

MARAC

Mid-Atlantic Regional Archives Conference

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New York • Pennsylvania • Virginia • West Virginia

Chair's Report Fall 2015 Steering Committee Meeting October 5, 2015

MARAC Business

- Worked with the Ad Hoc Committee for the Revision of the MARAC Governing Documents on feedback from most recent survey and on plans for voting on By-law changes in the Fall 2015.
- Accepted the resignation of MAA Editor Kathryn Puerin effective September 18, 2015. Appointed Jodi Boyle to serve as MAA Editor through Spring 2017. Michael Martin and I worked on the completion of the Summer 2015 MAA.
- Sent letter with a \$750 check to Somerset County Historical Society to help in their disaster recovery.

Appointments

- Committee chairs please contact your members whose term is expiring after the Fall 2015 conference to ask if they will serve another term. Terms are expiring for :
 - Education: Jacqueline Haun and David Ranzan
 - MCC: Tim Corlis
 - Membership Development: Sierra Green

New Business

- I think that the time is near for the MARAC Steering Committee to start considering a member dues increase and/or increasing the conference registration fee. FY15 was not a particularly good year for MARAC finances, in no small part due to the increasing food and beverage cost at conference hotels.

Other Activities

- Wrote "From the Chair" Summer 2015 MAA issue.

Respectfully submitted,

Brian Keough, MARAC Chair, 2015-2017

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October 8, 2015

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

Submitted to the Steering Committee on Thursday, October 8, 2015 in Roanoke, VA.

Membership Statistics

There are currently 857 active members (as of October 2, 2015)*:

750 Regular Members

29 Retired Members

78 Student Members

* These numbers only include members that have renewed their dues as of 10/2/15 (the membership dues renewal period just ended on 9/30/2015).

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)	2015(as of 10/2/2015)	% change 2014-2015
Regular	680	811	862	874	750	-14.19%
Retired	23	24	31	32	29	-9.38%
Student	66	91	105	96	78	-18.75%
Total	769	926	998	1002	857	-14.47%

Current State Caucus Membership

Caucus	2015 Membership (as of 10/2/2015)
DC	206
Delaware	51
Maryland	241
New Jersey	144
New York	261
Pennsylvania	265
Virginia	199
West Virginia	17

State Caucus Membership Statistics Comparison

Caucus	2013 (as reported 11/1/13)	2014 (as reported 10/10/14)	2015 (as reported 10/2/2015)	2015 (have not renewed as of 10/2/15)
DC	162	205	206	53
Delaware	56	55	51	13
Maryland	190	211	241	74
New Jersey	120	127	144	26
New York	196	231	261	86
Pennsylvania	243	239	265	82
Virginia	166	152	199	39
West Virginia	13	14	17	4

New Membership Applications (as of 10/2/15)

Month	2013	2014	2015
July	-	14	15
August	16	27	19
September	31	60	28
October	60	-	-
Total	107	101	62

Additional Information

Membership Renewal: Our membership renewal period just closed on September 30, 2015. We would expect lapsed members to renew their dues in the upcoming months in time for the Pittsburgh Spring 2016 conference. This meeting is more centrally located in our region than our prior two conferences in Boston (Spring 2015) and Roanoke, VA (Fall 2015).

MARAC Fall Conference: Online registration for the MARAC Fall 2015 Conference in Roanoke, VA, went live on August 7, 2015. Conference programs were mailed to 272 members who had requested the form as hard copy and 27 non-member speakers. As of October 2, 2015, we have a total of 217 pre-registered attendees. We also have 13 companies who have registered as exhibitors and we have received sponsorships from five institutions.

MARAC Fall Workshops We held a “Project Management for Archival Processing” (Vincent Novara, instructor) workshop on September 15th with 41 attendees. Also another workshop, “Ingest and Management of Digital Collections”, is scheduled for October 23, 2015 with 25 attendees pre-registered. Both of these workshops were completely filled.

MARAC Steering Committee Google Calendar A first draft of a Steering Google calendar has been sent to the officers for review. This organizational tool will allow us to view high level events at a glance and help with scheduling and planning.

***Vice Chair\Meetings Coordinating Committee
6 October 2015***

1) This meeting:

When: October 8-9, 2015

Where: Roanoke, Virginia

Hotel: Hotel Roanoke and Conference Center

Room rate: \$172

Overflow hotel:

Sheraton Roanoke

Room rate: \$169

85 rooms, no attrition!

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)

As you may notice, the attendance is low, lower than I hoped and lower than I bargained for. Perhaps, not surprising due to the location but will probably negatively impact the budget due to the unusual food contract.

2) Upcoming Contracted Meetings:

Spring 2016:

When: April 14-16, 2016

Where: Pittsburgh, PA

Hotel: Omni William Penn Hotel

Room rate: \$159

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

Program Committee Co-Chairs: Emily Cottle (Winthrop Group) and Rachel Grove Rohrbaugh (Elizabethtown College)

Fall 2016:

When: November 3-6, 2016

Where: Annapolis, MD

Hotel: Westin Annapolis

Room rate: \$189

Local Arrangements Committee Co-Chair: Arian Ravanbakhsh (NARA) and Kristine Kaske-Martin

Program Committees Co-Chairs: Susan McElrath (American University) and Amanda Moss (Naval History & Heritage Command)

Spring 2017:

When: April 20-22, 2017

Where: Newark, NJ

Hotel: Best Western Robert Treat Hotel

Room rate: \$125

Local Arrangements Tri-chairs: Don Cornelius (New Jersey State Archives), Laura Poll (Monmouth County Historical Society), and Elizabeth Surles (Institute of Jazz Studies)

Program Committee Co-chair: Dale Paterson (United Methodist Church Archives) and Jennie Levine Knies (Pennsylvania State University, Wilkes-Barre)

Fall 2017 (under consideration)

Where: Buffalo, NY

Local Arrangements Co-Chairs: Jim Tammaro (University of Buffalo) and Amy Miller (Buffalo History Museum)

Call sent, two likely hotels chosen, site visit in November.

3) Things we are thinking about:

Spring 2018 (under consideration)

Where: Hershey, PA

Local Arrangements: Hershey Community Archives

Someday

Where: Frederick, MD (conference hotel remains in planning stage)

Local Arrangements Co-chair: Lisa C. Mangiafico (Soroptimist International of the Americas)

Submitted by

Mary K. Mannix, Vice Chair

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October 6, 2015

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

FROM: JIM GERENCSE, MARAC INTERIM TREASURER

RE: TREASURER/FINANCE COMMITTEE REPORT

Respectfully submitted to the Steering Committee on Tuesday, October 6, 2015 in advance of the Fall 2015 Meeting in Roanoke, Virginia on Thursday, October 8, 2015.

1. Highlights of the First Quarter Treasurer's Report (see attached) are listed below. The report is incomplete as we have not yet received information about the performance of our invested funds during the past quarter.
 - Income is primarily from membership dues, contributions to various restricted funds, bank interest, MAA advertising, two off-meeting workshops, and Fall 2015 conference income.
 - Expenses are from MemberClicks charges, administrator salary, phone and postage charges, banking fees, Steering Committee business, printing costs, Fall 2015 conference expenses, and a contribution from the Disaster Assistance Fund.
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 – 0.12%
3. The Pittsburgh, PA (Spring 2016) budget is being presented for the review and approval of Steering Committee.
4. The accountant for MARAC will be sent all the necessary paperwork to file our taxes by the November 15 deadline.
5. The final financial report for the Baltimore, MD (Fall 2014) meeting is attached, as none had been prepared and shared earlier. The meeting turned a small profit of about \$2,450.
6. Final quarterly reports for all of fiscal year 2015 are attached, building upon draft versions which were prepared for the summer 2015 Steering Committee meeting by

Interim Treasurer John LeGloahec. The reports reflect an overall loss in operational funds of about \$18,600 last year. Figuring in direct gifts to restricted funds totaling nearly \$2,100, the overall reduction in the size of our total assets amounted to about \$16,500. With the additional concomitant increase in restricted funds from the Baltimore meeting profit, the result is that the overall budget surplus of roughly \$24,000 in the previous fiscal year is reduced to only \$4,800 in the current fiscal year. A recurrence of such a budget shortfall will eliminate the surplus completely and leave the organization with a dangerously meager reserve fund, which might not be sufficient to cover all necessary contingencies in the event of a financial emergency.

FY 2014, 4th Quarter (April 1, 2014 to June 30, 2014)

<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>
INCOME							
Membership Dues	\$30,000.00	\$26,126.00	\$5,230.00	\$2,644.00	\$1,820.00	\$35,820.00	119.40%
Conference Registration	\$76,000.00	\$24,897.00	\$26,727.00	\$27,935.00	\$5,945.00	\$85,504.00	112.51%
Conference Vendors	\$16,000.00	\$6,950.00	\$2,900.00	\$6,800.00	\$3,825.00	\$20,475.00	127.97%
Conference Sponsorship	\$8,000.00	\$500.00	\$0.00	\$2,000.00	\$4,193.76	\$6,693.76	83.67%
Publication Advertising	\$2,400.00	\$0.00	\$0.00	\$1,640.00	\$0.00	\$1,640.00	68.33%
Publication Sales	\$350.00	\$35.00	\$210.00	\$105.00	\$105.00	\$455.00	130.00%
Mailing List Sales	\$250.00	\$50.00	\$0.00	\$50.00	\$0.00	\$100.00	40.00%
Off-Meeting Workshops	\$7,000.00	\$5,660.00	\$425.00	\$2,550.00	\$165.00	\$8,800.00	125.71%
Bank Interest	\$150.00	\$30.46	\$29.83	\$29.19	\$29.52	\$119.00	79.33%
Investment Interest	\$2,000.00	\$543.71	\$212.07	\$434.75	\$525.18	\$1,715.71	85.79%
Gifts to Operations	\$500.00	\$260.00	\$60.00	\$130.00	\$1.00	\$451.00	90.20%
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$550.00	\$550.00	0.00%
Total Income	\$142,650.00	\$65,052.17	\$35,793.90	\$44,317.94	\$17,159.46	\$162,323.47	113.79%
EXPENSES							
Administrator	\$15,000.00	\$3,827.22	\$4,427.33	\$4,654.12	\$4,221.77	\$17,130.44	114.20%
Web Services	\$3,200.00	\$940.75	\$700.75	\$925.75	\$726.75	\$3,294.00	102.94%
Archivist	\$750.00	\$750.00	\$0.00	\$0.00	\$0.00	\$750.00	100.00%
Accountant	\$1,200.00	\$0.00	\$1,025.00	\$0.00	\$0.00	\$1,025.00	85.42%
Advocacy	\$2,000.00	\$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	\$1,044.00	\$1,044.00	104.40%
Phone	\$600.00	\$145.85	\$146.47	\$159.86	\$146.83	\$599.01	99.84%
Postage	\$1,050.00	\$294.30	\$298.66	\$217.36	\$94.70	\$905.02	86.19%
Office Supplies	\$150.00	\$0.00	\$635.19	\$378.21	\$47.76	\$1,061.16	707.44%
Food	\$4,150.00	\$358.30	\$1,643.56	\$274.50	\$917.12	\$3,193.48	76.95%
Travel	\$5,150.00	\$1,070.84	\$522.84	\$589.49	\$566.84	\$2,750.01	53.40%
Equipment	\$0.00	\$0.00	\$434.62	\$75.00	\$0.00	\$509.62	0.00%
Printing and Design	\$7,250.00	\$1,993.50	\$2,564.90	\$1,859.91	\$1,477.27	\$7,895.58	108.90%
Conference	\$85,000.00	\$240.00	\$47,938.83	\$9,312.50	\$32,238.91	\$89,730.24	105.56%
Lodging	\$1,300.00	\$179.67	\$711.96	\$111.87	\$297.06	\$1,300.56	100.04%
Honoraria	\$2,500.00	\$0.00	\$1,200.00	\$0.00	\$900.00	\$2,100.00	84.00%
Awards and Prizes	\$1,300.00	\$0.00	\$550.00	\$0.00	\$400.00	\$950.00	73.08%
Scholarships	\$5,550.00	\$0.00	\$1,925.00	\$472.70	\$1,925.00	\$4,322.70	77.89%
Banking Fees	\$5,500.00	\$1,887.46	\$3,171.97	\$955.58	\$1,610.10	\$7,625.11	138.64%
Investments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Disaster Assistance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Miscellaneous	\$0.00	\$0.00	\$16.95	\$25.00	\$0.00	\$41.95	0.00%
Total Expenses	\$142,650.00	\$11,687.89	\$69,414.03	\$20,011.85	\$46,614.11	\$147,727.88	103.56%
Net Income or (Loss)		\$53,364.28	(\$33,620.13)	\$24,306.09	(\$29,454.65)	\$14,595.59	

Account Balances

			<u>Opening</u>	<u>Credits</u>	<u>Debits</u>	<u>Closing</u>
PNC Checking	\$31,502.19	Operating	\$44,050.24	\$17,159.46	(\$46,614.11)	\$14,595.59
PNC Savings	\$91,100.66	Restricted	\$119,387.00	\$311.00	\$0.00	\$119,698.00
Vanguard Bonds	\$77,179.30	Reserve	\$50,000.00	\$0.00	\$0.00	\$50,000.00
Total	<u>\$199,782.15</u>	Surplus	\$15,488.56	\$0.00	\$0.00	\$15,488.56
		Totals	\$228,925.80	\$17,470.46	(\$46,614.11)	\$199,782.15

Summary - First Quarter FY 2014

Opening Balance	\$228,925.80
Total Income	\$17,470.46
Total Expenses	<u>(\$46,614.11)</u>
Closing Balance	\$199,782.15

Restricted Funds

			<u>Opening</u>	<u>New Gifts</u>	<u>Spending</u>	<u>Closing</u>
PNC Savings	\$42,518.70	Disaster Assist.	\$3,471.00	\$12.00	\$0.00	\$3,483.00
Vanguard Bonds	\$77,179.30	Education	\$110,685.00	\$298.00	\$0.00	\$110,983.00
Total	<u>\$119,698.00</u>	Finch Award	\$5,231.00	\$1.00	\$0.00	\$5,232.00
		Totals	\$119,387.00	\$311.00	\$0.00	\$119,698.00

FY 2015, 1st Quarter (July 1, 2014 to September 30, 2014)

<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>
INCOME							
Membership Dues	\$32,500.00	\$26,588.00				\$26,588.00	82%
Conference Registration	\$76,000.00	\$40,490.00				\$40,490.00	53%
Conference Vendors	\$16,000.00	\$5,475.00				\$5,475.00	34%
Conference Sponsorship	\$7,000.00	\$1,250.00				\$1,250.00	18%
Publication Advertising	\$2,400.00	\$1,440.00				\$1,440.00	60%
Publication Sales	\$350.00	\$35.00				\$35.00	10%
Mailing List Sales	\$100.00	\$0.00				\$0.00	0%
Off-Meeting Workshops	\$8,000.00	\$3,840.00				\$3,840.00	48%
Bank Interest	\$150.00	\$29.85				\$29.85	20%
Investment Interest	\$2,000.00	\$0.00				\$0.00	0%
Gifts to Operations	\$500.00	\$500.00				\$500.00	100%
Miscellaneous	\$0.00	\$0.00				\$0.00	0%
Total Income	\$145,000.00	\$79,647.85	\$0.00	\$0.00	\$0.00	\$79,647.85	55%
EXPENSES							
Administrator	\$18,000.00	\$6,455.18				\$6,455.18	36%
Web Services	\$3,250.00	\$726.75				\$726.75	22%
Archivist	\$750.00	\$0.00				\$0.00	0%
Accountant	\$1,500.00	\$0.00				\$0.00	0%
Advocacy	\$1,675.00	\$1,500.00				\$1,500.00	0%
Insurance Policy	\$1,100.00	\$0.00				\$0.00	0%
Phone	\$600.00	\$151.75				\$151.75	25%
Postage	\$1,100.00	\$82.46				\$82.46	7%
Office Supplies	\$200.00	\$52.35				\$52.35	26%
Food	\$5,150.00	\$757.27				\$757.27	15%
Travel	\$4,850.00	\$1,090.42				\$1,090.42	22%
Equipment	\$0.00	\$0.00				\$0.00	0%
Printing and Design	\$7,600.00	\$2,273.30				\$2,273.30	30%
Conference	\$80,000.00	\$109.78				\$109.78	0%
Lodging	\$2,500.00	\$333.79				\$333.79	13%
Honoraria	\$2,100.00	\$0.00				\$0.00	0%
Awards and Prizes	\$1,300.00	\$0.00				\$0.00	0%
Scholarships	\$5,550.00	\$750.00				\$750.00	14%
Banking Fees	\$7,000.00	\$2,324.26				\$2,324.26	33%
Investments	\$0.00	\$48.65				\$48.65	0%
Disaster Assistance	\$0.00	\$0.00				\$0.00	0%
Miscellaneous	\$775.00	\$350.00				\$350.00	0%
Total Expenses	\$145,000.00	\$17,005.96	\$0.00	\$0.00	\$0.00	\$17,005.96	12%
Net Income or (Loss)		\$62,641.89	\$0.00	\$0.00	\$0.00	\$62,641.89	

Account Balances

			<u>Opening</u>	<u>Credits</u>	<u>Debits</u>	<u>Closing</u>
PNC Checking	\$95,766.88	Operating	\$0.00	\$79,647.85	(\$17,005.96)	\$62,641.89
PNC Savings	\$91,130.51	Restricted	\$124,783.00	\$1,604.00	\$0.00	\$126,387.00
Vanguard Bonds	\$77,130.65	Reserve	\$51,000.00	\$0.00	\$0.00	\$51,000.00
Total	\$264,028.04	Surplus	\$23,999.15	\$0.00	\$0.00	\$23,999.15
		Totals	\$199,782.15	\$81,251.85	(\$17,005.96)	\$264,028.04

Summary - First Quarter FY 2015

Opening Balance	\$199,782.15
Total Income	\$81,251.85
Total Expenses	(\$17,005.96)
Closing Balance	\$264,028.04

Restricted Funds

			<u>Opening</u>	<u>New Gifts</u>	<u>Spending</u>	<u>Closing</u>
PNC Savings	\$47,652.35	Disaster Assist.	\$3,483.00	\$718.00	\$0.00	\$4,201.00
Vanguard Bonds	\$77,130.65	Education	\$116,068.00	\$841.00	\$0.00	\$116,909.00
Total	\$124,783.00	Finch Award	\$5,232.00	\$45.00	\$0.00	\$5,277.00
		Total	\$124,783.00	\$1,604.00	\$0.00	\$126,387.00

FY 2015, 2nd Quarter (October 1, 2014 to December 31, 2014)

<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>
INCOME							
Membership Dues	\$32,500.00	\$26,588.00	\$4,441.00			\$31,029.00	95%
Conference Registration	\$76,000.00	\$40,490.00	\$6,740.00			\$47,230.00	62%
Conference Vendors	\$16,000.00	\$5,475.00	\$4,250.00			\$9,725.00	61%
Conference Sponsorship	\$7,000.00	\$1,250.00	\$1,700.00			\$2,950.00	42%
Publication Advertising	\$2,400.00	\$1,440.00	\$1,080.00			\$2,520.00	105%
Publication Sales	\$350.00	\$35.00	\$210.00			\$245.00	70%
Mailing List Sales	\$100.00	\$0.00	\$0.00			\$0.00	0%
Off-Meeting Workshops	\$8,000.00	\$3,840.00	\$340.00			\$4,180.00	52%
Bank Interest	\$150.00	\$29.85	\$27.92			\$57.77	39%
Investment Interest	\$2,000.00	\$0.00	\$211.87			\$211.87	11%
Gifts to Operations	\$500.00	\$500.00	\$170.00			\$670.00	134%
Miscellaneous	\$0.00	\$0.00	\$0.00			\$0.00	0%
Total Income	\$145,000.00	\$79,647.85	\$19,170.79	\$0.00	\$0.00	\$98,818.64	68%
EXPENSES							
Administrator	\$18,000.00	\$6,455.18	\$0.00			\$6,455.18	36%
Web Services	\$3,250.00	\$726.75	\$726.75			\$1,453.50	45%
Archivist	\$750.00	\$0.00	\$0.00			\$0.00	0%
Accountant	\$1,500.00	\$0.00	\$0.00			\$0.00	0%
Advocacy	\$1,675.00	\$1,500.00	\$276.74			\$1,776.74	0%
Insurance Policy	\$1,100.00	\$0.00	\$0.00			\$0.00	0%
Phone	\$600.00	\$151.75	\$183.40			\$335.15	56%
Postage	\$1,100.00	\$82.46	\$167.91			\$250.37	23%
Office Supplies	\$200.00	\$52.35	\$0.00			\$52.35	26%
Food	\$5,150.00	\$757.27	\$90.06			\$847.33	16%
Travel	\$4,850.00	\$1,090.42	\$248.12			\$1,338.54	28%
Equipment	\$0.00	\$0.00	\$0.00			\$0.00	0%
Printing and Design	\$7,600.00	\$2,273.30	\$0.00			\$2,273.30	30%
Conference	\$80,000.00	\$109.78	\$54,937.05			\$55,046.83	69%
Lodging	\$2,500.00	\$333.79	\$401.46			\$735.25	29%
Honoraria	\$2,100.00	\$0.00	\$500.00			\$500.00	24%
Awards and Prizes	\$1,300.00	\$0.00	\$550.00			\$550.00	42%
Scholarships	\$5,550.00	\$750.00	\$1,260.00			\$2,010.00	36%
Banking Fees	\$7,000.00	\$2,324.26	\$3,090.81			\$5,415.07	77%
Investments	\$0.00	\$48.65	\$0.00			\$48.65	0%
Disaster Assistance	\$0.00	\$0.00	\$0.00			\$0.00	0%
Miscellaneous	\$775.00	\$350.00	\$50.00			\$400.00	0%
Total Expenses	\$145,000.00	\$17,005.96	\$62,482.30	\$0.00	\$0.00	\$79,488.26	55%
Net Income or (Loss)		\$62,641.89	(\$43,311.51)	\$0.00	\$0.00	\$19,330.38	

Account Balances

			<u>Opening</u>	<u>Credits</u>	<u>Debits</u>	<u>Closing</u>
PNC Checking	\$52,534.58	Operating	\$62,641.89	\$19,170.79	(\$62,482.30)	\$19,330.38
PNC Savings	\$91,158.43	Restricted	\$126,387.00	\$319.00	\$0.00	\$126,706.00
Vanguard Bonds	\$77,342.52	Reserve	\$51,000.00	\$0.00	\$0.00	\$51,000.00
Total	\$221,035.53	Surplus	\$23,999.15	\$0.00	\$0.00	\$23,999.15
		Totals	\$264,028.04	\$19,489.79	(\$62,482.30)	\$221,035.53

Summary - Second Quarter FY 2015

Opening Balance	\$264,028.04
Total Income	\$19,489.79
Total Expenses	(\$62,482.30)
Closing Balance	\$221,035.53

Restricted Funds

			<u>Opening</u>	<u>New Gifts</u>	<u>Spending</u>	<u>Closing</u>
PNC Savings	\$49,363.48	Disaster Assist.	\$4,201.00	\$100.00	\$0.00	\$4,301.00
Vanguard Bonds	\$77,342.52	Education	\$116,909.00	\$119.00	\$0.00	\$117,028.00
Total	\$126,706.00	Finch Award	\$5,277.00	\$100.00	\$0.00	\$5,377.00
		Total	\$126,387.00	\$319.00	\$0.00	\$126,706.00

FY 2015, 3rd Quarter (January 1, 2015 to March 31, 2015)

<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>
INCOME							
Membership Dues	\$32,500.00	\$26,588.00	\$4,441.00	\$2,157.00		\$33,186.00	102%
Conference Registration	\$76,000.00	\$40,490.00	\$6,740.00	\$29,293.00		\$76,523.00	101%
Conference Vendors	\$16,000.00	\$5,475.00	\$4,250.00	\$14,450.00		\$24,175.00	151%
Conference Sponsorship	\$7,000.00	\$1,250.00	\$1,700.00	\$5,700.00		\$8,650.00	124%
Publication Advertising	\$2,400.00	\$1,440.00	\$1,080.00	\$360.00		\$2,880.00	120%
Publication Sales	\$350.00	\$35.00	\$210.00	\$105.00		\$350.00	100%
Mailing List Sales	\$100.00	\$0.00	\$0.00	\$50.00		\$50.00	50%
Off-Meeting Workshops	\$8,000.00	\$3,840.00	\$340.00	\$85.00		\$4,265.00	53%
Bank Interest	\$150.00	\$29.85	\$27.92	\$26.97		\$84.74	56%
Investment Interest	\$2,000.00	\$0.00	\$211.87	\$635.32		\$847.19	42%
Gifts to Operations	\$500.00	\$500.00	\$170.00	\$15.00		\$685.00	137%
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	0%
Total Income	\$145,000.00	\$79,647.85	\$19,170.79	\$52,877.29	\$0.00	\$151,695.93	105%
EXPENSES							
Administrator	\$18,000.00	\$6,455.18	\$0.00	\$8,737.43		\$15,192.61	84%
Web Services	\$3,250.00	\$726.75	\$726.75	\$989.00		\$2,442.50	75%
Archivist	\$750.00	\$0.00	\$0.00	\$0.00		\$0.00	0%
Accountant	\$1,500.00	\$0.00	\$0.00	\$1,025.00		\$1,025.00	68%
Advocacy	\$1,675.00	\$1,500.00	\$276.74	\$694.36		\$2,471.10	0%
Insurance Policy	\$1,100.00	\$0.00	\$0.00	\$0.00		\$0.00	0%
Phone	\$600.00	\$151.75	\$183.40	\$146.59		\$481.74	80%
Postage	\$1,100.00	\$82.46	\$167.91	\$167.24		\$417.61	38%
Office Supplies	\$200.00	\$52.35	\$0.00	\$0.00		\$52.35	26%
Food	\$5,150.00	\$757.27	\$90.06	\$372.43		\$1,219.76	24%
Travel	\$4,850.00	\$1,090.42	\$248.12	\$798.95		\$2,137.49	44%
Equipment	\$0.00	\$0.00	\$0.00	\$218.26		\$218.26	0%
Printing and Design	\$7,600.00	\$2,273.30	\$0.00	\$4,019.91		\$6,293.21	83%
Conference	\$80,000.00	\$109.78	\$54,937.05	\$22,551.48		\$77,598.31	97%
Lodging	\$2,500.00	\$333.79	\$401.46	\$753.01		\$1,488.26	60%
Honoraria	\$2,100.00	\$0.00	\$500.00	\$500.00		\$1,000.00	48%
Awards and Prizes	\$1,300.00	\$0.00	\$550.00	\$750.00		\$1,300.00	100%
Scholarships	\$5,550.00	\$750.00	\$1,260.00	\$250.00		\$2,260.00	41%
Banking Fees	\$7,000.00	\$2,324.26	\$3,090.81	\$2,116.20		\$7,531.27	108%
Investments	\$0.00	\$48.65	\$0.00	\$0.00		\$48.65	0%
Disaster Assistance	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	0%
Miscellaneous	\$775.00	\$350.00	\$50.00	\$161.88		\$561.88	0%
Total Expenses	\$145,000.00	\$17,005.96	\$62,482.30	\$44,251.74	\$0.00	\$123,740.00	85%
Net Income or (Loss)		\$62,641.89	(\$43,311.51)	\$8,625.55	\$0.00	\$27,955.93	

Account Balances

			<u>Opening</u>	<u>Credits</u>	<u>Debits</u>	<u>Closing</u>
PNC Checking	\$60,655.84	Operating	\$19,330.38	\$52,877.29	(\$44,251.74)	\$27,955.93
PNC Savings	\$91,185.40	Restricted	\$126,706.00	\$158.00	\$0.00	\$126,864.00
Vanguard Bonds	\$77,977.84	Reserve	\$51,000.00	\$0.00	\$0.00	\$51,000.00
Total	\$229,819.08	Surplus	\$23,999.15	\$0.00	\$0.00	\$23,999.15
		Totals	\$221,035.53	\$53,035.29	(\$44,251.74)	\$229,819.08

Summary - Third Quarter FY 2015

Opening Balance	\$221,035.53
Total Income	\$53,035.29
Total Expenses	(\$44,251.74)
Closing Balance	\$229,819.08

Restricted Funds

			<u>Opening</u>	<u>New Gifts</u>	<u>Spending</u>	<u>Closing</u>
PNC Savings	\$48,886.16	Disaster Assist.	\$4,301.00	\$71.00	\$0.00	\$4,372.00
Vanguard Bonds	\$77,977.84	Education	\$117,028.00	\$56.00	\$0.00	\$117,084.00
Total	\$126,864.00	Finch Award	\$5,377.00	\$31.00	\$0.00	\$5,408.00
		Total	\$126,706.00	\$158.00	\$0.00	\$126,864.00

FY 2015, 4th Quarter (April 1, 2015 to June 30, 2015)

<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>
INCOME							
Membership Dues	\$32,500.00	\$26,588.00	\$4,441.00	\$2,157.00	\$613.00	\$33,799.00	104%
Conference Registration	\$76,000.00	\$40,490.00	\$6,740.00	\$29,293.00	\$25.00	\$76,548.00	101%
Conference Vendors	\$16,000.00	\$5,475.00	\$4,250.00	\$14,450.00	\$4,350.00	\$28,525.00	178%
Conference Sponsorship	\$7,000.00	\$1,250.00	\$1,700.00	\$5,700.00	\$600.00	\$9,250.00	132%
Publication Advertising	\$2,400.00	\$1,440.00	\$1,080.00	\$360.00	\$828.00	\$3,708.00	155%
Publication Sales	\$350.00	\$35.00	\$210.00	\$105.00	\$70.00	\$420.00	120%
Mailing List Sales	\$100.00	\$0.00	\$0.00	\$50.00	\$50.00	\$100.00	100%
Off-Meeting Workshops	\$8,000.00	\$3,840.00	\$340.00	\$85.00	\$0.00	\$4,265.00	53%
Bank Interest	\$150.00	\$29.85	\$27.92	\$26.97	\$24.08	\$108.82	73%
Investment Interest	\$2,000.00	\$0.00	\$211.87	\$635.32	\$0.00	\$847.19	42%
Gifts to Operations	\$500.00	\$500.00	\$170.00	\$15.00	\$0.00	\$685.00	137%
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Total Income	\$145,000.00	\$79,647.85	\$19,170.79	\$52,877.29	\$6,560.08	\$158,256.01	109%
EXPENSES							
Administrator	\$18,000.00	\$6,455.18	\$0.00	\$8,737.43	\$7,416.81	\$22,609.42	126%
Web Services	\$3,250.00	\$726.75	\$726.75	\$989.00	\$765.00	\$3,207.50	99%
Archivist	\$750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Accountant	\$1,500.00	\$0.00	\$0.00	\$1,025.00	\$0.00	\$1,025.00	68%
Advocacy	\$1,675.00	\$1,500.00	\$276.74	\$694.36	\$0.00	\$2,471.10	0%
Insurance Policy	\$1,100.00	\$0.00	\$0.00	\$0.00	\$1,046.00	\$1,046.00	95%
Phone	\$600.00	\$151.75	\$183.40	\$146.59	\$147.56	\$629.30	105%
Postage	\$1,100.00	\$82.46	\$167.91	\$167.24	\$35.95	\$453.56	41%
Office Supplies	\$200.00	\$52.35	\$0.00	\$0.00	\$0.00	\$52.35	26%
Food	\$5,150.00	\$757.27	\$90.06	\$372.43	\$241.04	\$1,460.80	28%
Travel	\$4,850.00	\$1,090.42	\$248.12	\$798.95	\$703.09	\$2,840.58	59%
Equipment	\$0.00	\$0.00	\$0.00	\$218.26	\$0.00	\$218.26	0%
Printing and Design	\$7,600.00	\$2,273.30	\$0.00	\$4,019.91	\$902.40	\$7,195.61	95%
Conference	\$80,000.00	\$109.78	\$54,937.05	\$22,551.48	\$37,707.65	\$115,305.96	144%
Lodging	\$2,500.00	\$333.79	\$401.46	\$753.01	\$295.28	\$1,783.54	71%
Honoraria	\$2,100.00	\$0.00	\$500.00	\$500.00	\$0.00	\$1,000.00	48%
Awards and Prizes	\$1,300.00	\$0.00	\$550.00	\$750.00	\$0.00	\$1,300.00	100%
Scholarships	\$5,550.00	\$750.00	\$1,260.00	\$250.00	\$3,150.00	\$5,410.00	97%
Banking Fees	\$7,000.00	\$2,324.26	\$3,090.81	\$2,116.20	\$721.96	\$8,253.23	118%
Investments	\$0.00	\$48.65	\$0.00	\$0.00	\$64.74	\$113.39	0%
Disaster Assistance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Miscellaneous	\$775.00	\$350.00	\$50.00	\$161.88	\$0.00	\$561.88	0%
Total Expenses	\$145,000.00	\$17,005.96	\$62,482.30	\$44,251.74	\$53,197.48	\$176,937.48	122%
Net Income or (Loss)		\$62,641.89	(\$43,311.51)	\$8,625.55	(\$46,637.40)	(\$18,681.47)	

Account Balances

			<u>Opening</u>	<u>Credits</u>	<u>Debits</u>	<u>Closing</u>
PNC Checking	\$29,059.10	Operating	\$27,955.93	\$6,560.08	(\$53,197.48)	(\$18,681.47)
PNC Savings	\$76,209.48	Restricted	\$126,864.00	\$0.00	\$0.00	\$126,864.00
Vanguard Bonds	\$77,913.10	Reserve	\$51,000.00	\$0.00	\$0.00	\$51,000.00
Total	<u>\$183,181.68</u>	Surplus	<u>\$23,999.15</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$23,999.15</u>
		Totals	<u>\$229,819.08</u>	<u>\$6,560.08</u>	<u>(\$53,197.48)</u>	<u>\$183,181.68</u>

Summary - Fourth Quarter FY 2015

Opening Balance	\$229,819.08
Total Income	\$6,560.08
Total Expenses	<u>(\$53,197.48)</u>
Closing Balance	<u>\$183,181.68</u>

Restricted Funds

			<u>Opening</u>	<u>New Gifts</u>	<u>Spending</u>	<u>Closing</u>
PNC Savings	\$48,950.90	Disaster Assist.	\$4,372.00	\$0.00	\$0.00	\$4,372.00
Vanguard Bonds	\$77,913.10	Education	\$117,084.00	\$0.00	\$0.00	\$117,084.00
Total	<u>\$126,864.00</u>	Finch Award	<u>\$5,408.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$5,408.00</u>
		Total	<u>\$126,864.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$126,864.00</u>

FY 2016, 1st Quarter (July 1, 2015 to September 30, 2015)

<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>
INCOME							
Membership Dues	\$32,500.00	\$26,125.00				\$26,125.00	80%
Conference Registration	\$76,000.00	\$24,639.00				\$24,639.00	32%
Conference Vendors	\$16,000.00	\$4,000.00				\$4,000.00	25%
Conference Sponsorship	\$7,000.00	\$3,300.00				\$3,300.00	47%
Publication Advertising	\$2,400.00	\$536.00				\$536.00	22%
Publication Sales	\$350.00	\$35.00				\$35.00	10%
Mailing List Sales	\$100.00	\$0.00				\$0.00	0%
Off-Meeting Workshops	\$7,600.00	\$5,295.00				\$5,295.00	70%
Bank Interest	\$150.00	\$23.05				\$23.05	15%
Investment Interest	\$2,000.00					\$0.00	0%
Gifts to Operations	\$200.00	\$626.00				\$626.00	313%
Miscellaneous	\$0.00	\$75.00				\$75.00	0%
Total Income	\$144,300.00	\$64,654.05	\$0.00	\$0.00	\$0.00	\$64,654.05	45%
EXPENSES							
Administrator	\$18,000.00	\$4,450.71				\$4,450.71	25%
Web Services	\$3,700.00	\$900.00				\$900.00	24%
Archivist	\$750.00	\$0.00				\$0.00	0%
Accountant	\$1,500.00	\$0.00				\$0.00	0%
Advocacy	\$1,625.00	\$1,500.00				\$1,500.00	0%
Insurance Policy	\$1,100.00	\$0.00				\$0.00	0%
Phone	\$600.00	\$163.94				\$163.94	27%
Postage	\$1,050.00	\$42.82				\$42.82	4%
Office Supplies	\$150.00	\$0.00				\$0.00	0%
Food	\$4,450.00	\$604.69				\$604.69	14%
Travel	\$4,750.00	\$896.01				\$896.01	19%
Equipment	\$0.00	\$0.00				\$0.00	0%
Printing and Design	\$7,500.00	\$945.85				\$945.85	13%
Conference	\$80,000.00	\$14,644.70				\$14,644.70	18%
Lodging	\$2,500.00	\$306.59				\$306.59	12%
Honoraria	\$2,500.00	\$0.00				\$0.00	0%
Awards and Prizes	\$1,450.00	\$100.00				\$100.00	7%
Scholarships	\$5,550.00	\$0.00				\$0.00	0%
Banking Fees	\$7,000.00	\$2,413.75				\$2,413.75	34%
Investments	\$0.00					\$0.00	0%
Disaster Assistance	\$0.00	\$750.00				\$750.00	0%
Miscellaneous	\$125.00	\$29.00				\$29.00	0%
Total Expenses	\$144,300.00	\$27,748.06	\$0.00	\$0.00	\$0.00	\$27,748.06	19%
Net Income or (Loss)		\$36,905.99	\$0.00	\$0.00	\$0.00	\$36,905.99	

Account Balances

			<u>Opening</u>	<u>Credits</u>	<u>Debits</u>	<u>Closing</u>
PNC Checking	\$0.00	Operating	\$0.00	\$64,654.05	(\$27,748.06)	\$36,905.99
PNC Savings	\$76,232.53	Restricted	\$127,354.00	\$1,604.00	\$0.00	\$128,958.00
Vanguard Bonds	\$0.00	Reserve	\$51,000.00	\$0.00	\$0.00	\$51,000.00
Total	\$76,232.53	Surplus	\$4,827.68	\$0.00	\$0.00	\$4,827.68
		Totals	\$183,181.68	\$66,258.05	(\$27,748.06)	\$221,691.67

Summary - First Quarter FY 2016

Opening Balance	\$183,181.68
Total Income	\$66,258.05
Total Expenses	(\$27,748.06)
Closing Balance	\$221,691.67

Restricted Funds

			<u>Opening</u>	<u>New Gifts</u>	<u>Spending</u>	<u>Closing</u>
PNC Savings	\$0.00	Disaster Assist.	\$4,372.00	\$544.00	\$0.00	\$4,916.00
Vanguard Bonds	\$0.00	Education	\$117,574.00	\$950.00	\$0.00	\$118,524.00
Total	\$0.00	Finch Award	\$5,408.00	\$110.00	\$0.00	\$5,518.00
		Total	\$127,354.00	\$1,604.00	\$0.00	\$128,958.00

Final Balance Sheet

Category	Budget for 350 Attendees	Total for 381 Attendees
INCOME		
Registration Fees	\$30,375.00	\$32,465.00
Exhibitor Fees	\$11,450.00	\$8,700.00
Meals	\$7,050.00	\$5,070.00
Reception	\$3,850.00	\$2,800.00
Tour Fees	\$2,575.00	\$1,145.00
Workshop Fees	\$5,975.00	\$7,490.00
Total Income	\$61,275.00	\$57,670.00
EXPENSES		
Hospitality Suite	\$250.00	\$311.21
Hotel Expenses	\$16,938.33	\$22,373.71
LAC Expenses	\$250.00	\$0.00
Meal Expenses	\$23,565.00	\$23,895.95
Reception	\$4,300.00	\$4,435.76
Registration/Program	\$2,750.00	\$1,808.63
Session/Plenary Speakers	\$500.00	\$500.00
Tour Expenses	\$1,265.00	\$1,412.00
Workshop Expenses	\$2,450.00	\$1,114.52
Total Expenses	\$52,268.33	\$55,851.78
Profit	\$9,006.67	\$1,818.22
MARAC Cover of Steering Dinner	\$900.00	\$634.00
PROJECTED PROFIT / FINAL NET PROFIT	\$9,906.67	\$2,452.22

Final Income

Category	Budgeted			Actual		
	Cost/Item	350 Attendees	Total	Cost/Item	381 Attendees	Total
INCOME						
Registration Fees						
Pre-Reg Members	\$85.00	250	\$21,250.00	\$85.00	209	\$17,765.00
Pre-Reg Non-Members	\$130.00	12	\$1,560.00	\$130.00	23	\$2,990.00
Late Reg Members	\$95.00	40	\$3,800.00	\$95.00	69	\$6,555.00
Late Reg Non-Members	\$140.00	6	\$840.00	\$140.00	13	\$1,820.00
Member, on-site	\$105.00	15	\$1,575.00	\$105.00	7	\$735.00
Non-member, on-site	\$150.00	2	\$300.00	\$150.00	5	\$750.00
Student registration	\$40.00	20	\$800.00	\$40.00	30	\$1,200.00
One day (Saturday only)	\$50.00	5	\$250.00	\$50.00	13	\$650.00
Total Registration Fees		350	\$30,375.00		369	\$32,465.00
Exhibitor Fees						
Ads	\$50.00	5	\$250.00	\$50.00		\$1,450.00
Vendor Sponsorships	\$250.00	2	\$500.00	\$250.00	2	\$500.00
Plenary/Conf Sponsorship	\$1,500.00	1	\$1,500.00	\$1,500.00		\$0.00
Other Sponsorships	\$100.00	5	\$500.00	\$100.00		\$0.00
Rental - 1 Table	\$600.00	12	\$7,200.00	\$600.00	10	\$6,000.00
Rental - 2 Tables	\$750.00	2	\$1,500.00	\$750.00	1	\$750.00
Total Exhibitor Fees			\$11,450.00			\$8,700.00
Meals						
Vendor extra box lunch				\$25.00	4	\$100.00
Breakfast - Business Mtg.	\$20.00	115	\$2,300.00	\$20.00	71	\$1,420.00
Lunch - Friday meat	\$25.00	120	\$3,000.00	\$25.00	90	\$2,250.00
Lunch - Friday veg	\$25.00	70	\$1,750.00	\$25.00	52	\$1,300.00
Total Meals			\$7,050.00			\$5,070.00
Reception						
Crowley Donation	\$1,800.00		\$1,800.00	\$750.00		\$750.00
Creekside Digital	\$1,000.00		\$1,000.00	\$1,000.00		\$1,000.00
UMBC	\$500.00		\$500.00	\$500.00		\$500.00
Columbia Archives Donation	\$250.00		\$250.00	\$250.00		\$250.00
Guest Tickets	\$20.00	15	\$300.00	\$20.00	15	\$300.00
Total Reception Income			\$3,850.00			\$2,800.00
Tour Fees						
Tour #1 FortMcHenry	\$30.00	25	\$750.00	\$5.00	17	\$85.00
Tour #2 Little Italy food tour	\$55.00	10	\$550.00	\$20.00	1	\$20.00
Tour #3 Midtown Archives tour	\$5.00	25	\$125.00	\$55.00	9	\$495.00
Tour #4 BH Walking Tour	\$10.00	20	\$200.00	\$10.00	11	\$110.00
Tour #5 1904 Fire walking	\$10.00	20	\$200.00	\$25.00	9	\$225.00
Tour #6 Green Mount Cemetery	\$30.00	25	\$750.00	\$10.00	21	\$210.00
Total Tour Fees			\$2,575.00			\$1,145.00
Workshop Fees						
Workshop #1	\$80.00	20	\$1,600.00	\$45.00	13	\$585.00
Workshop #2	\$80.00	20	\$1,600.00	\$80.00	25	\$2,000.00
Workshop #3	\$80.00	15	\$1,200.00	\$80.00	28	\$2,240.00
Workshop #4	\$45.00	20	\$900.00	\$80.00	26	\$2,080.00
Workshop #5	\$45.00	15	\$675.00	\$45.00	13	\$585.00
Total Workshop Fees			\$5,975.00			\$7,490.00
Total Income			\$61,275.00			\$57,670.00

Final Expenses

Category	Budgeted			Actual		
	Cost/Item	350 Attendees	Total	Cost/Item	381 Attendees	Total
EXPENSES						
Hospitality Suite			\$250.00			\$311.21
Hotel Expenses						
AV Equipment Tech	\$0.00		\$0.00	\$0.00		\$0.00
AV Equipment Rental	\$7,000.00		\$7,000.00	\$7,000.00		\$11,840.10
Room Rentals	\$4,250.00		\$4,250.00	\$4,250.00		\$4,325.00
Miscellaneous Expenses	\$250.00		\$250.00	\$250.00		\$0.00
Service Fee* (Meals + Room Rentals only)	\$4,908.57		\$5,438.33	\$5,438.33		\$6,208.61
Total Hotel Expenses			\$16,938.33			\$22,373.71
LAC Expenses			\$250.00			\$0.00
Meal Expenses						
Breakfast - Sat	\$27.00	100	\$3,105.00	\$27.00		\$1,886.50
Coffee Breaks Thur (AM & PM)	\$20.00	75	\$2,000.00	\$20.00	100	\$2,000.00
Continental Breakfast & Coffee Breaks Fri (AM&PM)	\$42.00	250	\$11,550.00	\$42.00	320	\$13,424.00
Hard boiled eggs add-on (breakfast and PM break)	\$2.00	40	\$100.00	\$2.00		\$100.00
Lunch - Friday (meat)	\$29.00	90	\$3,480.00	\$39.00	90	\$3,510.00
Lunch - Friday (veg)	\$29.00	40	\$2,030.00	\$39.00	53	\$2,067.00
Vendor Lunches - Fri	\$25.00	16	\$400.00	\$25.00		\$274.45
Steering Committee - Th	\$30.00	30	\$900.00	\$30.00		\$634.00
Total Meal Expenses			\$23,565.00			\$23,895.95
Reception (Rental, food)	\$2,300.00		\$2,300.00	\$2,300.00		\$3,823.16
Reception (alcohol)	\$1,500.00		\$2,000.00	\$2,000.00		\$612.60
Total Reception Costs			\$4,300.00			\$4,435.76
Registration/Program						
Program	\$2,500.00		\$2,500.00	\$2,500.00		\$1,698.85
Folders, Badges, etc.	\$250.00		\$250.00	\$250.00		\$109.78
Total Registration/Program Costs			\$2,750.00			\$1,808.63
Luncheon/Plenary Speakers						
Lodging	\$0.00	0	\$0.00	\$0.00		\$0.00
Meals	\$0.00	0	\$0.00	\$0.00		\$0.00
Honorarium	\$500.00	1	\$500.00	\$500.00		\$500.00
Total Luncheon/Plenary Costs			\$500.00			\$500.00
Total Tour Expenses			\$1,265.00			\$1,412.00
Workshop Expenses						
Honoraria	\$300.00	4	\$1,200.00	\$300.00		\$600.00
Travel (Speakers)	\$250.00	5	\$1,250.00	\$250.00		\$514.52
Misc. Expenses	\$0.00	0	\$0.00	\$0.00		\$0.00
Total Workshop Expenses			\$2,450.00			\$1,114.52
Total Expenses			\$52,268.33			\$55,851.78

*22% Gratuity/Service

MARAC Archives Report
October/2015 (for the MARAC Steering Committee Meeting in Roanoke, Virginia)

This summer, with oversight from Liz Novara (the new MARAC Archivist), I have been working on sorting through recent MARAC accessions and determining which portions of these accretions should be profiled for permanent transfer into the core archival collection. Again, with Liz's involvement, I have been in touch with Matt Strauss in asking him to make a few edits to various MARAC website pages in order to more accurately describe our ongoing roles (mine as MARAC Archives Coordinator and Liz Novara's role as the new MARAC Archivist). I have also been involved in preparing various MARAC award certificates that will be presented at the Roanoke meeting.

As mentioned previously, the entire back run of *maa* newsletters and all previous MARAC conference programs (going back to 1972), are now available for viewing on the Internet Archives; this was a fairly significant undertaking that was ably coordinated by Joanne Archer in Special Collections at UMD. I have been in communication with Matt Strauss and he has provided links to these resources on the MARAC website. We are in the process of writing a short article about this positive development for an upcoming issue of the *maa*.

Liz and I both look forward to participating in the upcoming Steering Committee meeting in Roanoke.

Lauren

Lauren Brown
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University of Maryland