

MARAC Steering Committee  
Meeting Minutes  
25 October, 2012, Richmond, Virginia

**In Attendance:** Danna Bell-Russel, Sharmila Bhatia, Lauren Brown, Andrew Cassidy-Amstutz, Heather Clewell, Becky Collier, Kira Dietz, Dyani Feige, Ed Galloway, Glenn Gardner, Jim Gerencser, Tammy Hamilton, Brian Keough, Dan Linke, Mary Mannix, Paige Newman, Liz Novara, Holly Ott, Carolina Palacios, Laurie Rizzo, Caryn Radick, Arian Ravanbakhsh, Laura Stoner, Susan Woodland and Jan Zastrow.

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**I. Call to Order** – the meeting was called to order at 5:36 p.m.

a. **Approval of Agenda** – Approved

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

**III. Update on 40th Anniversary Celebration** (Paige Newman)

- a. Tee-shirts still can be ordered
- b. Slideshow during the reception
- c. Thank yous!

**IV. Officers' Reports**

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

a. Getty Images infringement - we took it down and they dropped it.

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

a. Comment was made that it was great to see membership was up. Reminders have been really great and have worked. The Student group has really grown.

b. Comment was made was about the paper requests that we should move to a purely electronic format.

**iii. Vice Chair** – report submitted

a. We will be going to Rochester in April 2014, asking for a contract next week, the Room rate for Rochester is \$129

b. Contact MAC and New England

c. Investigate rate for a joint conference

**iv. Secretary** – no report submitted

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

a. 340 pre-registered

b. We haven't paid out yet, but things are looking good

c. Erie budget was approved by Finance Committee and MCC

There were no questions – it was approved by steering

d. Taxes are being prepared and tax exemption for MD was approved (it was due to expire).

**vi. Archivist** – report submitted

a. David Rose is not in attendance, Mary Mannix will sign on the award certificates

b. Lauren talked to all three founders:

- i. Mary Boccacio is too ill, but wishes everyone the best
- ii. Frank Evans wife is ill, but otherwise he'd love to be here
- iii. Elsie Freeman Finch, logistical problem coming but hopes to come to another meeting

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

**A. Custer Award** – report submitted

**B. Development** – report submitted

**C. Distinguished Service Award** – report submitted

i. Asked: The deadline for nominations would normally be February 16, 2013, but since that is a Saturday should we change the deadline to the 18th?

Tuesday the 19<sup>th</sup> was agreed upon

ii. Caucus reps – please get the word out about the award

**D. Education** – report submitted

i. Our goal was to give 40 scholarships, 38 were given because only 16 applied this past round (although 2 last time never claimed theirs)

Jim asked since we are budgeted for 40, how we could redistribute it. Could we give four new awards in the Spring? (will discuss more later)

**E. Electronic Resources** – report submitted

i. DRUM – does have one new real presentation in the repository

**F. Finding Aids** - report submitted

**G. Membership Development** – report submitted

i. SURVEY Discussion:

- Would like to make the results available to members and/or make a report/analysis available to members

- Perhaps have the membership committee divide it up the analysis (will be a lot of work)

- Compiling an executive summary will be the first order

ii. Workshop coupon: not totally ready but close

**H. National Coalition for History** – report submitted

i. NCH very busy and effective

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

**J. Outreach** – report submitted

i. The blog wasn't easy to find on the website, make it more prominent. Not enough room in the header – replace the “archivist daybook” link with the blog link (at least for right now and see how it goes)

ii. Everyone who said they'd do a post has done a post. If you have already done a post please sign up again. If you have not signed up – please do.

**K. Publications** – report submitted

i. Deadline for MAA is Dec. 1<sup>st</sup>

ii. Revamping MAA discussion is underway. Looking to include more feature articles. Essentially right now it's just a roundup around the

caucuses but would like for it to be more dynamic and relevant – survey did provide information about people wanting more articles.

-Asking State caucuses for help.

-Lengthier and thoughtful articles in the MAA and State Caucus updates moving to the blog.

-Includes minutes in the MAA and online, not remove them until MAA is ready to replace them with other things

-Articles by committee chairs was suggested as a way to inform new members as to what MARAC is and does – writing about what they have done recently (article –e.g. 500-1000 words).

## **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

**E. New York** – report submitted

**F. Pennsylvania** – report submitted

**G. Virginia** – report submitted

**H. West Virginia** – no report submitted

## **VII. Old Business**

### **A. MARAC Operations manual update**

i. Danna has been working on Operations manual, its moving forward. Needs assistance from some committee chairs and caucus reps. Given as committee chairs or state reps let her know what information do you wish you had when you started, and have you created anything that helps you in your job and if you have any documentation about what you do or how you interact with other committees – and if you could contact the committee chairs before you and ask them the same that would be very helpful.

She has asked some already and received very helpful

### **B. Update on DRUM initiative**

i. Circulated the deposit agreement – which now mentions MARAC and reflects that the deposits are in the MARAC Archive at Maryland.

-PC people are going to push it and remind people to deposit their presentations into the collection. It is an opt-in.

-Process is after this meeting, it will be collected and deposited and then the process will be refined and included in the operations manual. If there is problem this meeting is a pilot and we'll figure it out.

-Conference programs are being included in DRUM

-Pitt looked over the agreement (outside third party review) said it looked great!

-Joanne harvests the website on a yearly basis

-The advantage of DRUM is that it will be very accessible and searchable

### **C. Update on SAA meeting of regional associations in San Diego, August 8, 2012**

i. Thank you MARAC for helping him attend SAA

- Participants and observers and there were clear roles. It was not what Ed expected, it was three rows of tables, similar to a classroom setting, there was an outside facilitator. Off to the left was a set of chairs for the observers (who weren't allow to talk).
- All the regional's and a number of individual states were there.
- They did a "visioning exercise" – people throw out ideas that your group is concerned about and then discuss that list/charts and put dots near things that interested each individual and narrowed down the key topics
- There were breakout sessions about those key nine areas
- Discussed collaboration and how to work together towards resolutions and discussed actions
- People wrote up minutes and came up with a one page summary of recommendation actions
- Realized that it's really good to get together and exchange ideas with peers and benefit with us each knowing one another and have the ability to reach out to one another
- It was a five hour fun, interactive session – it flew by and SAA was a representative at the table, but was not leading – equals sharing ideas and that its up to each person to continue this type of communication – to carry this on, especially because each org. leader has term limits – so constantly changing
- The recommendations were almost all about communication – either in person, or emails, listserv, etc. This meeting should occur at every SAA!
- An advocacy toolkit was a top discussion
- And educational curriculum materials – workshops etc. and could we share that more broadly and do cross sharing – perhaps put together a clearinghouse list of workshops that are going on – so that if there is a good workshop elsewhere it could be brought in from outside the region
- Resurrect the Regional Archives Committee (?) MARAC MAC AND NEA AND SSA was done and fizzled- would be good if there is a way for SAA to sustain it that would be great, but the regional's need to approach SAA not SAA approaching the regional's – SAA can't run it – there has to be continuity from the chair/president to the next chair/president so that it continues
- suggestion to have a Liaison position created that all the Regional's create who has a longer term who is consistently the liaison to combat continuity issues.

### **D. Membership survey results**

i. talked about earlier

### **E. Structure of Award Committees**

- i. Four at large members examined the structures of award committees and made a recommendation. Finding aid awards and Custer award committee (which gives out the Finch awards) – one is appointed and the other is elected (and both give out monetary awards) and have different amount of members
  - Proposal to have both be elected and both has identical structure (was given in the summer)
  - mixed reactions, but no serious objections
  - Nominations and elections –may or may not be harder to get people to run
  - the changes to the by-laws seem to indicate it would just be a couple more people a year, not a whole lot, so it shouldn't be a problem
  - Finch award go under the Finding Aid committee – which makes more sense
  - Considered a Super Committee to give out all awards, but the Custer Award committee operates differently and would be too much work for it to be one award committee
  - Still have two committees, Finch to finding aid and electing members of both committees
  - Tammy rewrote the by-laws of what this would mean
  - Finding aids – would still be Fall and Finch in the Spring and wouldn't be too much workload
  - Within three years they will all be elected, as people rotate off the committee will be replaced by elected members
  - Publish 30 days before the meeting – so publish in MAA by Dec.
  - Nothing happens in winter meeting, post again as a reminder
  - vote at the Spring business meeting
  - goes into effect for next election
  - during transition how to handle the chair and rotating off chair
  - recommended for this upcoming cycle the person who gets the most votes becomes first jr. co-chair becomes senior chair next year – always electing jr. chair who will become sn. Chair.
  - some people's terms may end between now and then – so some committee members will still need to be appointed
  - create a timeline to lay out the entire transition and supply that along with the by-law change
  - Lauren will check if there is anything in the archives as to how Custer was created-how things were rotated in and check that the by-laws that were on the website that Tammy used for the rewrite – was the current version
  - At winter meeting we will discuss particulars/logistics of how it will work
  - Motion to approve proposed change to by-laws to members, approved.

#### **F. Creating roundtables for specific types of archival repositories**

- i. Will see what the survey reveals as to what members would be interested in. Want it to be for real demand, not just add it to add it

## **VIII. New Business**

### **A. Future of MARAC travel awards**

- i. 3 awards were given at each conference
- 1 to MAI each (two a year)
- \$3600 total were given to MAI and \$900 per conference on Awards
- Proposed – give three \$500 awards and MAI – increase the travel expense
- \$6000 – asking for an increase of \$1500
- Discussed where this money should come from
- Two \$500 for Erie was decided in addition– since we had excess from unclaimed
- Marsha Trimble distinguished (honorary), - maybe name the ones that are not named – and maybe be a way to have a funding option – or name it the “Founders Award” in honor of the 40<sup>th</sup> year
- Say something broadly on Sat – about increasing the awards etc.
- Written proposal in Winter

### **B. Purchasing the MARAC mailing list**

- i. Question about our process for distributing our mailing lists to vendors who request it – MARAC will sell the list for the cost of \$50 for one time use – includes names, institutions, and addresses for MARAC members (in membership the member can indicate if they want to be on the list or not) .Question is in regard to emails, members have not had a chance to opt in/or out for emails, so she denied the request
- Should it remain the same, or should it include emails? Or create a separate process for vendors who want to include emails?
- Add it to what is currently done – which would have to happen next year when people renew again (so people have an opt-in option) for name, address and email address (yes or no)
- Also should we charge more!
- What do other organizations our size charge??
- Majority allow it (about 80/20)

### **C. Possible collaboration with NEA to develop professional journal**

- Journal publishing, hosted at Yale University. It would electronic only and open access
- NEA is going to talk about this at their meeting on Nov. 2<sup>nd</sup>
- Modeled on the journal of Western Archives (which is published by several different archival organizations)
- Estimating costs - \$1500 start up fee to get things going
- \$3000 per year for professional services (e.g. editing, graphic design)
- These are shared costs between MARAC and NEA
- It would be peer reviewed

-Journal of Archival Organizations – submitting articles – not a lot of response/submissions

-Discussed concerns about sustainability and operations – but still interested in the collaboration – need more information

**D. Increasing contribution to NCH**

i. Lee White, executive director – NCH – non-profit who lobbies in Washington for our field

-They helped with the Georgia Archives -gave several examples of NCH hard work to impress on legislation– very effective

-range is \$1000-\$4000; we give \$1500, can we give more since they do so much for us and show them more support, if not the full \$4000, then at least \$2500

-formal motion: to provide \$2500 now, with further investigation into a seat at the table and budget it for next year for the commitment we want to make. Motion did not pass.

-We are giving the \$1500 now as we budgeted and consider giving more at next meeting

**IX. Adjournment**

Meeting adjourned at: 9:13