting of the committee by means of electronic conferencing technology of which at a minimum all persons participating in the meeting can hear each other. Participation in a meeting pursuant to this section shall constitute presence in person at the meeting and a voting member so participating shall count toward establishing the quorum.
- 7.10. Two (2) officers and six (6) other voting Steering Committee members shall constitute a quorum for any Steering Committee meeting. Each voting member shall be entitled to one vote. The vote of a majority of Steering Committee members present and voting, except as may be otherwise noted in these bylaws, shall be the acts of the Steering Committee.

ARTICLE VIII
Committees

- 8.1. The Standing Committees of the Conference shall be Awards, Finance, Meetings Coordinating, and Nominations and Elections. Additional standing committees may be established upon recommendation of the Steering Committee and a majority vote of the membership.
- 8.2. Standing Committees shall be comprised of at least three (3) members and shall be appointed by the Chair-elect, except as otherwise noted in these bylaws.
- 8.3. The Awards Committee chair shall be elected by the membership for a three (3) year term, and shall coordinate the work of the committees and represent the committees on the Steering Committee. The Awards committees shall be composed of elected members as follows:
 - (a) The Arline Custer Award Committee, the Finding Aids Committee, and the Scholarship Committee shall each be composed of at least six (6) members elected for three (3) year staggered terms.
 - (b) The Distinguished Service Award Committee shall be composed of four (4) members: two (2) members who shall be elected to two (2) year staggered terms; the Immediate Past Chair of the Conference, who shall chair the committee; and the MARAC Archives Coordinator, who serves as a non-voting ex-officio member.
- 8.4. The Finance Committee shall have oversight responsibility for all financial matters and shall act as an advisor to the Conference Treasurer, who shall serve ex-officio as the chair of the committee.
- 8.5. The Meetings Coordinating Committee shall recommend future sites for Conference meetings, interpret and recommend policy related to meeting planning, and provide oversight, support and guidance to the local arrangements and program committees.
- 8.6. The Nominations and Elections Committee shall operate pursuant to Article V Nominations and Elections of these bylaws.
- 8.7. Special committees or task forces may be created by the Steering Committee. Special committees or task forces shall be composed of at least three (3) members, appointed by the Chair-elect.
- 8.8. No person shall hold more than one standing committee, special committee, or task force chairpersonship at one time.
- 8.9. When a vacancy occurs in any elected committee position, by resignation or removal, the Nominations and Elections Committee shall issue a ballot within 30 days to fill that position. The replacement shall serve for the balance of the unexpired term. To ensure the continuance of business, the Chair may make an appointment, either temporarily or for the remainder of the

term, to fill the position of elected committee chairs where there is no leadership succession currently in place.

- 8.10. Members of any committee established by these Bylaws, **resolution**, or the Steering Committee may participate in a meeting of the committee by means of electronic conferencing technology of which at a minimum all persons participating in the meeting can hear each other. Participation in a meeting pursuant to this section shall constitute presence in person at the meeting.

ARTICLE IX Fiscal Matters; Assets

- 9.1. The fiscal year shall be July 1st through June 30th.
- 9.2. Annual dues shall be established by the Steering Committee. Changes in dues proposed by the Steering Committee shall be ratified by a majority vote at a business meeting of the membership. Notice of dues changes shall be issued to members at least thirty (30) days before that business meeting.
- 9.3. The books of the Conference shall be audited annually by at least two members (with the exception of the chair) of the Finance Committee, and the report of the condition of the accounts shall be made to the Steering Committee. The accounts shall be audited by an independent public accountant when the office of Treasurer changes hands and at such other times as directed by the Steering Committee.
- 9.4. No officer, member, or agent of MARAC may expend Conference funds or obligate the Conference financially without first ensuring that expenditure has been authorized by the approved Conference budget, the approved budget of a Conference meeting, or by special action of the Conference membership or the Steering Committee.
- 9.5. Except as otherwise provided in these Bylaws, the Steering Committee may authorize any officer or representative to enter into any contract or to execute or deliver any instrument on behalf of the Conference. Such authority may be general or confined to specific instances.
- 9.6. The Conference Archives are designated as an asset of the organization. The Conference has selected the University of Maryland Libraries as the official repository for its Archives. The Chair shall represent the Conference to determine the terms and conditions of any agreements between the Conference and the University of Maryland Libraries.

ARTICLE X Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall be the parliamentary authority for all matters not specifically covered in these Bylaws.

ARTICLE XI
Amendments

- 11.1. Amendments to these Bylaws shall be proposed by:
- (a) twenty-five (25) members in writing to the Conference Secretary; or
 - (b) the Steering Committee by a two-thirds (2/3) vote.
- 11.2. Proposed amendments shall be issued to the membership at least thirty (30) days before a business meeting in order to facilitate discussion at that meeting. The membership assembled at the business meeting may amend by majority vote the proposed amendments.
- 11.3. The ballot to approve bylaws amendments shall be issued to the membership no more than thirty (30) days after the conclusion of the business meeting. A special committee shall be appointed by the Chair to tally the votes. A majority vote of those returned and voting on that specific amendment shall be required for approval.

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Report of the Ad Hoc Disaster Relief Committee

Members: Wesley Chenault, Kenneth Cleary, Christine George, Lindsey Loeper, James Gerencser, and Brian Keough.

Submitted by Kenneth Cleary
July 27, 2015

Summary

The Ad Hoc Disaster Relief Committee was formed on May 1st to consider the revised disaster relief application from the Somerset County Historical Society (SCHS). Soon thereafter, by email I began discussing the revised grant application with Laura Poll, the NJ Caucus Representative, Pam Robinson, the librarian for SCHS, and the members of our committee. While SCHS was clear that MARAC would not support the use of grant funds for the repurchase of bookstore stock, they had additional questions about what sorts of expenses might be acceptable. SCHS asked whether the grant would support the purchase of a freezer, the cost of mold remediation services, or the cost to replace books from their special collections library – including some volumes already replaced. After the committee discussed these questions and attempted to evaluate them in light of both the letter and spirit of the language that governs the grant, we advised SCHS that:

- 1) Mold remediation services seemed the most appropriate use of the grant.
- 2) Cost of replacing special collections books might be possible, but was less clear.
- 3) Purchase of a freezer seemed the least supportable, however...
- 4) Any final decision on approving the grant application required the full vote of the Steering Committee.

The committee received the revised grant application from SCHS on July 6th and can be found under the Dropbox folder for the Steering Committee, July 31, UBalt meeting. The revised application is requesting the maximum allowable award of \$2,000 for the sole purpose of replacing damaged books from their special collections, for which they estimate would cost a total of \$3,425. A spreadsheet is included with their application detailing the damaged books and their estimated cost.

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Following receipt of the revised grant application, a lively discussion took place among the members of the committee, revealing a wide range of opinions on the matter. A majority of the committee supports awarding at least *some* money to SCHS, but one member believes that the application should be rejected on the grounds that the language of the grant does not encompass replacing damaged books. Most of the committee agrees that the wording of the grant does seem limiting, but the majority feel that it would be wise for MARAC to overlook this in order to assist a local institution in need. However, some members of the committee take a critical eye towards some of the books that SCHS wishes to replace and suggest that the award be restricted to those items that are not available for free online or already held at numerous repositories throughout New Jersey. On the other hand, some committee members advocate awarding the maximum award of \$2,000 and point out that it is not our place to second guess how that money best serves SCHS's needs.

Recommendations

- 1) While a majority of the committee supports awarding at least some money to SCHS, due to the circumstances of the request we recommend that it be put to a vote, a) whether or not to award the requested (maximum) amount of \$2000 or instead some lesser sum, and b) the question of placing restrictions on how the funds can be spent.
- 2) That a task force or some other process be put in place to review the disaster relief grant and application. The aim of which would be to make recommendations towards improving the language, either to clarify the grants limits or expand its possible uses, as well as make any other general recommendations to improve the future administration of the disaster relief program.

MARAC Task Force on Diversity and Inclusion

Charge: The MARAC Steering Committee seeks to encourage, enhance, and facilitate communication, education and relations among persons of various races, physical conditions, religions, national origins, citizenship, genders, ages, socio-economic backgrounds, and sexual orientation. To accomplish this goal, the Diversity Task Force has the following charge:

- Review and/or survey the efforts of other related professional organizations efforts to increase diversity
- Survey MARAC members to identify the critical issues pertaining to diversity facing the organization
- Define "diversity" as it applies to the profession, to MARAC and to our members
- Draft a position statement on diversity for the Steering Committee to consider and adopt as MARAC policy
- Recommend specific goals, objectives, and programs for increasing diversity in MARAC and in the profession as a whole

The **Task Force on Diversity** reports to the Steering Committee and will work closely with the MARAC Chair. The Task Force is responsible for submitting items for action, discussion and feedback as necessary from the Steering Committee. The Task Force Chair is responsible for submitting a final report to the Steering Committee in an appropriate time period.

Task Force members

Lindsey Loeper, Task Force Chair, MARAC At-Large Member

Ken Cleary, MARAC At-Large Member

Christine George, MARAC At-Large Member

VACANT

VACANT

BK, June 15, 2015

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REPORT OF THE ARLINE CUSTER MEMORIAL AWARD COMMITTEE

Submitted by Tammy L. Hamilton, Senior Co-chair

July 13, 2015

The Custer Committee was unable to meet in person at the 2015 Spring Meeting in Boston. However the Committee has been in email contact regarding this award season.

To date, the committee has received 5 submissions for the Custer award. Requests for submissions were posted to professional archive and history related listservs and forums. During the Steering Committee meeting on July 31st I should be able to provide a final number of submissions received.

Respectfully,

Tammy L. Hamilton
Senior Co-chair

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DATE: JULY 31, 2015

**TO: MARAC OFFICERS
STATE CAUCUS REPRESENTATIVES
COMMITTEE CHAIRS
MARAC ADMINISTRATOR
MARAC ARCHIVIST**

FROM: JOHN LEGLOAHEC, PAST CHAIR

RE: DISTINGUISHED SERVICE AWARD COMMITTEE REPORT

Respectfully submitted to the Steering Committee on Friday, July 31, 2015.

There is no activity for this committee. Work will begin in earnest in the next few months. The Committee will be looking look at ways to increase the number of nominations for the Distinguished Service Award as well as raising the profile of the award by announcing the nomination process to additional information outlets.

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MARAC Education Committee Report

Laurie Rizzo, July 31, 2015

I. Off-Conference Workshop Co-Sponsorship

MARAC is co-sponsoring a workshop with Eastern New York /ACRL. The workshop is free and described below under “Upcoming Workshops.” MARAC previously made an agreement to pay for half of the catering costs. This amount will be \$401. The representative from ENY/ACRL is aware of the Steering meeting and a potential vote on the matter for official approval. If a vote is needed may we please do so at this time.

II. Mapping the Landscape Project

As the Chair of the Education Committee I have been representing MARAC by serving on the Advisory Board for the Mapping the Landscape Project. We are one of thirty-five partner organizations. I am also Chair of the projects’ Survey Task Force.

The Educopia Institute was awarded a grant from the IMLS to collaborate across organizations and disciplines to comprehensively assess the continuing education and professional training needs in libraries, museums and archives. This is a one year planning project to:

- Understand best practices in CE/PD research/assessment efforts nationally, and use them to guide our own analysis
- Build a relationship network comprising library, archives, and museum CE/PD hosts and trainers.
- Document CE/PD needs in and across libraries, archives and museums by building an open dataset of information
- Identify both discipline-specific and cross-discipline CE/PD needs and note opportunities to address shared challenges
- Design sustainability scenarios for ongoing, volunteer-based CE/PD data collection, analysis, and reporting

On the Survey Task Force we will work to guide survey efforts that collect information about the CE/PD needs across the libraries, archives, and museums fields (and subfields). The task force has composed a Request for Proposal to identify and nominate consultants, who will then work under the guidance of the task force to design and conduct the surveys and provide back the data and analysis.

We expect to begin reviewing proposals next week and then choose a firm. We will have the opportunity to review the survey questions and see the responses.

There are two other groups performing separate work from the Survey Task Force.

The Field Assessment – is performing research which will culminate research into a White Paper.

Focus Group Task Force – is advising on the focus group aspect of the needs assessment/ demand analysis portion of the project. Focus groups will be conducted and held at key national conferences for museums, libraries, and archives. This task force drafted an RFP for a consultant to conduct the Focus Groups and selected Lyrasis.

III. Upcoming Travel Awards and Scholarships

These are already posted on the MARAC website, but will be more formally sent to the membership upon the posting of the Roanoke conference program.

MARAC MEETING & TRAVEL AWARDS

The Mid-Atlantic Regional Archives Conference (MARAC) offers travel awards of \$400 and \$250 for attendance at our conference in Roanoke October 8-10, 2015.

Scholarship funds may be used for conference registration, workshops, lodging, conference meals, and other travel expenses. Persons meeting the criteria outlined below are encouraged to apply.

QUALIFICATIONS: For this award, 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 **OR**
- Be a MARAC member in good standing

TO APPLY: 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. Send application materials to Laurie Rizzo, MARAC Education Committee Chair, at lrizzo@hagley.org.

DEADLINES: For the MARAC conference scholarship, the deadline for receipt of applications is August 20, 2015.

KAREN A. STUART LOCAL HISTORY COLLECTION WORKSHOP & CONFERENCE ATTENDANCE AWARD

The Mid-Atlantic Regional Archives Conference (MARAC) offers awards for one full or half-day workshop, and conference registration, including the Friday Luncheon and Saturday Breakfast. Named in memory of Karen A. Stuart, a Library of Congress archivist who had been head librarian at the Maryland Historical Society, this award is expressly aimed at those associated with Local History Collections. Active with MARAC on the Publications Committee and also as Maryland Caucus Chair, Karen maintained a life-long interest in local history and genealogy, respecting and encouraging the scholarly practice of each. In her career, she assisted

thousands of researchers investigating Maryland local history, and through her guidance she also impacted the careers of local history practitioners throughout the state. Karen loved local history so it is fitting that this award bears her name as MARAC supports the professional growth of others dedicated to the field.

QUALIFICATIONS: Individuals must currently be associated with a local history collection that is open to the public on a regular basis in the MARAC region. Volunteers as well as paid staff would be eligible. Priority would be given to local history collections located in the meeting's host city for the purpose of networking opportunities, but would not exclude other applicants.

APPLICATION: Applicants should submit a current resume, a cover letter describing their organization and demonstrating financial need, a statement of the expected benefits of attending, and one letter of reference from a person with knowledge of the applicant's work.

TO APPLY: Send application materials to Laurie Rizzo, MARAC Education Committee Chair, at lrizzo@hagley.org.

DEADLINES: For the Karen A. Stuart Local History Collection Workshop & Conference Attendance award, the deadline for receipt of applications is August 20, 2015.

IV. Leonard Rapoport Modern Archives Institute Scholarship

The Modern Archives Institute is performing a program review and canceled the 2015 sessions. No scholarships this year. Hopefully the program will resume in 2016.

V. Upcoming Workshops

The Education Committee has organized the following workshops, which are eligible for Academy of Certified Archivist re-certification credit. To register for any of our upcoming workshops, please go to: <http://www.marac.info/workshops>

Project Management for Archival Processing

Thursday September 15, 2015

Location: National Archives at College Park, Maryland

Instructor: Vincent Novera, University of Maryland

Description: This workshop focuses on 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.

From Theory to Action: Pragmatic Approach to Digital Preservation Strategies and Tools, A Digital POWRR Workshop – co-sponsored by ENY/ACLR

Thursday, October 22, 2015

Friday, October 23, 2015 *(These are two separate full-day workshops)

Location: University of Albany, New York

Instructors: Danielle Spalenka, Katie Dunn (*potentially another person)

Description: This is a hands-on workshop that deals with the "How" of digital preservation, rather than the "Why." Attendees will practice the accession of a digital collection using a simple, open-source tool; learn about several DP tools and services; and create an institution-specific action plan for making progress towards digital preservation goals. This workshop is designed specifically for front-line practitioners who routinely complete collections processing work. If you understand the need for digital preservation, and are now seeking to build daily workflows that incorporate accessioning digital materials, processing them, and planning for their long-term preservation, you are our target audience.

Please note that this is not a workshop on how to digitize materials. However, the skills taught can be applied to both born-digital as well as digitized collections.

This workshop is made possible in part by a major grant from the [National Endowment for the Humanities: Celebrating 50 Years of Excellence](#).

Ingest and Management of Digital Collections

Friday, October 23, 2015

Location: Morristown & Morris Township Library, New Jersey

Instructor: Josh Ranger, AVPreserve (*there may be a second instructor)

Description: The common use and creation of electronic records has been ongoing for over 30 years, and the rate of creation continues to increase as technology makes it easier and easier to create image, audio, and video files, and as we continue digitizing analog collections. For archives there is a heightened risk of loss or inability to access these records if regular workflows for ingest, management, and preservation are not instituted. This full day workshop will present case studies of such workflows for large and small institutions dealing with digitized and born digital collections, and then provide hands-on training in the use of assorted free digital curation tools (Fixity, MDQC, Bagger/BagIt, exiftool, etc.) that support ingest, transfer, storage, metadata generation, and monitoring of electronic records. Participants will come away with a clear knowledge of how to use these tools and what role they play in collection management workflows, and a sense of how to implement the use of the tools within their institution. Attendees will need to bring laptops with all applications downloaded and installed to participate in hands-on exercises. All applications are available free of charge on the internet.



July 31, 2015

To: MARAC STEERING COMMITTEE

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

RE: ELECTRONIC RESOURCES COMMITTEE REPORT – SUMMER 2015

Submitted to the Steering Committee at the Spring Meeting on Friday, July 31, 2015 in Baltimore, MD.

Committee Membership

The MARAC Chair has asked me to continue serving as chair of the ERC. We hope to reset the work of the committee moving forward and pending any potential changes to the MARAC bylaws.

Work of the ERC

The committee has nothing additional to report since the last meeting of the MARAC Steering committee.

Issues for Steering

None at this time

MARAC

Membership Development Committee Report

July 2015

Membership

- Sara A. Borden, Chair
- Sierra Green
- Amanda May
- Jason Speck
- Suzanne Gould
- Jamie Margalotti
- Cara Griggs
- Dyani Feige, MARAC Secretary (ex-officio)
- Tammy Hoffman, MARAC Administrator (ex-officio)

Progress and News

- Sara A. Borden assumed the position of Membership Development Committee Chair in April of 2015. She was appointed after Rachel Grove Rohrbaugh stepped down as Chair.
- Cara Griggs, reference archivist at the Library of Virginia, and Suzanne Gould, archivist and records manager with the American Association of University Women, have joined the Membership Development Committee. They will both serve from spring 2015 until spring 2017. They fill the seats vacated by Salome A.R. Jeronimo and Sara when she assumed the chair position.
- The roomshare/rideshare Google spreadsheet program will continue for the Fall 2015 MARAC Meeting in Roanoke, VA, this October. One spreadsheet has been created for a ridshare list and one has been created for a roomshare list. Sara has been working with Tammy and Mary Mannix on the logistics of the sheets and notices will go out soon informing members of the availability of the forms. Members will be responsible for making their own connections.
- The Meeting Navigator program will also continue at the Fall 2015 meeting. In the past, a Google form was distributed to members interested in either being or working with a navigator. Sara plans to continue this format and has created a Google form for use again this meeting. The form will be distributed shortly after the Fall 2015 meeting program is distributed. Sara, Mary, and Tammy have discussed viable ways to target newer members, including students. However, they are concerned about getting established members to volunteer to serve as navigators. Any ideas as to how to recruit are appreciated.
- Sara plans to arrange a conference call or Google chat with the full Membership Development Committee to take place before the Fall 2015 meeting (exact date and time to be determined). Discussion will focus on establishing priorities for the Committee and brainstorming new projects, among other yet-to-be established topics.

MARAC Nominations and Elections Committee Report

With the appointment of Rebecca Goldman and Susan Kline, the Nominations and Elections Committee is now fully formed. We are beginning to prepare for the 2016 election by familiarizing ourselves with the Nominations and Elections Committee Handbook. I plan to coordinate a brief meeting for those committee members who will be attending SAA in Cleveland.

For the rest of the summer and throughout the fall, the committee will be developing a list of potential candidates, as well as soliciting nominations.

The NEC will meet at the fall MARAC meeting in Roanoke, VA.

The members of the committee are:

- Cindy Bendroth
- Rebecca Goldman
- Susan Kline
- Christie Lutz

Respectfully submitted,
Charlotte Sturm
Chair
July 28, 2015

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Date: July 25, 2015

To: Members of the MARAC Steering Committee
From: Elizabeth Scott, Chair, MARAC Outreach Committee
Re: Summary of MARAC Outreach Committee Activities (February 2015-June 2015) for the Summer Steering Committee Meeting, Baltimore, Maryland

Committee Membership and Past Activities (April 2015 – July 2015)

Since our last report, Outreach Co-Chair Heidi N. Abbey stepped down in her role as Co-Chair due to a professional sabbatical. Heidi continues to serve on the committee and is primarily responsible for updating the blog and lend her expertise as a valued long-term member. Elizabeth (Liz) Scott has agreed to serve as Chair for the Outreach Committee. A telephone conference call was held on March 3, 2015, to discuss progress on recent objectives. Topics of discussion included: 1) revising the MARAC blog guidelines; 2) implementing the new MARAC blog posting schedule; 3) brainstorming on ways to increase blog readership; 4) discussing the MARAC Merchandising/Café Press Online Shop; 5) discussion about MARAC Logo survey results; 7) development of a Press Kit by Outreach

The new MARAC blog posting schedule for 2015-2016 is below:

Blog Posting Schedule (2015-2016)

July 2015 – District of Columbia State Caucus Representative
August 2015 – MARAC Secretary
September 2015 – Delaware State Caucus Representative
October 2015 – Maryland State Caucus Representative
November 2015 – MARAC Treasurer
December 2015 – New York State Caucus Representative
January 2016 – Virginia State Caucus Representative
February 2016 – MARAC Vice Chair
March 2016 – New Jersey State Caucus Representative
April 2016 – West Virginia State Caucus Representative
May 2016 – MARAC Chair
June 2016 – Pennsylvania State Caucus Representative

Additionally, a separate MARAC Logo Task Force has been created to study whether or not MARAC should change their current logo. Doing so would affect multiple facets of the organization including publications, social media, and web presence. The Logo Task Force was

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created after Outreach and Membership sent a survey to the membership regarding logos and branding. After the results were analyzed, it became evident a separate committee was needed to continue the work.

The Logo Task Force is comprised of Emily Cottle, David D'Onofrio, Arian Ravanbakhsh, Rachel Grove Rohrbaugh, and Elizabeth Scott. There is a design brief that has been created to help the task force continue the investigation into changing the logo (See Logo Task Force report). The Outreach Committee will continue to be involved with the logo redesign project.

Respectfully submitted by Elizabeth M. Scott for the Outreach Committee

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Date: July 25, 2014

To: Members of the MARAC Steering Committee
From: Rachel Grove Rohrbaugh and Elizabeth M. Scott, Co-Chairs, MARAC Logo Task Force
Re: Summary of MARAC Logo Task Force for the Summer Steering Committee Meeting,
Baltimore, MD

This brief report serves as an introduction and summary of the recent activity of the MARAC Logo Task Force which was created at the Spring Steering Meeting in Boston, MA in March of 2015.

The purpose of this Task Force is to study whether or not MARAC should change their current logo and branding. Doing so would affect multiple facets of the organization including publications, social media, and web presence. The focus of the Task Force has been on discussing the need for a more cohesive design and branding for MARAC across both print and online media. The Logo Task Force was born out of results from a Logo Survey distributed to members in the winter of 2014. Results were mixed but still pointed to the need for a new design. At the Spring Steering Meeting in Boston, MA, it was proposed that Steering allocate significant funds and task the appropriate committee to work with a professional graphic designer to develop a new MARAC branding strategy that could be used consistently across all MARAC print and online media.

The Logo Task Force is comprised of Emily Cottle, David D'Onofrio, Arian Ravanbakhsh, Rachel Grove Rohrbaugh, and Elizabeth Scott. Members of the committee have decided to pursue talks with three different companies and/or designers in order to first gather information. Those selected were: 99Designs, Dickinson College graphic designers, and Jessica Tanney (graphic designer who created most recent set of logos). A design brief has been created to help the Logo Task Force with continuity when speaking with the companies/designers (See end of report). Work on this will continue into the fall of 2015 and well into 2016. The Steering Committee will be updated as events develop.

Respectfully submitted by Rachel Grove Rohrbaugh and Elizabeth M. Scott, Co-Chairs of the MARAC Logo Task Force.

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Design Brief Attachment

Target Audience

Primary Audience

Members

Students

Potential Members

Secondary

People curious about Archives

Scope of the Project

Logo – for Web, print

Layout of

Mid-Atlantic Archivist

Conference brochure

Pamphlets

Blogspot

Twitter, Facebook,

Memberclicks

Show Mid-Atlantic Archivist and Conference Program

No current colors

Convey professionalism

Show vision statement: <http://www.marac.info/strategic-plan>

Sample: <http://www.newenglandarchivists.org/Resources/Documents/2013-NEAbrochureVIEW.pdf>

Publications Committee Report
July 2015 Baltimore Meeting

Mid-Atlantic Archivist:

Thanks to Advertising Editor Eric Arnold Fritzler's persistence, we have NDCC and ArchivesSpace as new advertisers. For the Summer issue, the 7 advertisements are as follows:

Archival Products
Eloquent Systems
Gaylord Brothers
Hollinger/Metal Edge
Lyasis/ArchiveSpace
Northeast Document Conservation Center
University Products

Respectfully submitted,

Ilhan Citak
Publications Committee