

MARAC Steering Committee
Meeting Minutes
7 November, 2013, Philadelphia, Pennsylvania

In Attendance: Sharmila Bhatia, Lauren Brown, Andrew Cassidy-Amstutz, Heather Clewell, Alan Delozier, Nat DeBruin, Dawn Fairchild, Dyani Feige, Ed Galloway, Jim Gerencser, Rebecca Goldman, Tammy Hoffman, Brian Keough, John LeGloahec, Mary Mannix, Jennifer McDaid, Liz Novara, Caryn Radick, Arian Ravanbakhsh, Laurie Rizzo, Rachel Grove Rohrbaugh, Amy Schindler, Jordon Steele, Matt Strauss, Laura Stoner, Molly Tighe, Susan Woodland, Jan Zastrow.

- I. **Call to Order** – the meeting was called to order at 6:17
 - A. **Approval of Agenda** – Approved

- II. **Approval of Last Steering Committee Minutes** – please review in the “minutes” folder on the shared drive. Will approve both Summer and Fall minutes at Winter Meeting.

- III. **Officers’ Reports**
 - A. **Chair**
 1. Chair’s Report (LeGloahec)
 - a. Report submitted
 - b. No appointments made at this time.
 - c. Development still needs a chair.
 - d. A few other committees will soon have vacancies. Please forward any names of possible people who may be interested.
 - e. Regional Organizations is now: The RAAC – Regional Archival Associations Consortium.
 2. Administrator’s Report (Hoffman)
 - a. Report submitted
 - b. Had to send emails individually. Memberclicks has an opt out of mass emails. Reminders at State Caucus meetings as to how Memberclicks works.
 - B. **Vice Chair, including Meetings Coordinating Committee (Mannix)**
 1. report submitted
 2. State Caucus reps could mention that there will be a survey going out about the Boston meeting, please ask that they take it.
 - C. **Secretary (Rizzo)** – no report submitted
 - D. **Treasurer, including Finance Committee (Gerencser)**
 1. Report submitted
 2. no questions about 1st quarter report.
 3. Rochester LAC budget – no questions. Budget Approved.
 - E. **Archivist (Brown)**
 1. Report submitted

IV. Standing Committee New Business and Updates

- A.** Custer Award (Tighe) – report submitted
- B.** Development (VACANT)
- C.** Distinguished Service Award (Galloway) – report submitted
 - 1. State Caucus reps please remind them to nominate someone.
- D.** Education (Keough) - report submitted
 - 1. Please forward any ideas for workshops or hosts to Brian.
- E.** Electronic Resources (Ravanbakhsh) - report submitted
- F.** Finding Aids (Macondray) - report submitted
- G.** Membership Development (Rohrbaugh) - report submitted
 - 1. Looking to update our membership brochure, Caucus reps please ask members to send images of MARAC members to Rachel.
- H.** National Coalition for History (Zastrow) - report submitted
 - 1. New marketing plan
 - 2. Newly established: Congressional History Caucus
 - 3. Can now receive an email newsletter!
- I.** Nominations and Elections (Delozier) - report submitted
 - 1. Elections coming up: Treasurer, Secretary, Caucus Chairs and elected Committees. Looking to fill slate by end of year, ballot in Mid-February.
- J.** Outreach (Abbey) – no report submitted
- K.** Publications (Bhatia) - report submitted
 - 1. December 1st deadline, get your articles in.
 - 2. Hard-copies were mailed recently, but are available on the website.
 - 3. Down on advertisers, looking for additional vendors to advertise.
 - 4. Please submit Caucus articles to MARAC Blog, and also remind members about submitting posts to the blog.
 - 5. Write an article for MAA about the blog!

V. State Caucus New Business and Updates

- A.** Delaware (Clewell) - report submitted
 - 1. MARAC participated at a table in D-DAT about our Disaster Relief Fund
- B.** District of Columbia (Cassidy-Amstutz) - report submitted
 - 1. Comment was made about “Home Movie Day” and that this is an event that happens in other states as well, so please be on the lookout for this event in your city/area – it is a good opportunity to connect with others.
- C.** Maryland (Novara) - report submitted
 - 1. Question about if we received a response to our letter. Answer: We did not.
- D.** New Jersey (Radick) - report submitted
- E.** New York (Woodland) - report submitted
- F.** Pennsylvania (Feige) - report submitted
- G.** Virginia (Stoner) - report submitted
- H.** West Virginia (DeBruin) - report submitted

VI. Old Business

A. MARAC Merchandising Opportunities (Abbey)

1. On hold, Heidi could not be here. Talk about this again in the future.

B. MARAC Operations Manual Wiki (Galloway)

1. We have moved away from a paper manual. The Wiki is very up-to-date.
2. There are still questions in various sections. Please visit and send corrections to Matt (webmaster).
3. Motion to announce the Wiki to the membership and create a link to the Wiki from the website: **Approved**
4. Ed to write blog post announcing wiki to membership

C. "Committee on Committees" (Schindler)

1. Question was raised about the process, were committee members of various committees consulted: Answer: There was a brainstorming document that was built upon. Committee members of various members were not consulted. These recommendations were considered a starting point.
2. Discussion: Awards committee creation so that all committees that decide upon giving awards/scholarships – are elected. There would be ONE chair for all three subcommittees, but the people on each subcommittee would be focused on a specific award(s). People generally were supportive of this recommendation.
3. Discussion: Disband the Development Committee. Generally this recommendation was supported.
4. Discussion: Distinguished Service Award Committee term length change. Generally this recommendation was supported.
5. Discussion: Education Committee taking over workshops completely. Concern was made that we have tried this in the past and it did not work. Communication did not occur between the workshop coordinators and the LAC/PC committees. Solution, have a Education Committee member serve on MCC.
6. Listserv's through memberclicks can include non-members.
7. Discussion: Electronic Resources Committee – Plan a formal review
8. Discussion: Meetings Coordinating Committee – have an appointed chair instead of the Vice-Chair. Concern: This person signs expensive contracts
9. Discussion: Membership Development Committee. Generally this recommendation was supported.
10. Discussion: Combining Outreach and Publications
11. Membership Development would like to work with State Caucus reps more as well.
12. Discussion: Ending Technical Leaflets. Concern: Leaflets are still used, freely available. Look into usage statistics.
13. Discussion: Steering meeting changes
 - a. rotating models Vice Chair/Chair/ Past Chair. Generally this recommendation was supported
 - b. Reduce to 3 meetings not 4, eliminate Winter Steering Conference calling-in – is an option. None of our peers do this.

14. Discussion: Caucus chairs become non-voting members and not required to attend off-conference meetings. Generally this recommendation was supported
15. Discussion: Conference calls. Have this option available for conference steering meetings too. Concern: This change would not be within accordance to Parliamentary Governing – it would require a change to by-laws/constitution.
16. Summary: Amy and the rest of the committee will review the proposals and have conversations with those individuals that are directly affected by the changes. The Committee will also talk with members to solicit ideas. John will introduce the idea at the Business meeting

D. Working Group on Membership and Strategic Plan (Steele)

1. Tabled till Winter meeting.... recommended that we start with “Old Business” first.

E. Regional Archival Associations Consortium (RAAC) (LeGloahec)

1. previously discussed.

VII. New Business

A. Migration of MARAC Programs to Internet Archive

1. Several UMD archivists work with the MARAC Archives. Perhaps two long runs of publications to put up on the Internet Archive to make them more accessible. We would be giving away our IP rights. Question: Why don't these go into DRUM? Answer: UMD views DRUM as a Digital Repository for presentations, not for the meat of the archives. **Motion was made and approved to move forward.**

B. First implementation of Room Share/Ride Share

1. No complaints – no requests for help
2. People used the spreadsheet.

VIII. Adjournment - Meeting adjourned at: 9:57