### MARAC Steering Committee Meeting Minutes 14 April 2012, Cape May, New Jersey

In Attendance: Danna Bell-Russel, Sharmila Bhatia, Lauren Brown, Andrew Cassidy-Amstutz, Heather Clewell, Rebecca Collier, Laura Drake Davis, Nat DeBruin, Ed Galloway, Glenn Gardner, Jim Gerencser, Tammy Hamilton, Marianne Kasica, Brian Keough, Jeffrey Moy, Paige Newman, Elizabeth Novara, Holly Ott, Carolina Palacios, Caryn Radick, Arian Ravanbakhsh, Linda Ries, Laurie Rizzo, Dorthea Sartain, Jordon Steele, Laura Stoner, Susan Woodland.

- I. Call to Order the meeting was called to order at 5:32 pm
  - a. Approval of Agenda Approved

# II. Approval of Last Steering Committee Minutes - Approved

# III. Officers' Reports

- a. Chair
  - i. Chair's Report report submitted

Committee appointments. Currently about 50% of committee membership is set to expire. Please be sure to contact the chairs for new appointments or re-appointments of committee members.

- **ii.** Administrator's Report report submitted Membership continues to grow. 316 registered so far for this meeting.
- **b.** Vice Chair, including Meetings Coordinating Committee report submitted Meetings Manual is being updated in the next couple of months.

Future meetings: Fall 2013 will probably be in Philadelphia area; Spring 2014 Rochester; Fall 2014 joint meeting with NEA? Concern was expressed about the two 2014 meetings being in the far northern area of MARAC.

An inquiry about the status of question posed at earlier steering committee meeting regarding a regular call for papers as part of conferences. The status was not known as the Vice-Chair was not in attendance, but the Vice-Chair will be asked about that prior to next meeting.

The Thursday evening Steering Committee dinner and any room charges for the Thursday Steering Committee meeting will no longer be charged against the conference budget, but rather against the MARAC budget under the Steering Committee line.

- c. Secretary no report submitted
- d. Treasurer, including Finance Committee report submitted

Regarding the FY12 3<sup>rd</sup> Quarter Budget: 2 additional projectors were purchased for use at conferences and workshops. Postage charges have not been billed as of yet, but will be investigated as to reason why.

Regarding the FY13 Budget: Brought to Steering Committee by the Finance Committee – Approved.

Regarding the Richmond Meeting Budget (Fall 2012) – Approved.

Internal audit was performed at this meeting and all was found to be in order.

- e. Archivist report submitted
- IV. Standing Committee New Business and Updates
  - a. Custer Award report submitted
  - **b. Development** report submitted

Joint meeting with Finance Committee to discuss investment strategy for restricted funds. A more diversified approach is being investigated, with investments yet to be decided. A report will be made to the Steering Committee, hopefully for next meeting.

An anonymous donor has proposed a 40<sup>th</sup> Anniversary match of donations up to \$2,000. Details will be noted in the next MAA. The Chair will mention in the Business Meeting. Caucus Reps are asked to mention in Caucus Meetings tomorrow.

## c. Distinguished Service Award - report submitted

The award will be presented at the Richmond meeting, as the recipient is not able to attend this meeting.

d. Education - report submitted

Thirty applications for scholarships were received for this meeting. The committee was busy, but was able to accomplish the review of applications.

New tab on web site for Workshops.

## e. Electronic Resources - report submitted

Prototype of MARAC digital repository through the University of Maryland DRUM was created following meeting at UMD. The committee will report back at summer meeting regarding progress. Hope to have a beta version by fall and fully operational by spring.

f. Finding Aids – report submitted

Looking for committee members. The commitment can be time consuming from January – March.

Joint administration of Custer, Finch and Finding Aid awards will be investigated as lines between these documents are blurring.

## g. Membership Development – report submitted

Two questions were approved to be attached to the conference evaluation.

MARAC pins will be distributed – one per member.

Discussion of pro-rating membership for mid-year new memberships. Decision was made not to pursue further.

- h. National Coalition for History no report submitted
- i. Nominations and Elections report submitted

Committee is editing manual to advice future committees regarding tie votes.

j. Outreach - no report submitted

The Chair reported that he had spoke with the Outreach Committee Chair : the blog is up, but with no links to the main MARAC page. Publicity regarding the blog will start soon.

**k. Publications** – report submitted *MAA* deadline is 15 May.

## V. State Caucus New Business and Updates

- a. Delaware report submitted
- b. District of Columbia report submitted
- c. Maryland report submitted
- New Jersey report submitted
  Letter will be drafted in response to the proposed separation of the New Jersey Division of
  Archives and Records Management.
- e. New York report submitted
- f. Pennsylvania report submitted
- g. Virginia no report submitted

h. West Virginia - report submitted

### VI. Continuing Business

- a. Ad Hoc Committee on Disaster Response Thank you to Members-at-Large for work on Disaster Response materials. Now have a dedicated tab on the web site.
- **b.** MARAC Operations Manual Not much progress. Send changes to committee manuals to Danna Bell-Russel.
- c. SAA meeting of regional associations in San Diego, August 2012 The Chair has requested funds from his institution for support to attend meeting. A discussion of the questions sent by SAA to the regionals occurred.
- d. Online repository of conference presentations UMD was approached first to host, as they are the official repository of MARAC. UMD was very receptive to the idea, and a meeting was held where the workflow, rights, etc. were discussed. There would be no cost to MARAC at this time. Two sets of issues: technical; policy and workflow. An updated report will be presented at summer meeting, with the possibility of the Richmond meeting serving as the test for submission of materials by presenters. All efforts regarding conference content will be coordinated with Meetings Coordinating Committee. It was agreed that MARAC will continue to pursue this option with UMD and move forward.
- e. 40<sup>th</sup> Anniversary

Reception will be at the Virginia Capitol. Sample t-shirts were shared to commemorate anniversary. Can be ordered ahead of time and picked up at meeting in Richmond. More information is forthcoming. Suggestion was made to have it be a premium with a donation to the education fund. Finalized plan for distribution and publicity will be finalized by summer meeting.

### VII. New Business

- a. *MAA* Advertising Rates Last increase in advertising rates was eight years ago. Since then, we have added color advertising which has been well-received by advertisers. Motion to approve increase in advertising rates for *MAA* was approved.
- **b.** Steering Committee Meeting Expenses for Off-Conference Meetings Expenditures for the off-conference meeting of the Steering Committee are approximately \$2,500 with the majority of that expense being in transportation costs. Possibilities for managing these costs were discussed, including a "non-profit" mileage rate. Finance Committee will craft a proposal and present at Summer meeting.

## VIII. Adjournment

The meeting adjourned at 9:26pm.