

MARAC Steering Committee
Meeting Minutes
26 July, 2013, Baltimore, Maryland

In Attendance: Sharmila Bhatia, Lauren Brown, Andrew Cassidy-Amstutz, Heather Clewell, Nat DeBruin, Dyani Feige, Jim Gerencser, Rebecca Goldman, Tammy Hoffman, John LeGloahec, Jennifer McDaid, Liz Novara, Caryn Radick, Arian Ravanbakhsh, Laurie Rizzo, Rachel Grove Rohrbaugh, and Amy Schindler, Jordon Steele, Laura Stoner (on phone) and Susan Woodland (on phone).

- I. **Call to Order** – the meeting was called to order at 10:05
 - A. **Approval of Agenda** – Approved

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

- III. **Officers’ Reports**
 - A. **Chair’s Report** – report submitted
 - B. **Administrator’s Report** - report submitted
 - 1. Introduced Tammy our new Administrator! (Welcome Tammy!)
 - 2. Clarified work flow.
 - 3. Suggestion was made to include member percentage increase/decrease column in the report.
 - C. **Vice Chair** – report submitted
 - 1. Service Award recommendations were approved
 - 2. Philadelphia meeting is on schedule and going well.
 - 3. NEA joint meeting has established its committees – still working on negotiating the meeting space in Brooklyn, the conference may wind up being in Connecticut.
 - D. **Secretary** – no report submitted
 - E. **Treasurer, including Finance Committee** – report submitted
 - 1. Reviewed 4th quarter numbers.
 - 2. Question: Is there any movement to increase the disaster fund?
Answer: People are making gifts, but there are no plans for an immediate campaign. John proposed that he would encourage pledges in his next column for MAA.
 - 3. Erie Final Financial report review: Erie made a profit.
 - F. **Archivist** – report submitted

- IV. **Standing Committee New Business and Updates**
 - A. **Custer Award** – report submitted
 - B. **Development** – no report submitted
 - 1. There currently is no chair. If you know of someone interested in taking on this role please let John know.

- C. Distinguished Service Award** – report submitted
- D. Education** – report submitted
- E. Electronic Resources** – report submitted
 - 1. looked into putting the RSS feed for the MARAC blog on the website but Memberclicks will charge \$250 in order to set this up.
- F. Finding Aids** - report submitted
- G. Membership Development** – report submitted
 - 1. Recommended that Rachel does a blog post to announce the MARAC survey report, place a link to it off the homepage and off the Membership Development page.
 - 2. Please send Rachel examples of action that MARAC has already taken.
 - 3. Based on the data we may want to work on a plan of action to address the issues raised in the survey.
 - 4. We should review the Strategic Plan.
 - 5. Jordon (Chair), Dyani, Caryn, Liz and Laurie will work together on the plan of action in response to the survey report.
 - 6. Question was raised in response to the survey regarding Caucus attendance – moving the meeting to the late afternoon was very successful. How can we make this change stick. Unfortunately it didn't work out to continue this change for the Philadelphia meeting, but we would like to do it in the future and build it into the manual.
 - 7. Recommendation was made to get the word out to members prior to the meeting. Membership Development can get a letter out to new members and explain what a Caucus meeting is and encourage them to go. State Caucus reps also can get the word out to encourage members to go.
 - 8. Recommendation was made to encourage members to talk about their interests more than just their place of employment which can be alienating for members who are students or unemployed.
 - 9. Perhaps the way the Caucus meetings are structured should be revised to include issues for the state. Or perhaps the smaller caucuses should meet in a more casual mixer type place (e.g. coffee house, bar, restaurant).
 - 10. Another suggestion was to have various members send in a photograph from an exhibition they had recently and answer a few questions about it and play a slide-show of these images during the meeting and use this as jumping off point for a discussion during the Caucus meeting. Make people mix up where they are sitting, so that you're not sitting next to people you already know.
- H. National Coalition for History** – no report submitted
- I. Nominations and Elections** – report submitted
- J. Outreach** – report submitted

- K. Publications** – report submitted
 1. Had good response to our call for longer articles, but then it is taking more time to edit.
 2. Deadline for Fall issue is August 15.
 3. Question: Will the longer articles mean higher page count, or does it even out because of other changes? (cost concern). Answer: It shouldn't be considerably longer. Maybe three pages.

- V. State Caucus New Business and Updates**
 - A. Delaware** – report submitted
 - B. District of Columbia** – report submitted
 1. Archives Fair – (co-sponsored event) - question arose about cost and negotiations. Andrew is working with an Assembly representative to work on getting room costs waived.
 - C. Maryland** – report submitted
 - D. New Jersey** – report submitted
 1. Having its first off-conference Caucus meeting next week.
 2. Clarified that the news round-up information should move towards the blog, repository news should either go there if it is a time-sensitive type story, and to the MAA if it is a more substantial type article and the Caucus report should be about what the Caucus is doing.
 - E. New York** – report submitted
 1. Difficult if not impossible for the Caucus to meet off-conference but smaller groups do meet (e.g. NYAC)
 2. A disaster preparedness planning symposium is being organized in New York by the Archivists Round Table of Metropolitan New York.
 - F. Pennsylvania** – report submitted
 - G. Virginia** – report submitted
 1. Question: Does anyone know the theme for Archives Month this year? Answer: SAA should be coming out with within the next few weeks.
 - H. West Virginia** – report submitted

- VI. Old Business**
 - A. MARAC Merchandising Opportunities (Cassidy-Amstutz)**
 1. Reached out to Heidi with Outreach Committee and more information will be shared with Steering at the Philadelphia meeting.
 - B. MARAC Operations manual update (Galloway / LeGloahec / Ravanbakhsh)**
 1. Questions: Is it okay for the Operations Manual to be a Wiki? Follow-up question: Who has access to change it? Answer: The Steering Committee, a person can make changes to their portion of the wiki. Concern was raised about making changes to the wiki.

2. The wiki will be made available to the members, however, the members will not have the ability to make changes to the wiki.
3. Questions: Should the Secretary update wiki? Are these things that are in the by-laws?
4. Things that are incorrect in the wiki at this time should be sent to Ed for revision. There may be things that are in the by-laws and there are things that are just legacy functions that are outdated. The manual should be looked at as a living document that should be reviewed on a regular basis.
5. Additionally, the information on the webpages for each committee/role should be reviewed and updated to match. (Send changes for the webpages to Tammy or John).

C. SAA meeting of regional associations in New Orleans, August 14, 2013 (LeGloahec)

1. John will attend and will work further into forming the structure of the group. It will have two members of a Regional Organization and two State, and two smaller groups. They have identified seven of the multi-states for representation and 20 state organizations and 14 local. The committee will not be wholly part of SAA – it will stand on its own – there will be an SAA liaison and meet at SAA but will stand on its own and has its own autonomy.

D. “Reassignment” of Webmaster

1. It came up at the Erie meeting where the webmaster should sit on the committee. Traditionally we have had two webmasters and they resided on the Publications committee. However, it seems more appropriate that they reside at the Electronic Resources Committee. Additionally, the languages should be amended to have the webmaster sit on Steering.
2. Suggestion that the webmaster should not have to report to ERC but serve as Ex-officio to ERC and Publications and would sit on Steering as a non-voting member. Additionally, the webmaster should be on the Steering Committee listserv similar to the Archivist.
3. Arian and Sharmila will look at the by-laws and the Operations Manual to update the description and to see if any changes need to be made to the by-laws. They will draft a new description to address this proposed new structure.
4. The webmaster will be added to the listserv. Arian and Sharmila will bring a formal proposal to the Philadelphia meeting and the webmaster will be invited to attend.

E. New Finding Aids Committee Structure

1. By-laws need to be amended on the website to reflect what the members voted on at the Erie meeting.

VII. New Business

A. Retirement of Maryland State Archivist (Steele / Novara)

1. Thanked Liz and Jordon for their work on the letter. SAA have provided an endorsement.
2. State Archivist is an important position – we should have a template in place for what qualifications are that all state archivists should have and encourage a nationwide search for the most qualified individual.
3. Suggestion was made that we encourage the governor to form a commission of citizens who have knowledge of Archives to advise on the hiring.
4. Another suggestion was made to address the letter to the Governor and the Hall of Records Commission Chair. It was decided that we should just be directed to the Governor and copied to the Commission Chair.
5. The letter contains both State archives specific qualifications as well as Maryland specific qualifications. Suggestion was made to list both together under qualifications, as opposed to having a separate section for Maryland specific qualifications. Some qualifications seem as though they could be combined.
6. Suggestion was made to publicize that we are sending this letter and garner support. Sending it as a letter to the editor to a few public media outlets (e.g. Baltimore Sun, Washington Post). Also let our members know that we taking this action. Suggestion was made that when we do send this out to the public we should include information about MARAC and why this is important.
7. Please take another look and send Jordon any changes to him by August 2nd and get the letter out to the Governor by no later than August 9th. Additionally John will put together a general cover letter to accompany the letter to the Governor for media outlets.

B. MARAC support/endorsement of roommate share for conferences (Goldman/Rohrbaugh)

1. A spreadsheet method was proposed. The issue concerning liability has been addressed. There is a liability statement which was developed from SNAP's previous use of the method for the SAA conference. This method has been successful and ease of use. While there is currently a forum on the memberclicks site for this purpose, it is not used or well-known.
2. A continued discussion ensued about the risk of liability, which seems very low, especially in regards to the success of the method in the past.
3. Question: Who would be in charge of oversight and moderation of the spreadsheet? (e.g. technical issues, etc.) Answer: Unsure. LAC? Perhaps we do a soft-launch for the Philadelphia meeting and see

what happens and what issues arise if any and address them before formal adoption. Rebecca is on LAC and volunteered to oversee the spreadsheet for the Philadelphia meeting.

4. Link on the homepage, link on the conference page, and an instructions page and then a blog post to the blog and send it to the library schools in the area.
5. Suggestion was made that the LAC feedback form should include a question about their experience was using roomshare/rideshare.
6. Motion was approved to adopt the MARAC rideshare/roomshare spreadsheet for a soft-launch for the Philadelphia meeting.

C. MARAC Committee Structure

1. Are we operating as efficiently as we can? Do committees need streamlining?
2. Example was given about combining the various awards committees, which has been brought up in the past. Previous examinations into this particular example have determined that it is too much work for one committee.
3. There is confusion over some of the committees and ways in which we can be more efficient.
4. A working group was formed: Amy (Chair), Jim, Laura, Rebecca and Arian. The Archivist is not serving on the working group but will be available for consultation.
5. Suggestion was made that the working group looking at the action plan as a result from the survey should communicate with the committee structure working group.

D. \$250 for an RSS feed on the website

1. Motion was approved for the expense.

E. Next Steering meeting at Philadelphia – does have an issue and not yet determined. It will be Thursday night, but exact times and location is unknown.

VIII. Adjournment

Meeting adjourned at: 1:50