

MARAC

Mid-Atlantic Regional Archives Conference

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To: MARAC STEERING COMMITTEE
From: TAMMY HOFFMAN, MARAC ADMINISTRATOR
Date: January 29, 2016
Re: WEB TEAM REPORT

Submitted to the Steering Committee on Friday, January 29, 2016 in Baltimore, MD.

Web Team Overview and Recent Activity

As discussed at our fall meeting, Matt Strauss planned to leave the MARAC Webmaster position at the end of 2015. To fill the void Brian Keough (MARAC Chair) created a MARAC Web Team. He also appointed Elizabeth (Liz) Caringola (University of Maryland) and Don Sailer (Dickinson College) to serve as Web Editors on the Team. They have both brought enthusiasm to their new roles and have already implemented new functionality and better workflow processes for our website.

The Web Team's charter is to work collaboratively along with the MARAC Administrator on managing current needs and the future direction of MARAC's website. **In order to contact the Web Team directly with any questions or edits, please continue to email the webmaster@marac.info account. We are routing requests behind the scenes as needed.**

We have accomplished the following over the past two months:

- **Transference of the various MARAC accounts** -from the former MARAC webmaster to the MARAC Web Team (e.g. Blog, Wiki, MemberClicks ASA accounts, Survey Monkey, Google Analytics, etc.). Note that the Blog will still be managed by the Outreach Committee and articles should continue to be submitted to marac.outreach@gmail.com.
- **Job Opportunities Page Redesign** – Liz Caringola and Don Sailer have embedded a Google spreadsheet on this page: <http://www.marac.info/job-opportunities> to facilitate the posting of jobs. Also they created a Google form for interested employers to complete online and submit their job posting requests. This web page is oftentimes our second or third most often viewed page on our website.
- **State Caucus Representatives Web Pages** - Liz Caringola will be managing the web caucus representative pages and will serve in a key support role for the upcoming 2016 elections. Liz will also be handling the training for the new Reps regarding advanced searches in MemberClicks.
- **Committee Web Pages and Survey Monkey E-ballot** -Don Sailer will be overseeing the Survey Monkey e-ballots for the upcoming 2016 elections and managing the overhaul of the Committee pages that will be needed due to the passage of the bylaws. Don is also designing a Google form for new MARAC Committee members to more easily submit their current contact information and preferred listings for the website.

- **Home Page** – whenever Liz has a chance, she is reviewing some possible options to create a more appealing MARAC website Home Page within MemberClicks. The goal would be to update our home page design and incorporate social media connectivity whenever possible. This is a stopgap measure until we either upgrade our MemberClicks software package or switch to a new vendor.

The Web Team meets bi-weekly via Skype and we look forward to working on introducing a more dynamic website in the future.

Web Team – MemberClicks Review and Recommendations Project

In 2015 MemberClicks announced the release of their new software platform and they now refer to our older version as MemberClicks “Classic”. The new version will be a bit more expensive and introduce essentially an entirely different way to process our workflow. In releasing the new software platform our old version has become at times unstable and problematic. Eventually MemberClicks will retire the Classics version and clients will be moved over to the new platform.

Also in 2015 various committees were expressing a need to update our MARAC logo and website to incorporate a more contemporary design. Our webpages currently resemble more of an online brochure rather than an interactive site that interfaces easily with social media. MemberClicks manages our website content management system as part of their software package.

In light of the new platform introduction along with MARAC’s desire to update their logos and website, the WebTeam is tackling the challenge to investigate our membership software options.

In February 2016, MARAC will mark their seventh anniversary of using MemberClicks to help manage our membership. MemberClicks is just one company among many that focus on marketing software packages to associations. Most of these providers’ products are categorized as Association Management Software (AMS) or Systems and they usually strive to include the following functionality to clients as a “one-stop shop” option:

- Database management
- Event handling (e.g. conferences, workshops, etc.)
- Dues processing and membership management
- Website maintenance
- Financial reporting and payment processing
- Listserv creation and email announcement capabilities
- Integration with social media

In preparation for the MemberClicks future upgrade, the WebTeam is proactively reviewing alternative software solutions including any cost factors. Sharmila Bhatia (who helped MARAC institute MemberClicks back in 2009) has joined the WebTeam to help with this review.

The WebTeam has recently accomplished the following tasks for this endeavor:

- Identified membership software that our peer associations are using- predominantly Wild Apricot software

- Reviewed the costs and functionality of the top four best- selling association management software companies
- Created an evaluation spreadsheet with listing of both “must have” and “would like to have” features in a new system. Also identified the current trouble areas with MemberClicks to hopefully avoid these pitfalls when choosing a new software package.
- Determined that among the AMS options to evaluate should be the new platform for MemberClicks and Wild Apricot. There could possibly be two other AMS options to explore, but those selections have not yet been made.

We welcome any suggestions from the MARAC Steering Committee as this process continues.

Task Force on Diversity and Inclusion

Steering Report, Winter 2016 Steering Committee meeting

Membership

Kirsten Carter
Ken Cleary
E. Evan Echols
Christine George
Josue Hertado
Lindsey Loeper, Chair
Megan Miller

Article in Winter MAA

Article was submitted for pub in the Winter 2016 issue of Mid-Atlantic Archivist. The article provides a summary of the task force's work plan and notifies the MARAC membership that a survey will be sent to them prior to the Spring 2016 meeting in Pittsburgh.

Work plan

October 2015

- Confirm members of Task Force (LL)
- Set-up e-mail list, Google Docs work space, webpage on MARAC website, and any other requested tools for use by the members (LL)
- Review and finalize work plan, assign roles for phase 1 (all)
 - Compile list of efforts by related professional associations (LL/KeC)
 - Contact related professional associations about their diversity initiatives (planning, implementation, successes/failures, suggestions) (LL/KeC)
 - Resource list: articles, books, worksheets, presentations and courses available on themes of diversity, communities, inclusion, professional societies, archives (JH/MM)
 - Survey for membership (CG, EE, KrC)

November 2015

- Continued work

December 2015

- Send article about task force to Mid-Atlantic Archivist by Dec 31
- Continued work

January 2016

- Submit report to Steering (around January 15)
 - email report to interviewees as requested
- Steering committee meeting, Baltimore, MD Friday January 29

February 2016

- Review draft questions for survey; incorporate feedback.
- Send survey questions to Tammy to set-up survey

March 2016

- Distribute and promote survey to membership
 - check if there is a required length of time for surveys to be open

April 2016

- MARAC meeting, Pittsburgh, PA, April 14-16
- Prepare survey summary for presentation at Business Meeting
- Review and update work plan, assign roles for phase 2 (all)
 - Diversity definition
 - Diversity position statement
 - Goals, objectives and new initiatives

May 2016

- Continued work

June 2016

- Continued work

July 2016

- Steering committee meeting
- Submit first draft of diversity definition and position statement
- Review compiled list of suggested goals, objectives, and new initiatives

August 2016

- Continued work

September 2016

- Continued work

October 2016

- Submit recommendations to Steering (due ~Oct 20)
- Prepare presentation for Business Meeting

November 2016

- MARAC meeting, Annapolis, MD, Nov 3-5
- Review and discuss recommendations at Steering
- Present to membership at Business Meeting

December 2016

- Continued work

January 2017

- Steering committee meeting
- Submit final report to Steering

Updates

Contact related professional organizations

Ken Cleary and Lindsey Loeper are in the process of contacting related professional organizations about diversity and inclusion efforts. Even when considering the differences between these organizations - such as membership size or formal mission - we are finding this activity to be very helpful. Each organization seems to approach the work differently; examples include forming a permanent diversity committee, implementing formal mentor-mentee programs with graduate programs, updating the code of ethics, and adding diversity and inclusion statements to by-laws. In addition to these examples, we are also looking for feedback on the role and participation of the membership and how this work has shown to make any impact or changes in practice. We anticipate a summary report of our findings to be completed in February.

Organizations contacted:

- Society of American Archivists
- American Alliance of Museums
- ARMA
- ALA
- AASLH
- ICA
- New England Archivists
- Midwest Archives Conference
- AMIA
- Society of Southwest Archives
- NCPH
- Council of State Archivists
- Organization of American Historians

Resource list

Josue Hurtado and Megan Miller have been working on assembling a resource list for the Task Force on Diversity and Inclusion.

The current list can be seen here (and as an attachment below):

<https://docs.google.com/a/umbc.edu/document/d/1HC5OIsj20N7O1BhhHtXU3kqKBNgwwLonzcBz-GP8znY/edit?usp=sharing>

So far there are 16 entries and counting. The entries are drawn from a variety of sources; peer reviewed journal articles, blog posts, book chapters, LIS/Archives-related websites, and twitter chats, all addressing the topic of diversity and inclusion in the profession. At this point the list is still rough and not formatted like a traditional bibliography. There are some questions to consider:

- Does a robust and ongoing resource list on diversity and inclusion fall within the scope of our task force's charge? Could it be one of our deliverables or does it exist to serve the purposes of this task force?
- What format should this resource list take (annotated bibliography perhaps?).
- Should this list become an ongoing initiative, how would it be shared, distributed, and promoted, and who should have ownership of it?

Membership survey

The survey group (Evan Echols, Christine George, and Kirsten Carter) is currently working on a list of survey questions to be sent to the membership, assessing their views on both institutional and MARAC diversity. The survey will focus on the perception of diversity within individual institutions and MARAC in general. It will also assess the membership's views on the need for increased diversity and representation in the archival community. While most questions will be quantitative, the survey also will allow participants to make comments about the topic of diversity. We will submit the survey to the entire Task Force for feedback before sending it to Tammy to distribute to the membership. The survey group is on target to complete their work within the work plan timeline.

Question: Is there a set amount of time that surveys to the membership need to run?

Presentation to membership at Spring 2016 business meeting

We would like to present a brief update to the membership at the Spring 2016 business meeting. It will not be a full analysis of the survey, the feedback from other professional organizations, or the resource list, but a summary; hopefully we can publish a more extensive review of the membership survey in MAA if there is interest.

Webpage

Could a description about the task force be added to the MARAC website? There is currently an "ad hoc" page: <http://www.marac.info/ad-hoc>. Now it is only used for information about the By-Laws revision.

Resource list (January 2016)

List of resources that relate to diversity and inclusion in the archival professional, information science and cultural heritage fields, and the role of professional societies.

Other resource guides:

#critlib Zotero library: <https://www.zotero.org/groups/critlib/items>

Articles:

1. Ethical Internships: Mentoring the Leaders We Need, blog post by Maureen Callahan
2. Unpacking Identity Racial, Ethnic, and Professional Identity and Academic Librarians of Color, Book chapter by Isabel Gonzalez-Smith, Juleah Swanson, and Azusa Tanaka
3. White Librarianship in Black Face, by April Hathcock
4. 'Diversity' is Rightly Criticized as an Empty Buzzword. So How Can We Make It Work? by Gene Demby
5. Has 'Diversity' Lost Its Meaning? by Anna Holmes
6. How to Uphold White Supremacy by Focusing on Diversity and Inclusion by Kÿra
7. Diversity is for White People: The Big Lie Behind a Well-Intended Word by Ellen Berrey
8. Retaining and Advancing Librarians of Color by Peggy Johnson
9. Perception of Librarians of Color about the Relationship between Retention & Advancement as Middle Managers by Kimberley Bugg
10. The employment of people with disabilities as archivists, records managers, conservators and assistants by Nicola Waddington [It's behind a paywall and pertains to the UK, but I want to get hold of it because for all the discussion about PWD in a reference context, I don't see much about archivists with disabilities.]
11. No Barriers to Service: Librarians with Disabilities, Sager et al [Also in the need-to-track-down category.]
12. The intersection between cultural competence and whiteness in libraries by Fiona Blackburn
13. Why Diversity Matters: A Roundtable Discussion on Racial and Ethnic Diversity in Librarianship
14. But Then You Have to Make it Happen by James Williams III and Jolanda-Pieta van Arnhem
15. Putting the Tiles Together: Building Diversity in the Archival Profession Harrison W. Inefuku
16. #critlib chat of 12/24/2014 on the topic of Archives
<https://storify.com/DinahHandel/critlib>
17. The Quest for Diversity in Library Staffing: From Awareness to Action, by Jennifer Vinopal

18. [Archives, Diversity and Leonardo DiCaprio](#) blog post
19. Mario H. Ramirez (2015) [Being Assumed Not to Be: A Critique of Whiteness as an Archival Imperative](#). The American Archivist: Fall/Winter 2015, Vol. 78, No. 2, pp. 339-356.
20. [Where are all the Librarians of Color?: The Experiences of People of Color in Academia](#)

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Report of the Ad Hoc Disaster Relief Committee

Submitted by Kenneth Cleary, Chair
January 29, 2016

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

Summary

After presenting our report on Somerset County Historical Society's grant application at the summer 2015 meeting of the Steering Committee, a number of questions were raised on the scope and administration of the program. Subsequently, MARAC chair Brian Keough charged this committee with investigating these issues and preparing a report of our findings. To better understand the program, we established a set of questions to guide our work and interviewed the four previous at-large members of Steering who served during the busy period following Hurricane Sandy. Tammy Hamilton was particularly helpful in providing us with some email, memoranda, and grant applications from the time she served. Having discussed these questions at length, we find that the purpose and design of the grant itself is sound, but that some clarification of the language that describes the grant would be beneficial. We also believe that the MARAC operations manual should be updated to include guidelines on administering the grant for the benefit of future incarnations of the committee.

In addition to reporting on our investigation, it should be noted that Pam Robinson from Somerset County Historical Society sent me a report on their disaster recovery efforts on December, 4th, 2015. This included photos and a statement of how they have been using the MARAC gift funds. The files she sent can be found on the Steering Committee Dropbox, under SCHS Follow Up.

Principal topics of investigation and findings:

Grant funding: How is the grant funded and is this sufficient? Is the \$2,000 maximum award appropriate?

The current funding model and maximum award are appropriate. If a future event depleted the account, MARAC has the option to solicit additional funds as necessary.

Furthermore, the Steering Committee has the ability to waive the limit if circumstances are considered necessary or appropriate for a particular disaster.

This committee also recommends that consistent efforts be made to communicate to MARAC membership that this grant is funded by voluntary contributions. This could be achieved with notices in the Mid-Atlantic Archivist or conference meeting programs, email sent to membership, or noted during conference business breakfast meetings.

Is the 30 day deadline to apply too short? Does it dissuade some from applying?

The majority of the committee feels that the 30 day deadline is appropriate, yet also acknowledges that the deadline is somewhat arbitrary. It is unclear if the deadline has ever discouraged an applicant. We noted that the deadline has been waived in the past.

Should the Disaster Relief Committee be ad-hoc or standing?

We believe that the ad-hoc committee model is the most appropriate for the disaster relief committee due to the unpredictable nature of its work.

Regardless of the model used, we found that the unpredictable nature of the work has meant that a good deal of the knowledge and learned wisdom on conducting this committee's business was lost since the last period of activity. Our interviews with the previous at-large members go a long way towards documenting the past work of this committee and can be found in the appendix. This realization is one reason we recommend updating the MARAC operations manual with guidelines on administering this grant. (see proposed changes document).

Is the scope of the grant appropriate? Can the language of the grant be improved?

We believe that the scope of the grant - to address the needs of an immediate response to a disaster - to be appropriate. However, the language of the grant can and should be clarified. (see proposed changes document).

Proposed actions.

1 - The language of the grant as described on the MARAC web site should be updated and clarified.

2 - A section be added to the MARAC Operations Manual that outlines these findings, with the intention of better guiding future members of the disaster relief committee. Our proposed language for the operations manual follows.

3- That the MARAC chair direct the appropriate standing committee to consider raising awareness of the grants funding being solely voluntary contributions.

Respectfully submitted,
Ken Cleary

Proposed addition to MARAC operations manual:

MARAC Ad hoc Disaster Relief Committee

MARAC Operations Manual <http://marac-operations-manual.wikidot.com/>

Mission and Goals

The Ad hoc Disaster Relief Committee convenes to review applications for monies from the MARAC Disaster Relief Fund in an effort to provide immediate relief to affected institutions.

Operations

The Disaster Relief Committee is meant to be a rapid response to petitions for relief and consists of current At-Large Members at the discretion of the Chair. The Steering Committee Chair will appoint one Member to chair the Disaster Relief Committee.

Typically, the Disaster Relief Fund can provide up to \$2,000 to qualified institutions in accordance with the grant guidelines. However, the Disaster Relief Committee may request the Steering Committee approve additional funds be granted to an institution in cases where there is exceptional need. In instances where there is a widespread disaster that leads to multiple institutions requesting assistance, such as Hurricane Sandy in 2012, the Steering Committee may allocate additional MARAC funds to the Disaster Relief Fund.

The Disaster Relief Committee will keep minutes of all meetings and submit a written report of activities, decisions and recommendations to the Steering Committee prior to the following Steering Committee meeting. The Chair of the Disaster Relief Committee should forward all non-current records to the MARAC Archives.

The scope, application, and general guidelines for the Disaster Relief Fund are available on the MARAC website at <http://www.marac.info/disaster-relief->. It is the responsibility of the Disaster Relief Committee to insure the information on MARAC's website regarding the Disaster Relief Fund is kept up to date.

Timeline

The Disaster Relief Fund is meant to be a rapid response to a disaster. As such, the application process should be completed within a month of the disaster and the Disaster Relief Committee should do its best to get a response to the institution as soon as possible.

As soon as an institution has decided to apply for the grant, it should notify the MARAC Administrator. The Administrator will notify the Steering Committee Chair who will then convene the Disaster Relief Committee.

Within 30 days of the disaster, the Applicant will submit its grant application and support materials to the MARAC Administrator. The MARAC Administrator will distribute the packet of information to the Disaster Relief Committee.

Should the Disaster Relief Committee feel that an exception should be made, it may request that the Steering Committee waive the time restriction.

Within 2 weeks after receipt of the application the Disaster Relief Committee will review the application and make a formal recommendation to the Steering Committee Chair to be shared with the Steering Committee. The Steering Committee will vote on the recommendation at this time.

The Disaster Relief Committee Chair will notify the Applicant of the result of the Steering Committee's vote. If the Steering Committee approves the application, the Treasurer will send a check to the Applicant.

Within three months after the award, the Applicant will send a report to the Disaster Relief Committee Chair detailing how the grant monies were used.

The Steering Committee Chair will suspend the Disaster Relief Committee once all obligations have been met. Once the Disaster Relief Committee is suspended, the Disaster Relief Committee Chair will send the Disaster Relief Committee records to the MARAC Archives.

Proposed changes to grant guidelines for web site:

MARAC Disaster Relief Fund Guidelines

What is the Disaster Relief Fund?

The Disaster Relief Fund is meant to provide immediate relief to institutions impacted by a disaster. Any grant from the Disaster Relief Fund shall help fund a response necessary to prevent irretrievable loss.

Who can apply?

Any institution with publicly accessible archival holdings or special collections in the MARAC region can apply (Delaware, District of Columbia, Maryland, New Jersey, New York, Pennsylvania, Virginia, and West Virginia). Personal collections are not eligible for grants. MARAC membership is not a condition of eligibility.

How much can an institution apply for?

Up to \$2,000 per grant.

What types of responses are eligible for funding?

Grant monies may be used for the direct recovery of damaged or at-risk archival materials caused by a sudden unexpected event involving fire, water, man-made, or natural phenomena where immediate response is necessary to prevent irretrievable loss. Eligible services may include freeze drying, storage, transportation of materials, and rental facilities. Eligible supplies may include acid-free boxes and folders, storage cartons, cleaning materials, plastic milk crates, and protective gear. Funds may also be used to defray reasonable costs (such as housing, meals, or transportation) for volunteers or other laborers who assist with the recovery.

Who determines funding?

After reviewing the submitted materials, the MARAC-Ad hoc Disaster Relief Committee makes a recommendation to the MARAC Steering Committee. The Steering Committee then puts it to a vote.

What is the procedure?

As soon as you know you are interested in applying for a grant from the Disaster Relief Fund, notify MARAC's Administrator of your intent.

Notify MARAC Administrator of your institution's intent to file an application within 30 business days of the event/disaster, submit a complete application with support materials to the MARAC Administrator.

Submit a complete application and support materials to MARAC Administrator.

Review of the application and support materials by the MARAC Ad hoc Disaster Relief Committee will be completed within two weeks. Successful applicants will receive a confirmation email from the Chair of the Ad hoc Disaster Relief Committee and receive dispersal of funds by check.

Submit a report, detailing how the grant monies were utilized, to the Chair of the Ad hoc Disaster Relief Committee within 3 months of the dispersals of funds.

The Ad hoc Disaster Relief Committee will review the application within 2 weeks of receipt and it will be put to a vote. The Chair of the Ad hoc Committee will notify you of the status of your application. If it is approved, you will receive your funds by check.

Within 3 months of receiving the grant, you must submit a report to the Chair of the Ad hoc Committee detailing how the grant monies were used.

How is the Disaster Relief Fund maintained?

The Disaster Relief Fund is supported through member donations and may be supplemented by other funds at the discretion of MARAC's Steering Committee. If you would like to donate to the Disaster Relief Fund, you can do so at <http://www.marac.info/donate>.

Appendix

I. Interviews with previous at-large members (anonymized):

Is the current method for funding the grant sufficient? Is the \$2,000 maximum award appropriate?

Respondent A:

I prefer that the fund continue to be funded by a percentage of meeting profits.

Respondent B:

2k is fine. If you need more, you can always petition steering for more - MARAC is flush.

Respondent C:

2a. We received funds from the membership. There is a spot on the membership renewal for the Disaster Relief Fund.

2b. Many institutions have insurance to cover most of the damages caused by disasters so we saw ourselves as a supplement rather than their only source of funds.

Respondent D:

\$2,000 is sufficient. There are other grant sources available to assist those in need. MARAC can waive limit if it deems appropriate, as well as increase funding for the grant if another Sandy happens.

Is the 30 day deadline to apply too short? It seems this has been waived at least twice in recent history, so perhaps it should be relaxed? Does it dissuade some from applying?

Respondent A:

We wanted a quick turnaround for the applications and the distribution of funds so the institutions assisted could receive the money as soon as possible.

Respondent B:

No real opinion on this. Like you said, exceptions have been made, so if it's not being applied anyway, I figure if things aren't broke, why fix them?

Respondent C:

I think having a deadline is arbitrary but perhaps it motivates individuals to apply in a timely manner? Or perhaps it imposes too much pressure on an institution already dealing with a major event? I could go either way on this one.

Respondent D:

Impartial about 30-day deadline

Should the current ad-hoc committee model for disaster relief be changed to a standing committee?

Respondent A:

We decided to stay ad hoc because disasters don't happen every year.

When we were tasked with this, we checked what other professional archival organizations did. We ended up taking bits and pieces from the applications we found.

Respondent B:

No, disasters happen so infrequently that I think an ad hoc committee comprised of at-large-members is fine. ALMs should familiarize themselves with the handbook discussion on the committee once they rotate on. I think it should still be ALMs and not others because ALMs don't really do anything on steering except tell other people to do work, so this will help spread the workload and make convening the committee at the appropriate time more efficient.

Respondent C:

If I recall correctly Steering voted to have the committee be Ad hoc because it was too much of a hassle to change the by-laws. But perhaps this will no longer be an issue if the governance changes that have been proposed occur.

Respondent D:

Does not need to be a standing committee. Disasters don't occur all that often.

Is the purpose of the grant too limited? In other words, should we consider funding additional aspects of recovering from a disaster than is currently allowed? For example, in addition to supplies or services that facilitate immediate response to a disaster, should we help fund the replacement of damaged materials themselves? Are there other ways the scope should be expanded or clarified?

Respondent A:

I can say that we did turn some requests down or did not fund the total amount requested. [because request was deemed out of scope with the grant]

Respondent B:

Yeah I think repair should be fair game. Thing is, people are going to need to get a quote from some place that does repair so the committee is sure the applicant is not picking a number out of thin air.

Respondent C:

We limited what was covered because they were tangible items and easy to estimate. The organizations we helped after Hurricane Sandy seemed to need those items.

The application helped the organizations/institutions figure out what was really needed, explained if they were receiving other assistance plus how much, and most needed less than the \$2,000 limit. We asked for photographs of the disaster so we could see as well as understand the problems. We also asked for them to

*report back after the funds were used to explain/show how they were used.
Sometimes the uses changed and that was okay as long as it was part of our list.*

Respondent D:

Prefers grant remain at as is, with regard to its scope and limitations.

II. Statement on grant funding from Jim Gerencser (MARAC interim treasurer) on 9/15/2015:

"The disaster relief fund itself ONLY grows through direct donations. There had been talk in past years about taking a percentage of the meeting profits, but it was decided to keep those profit dollars earmarked for the education endowment.

That said, if/when funds are needed for disaster relief beyond what is in the account, Steering Committee can authorize additional funds (and in the past, we have). So even though there's only about \$4000-\$4500 in the account right now, if there were another hurricane like Sandy, and we had multiple requests for funding, Steering could authorize additional relief funds to be paid from our general surplus. In other words, don't think of the disaster fund balance as a strict limitation."

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Dear Pam,

Thank you for shopping at Alibris!

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Bridgewater, NJ 08807
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Detail	Title	Charge
57378642-1	Early Recollections and Life of Dr. James Still 1812-1885 Standard shipping This item should arrive in 3 to 9 days	\$17.00

+ \$3.99 = 20.99 = 15.99

From [The Chatham Bookseller](#) | [Contact Seller](#)

The item in this section ships directly from this seller.

Detail	Title	Charge
57378642-2	County Atlas of Warren, New Jersey, From Actual Surveys By and Under the Direction of E. W. Beers Standard shipping This item should arrive in 3 to 9 days	\$45.00

Order Cancelled
Credit Rec'd

From [KH Entertainment](#) | [Contact Seller](#)

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Detail	Title	Charge
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57378642-3

Historical Maps of North America
Standard shipping
This item should arrive in 3 to 9 days

\$8.99

$$+ 3.99 = \underline{\underline{\$12.98}}$$

From [Midtown Scholar Bookstore](#) | [Contact Seller](#)

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Detail	Title	Charge
57378642-4	Mapping New Jersey: An Evolving Landscape Standard shipping This item should arrive in 3 to 9 days	\$23.90

$$+ 3.99 = 27.89 = \underline{\underline{23.90}}$$

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Detail	Title	Charge
57378642-5	Bedminster Standard shipping This item should arrive in 3 to 9 days	\$19.25

$$+ 3.99 = \underline{\underline{\$23.24}}$$

Subtotal	\$114.14
Coupon	-\$15.00
Shipping & Handling	\$19.95
Total	\$119.09

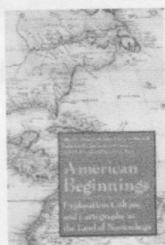
\$119.09

Total reflects the charge to your PayPal account at the time of purchase. Refunds for any cancelled items will be issued to the same PayPal account.

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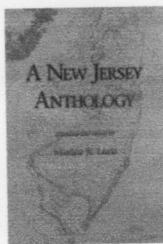
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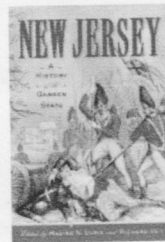
American Beginnings: Exploration, Culture, and Cartography in the Land of Norumbega



In the Somerset Hills: The Landed Gentry



A New Jersey Anthology

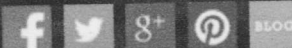


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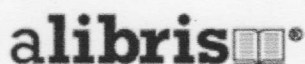
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From: **Alibris Orders** info@alibris.com
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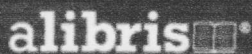
County Atlas of Warren, New Jersey, From Actual Surveys By and Under the Direction of F. W. Beers

The good news is that we most likely have a [similar item](#) in inventory and ready to ship. We hope you'll visit Alibris to select your [replacement copy](#).

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Pamela Robinson
Somerset Co. Hist. Society
9 Van Veghten Dr
Bridgewater, NJ 08807
UNITED STATES

We will e-mail you as each item in your order is shipped. We recommend that you save this e-mail until you have received all items in your order.

Order Details

From [Doucet Libraire](#) | [Bookseller](#) | [Contact Seller](#)

The item in this section ships directly from this seller.

Detail	Title	Charge
57485466-1	Atlas of the American Revolution Standard shipping This item should arrive in 3 to 16 days	\$41.10
Subtotal		\$41.10
Coupon		- \$3.00
Shipping & Handling		\$3.99
Total		\$42.09

Total reflects the charge to your PayPal account at the time of purchase. Refunds for any cancelled items will be issued to the same PayPal account.

From: Alibris Orders info@alibris.com
Subject: Order Acknowledgement - Order # 57759739
Date: October 31, 2015 at 12:03 AM
To: j.p. [mailto:j.p.rob@alibris.com]

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From: [Buy Direct from the Publisher](#)

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Detail	Title	Charge
57759739-1	County Atlas of Warren New Jersey, From Actual Surveys By and Under the Direction of F. W. Beers Standard shipping This item should arrive in 3 to 10 days	\$40.00
Subtotal		\$40.00
Coupon		- \$5.00
Shipping & Handling		\$3.99
Total		\$38.99

Total reflects the charge to your PayPal account at the time of purchase. Refunds for any cancelled items will be issued to the same PayPal account.

\$38.99 withdrawn from Bank acct going to PayPal 10/31/15.
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Order #1005-7379490

Ordered on: **2015-09-22 16:45:59**

Payment via: **Paypal**

Delivery method: **Standard** (Typically 7 to 14 days for delivery. See below for details on estimated arrival dates.)

Bill to

Marian Meyer
9 Van Veghten Drive
Bridgewater, NJ 08807
United States

Ship to

Marian Meyer
9 Van Veghten Drive
Bridgewater, NJ 08807
United States

Shipment #1005-7379490-2769771

Status: Shipment pending confirmation and processing by the bookseller

Shipping from Michael J. Osborne Books LLC (michaeljosbornebooks@verizon.net) in **MD, USA**. Estimated delivery between **Tue, Sep 29th and Tue, Oct 6th**
Dates are provided as an estimation. Actual delivery times will vary depending on weekends and postal holidays.

SKU	Title / Author	Ea.	Qty	Price
<u>355554096</u>	Eminent Americans Comprising of Brief Biographies / Lossing, Benson New York: John Lovell Company, 1890. 521p, illustrations. 20cm. Blue cloth with titling in gilt on the spine. Minor edge wear. In very good condition.	\$40.00	1	\$40.00

Shipping Cost Subtotal: \$0.00

Subtotal: \$40.00

Total Shipping: \$0.00

Total: \$40.00

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Order #1005-7358463

Ordered on: **2015-08-28 23:57:23**

Payment via: **Paypal**

Delivery method: **Standard** (Typically 6 to 12 days for delivery. See below for details on estimated arrival dates.)

Bill to

Somerset County Historical Society
9 Van Veghten Drive
Bridgewater, NJ 08807
United States

Ship to

Somerset County Historical Society
9 Van Veghten Drive
Bridgewater, NJ 08807
United States

Shipment #1005-7358463-2747848

Status: Shipment pending confirmation and processing by the bookseller

Shipping from Shelf Lives (info@shelflives.ca) in **ON, CAN**. Estimated delivery between **Thu, Sep 3rd and Wed, Sep 9th**
Dates are provided as an estimation. Actual delivery times will vary depending on weekends and postal holidays.

SKU	Title / Author	Ea.	Qty	Price
<u>199643966</u>	George Washington The Image and the Man / Woodward, W.E London, England: Jonathan Cape, 1928. DJ Clipped. Edges of DJ worn and there are small nicks. (Ref. #ACC-G153). First Edition. Hard Cover. Very Good/Good. 6-1/2" x 9" Tall. Autobiographies/biographies.	\$33.00	1	\$33.00

Shipping Cost Subtotal: \$12.00

Subtotal: \$33.00

Total Shipping: \$12.00

Total: \$45.00

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If you would like to learn more or make a claim, please visit nortonshoppingguarantee.com. This guarantee expires 30 days from the date of purchase.

[Print this page for your records.](#)

Order Placed: March 11, 2015

Amazon.com order number: 109-8604086-6701038

Order Total: \$10.44

Shipped on March 13, 2015

Items Ordered

Price

1 of: *The Last Will and Testament of George Washington*, Washington, George

\$6.45

Sold by: Brasfield's Fine Books ([seller profile](#))

Condition: Used - Very Good

Hardcover; Very Good; No Dust Jacket; 67 pp. No ownership or...

Shipping Address:

Pamela Robinson

10 Ventura Dr

Bridgewater, NJ 08807-2514

United States

Item(s) Subtotal: \$6.45

Shipping & Handling: \$3.99

Total before tax: \$10.44

Sales Tax: \$0.00

Shipping Speed:

Standard Shipping

Total for This Shipment: \$10.44

Payment information

Payment Method:

Debit Card | Last digit [REDACTED]

Item(s) Subtotal: \$6.45

Shipping & Handling: \$3.99

Total before tax: \$10.44

Estimated tax to be collected: \$0.00

Grand Total: \$10.44

Billing address

Pamela J Robinson

10 Ventura Dr

Bridgewater, NJ 08807-2514

United States

Credit Card transactions

Visa ending [REDACTED]: March 13, 2015: \$10.44

To view the status of your order, return to [Order Summary](#).

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Order #1005-7402332

Ordered on: ~~2015-10-30~~ 23:31:36

Payment via: **Paypal**

Delivery method: **Standard** (Typically 7 to 14 days for delivery. See below for details on estimated arrival dates.)

Bill to

Marian Meyer
9 Van Veghten Drive
Bridgewater, NJ 08807
United States

Ship to

Marian Meyer
9 Van Veghten Drive
Bridgewater, NJ 08807
United States

Shipment #1005-7402332-2793467

Status: Shipment pending confirmation and processing by the bookseller

Shipping from Bookworks (bookworks@tds.net) in **WI, USA**. Estimated delivery between **Fri, Nov 6th and Fri, Nov 13th**
Dates are provided as an estimation. Actual delivery times will vary depending on weekends and postal holidays.

SKU	Title / Author	Ea.	Qty	Price
<u>711535985</u>	The Life and Times of George Washington / Schmucker, Samuel L <i>Philadelphia: John E. Potter & Company, 1880. Relatively obscure biography of Washington, first published in 1859. Undated reprint, circa 1880. Hardcover, full mustard cloth, gilt titling, black decoration. General wear, spine gilt tarnished, some foxing, several pages dog-eared. Text clean; xii, 432 pages.. Reprint. Hard Cover. Good/No Jacket. 5½" by 7½".</i>	\$35.00	1	\$35.00
Shipping Cost Subtotal:				\$0.00
Subtotal:				\$35.00
Total Shipping:				\$0.00
Total:				\$35.00

\$35.00 withdrawn from bank acct. to PayPal 10/31/15.

Pam

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\$1,000 Purchase Guarantee. Our terms (returns, refunds, shipping, etc) are independently guaranteed up to \$1,000. For any issues not resolved by our customer service team, you may contact Norton Shopping Guarantee for assistance.

If you would like to learn more or make a claim, please visit nortonshoppingguarantee.com. This guarantee expires 30 days from the date of purchase.

RECEIPT		DATE <u>4/16/2015</u>	No. <u>512393</u>
RECEIVED FROM <u>Somerset County Hist Soc</u>		\$ <u>4000</u>	
<u>Forty</u>		DOLLARS	
<input type="radio"/> FOR RENT <input checked="" type="radio"/> FOR <u>Beers Atlas / Hc</u>			
ACCOUNT		<input type="radio"/> CASH <input checked="" type="radio"/> CHECK <input type="radio"/> MONEY ORDER <input type="radio"/> CREDIT CARD	FROM _____ TO _____ BY <u>ck</u>
PAYMENT			
BAL. DUE			

Receipt for Hunterdon County Atlas
 purchased from Hunterdon County
 Historical Society with M.A.R.A.C.
 Grant Funds

P. Robinson

Thursday, Mar 26 at 9:37 PM

From: Alibris Orders <info@alibris.com>

To: pam_robin@verizon.net

Subject: Order Acknowledgement - Order # 56363355

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Order Acknowledgement

Dear Pam,

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We received your order **#56363355** on
Your purchase has been charged to your credit card.

to:

Pam Robinson
10 Ventura Dr
Bridgewater, NJ 08807
UNITED STATES

We will e-mail you as each item in your order is shipped. We recommend that you save this e-mail until you have received all items in your order.

Order Details

From [Zohar Books](#) | [Contact Seller](#)

The item in this section ships directly from this seller.

Detail	Title	Charge
56363355-1	The Provincial Courts of New Jersey, With Sketches of the Bench and Bar. a Discourse Read Before the Standard shipping This item should arrive in 3 to 11 days	\$16.54
Subtotal		\$16.54
Shipping & Handling		\$3.99
Total		\$20.53

Total reflects the charge to your credit card at the time of purchase. Refunds for any cancelled items will be issued to the same credit card.

Shipped on May 12, 2015

Price

\$12.75

Condition: New

remanufactured ink cartridge replacement for dell t0529 2 pa... [see more](#)

Item(s) Subtotal: \$12.75

Shipping & Handling: \$6.10

Total before tax: \$18.85

Sales Tax: \$0.00

Total for This Shipment:\$18.85

Standard Shipping

Item(s) Subtotal: \$12.75

Shipping & Handling: \$6.10

Debit Card | Last digits: [REDACTED]

Total before tax: \$18.85

Estimated tax to be collected: \$0.00

Grand Total: \$18.85

Visa ending in [REDACTED]: May 12, 2015: \$18.85

To view the status of your order, return to [My Account](#).

Please note: This is not a VAT invoice.

For this order, please allow 2-3 business days for delivery.

Order Placed: September 25, 2015
Amazon.com order number: 116-6999539-7491465
Order Total: \$39.99

Shipped on September 26, 2015

Items Ordered	Price
1 of: <i>The Life of William Alexander, Earl of Stirling; Major General in the Army of the United States During the Revolution, with Selections from His Correspondence, Duer, William Alexander</i>	\$36.00
Sold by: sequiturbooks (sequiturbooks)	

Condition: Used - Very Good
 xv, 272 p., [6] leaves of plates : ill. ; 23 cm. Vol. II of ...

Shipping Address:

Pamela Robinson
 10 Ventura Dr
 Bridgewater, NJ 08807-2514
 United States

Item(s) Subtotal: \$36.00
 Shipping & Handling: \$3.99

 Total before tax: \$39.99
 Sales Tax: \$0.00

Total for This Shipment: \$39.99

Shipping Speed:
 Standard Shipping

Payment information

Payment Method:

Debit Card | Last digit: [REDACTED]

Item(s) Subtotal: \$36.00
 Shipping & Handling: \$3.99

Billing address

Pamela J. Robinson
 10 Ventura Dr
 Bridgewater, New Jersey 08807-2514
 United States

Total before tax: \$39.99
 Estimated tax to be collected: \$0.00

Grand Total: \$39.99

Credit Card transactions

Visa ending in [REDACTED]: September 26, 2015: \$39.99

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Order Details

From Alibris | Contact Seller

Items in this section ship from Alibris.

Order #	Title	Charge
57453358-1	The Life of Major-General Peter Muhlenberg of the Revolutionary Army Standard shipping - This item should arrive in 3 to 10 days	\$57.95

From Nevado Books | Contact Seller

Items in this section ship directly from this seller.

Order #	Title	Charge
57453358-2	Register of the Commissioned Officers and Privates of the New Jersey Volunteers, in the Service of t Standard shipping - This item should arrive in 3 to 11 days	\$24.70

Total reflects charge to your PayPal account at time of purchase. Refunds for any cancelled items will be issued to the same PayPal account.

Subtotal	\$82.65
Coupon	-\$8.00
Shipping & Handling	\$3.99
Total	\$78.64

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The Final Winner of Our
Shopping Spree

When it's your school spirit
pulling you through a New
England winter. #GoCrimson
#getschooledalibris
pic.twitter.com/hvM8p8MEr8

Report of the Bylaws Transition Team

The committee had one conference call on 12/23/15 and met in person on 1/16/16. The committee chair wrote an article for the Winter Issue of the *Mid-Atlantic Archivist* that will be published in the first quarter of 2016.

The Team reviewed the new Bylaws, the past recommendations of the Committee on Committees, and the Steering Committee meeting minutes discussing those recommendations.

During our meetings the Transition Team has made the following suggestions and formal recommendations which need approval from Steering:

Steering Committee

The MARAC Administrator shall be an ex-officio member of Steering and shall attend all Steering Committee meetings. If there is any problem with the Administrator it should be reported to the MARAC Chair.

The MARAC Archivist shall be an ex-officio member of Steering and should attend all Steering Committee meetings to provide continuity or information on historical issues relating to governance issues.

The Awards Committee Chair, Membership Chair, Communications Chair, Nominations and Elections Chair, and Education Committee Chair will be required to submit reports for Steering Committee meetings but will not be required to attend unless the committee has business on the Steering Committee agenda.

Awards Committee

The Awards Committee should consist of the elected chair of the Awards Committee as well as the elected chairs of the Custer, Finding Aids, Distinguished Service, and Scholarship Committees.

Development Committee

The Transition Team recommends the dissolution of the Development Committee, effective no later than June 30, 2016.

The Transition Team recommends the establishment of the position of Development Coordinator, effective no later than July 1, 2016.

The current MARAC Chair or the new Chair-elect should appoint one person to serve as Development Coordinator, who will oversee the management of MARAC's various restricted funds, including the investment of those funds. The Development

Coordinator will serve as an ex-officio member of the Finance committee and will report directly to the MARAC Chair. The Development Coordinator will communicate with MARAC's accountant as necessary to discuss any tax ramifications with changes in investment strategies. The Development Coordinator may be empowered, with approval of Steering Committee, to employ a consultant to provide advice about investment options and strategies. (A recommendation for this appointment would be whoever among the current candidates for Treasurer is not elected to that office.)

As an additional consideration, whenever targeted fund-raising is pursued, it is recommended that the Chair-elect appoint an ad hoc committee to plan and oversee that fund-raising activity.

Electronic Resources Committee

The Transition Team recommends the dissolution of the Electronic Resources Committee, effective no later than June 30, 2016.

Publications Committee

The Transition Team recommends the dissolution of the Publications Committee, effective no later than June 30, 2016.

Outreach Committee

The Transition Team recommends the dissolution of the Outreach Committee, effective no later than June 30, 2016.

Communications Committee

The Transition Team recommends the creation of a Communications Committee as an operational committee for MARAC, commencing no later than July 1, 2016.

The Communications Committee will be an operational committee. The committee will largely combine the functions of the current Electronic Resources, Publications and Outreach Committees.

The committee members will be appointed by the Chair-elect and will include up to nine individuals including the Chair, the Editor of the *Mid-Atlantic Archivist* newsletter, an Assistant Editor for the newsletter, and an Advertising Editor for the newsletter. In addition to its nine sitting members, the committee should include the MARAC Administrator and MARAC Secretary ex-officio members.

This committee will:

- Manage and assess the ongoing development of MARAC's use of social media (including the MARAC blog, twitter feed and Facebook page).
- Manage and assess MARAC's existing and future publications including the *MAA*, technical leaflets and publications from conference sessions.
- Seek and implement new means of communicating with members and non-members as needed.
- Solicit feedback as needed on MARAC communication and outreach initiatives.
- Coordinate MARAC's annual Archives Month activities including selecting and communicating the Archives Month theme.
- Provide marketing for MARAC publications and social media accounts.
- Coordinate advertising and exhibiting at appropriate meetings of other professional associations, such as the SAA Annual Meeting.
- Oversee MARAC's branding, including reviews as needed and any necessary refreshing.
- Insure that content on MARAC website is accurate and current.
- Work with the Membership Committee on joint marketing initiatives (such as developing and providing MARAC swag or promotional giveaways) and communications with members.
- Advise Steering and any other appropriate MARAC committees on any matters related to communications.

The Communications Committee will share content via social media, websites or other electronic resources. The committee will not be responsible for software maintenance or administration of the technology supporting social media. The MARAC Administrator and Web Master(s) will be responsible for technology support issues as well as maintaining the website and blog, administering elections and surveys, and coordinating use of the DRUM. (Note that encouraging those who provide papers for MARAC to submit materials to DRUM is done by the Meetings Coordinating Committee).

It is suggested by the Transition Team that the chairs of the current Publications, Outreach, and Electronic Resources Committees work together in the coming months to insure a smooth transition to the new Communications Committee. Recommendations for who should serve on the new Communications Committee should be provided to the Chair-elect no later than July 1, 2016.

Membership Committee

The Transition Team recommends that the Membership Committee continue as an operational committee for MARAC.

The committee should drop the word "Development" from its title. The Membership Committee will be an operational committee. The committee will look at all aspects

of membership from acquiring new members to insuring members continue to enjoy the membership experience to keeping members engaged and finding out why members decide to leave the organization. It will not just focus on recruiting new members. The committee will be responsible for providing an orientation to new members of the organization, developing mentoring programs and working with caucus representatives to determine why members decide to withdraw from MARAC.

Education Committee

The Transition Team recommends that the Education Committee continue as an operational committee for MARAC.

The Education Committee will be an operational committee. This committee should consist of five members and its primary role will be developing and providing workshops at the fall and spring meetings as well as at other times during the year. The committee will also explore other means of providing educational opportunities including webinars and other means to support the professional development of archivists. The chair of the Education Committee will also serve as an ex-officio member of the Meetings Coordinating Committee.

The Committee will:

- Arrange workshops for fall and spring meetings in cooperation with the Meetings Coordinating Committee.
- Arrange workshops offered at various times other than during the fall and spring meetings.
- Consider the use of webinars as an educational option and develop webinars.
- Consider the development of educational podcasts.
- Consider reviewing new books and articles on archival topics, which could be published in the MAA or on the MARAC blog, or both.
- Consider the development of educational resource pages (like annotated bibliographies on different archival topics, maybe).
- Consider virtual book groups or other forums for discussion of archival issues.

Disaster Assistance Team

The Transition Team does not recommend any changes with regard to the review and awarding of disaster assistance funds. The Disaster Assistance Team shall consist of the four Steering At-Large representatives with the one who receives the most votes in the election serving as chair of the team. When requests for disaster assistance are received by MARAC, the Disaster Assistance Team shall review the request, communicate with the requestor to answer any questions that may arise, and make a recommendation to Steering for how to respond to the request.

Other Committee Issues

Steering Committee should submit a one-page advertisement to the *Mid-Atlantic Archivist* to thank all of those who are currently serving on committees for their service to the organization and their support during the transition to a new governance structure.

Also, reports of all ad-hoc committees should be made available on the MARAC website, either as part of the Steering Committee meeting minutes or in some other place on the MARAC website. Currently, only the reports of officers, standing committees, and caucuses are included on the site where meeting minutes are accessible.

Nominations and Elections Issues

The Transition Team has asked Dyani Feige if she would be willing to serve a one year extension as MARAC Secretary. She agreed. Next year the election for Secretary will take place according to the regular cycle.

The Transition Team recommends that a one year extension of Dyani's term as MARAC Secretary be approved.

The Transition Team has asked Mary Mannix if she would be willing to serve as Meetings Coordinator for a one year term, commencing July 1, 2016. She agreed. Next year the election for Meetings Coordinator will take place according to the regular cycle.

The Transition Team recommends that the one year appointment of Mary Mannix as Meetings Coordinator be approved.

For the election of the Scholarship Committee to allow for a staggered election cycle in the future, during the upcoming election six new committee members will be elected, whose terms will begin July 1, 2016. The top two vote getters in the election will serve a full three-year term, the next two vote getters will serve a two-year term, and the last two vote getters will serve a one-year term.

Other Comments

The committee wonders if a portion of the Summer issue of the *MAA* should be devoted to the bylaws changes and the implementation?

Something else the committee wishes to recommend though it is outside of the scope of the committee is that the Administrator receive an annual review coordinated by the Chair and Executive Committee in collaboration with the

Administrator's supervisor at Dickinson College or what entity sponsors the administrator.

Respectfully Submitted by

Andrew Cassidy-Amstutz

Rebecca Collier

Jim Gerencser

L. Paige Newman

Charlotte Sturm

Danna Bell, Chair

MARAC

Mid-Atlantic Regional Archives Conference

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

REPORT OF THE ARLINE CUSTER MEMORIAL AWARD COMMITTEE

Submitted by Tammy L. Hamilton, Senior Co-chair

January 9, 2016

The MARAC website was updated with the 2015 award recipient.

No other business was conducted during this period.

Respectfully,

Tammy L. Hamilton
Senior Co-chair

MARAC

Mid-Atlantic Regional Archives Conference

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New York • Pennsylvania • Virginia • West Virginia

DATE: JANUARY 26, 2016

**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, January 29, 2016

Today is the deadline for applications for the Distinguished Service Award. As of the writing of this report (on Tuesday January 26), the Chair is aware of only one application in process – but it has not yet been received. There may also be an additional application in process, based on information received by committee members.

MARAC

Mid-Atlantic Regional Archives Conference

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

MARAC Education Committee Report

Laurie Sather, January 29, 2016

I. Mapping the Landscape Project

I continue to represent MARAC by serving on the Advisory Board and Chair of the Survey Task Force for the Mapping the Landscape Project. We are one of thirty-five partner organizations

To recap about the project:

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 have worked with TrueBearing to develop a survey. The survey has undergone a pilot test with a select group of participants. Based on the feedback from the pilot we have worked on improving the survey. There is some additional work being done to complete the survey and prepare for its distribution. The survey is expected to launch in February.

II. Travel Awards and Scholarships

Travel Awards for the Pittsburgh conference have been announced. Deadline is February 29th.

III. Past and Upcoming Workshops

Workshops planned for Annapolis so far:

- A. Rare Books for Archivists
Instructor, Mike Knies
Full-Day Workshop: 9:00 am - 4:00 pm
Description to come

- B. Hands-on Small Gauge Film Workshop
Instructors: Siobhan Hagan, National Aquarium; Annie Peterson, Lyrasis
Full-Day Workshop: 9:00 am - 4:00 pm
The workshop will provide attendees with hands-on training in safely handling 8mm and 16mm film archival materials. The morning session will include a lecture introducing physical and chemical properties of film, history of motion picture film formats (focusing on small gauge formats), documentation, assessment and storage needs; and lastly a demonstration of 16mm inspection, repair, and rehousing for presentation. In the afternoon, workshop participants will divide into groups and each attendee will inspect, repair, and rehouse a film under careful supervision.

- C. Preparing Competitive NHPRC Grant Proposals
Instructor: Nancy Melley, [affiliation]
Full-Day Workshop: 9:00 am - 4:00 pm
Description to come

- D. In process developing either one more full-day or two half-day workshops.

No Off-conference workshops planned at this time, but are in development.



January 29, 2016

To: MARAC STEERING COMMITTEE

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

RE: ELECTRONIC RESOURCES COMMITTEE REPORT – WINTER 2016

Submitted to the Steering Committee at the Winter Meeting on Friday, January 29, 2016 in Baltimore, MD.

Committee Membership

Nothing to add.

Work of the ERC

The committee has not been active since the last meeting of the MARAC Steering Committee. It is preparing to sunset.

Issues for Steering

None.

MARAC

Membership Development Committee Report

January 2016

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

- Navigator program
Despite not having any requests for Navigators at Roanoke (we had several volunteers to serve), we decided to continue this program. We're hopeful that with a deeper membership basis and increased publicity efforts, this program will be more popular in Pittsburgh. Please help us spread the word about this program!
- Rideshare/Roomshare spreadsheets
This continues to be a very popular offering and we will once again set the spreadsheets up for Pittsburgh. Please help us spread the word about these spreadsheets!
- MDC Meeting in Pittsburgh
The Membership Development Committee will meet in Pittsburgh, but we have not yet finalized a time or agenda.
- New member orientation
The new member orientation is scheduled for Friday, April 15 at 8:30AM in a location to be determined. We will keep the same format that we've had in the past for Pittsburgh, but would like to try something new in future conferences. In the fall, we'd like to try for Thursday evening and expand the format to appeal to established members as well as new. Please help us spread the word about this!
- Committee conference call, January 20
We had a very productive conference call on January 20. We discussed options for better outreach and visibility. We've started to think about expanding our networking opportunities. The most notable networking event will be an informal meet and greet in the Tap Room of the Pittsburgh conference hotel. We decided to re-vamp our efforts to have a university/college liaison program to recruit student members. We will also renew efforts to develop a "MARAC Survival Guide" and a guide to the MARAC membership benefits PowerPoint. Please see below for the agenda and notes of our January 20 conference call, as well as some action items we're working on.

MARAC
Membership Development Committee Meeting Agenda
January 20, 2016 – 2:00 PM

Attendees: Sara Borden, Sierra Green, Jason Speck, Jamie Margalotti, Cara Griggs, Dyani Feige, Tammy Hoffman
Attendance via e-mail: Amanda May
Absent: Suzanne Gould

- Navigator and ride-share/room-share programs
 - Should programs continue?
 - Ideas for reaching correct segments of membership
 - **Notes**
 - Committee would like all programs to continue
 - Can reach wider audiences by contacting a wider selection of list-servs, such as SAA's SNAP, local professional groups, and the new members list
 - Contact other groups such as caucus reps, library school professors, and enlist the assistance of the LACs
 - Should note newly revamped job page as enticement for members
 - In the future, could the navigator program somehow be included at registration?
- Networking event ideas – too late for spring, but possible for fall
 - Work with state caucus reps
 - Work with Outreach on website
 - **Notes**
 - It is worth noting that caucus reps are up for re-election Feb. 1
 - Can come up with a hashtag for Twitter for virtual networking
 - What is the usual conference hashtag?
 - Have a hangout in the hotel bar before the reception
 - How to coordinate meetings/networking in between conferences?
This could really be a benefit to membership opportunity
- Changing format of new member orientation
 - Different time of day? Also too late for spring, but we can start new in fall
 - Make more general “State of MARAC” for new and established members?
 - **Notes**
 - Thursday may be a better time
 - Try something new for fall, including making meeting more general interest to attract more attendees
- “MARAC Survival Guide”
 - Page on website?
 - Content?
 - **Notes**
 - Should it be called “MARAC Survival Guide”?
 - We can either have a page on the existing website or create a Wordpress site (keeping in mind that the current MARAC website

will get a revamp no matter what either when MemberClicks upgrades or when MARAC chooses another host)

- Can each state caucus have its own portal for news updates?
- Quick links to committees, scholarships, ways to get involved, calendar, greetings from MARAC Chair
- MDC to begin brainstorming ideas for content
- Ideas for expanding membership/new membership benefits
 - Membership is down – 10% from last year
 - How can we get lapsed members back?
 - How can we recruit new members?
 - What can we do to help caucus reps?
 - **Notes**
 - Membership may rebound with meetings in easier-to-reach locations
 - Student memberships are particularly in flux, but reasons are somewhat unclear
 - Develop a PowerPoint for member recruitment

Action Items

- Sierra will draft a handout publicizing the Conference Navigator for distribution to students in the archives program at Pitt
- Sara will draft an e-mail announcing the networking hangout in the hotel bar before the reception
- Contact Duquesne and Pitt publicizing navigator/ride-share and room-share programs – Sara and Sierra
- Contact Drexel University to publicize navigator/ride-share and room-share programs – Sara
- Contact other area universities publicizing meeting/navigator program/ride-share and room-share programs?
- Sara will find out how to get MARAC a table at SAA; ask members to staff
- Sara will get the MARAC college/university liaison program going again
- Committee to brainstorm ideas for campaigns to keep students involved – send to Sara
- Committee to brainstorm ideas for content for “MARAC Survival Guide” – send to Sara
- Sara to find out about other PowerPoint presentations that ACA and other archival professional associations use for member recruitment

The Navigator Program form, rideshare, and roomshare documents have been created:

- Navigator Program: https://docs.google.com/forms/d/1eotWP4Fjl-5OiLw7rM8DmKIkvI-s6lrFlDcoZ-cwMtA/viewform?usp=send_form
- Rideshare:
https://docs.google.com/spreadsheets/d/1wJMMhs2h6H7eWztWDF_JGLBL2XJwxJXJiP1nWM27IvA/edit?usp=sharing
- Roomshare:
<https://docs.google.com/spreadsheets/d/12KvyJwpZM7BQCXLQ5x16WzDVUTU83odGvkXOfwXI2y4/edit?usp=sharing>

MARAC Nominations and Elections Committee Report

The Nominations and Elections Committee worked extremely hard between October 2015 and January 2016 to develop a complete slate of candidates for the 2016 election, including candidates for all new elected positions which have been created due to the bylaws revision (indicated below with an *).

NEC confirmed 53 candidates for the following 26 positions:

Chair-Elect*
Treasurer
State Caucus Representatives (8 positions)
Arline Custer Award Committee (2 positions)
Awards Committee Chair*
Distinguished Service Award Committee (2 position)
Finding Aids Award Committee (2 positions)
Nominations and Elections Committee (3 positions)
Scholarship Committee (6 positions)*

In order to populate the newly formed Scholarship Committee, MARAC will elect all 6 members simultaneously during the 2016 election. The two elected members receiving the highest and second highest number of votes will serve three year terms. The two elected members receiving the third and fourth highest number of votes will serve two year terms. The two elected members receiving the fifth and sixth highest number of votes will serve one year terms. The staggered years of service will place the Scholarship Committee on its proper election cycle as of 2017. In 2017 and annually thereafter, MARAC will elect 2 members to the Scholarship Committee to serve a three year term.

Due to changes in the bylaws regarding the Distinguished Service Award Committee, those members elected to positions on this committee in 2016 will also serve staggered terms. The elected member receiving the highest number of votes will serve a two year term. The elected member who receives the second highest number of votes will serve a one year term. The staggered years of service will place the Distinguished Service Award Committee on its proper election cycle as of 2017. In 2017 and annually thereafter, MARAC will elect 1 member to the Distinguished Service Award Committee to serve a two year term.

The election will run from February 1-20, 2016, and it is NEC's goal to notify winners by March 1, 2016 so they can make arrangements to attend the Spring Steering Committee meeting.

Jim Gerencser and Danna Bell have been extremely helpful in planning for the election, as has the Bylaws Transition Team. Additionally, MARAC's Web Team, consisting of Tammy Hoffman, Don Sailer, and Liz Caringola, has provided NEC a great deal of support in preparing for the election. Finally, I want to acknowledge the dedication of the members of NEC and thank them for their efforts. Cindy Bendroth, Rebecca Goldman, Susan Kline, and Christie Lutz did a tremendous job of identifying and securing candidates for the 2016 election during a few long and at times frustrating months. I am honored to have served on NEC with them.

Respectfully submitted,
Charlotte Sturm
Chair
January 26, 2016

MARAC

Mid-Atlantic Regional Archives Conference

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

Date: January 25, 2015

To: Members of the MARAC Steering Committee
From: Elizabeth Scott, Chair, MARAC Outreach Committee
Re: Summary of MARAC Outreach Committee Activities (October 2015-January 2016) for
the Winter Steering Committee Meeting, January 29, 2016

The Outreach Committee has been relatively quiet in the past few months. We have been keeping up with blog posts thanks to committee member and former chair, Heidi Abbey Moyer, who is posting regularly. Our e-commerce site, Café Press is still up and running and linked on the website.

Recently, Jodi Boyle, new *Mid-Atlantic Archivist* editor, and I spoke about updating the guidelines for publishing items to the blog vs. the MAA. Often people are confused as to what should go in each publication. I shared with Jodi recent updates to our blog submission guidelines and she noted she would work on revising things on her end. We are going to communicate about it again in the future and come to a consensus that works for both publications.

The Outreach and Membership Development Committees finished the logo survey last spring and formed a Logo Task Force Committee that communicated via e-mail and by conference call. It has since been slightly dormant, and after speaking with Brian recently, we will be contacting committee members and going forward with looking into updating and changing the logo. We will continue where our work left off last summer and fall and will report on the progress at upcoming meetings.

Respectfully submitted by Elizabeth Scott for the Outreach Committee.

**Publications Committee Report
January 2016 Baltimore Meeting**

Mid-Atlantic Archivist, Winter 2016 issue is available as of January 26.
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Respectfully submitted,

Ilhan Citak
Publications Committee