

MARAC

Mid-Atlantic Regional Archives Conference

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

Chair's Report Summer 2015 Steering Committee Meeting - July 22, 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 current Treasurer, Jennifer McDaid, effective May 13, 2015. I have appointed John LeGloahec to serve as Interim Treasurer through July 31, 2015, to be followed by Jim Gerencser, who will serve as Interim Treasurer through the Spring 2016 Elections. Thank you to Jennifer, John, and Jim for their service to MARAC
- Created a charge and appointed At-Large members Lindsay Loeper and Christine George to a proposed Task Force on Diversity and Inclusion
- I have failed three times to appoint a Parliamentarian. If you have any suggestions or if you are interested, please let me know

Appointments

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

Education

- Appointed Laurie Rizzo, E. Evan Echols, Dawn Sherman-Fells, and Deirdre Joyce through Spring 2017. Rizzo will serve as Chair

Electronic Resources

- Appointed Arian Ravanbakhsh as Chair through Spring 2017

Finance Committee

- Appointed Christine George and Nancy Melley to serve through Spring 2017

Finding Aids

- Appointed Maureen Callahan, Senior Co-Chair, 2015-16 and Scott Ziegler, Junior co-chair 2015-16

Outreach

- Appointed Elizabeth M. Scott, Heidi Abbey, Dave D'Onofrio and Ken Cleary (At-Large) through Spring 2017. Scott will serve as Chair

Meetings Coordinating

- Appointed Emily Rafferty as Program Editor through Spring 2017
- Appointed Don Cornelius as Vendor Coordinator through Spring 2017

Membership Development

- Appointed Sara Borden, Suzanne Gould, Jason Speck, and Cara Griggs through Spring 2017. Borden will serve as Chair

Nominations and Elections

- Appointed Susan Kline and Rebecca Goldman through Spring 2016

Advocacy

- Sent a letter to House Appropriations Sub-Committee on Financial Services and General Government Chair Ander Crenshaw on April 29 expressing MARAC's support for increase in NHPRC budget allocation

Other Activities

- Co-wrote "From the Chair" Spring 2015 MAA issue.

Respectfully submitted,

Brian Keough
MARAC Chair
2015-2017

MARAC

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To: MARAC STEERING COMMITTEE
From: TAMMY HOFFMAN, MARAC ADMINISTRATOR
Date: JULY 31, 2015 - UBALT
Re: ADMINISTRATOR'S REPORT

Membership Statistics

There were 1,129 active members (as of June 30, 2015):

982 Regular Members

31 Retired Members

116 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) | 2015 (as of 6/30/2015) | % change 2014-2015 |
|--------------------|-----------------------------|-------------------------------|-------------------------------|-------------------------------|---------------------------|
| Regular | 898 | 953 | 1007 | 982 | (2.5) |
| Retired | 30 | 24 | 32 | 31 | (3.1) |
| Student | 106 | 125 | 146 | 116 | (20.5) |
| Total | 1034 | 1102 | 1185 | 1129 | (4.7) |

Current State Caucus Membership

| Caucus | 2014 – 2015 Membership (as of 6/30/2015) |
|----------------------|---|
| DC | 188 |
| Delaware | 53 |
| Maryland | 232 |
| New Jersey | 135 |
| New York | 255 |
| Pennsylvania | 263 |
| Virginia | 177 |
| 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) | 2015 (as reported 6/30/2015) |
|---------------|--------------------------------|----------------------------------|----------------------------------|------------------------------------|
| DC | 170 | 191 | 191 | 188 |
| Delaware | 44 | 55 | 60 | 53 |
| Maryland | 188 | 207 | 224 | 232 |
| New Jersey | 149 | 136 | 138 | 135 |
| New York | 222 | 231 | 288 | 255 |
| Pennsylvania | 244 | 254 | 286 | 263 |
| Virginia | 168 | 209 | 180 | 177 |
| West Virginia | 15 | 16 | 17 | 17 |

New Membership Applications

| Month | 2014-15 |
|--|-----------|
| March | 14 |
| April | 13 |
| May | 6 |
| June (NOTE: New Member Application Forms closed online for month of June) | 1 |
| Total | 34 |

ADDITIONAL INFORMATION

Membership Renewal Stats: Membership renewal information for the 2015-2016 membership year was sent electronically to 1,086 active members on July 1, 2015. Note that 43 members (of the total 1,129 active members) had already renewed their dues for the 2015-2016 membership year prior to July 1, and therefore would not need to renew. Additionally, membership renewal documents were mailed to the 128 members who had requested paper renewal forms.

Membership Renewal – MemberClicks Computer Glitch

On July 1 at 3AM, the MemberClicks system sent an automated message to all of our 1,129 active members indicating that their membership had lapsed since October 1, 2009. The message also asked them to renew at any time. This created quite a flurry (70 people) of emails to the administrator especially from our long term members (who sent in copies of their financial data). Some of our newer members were concerned that our system was hacked into.

By 6AM on July 1, the Administrator had sent an explanation email asking them to disregard the 2009 message. Apparently this message was “leftover” from our initial testing of the MemberClicks program and was inadvertently reactivated by the software provider after an upgrade to the system platform. On July 2nd, a MemberClicks product expert was able to locate and eradicate the old 2009 message. At this time the renewal process has been proceeding smoothly with 204 members renewing their dues as of 7/17/15.

Membership New Applications: The new 2015-16 application forms were added to the MARAC website on July 1. Based on feedback from State Caucus Representatives, we have added a new field to the online application forms which allows new members to sign up immediately for state listserv(s) when they apply. Please note however that this field simply turns the ability to join Caucus listservs “on”. The new member must continue then to access their account and update their profile in order to finalize joining the listserv(s) with their preferred email address (es).

Thank you to Membership Development for testing both the new and renewal 2015-16 Membership Forms for MARAC!

Fall 2015 Roanoke Conference: Online registration for the MARAC Fall 2015 Conference in Roanoke, VA will go live the first week of August. We currently have 11 exhibitors, two advertisers and four sponsors that have registered with a total of \$12,550 anticipated revenue.

Spring 2016 Pittsburgh Conference: The information has been posted to the website, listservs were created and the Program Committee call for proposals was sent.

MARAC Web Pages/Listservs - Updates: Thank you everyone for sending in your information to update our webpages and listservs after the election along with tracking down your committee members to make sure they also submitted forms.

Continuing Education Workshops: The next MARAC workshop will be held on September 15, 2015 in College Park, MD. Vincent Novara will once again be the instructor for our Project Management workshop. Currently we have 20 seats reserved for NARA along with four comps. (Maximum seating is 40).

MemberClicks Important Update – our association software provider has started to rollout a newer platform to their 1,500 customers. While we don’t expect this upgrade to affect us during the 2015-16 membership year, eventually we will need to move over to the new version. MemberClicks will allow us some control over the timing for this platform upgrade. We are NOT signed up as an “Early Adopter” so the company has a chance to work out more of the glitches first. The anticipated cost increase (per MemberClicks) would be \$30/per month, which might need to be added to our 2016-17 budget.

The member interface would automatically have a much cleaner appearance and would be much more user friendly (see the example template screen shot below). **At this time MARAC is reviewing our current logo/branding. If possible, coordinating the new MemberClicks platform release with any updated MARAC logo/branding would provide a more optimal and potentially less confusing experience for our membership.**



Example “Member View” Template for New MemberClicks Platform

Vice Chair/Meetings Coordinating Committee
27 July 2015

1) Boston

MARAC's sponsorship of the reception resulted in our losing approximately \$3,400. While I prefer, as we all do, to make money from the conferences, to quote Susan McElrath from many years back -- the goal is to have a good meeting, not to make money. I firmly believe that MARAC's willingness to contribute to the food for the reception was a very good thing and improved the reception. MCC remains thankful for Steering's support in that venture.

2) Upcoming Contracted Meetings:

Fall 2015:

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)

Spring 2016:

When: April 14-16, 2016

Where: Pittsburgh, PA

Hotel: Omni William Penn Hotel

Room rate: \$159

Vice Chair/Meetings Coordinating Committee

27 July 2015

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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 (yep, our highest ever, but it is a lovely place and it has been 5 years since we paid \$179 in Jersey City in October 2009, so in comparison ...)

Local Arrangements Committee Co-Chair: Arian Ravanbakhsh (NARA) and A Player To Be Named Soon, Very Soon

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

Spring 2017 (contract not yet signed):

When: April 20-22, 2017

Where: Newark, NJ

Hotel: Best Western Robert Treat Hotel

Room rate: \$125

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

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)

Spring 2018 (under consideration)

Where: Hershey, PA

Local Arrangements: Hershey Community Archives

Future gleam in our eyes:

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

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

3) Nominations for Service Awards:

(Is there something that can be done to make it more special – Superior Service Award?)

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

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

And, for a change of pace, I would like to pull in the entire team:

Emily Rafferty, Program Editor

Don Cornelius, Vendor Coordinator

Brian Keough, Workshop Coordinator

Robin Emrich, Budget Draft

Vice Chair/Meetings Coordinating Committee

27 July 2015

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And not Boston specific:

David Ranzan (Adelphi University) and Ilhan Citak (Lehigh University) for their service as Conference Workshop Coordinators.

Submitted by

Mary K. Mannix, Vice Chair

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 |

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 | \$28,098.00 | | | | \$28,098.00 | 86% |
| Conference Registration | \$76,000.00 | \$41,185.00 | | | | \$41,185.00 | 54% |
| Conference Vendors | \$16,000.00 | \$6,115.00 | | | | \$6,115.00 | 38% |
| Conference Sponsorship | \$7,000.00 | \$1,000.00 | | | | \$1,000.00 | 14% |
| Publication Advertising | \$2,400.00 | \$1,590.00 | | | | \$1,590.00 | 66% |
| Publication Sales | \$350.00 | \$35.00 | | | | \$35.00 | 10% |
| Mailing List Sales | \$100.00 | \$50.00 | | | | \$50.00 | 50% |
| Off-Meeting Workshops | \$8,000.00 | \$3,200.00 | | | | \$3,200.00 | 40% |
| Bank Interest | \$150.00 | \$29.85 | | | | \$29.85 | 20% |
| Investment Interest | \$2,000.00 | \$0.00 | | | | \$0.00 | 0% |
| Gifts to Operations | \$500.00 | \$785.00 | | | | \$785.00 | 157% |
| Miscellaneous | \$0.00 | \$30.00 | | | | \$30.00 | 0% |
| Total Income | \$145,000.00 | \$82,117.85 | \$0.00 | \$0.00 | \$0.00 | \$82,117.85 | 57% |
| EXPENSES | | | | | | | |
| Administrator | \$18,000.00 | \$8,631.06 | | | | \$8,631.06 | 48% |
| Web Services | \$3,250.00 | \$1,747.96 | | | | \$1,747.96 | 54% |
| Archivist | \$750.00 | \$0.00 | | | | \$0.00 | 0% |
| Accountant | \$1,500.00 | \$0.00 | | | | \$0.00 | 0% |
| Advocacy | \$1,675.00 | \$350.00 | | | | \$350.00 | 0% |
| Insurance Policy | \$1,100.00 | \$0.00 | | | | \$0.00 | 0% |
| Phone | \$600.00 | \$151.75 | | | | \$151.75 | 25% |
| Postage | \$1,100.00 | \$15.39 | | | | \$15.39 | 1% |
| Office Supplies | \$200.00 | \$73.77 | | | | \$73.77 | 37% |
| Food | \$5,150.00 | \$573.50 | | | | \$573.50 | 11% |
| Travel | \$4,850.00 | \$1,450.38 | | | | \$1,450.38 | 30% |
| Equipment | \$0.00 | \$0.00 | | | | \$0.00 | 0% |
| Printing and Design | \$7,600.00 | \$4,957.03 | | | | \$4,957.03 | 65% |
| Conference | \$80,000.00 | \$74.59 | | | | \$74.59 | 0% |
| Lodging | \$2,500.00 | \$0.00 | | | | \$0.00 | 0% |
| 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 | \$1,303.05 | | | | \$1,303.05 | 19% |
| Investments | \$0.00 | \$48.65 | | | | \$48.65 | 0% |
| Disaster Assistance | \$0.00 | \$0.00 | | | | \$0.00 | 0% |
| Miscellaneous | \$775.00 | \$0.00 | | | | \$0.00 | 0% |
| Total Expenses | \$145,000.00 | \$20,127.13 | \$0.00 | \$0.00 | \$0.00 | \$20,127.13 | 14% |
| Net Income or (Loss) | | \$61,990.72 | \$0.00 | \$0.00 | \$0.00 | \$61,990.72 | |

Account Balances

| | | | | | | |
|----------------|--------------------|------------|--------------------|----------------|---------------|--------------------|
| PNC Checking | \$95,782.71 | Operating | <u>Opening</u> | <u>Credits</u> | <u>Debits</u> | <u>Closing</u> |
| PNC Savings | \$91,130.51 | Restricted | \$0.00 | \$82,117.85 | (\$20,127.13) | \$61,990.72 |
| Vanguard Bonds | <u>\$77,130.65</u> | Reserve | \$119,698.00 | \$2,251.00 | \$0.00 | \$121,949.00 |
| Total | \$264,043.87 | Surplus | \$51,000.00 | \$0.00 | \$0.00 | \$51,000.00 |
| | | Totals | <u>\$29,104.15</u> | <u>\$0.00</u> | <u>\$0.00</u> | <u>\$29,104.15</u> |
| | | | \$199,802.15 | \$84,368.85 | (\$20,127.13) | \$264,043.87 |

Summary - First Quarter FY 2015

| | |
|-----------------|----------------------|
| Opening Balance | \$199,802.15 |
| Total Income | \$84,368.85 |
| Total Expenses | <u>(\$20,127.13)</u> |
| Closing Balance | \$264,043.87 |

Restricted Funds

| | | | | | | |
|----------------|--------------------|------------------|-------------------|------------------|-----------------|-------------------|
| PNC Savings | \$44,818.35 | Disaster Assist. | <u>Opening</u> | <u>New Gifts</u> | <u>Spending</u> | <u>Closing</u> |
| Vanguard Bonds | <u>\$77,130.65</u> | Education | \$3,483.00 | \$1,012.00 | \$0.00 | \$4,495.00 |
| Total | \$121,949.00 | Finch Award | \$110,983.00 | \$1,089.00 | \$0.00 | \$112,072.00 |
| | | Total | <u>\$5,232.00</u> | <u>\$150.00</u> | <u>\$0.00</u> | <u>\$5,382.00</u> |
| | | | \$119,698.00 | \$2,251.00 | \$0.00 | \$121,949.00 |

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 | \$28,098.00 | | | | \$28,098.00 | 86% |
| Conference Registration | \$76,000.00 | \$41,185.00 | | | | \$41,185.00 | 54% |
| Conference Vendors | \$16,000.00 | \$6,115.00 | | | | \$6,115.00 | 38% |
| Conference Sponsorship | \$7,000.00 | \$1,000.00 | | | | \$1,000.00 | 14% |
| Publication Advertising | \$2,400.00 | \$1,590.00 | | | | \$1,590.00 | 66% |
| Publication Sales | \$350.00 | \$35.00 | | | | \$35.00 | 10% |
| Mailing List Sales | \$100.00 | \$50.00 | | | | \$50.00 | 50% |
| Off-Meeting Workshops | \$8,000.00 | \$3,200.00 | | | | \$3,200.00 | 40% |
| Bank Interest | \$150.00 | \$29.85 | | | | \$29.85 | 20% |
| Investment Interest | \$2,000.00 | \$0.00 | | | | \$0.00 | 0% |
| Gifts to Operations | \$500.00 | \$785.00 | | | | \$785.00 | 157% |
| Miscellaneous | \$0.00 | \$30.00 | | | | \$30.00 | 0% |
| Total Income | \$145,000.00 | \$82,117.85 | \$0.00 | \$0.00 | \$0.00 | \$82,117.85 | 57% |
| EXPENSES | | | | | | | |
| Administrator | \$2,950.00 | \$8,871.97 | | | | \$8,871.97 | 301% |
| Executive Officers | \$21,350.00 | \$1,303.05 | | | | \$1,303.05 | 6% |
| DE Caucus | \$100.00 | \$0.00 | | | | \$0.00 | 0% |
| DC Caucus | \$600.00 | \$0.00 | | | | \$0.00 | 0% |
| MD Caucus | \$500.00 | \$0.00 | | | | \$0.00 | 0% |
| NJ Caucus | \$150.00 | \$0.00 | | | | \$0.00 | 0% |
| NY Caucus | \$0.00 | \$0.00 | | | | \$0.00 | 0% |
| PA Caucus | \$150.00 | \$0.00 | | | | \$0.00 | 0% |
| VA Caucus | \$400.00 | \$0.00 | | | | \$0.00 | 0% |
| WV Caucus | \$0.00 | \$0.00 | | | | \$0.00 | 0% |
| Steering | \$6,500.00 | \$1,823.11 | | | | \$1,823.11 | 28% |
| Meetings Coordinating | \$0.00 | \$0.00 | | | | \$0.00 | 0% |
| Finance | \$8,500.00 | \$1,303.05 | | | | \$1,303.05 | 15% |
| Electronic Resources | \$3,250.00 | \$1,747.96 | | | | \$1,747.96 | 54% |
| Publications | \$8,000.00 | \$1,778.29 | | | | \$1,778.29 | 22% |
| Education | \$10,050.00 | \$0.00 | | | | \$0.00 | 0% |
| Outreach | \$350.00 | \$350.00 | | | | \$350.00 | 0% |
| Finding Aids | \$750.00 | \$0.00 | | | | \$0.00 | 0% |
| Custer and Finch | \$450.00 | \$0.00 | | | | \$0.00 | 0% |
| Distinguished Service | \$250.00 | \$0.00 | | | | \$0.00 | 0% |
| Development | \$0.00 | \$0.00 | | | | \$0.00 | 0% |
| Membership | \$650.00 | \$0.00 | | | | \$0.00 | 0% |
| Nominating | \$50.00 | \$0.00 | | | | \$0.00 | 0% |
| Fall Conference LAC | \$50,000.00 | \$2,901.05 | | | | \$2,901.05 | 6% |
| Spring Conference LAC | \$30,000.00 | \$0.00 | | | | \$0.00 | 0% |
| Total Expenses | \$145,000.00 | \$20,078.48 | \$0.00 | \$0.00 | \$0.00 | \$20,078.48 | 14% |
| Net Income or (Loss) | | \$62,039.37 | \$0.00 | \$0.00 | \$0.00 | \$62,039.37 | |

Account Balances

| | | | <u>Opening</u> | <u>Credits</u> | <u>Debits</u> | <u>Closing</u> |
|----------------|--------------|------------|----------------|----------------|---------------|----------------|
| PNC Checking | \$95,782.71 | Operating | \$0.00 | \$82,117.85 | (\$20,078.48) | \$62,039.37 |
| PNC Savings | \$91,130.51 | Restricted | \$119,698.00 | \$2,251.00 | \$0.00 | \$121,949.00 |
| Vanguard Bonds | \$77,130.65 | Reserve | \$51,000.00 | \$0.00 | \$0.00 | \$51,000.00 |
| Total | \$264,043.87 | Surplus | \$29,104.15 | \$0.00 | \$0.00 | \$29,104.15 |
| | | Totals | \$199,802.15 | \$84,368.85 | (\$20,078.48) | \$264,092.52 |

Summary - First Quarter FY 2015

| | |
|-----------------|---------------|
| Opening Balance | \$199,802.15 |
| Total Income | \$84,368.85 |
| Total Expenses | (\$20,078.48) |
| Closing Balance | \$264,092.52 |

Restricted Funds

| | | | <u>Opening</u> | <u>New Gifts</u> | <u>Spending</u> | <u>Closing</u> |
|----------------|--------------|------------------|----------------|------------------|-----------------|----------------|
| PNC Savings | \$44,818.35 | Disaster Assist. | \$3,483.00 | \$1,012.00 | \$0.00 | \$4,495.00 |
| Vanguard Bonds | \$77,130.65 | Education | \$110,983.00 | \$1,089.00 | \$0.00 | \$112,072.00 |
| Total | \$121,949.00 | Finch Award | \$5,232.00 | \$150.00 | \$0.00 | \$5,382.00 |
| | | Total | \$119,698.00 | \$2,251.00 | \$0.00 | \$121,949.00 |

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 |

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 | \$28,098.00 | \$3,353.00 | | | \$31,451.00 | 97% |
| Conference Registration | \$76,000.00 | \$41,185.00 | \$6,315.00 | | | \$47,500.00 | 63% |
| Conference Vendors | \$16,000.00 | \$6,115.00 | \$4,000.00 | | | \$10,115.00 | 63% |
| Conference Sponsorship | \$7,000.00 | \$1,000.00 | \$1,950.00 | | | \$2,950.00 | 42% |
| Publication Advertising | \$2,400.00 | \$1,590.00 | \$1,080.00 | | | \$2,670.00 | 111% |
| Publication Sales | \$350.00 | \$35.00 | \$210.00 | | | \$245.00 | 70% |
| Mailing List Sales | \$100.00 | \$50.00 | \$0.00 | | | \$50.00 | 50% |
| Off-Meeting Workshops | \$8,000.00 | \$3,200.00 | \$400.00 | | | \$3,600.00 | 45% |
| 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 | \$785.00 | \$65.00 | | | \$850.00 | 170% |
| Miscellaneous | \$0.00 | \$30.00 | \$315.00 | | | \$345.00 | 0% |
| Total Income | \$145,000.00 | \$82,117.85 | \$17,927.79 | \$0.00 | \$0.00 | \$100,045.64 | 69% |
| EXPENSES | | | | | | | |
| Administrator | \$18,000.00 | \$8,631.06 | \$225.30 | | | \$8,856.36 | 49% |
| Web Services | \$3,250.00 | \$1,747.96 | \$1,838.70 | | | \$3,586.66 | 110% |
| 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 | \$350.00 | \$1,776.74 | | | \$2,126.74 | 0% |
| Insurance Policy | \$1,100.00 | \$0.00 | \$0.00 | | | \$0.00 | 0% |
| Phone | \$600.00 | \$151.75 | \$146.22 | | | \$297.97 | 50% |
| Postage | \$1,100.00 | \$15.39 | \$200.81 | | | \$216.20 | 20% |
| Office Supplies | \$200.00 | \$73.77 | \$0.00 | | | \$73.77 | 37% |
| Food | \$5,150.00 | \$573.50 | \$0.00 | | | \$573.50 | 11% |
| Travel | \$4,850.00 | \$1,450.38 | \$60.00 | | | \$1,510.38 | 31% |
| Equipment | \$0.00 | \$0.00 | \$0.00 | | | \$0.00 | 0% |
| Printing and Design | \$7,600.00 | \$4,957.03 | \$250.00 | | | \$5,207.03 | 69% |
| Conference | \$80,000.00 | \$74.59 | \$55,785.57 | | | \$55,860.16 | 70% |
| Lodging | \$2,500.00 | \$0.00 | \$0.00 | | | \$0.00 | 0% |
| Honoraria | \$2,100.00 | \$0.00 | \$500.00 | | | \$500.00 | 24% |
| Awards and Prizes | \$1,300.00 | \$0.00 | \$250.00 | | | \$250.00 | 19% |
| Scholarships | \$5,550.00 | \$750.00 | \$1,800.00 | | | \$2,550.00 | 46% |
| Banking Fees | \$7,000.00 | \$1,303.05 | \$2,109.30 | | | \$3,412.35 | 49% |
| Investments | \$0.00 | \$48.65 | \$0.00 | | | \$48.65 | 0% |
| Disaster Assistance | \$0.00 | \$0.00 | \$0.00 | | | \$0.00 | 0% |
| Miscellaneous | \$775.00 | \$0.00 | \$594.56 | | | \$594.56 | 0% |
| Total Expenses | \$145,000.00 | \$20,127.13 | \$65,537.20 | \$0.00 | \$0.00 | \$85,664.33 | 59% |
| Net Income or (Loss) | | \$61,990.72 | (\$47,609.41) | \$0.00 | \$0.00 | \$14,381.31 | |

Account Balances

| | | | <u>Opening</u> | <u>Credits</u> | <u>Debits</u> | <u>Closing</u> |
|----------------|--------------|------------|----------------|----------------|---------------|----------------|
| PNC Checking | \$47,947.51 | Operating | \$61,990.72 | \$17,927.79 | (\$65,537.20) | \$14,381.31 |
| PNC Savings | \$91,158.43 | Restricted | \$121,949.00 | \$14.00 | \$0.00 | \$121,963.00 |
| Vanguard Bonds | \$77,342.52 | Reserve | \$51,000.00 | \$0.00 | \$0.00 | \$51,000.00 |
| Total | \$216,448.46 | Surplus | \$29,104.15 | \$0.00 | \$0.00 | \$29,104.15 |
| | | Totals | \$264,043.87 | \$17,941.79 | (\$65,537.20) | \$216,448.46 |

Summary - Second Quarter FY 2015

| | |
|-----------------|---------------|
| Opening Balance | \$264,043.87 |
| Total Income | \$17,941.79 |
| Total Expenses | (\$65,537.20) |
| Closing Balance | \$216,448.46 |

Restricted Funds

| | | | <u>Opening</u> | <u>New Gifts</u> | <u>Spending</u> | <u>Closing</u> |
|----------------|--------------|------------------|----------------|------------------|-----------------|----------------|
| PNC Savings | \$44,620.48 | Disaster Assist. | \$4,495.00 | \$0.00 | \$0.00 | \$4,495.00 |
| Vanguard Bonds | \$77,342.52 | Education | \$112,072.00 | \$14.00 | \$0.00 | \$112,086.00 |
| Total | \$121,963.00 | Finch Award | \$5,382.00 | \$0.00 | \$0.00 | \$5,382.00 |
| | | Totals | \$121,949.00 | \$14.00 | \$0.00 | \$121,963.00 |

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 | \$28,098.00 | \$3,353.00 | | | \$31,451.00 | 97% |
| Conference Registration | \$76,000.00 | \$41,185.00 | \$6,315.00 | | | \$47,500.00 | 63% |
| Conference Vendors | \$16,000.00 | \$6,115.00 | \$4,000.00 | | | \$10,115.00 | 63% |
| Conference Sponsorship | \$7,000.00 | \$1,000.00 | \$1,950.00 | | | \$2,950.00 | 42% |
| Publication Advertising | \$2,400.00 | \$1,590.00 | \$1,080.00 | | | \$2,670.00 | 111% |
| Publication Sales | \$350.00 | \$35.00 | \$210.00 | | | \$245.00 | 70% |
| Mailing List Sales | \$100.00 | \$50.00 | \$0.00 | | | \$50.00 | 50% |
| Off-Meeting Workshops | \$8,000.00 | \$3,200.00 | \$400.00 | | | \$3,600.00 | 45% |
| 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 | \$785.00 | \$65.00 | | | \$850.00 | 170% |
| Miscellaneous | \$0.00 | \$30.00 | \$315.00 | | | \$345.00 | 0% |
| Total Income | \$145,000.00 | \$82,117.85 | \$17,927.79 | \$0.00 | \$0.00 | \$100,045.64 | 69% |
| EXPENSES | | | | | | | |
| Administrator | \$2,950.00 | \$8,871.97 | \$225.30 | | | \$9,097.27 | 308% |
| Executive Officers | \$21,350.00 | \$1,303.05 | \$60.00 | | | \$1,363.05 | 6% |
| DE Caucus | \$100.00 | \$0.00 | \$0.00 | | | \$0.00 | 0% |
| DC Caucus | \$600.00 | \$0.00 | \$276.74 | | | \$276.74 | 0% |
| MD Caucus | \$500.00 | \$0.00 | \$0.00 | | | \$0.00 | 0% |
| NJ Caucus | \$150.00 | \$0.00 | \$0.00 | | | \$0.00 | 0% |
| NY Caucus | \$0.00 | \$0.00 | \$0.00 | | | \$0.00 | 0% |
| PA Caucus | \$150.00 | \$0.00 | \$0.00 | | | \$0.00 | 0% |
| VA Caucus | \$400.00 | \$0.00 | \$0.00 | | | \$0.00 | 0% |
| WV Caucus | \$0.00 | \$0.00 | \$0.00 | | | \$0.00 | 0% |
| Steering | \$6,500.00 | \$1,823.11 | \$60.00 | | | \$1,883.11 | 29% |
| Meetings Coordinating | \$0.00 | \$0.00 | \$0.00 | | | \$0.00 | 0% |
| Finance | \$8,500.00 | \$1,303.05 | \$2,109.30 | | | \$3,412.35 | 40% |
| Electronic Resources | \$3,250.00 | \$1,747.96 | \$1,838.70 | | | \$3,586.66 | 110% |
| Publications | \$8,000.00 | \$1,778.29 | \$250.00 | | | \$2,028.29 | 25% |
| Education | \$10,050.00 | \$0.00 | \$1,820.00 | | | \$1,820.00 | 18% |
| Outreach | \$350.00 | \$350.00 | \$0.00 | | | \$350.00 | 0% |
| Finding Aids | \$750.00 | \$0.00 | \$0.00 | | | \$0.00 | 0% |
| Custer and Finch | \$450.00 | \$0.00 | \$550.00 | | | \$550.00 | 122% |
| Distinguished Service | \$250.00 | \$0.00 | \$0.00 | | | \$0.00 | 0% |
| Development | \$0.00 | \$0.00 | \$0.00 | | | \$0.00 | 0% |
| Membership | \$650.00 | \$0.00 | \$0.00 | | | \$0.00 | 0% |
| Nominating | \$50.00 | \$0.00 | \$0.00 | | | \$0.00 | 0% |
| Fall Conference LAC | \$50,000.00 | \$2,901.05 | \$55,785.57 | | | \$58,686.62 | 117% |
| Spring Conference LAC | \$30,000.00 | \$0.00 | \$0.00 | | | \$0.00 | 0% |
| Total Expenses | \$145,000.00 | \$20,078.48 | \$62,975.61 | \$0.00 | \$0.00 | \$83,054.09 | 57% |
| Net Income or (Loss) | | \$62,039.37 | (\$45,047.82) | \$0.00 | \$0.00 | \$16,991.55 | |

Account Balances

| | | | <u>Opening</u> | <u>Credits</u> | <u>Debits</u> | <u>Closing</u> |
|----------------|---------------------|------------|---------------------|--------------------|----------------------|---------------------|
| PNC Checking | \$47,947.51 | Operating | \$62,088.02 | \$17,927.79 | (\$62,975.61) | \$17,040.20 |
| PNC Savings | \$91,158.43 | Restricted | \$121,949.00 | \$14.00 | \$0.00 | \$121,963.00 |
| Vanguard Bonds | <u>\$77,342.52</u> | Reserve | \$51,000.00 | \$0.00 | \$0.00 | \$51,000.00 |
| Total | <u>\$216,448.46</u> | Surplus | <u>\$29,104.15</u> | <u>\$0.00</u> | <u>\$0.00</u> | <u>\$29,104.15</u> |
| | | Totals | <u>\$264,141.17</u> | <u>\$17,941.79</u> | <u>(\$62,975.61)</u> | <u>\$219,107.35</u> |

Summary - Second Quarter FY 2015

| | |
|-----------------|----------------------|
| Opening Balance | \$264,043.87 |
| Total Income | \$17,941.79 |
| Total Expenses | <u>(\$62,975.61)</u> |
| Closing Balance | \$219,010.05 |

Restricted Funds

| | | | <u>Opening</u> | <u>New Gifts</u> | <u>Spending</u> | <u>Closing</u> |
|----------------|---------------------|------------------|---------------------|------------------|-----------------|---------------------|
| PNC Savings | \$44,620.48 | Disaster Assist. | \$4,495.00 | \$0.00 | \$0.00 | \$4,495.00 |
| Vanguard Bonds | <u>\$77,342.52</u> | Education | \$112,072.00 | \$14.00 | \$0.00 | \$112,086.00 |
| Total | <u>\$121,963.00</u> | Finch Award | <u>\$5,382.00</u> | <u>\$0.00</u> | <u>\$0.00</u> | <u>\$5,382.00</u> |
| | | Total | <u>\$121,949.00</u> | <u>\$14.00</u> | <u>\$0.00</u> | <u>\$121,963.00</u> |

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 |

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 | \$28,098.00 | \$3,353.00 | \$2,213.00 | | \$33,664.00 | 104% |
| Conference Registration | \$76,000.00 | \$41,185.00 | \$6,315.00 | \$31,859.00 | | \$79,359.00 | 104% |
| Conference Vendors | \$16,000.00 | \$6,115.00 | \$4,000.00 | \$21,400.00 | | \$31,515.00 | 197% |
| Conference Sponsorship | \$7,000.00 | \$1,000.00 | \$1,950.00 | \$4,600.00 | | \$7,550.00 | 108% |
| Publication Advertising | \$2,400.00 | \$1,590.00 | \$1,080.00 | \$1,100.00 | | \$3,770.00 | 157% |
| Publication Sales | \$350.00 | \$35.00 | \$210.00 | \$105.00 | | \$350.00 | 100% |
| Mailing List Sales | \$100.00 | \$50.00 | \$0.00 | \$50.00 | | \$100.00 | 100% |
| Off-Meeting Workshops | \$8,000.00 | \$3,200.00 | \$400.00 | \$85.00 | | \$3,685.00 | 46% |
| 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 | \$785.00 | \$65.00 | \$15.00 | | \$865.00 | 173% |
| Miscellaneous | \$0.00 | \$30.00 | \$315.00 | \$0.00 | | \$345.00 | 0% |
| Total Income | \$145,000.00 | \$82,117.85 | \$17,927.79 | \$62,089.29 | \$0.00 | \$162,134.93 | 112% |
| EXPENSES | | | | | | | |
| Administrator | \$18,000.00 | \$8,631.06 | \$225.30 | \$14,895.18 | | \$23,751.54 | 132% |
| Web Services | \$3,250.00 | \$1,747.96 | \$1,838.70 | \$1,714.48 | | \$5,301.14 | 163% |
| 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 | \$350.00 | \$1,776.74 | \$613.39 | | \$2,740.13 | 0% |
| Insurance Policy | \$1,100.00 | \$0.00 | \$0.00 | \$0.00 | | \$0.00 | 0% |
| Phone | \$600.00 | \$151.75 | \$146.22 | \$146.59 | | \$444.56 | 74% |
| Postage | \$1,100.00 | \$15.39 | \$200.81 | \$0.00 | | \$216.20 | 20% |
| Office Supplies | \$200.00 | \$73.77 | \$0.00 | \$49.25 | | \$123.02 | 62% |
| Food | \$5,150.00 | \$573.50 | \$0.00 | \$414.63 | | \$988.13 | 19% |
| Travel | \$4,850.00 | \$1,450.38 | \$60.00 | \$1,033.43 | | \$2,543.81 | 52% |
| Equipment | \$0.00 | \$0.00 | \$0.00 | \$0.00 | | \$0.00 | 0% |
| Printing and Design | \$7,600.00 | \$4,957.03 | \$250.00 | \$0.00 | | \$5,207.03 | 69% |
| Conference | \$80,000.00 | \$74.59 | \$55,785.57 | \$20,905.16 | | \$76,765.32 | 96% |
| Lodging | \$2,500.00 | \$0.00 | \$0.00 | \$0.00 | | \$0.00 | 0% |
| Honoraria | \$2,100.00 | \$0.00 | \$500.00 | \$800.00 | | \$1,300.00 | 62% |
| Awards and Prizes | \$1,300.00 | \$0.00 | \$250.00 | \$660.00 | | \$910.00 | 70% |
| Scholarships | \$5,550.00 | \$750.00 | \$1,800.00 | \$260.00 | | \$2,810.00 | 51% |
| Banking Fees | \$7,000.00 | \$1,303.05 | \$2,109.30 | \$2,380.40 | | \$5,792.75 | 83% |
| 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 | \$0.00 | \$594.56 | \$218.26 | | \$812.82 | 0% |
| Total Expenses | \$145,000.00 | \$20,127.13 | \$65,537.20 | \$45,115.77 | \$0.00 | \$130,780.10 | 90% |
| Net Income or (Loss) | | \$61,990.72 | (\$47,609.41) | \$16,973.52 | \$0.00 | \$31,354.83 | |

Account Balances

| | | | <u>Opening</u> | <u>Credits</u> | <u>Debits</u> | <u>Closing</u> |
|----------------|--------------|------------|----------------|----------------|---------------|----------------|
| PNC Checking | \$64,531.74 | Operating | \$14,381.31 | \$62,089.29 | (\$45,115.77) | \$31,354.83 |
| PNC Savings | \$91,185.40 | Restricted | \$121,963.00 | \$273.00 | \$0.00 | \$122,236.00 |
| Vanguard Bonds | \$77,977.84 | Reserve | \$51,000.00 | \$0.00 | \$0.00 | \$51,000.00 |
| Total | \$233,694.98 | Surplus | \$29,104.15 | \$0.00 | \$0.00 | \$29,104.15 |
| | | Totals | \$216,448.46 | \$62,362.29 | (\$45,115.77) | \$233,694.98 |

Summary - Third Quarter FY 2015

| | |
|-----------------|---------------|
| Opening Balance | \$216,448.46 |
| Total Income | \$62,362.29 |
| Total Expenses | (\$45,115.77) |
| Closing Balance | \$233,694.98 |

Restricted Funds

| | | | <u>Opening</u> | <u>New Gifts</u> | <u>Spending</u> | <u>Closing</u> |
|----------------|--------------|------------------|----------------|------------------|-----------------|----------------|
| PNC Savings | \$44,258.16 | Disaster Assist. | \$4,495.00 | \$121.00 | \$0.00 | \$4,616.00 |
| Vanguard Bonds | \$77,977.84 | Education | \$112,086.00 | \$101.00 | \$0.00 | \$112,187.00 |
| Total | \$122,236.00 | Finch Award | \$5,382.00 | \$51.00 | \$0.00 | \$5,433.00 |
| | | Totals | \$121,963.00 | \$273.00 | \$0.00 | \$122,236.00 |

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 | \$28,098.00 | \$3,353.00 | \$2,213.00 | | \$33,664.00 | 104% |
| Conference Registration | \$76,000.00 | \$41,185.00 | \$6,315.00 | \$31,859.00 | | \$79,359.00 | 104% |
| Conference Vendors | \$16,000.00 | \$6,115.00 | \$4,000.00 | \$21,400.00 | | \$31,515.00 | 197% |
| Conference Sponsorship | \$7,000.00 | \$1,000.00 | \$1,950.00 | \$4,600.00 | | \$7,550.00 | 108% |
| Publication Advertising | \$2,400.00 | \$1,590.00 | \$1,080.00 | \$1,100.00 | | \$3,770.00 | 157% |
| Publication Sales | \$350.00 | \$35.00 | \$210.00 | \$105.00 | | \$350.00 | 100% |
| Mailing List Sales | \$100.00 | \$50.00 | \$0.00 | \$50.00 | | \$100.00 | 100% |
| Off-Meeting Workshops | \$8,000.00 | \$3,200.00 | \$400.00 | \$85.00 | | \$3,685.00 | 46% |
| 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 | \$785.00 | \$65.00 | \$15.00 | | \$865.00 | 173% |
| Miscellaneous | \$0.00 | \$30.00 | \$315.00 | \$0.00 | | \$345.00 | 0% |
| Total Income | \$145,000.00 | \$82,117.85 | \$17,927.79 | \$62,089.29 | \$0.00 | \$162,134.93 | 112% |
| EXPENSES | | | | | | | |
| Administrator | \$2,950.00 | \$8,871.97 | \$225.30 | \$15,041.77 | | \$24,139.04 | 818% |
| Executive Officers | \$21,350.00 | \$1,303.05 | \$60.00 | \$2,339.13 | | \$3,702.18 | 17% |
| DE Caucus | \$100.00 | \$0.00 | \$0.00 | \$0.00 | | \$0.00 | 0% |
| DC Caucus | \$600.00 | \$0.00 | \$276.74 | \$80.97 | | \$357.71 | 0% |
| MD Caucus | \$500.00 | \$0.00 | \$0.00 | \$0.00 | | \$0.00 | 0% |
| NJ Caucus | \$150.00 | \$0.00 | \$0.00 | \$0.00 | | \$0.00 | 0% |
| NY Caucus | \$0.00 | \$0.00 | \$0.00 | \$0.00 | | \$0.00 | 0% |
| PA Caucus | \$150.00 | \$0.00 | \$0.00 | \$0.00 | | \$0.00 | 0% |
| VA Caucus | \$400.00 | \$0.00 | \$0.00 | \$0.00 | | \$0.00 | 0% |
| WV Caucus | \$0.00 | \$0.00 | \$0.00 | \$0.00 | | \$0.00 | 0% |
| Steering | \$6,500.00 | \$1,823.11 | \$60.00 | \$1,314.13 | | \$3,197.24 | 49% |
| Meetings Coordinating | \$0.00 | \$0.00 | \$0.00 | \$0.00 | | \$0.00 | 0% |
| Finance | \$8,500.00 | \$1,303.05 | \$2,109.30 | \$2,598.66 | | \$6,011.01 | 71% |
| Electronic Resources | \$3,250.00 | \$1,747.96 | \$1,838.70 | \$1,515.48 | | \$5,102.14 | 157% |
| Publications | \$8,000.00 | \$1,778.29 | \$250.00 | \$0.00 | | \$2,028.29 | 25% |
| Education | \$10,050.00 | \$0.00 | \$1,820.00 | \$260.00 | | \$2,080.00 | 21% |
| Outreach | \$350.00 | \$350.00 | \$0.00 | \$113.39 | | \$463.39 | 0% |
| Finding Aids | \$750.00 | \$0.00 | \$0.00 | \$150.00 | | \$150.00 | 20% |
| Custer and Finch | \$450.00 | \$0.00 | \$550.00 | \$0.00 | | \$550.00 | 122% |
| Distinguished Service | \$250.00 | \$0.00 | \$0.00 | \$250.00 | | \$250.00 | 100% |
| Development | \$0.00 | \$0.00 | \$0.00 | \$0.00 | | \$0.00 | 0% |
| Membership | \$650.00 | \$0.00 | \$0.00 | \$0.00 | | \$0.00 | 0% |
| Nominating | \$50.00 | \$0.00 | \$0.00 | \$199.00 | | \$199.00 | 0% |
| Fall Conference LAC | \$50,000.00 | \$2,901.05 | \$55,785.57 | \$1,523.00 | | \$60,209.62 | 120% |
| Spring Conference LAC | \$30,000.00 | \$0.00 | \$0.00 | \$20,842.16 | | \$20,842.16 | 69% |
| Total Expenses | \$145,000.00 | \$20,078.48 | \$62,975.61 | \$46,227.69 | \$0.00 | \$129,281.78 | 89% |
| Net Income or (Loss) | | \$62,039.37 | (\$45,047.82) | \$15,861.60 | \$0.00 | \$32,853.15 | |

Account Balances

| | | | <u>Opening</u> | <u>Credits</u> | <u>Debits</u> | <u>Closing</u> |
|----------------|--------------|------------|----------------|----------------|---------------|----------------|
| PNC Checking | \$64,531.74 | Operating | \$14,381.31 | \$62,089.29 | (\$46,227.69) | \$30,242.91 |
| PNC Savings | \$91,185.40 | Restricted | \$121,963.00 | \$118.00 | \$0.00 | \$122,081.00 |
| Vanguard Bonds | \$77,977.84 | Reserve | \$51,000.00 | \$0.00 | \$0.00 | \$51,000.00 |
| Total | \$233,694.98 | Surplus | \$29,104.15 | \$0.00 | \$0.00 | \$29,104.15 |
| | | Totals | \$216,448.46 | \$62,207.29 | (\$46,227.69) | \$232,428.06 |

Summary - Third Quarter FY 2015

| | |
|-----------------|---------------|
| Opening Balance | \$216,448.46 |
| Total Income | \$62,207.29 |
| Total Expenses | (\$46,227.69) |
| Closing Balance | \$232,428.06 |

Restricted Funds

| | | | <u>Opening</u> | <u>New Gifts</u> | <u>Spending</u> | <u>Closing</u> |
|----------------|--------------|------------------|----------------|------------------|-----------------|----------------|
| PNC Savings | \$44,258.16 | Disaster Assist. | \$4,495.00 | \$51.00 | \$0.00 | \$4,546.00 |
| Vanguard Bonds | \$77,977.84 | Education | \$112,086.00 | \$46.00 | \$0.00 | \$112,132.00 |
| Total | \$122,236.00 | Finch Award | \$5,382.00 | \$21.00 | \$0.00 | \$5,403.00 |
| | | Total | \$121,963.00 | \$118.00 | \$0.00 | \$122,081.00 |

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 |

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 | \$28,098.00 | \$3,353.00 | \$2,213.00 | \$577.00 | \$34,241.00 | 105% |
| Conference Registration | \$76,000.00 | \$41,185.00 | \$6,315.00 | \$31,859.00 | \$110.00 | \$79,469.00 | 105% |
| Conference Vendors | \$16,000.00 | \$6,115.00 | \$4,000.00 | \$21,400.00 | \$4,350.00 | \$35,865.00 | 224% |
| Conference Sponsorship | \$7,000.00 | \$1,000.00 | \$1,950.00 | \$4,600.00 | \$600.00 | \$8,150.00 | 116% |
| Publication Advertising | \$2,400.00 | \$1,590.00 | \$1,080.00 | \$1,100.00 | \$560.00 | \$4,330.00 | 180% |
| Publication Sales | \$350.00 | \$35.00 | \$210.00 | \$105.00 | \$70.00 | \$420.00 | 120% |
| Mailing List Sales | \$100.00 | \$50.00 | \$0.00 | \$50.00 | \$50.00 | \$150.00 | 150% |
| Off-Meeting Workshops | \$8,000.00 | \$3,200.00 | \$400.00 | \$85.00 | \$0.00 | \$3,685.00 | 46% |
| 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 | \$785.00 | \$65.00 | \$15.00 | \$0.00 | \$865.00 | 173% |
| Miscellaneous | \$0.00 | \$30.00 | \$315.00 | \$0.00 | \$0.00 | \$345.00 | 0% |
| Total Income | \$145,000.00 | \$82,117.85 | \$17,927.79 | \$62,089.29 | \$6,341.08 | \$168,476.01 | 116% |
| EXPENSES | | | | | | | |
| Administrator | \$18,000.00 | \$8,631.06 | \$225.30 | \$14,895.18 | \$12,574.41 | \$36,325.95 | 202% |
| Web Services | \$3,250.00 | \$1,747.96 | \$1,838.70 | \$1,714.48 | \$922.30 | \$6,223.44 | 191% |
| 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 | \$350.00 | \$1,776.74 | \$613.39 | \$0.00 | \$2,740.13 | 0% |
| Insurance Policy | \$1,100.00 | \$0.00 | \$0.00 | \$0.00 | \$1,046.00 | \$1,046.00 | 95% |
| Phone | \$600.00 | \$151.75 | \$146.22 | \$146.59 | \$147.56 | \$592.12 | 99% |
| Postage | \$1,100.00 | \$15.39 | \$200.81 | \$0.00 | \$0.00 | \$216.20 | 20% |
| Office Supplies | \$200.00 | \$73.77 | \$0.00 | \$49.25 | \$0.00 | \$123.02 | 62% |
| Food | \$5,150.00 | \$573.50 | \$0.00 | \$414.63 | \$225.81 | \$1,213.94 | 24% |
| Travel | \$4,850.00 | \$1,450.38 | \$60.00 | \$1,033.43 | \$0.00 | \$2,543.81 | 52% |
| Equipment | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0% |
| Printing and Design | \$7,600.00 | \$4,957.03 | \$250.00 | \$0.00 | \$0.00 | \$5,207.03 | 69% |
| Conference | \$80,000.00 | \$74.59 | \$55,785.57 | \$20,905.16 | \$33,651.32 | \$110,416.64 | 138% |
| Lodging | \$2,500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0% |
| Honoraria | \$2,100.00 | \$0.00 | \$500.00 | \$800.00 | \$1,200.00 | \$2,500.00 | 119% |
| Awards and Prizes | \$1,300.00 | \$0.00 | \$250.00 | \$660.00 | \$250.00 | \$1,160.00 | 89% |
| Scholarships | \$5,550.00 | \$750.00 | \$1,800.00 | \$260.00 | \$2,900.00 | \$5,710.00 | 103% |
| Banking Fees | \$7,000.00 | \$1,303.05 | \$2,109.30 | \$2,380.40 | \$649.66 | \$6,442.41 | 92% |
| 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 | \$0.00 | \$594.56 | \$218.26 | \$0.00 | \$812.82 | 0% |
| Total Expenses | \$145,000.00 | \$20,127.13 | \$65,537.20 | \$45,115.77 | \$53,631.80 | \$184,411.90 | 127% |
| Net Income or (Loss) | | \$61,990.72 | (\$47,609.41) | \$16,973.52 | (\$47,290.72) | (\$15,935.89) | |

Account Balances

| | | | <u>Opening</u> | <u>Credits</u> | <u>Debits</u> | <u>Closing</u> |
|----------------|---------------------|------------|---------------------|-------------------|----------------------|---------------------|
| PNC Checking | \$32,281.68 | Operating | \$31,354.83 | \$6,341.08 | (\$53,631.80) | (\$15,935.89) |
| PNC Savings | \$76,209.48 | Restricted | \$122,236.00 | \$0.00 | \$0.00 | \$122,236.00 |
| Vanguard Bonds | \$77,913.10 | Reserve | \$51,000.00 | \$0.00 | \$0.00 | \$51,000.00 |
| Total | <u>\$186,404.26</u> | Surplus | <u>\$29,104.15</u> | <u>\$0.00</u> | <u>\$0.00</u> | <u>\$29,104.15</u> |
| | | Totals | <u>\$233,694.98</u> | <u>\$6,341.08</u> | <u>(\$53,631.80)</u> | <u>\$186,404.26</u> |

Summary - Fourth Quarter FY 2015

| | |
|-----------------|----------------------|
| Opening Balance | \$233,694.98 |
| Total Income | \$6,341.08 |
| Total Expenses | <u>(\$53,631.80)</u> |
| Closing Balance | \$186,404.26 |

Restricted Funds

| | | | <u>Opening</u> | <u>New Gifts</u> | <u>Spending</u> | <u>Closing</u> |
|----------------|---------------------|------------------|---------------------|------------------|-----------------|---------------------|
| PNC Savings | \$44,322.90 | Disaster Assist. | \$4,616.00 | \$0.00 | \$0.00 | \$4,616.00 |
| Vanguard Bonds | \$77,913.10 | Education | \$112,187.00 | \$0.00 | \$0.00 | \$112,187.00 |
| Total | <u>\$122,236.00</u> | Finch Award | <u>\$5,433.00</u> | <u>\$0.00</u> | <u>\$0.00</u> | <u>\$5,433.00</u> |
| | | Totals | <u>\$122,236.00</u> | <u>\$0.00</u> | <u>\$0.00</u> | <u>\$122,236.00</u> |

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 | \$28,098.00 | \$3,353.00 | \$2,213.00 | \$577.00 | \$34,241.00 | 105% |
| Conference Registration | \$76,000.00 | \$41,185.00 | \$6,315.00 | \$31,859.00 | \$110.00 | \$79,469.00 | 105% |
| Conference Vendors | \$16,000.00 | \$6,115.00 | \$4,000.00 | \$21,400.00 | \$4,350.00 | \$35,865.00 | 224% |
| Conference Sponsorship | \$7,000.00 | \$1,000.00 | \$1,950.00 | \$4,600.00 | \$600.00 | \$8,150.00 | 116% |
| Publication Advertising | \$2,400.00 | \$1,590.00 | \$1,080.00 | \$1,100.00 | \$560.00 | \$4,330.00 | 180% |
| Publication Sales | \$350.00 | \$35.00 | \$210.00 | \$105.00 | \$70.00 | \$420.00 | 120% |
| Mailing List Sales | \$100.00 | \$50.00 | \$0.00 | \$50.00 | \$50.00 | \$150.00 | 150% |
| Off-Meeting Workshops | \$8,000.00 | \$3,200.00 | \$400.00 | \$85.00 | \$0.00 | \$3,685.00 | 46% |
| 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 | \$785.00 | \$65.00 | \$15.00 | \$0.00 | \$865.00 | 173% |
| Miscellaneous | \$0.00 | \$30.00 | \$315.00 | \$0.00 | \$0.00 | \$345.00 | 0% |
| Total Income | \$145,000.00 | \$82,117.85 | \$17,927.79 | \$62,089.29 | \$6,341.08 | \$168,476.01 | 116% |
| EXPENSES | | | | | | | |
| Administrator | \$2,950.00 | \$8,871.97 | \$225.30 | \$15,041.77 | \$147.56 | \$24,286.60 | 823% |
| Executive Officers | \$21,350.00 | \$1,303.05 | \$60.00 | \$2,339.13 | \$1,046.00 | \$4,748.18 | 22% |
| DE Caucus | \$100.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0% |
| DC Caucus | \$600.00 | \$0.00 | \$276.74 | \$80.97 | \$0.00 | \$357.71 | 0% |
| MD Caucus | \$500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0% |
| NJ Caucus | \$150.00 | \$0.00 | \$0.00 | \$0.00 | \$84.32 | \$84.32 | 0% |
| NY Caucus | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0% |
| PA Caucus | \$150.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0% |
| VA Caucus | \$400.00 | \$0.00 | \$0.00 | \$0.00 | \$141.49 | \$141.49 | 35% |
| WV Caucus | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0% |
| Steering | \$6,500.00 | \$1,823.11 | \$60.00 | \$1,314.13 | \$0.00 | \$3,197.24 | 49% |
| Meetings Coordinating | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0% |
| Finance | \$8,500.00 | \$1,303.05 | \$2,109.30 | \$2,598.66 | \$649.66 | \$6,660.67 | 78% |
| Electronic Resources | \$3,250.00 | \$1,747.96 | \$1,838.70 | \$1,515.48 | \$922.30 | \$6,024.44 | 185% |
| Publications | \$8,000.00 | \$1,778.29 | \$250.00 | \$0.00 | \$0.00 | \$2,028.29 | 25% |
| Education | \$10,050.00 | \$0.00 | \$1,820.00 | \$260.00 | \$4,100.00 | \$6,180.00 | 61% |
| Outreach | \$350.00 | \$350.00 | \$0.00 | \$113.39 | \$0.00 | \$463.39 | 0% |
| Finding Aids | \$750.00 | \$0.00 | \$0.00 | \$150.00 | \$0.00 | \$150.00 | 20% |
| Custer and Finch | \$450.00 | \$0.00 | \$550.00 | \$0.00 | \$0.00 | \$550.00 | 122% |
| Distinguished Service | \$250.00 | \$0.00 | \$0.00 | \$250.00 | \$0.00 | \$250.00 | 100% |
| Development | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0% |
| Membership | \$650.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0% |
| Nominating | \$50.00 | \$0.00 | \$0.00 | \$199.00 | \$0.00 | \$199.00 | 0% |
| Fall Conference LAC | \$50,000.00 | \$2,901.05 | \$55,785.57 | \$1,523.00 | \$0.00 | \$60,209.62 | 120% |
| Spring Conference LAC | \$30,000.00 | \$0.00 | \$0.00 | \$20,842.16 | \$33,386.32 | \$54,228.48 | 181% |
| Total Expenses | \$145,000.00 | \$20,078.48 | \$62,975.61 | \$46,227.69 | \$40,477.65 | \$169,759.43 | 117% |
| Net Income or (Loss) | | \$62,039.37 | (\$45,047.82) | \$15,861.60 | (\$34,136.57) | (\$1,283.42) | |

| <u>Account Balances</u> | | | <u>Opening</u> | <u>Credits</u> | <u>Debits</u> | <u>Closing</u> |
|-------------------------|--------------|------------|----------------|----------------|---------------|----------------|
| PNC Checking | \$32,281.68 | Operating | \$31,354.83 | \$6,341.08 | (\$40,477.65) | (\$2,781.74) |
| PNC Savings | \$76,209.48 | Restricted | \$122,236.00 | \$0.00 | \$0.00 | \$122,236.00 |
| Vanguard Bonds | \$77,913.10 | Reserve | \$51,000.00 | \$0.00 | \$0.00 | \$51,000.00 |
| Total | \$186,404.26 | Surplus | \$29,104.15 | \$0.00 | \$0.00 | \$29,104.15 |
| | | Totals | \$233,694.98 | \$6,341.08 | (\$40,477.65) | \$199,558.41 |

Summary - Fourth Quarter FY 2015

| | |
|-----------------|---------------|
| Opening Balance | \$0.00 |
| Total Income | \$6,341.08 |
| Total Expenses | (\$40,477.65) |
| Closing Balance | (\$34,136.57) |

Restricted Funds

| | | | <u>Opening</u> | <u>New Gifts</u> | <u>Spending</u> | <u>Closing</u> |
|----------------|--------------|------------------|----------------|------------------|-----------------|----------------|
| PNC Savings | \$44,322.90 | Disaster Assist. | \$4,616.00 | \$0.00 | \$0.00 | \$4,616.00 |
| Vanguard Bonds | \$77,913.10 | Education | \$112,187.00 | \$0.00 | \$0.00 | \$112,187.00 |
| Total | \$122,236.00 | Finch Award | \$5,433.00 | \$0.00 | \$0.00 | \$5,433.00 |
| | | Total | \$122,236.00 | \$0.00 | \$0.00 | \$122,236.00 |

MARAC

Mid-Atlantic Regional Archives Conference

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

DATE: JULY 31, 2015

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

FROM: JOHN LEGLOAHEC, INTERIM TREASURER

RE: TREASURER/FINANCE COMMITTEE REPORT

Respectfully submitted to the Steering Committee on Friday, July 31, 2015.

1. The MARAC Fiscal Year 2016 budget has been prepared and is available in the 2015 Summer Steering Committee Meeting Dropbox folder.
2. The MARAC Quarterly Reports have been prepared for the 2015 Fiscal Year and are available in the 2015 Summer Steering Committee Meeting Dropbox folder.

MARAC Budget - Fiscal 2016

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 | \$7,600.00 |
| Bank Interest | \$150.00 |
| Investment Interest | \$2,000.00 |
| Gifts to Operations | \$200.00 |
| Miscellaneous | \$0.00 |
| TOTAL | \$144,300.00 |

MARAC Expenses

| Category | Allocated |
|-------------------------|---------------------|
| General | |
| Administrator | \$2,950.00 |
| Executive Officers | \$21,350.00 |
| Caucuses | |
| Delaware | \$100.00 |
| District of Columbia | \$650.00 |
| Maryland | \$0.00 |
| New Jersey | \$450.00 |
| New York | \$0.00 |
| Pennsylvania | \$0.00 |
| Virginia | \$0.00 |
| West Virginia | \$0.00 |
| Committees | |
| Steering | \$6,000.00 |
| Meetings Coordinating | \$0.00 |
| Finance | \$8,500.00 |
| Electronic Resources | \$3,600.00 |
| Publications | \$7,700.00 |
| Education | \$11,050.00 |
| Outreach | \$0.00 |
| Finding Aids | \$750.00 |
| Custer and Finch | \$400.00 |
| Distinguished Service | \$250.00 |
| Development | \$0.00 |
| Membership | \$500.00 |
| Nominating | \$50.00 |
| Fall Conference (LAC) | \$40,000.00 |
| Spring Conference (LAC) | \$40,000.00 |
| TOTAL | \$144,300.00 |

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 | \$7,600.00 |
| Bank Interest | \$150.00 |
| Investment Interest | \$2,000.00 |
| Gifts to Operations | \$200.00 |
| Miscellaneous | \$0.00 |
| TOTAL | \$144,300.00 |

MARAC Expenses

| Category | Allocated |
|--------------------------------|---------------------|
| Operational Support | |
| Administrator Salary | \$18,000.00 |
| Web Services | \$3,700.00 |
| Archivist | \$750.00 |
| Accountant | \$1,500.00 |
| Advocacy | \$1,625.00 |
| Insurance Policy | \$1,100.00 |
| General Support | |
| Phone | \$600.00 |
| Postage | \$1,050.00 |
| Office Supplies | \$150.00 |
| Food | \$4,450.00 |
| Travel | \$4,750.00 |
| Rented Services | |
| Equipment | \$0.00 |
| Printing and Design | \$7,500.00 |
| Conference | \$80,000.00 |
| Lodging | \$2,500.00 |
| Honoraria | \$2,500.00 |
| Awards and Scholarships | |
| Awards and Prizes | \$1,450.00 |
| Scholarships | \$5,550.00 |
| Financial Operations | |
| Banking Fees | \$7,000.00 |
| Investments | \$0.00 |
| Other | |
| Disaster Relief | \$0.00 |
| Miscellaneous | \$125.00 |
| TOTAL | \$144,300.00 |

MARAC Archives Report
July/2015 (for the MARAC Steering Committee Meeting in Baltimore, MD)

This summer has been a period of transition as I officially retired from service from the University of Maryland, effective June 30, 2015. Liz Novara is now the MARAC Archivist while I continue to serve on the Steering Committee as MARAC Archives Coordinator. While there are many details to work out, I am confident that you will find Liz to be an excellent archivist for the organization; only the fourth individual to hold this position in the last 40 years. I have commenced to work in Special Collections part-time in a volunteer capacity, assisting Liz with MARAC reference queries, with preliminary work on recently-acquired MARAC records, in maintaining historical lists of MARAC officers, and in preparing other historical documents that will facilitate those researching MARAC history in the Archives. I will also be working now with Liz in finalizing a new records retention schedule for the MARAC Archives.

One issue that needs clarification is the future role of the MARAC Archivist and the MARAC Archives Coordinator (now that these positions are held by two different individuals for the first time) vis a vis committee assignments in MARAC. Liz and I have discussed this issue; there appears to be a disconnect between what is expressed in Section 8 of the current MARAC Bylaws and what is stated on committee membership lists for the Distinguished Service Award Committee and the Electronic Resources Committee. We frankly believe that it might be best remove both of these positions from the committee roster for the Distinguished Awards Committee, although certainly the MARAC Archivist can continue to be relied on to provide background information (as found in the MARAC Archives) about the service record of candidates for this award when requested to do so by the Committee. This is a topic that I would like to bring up at our summer Steering Committee meeting.

As anticipated, 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 will be in communication with Matt Strauss to see if he can add appropriate links to these resources on the MARAC website and publicity about this new development will be forthcoming in an upcoming issue of the *maa*.

Looking forward to attending the upcoming Steering Committee meeting in Baltimore.

Lauren

Lauren Brown
MARAC Archives Coordinator
University of Maryland



**Summer 2015 NATIONAL COALITION FOR HISTORY REPORT
MARAC Steering Committee Meeting
Baltimore—July 31, 2015**

CONGRESSIONAL HISTORY CAUCUS: There are now 19 Representatives signed on to the History Caucus, an increase from the number at the end of the last session. NCH urges MARAC to contact their Members of the House of Representatives and ask them to join the History Caucus. See if yours is already on the list at: <http://historycoalition.org/congressional-history-caucus/>

NHPRC FY 16 BUDGET: The original bill introduced in the House Financial Services & General Government Appropriations Subcommittee would have cut NHPRC's FY 16 budget by 40 percent from the FY 15 level of \$5 million down to \$3 million. NCH used its congressional contacts gained from the History Caucus and the cut was rescinded at the House Appropriations Committee markup. It was the only program in the entire bill to have funding restored!

LEGISLATION TO ELIMINATE NHPRC: Shortly thereafter, a draft bill surfaced in the House which included a provision to eliminate NHPRC. On July 21, the House Oversight and Government Reform (OGR) Committee was expected to consider legislation to address the massive employee records data breach at the Office of Personnel Management. The costs associated with implementing the bill require an offset elsewhere in the federal budget.

Committee Chairman Jason Chaffetz (R-Utah) proposed eliminating the NHPRC to pay for remediation of the OPM data breach. At the last minute, the draft bill was removed from the committee's website and hearing agenda. Rumors are that the bill was pulled due to opposition from federal employee unions unrelated to the NHPRC. It is expected the Oversight Committee will consider the bill after Labor Day when it returns from the August recess. NCH is closely monitoring the situation and will post developments via its social media, newsletter and website (which was completely revamped and launched in March: <http://historycoalition.org>).

CONTROLLED UNCLASSIFIED INFORMATION: NCH reached out to interested parties within the coalition to solicit comment on NARA's proposed rule dealing with Controlled Unclassified Information (CUI). NCH signed on to group comments written by OpenTheGovernment.org. <http://www.openthegovernment.org/node/4940>.

HILLARY CLINTON EMAILS: NCH sent a joint letter with other open government groups to the State Department expressing serious concerns about the handling of former-Secretary of State Clinton's emails. The task of determining which emails constitute federal records should not have been left solely to Mrs. Clinton's personal aides. The Archivist and State Department should oversee the process to ensure its independence and objectivity.

—Jan Zastrow, zastrow@hawaii.edu
MARAC/NCH Representative