

MARAC

Mid-Atlantic Regional Archives Conference

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

MARAC Chair's Report
Submitted July 18, 2014

Summer 2014 Steering Committee Meeting
Meeting date – July 25, 2014

Appointments

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

Steering Committee

- Appointed David D'Onofrio as Member-at-Large to fill out the unexpired term of Amy Schindler.
- Appointed Susan Kline as Member-at-Large to fill out the unexpired term of Jennifer McDaid.

Development Committee

- Appointed Amy Schindler to serve on the committee through Spring 2016.

Education Committee

- Reappointed Greg Pike to the committee for a term to run through Spring 2016.
- Appointed Jane Zhang to the committee for a term to run through Spring 2016.
- Appointed Amanda May to the committee for a term to run through Spring 2016.

Electronic Resources Committee

- Reappointed Valerie Addonizio, Michele Lavoie, and Joanne Archer to second terms on the committee through Spring 2016.

Finding Aids Committee

- Appointed Regine Heberlein to chair the Finding Aids Committee for one-year to complete the transition plan for the committee.
- Appointed Katy Hayes to serve a one-year term on the Finding Aids Committee as part of the transition plan for the committee.

Membership Development Committee

- Reappointed Sarah Borden and Jaime Margalotti to the committee for terms to run through the Spring 2016 meeting.
- Appointed Amanda May to a two-year term on the committee, to run through the Spring 2016 meeting

Nominations and Elections Committee

- Appointed outgoing Steering Committee Members Jim Gerencser (Treasurer) and Caryn Radick (NJ) to serve on the N&E Committee.

Outreach Committee

- Reappointed Valerie Wingfield to serve on the committee through Spring 2016.
- Appointed Maren Read and Amanda Rindler to two-year terms on the committee through Spring 2016.

Advocacy

- Working with the New Jersey State Caucus Chair to commemorate the NJ CAPES program at the Fall 2014 MARAC Meeting (Baltimore).
- Working with NARA staff members and the Regional Archival Associations Colloquium (RAAC) on a “Collections Match” proposal, a database designed to facilitate collections being sent to appropriate institutions.
- Arranged for MARAC to have Office Hours at SAA Annual Meeting in August 2014.

Other Activities

- Wrote “From the Chair” column for Summer 2014 *MAA* issue.
- Directed Nominations and Elections Committee to hold special election to fill two spots on the Distinguished Service Awards Committee.
- Appointed Task Force to review the MARAC Meetings Model, chaired by Member-at-Large Susan Kline.

Respectfully submitted,

John LeGloahec
MARAC Chair
2013-2015

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To: MARAC STEERING COMMITTEE
From: TAMMY HOFFMAN, MARAC ADMINISTRATOR
Date: JULY 25, 2014 - UBALT
Re: ADMINISTRATOR'S REPORT

Membership Statistics

There are currently 1,185 active members (as of June 30, 2014):

1007 Regular Members
32 Retired Members
146 Student Members

Membership Statistics Comparison

Member Type	2012 (as of 6/30/12)	2013 (as of 6/30/2013)	2014 (as of 6/30/2014)	% change 2013-2014
Regular	898	953	1007	5.67%
Retired	30	24	32	33.33%
Student	106	125	146	16.80%
Total	1034	1102	1185	7.53%

Current State Caucus Membership

Caucus	2013 – 2014 Membership (as of 6/30/2014)
DC	191
Delaware	60
Maryland	224
New Jersey	138
New York	288
Pennsylvania	286
Virginia	180
West Virginia	17

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 06/30/12)	2013 (as reported 6/30/13)	2014 (as reported 6/30/14)
DC	170	191	191
Delaware	44	55	60
Maryland	188	207	224
New Jersey	149	136	138
New York	222	231	288
Pennsylvania	244	254	286
Virginia	168	209	180
West Virginia	15	16	17

New Membership Applications

Month	2013-14
April	27
May	33
June (as of 6/30/2014)	6
Total	66

ADDITIONAL INFORMATION

Membership Analysis: Once again our membership is expanding and we have a 7.5% overall increase from last year's figures. The 2013-14 membership list was sent to Lauren for the archives.

Membership Renewal: Membership renewal information for the 2014-2015 membership year was sent electronically to 1097 active members on July 1, 2014. Additionally, membership renewal information was mailed to 203 of those members who had requested paper renewal forms. Note: 88 members (of the total 1185 active members) had already renewed their dues for the 2014-2015 membership year prior to July 1, and therefore were not sent renewal information.

In an effort to streamline the renewal process and to make the back end accounting easier to manage, the regular, retired and student online forms were combined. Also the "Archives Category" field is now required when filling out the form and the drop down choices were updated. This will allow us to more accurately define membership demographic statistics. Finally thank you to Membership Development Committee for taking time to test the forms for us!

Fall 2014 Conference: We are anticipating offering online registration for the MARAC Fall 2014 Conference in Baltimore, MD by August 6th. We currently have 10 exhibitors, two advertisers and seven sponsors.

Spring 2015 Conference: We are currently working with the NEA Registrar in order to more clearly define the upcoming registration process for the Boston meeting.

Web Pages - Updates: Thank you everyone for sending in your information to update our webpages after the election along with tracking down your committee members to make sure they also submitted forms. There are only a few people who have not responded yet, however the page edits are approximately 95% complete.

Continuing Education Workshops: The next workshop will be held on September 22, 2014 in College Park, MD. Vincent Novara will once again be the instructor for our Project Management workshop and currently we have 18 (2 comps) out of 40 seats filled. Many of these attendees are NARA employees and we will continue to send email blasts and utilize the Blog to fill the remaining spots.

DSA Special Election: On June 12, 2014, 1064 electronic invitations were sent to MARAC members through SurveyMonkey. A total of 258 online votes were cast and 2 paper ballots were returned, for a grand total of 260 votes, which is approximately 22% of the MARAC membership.

Email Listserv Important Notes:

The email address that you are sending a message from must be the same address that is on file in the listserv or your message will be rejected. You are only allowed one address per listserv and you can edit your preferences by signing into the MARAC website. Then select the “My Features” tab and click on “Elists.”

You might have noticed that when you send a message via the listserv (depending on the email service your recipient utilizes) they might not realize that a message was sent to an entire listserv (only your name will appear in the “From” field). To help prevent any confidential information from being accidentally shared, please consider using a salutatory line when sending information [e.g. Dear (state) Caucus Member:]. We’ve also had several incidents in the past including compromising password login information when emails were forwarded from a listserv message.

Requests for MARAC Announcements via Email: As the number of requests for membership email blasts has increased, an establishment of guidelines for message approval would be beneficial going forward. Some message content might be better served via the MARAC Blog or as a posting on the website (e.g. job opportunities) rather than utilizing the MARAC membership email list. Some message content might also be better served if sent to one or a few caucus lists rather than the entire membership. Developing a policy and process for handling email blast requests is highly desirable rather than the current case-by-case basis approach. **We are asking the Board to please develop policy guidelines for these announcements.**

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

FROM: JENNIFER DAVIS McDAID, MARAC TREASURER

RE: TREASURER/FINANCE COMMITTEE REPORT

Respectfully submitted to the Steering Committee on Friday, July 25, 2014, in advance of the Fall 2014 meeting in Baltimore, Maryland on Thursday, October 16, 2014.

1. Highlights of the fourth quarter treasurer's report (see attached) are listed below.
 - The income is from membership dues, bank and investment interest, Spring 2014 conference income, publication sales, and an off-meeting workshop.
 - Expenses are from administrator's salary, Steering Committee food and travel for the winter meeting, MemberClicks fees, printing and mailing charges, phone charges, Spring 2014 conference costs, and credit card transaction fees.
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 – 2.73%
3. The MARAC FY2014 report is attached, as well as the FY 2015 budget.

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	\$185.00	\$8,820.00	126.00%
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	\$190.11	\$1,380.64	69.03%
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	\$16,844.39	\$162,008.40	113.57%
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	(\$29,769.72)	\$14,280.52	

<u>Account Balances</u>			<u>Opening</u>	<u>Credits</u>	<u>Debits</u>	<u>Closing</u>
PNC Checking	\$33,092.51	Operating	\$44,050.24	\$16,844.39	(\$46,614.11)	\$14,280.52
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	\$201,372.47	Surplus	\$15,488.56	\$0.00	\$0.00	\$15,488.56
		Totals	\$228,925.80	\$17,155.39	(\$46,614.11)	\$199,467.08

Summary - First Quarter FY 2014

Opening Balance	\$228,925.80
Total Income	\$17,155.39
Total Expenses	(\$46,614.11)
Closing Balance	\$199,467.08

<u>Restricted Funds</u>			<u>Opening</u>	<u>New Gifts</u>	<u>Spending</u>	<u>Closing</u>
PNC Savings	\$91,100.66	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	\$168,279.96	Finch Award	\$5,231.00	\$1.00	\$0.00	\$5,232.00
		Totals	\$119,387.00	\$311.00	\$0.00	\$119,698.00

MARAC Budget - Fiscal 2015

MARAC Income

Category	Anticipated
Annual Receipts	
Membership Dues	\$32,500.00
Conference Registration	\$76,000.00
Conference Vendors	\$16,000.00
Conference Sponsorship	\$7,000.00
Publication Advertising	\$2,400.00
Publication Sales	\$350.00
Mailing List Sales	\$100.00
Off-Meeting Workshops	\$8,000.00
Bank Interest	\$150.00
Investment Interest	\$2,000.00
Gifts to Operations	\$500.00
Miscellaneous	\$0.00
TOTAL	\$145,000.00

MARAC Expenses

Category	Allocated
General	
Administrator	\$2,950.00
Executive Officers	\$21,350.00
Caucuses	
Delaware	\$100.00
District of Columbia	\$600.00
Maryland	\$500.00
New Jersey	\$150.00
New York	\$0.00
Pennsylvania	\$150.00
Virginia	\$400.00
West Virginia	\$0.00
Committees	
Steering	\$6,500.00
Meetings Coordinating	\$0.00
Finance	\$8,500.00
Electronic Resources	\$3,250.00
Publications	\$8,000.00
Education	\$10,050.00
Outreach	\$350.00
Finding Aids	\$750.00
Custer and Finch	\$450.00
Distinguished Service	\$250.00
Development	\$0.00
Membership	\$650.00
Nominating	\$50.00
Fall Conference (LAC)	\$50,000.00
Spring Conference (LAC)	\$30,000.00
TOTAL	\$145,000.00

MARAC Income

Category	Anticipated
Annual Receipts	
Membership Dues	\$32,500.00
Conference Registration	\$76,000.00
Conference Vendors	\$16,000.00
Conference Sponsorship	\$7,000.00
Publication Advertising	\$2,400.00
Publication Sales	\$350.00
Mailing List Sales	\$100.00
Off-Meeting Workshops	\$8,000.00
Bank Interest	\$150.00
Investment Interest	\$2,000.00
Gifts to Operations	\$500.00
Miscellaneous	\$0.00
TOTAL	\$145,000.00

MARAC Expenses

Category	Allocated
Operational Support	
Administrator Salary	\$18,000.00
Web Services	\$3,250.00
Archivist	\$750.00
Accountant	\$1,500.00
Advocacy	\$1,675.00
Insurance Policy	\$1,100.00
General Support	
Phone	\$600.00
Postage	\$1,100.00
Office Supplies	\$200.00
Food	\$5,150.00
Travel	\$4,850.00
Rented Services	
Equipment	\$0.00
Printing and Design	\$7,600.00
Conference	\$80,000.00
Lodging	\$2,500.00
Honoraria	\$2,100.00
Awards and Scholarships	
Awards and Prizes	\$1,300.00
Scholarships	\$5,550.00
Financial Operations	
Banking Fees	\$7,000.00
Investments	\$0.00
Other	
Disaster Relief	\$0.00
Miscellaneous	\$775.00
TOTAL	\$145,000.00

**MARAC Archivist Report
July/2014**

(for the MARAC Steering Committee Meeting in Baltimore, MD)

With the exception of several research requests, things have been relatively quiet for the MARAC Archives since the Rochester Meeting.

The SAA recently issued an updated retention records policy; I have begun to study that lengthy document closely to see if there are any useful observations or recommendations that should be emulated for the MARAC Archives program.

I would like to ask Steering to explore the idea of transferring responsibility for preparing MARAC award certificates from the Archivist to the proposed Awards Committee, if it is actually formed. Preparing the certificates is something I routinely do for the Vice-Chair (service awards) and for the Custer, Distinguished Award, and Finding Aids committee chairs. I would be pleased to continue this activity, but it might be more logical to have this responsibility positioned within the Awards Committee itself.

Lauren Brown
MARAC Archivist
University of Maryland

Vice Chair Report\Meetings Coordinating Committee 23 July 2014 Update.3

1. Upcoming Meetings:

When: October 16-18, 2014

Where: Baltimore, Maryland

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).

Reception: Peabody Library

Plenary Speaker: Tim Baker, Maryland Acting State Archivist

Topic: The State of the State Archives

Luncheon speaker: David Hildebrand

<http://www.colonialmusic.org/>

Topic: The Birth of the Star-Spangled Banner

Special Thursday Night Reception:

Case[werks] Showroom & Gallery Reception

7:00pm-9:00pm

Update: Program production is on target. At this point, Emily is waiting to get draft back from designer.

*** QUESTION: Would Steering like to have beverages and/or dessert at meeting at Baltimore? From Lindsey:

From the menu: coffee, decaf coffee, specialty teas, assorted diet and regular soda. I'm not sure about iced tea but we could always request it (may just cost a little extra). ... If we schedule a 4 hour service then it is a flat \$16/person x 30

people, resulting in a much lower \$480. That's a big change! That brings the Steering food service with bev, cookies, brownies, and service charge to \$773.48.

I am assuming that snacks without beverage service (or beverage service without snacks) is possible. As discussed previously, we are meeting our food minimums without this factor.

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).

Both Co-chairs are doing an exceptional job working with their NEA counterparts! I am in their debt!!

Updates:

- **Vice chair STILL working on *Memorandum of Agreement*.**
- **There will be a vendor hall on Friday AND Saturday.**
- **When budget comes for a vote in Baltimore the base registration fee for members will be \$95.00, please note Saturday will not be a half day, members will be getting more content for the \$10 increase. This will not be seen as an increase in MARAC high-end base rate. It should be seen as an anomaly.**
THOUGHTS?
- **Per Education Committee Report, a non-member workshop rate is being requested. My concern, at this point, is just the Boston workshops.**
THOUGHTS?
- **There will not be a Friday luncheon, although there will be a “lunch time” plenary speaker. NEA does not charge members for**

food, it was not financially feasible, from MARC view point, to feed members lunch.

- **There will not be a charge for Saturday breakfast, but it will not be as involved as a usual MARAC Saturday breakfast, more a stepped up continental. It will be served with vendors then people can take into each organizations respective business breakfast.**

Fall 2015:

When: October 8-9, 2015

Where: Roanoke, Virginia

Hotel: Hotel Roanoke and Conference Center

(Fabulous, fabulous venue; let me say again, fabulous, fabulous, Fabulous)

Room rate: \$172

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

Spring 2016:

Where: Pittsburgh (Hotels not yet investigated, Helms-Briscoe sending out CFP this month.)

Local Arrangements Co-Chairs: Rachel Grove Rohrbaugh (Chatham University)

Fall 2016:

Where: Annapolis, MD (tentative)

Spring 2016:

Where: 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)

2. Service Award Nominations

Rochester Local Arrangements Committee Co-Chairs: Lori Birrell and Brian Keough

Rochester Program Committee Co-Chairs: Geof Huth and Susan Kline

Rochester Assistant Program Co-Chair: Geoff Williams

MARAC Past Treasurer: Jim Gerencser

MARAC Past Secretary: Laurie Rizzo

3. Spreadsheet

Spreadsheet (production reported at last Steering) tracking individuals who served on a PC or LAC Committee, presented at a conference, moderated a session, or gave a conference workshop is being turned over to the Meeting Model Task Force at the end of July. Data 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. Very, very, very preliminary numbers: for example, from 2011-2013: 574 individuals participated either on a PC, spoke at a conference, moderated a session, and/or gave a workshop. 14 people did so 3 times, 52 people did so 2 times, and 508 people did something once. Remember, members of PC are not suppose to present at their conference, LAC are discouraged from doing so. Very, very, very preliminary numbers. Have I mentioned these are preliminary

numbers? I am having a student (Marian Currens) proof the data entry performed by the “fake intern”. Jennie Levine-Knies is checking the formatting, and then MMTF can have its way with the spreadsheet.

Respectively submitted,
Mary K. Mannix
Vice Chair