

# MARAC

Mid-Atlantic Regional Archives Conference

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Delaware • District of Columbia • Maryland • New Jersey  
New York • Pennsylvania • Virginia • West Virginia

MARAC Chair's Report  
Submitted January 24, 2014

Winter 2014 Steering Committee Meeting  
Meeting date – February 7, 2014

## **Appointments**

The following appointments were made along with ensuring the MARAC website was updated accordingly:

### *Development Committee*

- Appointed Ben Primer to serve as Committee Chair for an term through Fall 2015

### *Membership Development Committee*

- Appointed Sierra Green to serve on the committee through Fall 2015

### *Electronic Resources Committee*

- Reappointed Kristen Carter and Christie Peterson to serve on the committee through Fall 2015

## **Advocacy**

- Signed on to a letter in support of to continue funding for ODNI public information
- Acknowledged donation from History Associates to MARAC Disaster Relief Fund
- Contacted by MARAC member seeking assistance for religious archives in Baltimore

## **Other Activities**

- Wrote "From the Chair" column for Winter *MAA* issue.

Respectfully submitted,

John LeGloahec  
MARAC Chair  
2013-2015

# MARAC

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New York • Pennsylvania • Virginia • West Virginia

**To: MARAC STEERING COMMITTEE**  
**From: TAMMY HOFFMAN, MARAC ADMINISTRATOR**  
**Date: FEBRUARY 7, 2014**  
**Re: ADMINISTRATOR'S REPORT**

Submitted to the Steering Committee on Friday, February 7, 2014 in Baltimore, MD.

## Membership Statistics

There are currently 1,062 active members (as of January 31, 2014):

909 Regular Members  
32 Retired Members  
121 Student Members

## Membership Statistics Comparison

Member Type	2012 (as of 1/31/12)	2013 (as of 1/31/2013)	2014 (as of 1/31/2014)	% change 2013-2014
Regular	794	883	909	3%
Retired	27	25	32	28%
Student	84	104	121	16%
<b>Total</b>	905	1012	1062	5%

## Current State Caucus Membership

Caucus	2013 – 2014 Membership (as of 1/31/2014)
DC	177
Delaware	57
Maryland	202
New Jersey	131
New York	223
Pennsylvania	261
Virginia	167
West Virginia	13

**Note:** As some members may be part of more than one caucus, total membership numbers and total state caucus numbers may differ.

### State Caucus Membership Statistics Comparison

Caucus	2012 (as reported 1/31/12)	2013 (as reported 1/31/13)	2014 (as reported 1/31/14)
DC	147	181	177
Delaware	42	49	57
Maryland	158	190	202
New Jersey	132	124	131
New York	194	205	223
Pennsylvania	215	219	261
Virginia	151	199	167
West Virginia	14	15	13

#### New Membership Applications

Month	2013-14
November	46
December	38
January	14
<b>Total</b>	<b>98</b>

#### Additional Information

**Membership Analysis:** Once again our membership is expanding and we have a 5% overall increase from last year's figures. Please note that in December 2013 the database was reviewed and duplicates were removed. Also since a few active member profiles had actually expired in 2010 or 2011, these members were also inactivated. The new membership workshop coupon was emailed January 9, 2014 to 156 new members who joined from July 1, 2013 to December 31, 2013.

**Spring Conference:** Online registration for the MARAC Spring 2014 Conference in Rochester, NY will go live by mid-February 2014. The forms are currently in testing mode.

**Elections:** paper ballots and Survey Monkey will be updated once the final information is received from the Nominations and Elections Committee.

**Web Committee Pages Updated:** as John had requested we have recently updated the MARAC committee pages on our web. Thanks to everyone that has submitted their information. If there are any other edits/appointee updates, please email the administrator.

**Continuing Education Workshops:** Registration for the following workshop is currently available: April 4, 2014: Current Trends in Teaching with Primary Sources – we have 7 registrants as of 1/31/14.

## **Vice Chair Report\Meetings Coordinating Committee**

**5 February 2014**

### **1. Upcoming Meetings:**

#### **Spring 2014**

**When: April 24-26, 2014**

**Where: Rochester, New York**

**Hotel: Hyatt Regency Rochester**

**Room rate: \$123**

**Reception: George Eastman House**

**Local Arrangements Committee Co-Chairs: Lori Birrell (University of Rochester) and Brian Keough (University at Albany-SUNY).**

**Program Committee Tri-Chairs: Geof Huth (New York State Archives), Susan Kline (Syracuse University), and Geoff Williams (University at Albany-SUNY).**

**Notes: Program editing finished. Don has done a superb job getting 12 vendors (count 'em, 12, and one still likely to register, making 13, along with 4 ads only vendors) for this far away location. Brian and Lori have done an equally superb job obtaining sponsorships equaling \$4,000.**

#### **Fall 2014**

**When: October 16-18, 2014**

**Where: Baltimore, Maryland**

**Hotel: Tremont Plaza Hotel**

**Room rate: \$169**

**Local Arrangements Committee Co-Chairs: Lindsey Loeper (University of Maryland, Baltimore County) and Nadia Nasr (Towson University).**

**Program Committee Co-Chairs: Laura Drake Davis (American University) and Arian Ravanbakhsh (National Archives & Records Administration).**

## **Spring 2015**

**When: March 19-21, 2015**

**Where: Boston, Massachusetts**

**Hotel: Boston Park Plaza**

**Room rate: \$159**

**MARAC Local Arrangements Committee Co-Chair: Katy Rawdon (Temple University).**

**MARAC Program Committee Co-Chair: Sharmila Bhatia (National Archives & Records Administration).**

- 2. Future conference venues under consideration. Locations, dates, and personnel may vary; as always, these are starting points.**

**Fall 2015: Virginia: Roanoke (possibly; site visit in March)**

**Spring 2016: Pittsburgh (Hotels not investigated yet.)**

**Local Arrangements Co-Chairs: Ed Galloway and Debora Rougeux (University of Pittsburgh)**

**Fall 2016: Annapolis, MD (Tentative)**

**Spring 2016: NJ!! Atlantic City???? New Brunswick???**

**Local Arrangements Co-Chair: Don Cornelius**

**Fall 2017: Wilmington, DE???** (New Westin being built)

- 3. Beginning investigation for co-meeting with Archives Association of Ontario. Thanks to Kate Theimer for suggestion.**

- 4. Nominations for service awards, to be received at Rochester Meeting:**

- a. Philadelphia Local Arrangements Committee Co-Chairs: Lisa Mangiafico and Valerie-Anne Lutz**

- b. Philadelphia Program Committee Co-Chairs: Laurie Rizzo and Charles Greifenstein**

**Respectively submitted,**

**Mary K. Mannix**

**Vice Chair**

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**To: MARAC OFFICERS  
STATE CAUCUS REPRESENTATIVES  
COMMITTEE CHAIRS  
MARAC ADMINISTRATOR  
MARAC ARCHIVIST**

**FROM: JIM GERENCSEK, MARAC TREASURER**

**RE: TREASURER/FINANCE COMMITTEE REPORT**

Respectfully submitted to the Steering Committee on Friday, January 31 in advance of the Winter 2014 meeting to be held in Baltimore, MD on February 7, 2014.

1. Highlights of the Second Quarter Treasurer's Report (see attached) are listed below.
  - The income is from membership dues, bank and investment interest, Fall 2013 conference income, MAA subscriptions, off-meeting workshops, and gifts to operations, education, and disaster funds.
  - Expenses are from administrator's salary, MemberClicks fees, printing and mailing charges, Fall 2013 conference costs, the Custer and Finch Awards, accountant fees, travel and MAI scholarships, office supplies and phone service, annual contribution to the NCH, honoraria and expense reimbursements to workshop instructors, and credit card transaction fees.
2. Average returns on investment for MARAC's accounts during the previous quarter are listed below.
  - PNC Savings Account: 0.13%
  - Vanguard Bonds: 1.11%
3. Attached is the final financial report for the Fall 2013 meeting in Philadelphia, PA. Due in part to record-breaking attendance, profits exceeded budget projections by more than \$14,000, with a total profit of just over \$18,600.
4. Accountant Gordon Novinsky has prepared and filed IRS Tax Form 990 on behalf of MARAC for FY2013.
5. Committee and caucus chairs will be asked to send their budget requests to the MARAC Treasurer between March 15 and April 1. A standardized request form will be provided.

**FY 2014, 2nd Quarter** (October 1, 2013 to December 31, 2013)

<u>CATEGORY</u>	<u>Budget</u>	<u>1st Quarter</u>	<u>2nd Quarter</u>	<u>3rd Quarter</u>	<u>4th Quarter</u>	<u>Total</u>	<u>% Budget</u>
<b>INCOME</b>							
Membership Dues	\$30,000.00	\$26,126.00	\$5,230.00			\$31,356.00	104.52%
Conference Registration	\$76,000.00	\$24,897.00	\$26,727.00			\$51,624.00	67.93%
Conference Vendors	\$16,000.00	\$6,950.00	\$2,900.00			\$9,850.00	61.56%
Conference Sponsorship	\$8,000.00	\$500.00	\$0.00			\$500.00	6.25%
Publication Advertising	\$2,400.00	\$0.00	\$0.00			\$0.00	0.00%
Publication Sales	\$350.00	\$35.00	\$210.00			\$245.00	70.00%
Mailing List Sales	\$250.00	\$50.00	\$0.00			\$50.00	20.00%
Off-Meeting Workshops	\$7,000.00	\$5,660.00	\$425.00			\$6,085.00	86.93%
Bank Interest	\$150.00	\$30.46	\$29.83			\$60.29	40.19%
Investment Interest	\$2,000.00	\$543.71	\$212.07			\$755.78	37.79%
Gifts to Operations	\$500.00	\$260.00	\$60.00			\$320.00	64.00%
Miscellaneous	\$0.00	\$0.00	\$0.00			\$0.00	0.00%
<b>Total Income</b>	<b>\$142,650.00</b>	<b>\$65,052.17</b>	<b>\$35,793.90</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$100,846.07</b>	<b>70.69%</b>
<b>EXPENSES</b>							
Administrator	\$15,000.00	\$3,827.22	\$4,427.33			\$8,254.55	55.03%
Web Services	\$3,200.00	\$940.75	\$700.75			\$1,641.50	51.30%
Archivist	\$750.00	\$750.00	\$0.00			\$750.00	100.00%
Accountant	\$1,200.00	\$0.00	\$1,025.00			\$1,025.00	85.42%
Advocacy	\$2,000.00	\$0.00	\$1,500.00			\$1,500.00	0.00%
Insurance Policy	\$1,000.00	\$0.00	\$0.00			\$0.00	0.00%
Phone	\$600.00	\$145.85	\$146.47			\$292.32	48.72%
Postage	\$1,050.00	\$294.30	\$298.66			\$592.96	56.47%
Office Supplies	\$150.00	\$0.00	\$635.19			\$635.19	423.46%
Food	\$4,150.00	\$358.30	\$1,643.56			\$2,001.86	48.24%
Travel	\$5,150.00	\$1,070.84	\$522.84			\$1,593.68	30.95%
Equipment	\$0.00	\$0.00	\$434.62			\$434.62	0.00%
Printing and Design	\$7,250.00	\$1,993.50	\$2,564.90			\$4,558.40	62.87%
Conference	\$85,000.00	\$240.00	\$47,938.83			\$48,178.83	56.68%
Lodging	\$1,300.00	\$179.67	\$711.96			\$891.63	68.59%
Honoraria	\$2,500.00	\$0.00	\$1,200.00			\$1,200.00	48.00%
Awards and Prizes	\$1,300.00	\$0.00	\$550.00			\$550.00	42.31%
Scholarships	\$5,550.00	\$0.00	\$1,925.00			\$1,925.00	34.68%
Banking Fees	\$5,500.00	\$1,887.46	\$3,171.97			\$5,059.43	91.99%
Investments	\$0.00	\$0.00	\$0.00			\$0.00	0.00%
Disaster Assistance	\$0.00	\$0.00	\$0.00			\$0.00	0.00%
Miscellaneous	\$0.00	\$0.00	\$16.95			\$16.95	0.00%
<b>Total Expenses</b>	<b>\$142,650.00</b>	<b>\$11,687.89</b>	<b>\$69,414.03</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$81,101.92</b>	<b>56.85%</b>
<b>Net Income or (Loss)</b>		<b>\$53,364.28</b>	<b>(\$33,620.13)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$19,744.15</b>	

**Account Balances**

			<u>Opening</u>	<u>Credits</u>	<u>Debits</u>	<u>Closing</u>
PNC Checking	\$35,888.39	Operating	\$53,364.28	\$35,793.90	(\$69,414.03)	\$19,744.15
PNC Savings	\$91,041.95	Restricted	\$117,777.00	\$140.00	\$0.00	\$117,917.00
Vanguard Bonds	\$76,219.37	Reserve	\$50,000.00	\$0.00	\$0.00	\$50,000.00
Total	\$203,149.71	Surplus	\$15,488.56	\$0.00	\$0.00	\$15,488.56
		Totals	\$236,629.84	\$35,933.90	(\$69,414.03)	\$203,149.71

**Summary - First Quarter FY 2014**

Opening Balance	\$236,629.84
Total Income	\$35,933.90
Total Expenses	(\$69,414.03)
Closing Balance	\$203,149.71

**Restricted Funds**

			<u>Opening</u>	<u>New Gifts</u>	<u>Spending</u>	<u>Closing</u>
PNC Savings	\$41,697.63	Disaster Assist.	\$2,195.00	\$106.00	\$0.00	\$2,301.00
Vanguard Bonds	\$76,219.37	Education	\$110,351.00	\$34.00	\$0.00	\$110,385.00
Total	\$117,917.00	Finch Award	\$5,231.00	\$0.00	\$0.00	\$5,231.00
		Totals	\$117,777.00	\$140.00	\$0.00	\$117,917.00

**Final Balance Sheet**

Category	<u>Budget for 325 Attendees</u>	<u>Total for 455 Attendees</u>
<b>INCOME</b>		
Registration Fees	\$29,100.00	\$38,525.00
Exhibitor Fees	\$11,450.00	\$13,350.00
Meals	\$7,350.00	\$6,460.00
Reception	\$2,650.00	\$2,695.00
Tour Fees	\$3,775.00	\$1,628.00
Workshop Fees	\$5,000.00	\$4,470.00
<b>Total Income</b>	<b>\$59,325.00</b>	<b>\$67,128.00</b>
<b>EXPENSES</b>		
Hospitality Suite	\$250.00	\$0.00
Hotel Expenses	\$16,095.00	\$15,808.52
LAC Expenses	\$250.00	\$0.00
Meal Expenses	\$22,889.00	\$20,695.00
Reception	\$10,280.00	\$6,921.00
Registration/Program	\$2,500.00	\$3,005.13
Session/Plenary Speakers	\$40.00	\$0.00
Tour Expenses	\$3,030.00	\$1,178.00
Workshop Expenses	\$2,000.00	\$1,818.22
<b>Total Expenses</b>	<b>\$57,334.00</b>	<b>\$49,425.87</b>
<b>Projected Profit</b>	<b>\$1,991.00</b>	<b>\$17,702.13</b>
<b>MARAC Cover of Steering Dinner</b>	<b>\$2,525.00</b>	<b>\$900.00</b>
<b>PROJECTED PROFIT / FINAL NET PROFIT</b>	<b>\$4,516.00</b>	<b>\$18,602.13</b>



## Final Income

Category	Budgeted			Actual		
	Cost/Item	325 Attendees	Total	Cost/Item	455 Attendees	Total
<b>INCOME</b>						
<b>Registration Fees</b>						
Pre-Reg Members	\$85.00	215	\$18,275.00	\$85.00	272	\$23,120.00
Pre-Reg Non-Members	\$130.00	25	\$3,250.00	\$130.00	16	\$2,080.00
Late Reg Members	\$95.00	35	\$3,325.00	\$95.00	69	\$6,555.00
Late Reg Non-Members	\$140.00	10	\$1,400.00	\$140.00	9	\$1,260.00
Member, on-site	\$105.00	10	\$1,050.00	\$105.00	16	\$1,680.00
Non-member, on-site	\$150.00	5	\$750.00	\$150.00	8	\$1,200.00
Student registration	\$40.00	20	\$800.00	\$40.00	57	\$2,280.00
One day (Saturday only)	\$50.00	5	\$250.00	\$50.00	7	\$350.00
<b>Total Registration Fees</b>		<b>325</b>	<b>\$29,100.00</b>		<b>454</b>	<b>\$38,525.00</b>
<b>Exhibitor Fees</b>						
Ads	\$50.00	5	\$250.00	\$50.00		\$2,050.00
Vendor Sponsorships	\$250.00	2	\$500.00	\$250.00	3	\$750.00
Plenary/Conf Sponsorship	\$1,500.00	1	\$1,500.00	\$2,000.00	1	\$2,000.00
Other Sponsorships	\$100.00	5	\$500.00	\$100.00	0	\$0.00
Rental - 1 Table	\$600.00	12	\$7,200.00	\$600.00	13	\$7,800.00
Rental - 2 Tables	\$750.00	2	\$1,500.00	\$750.00	1	\$750.00
<b>Total Exhibitor Fees</b>			<b>\$11,450.00</b>			<b>\$13,350.00</b>
<b>Meals</b>						
Breakfast - Business Mtg.	\$20.00	105	\$2,100.00	\$20.00	92	\$1,840.00
Lunch - Friday meat	\$30.00	125	\$3,750.00	\$30.00	84	\$2,520.00
Lunch - Friday veg	\$30.00	50	\$1,500.00	\$30.00	70	\$2,100.00
<b>Total Meals</b>			<b>\$7,350.00</b>			<b>\$6,460.00</b>
<b>Reception</b>						
Sponsorship	\$2,500.00	1	\$2,500.00	\$2,500.00	1	\$2,500.00
Guest Tickets	\$15.00	10	\$150.00	\$15.00	13	\$195.00
<b>Total Reception Income</b>			<b>\$2,650.00</b>			<b>\$2,695.00</b>
<b>Tour Fees</b>						
Tour #1--CCAHA T	\$10.00	30	\$300.00	\$10.00	10	\$100.00
Tour #2--CCAHA T	\$25.00	25	\$625.00	\$10.00	7	\$70.00
Tour #3--Yards Brewery S	\$20.00	30	\$600.00	\$20.00	14	\$280.00
Tour #4--Mansions on Del T	\$20.00	20	\$400.00	\$50.00	0	\$0.00
Tour #5--Barnes T	\$35.00	30	\$1,050.00	\$28.00	36	\$1,008.00
Tour #6--APS #1 T	\$5.00	20	\$100.00	\$5.00	4	\$20.00
Tour #7--APS #2 T	\$5.00	20	\$100.00	\$5.00	14	\$70.00
Tour #8--Temple Urb Arch T	\$10.00	30	\$300.00	\$10.00	8	\$80.00
Tour #9--Ind Seaport Mus S	\$15.00	20	\$300.00	\$15.00	0	\$0.00
<b>Total Tour Fees</b>			<b>\$3,775.00</b>			<b>\$1,628.00</b>
<b>Workshop Fees</b>						
Workshop #1	\$80.00	20	\$1,600.00	\$45.00	16	\$720.00
Workshop #2	\$80.00	20	\$1,600.00	\$45.00	12	\$540.00
Workshop #3	\$45.00	20	\$900.00	\$80.00	21	\$1,680.00
Workshop #4	\$45.00	20	\$900.00	\$45.00	18	\$810.00
Workshop #5	\$45.00	0	\$0.00	\$45.00	16	\$720.00
<b>Total Workshop Fees</b>			<b>\$5,000.00</b>			<b>\$4,470.00</b>
<b>Total Income</b>			<b>\$59,325.00</b>			<b>\$67,128.00</b>

## Final Expenses

Category	Budgeted			Actual		
	Cost/Item	325 Attendees	Total	Cost/Item	455 Attendees	Total
<b>EXPENSES</b>						
<b>Hospitality Suite</b>			<b>\$250.00</b>			<b>\$0.00</b>
<b>Hotel Expenses</b>						
AV Equipment Tech			\$910.00			\$0.00
AV Equipment Rental			\$5,290.00			\$6,381.74
Room Rentals			\$0.00			\$2,206.75
Miscellaneous Expenses			\$250.00			(\$975.98)
Taxes / Fees (for food)			\$9,645.00			\$8,196.01
<b>Total Hotel Expenses</b>			<b>\$16,095.00</b>			<b>\$15,808.52</b>
<b>LAC Expenses</b>			<b>\$250.00</b>			<b>\$0.00</b>
<b>Meal Expenses</b>						
Breakfast - Sat	\$26.00	105	\$2,730.00	\$24.00	95	\$2,280.00
Continental Breakfast - Fri	\$25.00	260	\$6,500.00	\$24.00	300	\$7,200.00
Coffee Breaks Thur (AM & PM)	\$16.00	100	\$1,600.00	\$16.00		\$697.50
Coffee Breaks Fri (AM&PM)	\$14.00	260	\$3,640.00	\$14.00		\$3,347.50
Coffee Breaks Sat (AM)	\$0.00	0	\$0.00	\$0.00		\$0.00
Lunch - Friday (meat)	\$40.00	125	\$5,000.00	\$36.00	90	\$3,240.00
Lunch - Friday (veg)	\$35.00	25	\$875.00	\$36.00	70	\$2,520.00
Vendor Lunches - Fri	\$33.00	18	\$594.00	\$34.00	15	\$510.00
Steering Committee - Th	\$65.00	30	\$1,950.00	\$30.00	30	\$900.00
<b>Total Meal Expenses</b>			<b>\$22,889.00</b>			<b>\$20,695.00</b>
<b>Reception</b>						
Caterer	\$38.00	260	\$9,880.00	\$38.00		\$6,821.00
Entertainment			\$0.00			\$0.00
Bartenders			\$400.00			\$100.00
Facility Fees			\$0.00			\$0.00
<b>Total Reception Costs</b>			<b>\$10,280.00</b>			<b>\$6,921.00</b>
<b>Registration/Program</b>						
Program			\$2,000.00			\$2,843.59
Folders, Badges, etc.			\$500.00			\$161.54
<b>Total Registration/Program Costs</b>			<b>\$2,500.00</b>			<b>\$3,005.13</b>
<b>Session/Plenary Speakers</b>						
Lodging			\$0.00			\$0.00
Meals	\$40.00	1	\$40.00			\$0.00
Travel			\$0.00			\$0.00
<b>Total Session/Plenary Costs</b>			<b>\$40.00</b>			<b>\$0.00</b>
<b>Total Tour Expenses</b>			<b>\$3,030.00</b>			<b>\$1,178.00</b>
<b>Workshop Expenses</b>						
Honoraria			\$900.00			\$1,050.00
Lodging/Meals			\$750.00			\$500.00
Travel (Speakers)			\$250.00			\$268.22
Misc. Expenses			\$100.00			\$0.00
<b>Total Workshop Expenses</b>			<b>\$2,000.00</b>			<b>\$1,818.22</b>
<b>Total Expenses</b>			<b>\$57,334.00</b>			<b>\$49,425.87</b>

**MARAC Archivist Report**  
**February/2014**  
**(for the Steering Committee meeting at Baltimore, MD)**

I am continuing to sort out various accretions to the MARAC Archives that have been received in the last five years or so, working towards melding these into the core archival collection and updating the MARAC finding aid accordingly. This discussion (now involving some of my professional colleagues at the University of Maryland) has broadened somewhat to include strategies for adding digital files into the Archives and to work on a more seamless process for adding new archival resources to the Archives generally, going into the future. In Special Collections in the UMD Libraries, we are in the midst of migrating away from a Fedora-based system that manages our accession records and finding aids to ArchiveSpace, and this change along with some other developments will no doubt change/transform some of our accessioning and processing procedures in the future, including those used for the MARAC Archives.

I appreciate the Steering Committee's recent endorsement of placing non-current conference programs and newsletters (going back to 1972) into the Internet Archive. This should serve to make these two runs of publications more accessible and permanently available, not only to MARAC members but also the entire archival professional generally. The MARAC finding aid will link to these resources, and we could provide links as well on the MARAC website. The UMD Libraries has not yet acted on this proposal; I will keep the Steering Committee posted as this project goes from "idea" stage towards actual implementation.

I was able to provide some useful information to our Vice-Chair recently; I'm currently working on some reference queries posed to me by our Administrator and hope to be able to her out in the not-to-distant future!

Lauren Brown  
MARAC Archivist  
University of Maryland