

# 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 November 2013

Fall 2013 Steering Committee Meeting  
Meeting date – November 7, 2013

## **Appointments**

No appointments were made however several committees have members due to rotate off at this meeting. Committee chairs are urged to see if members are interested in staying on or wish to leave the committee:

- Development: Jean Green (and the committee is still in need of a chair)
- Education: Jacqueline Haun
- Membership Development: Carolina Palacios
- Outreach: Natalie Baur, Sarah Malcolm, Lori Birrell

In addition, the membership of the ERC and the MCC has several members that are listed as past their appointment periods, please verify your committee's membership and report any needs to the Chair.

## **Advocacy**

Contacted by AASLH/NEH representative (and MARAC member) Joe Klett regarding MARAC's support for continued funding for the organizations.

Asked Delaware Caucus Chair to represent MARAC at Delaware Disaster Recovery Program, held at the Biggs Museum in Dover, DE on October 24.

## **SAA Regional Summit**

Participated in the SAA Regionals Summit at the 2013 SAA Annual Meeting. Following the meeting, a vote was held to reorganize the group as the Regional Archival Associations Consortium (RAAC). A vote was held to elect Steering Committee members and while I forwarded my name for election, I was not elected to the Steering Committee. However, I still remain active with the larger group and the discussions that are taking place with the Consortium.

## **Other Activities**

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

Respectfully submitted,

John LeGloahec  
MARAC Chair

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November 1, 2013

**TO: MARAC STEERING COMMITTEE**  
**FROM: TAMMY HOFFMAN, MARAC ADMINISTRATOR**  
**RE: ADMINISTRATOR'S REPORT**

Submitted to the Steering Committee on Thursday, November 7<sup>TH</sup> 2013 in Philadelphia, PA.

## Membership Statistics

There are currently 998 active members (as of November 1, 2013):

862 Regular Members  
31 Retired Members  
105 Student Members

## Membership Statistics Comparison

Member Type	2011 (as of 10/9/11)	2012 (as of 10/20/12)	% change 2011-2012	2013 (as of 11/1/2013)	% change 2012-2013
Regular	680	811	19%	862	6%
Retired	23	24	4%	31	29%
Student	66	91	38%	105	15%
Total	769	926	20%	998	8%

## Current State Caucus Membership

Caucus	2013 Membership (as of 11/1/2013)
DC	162
Delaware	56
Maryland	190
New Jersey	120
New York	196
Pennsylvania	243
Virginia	166
West Virginia	13

## State Caucus Membership Statistics Comparison

Caucus	2011 (as reported 10/9/11)	2012 (as reported 10/20/12)	2013 (as reported 11/1/13)
DC	127	167	162
Delaware	40	44	56
Maryland	136	167	190
New Jersey	111	118	120
New York	159	192	196
Pennsylvania	185	196	243
Virginia	128	180	166
West Virginia	11	13	13

### New Membership Applications

Month	2012	2013
August	41	16
September	42	31
October	41	60
<b>Total</b>	<b>124</b>	<b>107</b>

### Additional Information

**Membership Renewal:** Our membership renewal period has just closed as of October 30, 2013 providing us with a good basis for comparison to the prior year. Approximately 1035 members were up for renewal and 789 did renew (about 76%) and 246 were made inactive. We received a total of 172 renewal forms by mail and 617 people renewed online for the 2013-2014 membership year. Essentially 22% of our membership still prefers renewing by paper.

**MARAC Fall Conference:** Online registration for the MARAC Fall 2013 Conference in Philadelphia, PA, went live on August 26, 2013. Conference programs were mailed to 400 members who had requested the form as hard copy. As of November 1, 2013, we have a total of 429 pre-registered attendees. We also have 15 companies who have registered as exhibitors and we have received sponsorships from four companies. This is a record year for conference attendance.

**MemberClicks Update:** In September we had experienced some rough times with MemberClicks intermittently not being available to users and with members unable to submit membership or conference registration forms. However a team of experts from Oracle have addressed the problem and the application is once again running smoothly. We are also purging outdated and duplicate files from the system in an effort to keep our current service level costs lower.

**Members "Opting out of Mass Email"** – We noticed through the renewal process about 15% of our members who had not paid dues were not receiving the email reminders. Apparently they had "opted out" of receiving mass email from MemberClicks at some point when they clicked "unsubscribe" on an email. We did contact them individually and many renewed. Please be aware that this problem does exist and might cause some members to not receive communications. There is an easy solution that we can provide by sending members a link to a screencast that explains how to opt back in to mass email.

*Vice Chair Report\Meetings Coordinating Committee*  
*5 November 2013*

**1. This Meeting!**

Fall 2013

When: November 7-9, 2013

Where: Philadelphia, Pennsylvania

Hotel: Hyatt Regency Philadelphia at Penn's Landing

Room rate: \$169

Local Arrangements Committee Co-Chairs: Lisa Mangiafico (Soroptimist International) and Valerie-Ann Lutz (American Philosophical Society Library).

Program Committee Co-Chairs: Laurie Rizzo (Hagley Museum and Library) and Charles Greifenstein (American Philosophical Society Library).

*Updates: This meeting will be the largest MARAC stand-alone meeting. The numbers will only be surpassed by the 1995 joint conference in Baltimore with OHMAR. We did not make the room block for the overflow hotel.*

**2. 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 Co-Chairs: Geof Huth (New York State Archives) and Susan Kline (Columbia University). Assistant Co- Chair: Geoff Williams (University at Albany-SUNY).

*Updates: George Eastman House is the reception location. Sponsorships have been pledged but University of Rochester's River Campus and SUNY Albany's Special Collection's Department.*

## **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).

*Updates: Taken directly from the Baltimore LAC report to MCC: "The renovations have been completed at the former Tremont Grand Hotel, now Embassy Suites Baltimore. <http://www.embassysuitesbaltimore.com/> All suites include a kitchenette with a mini-fridge and microwave. All guests of the hotel will receive a complimentary breakfast buffet - complete with omelet station!- and an evening reception, which is basically hors d'oeuvre and a free drink in the new bar area. They have a new large restaurant and lounge area by the bar and this space will be available to everyone at the conference. If a hospitality suite is not an option, we may consider using this space. ... The vendors will not be on the bottom floor this time; they will be in a large room next to the plenary/luncheon hall with the registration desk right outside. ... The reception has been confirmed at the Peabody Library; at a cost of ~\$1500 we will have the iconic space, beer and wine, and appetizers. Considering the typical cost this is a very good deal. Thank you to Kelly Spring at Johns Hopkins University for setting this up."*

*This is the first time in recent memory that The Johns Hopkins University has provided support of any kind to a MARAC Meeting.*

## **Spring 2015**

In the end, Brooklyn was not affordable. Last week, I met with NEA in Boston and visited three hotels. We are trying to obtain an affordable contract from the Boston Park Plaza. Yes, this is SAA's venue last time they were in Boston. The proposed room rate is \$159.

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

### **3. Future Meetings**

Virginia, Location to be determined.

Respectively submitted,

Mary K. Mannix

Vice Chair

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November 1, 2013

**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, November 1, 2013 in advance of the Fall 2013 meeting in Philadelphia, Pennsylvania on Thursday, November 7, 2013.

1. Highlights of the First Quarter Treasurer's Report (see attached) are listed below.
  - Income is primarily from membership dues, contributions to various restricted funds, bank and investment interest, mailing list sales, two off-meeting workshops, and Fall 2013 conference income.
  - Expenses are from MemberClicks charges, administrator salary, phone and postage charges, banking fees, Steering Committee business, printing costs, and the MARAC Archivist.
2. Average returns on investment for MARAC's accounts during the previous quarter (rounded to the nearest hundredth of a percent) are listed below.
  - PNC Savings Account – 0.13%
  - Vanguard Bonds – 2.87%
3. The Rochester, NY (Spring 2014) budget is being presented for the review and approval of Steering Committee.
4. The accountant for MARAC has received all necessary paperwork for preparation of taxes for Fiscal Year 2013. The taxes should be filed within the next week.
5. An uncashed check from June 2013 necessitated an adjustment to the quarterly report for the 4<sup>th</sup> quarter of Fiscal Year 2013. The updated report is attached. (The updated 4<sup>th</sup> quarter report was included in the Fall 2013 MAA.)

**FY 2014, 1st Quarter** (July 1, 2013 to September 30, 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				\$26,126.00	87.09%
Conference Registration	\$76,000.00	\$24,897.00				\$24,897.00	32.76%
Conference Vendors	\$16,000.00	\$6,950.00				\$6,950.00	43.44%
Conference Sponsorship	\$8,000.00	\$500.00				\$500.00	6.25%
Publication Advertising	\$2,400.00	\$0.00				\$0.00	0.00%
Publication Sales	\$350.00	\$35.00				\$35.00	10.00%
Mailing List Sales	\$250.00	\$50.00				\$50.00	20.00%
Off-Meeting Workshops	\$7,000.00	\$5,660.00				\$5,660.00	80.86%
Bank Interest	\$150.00	\$30.46				\$30.46	20.31%
Investment Interest	\$2,000.00	\$543.71				\$543.71	27.19%
Gifts to Operations	\$500.00	\$260.00				\$260.00	52.00%
Miscellaneous	\$0.00	\$0.00				\$0.00	0.00%
<b>Total Income</b>	<b>\$142,650.00</b>	<b>\$65,052.17</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$65,052.17</b>	<b>45.60%</b>
<b>EXPENSES</b>							
Administrator	\$15,000.00	\$3,827.22				\$3,827.22	25.51%
Web Services	\$3,200.00	\$940.75				\$940.75	29.40%
Archivist	\$750.00	\$750.00				\$750.00	100.00%
Accountant	\$1,200.00	\$0.00				\$0.00	0.00%
Advocacy	\$2,000.00	\$0.00				\$0.00	0.00%
Insurance Policy	\$1,000.00	\$0.00				\$0.00	0.00%
Phone	\$600.00	\$145.85				\$145.85	24.31%
Postage	\$1,050.00	\$294.30				\$294.30	28.03%
Office Supplies	\$150.00	\$0.00				\$0.00	0.00%
Food	\$4,150.00	\$358.30				\$358.30	8.63%
Travel	\$5,150.00	\$1,070.84				\$1,070.84	20.79%
Equipment	\$0.00	\$0.00				\$0.00	0.00%
Printing and Design	\$7,250.00	\$1,993.50				\$1,993.50	27.50%
Conference	\$85,000.00	\$240.00				\$240.00	0.28%
Lodging	\$1,300.00	\$179.67				\$179.67	13.82%
Honoraria	\$2,500.00	\$0.00				\$0.00	0.00%
Awards and Prizes	\$1,300.00	\$0.00				\$0.00	0.00%
Scholarships	\$5,550.00	\$0.00				\$0.00	0.00%
Banking Fees	\$5,500.00	\$1,887.46				\$1,887.46	34.32%
Investments	\$0.00	\$0.00				\$0.00	0.00%
Disaster Assistance	\$0.00	\$0.00				\$0.00	0.00%
Miscellaneous	\$0.00	\$0.00				\$0.00	0.00%
<b>Total Expenses</b>	<b>\$142,650.00</b>	<b>\$11,687.89</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$11,687.89</b>	<b>8.19%</b>
<b>Net Income or (Loss)</b>		<b>\$53,364.28</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$53,364.28</b>	

**Account Balances**

			<u>Opening</u>	<u>Credits</u>	<u>Debits</u>	<u>Closing</u>
PNC Checking	\$69,610.42	Operating	\$0.00	\$65,052.17	(\$11,687.89)	\$53,364.28
PNC Savings	\$91,012.12	Restricted	\$115,770.00	\$2,007.00	\$0.00	\$117,777.00
Vanguard Bonds	\$76,007.30	Reserve	\$50,000.00	\$0.00	\$0.00	\$50,000.00
Total	\$236,629.84	Surplus	\$15,488.56	\$0.00	\$0.00	\$15,488.56
		Totals	\$181,258.56	\$67,059.17	(\$11,687.89)	\$236,629.84

**Summary - First Quarter FY 2014**

Opening Balance	\$181,258.56
Total Income	\$67,059.17
Total Expenses	(\$11,687.89)
Closing Balance	\$236,629.84

**Restricted Funds**

			<u>Opening</u>	<u>New Gifts</u>	<u>Spending</u>	<u>Closing</u>
PNC Savings	\$41,769.70	Disaster Assist.	\$1,193.00	\$1,002.00	\$0.00	\$2,195.00
Vanguard Bonds	\$76,007.30	Education	\$109,371.00	\$980.00	\$0.00	\$110,351.00
Total	\$117,777.00	Finch Award	\$5,206.00	\$25.00	\$0.00	\$5,231.00
		Totals	\$115,770.00	\$2,007.00	\$0.00	\$117,777.00



**Proposed Budget**

<b>Category</b>	<b>Total for 225 Attendees</b>	<b>Total for 275 Attendees</b>
<b>INCOME</b>		
Registration Fees	\$16,625.00	\$20,450.00
Exhibitor Fees	\$11,250.00	\$11,250.00
Meals	\$4,925.00	\$6,475.00
Reception	\$250.00	\$250.00
Tour Fees	\$975.00	\$1,425.00
Workshop Fees	\$6,800.00	\$8,000.00
<b>Total Income</b>	<b>\$40,825.00</b>	<b>\$47,850.00</b>
<b>EXPENSES</b>		
Hospitality Suite	\$300.00	\$300.00
Hotel Expenses	\$3,200.00	\$3,200.00
LAC Expenses	\$1,200.00	\$1,200.00
Meal Expenses	\$16,000.00	\$18,985.00
Reception	\$9,770.00	\$11,130.00
Registration/Program	\$2,500.00	\$2,500.00
Session/Plenary Speakers	\$790.00	\$790.00
Tour Expenses	\$1,615.00	\$2,565.00
Workshop Expenses	\$3,100.00	\$3,100.00
<b>Total Expenses</b>	<b>\$38,475.00</b>	<b>\$43,770.00</b>
<b>Projected Profit</b>	<b>\$2,350.00</b>	<b>\$4,080.00</b>

## Proposed Budget - Income Estimates

Category	225			275		
	Cost/Item	Attendees	Total	Cost/Item	Attendees	Total
<b>INCOME</b>						
<b>Registration Fees</b>						
Pre-Reg Members	\$75.00	150	\$11,250.00	\$75.00	185	\$13,875.00
Pre-Reg Non-Members	\$120.00	5	\$600.00	\$120.00	10	\$1,200.00
Late Reg Members	\$85.00	20	\$1,700.00	\$85.00	25	\$2,125.00
Late Reg Non-Members	\$130.00	5	\$650.00	\$130.00	5	\$650.00
Member, on-site	\$95.00	5	\$475.00	\$95.00	5	\$475.00
Non-member, on-site	\$140.00	5	\$700.00	\$140.00	5	\$700.00
Student registration	\$35.00	30	\$1,050.00	\$35.00	35	\$1,225.00
One day (Saturday only)	\$40.00	5	\$200.00	\$40.00	5	\$200.00
<b>Total Registration Fees</b>		<b>225</b>	<b>\$16,625.00</b>		<b>275</b>	<b>\$20,450.00</b>
<b>Exhibitor Fees</b>						
Ads	\$50.00	5	\$250.00	\$50.00	5	\$250.00
Vendor Sponsorships	\$250.00	2	\$500.00	\$250.00	2	\$500.00
Plenary/Conf Sponsorship	\$1,000.00	1	\$1,000.00	\$1,000.00	1	\$1,000.00
Other Sponsorships	\$1,000.00	2	\$2,000.00	\$1,000.00	2	\$2,000.00
Rental - 1 Table	\$600.00	10	\$6,000.00	\$600.00	10	\$6,000.00
Rental - 2 Tables	\$750.00	2	\$1,500.00	\$750.00	2	\$1,500.00
<b>Total Exhibitor Fees</b>			<b>\$11,250.00</b>			<b>\$11,250.00</b>
<b>Meals</b>						
Breakfast - Business Mtg.	\$20.00	90	\$1,800.00	\$20.00	105	\$2,100.00
Lunch - Friday meat	\$25.00	100	\$2,500.00	\$25.00	125	\$3,125.00
Lunch - Friday veg	\$25.00	25	\$625.00	\$25.00	50	\$1,250.00
<b>Total Meals</b>			<b>\$4,925.00</b>			<b>\$6,475.00</b>
<b>Reception</b>						
Sponsorship	\$0.00		\$0.00	\$0.00		\$0.00
Guest Tickets	\$25.00	10	\$250.00	\$25.00	10	\$250.00
<b>Total Reception Income</b>			<b>\$250.00</b>			<b>\$250.00</b>
<b>Tour Fees</b>						
Tour #1--Susan B. Anthony	\$15.00	25	\$375.00	\$15.00	30	\$450.00
Tour #2--Mount Hope Cemetery	\$5.00	10	\$50.00	\$5.00	20	\$100.00
Tour #3--Genessee Brewery	\$10.00	10	\$100.00	\$10.00	20	\$200.00
Tour #4--Erie Canal/Aqueduct	\$5.00	10	\$50.00	\$5.00	20	\$100.00
Tour #5--Strong Museum	\$15.00	20	\$300.00	\$15.00	30	\$450.00
Tour #6--U of Roch SPE	\$5.00	20	\$100.00	\$5.00	25	\$125.00
<b>Total Tour Fees</b>			<b>\$975.00</b>			<b>\$1,425.00</b>
<b>Workshop Fees</b>						
Workshop #1	\$80.00	15	\$1,200.00	\$80.00	20	\$1,600.00
Workshop #2 (Copyright)	\$80.00	40	\$3,200.00	\$80.00	40	\$3,200.00
Workshop #3	\$80.00	15	\$1,200.00	\$80.00	20	\$1,600.00
Workshop #4	\$80.00	15	\$1,200.00	\$80.00	20	\$1,600.00
<b>Total Workshop Fees</b>			<b>\$6,800.00</b>			<b>\$8,000.00</b>
<b>Total Income</b>			<b>\$40,825.00</b>			<b>\$47,850.00</b>

## Proposed Budget - Expense Estimates

Category	225			260		
	Cost/Item	Attendees	Total	Cost/Item	Attendees	Total
<b>EXPENSES</b>						
Hospitality Suite			\$300.00			\$300.00
<b>Hotel Expenses</b>						
AV Equipment Rental			\$2,950.00			\$2,950.00
Room Rentals			\$0.00			\$0.00
Miscellaneous Expenses			\$250.00			\$250.00
<b>Total Hotel Expenses</b>			<b>\$3,200.00</b>			<b>\$3,200.00</b>
<b>LAC Expenses</b>			<b>\$1,200.00</b>			<b>\$1,200.00</b>
<b>Meal Expenses</b>						
Breakfast - Sat	\$26.00	90	\$2,340.00	\$26.00	105	\$2,730.00
Continental Breakfast - Fri	\$17.00	200	\$3,400.00	\$17.00	240	\$4,080.00
Coffee Breaks Thur (AM & PM)	\$25.00	100	\$2,500.00	\$25.00	100	\$2,500.00
Coffee Breaks Fri (AM&PM)	\$19.00	225	\$4,275.00	\$19.00	260	\$4,940.00
Lunch - Friday (meat)	\$25.00	100	\$2,500.00	\$25.00	125	\$3,125.00
Lunch - Friday (veg)	\$25.00	25	\$625.00	\$25.00	50	\$1,250.00
Vendor Lunches - Fri	\$24.00	15	\$360.00	\$24.00	15	\$360.00
Steering Committee - Th	\$39.00	30	\$1,170.00	\$39.00	30	\$1,170.00
<b>Total Meal Expenses</b>			<b>\$16,000.00</b>			<b>\$18,985.00</b>
<b>Reception</b>						
Caterer	\$34.00	180	\$6,120.00	\$34.00	220	\$7,480.00
Entertainment			\$250.00			\$250.00
Transportation			\$1,500.00			\$1,500.00
Facility/Bartender Fees			\$1,900.00			\$1,900.00
<b>Total Reception Costs</b>			<b>\$9,770.00</b>			<b>\$11,130.00</b>
<b>Registration/Program</b>						
Program			\$2,000.00			\$2,000.00
Folders, Badges, etc.			\$500.00			\$500.00
<b>Total Registration/Program Costs</b>			<b>\$2,500.00</b>			<b>\$2,500.00</b>
<b>Luncheon/Plenary Speakers</b>						
Lodging	\$140.00	2	\$250.00	\$140.00	2	\$250.00
Meals	\$40.00	2	\$40.00	\$40.00	2	\$40.00
Travel	\$500.00		\$500.00	\$500.00		\$500.00
<b>Total Session/Plenary Costs</b>			<b>\$790.00</b>			<b>\$790.00</b>
<b>Total Tour Expenses</b>			<b>\$1,615.00</b>			<b>\$2,565.00</b>
<b>Workshop Expenses</b>						
Honoraria			\$2,100.00			\$2,100.00
Lodging/Meals			\$400.00			\$400.00
Travel (Speakers)			\$500.00			\$500.00
Misc. Expenses			\$100.00			\$100.00
<b>Total Workshop Expenses</b>			<b>\$3,100.00</b>			<b>\$3,100.00</b>
<b>Total Expenses</b>			<b>\$38,475.00</b>			<b>\$43,770.00</b>

**FY 2013, 4th Quarter** (April 1, 2013 to June 30, 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	\$28,500.00	\$20,308.00	\$8,163.00	\$2,329.00	\$1,245.00	\$32,045.00	112.44%
Conference Registration	\$55,000.00	\$26,003.00	\$12,335.00	\$17,635.00	\$4,815.00	\$60,788.00	110.52%
Conference Vendors	\$20,000.00	\$6,430.00	\$3,600.00	\$2,000.00	\$4,262.00	\$16,292.00	81.46%
Conference Sponsorship	\$2,000.00	\$500.00	\$1,250.00	\$1,350.00	\$5,350.00	\$8,450.00	422.50%
Publication Advertising	\$3,000.00	\$540.00	\$1,540.00	\$360.00	\$500.00	\$2,940.00	98.00%
Publication Sales	\$350.00	\$35.00	\$210.00	\$175.00	\$70.00	\$490.00	140.00%
Mailing List Sales	\$250.00	\$100.00	\$0.00	\$150.00	\$0.00	\$250.00	100.00%
Off-Meeting Workshops	\$7,500.00	\$4,190.00	\$2,380.00	\$1,785.00	\$2,290.00	\$10,645.00	141.93%
Bank Interest	\$100.00	\$33.89	\$35.02	\$32.88	\$30.28	\$132.07	132.07%
Investment Interest	\$4,000.00	\$845.38	\$223.64	\$205.65	\$0.00	\$1,274.67	31.87%
Gifts to Operations	\$500.00	\$220.00	\$65.00	\$70.00	\$0.00	\$355.00	71.00%
Gifts to 40th	\$4,000.00	\$1,151.00	\$725.00	\$2,056.00	\$0.00	\$3,932.00	98.30%
Miscellaneous	\$0.00	\$200.00	\$0.00	\$0.00	\$100.00	\$300.00	0.00%
<b>Total Income</b>	<b>\$125,200.00</b>	<b>\$60,556.27</b>	<b>\$30,526.66</b>	<b>\$28,148.53</b>	<b>\$18,662.28</b>	<b>\$137,893.74</b>	<b>110.14%</b>
<b>EXPENSES</b>							
Administrator	\$12,000.00	\$4,187.86	\$2,846.56	\$3,472.13	\$3,236.85	\$13,743.40	114.53%
Web Services	\$3,000.00	\$675.75	\$795.00	\$1,020.80	\$795.00	\$3,286.55	109.55%
Archivist	\$750.00	\$750.00	\$0.00	\$0.00	\$0.00	\$750.00	100.00%
Accountant	\$1,000.00	\$0.00	\$1,025.00	\$0.00	\$0.00	\$1,025.00	102.50%
Advocacy	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
Insurance Policy	\$1,000.00	\$0.00	\$0.00	\$0.00	\$985.00	\$985.00	98.50%
Phone	\$600.00	\$146.16	\$146.38	\$146.67	\$145.69	\$584.90	97.48%
Postage	\$1,000.00	\$100.25	\$1,743.00	\$182.47	\$430.20	\$2,455.92	245.59%
Office Supplies	\$350.00	\$0.00	\$236.38	\$101.69	\$152.92	\$490.99	140.28%
Food	\$4,850.00	\$1,696.45	\$995.88	\$348.62	\$1,245.46	\$4,286.41	88.38%
Travel	\$6,850.00	\$2,474.04	\$502.89	\$2,061.29	\$1,018.80	\$6,057.02	88.42%
Equipment	\$0.00	\$1,096.68	\$0.00	\$0.00	\$925.87	\$2,022.55	0.00%
Printing and Design	\$3,000.00	\$48.92	\$675.72	\$1,743.45	\$3,464.87	\$5,932.96	197.77%
Conference	\$69,000.00	\$835.00	\$38,513.95	\$1,798.00	\$19,930.06	\$61,077.01	88.52%
Lodging	\$1,800.00	\$318.09	\$156.18	\$262.93	\$898.09	\$1,635.29	90.85%
Honoraria	\$3,700.00	\$0.00	\$1,750.00	\$250.00	\$1,700.00	\$3,700.00	100.00%
Awards and Prizes	\$1,300.00	\$0.00	\$800.00	\$0.00	\$750.00	\$1,550.00	119.23%
Scholarships	\$9,000.00	\$0.00	\$5,540.42	\$0.00	\$2,674.60	\$8,215.02	91.28%
Banking Fees	\$4,500.00	\$1,752.31	\$2,290.84	\$829.99	\$1,274.65	\$6,147.79	136.62%
Investments	\$0.00	\$0.00	\$0.00	\$0.00	\$715.84	\$715.84	0.00%
Disaster Assistance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Miscellaneous	\$0.00	\$215.00	\$92.25	\$25.00	\$235.00	\$567.25	0.00%
<b>Total Expenses</b>	<b>\$125,200.00</b>	<b>\$14,296.51</b>	<b>\$59,610.45</b>	<b>\$12,243.04</b>	<b>\$40,578.90</b>	<b>\$126,728.90</b>	<b>101.22%</b>
<b>Net Income or (Loss)</b>		\$46,259.76	(\$29,083.79)	\$15,905.49	(\$21,916.62)	\$11,164.84	

**Account Balances**

			<u>Opening</u>	<u>Credits</u>	<u>Debits</u>	<u>Closing</u>
PNC Checking	\$14,813.31	Operating	\$33,081.46	\$18,662.28	(\$40,578.90)	\$11,164.84
PNC Savings	\$90,981.66	Restricted	\$112,164.00	\$320.00	\$0.00	\$112,484.00
Vanguard Bonds	\$75,463.59	Reserve	\$43,820.00	\$0.00	\$0.00	\$43,820.00
Total	\$181,258.56	Surplus	\$13,789.72	\$0.00	\$0.00	\$13,789.72
		Totals	\$202,855.18	\$18,982.28	(\$40,578.90)	\$181,258.56

**Summary - Third Quarter FY 2013**

Opening Balance	\$202,855.18
Total Income	\$18,982.28
Total Expenses	(\$40,578.90)
Closing Balance	\$181,258.56

**Restricted Funds**

			<u>Opening</u>	<u>New Gifts</u>	<u>Spending</u>	<u>Closing</u>
PNC Savings	\$37,020.41	Disaster Assist.	\$1,173.00	\$20.00	\$0.00	\$1,193.00
Vanguard Bonds	\$75,463.59	Education	\$105,785.00	\$300.00	\$0.00	\$106,085.00
Total	\$112,484.00	Finch Award	\$5,206.00	\$0.00	\$0.00	\$5,206.00
		Totals	\$112,164.00	\$320.00	\$0.00	\$112,484.00

**MARAC Archivist Report**  
**November/2013**  
**(for the Steering Committee meeting at Philadelphia, Pennsylvania)**

I continue 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 addition, at the upcoming Steering Committee meeting, I want to gain a sense or whether or not the Steering Committee would be amenable to having all its conference programs and newsletters (going back to 1972) added to those resources found on the Internet Archive. This may 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. If this was done, the MARAC finding aid could link to these resources, as could the MARAC website itself.

I will be bringing a variety of award certificates to Philadelphia for signing and presenting by the relevant officers. Since I will be arriving by train, my capacity for bringing non-current files, etc. materials back to the University of Maryland will be somewhat limited.

Lauren Brown  
MARAC Archivist  
University of Maryland