

MARAC

Mid-Atlantic Regional Archives Conference

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

MARAC Chair's Report
Submitted October 11, 2014

Fall 2014 Steering Committee Meeting
Meeting date – October 16, 2014

MARAC Business

- Shepherded the creation of the Ad Hoc Committee for the Revision of the MARAC Governing Documents and worked with committee members on new draft governing documents
- Worked with the Task Force on the MARAC Meeting Model
- Worked with the Outreach and Membership Development Committees on the redesign of the MARAC logo and the creation of a new MARAC CafePress site to sell MARAC-oriented merchandise.

Appointments

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

Finance Committee

- Appointed Jean Green to serve on the committee through Summer 2016

Advocacy

- Working with MARAC Members / NARA colleagues, secured endorsement of “Collection Match” database from the Regional Archival Associations Colloquium
- Represented MARAC at Society of American Archivists Annual Meeting in August 2014, Washington DC

Other Activities

- Wrote “From the Chair” column for Summer and Fall 2014 MAA issues.

Respectfully submitted,

John LeGloahec
MARAC Chair
2013-2015

MARAC

Mid-Atlantic Regional Archives Conference

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October 10, 2014

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

Submitted to the Steering Committee on Thursday, October 16, 2014 in Baltimore, MD.

Membership Statistics

There are currently 1002 active members (as of October 10, 2014)*:

874 Regular Members

32 Retired Members

96 Student Members

* These numbers only include members that have renewed their dues as of 10/10/14.

Membership Statistics Comparison

Member Type	2011 (as of 10/9/11)	2012 (as of 10/20/12)	2013 (as of 11/1/2013)	2014(as of 10/10/14)	% change 2013-2014
Regular	680	811	862	874	1.39%
Retired	23	24	31	32	3.23%
Student	66	91	105	96	-8.57%
Total	769	926	998	1002	0.40%

Current State Caucus Membership*

Caucus	2014 Membership (as of 10/10/2014)
DC	178
Delaware	55
Maryland	211
New Jersey	127
New York	231
Pennsylvania	239
Virginia	152
West Virginia	14

* These numbers only include members that have renewed their dues as of 10/10/14.

State Caucus Membership Statistics Comparison*

Caucus	2012 (as reported 10/20/12)	2013 (as reported 11/1/13)	2014 (as reported 10/10/14)
DC	167	162	178
Delaware	44	56	55
Maryland	167	190	211
New Jersey	118	120	127
New York	192	196	231
Pennsylvania	196	243	239
Virginia	180	166	152
West Virginia	13	13	14

* These numbers only include members that have renewed their dues as of 10/10/14.

New Membership Applications*

Month	2012	2013	2014
July	-	-	14
August	41	16	27
September	42	31	60
October	41	60	-
Total	124	107	101

* New membership applications are usually reported at each Steering Committee meeting for the three months prior. The months can vary based on when the Summer Steering Committee and the Fall Conference are held.

Additional Information

Membership Renewal: Our membership renewal period has just closed as of September 30, 2014. Our membership statistics continue to remain very stable at a current growth rate of .40% from 2013 to 2014. However please note that the final comparison numbers used are for November 1, 2013 last year versus October 10, 2014 this year (almost a one month difference due to our earlier 2014 conference date). Also while there is some decline in the student members, there were also a considerable number of students joining MARAC during the Philadelphia conference timeframe.

Members to be Inactivated: We have approximately 308 members who have not renewed their dues. The statistics used in this report only reflect the 2014-15 paid members. Before inactivating the 308 members we would like to reach out to some of them who might be "saved". This would include:

- Members who have opted out of the MARAC mass email or the messages have bounced and haven't received the renewal notices. Some of these members have their dues paid by the institution and might not be aware that payment was not made.

- Members who are very active in MARAC and for some reason they haven't paid their dues yet.

If Membership Development/ Caucus Reps are interested in helping with this project, please contact the Administrator.

MARAC Fall Conference: Online registration for the MARAC Fall 2014 Conference in Baltimore, MD, went live on August 8, 2014. Conference programs were mailed to 307 members who had requested the form as hard copy. As of October 10, 2014, we have a total of 366 pre-registered attendees and 35 of these registrants are NARA employees. We also have 13 companies who have registered as exhibitors and we have received sponsorships from eight institutions.

MARAC Fall Workshops We held two workshops this fall which included “Introduction to Genealogy for the Unsuspecting Archivist” (Mary Mannix, instructor) with eleven attendees and “Project Management for Archival Processing” (Vincent Novara, instructor) with 41 attendees.

MARAC Archivist Report
October/2014
(for the MARAC Meeting in Baltimore, NY)

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. A graduate student assistant has been assigned to carry out the necessary inventory work.

There have been a number of research projects that I have engaged in to provide some background in aspects of MARAC history for the benefit of several members of the Conference.

I look forward to attending the Baltimore meeting; I will be bringing certificates for Service awards, Custer awards and this year's Finch Award.

Lauren Brown
MARAC Archivist
University of Maryland

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1. *This meeting:*

When: October 16-18, 2014

Where: Baltimore, Maryland (if you haven't noticed.)

Hotel: Embassy Suites Baltimore (once known as the Tremont Plaza)

Room rate: \$169

Local Arrangements Committee Co-Chairs: Valerie Addonizio (The Johns Hopkins University), Lindsey Loeper (University of Maryland, Baltimore County) and Nadia Nasr (Towson University).

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

2. *Upcoming Meetings:*

Spring 2015

When: March 19-21, 2015

Where: Boston, Massachusetts

Hotel: Boston Park Plaza

Room rate: \$159

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

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

Updates:

- **Please find below a draft of the *Memorandum of Agreement* for your consideration. NEA has made edited it two times. There are two sections that I would especially like assistance with:
Workshop registration seat divisions and the Conference App.**
- **Budget submitted by Treasurer for approval. Approved by NEA in September.**

Fall 2015:

When: October 8-9, 2015

Where: Roanoke, Virginia

Hotel: Hotel Roanoke and Conference Center

Room rate: \$172

Local Arrangements Co-Chairs: Linda Miller (Roanoke College) and Beth Harris (Hollins University)

Program Committee Co-Chairs: Elizabeth Caringola (University of Maryland) and Jessica Johnson (Virginia Commonwealth University)

Update: \$1,000 sponsorship from the Norfolk Southern Foundation.

Spring 2016:

Where: Pittsburgh (Hotel site visits done by Vice Chair, contracts will be requested in the coming two weeks.)

Room rate: \$150s?

Local Arrangements Co-Chairs: David Grinnell (University of Pittsburgh) and Molly Tighe (Mattress Factory)

Program Committee Co-Chairs: Rachel Grove Rohrbaugh (Elizabethtown College)

Fall 2016:

Where: Annapolis, MD (tentative)

Spring 2016:

Where: Newark, NJ (tentative)

Local Arrangements Co-chairs: Don Cornelius (New Jersey State Archives) and Laura Poll (Monmouth County Historical Society)

Fall 2017:

Where: Wilmington, DE or Harrisburg, PA (very, very tentative)

Spring 2017:

Where: Frederick, MD (tentative: conference hotel being built.)

3. Spreadsheet

A spreadsheet tracking individuals who served on a PC or LAC Committee, presented at a conference, moderated a session, or gave a conference workshop was turned over to the Meeting Model Task Force at the end of August. Data was extracted from programs as they appeared on the MARAC website. Not taking into account program changes such as speakers who pulled out, incomplete sessions at program production, etc. Spreadsheet data goes back to Spring 2008. Reminder, members of PC are not suppose to present at their own conference, LAC are discouraged from doing so. For complete transparency, the spreadsheet is available in Dropbox in pdf, sorted by participation total, largest to smallest. I notice that it still needs some work for there are people (approximately 17) entered who do not seem to have any data connected to them. Yes, I just noticed that. I apologize for the confusion. The product of this first person who worked on it had some major issues, the second person did an admirable job of cleaning it up, but there are still concerns, obviously. Susan K. was going to attempt to proof it if her schedule permitted. If not, I will get someone on MCC to go over it.

Statistics

Tammy pulled this numbers together for me so thought I would share them with the crowd.

MARAC Attendee Conference Totals

Conference	Attendees	Timeframe
Rochester	310	S 2014
Philly	455	F 2013
Erie	235	S 2013
Richmond	360	F 2012
Cape May	334	S 2012
Bethlehem	282	F 2011
Alexandria	412	S 2011
Harrisburg	325	F 2010
Wilmington	267	S 2010

Jersey City	268	F 2009
TOTAL	3248	

AVERAGE ATTENDANCE	325
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4. Volunteer registration rate

This idea will be discussed at MCC.

Respectively submitted,

**Mary K. Mannix
Vice Chair**

MEMORANDUM OF AGREEMENT

10 October 2014

Section 1: For Discussion and, if possible, Approval, at least in part

This document represents the Memorandum of Agreement (MOA) between the New England Archivists (NEA) and the Mid-Atlantic Regional Archives Conference (MARAC) for the administration of the joint spring conference to be held in Boston at the Park Plaza on 19-21 March 2015.

- This meeting is a “Joint Conference” with responsibilities equally divided between NEA and MARAC.
- Each organization will be financially responsible for their own hotel room block, per their individual contacts with the Park Plaza. If one organization’s room block fills, the other may offer rooms in their block to the partner organization. Also, if one organization does not make room block, the other may assist them in fulfilling their block. Communication regarding possible sharing of room blocks will take place between the NEA President and the MARAC Vice Chair.
- All expenses (as detailed on the NEA\Park Plaza contract of 30 December 2013) will be equally divided between MARAC and NEA with the exception of the aforementioned hotel room blocks, and the catering of a meeting of either organization’s leadership.
 - If MARAC or NEA has such catering expenses, they will be applied towards the food and beverage minimum detailed on NEA’s hotel contract.
- Responsibility for any financial losses will be divided equally between the two organizations, with the exception of losses relating to each organizations hotel room block (see above).
- Any pre-payment required by the hotel prior to the conference will be divided evenly between NEA and MARAC; paid as determined by the NEA and MARAC Treasurers who will

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communicate together with the hotel by 5 February 2015 to make arrangement for payment, with the final due date being 15 February 2015.

- The final hotel invoice will be approved by each organization prior to payment within the hotel’s 30-day deadline. Additionally any issues with the invoice must be disputed within 5 business days of receipt.
 - MARAC’s LAC Co-chair will verify accuracy and approve the invoice; the MARAC Treasurer and the MARAC Vice-Chair will review the invoice.
 - NEA’s Treasurer will verify accuracy and approve the invoice along with the NEA LAC Co-chair and NEA President.
- All conference expenses (except those noted above) will be equally divided between the two organizations, as detailed in the attached budget approved by both organizations. Submission of expenditures to either treasurer for payment is taken as approval of the expense.
 - The MARAC LAC Co-chair has the authority to authorize any expenditure in the approved budget.
 - The NEA Program and LAC Co-chairs, Treasurer and President have the authority to authorize any expenditure in the approved budget.
- All conference income (vendor fees, registration fees, conference donations, and sponsorships) will be equally divided between the two organizations.
- Records of all expenditures and income will be maintained by each organization, and will be shared by the two treasurers upon request.
- As noted above the two treasurers are responsible for paying all final, approved, invoices and reconciling the two accounts within 30 days of the final day of the conference.
- Vendor fees will be set at the amounts detailed on the attached approved budget.
- All vendors will make their payments to MARAC in a manner indicated in the vendor registration letter.
- Registration and workshop fees will be set at the amounts detailed on the attached approved budget, and registration schedule detail outlined below.

	Opens 12:00am Thurs January 8 - Closes 11:59pm Wed February 11	Opens 12:00am Thurs February 12 - Closes 11:59pm Wed March 4	Opens 5:00pm Wed March 18 - Closes 12:00pm Sat March 21
MEETING	<i>Pre-Registration / Early</i>	<i>Late Registration / Advanced</i>	<i>On-Site</i>
Members	\$95.00	\$105.00	\$115.00
Non-Members	\$140.00	\$150.00	\$160.00
Student Member	\$45.00	\$55.00	\$65.00
One day Members			\$70.00
One day Non-Members			\$95.00
	Opens 12:00am Thurs January 8 - Closes 11:59pm Wed February 11	Opens 12:00am Thurs February 12 - Closes 11:59pm Wed March 4	Opens 5:00pm Wed March 18 - Closes 12:00pm Sat March 21

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WORKSHOP - FULL DAY	<i>Pre-Registration / Early</i>	<i>Late Registration / Advanced</i>	<i>On-Site</i>
Members	\$85.00	\$105.00	
Non-Members	\$100.00	\$120.00	
Student Members	\$40.00	\$60.00	
	Opens 12:00am Thurs January 8 - Closes 11:59pm Wed February 11	Opens 12:00am Thurs February 12 - Closes 11:59pm Wed March 4	Opens 5:00pm Wed March 18 - Closes 12:00pm Sat March 21
WORKSHOP - HALF DAY	<i>Pre-Registration / Early</i>	<i>Late Registration / Advanced</i>	<i>On-Site</i>
Members	\$45.00	\$65.00	
Non-Members	\$60.00	\$80.00	
Student Members	\$20.00	\$40.00	

- The members of MARAC and NEA will register for the conference and/or for workshops through each organization’s established online/paper registration system.
- All tours, both paid and free, will be registered through MARAC.
- The NEA and MARAC Workshop Coordinators together will make the final decision together on whether or not a workshop will be cancelled due to low attendance; keeping in mind the criteria that the workshops as a whole must at least break even.
- Once registration opens, the MARAC Administrator and NEA Registrar will forward current registration number at regular pre-determined intervals. (NEA: every other week during Pre-Registration/Early-Bird, and every week during Late Registration/Advanced, see above for the specific dates covered by each time period; MARAC: every 7 to 9 days once registration opens.) to the LAC Co-Chairs, the PC Co-Chairs, the NEA President, the MARAC Vice-Chair, and the Treasurers.
- The MARAC Administrator will regularly forward current vendor lists to the LAC Co-Chairs, the PC Co-Chairs, the NEA President, the MARAC Vice-Chair, the NEA Registrar, the two Treasurers, and the two Vendor Coordinators.
- The program and publicity production schedule will be followed as indicated on the attached schedule approved by each board.
- MARAC will supply up to seven PowerPoint projectors, the number dependent on LAC’s ability to borrow projectors from institutions in the Boston region.
- It is understood that the following individuals serve the indicated roles. And, that if at any time someone steps down from their position the NEA President and MARAC Vice-Chair will be notified and given the name of the replacement.

	MARAC	NEA
Vice-Chair/President	Mary K. Mannix	Jill Snyder
Program Committee	Sharmila Bhatia	Liz Frances & Camille Torres

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Local Arrangements	Katy Rawdon	Christina Zamon
Administrator/Registrar	Tammy Hoffman	Emily Tordo
Treasurer	Jennifer McDaid	Juliana Kuipers
Vendor Coordinators	Don Cornelius	Jane Ward
Workshop Coordinators	Brian Keough	Stephanie Call
Program/Communications	Emily Rafferty	Jessica Tanny

This agreement has been approved by the governing bodies of each organization and signed by the NEA President and the MARAC Vice-Chair.

Date

Date

Mary K. Mannix
MARAC Vice-Chair

Jill Snyder
NEA President

MEMORANDUM OF AGREEMENT
SECTION 2: POINTS VICE CHAIR SEEKS ASSISTANCE ON

- Registration for workshops will start with the available workshop seats split equally between MARAC and NEA. The MARAC Administrator and NEA Registrar will maintain regular communication regarding workshop registration numbers in order to insure workshops are not overbooked and to adjust the cap as needed. *** mkm: In July several of us believed that this discussion had been settled and if there were more people registering for a workshop than the workshop could hold who got in to the workshop was based on the time stamp of the registration. NEA, however, does not recall this discussion. I am concerned about any aspect of the meeting being so blatantly ours versus theirs.
- If MARAC procures a paid version of Guidebook, by the start of the Spring 2015 conference, then they will make it available to both MARAC and NEA conference attendees. If not, both MARAC and NEA will create their own free Guidebook accounts that will allow each

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organization 200 downloads of the conference program. *** mkm: When will we be considering buying Guidebook? I have no problem with MARAC continuing to use the free version at the time of the Boston meeting.

- Neither MARAC nor NEA will hold discussions with the hotel on any issue, except each individual organization's room block, without including both the Local Arrangements Co-chairs. *** mkm: On 11 October 2014, I found out that NEA had made changes to the meeting room usage without consulting us. And, even after it was done, they did not share this information with us. As you are aware, due to NEA's tax exempt status, the meeting room usage and the food and beverage minimum is on their contract.



COMMUNICATIONS & PROGRAM PRODUCTION SCHEDULE

JOINT MARAC/NEA SPRING 2015 MEETING
MARCH 19-21, 2015

Date	Task
<input checked="" type="checkbox"/> July/August 2014	Jessica Tanny designs meeting logo. Sends to PC/LAC chairs for approval. Creates meeting advertising flyers.
<input checked="" type="checkbox"/> September 4, 2014	Production timetables go to PC, LAC, and Education Committee program writers, Registrars, and Vendor Coordinators.
<input type="checkbox"/> October 9, 2014	Session descriptions submitted by PC members go to PC Co-Chairs for first editing. Letters go to prospective vendors.
<input type="checkbox"/> October 30, 2014	All text for program submitted to Emily Rafferty including workshop and local arrangements-related descriptions: <ul style="list-style-type: none">• Event descriptions• Workshop descriptions• Session descriptions• Tour descriptions• Hotel info and directions• LAC/PC registration form template (sent to chairs by Emily Rafferty)
<input type="checkbox"/> November 13, 2014	Emily Rafferty works with NEA Communications Committee copyeditor on edits and returns text to PC/LAC chairs for revisions. They submit program to NEA/MARAC Web Coordinators for official website launch.* First email/social media blast. Jessica Tanny finalizes advertisement for meeting. Sends to Emily Rafferty, and PC/LAC chairs for approval.
<input type="checkbox"/> November 15, 2014	Jessica Tanny sends meeting advertisement to <i>NEA Newsletter</i> .
<input type="checkbox"/> December 1, 2014	Jessica Tanny sends meeting advertisement to <i>Mid-Atlantic Archivist</i> .

Date	Task
<input type="checkbox"/> December 11, 2014	<p>Jessica Tanny sends meeting postcard to Modern Postcard to be mailed to all NEA members and only those MARAC members who request one. MARAC addresses will be provided by MARAC Administrator.</p> <p>FINAL details of information for registration form are due to Emily Rafferty and Jessica Tanny.</p>
<input type="checkbox"/> December 18, 2014	<p>Formatted registration card due to Tammy Hoffman and Emily Tordo.</p>
<input type="checkbox"/> January 8, 2015	<p>Postcard mail date. Online registration officially opens (early bird rates). Second email/social media blast. Emily Rafferty sends logo to University Products for meeting envelopes.</p>
<input type="checkbox"/> January 15, 2015	<p>NEA Communications Committee sends out press releases to area New England organizations and media outlets. Jessica Tanny shares press release (with relevant revisions) with Emily Rafferty/Tammy Hoffman to be sent to related Mid-Atlantic organizations.</p>
<input type="checkbox"/> January 29, 2015	<p>Emily Rafferty receives FINAL text for print program including session descriptions, workshops, LAC info, PC/LAC welcome text, list of committee members, letters from NEA President and MARAC presidents. She works with NEA copyeditor on final edits.</p> <p>Vendor ads are due to Emily Rafferty.</p>
<input type="checkbox"/> February 5, 2015	<p>Emily Rafferty sends Jessica Tanny all FINAL text, images, ads, etc. Jessica Tanny designs print program.</p>
<input type="checkbox"/> February 19, 2015	<p>Jessica Tanny first draft of PDF to Emily Rafferty and NEA Communications Committee for revisions. Also send to PC/LAC chairs for non-editing review.</p> <p>Email/social media blast informing members that they have a week left to secure rooms at the special NEA/MARAC room rate.</p>
<input type="checkbox"/> February 26, 2015	<p>Jessica Tanny orders Spring 2015 meeting logo magnets for giveaways to attendees[†]</p>
<input type="checkbox"/> March 5, 2015	<p>Jessica Tanny sends FINAL program to print (after sending PDF to Emily Rafferty and LAC/PC chairs for final review). Jessica Tanny sends PDF to be posted on NEA/MARAC websites</p>
<input type="checkbox"/> March 13, 2015	<p>Final email/social media blast announcing the full program online.</p>

* Periodic updates to the website program will be made by PC/LAC. Final edits will come back to Emily Rafferty on January 29th.

† One-thousand giveaway magnets cost about \$180. I hope this relatively low cost/high value item can be approved for the meeting.