

# MARAC

Mid-Atlantic Regional Archives Conference

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

MARAC Chair's Report  
Submitted January 16, 2015

Winter 2015 Steering Committee Meeting  
Meeting date – January 23, 2015

## **MARAC Business**

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

## **Appointments**

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

### *Finance Committee*

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

## **Advocacy**

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

## **Other Activities**

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

Respectfully submitted,

John LeGloahec  
MARAC Chair  
2013-2015

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**To: MARAC STEERING COMMITTEE**  
**From: TAMMY HOFFMAN, MARAC ADMINISTRATOR**  
**Date: January 23, 2015**  
**Re: ADMINISTRATOR'S REPORT**

Submitted to the Steering Committee on Friday, January 23, 2015 in Baltimore, MD.

## Membership Statistics

There are currently 1,049 active members (as of January 15, 2015):

913 Regular Members  
32 Retired Members  
104 Student Members

## Membership Statistics Comparison

Member Type	2013 (as of 1/31/2013)	2014 (as of 1/31/2014)	2015 (as of 1/15/2015)	% change 2014-2015
Regular	883	909	913	.40%
Retired	25	32	32	0%
Student	104	121	104	(14%)
<b>Total</b>	1012	1062	1049	(1%)

## Current State Caucus Membership

Caucus	2014 – 2015 Membership (as of 1/15/2015)
DC	180
Delaware	52
Maryland	221
New Jersey	127
New York	233
Pennsylvania	242
Virginia	159
West Virginia	14

**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	2013 (as reported 1/31/13)	2014 (as reported 1/31/14)	2015 (as reported 1/31/15)
DC	181	177	180
Delaware	49	57	52
Maryland	190	202	221
New Jersey	124	131	127
New York	205	223	233
Pennsylvania	219	261	242
Virginia	199	167	159
West Virginia	15	13	14

#### New Membership Applications

Month	2014-15
November	12
December	3
January	12
<b>Total</b>	<b>27</b>

#### Additional Information

**Membership:** Our membership is remaining fairly stable ranging from 1,000- 1,200 members throughout the yearly cycle. There might possibly be a downward trend in the student numbers since the October report showed an 8.5% decrease and the current level is also negative at 14%. Additional analysis would be needed to determine if the students have graduated and are simply working full time. In this case they would renew their membership as regular members. The new membership workshop coupon was emailed January 15, 2015 to 124 new members who joined from July 1, 2014 to December 31, 2014.

**Spring Conference:** Online registration for the MARAC/NEA Spring 2015 Conference in Boston, MA went live on January 8, 2015. We currently have 53 members registered and 10 vendors with revenue of approximately \$17,000 confirmed at this time.

**Elections:** The 2015 Election was launched on January 9, 2015 and will run until January 30, 2015. There were 58 paper ballots mailed and 974 e-ballots sent out from Survey Monkey. As of 1/15/15 228 members have voted and reminders will be sent out periodically.

**Web Committee Pages Updated:** Only the Publications Committee had extensive changes to their webpage since the member terms expired right after the Fall Conference. If your Committee page needs editing, please contact the administrator.

**Continuing Education Workshops:** Registration for the following workshop is currently available: February 23, 2015: *Introduction to Genealogy for the Unsuspecting Archivist Workshop*– we have 9 registrants as of 1/15/15.

***Vice Chair/Meetings Coordinating Committee***  
***19 January 2015***

**1. Next Meeting:**

**Spring 2015**

**When: March 19-21, 2015**

**Where: Boston, Massachusetts**

**Hotel: Boston Park Plaza**

**Room rate: \$159**

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

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

**Updates:**

- ***Memorandum of Agreement* signed. Reviewed by NEA attorney, few changes were made. Yes, they have an attorney.**
- **As of 16 January we had sold 318 rooms. Our original room block was for 280. Hotel first added rooms to Saturday with a contract addendum. They then added rooms to Wednesday on their own.**

**2. Upcoming Contracted Meetings:**

**Fall 2015:**

**When: October 8-9, 2015**

**Where: Roanoke, Virginia**

**Hotel: Hotel Roanoke and Conference Center**

**Room rate: \$172**

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

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

**Update: We have received a \$2,500 grant from *Virginia Tech Center for Organizational and Technological Advancement*. The hotel put us in for this,**

**common practice for non-profits who utilize the conference center. This sum goes along nicely with the previously mentioned \$1,000 sponsorship from the Norfolk Southern Foundation.**

**This will be the last meeting that Don Cornelius will be vendor rep. Don and I have an idea of his replacement, but have not yet approached the candidate.**

**Spring 2016**

**When: April 14-16, 2016**

**Where: Pittsburgh, PA**

**Hotel: Omni William Penn Hotel**

**Room rate: \$159**

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

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

- 3. The following are under consideration for future meeting sites, seasons not yet determined, all tentative. Helms Briscoe preparing RFP to go out to Annapolis and Newark.**

**Where: Annapolis, MD (tentative)**

**Program Committee Co-Chair: Amanda Koss May (University of Maryland)**

**Where: Newark, NJ (tentative) or another location in central Jersey**

**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)**

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

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

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

- 4. Nominations for service awards, to be received at Boston Meeting:  
Baltimore Local Arrangements Committee Tri-Chairs: Lindsey Loeper, Nadia Nasr and Valerie Addonizio. Baltimore Program Committee Co-Chairs: Arian Ravanbakhsh and Laura Drake Davis.**

**Submitted by**

**Mary K. Mannix, Vice Chair**

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

I have been working in recent weeks on a comprehensive records retention schedule for the MARAC Archives. I had hopes of presenting such a document for discussion at our upcoming meeting this week in Baltimore, but this will need to wait until our Spring Steering Committee meeting, if time allows for its review then.

Additional records are flowing into the MARAC Archives, including some financial documentation being sent to me from Jim Gerencser (via our MARAC Administrator) that I expect to receive this Friday.

I have decided to retire from the University of Maryland at the end of June, 2015. Per the terms of Section 8 of our current MARAC Bylaws, an active member of the University of Maryland Libraries staff needs to be designated as MARAC Archivist. This person will be Liz Novara; she will do an excellent job with the Archives. Also, per the terms of Section 8 of the Bylaws (with Liz's approval), I would like to continue on in the role of the MARAC Archives Coordinator; this person is responsible for attending MARAC Steering Committee meetings and the semi-annual meetings, and serves in a liaison capacity between the Steering Committee and the MARAC Archivist. I am confident that I will have plenty of time to fulfill this role and to assist Liz in locating and acquiring fugitive documentation that should be secured for the Archives. Paradoxically, I expect also to have the requisite time (finally) to compile relevant information that will serve to enhance the value of the Archives, such as developing chronological lists of MARAC committee chairs, webmasters, MARAC strategic plans over the years, etc. This information might find its way onto the MARAC website and certainly would be accessible in Special Collections/Hornbake Library at the University of Maryland.

This transition is also something to discuss at the upcoming Spring Steering Committee meeting. In the meantime, I look forward to seeing you all again this Friday.

Lauren

Lauren Brown  
MARAC Archivist  
University of Maryland