

MARAC Steering Committee  
Meeting Minutes  
25 April, 2013, Erie, Pennsylvania

**In Attendance:** Danna Bell-Russel, Sharmila Bhatia, Lauren Brown, Andrew Cassidy-Amstutz, Heather Clewell, Becky Collier, Nat DeBruin, Kira Dietz, Dyani Feige, Ed Galloway, Glenn Gardner, Jim Gerencser, Tammy Hamilton, Brian Keough, John LeGloahec, Mary Mannix, Holly Ott, Caryn Radick, Arian Ravanbakhsh, Laurie Rizzo, Rachel Grove Rohrbaugh, and Amy Schindler, Susan Woodland.

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**I. Call to Order** – the meeting was called to order at 6:05

a. **Approval of Agenda** – Approved

**II. Approval of Last Steering Committee Minutes** – Amended and Approved

- i. Madam Secretary requests that Steering sends corrections prior to steering meeting. Thank you.

**III. Officers' Reports**

i. **Chair's Report** – report submitted

- a. SAA Summit – nine people, separated into three groups of three to determine membership, governance and purpose.
- b. Society of Southwest Archivists, MAC, NEA, Northwestern, one other in addition to MARAC.
- c. The Advocacy Toolkit is on hold until the Regionals determine the above and SAA is also deciding how to proceed with advocacy.

ii. **Administrator's Report** - report submitted

- a. 1 additional membership since April 17, -1,086 members

iii. **Vice Chair** – report submitted

- a. Hospitality Suite – many hotels do not allow for a hospitality suite. We are going to brainstorm to replace the idea.
- b. The membership survey shows that new members are generally intimidated by the hospitality suite and prefer not to go because it's a small room where they don't really know people.

iv. **Secretary** – no report submitted

v. **Treasurer, including Finance Committee** – report submitted

- a. reviewed Third Quarter numbers with the reminder it looks high because we have not made some payments yet, but are doing well.
- b. the development committee will meet and decide on whether more money should be moved into the Vanguard Account since it is doing very well.
- c. Next years budget is projected to be roughly \$17,000 higher, which reflects the increase in spending and expected income from the Philadelphia meeting.

- d. Question arose about being over budget about mail/postage. Last year there was an error in how the program/newsletter went out via first class instead of bulk mail, as it was supposed to. That error has been corrected and the program/newsletter is going out via mail only to members who request a print copy – most members receive an electronic copy.
- e. Additionally the printing has reduced. The overall costs are less but unit costs are more. Membership survey shows that a surprising percentage of people do not download.
- f. Next years budget vote – approved.
- g. Philadelphia budget review
- h. One time rise of registration to \$85 vote– approved
- i. Overall budget for Philadelphia vote – approved.
- j. Suggestion arose that the Steering meeting at Philadelphia occur at a different location or with different catering – the Incoming Chair will look into it with the Philadelphia LAC co-chairs – to reduce meal costs.
- vi. **Archivist** – report submitted
  - a. Thanked Matt Strauss for his work on by-laws
  - b. Who signs awards?  
Suggested that the Chair and Vice Chair both sign

## **V. Standing Committee New Business and Updates**

- A. Custer Award** – report submitted
- B. Development** – report submitted
- C. Distinguished Service Award** – report submitted
- D. Education** – report submitted
- E. Electronic Resources** – report submitted
  - a. Agreed that webmaster should be on Steering and be ex-officio on committees that involve the website in a large way.
  - b. Should formally change the webmaster from residing as part of Publications, but be a part of Electronic Resources? Both? Neither? Should the webmaster be the chair of the Electronic Resources Committee?
  - c. Confused about Development Committee and Membership Development Committee.... Should we change the name?
  - d. Erie did a great job at having session presenters submit their presentations to DRUM. Hopefully, future conferences will do the same.
- F. Finding Aids** - report submitted
- G. Membership Development** – report submitted
  - a. Not yet in the final stages of preparing the executive summary.
  - b. Coupon Design is drafted.
  - c. New member orientation – membership survey shows that people desire it to be more clear, explanation about how the governance works, want to have a dialog. A blog post was created covering a summary and

is thinking about a summer project to create a new member brochure. This year it will be a three person panel who will be interviewed and start a dialog with new members.

d. Suggestion was made to encourage older members to attend the New Member meeting – at least the beginning to mill around and introduce people.

e. Also note cards will be supplied to new members to write down questions if they are too shy to ask.

f. Suggestion made to talk about volunteer opportunities to get new members.

g. Room share/Ride share – will discuss further over the summer. There is a Forum in Memberclicks for this. (Noted that Memberclicks is a bit confusing and it is not clear what additional information is available via logging in. And that there are different tiers and other ways Memberclicks can be used).

**H. National Coalition for History** – no report submitted

a. Ed investigated if other archivists are supporting NCH and found out that only SAA and MARAC are members --SAA is a largest supporter than MARAC. None of the other regionals were aware of NCH.

**I. Nominations and Elections** – report submitted

a. Announcing the results at the Business meeting and sending out an email to membership next week.

**J. Outreach** – no report submitted

a. Blog traffic is not heavy. About five views per post. A lot of content is content Admin has already shared. Recommends that the Admin Directs people to the blog and then provides a digest “This is what you missed on the blog”

b. It is noted that RSS feeds, blog posts read in a reader do not show towards the traffic count. Perhaps track subscribers? But it is still lacking content on the blog. We need to push members to the blog and we need to increase content on the blog.

c. Membership survey does show that members want a dialog and have suggested a blog and don’t realize we have one.

d. Suggestion that when you sign up to be a new member that the blog information is brought up at that time.

**K. Publications** – report submitted

a. Deadline is May 15<sup>th</sup>

b. Push news items to the blog and write articles for the MAA (500 words or so). Thanked Andrew for writing two articles in a row for MAA.

**VI. State Caucus New Business and Updates**

**A. Delaware** – report submitted

**B. District of Columbia** – report submitted

**C. Maryland** – report submitted

**D. New Jersey** – report submitted

- a. CAPES received more financing to review more cases.
- b. An article was submitted along with the report, which is an extended version than a previous blog post – should it become an MAA article?  
Answer: Yes.
- c. Discussed using Linked In for news items as opposed to the blog. Arian will look into deleting the old group that was “Unofficially” created and starting a new official group through the Electronic Resources Committee.

**E. New York** – report submitted

- a. Discussed small repositories affected by the hurricane.

**F. Pennsylvania** – report submitted

**G. Virginia** – report submitted

- a. Caucus reps please encourage MARAC members to vote for the “Found it in the Archives” contest.

**H. West Virginia** – report submitted

**I. Additional Caucus note**

- a. Caucus Reports should be a report about what the caucus has done, not a list of events at repositories in the state, but rather what the caucus reps have done to promote MARAC within their state and what advocacy needs they have.
- b. MAA should receive articles and news.
- c. Events should be pushed to the blog.

**VII. Old Business**

**A. Update on SAA/Regional collaboration**

- a. Previously discussed.

**B. Finding Aid Awards Committee Bylaws change.**

- a. By-law change regarding the particular language of the by-law has passed.

**C. Membership survey update**

- a. Reviewed basic information regarding the results of the survey. See PowerPoint (which will be given to the members at the Business Meeting).

b. Discussed the meeting model. Should we vary the structure?

(e.g. THATCamp, un-conferences)

- c. Perhaps the MARAC homepage should be the blog.

Similar to DVAG: <http://beta.dvarchivists.org/>

Concern was raised about the website then not emphasizing the events.

- d. Suggestion to release information regarding data analysis from the survey to members via blog posts.

**D. Collaboration with NEA to develop professional journal – report submitted**

- a. Discussion among the Publications Committee has not yet determined the need or what would constitute an issue.
- b. Concern was raised about it being completely volunteer run.
- c. Concern was raised about the need for another archives journal. Does membership want this journal? Are members willing to work on it?
- d. Should we pursue this at all? Decision was made that we are not interested in being involved with this journal at this time.

**E. MARAC Operations manual update – manual submitted**

- a. Please submit revisions to Danna Bell-Russell by June 1, 2013!  
[dbellr@att.net](mailto:dbellr@att.net)
- b. Question arose about who is responsible for maintaining the document?

It needs to reside within the governance of the organization not a specific committee.

Members-at-Large? Out-going Chair? –People agreed that it was a good idea for the Out-going Chair to review it, ensuring it is reviewed every two years by someone familiar with the governance of the overall MARAC.

**F. MARAC merchandising opportunities update**

- a. Looked into a number of different vendors. Thought Café Press was the best choice for our purposes.
- b. We provide designs. Requires no money from MARAC, the vendor hosts everything else and MARAC receives a small percentage of sales from the merchandise.
- c. Question arose about the availability of a bulk rate? Andrew will look into it.
- d. Whose responsibility to set this up? Administrator? Development Committee?
- e. Will revisit this at the next Steering meeting, Andrew will bring an official proposal.

**VIII. New Business**

**A. New MARAC Administrator**

- a. Reviewed the history of how this position has been hosted and how it came to be hosted by Dickinson College, who provides office space, server space, purchases, etc.
- b. Question: Explore other hosts? Answer: No, let’s remain with Dickinson.
- c. Reviewed the position description. Should we budget for more time (right now it’s for 10-15 hours per week) for the administrator to relieve some volunteer work? Raise it to 20? Concern was raised about upping the hours would result in the person becoming dependent on those hours.
- d. Concerns about high turnaround.
- e. Recommended that we leave the description the way it is. There will be an ad hoc search committee including the Treasurer and two MARAC members in the Central PA area. The job ad will be posted in local resources.

- f. Thinking forward, Steering should think about what other tasks should be the Administrators.
- g. An agreement was made to raise the hourly average to 15-20 hours per week. Holly will be with us through the summer and that we should plan for an overlap so that Holly can help train the person, which would mean the new person should start July 1.

**IX. Adjournment**

Meeting adjourned at: 10:10