

## **STEERING COMMITTEE**

**Thursday, October 16, 2014**

**Embassy Suites Baltimore – Veterans’ Room**

**Baltimore, MD**

In Attendance: Heidi Abbey, Sharmila Bhatia, Lauren Brown, Andrew Cassidy-Amstutz, Emily Cottle, Nat DeBruin, David D’Onofrio, Dawn Fairchild, Dyani Feige, Ed Galloway, Rebecca Goldman, Tammy Hamilton, Tammy Hoffman, Brian Keough, Margaret T. Kidd, Susan M. Kline, John LeGloahec, Valerie Anne Lutz, Lisa Mangiafico, Mary Mannix, Michael Martin, Jennifer McDaid, Susan McElrath, Vincent Novara, Laura Poll, Arian Ravanbakhsh, Rachel Grove Rohrbaugh, Elizabeth Shepard, Jordon Steele, Matt Strauss, and Jan Zastrow.

I. Call to Order -The meeting was called to order at 4:07 pm.

- A. Introductions
- B. Approval of Agenda – approved

II. Approval of Steering Committee Minutes

- A. Summer 2014 Minutes – approved

III. Officers’ Reports

- A. Chair (LeGloahec) – report submitted
  - a. Administrator (Hoffman) – report submitted.
- B. Vice Chair (Mannix) – report submitted.
  - a. Suggested the possibility of MARAC offering a discounted registration rate for non-professionals, volunteers, or other individuals working in an archival context without professional staff, such as all volunteer-run organizations. This would not necessarily be a fixed rate; at each conference, MARAC could look at volunteer-run organizations in the region and offer a certain amount of discounted registrations. Feedback from Steering – workshops may be more compelling for non-professional staff than the full conference. MARAC will consider piloting this in Roanoke.
  - b. Reviewed Memorandum of Agreement with NEA for Boston meeting. Discussion points:
    - i. For the first two weeks of registration, available workshop seats will be evenly held for MARAC and NEA. At the conclusion of that initial period, open seats that remain will be open for registrants from either organization.

- ii. Concerned that some agreements happened between the hotel and NEA without MARAC's knowledge. Going forward, will add a mutually agreed-upon clause that any time there is a conversation with hotel, both Local Arrangements chairs need to be involved.
- iii. Guidebook – Postponing discussion on purchasing the software until Winter meeting, when ERC has had more time to investigate. MARAC will continue using the free version for Boston – MARAC and NEA will each have 200 downloads. Suggestion from the Chair – ERC should come up with a proposal before the Winter meeting so we can decide in time for the Boston meeting. Will remove the “If MARAC procures a paid version of Guidebook ... “ point from the MOA.
- c. Chair gives support to sign MOA – no objection.

C. Secretary (Feige) – no report.

D. Treasurer (McDaid) – no report. Will be providing.

- a. Income sources are healthy – dues, bank and investment accounts, fall workshops. 366 attendees pre-registered for this meeting, 13 exhibitors, and 8 sponsorships.
- b. Return on investments remains steady. Vanguard is down slightly.
- c. Vacant position on finance Committee filled by Jean Green.
- d. Treasurer has been working with Outreach, Membership, and Local Arrangements Committees on special projects like the MARAC logo redesign and the CafePress store.
- e. The quarterly Treasurer's reports were reversed in the most recent MAA.
- f. Finance committee looking at Boston budget. NEA has approved it. Question about whether we would start losing money if registration is over 600 – MCC Chair does not think we would. Vote to approve Boston budget – approved unanimously.
- g. Roanoke – already have one \$1,000 sponsor.
- h. 1,002 dues-paying MARAC members.

#### IV. Advisory Positions

A. Archivist (Brown) – report submitted.

- a. Will do some selective buying from CafePress site for the Archives.
- b. Dropbox – We were getting close to limit of our capacity. Question of how much of the previous Steering meetings we should be keeping. Archivist is comfortable with what he is getting out – everything that's placed in Dropbox is archived. Agreement that MARAC will only keep consolidated reports and “documents of import” for the previous two years' meetings. There is a functionality through MemberClicks where we could save documents – we're already paying for it.
- c. Archivist has been working on a records management schedule for MARAC. He will have something ready to look at before Winter meeting.

B. Parliamentarian (Fairchild) – no report.

C. Webmaster (Strauss) – no report.

- D. National Coalition of History (Zastrow) – report submitted.
  - a. NCH published a brochure with infographics illustrating their accomplishments.

## V. Old Business

- A. Task Force on MARAC Meeting Model (Kline) – report submitted.
  - a. Requested more feedback. Will mention this undertaking at tomorrow’s Town Hall meeting.
  - b. McElrath emphasized that if we do issue call for proposals, need to be completely transparent about what exactly we’re looking for. Need peoples’ expectations to be realistic, so they understand the process. Ease the process for the PC too – could even have boilerplate language on what to do if someone emails them when they’re upset. Need to have a form – a “call for session proposals,” rather than a “call for papers.” Once the form is finalized, should live on the MARAC wiki so there’s an easy place to direct people. Could offer a workshop or video or something on what comprises a successful session proposal, post sample forms of very successful past proposals.
  - c. Suggestion that at meetings, PC members for upcoming conferences could be available to answer questions, meet with interested parties who might want to submit in the future.
  - d. Future PCs might want to take more radical directions in the future – un-conferences. Leave them flexibility to do this.
  - e. Clarification from MCC that it’s only PC members who are not allowed to serve on sessions, LAC members are discouraged but are allowed.
  - f. Kline will have something more concrete for Winter meeting after she gets more feedback tomorrow.
- B. Ad-hoc Committee for the Revision of MARAC’s Governing Documents (Mangiafico) – report submitted.
  - a. Still need a lawyer who understands Delaware corporation law who can advise us on what exactly needs to be stated in the bylaws.
  - b. Term limits – questions of whether we should have them, different term limits for different positions? For elected positions, not appointed. Has not been past practice to impose them.
    - i. Steele – not opposed to term limits, but as Member at Large he only felt like he really got comfortable in his second term.
    - ii. D’Onofrio – if there are term limits, they need to be stated in the bylaws, not buried in another document. Thinks there should be term limits, because otherwise there could be stagnation.
    - iii. Certain positions either don’t have many people running (WV, DE) or positions that require technical background (Treasurer, MCC Chair).
    - iv. McElrath – concerned that Vice Chair to Chair term would be too short at just a year. There’s a huge learning curve. Suggested two-year terms (which ends up being a six-year commitment). Other groups that have the VC-Chair model have more paid staff, more institutional memory.
    - v. Ravanbakhsh – term limits would hurt us, because with Officers constantly shifting we’d constantly be in a state of learning curve. Would end up rehashing

discussions that had already been exhausted. Steele – revisiting old conversations can be a good thing.

- vi. LeGloahec – elections are, in effect, term limits.
- vii. Fairchild – term limit restrictions could lead to trouble filling slots.
- viii. McElrath – the most important thing is new blood, not letting things stagnate. This is more important than term limits.
- ix. Kline – elections should be seen as an outreach opportunity.
- c. Steele – suggested “track changes” would be helpful for future drafts so we can see exactly where changes were made. Mangiafico clarified that the “Revision Chart” shows exactly where changes came from.
- d. Question about awards committees – Education Committee is working to clarify language with regard to “scholarship” and “travel” awards.
- e. Request to break out 8.3.a into all of the sub-committees that are actually listed there, presently does not look clear that each of these committees has its own chair.
- f. Timeline:
  - i. Discuss tomorrow at Town Hall.
  - ii. Survey will be sent next week for members who are not here in Baltimore.
  - iii. Committee will take all feedback from Town Hall and email survey and create another draft for Steering’s Winter Meeting. That will be Steering’s last chance to make any changes.
  - iv. The new draft will be presented to membership at the Business Meeting in Boston. Membership can suggest changes there.
  - v. Amended version from Boston will be sent to the membership by ballot for an overall yes/no vote – majority will rule.
- g. In order for the process to move forward, the Committee must collect 25 signatures of MARAC members. State Caucus chairs should mention during the State Caucus Meetings. Clarify that what we’re getting 25 signatures for is simply to move forward with the process of combining the constitution and bylaws, not to actually approve any changes.
- h. Secretary will take minutes during Town Hall meeting, with audio recording.
- i. Abbey – suggestion that the whole process is not clear enough. Clarify timeline. Mangiafico said this will be explained in the emailed survey.

Break – 6:09 pm.

Reconvened – 6:21 pm.

- C. MARAC Logo Redesign and Promotional Materials (Abbey, Rohrbaugh)
  - a. Will be handing out raffle tickets for MARAC merchandise from CafePress at Membership Development table, along with information about the online store. MARAC is not adding anything onto CafePress’s base price. Raffle will be held at the end of the business meeting on Saturday.
  - b. Membership Development table will also solicit feedback from members on which logo they like best. Will send out a survey, asking members to rank the proposed logo in terms of their preference, including “none of the above,” “keep original,” and a space for comments.
    - i. Discussion of whether we should allow members to submit “write-in” redesigns themselves.

- ii. Committee asked Jessica to stay within the constraints of our current colors, so we wouldn't have to design the whole website.
  - iii. Mangiafico suggests trying to get a design that looks more hand-made than machine-made. This would be truly unique.
- D. Commemoration of NJ CAPES Program (Poll)
  - a. 25<sup>th</sup> anniversary is being acknowledged and commemorated throughout this meeting.
- E. MARAC member/non-member rate for workshops (Keough)
  - a. Postponed, will revisit at Winter Meeting.
- F. Blog-posting schedule
  - a. Chair hopes everyone adheres to it.

## VI. New Business

- A. Local History Collections Travel Assistance Award (Poll) – report submitted.
  - a. Most local history collections are run by volunteers or part-time staff. Proposing a specific travel assistance award to this group, for the entire MARAC region.
  - b. Cottle – Could we change the language of the current scholarship award so it includes local history organizations as well?
  - c. Keough – MARAC needs to be more pro-active in reaching out to these institutions, who might not currently know about MARAC. Doesn't think volunteers would travel extensively to go to conferences, but perhaps consider actively targeting people in the region of particular meetings. Since the Modern Archives Institute is scaling back to only offer it once a year, we might have \$2000 extra to reallocate.
  - d. Chair – We should be targeting non-members anyway to come to meetings and join. Suggests approaching a vendor to see if they have money they want to pledge. Asks Poll to come up with a more concrete proposal and bring it to Winter Steering meeting.
  - e. Ravanbakhsh – It's a matter of how we market our awards currently. Perception may be that it's only for students, but there's nothing that precludes anyone else from applying.
- B. Local Arrangements Committee Topic (Steele) – withdrawn.

## VII. Standing Committee New Business and Updates

- A. Custer Award (Shepard) – report submitted.
  - a. Question raised regarding conflict of interest – whether a committee member should be allowed to nominate a book or article. Steering agreed that as long as the member recuses him/herself from voting, it is acceptable. Chair advises that the committee continues to exercise its sound judgment.

- B. Development (Primer) – no report
- C. Distinguished Service Award (Galloway) – report submitted
  - a. Strongly urges State Caucus Chairs to mention it during State Caucus meetings tomorrow.
- D. Education (Keough) – report submitted.
- E. Electronic Resources (Ravanbakhsh) – report submitted.
- F. Finding Aids (Heberlein) – report submitted.
- G. Membership Development (Rohrbaugh) – report submitted
  - a. New Member Orientation is tomorrow morning at 8:30 am. Note room change to Tuscan.
- H. Nominations and Elections (McElrath) – report submitted
  - a. The election will be held in January 2015, which is earlier than typical, and will only be open for three weeks (in order for newly elected individuals to make travel plans for Boston in a timely manner). Chair suggests putting together a blog post to explain.
- I. Outreach (Scott/Abbey) – report submitted
  - a. The committee will write guidelines and documentation for the CafePress site.
  - b. Encourages future Local Arrangements and Program Committees to customize products for their meetings.
- J. Publications (Bhatia) – report submitted

#### VIII. State Caucus New Business and Updates

- A. Delaware (Cottle) – report submitted
- B. District of Columbia (Cassidy-Amstutz) – report submitted
  - a. Friends of the DC Archives has a website.
  - b. Have written letters to all candidates for DC mayor and DC Council as well as a press release advocating for the DC Archives.
- C. Maryland (Novara) – report submitted
  - a. Congratulates Chair on MARAC being RAAC Regional of the Month.

D. New Jersey (Poll) – report submitted

E. New York (Martin) – report submitted

F. Pennsylvania (Lutz) – report submitted

a. Repository tours have been very successful.

b. Set up Facebook page – Chair encourages all State Caucuses to do the same.

c. Discussion about MARAC Facebook page – should the responsibility live with Outreach & Membership Development? Unresolved.

G. Virginia (Kidd) – report submitted

H. West Virginia (DeBruin) – report submitted

IX. Adjournment – 7:13 pm.