

MARAC

Mid-Atlantic Regional Archives Conference

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Chair's Report Winter 2016 Steering Committee Meeting January 22, 2016

MARAC Business

By-Laws

As you all probably know by now, in November 2015, the membership overwhelmingly passed a substantial revision of the MARAC Bylaws. The vote consisted of 297 votes cast, with 288 "yes" and 9 "no" votes. My sincere thanks go out to those who served on the Ad Hoc Committee on the Revision of MARAC's Governing Documents, including Committee Chair Lisa Mangiafico, and Committee members Andrew Cassidy-Amstutz, David D'Onofrio, Jim Gerencser, and Amy Schindler. Thank you to former MARAC Parliamentarian Dawn Fairchild, who served the committee in an advisory capacity, and a special thank you to John LeGloahec, my predecessor as MARAC Chair, for his hard work and dedication to this effort. I created the Bylaw Revision Transition Team chaired by Danna Bell. The other Team members are: Andrew Cassidy-Amstutz; Becky Collier; Jim Gerencser; Paige Newman; and Charlotte Sturm

Web Team

After four years as MARAC Webmaster, Matt Strauss will complete his current term on December 31. I want to thank Matt for all of his hard work and dedication to MARAC! I have decided to create a Web site Team to efficiently and effectively manage our Internet presence. The following three appointments to the new MARAC Web Team were effective January 1, 2016:

- Tammy Hoffman, MARAC Administrator
- Donald Sailer (Don), Library Digital Projects Manager, Dickinson College
- Elizabeth Caringola, Historic Maryland Newspapers Librarian, University at Maryland
-

This arrangement will allow for a team based approach to the Web site, while freeing up Tammy's time for more member focused activities. More details will be forthcoming from the Web Team.

New Business

In light of the sudden and untimely passing of long time MARAC member Joan Echtenkamp Klein, I propose under new business that we name one of the MARAC Travel Awards in her honor. I asked Peter Wosh and Jodi Koste to write a piece for the Winter 2016 MAA recognizing Joan's accomplishments. She will be missed.

Other Activities

- Wrote "From the Chair" column for the Winter 2016 MAA.

Respectfully submitted,
Brian Keough, MARAC Chair, 2015-2017

MARAC

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To: MARAC STEERING COMMITTEE
From: TAMMY HOFFMAN, MARAC ADMINISTRATOR
Date: January 29, 2016
Re: ADMINISTRATOR'S REPORT

Submitted to the Steering Committee on Friday, January 29, 2016 in Baltimore, MD.

Membership Statistics

There are currently 949 active members (as of January 15, 2016):

825 Regular Members

29 Retired Members

95 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)	2016 (as of 1/15/2016)	% change 2015-2016
Regular	883	909	913	825	-9.64
Retired	25	32	32	29	-9.38
Student	104	121	104	95	-8.65
Total	1012	1062	1049	949	-9.53

Current State Caucus Membership

Caucus	2015 – 2016 Membership (as of 1/16/2016)
DC	165
Delaware	39
Maryland	187
New Jersey	122
New York	212
Pennsylvania	213
Virginia	170
West Virginia	16

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	2014 (as reported 1/31/14)	2015 (as reported 1/31/15)	2016 (as reported 1/15/16)
DC	177	180	165
Delaware	57	52	39
Maryland	202	221	187
New Jersey	131	127	122
New York	223	233	212
Pennsylvania	261	242	213
Virginia	167	159	170
West Virginia	13	14	16

New Membership Applications

Month	2015-16
November	16
December	10
January	19
Total	45

Additional Information

Membership: We are starting to see a bit of an upswing in membership numbers since our last meeting. Our final total is down 10% in January (compared to 15% in October 2015). The number of new members has increased in January due to the opening of the Pittsburgh conference registration and some Institutions/ members wait until the beginning of the year to renew.

Spring Conference: Online registration for the MARAC Spring 2016 Conference in Pittsburgh, PA went live on January 13, 2016. We currently have 50 members registered and 11 vendors with revenue of approximately \$12,500 confirmed at this time.

Elections: The 2016 Election is planned to launch on February 1, 2016 and will run until February 21, 2016. We will mail approximately 40 paper ballots and send out 910 e-ballots from Survey Monkey. Since the bylaws vote passed, this ballot will contain the newly-created positions of Chair Elect, Awards Committee Chair and the Scholarship Committee (6 positions).

Meetings Coordinating Committee (MCC) Manual – the Administrator has just completed updates to the MCC Manual for all of the conference tasks associated with this position. Once all updates to the manual are finalized and have been approved by MCC, Program and Local Arrangements Committees will begin using this more up to date manual to guide their planning efforts.

Vice Chair\Meetings Coordinating Committee
26 January 2015

1) Next Meeting:

Spring 2016

When: April 14-16, 2016

Where: Pittsburgh, PA

Hotel: Omni William Penn Hotel (block already been extended once, some nights may have to be enhanced again)

Room rate: \$159

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

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

*** As of 26 January, we have met room block with 268 rooms. Reminder: when room block is not met (in case you have ever wondered why I am always so frantic about it) other costs can come into play, depending on the contract, such as fees for meeting room rental, along with contracted discounts for food and av can disappear. We are attempting to extend the block again for Saturday and Wednesday nights. There are still 4 rooms left for Wednesday and we have overbooked Saturday. Reminder, we already added rooms to Saturday (15) and Tuesday (5). We might be able to get rooms at Saturday, but they might not be at our price. We do hope, however, to get our rate. Rooms are still abundant for Thursday and Friday -- we are using 95 out of the block of 125. 98 reservations have been made. All bodes well for a successfully attended meeting. ***

2) Contracted Meetings:

Fall 2016

When: November 3-6, 2016

Where: Annapolis, MD

Hotel: Westin Annapolis

Room rate: \$189

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

Vice Chair/Meetings Coordinating Committee

26 January 2016

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

Please see draft budget.

- Prepared by the very experienced Becky Collier.
- As I have mentioned previously, this will not be a cheap meeting.
- Food and beverage minimum \$25,000.

Spring 2017

When: April 20-22, 2017

Where: Newark, NJ

Hotel: Best Western Robert Treat Hotel

Room rate: \$125.

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

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

Please see very, very draft budget attached.

- Please note this meeting, as previously discussed, will be much less expensive than most others.
- Also, almost all the numbers are theoretical.
- They do not have catering prices yet for the reception, for example.
- The Hospitality Event included is not like the old, no longer done, "Hospitality Suite"; LAC is looking for options, maybe a rooftop option.
- Food and beverage minimum is \$20,000 and, in this case, DOES INCLUDE fees and other charges.
- Note the low registration fee that LAC is proposing.
- AV pricing not yet received, but we do get at 15% discount.
- Think they are low-balling the attendance.

Fall 2017

When: October 25-27, 2017

Where: Buffalo, NY

Hotel: Hyatt Regency Buffalo Hotel and Conference Center

Vice Chair/Meetings Coordinating Committee

26 January 2016

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Room rate: \$159

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

Program Committee Co-Chairs: Cindy Bendroth (Pennsylvania State Archives) and Bonnie Weddle (New York State Archives)

Food and Beverage Minimum: \$15,000

3) Next Up For Consideration:

Spring 2018

Where: Hershey, PA

Local Arrangements: Hershey Community Archives

4) Manual

Tammy and I have met two times and went over the Manual. She has since made additional clarifications and it has now been kicked back to me to make final changes and corrections. It will then be distributed to several individuals who have been closely involved in recent conference planning for review. Thanks to Tammy for her perseverance and industry on this!

5) Service Awards Nominations, Paper To Be Received at Pittsburgh Meeting:

Roanoke Local Arrangements Committee Co-Chairs: Linda Angle Miller and Beth Harris and Roanoke Program Committee Co-Chairs: Elizabeth Caringola and Jessica Johnson.

Ad Hoc Committee on Bylaws Revision Chair: Lisa Mangiafico (Really, who else could have done that job, that well, and with that level of diligence.)

MARAC Fall 2016 MEETING

Annapolis, MD

Base \$95: 300 & 350

Proposed Budget

Category	Total for 300 Attendees	Total for 350 Attendees
INCOME		
Registration Fees	\$28,735.00	\$33,425.00
Exhibitor Fees	\$9,450.00	\$9,450.00
Meals	\$6,000.00	\$6,675.00
Reception	\$200.00	\$200.00
Tour Fees	\$300.00	\$450.00
Workshop Fees	\$2,500.00	\$3,750.00
Total Income	\$47,185.00	\$53,950.00
EXPENSES		
Hospitality Event	\$250.00	\$250.00
Hotel Expenses	\$11,630.04	\$11,918.44
LAC Expenses	\$250.00	\$250.00
Meal Expenses	\$25,268.00	\$26,298.00
Reception	\$4,500.00	\$4,500.00
Registration/Program	\$2,750.00	\$2,750.00
Session/Plenary Speakers	\$500.00	\$500.00
Tour Expenses	\$300.00	\$450.00
Workshop Expenses	\$2,450.00	\$2,450.00
Total Expenses	\$47,898.04	\$49,366.44
Projected Profit	(\$713.04)	\$4,583.56
MARAC Cover of Steering Dinner	\$900.00	\$900.00
Overall Projected Profit	\$186.96	\$5,483.56

MARAC Fall 2016 MEETING

Annapolis, MD

Base \$95: 300 & 350

Proposed Budget - Income Estimates

Category	300			350		
	Cost/Item	Attendees	Total	Cost/Item	Attendees	Total
INCOME						
Registration Fees						
Pre-Reg Members	\$95.00	225	\$21,375.00	\$95.00	250	\$23,750.00
Pre-Reg Non-Members	\$130.00	10	\$1,300.00	\$130.00	12	\$1,560.00
Late Reg Members	\$105.00	30	\$3,150.00	\$105.00	40	\$4,200.00
Late Reg Non-Members	\$140.00	5	\$700.00	\$140.00	6	\$840.00
Member, on-site	\$115.00	10	\$1,150.00	\$115.00	15	\$1,725.00
Non-member, on-site	\$150.00	2	\$300.00	\$150.00	2	\$300.00
Student registration	\$40.00	14	\$560.00	\$40.00	20	\$800.00
One day (Saturday only)	\$50.00	4	\$200.00	\$50.00	5	\$250.00
Total Registration Fees		300	\$28,735.00		350	\$33,425.00
Exhibitor Fees						
Ads	\$50.00	5	\$250.00	\$50.00	5	\$250.00
Vendor Sponsorships	\$250.00	2	\$500.00	\$250.00	2	\$500.00
Plenary/Conf Sponsorship	\$0.00	1	\$0.00	\$0.00	1	\$0.00
Other Sponsorships	\$0.00	5	\$0.00	\$0.00	5	\$0.00
Rental - 1 Table	\$600.00	12	\$7,200.00	\$600.00	12	\$7,200.00
Rental - 2 Tables	\$750.00	2	\$1,500.00	\$750.00	2	\$1,500.00
Total Exhibitor Fees			\$9,450.00			\$9,450.00
Meals						
Breakfast - Business Mtg.	\$20.00	100	\$2,000.00	\$20.00	115	\$2,300.00
Lunch - Friday meat	\$25.00	100	\$2,500.00	\$25.00	110	\$2,750.00
Lunch - Friday veg	\$25.00	60	\$1,500.00	\$25.00	65	\$1,625.00
Total Meals			\$6,000.00			\$6,675.00
Reception						
Donation	\$0.00		\$0.00	\$0.00		\$0.00
Donation 2	\$0.00		\$0.00	\$0.00		\$0.00
Donation 3	\$0.00		\$0.00	\$0.00		\$0.00
Donation 4	\$0.00		\$0.00	\$0.00		\$0.00
Guest Tickets	\$20.00	10	\$200.00	\$20.00	10	\$200.00
Total Reception Income			\$200.00			\$200.00
Tour Fees						
Tour #1	\$5.00	10	\$50.00	\$5.00	15	\$75.00
Tour #2	\$5.00	10	\$50.00	\$5.00	15	\$75.00
Tour #3	\$5.00	10	\$50.00	\$5.00	15	\$75.00
Tour #4	\$5.00	10	\$50.00	\$5.00	15	\$75.00
Tour #5	\$5.00	10	\$50.00	\$5.00	15	\$75.00
Tour #6	\$5.00	10	\$50.00	\$5.00	15	\$75.00
Total Tour Fees			\$300.00			\$450.00
Workshop Fees						
Workshop #1	\$50.00	10	\$500.00	\$50.00	15	\$750.00
Workshop #2	\$50.00	10	\$500.00	\$50.00	15	\$750.00
Workshop #3	\$50.00	10	\$500.00	\$50.00	15	\$750.00
Workshop #4	\$50.00	10	\$500.00	\$50.00	15	\$750.00
Workshop #5	\$50.00	10	\$500.00	\$50.00	15	\$750.00
Total Workshop Fees			\$2,500.00			\$3,750.00
Total Income			\$47,185.00			\$53,950.00

MARAC Fall 2016 MEETING

Annapolis, MD

Base \$95: 300 & 350

Proposed Budget - Expense Estimates

Category	300			350		
	Cost/Item	Attendees	Total	Cost/Item	Attendees	Total
EXPENSES						
Hospitality Suite			\$250.00			\$250.00
Hotel Expenses						
AV Equipment Tech	\$1,620.00		\$1,620.00	\$1,620.00		\$1,620.00
AV Equipment Rental	\$1,335.00		\$1,335.00	\$1,335.00		\$1,335.00
Room Rentals (deposit)	\$1,000.00		\$1,000.00	\$1,000.00		\$1,000.00
Miscellaneous Expenses	\$500.00		\$500.00	\$500.00		\$500.00
Service Fee + Taxes for Meals*	\$7,075.04		\$7,075.04	\$7,363.44		\$7,363.44
Service Fee if less than minimum**	\$100.00		\$100.00	\$100.00		\$100.00
Total Hotel Expenses			\$11,630.04			\$11,918.44
LAC Expenses			\$250.00			\$250.00
Meal Expenses (\$25,000 min)						
Breakfast - Sat	\$30.00	100	\$3,000.00	\$30.00	115	\$3,450.00
Coffee Breaks Thur (AM & PM)	\$56.00	75	\$4,200.00	\$28.00	100	\$2,800.00
Continental Breakfast - Fri AM	\$40.00	250	\$10,000.00	\$40.00	275	\$11,000.00
Coffee Breaks Fri (AM&PM)	\$56.00	40	\$2,240.00	\$56.00	50	\$2,800.00
Lunch - Friday (meat)	\$28.00	100	\$2,800.00	\$28.00	110	\$3,080.00
Lunch - Friday (veg)	\$28.00	60	\$1,680.00	\$28.00	65	\$1,820.00
Vendor Lunches - Fri**	\$28.00	16	\$448.00	\$28.00	16	\$448.00
Steering Committee - Th**	\$45.00	20	\$900.00	\$45.00	20	\$900.00
Total Meal Expenses			\$25,268.00			\$26,298.00
Reception (Rental, food)	\$3,000.00		\$3,000.00	\$3,000.00		\$3,000.00
Reception (alcohol)	\$1,500.00		\$1,500.00	\$1,500.00		\$1,500.00
Total Reception Costs			\$4,500.00			\$4,500.00
Registration/Program						
Program	\$2,500.00		\$2,500.00	\$2,500.00		\$2,500.00
Folders, Badges, etc.	\$250.00		\$250.00	\$250.00		\$250.00
Total Registration/Program Costs			\$2,750.00			\$2,750.00
Luncheon/Plenary Speakers						
Lodging	\$0.00	0	\$0.00	\$0.00	0	\$0.00
Meals	\$0.00	0	\$0.00	\$0.00	0	\$0.00
Honorarium	\$500.00	1	\$500.00	\$500.00	1	\$500.00
Total Luncheon/Plenary Costs			\$500.00			\$500.00
Total Tour Expenses			\$300.00			\$450.00
Workshop Expenses						
Honoraria	\$300.00	4	\$1,200.00	\$300.00	4	\$1,200.00
Travel (Speakers)	\$250.00	5	\$1,250.00	\$250.00	5	\$1,250.00
Misc. Expenses	\$0.00	0	\$0.00	\$0.00	0	\$0.00
Total Workshop Expenses			\$2,450.00			\$2,450.00
Total Expenses			\$47,898.04			\$49,366.44

*22% Gratuity/Service + 6% State taxes = 28%

**There's a \$50 Service Fee (for each) if there are less than 25 Vendor Lunches & 25 Steering Committee dinners

MARAC Spring 2017 MEETING**NEWARK 2017****Proposed Budget**

Category	Total for 250 Attendees	Total for 300 Attendees
INCOME		
Registration Fees	\$16,675.00	\$22,300.00
Exhibitor Fees	\$11,000.00	\$11,000.00
Meals	\$5,125.00	\$6,250.00
Reception	\$600.00	\$700.00
Tour Fees	\$650.00	\$975.00
Workshop Fees	\$4,550.00	\$5,800.00
Total Income	\$38,600.00	\$47,025.00
EXPENSES		
Hospitality Suite	\$250.00	\$250.00
Hotel Expenses	\$2,750.00	\$2,750.00
LAC Expenses	\$250.00	\$250.00
Meal Expenses	\$18,487.50	\$21,580.00
Reception	\$5,500.00	\$6,500.00
Registration/Program	\$4,500.00	\$4,500.00
Session/Plenary Speakers	\$338.00	\$338.00
Tour Expenses	\$500.00	\$500.00
Workshop Expenses	\$2,050.00	\$2,050.00
Total Expenses	\$34,625.50	\$38,718.00
NET INCOME / PROJECTED PROFIT	\$3,974.50	\$8,307.00

MARAC Spring 2017 MEETING

NEWARK 2017

Proposed Budget - Income Estimates

Category	250			300		
	Cost/Item	Attendees	Total	Cost/Item	Attendees	Total
INCOME						
Registration Fees						
Pre-Reg Members	\$65.00	125	\$8,125.00	\$65.00	175	\$11,375.00
Pre-Reg Non-Members	\$110.00	25	\$2,750.00	\$110.00	25	\$2,750.00
Late Reg Members	\$75.00	25	\$1,875.00	\$75.00	25	\$1,875.00
Late Reg Non-Members	\$120.00	10	\$1,200.00	\$120.00	10	\$1,200.00
Member, on-site	\$85.00	15	\$1,275.00	\$85.00	25	\$2,125.00
Non-member, on-site	\$130.00	5	\$650.00	\$130.00	15	\$1,950.00
Student registration	\$35.00	10	\$350.00	\$35.00	10	\$350.00
One day (Saturday only)	\$45.00	10	\$450.00	\$45.00	15	\$675.00
Total Registration Fees		225	\$16,675.00		300	\$22,300.00
Exhibitor Fees						
Ads	\$50.00	5	\$250.00	\$50.00	5	\$250.00
Donations/Sponsorships	\$250.00	4	\$1,000.00	\$250.00	4	\$1,000.00
Rental - 1 Table	\$600.00	10	\$6,000.00	\$600.00	10	\$6,000.00
Rental - 2 Tables	\$750.00	5	\$3,750.00	\$750.00	5	\$3,750.00
Total Exhibitor Fees			\$11,000.00			\$11,000.00
Meals						
Breakfast - Business Mtg.	\$20.00	100	\$2,000.00	\$20.00	125	\$2,500.00
Lunch - Friday	\$25.00	125	\$3,125.00	\$25.00	150	\$3,750.00
Total Meals			\$5,125.00			\$6,250.00
Reception						
Sponsorship	\$500.00	1	\$500.00	\$500.00	1	\$500.00
Guest Tickets	\$10.00	10	\$100.00	\$10.00	20	\$200.00
Total Reception Income			\$600.00			\$700.00
Tour Fees						
Tour #1	\$25.00	10	\$250.00	\$25.00	15	\$375.00
Tour #2	\$10.00	10	\$100.00	\$10.00	15	\$150.00
Tour #3	\$10.00	10	\$100.00	\$10.00	15	\$150.00
Tour #4	\$5.00	10	\$50.00	\$5.00	15	\$75.00
Tour #5	\$5.00	10	\$50.00	\$5.00	15	\$75.00
Tour #6	\$5.00	10	\$50.00	\$5.00	15	\$75.00
Tour #7	\$5.00	10	\$50.00	\$5.00	15	\$75.00
Total Tour Fees			\$650.00			\$975.00
Workshop Fees						
Workshop #1	\$80.00	20	\$1,600.00	\$80.00	25	\$2,000.00
Workshop #2	\$80.00	20	\$1,600.00	\$80.00	25	\$2,000.00
Workshop #3	\$45.00	15	\$675.00	\$45.00	20	\$900.00
Workshop #4	\$45.00	15	\$675.00	\$45.00	20	\$900.00
Total Workshop Fees			\$4,550.00			\$5,800.00
Total Income			\$38,600.00			\$47,025.00

MARAC Spring 2017 MEETING

Newark 2017

Proposed Budget - Expense Estimates

Category	250			300		
	Cost/Item	Attendees	Total	Cost/Item	Attendees	Total
EXPENSES						
Hospitality Event			\$250.00			\$250.00
Hotel Expenses						
AV Equipment Tech			\$0.00			\$0.00
AV Equipment Rental			\$500.00			\$500.00
Room Rentals			\$0.00			\$0.00
Miscellaneous Expenses			\$250.00			\$250.00
Taxes / Fees			\$2,000.00			\$2,000.00
Total Hotel Expenses			\$2,750.00			\$2,750.00
LAC Expenses			\$250.00			\$250.00
Meal Expenses						
Breakfast Buffet - Sat	\$20.00	100	\$2,000.00	\$20.00	125	\$2,500.00
Continental Breakfast - Fri	\$16.95	200	\$3,390.00	\$16.95	250	\$4,237.50
Coffee Breaks Thur (AM & PM)	\$15.90	75	\$1,192.50	\$15.90	75	\$1,192.50
Coffee Breaks Fri (AM & PM)	\$15.90	450	\$7,155.00	\$15.90	500	\$7,950.00
Lunch - Friday (meat)	\$38.00	100	\$3,800.00	\$38.00	125	\$4,750.00
Lunch - Friday (veg)	\$38.00	25	\$950.00	\$38.00	25	\$950.00
Steering Committee - Th	\$38.00	25	\$950.00	\$38.00	25	\$950.00
Total Meal Expenses			\$18,487.50			\$21,580.00
Reception						
Caterer			\$4,000.00			\$5,000.00
Entertainment			\$250.00			\$250.00
Tours			\$250.00			\$250.00
Facility Fees			\$1,000.00			\$1,000.00
Total Reception Costs			\$5,500.00			\$6,500.00
Registration/Program						
Program			\$4,000.00			\$4,000.00
Folders, Badges, etc.			\$500.00			\$500.00
Total Registration/Program Costs			\$4,500.00			\$4,500.00
Session/Plenary Speakers						
Lodging			\$200.00			\$200.00
Meals			\$38.00			\$38.00
Travel			\$100.00			\$100.00
Total Session/Plenary Costs			\$338.00			\$338.00
Total Tour Expenses			\$500.00			\$500.00
Workshop Expenses						
Honoraria			\$900.00			\$900.00
Lodging/Meals			\$750.00			\$750.00
Travel (Speakers)			\$300.00			\$300.00
Misc. Expenses			\$100.00			\$100.00
Total Workshop Expenses			\$2,050.00			\$2,050.00
Total Expenses			\$34,625.50			\$38,718.00

MARAC

Mid-Atlantic Regional Archives Conference

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

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

FROM: JIM GERENCSEK, MARAC TREASURER

RE: TREASURER/FINANCE COMMITTEE REPORT

Respectfully submitted to the Steering Committee on Tuesday, January 26 in advance of the Winter 2016 meeting to be held in Baltimore, MD on January 29, 2016.

1. Highlights of the Second Quarter Treasurer's Report (see attached) are listed below.
 - The income is from membership dues, Fall 2015 conference income, MAA advertising and subscriptions, off-meeting workshops, bank interest, and gifts to operations, education, and disaster funds.
 - Expenses are from administrator's salary, MemberClicks fees, printing and mailing charges, Fall 2015 conference costs, the Custer and Finch Awards, accountant fees, travel and MAI scholarships, phone service, honoraria and expense reimbursements to workshop instructors, investment losses, credit card transaction fees, and an annual contribution to the University of Maryland to support the MARAC Archives.
2. Average returns on investment for MARAC's accounts during the previous quarter are listed below.
 - PNC Savings Account: 0.12%
 - Vanguard Bonds: -1.62%
3. Attached is the final financial report for the Fall 2015 meeting in Roanoke, VA. Though the meeting saw fewer in attendance than was expected, a profit of nearly \$10,000 was realized.
4. A reminder that the budget for the Spring 2016 meeting Pittsburgh, PA was approved via online vote of Steering members in December. That approved budget is attached.
5. Accountant Gordon Novinsky has prepared and filed IRS Tax Form 990 on behalf of MARAC for FY2015. A copy is available to Steering members via Dropbox.

6. Committee and caucus chairs will be asked to send their budget requests for Fiscal Year 2017 to the MARAC Treasurer between March 15 and April 1. A standardized request form will be provided. For those chairs that will be changing hands in the near future, please be sure that outgoing and incoming parties communicate with one another when preparing the budget request.
7. Following up on Steering business from the Fall 2015 meeting, a recommendation has been provided regarding a dues increase for the coming fiscal year. That proposal, along with supporting documentation, is provided as a separate report.

FY 2016, 2nd Quarter (October 1, 2015 to December 31, 2015)

<u>CATEGORY</u>	<u>Budget</u>	<u>1st Quarter</u>	<u>2nd Quarter</u>	<u>3rd Quarter</u>	<u>4th Quarter</u>	<u>Total</u>	<u>% Budget</u>
INCOME							
Membership Dues	\$32,500.00	\$26,125.00	\$3,829.00			\$29,954.00	92%
Conference Registration	\$76,000.00	\$24,639.00	\$2,441.00			\$27,080.00	36%
Conference Vendors	\$16,000.00	\$4,000.00	\$5,529.00			\$9,529.00	60%
Conference Sponsorship	\$7,000.00	\$3,300.00	\$1,250.00			\$4,550.00	65%
Publication Advertising	\$2,400.00	\$536.00	\$2,460.00			\$2,996.00	125%
Publication Sales	\$350.00	\$35.00	\$175.00			\$210.00	60%
Mailing List Sales	\$100.00	\$0.00	\$0.00			\$0.00	0%
Off-Meeting Workshops	\$7,600.00	\$5,295.00	\$255.00			\$5,550.00	73%
Bank Interest	\$150.00	\$23.05	\$23.06			\$46.11	31%
Investment Interest	\$2,000.00	\$429.49	\$0.00			\$429.49	21%
Gifts to Operations	\$200.00	\$626.00	\$26.00			\$652.00	326%
Miscellaneous	\$0.00	\$75.00	\$0.00			\$75.00	0%
Total Income	\$144,300.00	\$65,083.54	\$15,988.06	\$0.00	\$0.00	\$81,071.60	56%
EXPENSES							
Administrator	\$18,000.00	\$4,450.71	\$4,847.24			\$9,297.95	52%
Web Services	\$3,700.00	\$900.00	\$900.00			\$1,800.00	49%
Archivist	\$750.00	\$0.00	\$1,000.00			\$1,000.00	133%
Accountant	\$1,500.00	\$0.00	\$1,025.00			\$1,025.00	68%
Advocacy	\$1,625.00	\$1,500.00	\$0.00			\$1,500.00	0%
Insurance Policy	\$1,100.00	\$0.00	\$0.00			\$0.00	0%
Phone	\$600.00	\$163.94	\$306.95			\$470.89	78%
Postage	\$1,050.00	\$42.82	\$194.00			\$236.82	23%
Office Supplies	\$150.00	\$0.00	\$0.00			\$0.00	0%
Food	\$4,450.00	\$604.69	\$1,385.17			\$1,989.86	45%
Travel	\$4,750.00	\$896.01	\$505.75			\$1,401.76	30%
Equipment	\$0.00	\$0.00	\$0.00			\$0.00	0%
Printing and Design	\$7,500.00	\$945.85	\$1,018.59			\$1,964.44	26%
Conference	\$80,000.00	\$14,644.70	\$19,774.46			\$34,419.16	43%
Lodging	\$2,500.00	\$306.59	\$360.51			\$667.10	27%
Honoraria	\$2,500.00	\$0.00	\$500.00			\$500.00	20%
Awards and Prizes	\$1,450.00	\$100.00	\$475.00			\$575.00	40%
Scholarships	\$5,550.00	\$0.00	\$613.71			\$613.71	11%
Banking Fees	\$7,000.00	\$2,413.75	\$2,040.96			\$4,454.71	64%
Investments	\$0.00	\$0.00	\$317.43			\$317.43	0%
Disaster Assistance	\$0.00	\$0.00	\$0.00			\$0.00	0%
Miscellaneous	\$125.00	\$29.00	\$135.00			\$164.00	0%
Total Expenses	\$144,300.00	\$26,998.06	\$35,399.77	\$0.00	\$0.00	\$62,397.83	43%
Net Income or (Loss)		\$38,085.48	(\$19,411.71)	\$0.00	\$0.00	\$18,673.77	

Account Balances

			<u>Opening</u>	<u>Credits</u>	<u>Debits</u>	<u>Closing</u>
PNC Checking	\$49,262.70	Operating	\$38,085.48	\$15,988.06	(\$35,399.77)	\$18,673.77
PNC Savings	\$76,255.59	Restricted	\$128,958.00	\$84.00	\$0.00	\$129,042.00
Vanguard Bonds	\$78,025.16	Reserve	\$51,000.00	\$0.00	\$0.00	\$51,000.00
Total	\$203,543.45	Surplus	\$4,827.68	\$0.00	\$0.00	\$4,827.68
		Totals	\$222,871.16	\$16,072.06	(\$35,399.77)	\$203,543.45

Summary - Second Quarter FY 2016

Opening Balance	\$222,871.16
Total Income	\$16,072.06
Total Expenses	(\$35,399.77)
Closing Balance	\$203,543.45

Restricted Funds

			<u>Opening</u>	<u>New Gifts</u>	<u>Spending</u>	<u>Closing</u>
PNC Savings	\$50,266.84	Disaster Assist.	\$4,166.00	\$16.00	\$0.00	\$4,182.00
Vanguard Bonds	\$78,025.16	Education	\$118,524.00	\$67.00	\$0.00	\$118,591.00
Total	\$128,292.00	Finch Award	\$5,518.00	\$1.00	\$0.00	\$5,519.00
		Total	\$128,208.00	\$84.00	\$0.00	\$128,292.00

MARAC Fall 2015 MEETING**Roanoke, VA****Final Balance Sheet**

Category	Budget for 250 Attendees	Total for 227 Attendees
INCOME		
Registration Fees	\$22,380.00	\$20,210.00
Exhibitor Fees	\$14,550.00	\$15,250.00
Meals	\$5,550.00	\$4,000.00
Reception	\$200.00	\$160.00
Tour Fees	\$450.00	\$824.00
Workshop Fees	\$2,500.00	\$2,385.00
Total Income	\$45,630.00	\$42,829.00
EXPENSES		
Hospitality Suite	\$250.00	\$0.00
Hotel Expenses	\$1,882.15	\$1,399.99
LAC Expenses	\$250.00	\$0.00
Meal Expenses	\$26,203.25	\$23,068.92
Reception	\$3,800.00	\$4,166.17
Registration/Program	\$2,750.00	\$2,319.29
Session/Plenary Speakers	\$500.00	\$428.57
Tour Expenses	\$450.00	\$769.20
Workshop Expenses	\$2,450.00	\$1,772.02
Total Expenses	\$38,535.40	\$33,924.16
Profit	\$7,094.60	\$8,904.84
MARAC Cover of Steering Dinner	\$1,251.00	\$1,088.26
PROJECTED PROFIT / FINAL NET PROFIT	\$8,345.60	\$9,993.10

Final Income

Category	Budgeted			Actual		
	Cost/Item	250 Attendees	Total	Cost/Item	227 Attendees	Total
INCOME						
Registration Fees						
Pre-Reg Members	\$85.00	200	\$17,000.00	\$85.00	162	\$13,770.00
Pre-Reg Non-Members	\$130.00	15	\$1,950.00	\$130.00	14	\$1,820.00
Late Reg Members	\$95.00	10	\$950.00	\$95.00	24	\$2,280.00
Late Reg Non-Members	\$140.00	5	\$700.00	\$140.00	9	\$1,260.00
Member, on-site	\$105.00	6	\$630.00	\$105.00	4	\$420.00
Non-member, on-site	\$150.00	5	\$750.00	\$150.00	2	\$300.00
Student registration	\$40.00	5	\$200.00	\$40.00	9	\$360.00
One day (Saturday only)	\$50.00	4	\$200.00	\$50.00	0	\$0.00
Total Registration Fees		250	\$22,380.00		224	\$20,210.00
Exhibitor Fees						
Ads	\$50.00	5	\$250.00	\$200.00	2	\$400.00
Vendor Sponsorships	\$250.00	2	\$500.00	\$500.00	2	\$1,000.00
Plenary/Conf Sponsorship	\$1,500.00	1	\$1,500.00	\$1,500.00		\$2,400.00
Other Sponsorships	\$100.00	5	\$500.00	\$100.00		\$1,000.00
Grant from COTA			\$2,500.00			\$2,500.00
Rental - 1 Table	\$600.00	13	\$7,800.00	\$600.00	12	\$7,200.00
Rental - 2 Tables	\$750.00	2	\$1,500.00	\$750.00	1	\$750.00
Total Exhibitor Fees			\$14,550.00			\$15,250.00
Meals						
Breakfast - Business Mtg.	\$20.00	90	\$1,800.00	\$20.00	65	\$1,300.00
Lunch - Friday veg	\$25.00	150	\$3,750.00	\$25.00	108	\$2,700.00
Total Meals			\$5,550.00			\$4,000.00
Reception						
Donation	\$0.00		\$0.00	\$0.00		\$0.00
Guest Tickets	\$20.00	10	\$200.00	\$20.00	8	\$160.00
Total Reception Income			\$200.00			\$160.00
Tour Fees						
Tour #1	\$5.00	15	\$75.00	\$5.00	2	\$10.00
Tour #2	\$5.00	15	\$75.00	\$10.00	9	\$90.00
Tour #3	\$5.00	15	\$75.00	\$5.00	5	\$25.00
Tour #4	\$5.00	15	\$75.00	\$15.00	17	\$255.00
Tour #5	\$5.00	15	\$75.00	\$16.00	9	\$144.00
Tour #6	\$5.00	15	\$75.00	\$25.00	12	\$300.00
Total Tour Fees			\$450.00			\$824.00
Workshop Fees						
Workshop #1	\$50.00	10	\$500.00	\$45.00	15	\$675.00
Workshop #2	\$50.00	10	\$500.00	\$90.00	9	\$810.00
Workshop #3	\$50.00	10	\$500.00	\$90.00	10	\$900.00
Workshop #4	\$50.00	10	\$500.00	\$45.00	0	\$0.00
Workshop #5	\$50.00	10	\$500.00			
Total Workshop Fees			\$2,500.00			\$2,385.00
Total Income			\$45,630.00			\$42,829.00

Final Expenses

Category	Budgeted			Actual		
	Cost/Item	250 Attendees	Total	Cost/Item	227 Attendees	Total
EXPENSES						
Hospitality Suite			\$250.00			\$0.00
Hotel Expenses						
AV Equipment Tech	\$0.00		\$0.00	\$0.00		\$0.00
AV Equipment Rental	\$0.00		\$0.00	\$0.00		\$557.59
Room Rentals	\$1,550.00		\$1,550.00	\$0.00		\$800.00
Miscellaneous Expenses	\$250.00		\$250.00	\$0.00		\$0.00
Service Fee* (Room Rentals only)	\$82.15		\$82.15	\$0.00		\$42.40
Total Hotel Expenses			\$1,882.15			\$1,399.99
LAC Expenses			\$250.00			\$0.00
Meal Expenses						
Breaks - Sat w/Breakfast	\$49.55	90	\$4,459.50	\$49.66	63	\$3,128.58
Breaks - Sat w/o Breakfast	\$39.42	125	\$4,927.50	\$39.47	155	\$6,117.85
Breaks Thur (AM & PM)**	\$18.25	75	\$1,368.75	\$26.16	30	\$784.80
Breaks Fri (AM & PM) w/ Lunch	\$64.79	135	\$8,746.65	\$64.94	106	\$6,883.64
Breaks Fri (AM & PM) w/o Lunch	\$44.78	100	\$4,478.00	\$44.83	113	\$5,065.79
Vendor Lunches - Fri	\$64.79	15	\$971.85	\$0.00	0	\$0.00
Steering Committee - Th	\$41.70	30	\$1,251.00	\$0.00	0	\$1,088.26
Total Meal Expenses			\$26,203.25			\$23,068.92
Reception (Rental, food)	\$2,300.00		\$2,300.00	\$2,300.00		\$3,644.70
Reception (alcohol)	\$1,500.00		\$1,500.00	\$2,000.00		\$521.47
Total Reception Costs			\$3,800.00			\$4,166.17
Registration/Program						
Program	\$2,500.00		\$2,500.00	\$2,500.00		\$2,319.29
Folders, Badges, etc.	\$250.00		\$250.00	\$250.00		\$0.00
Total Registration/Program Costs			\$2,750.00			\$2,319.29
Luncheon/Plenary Speakers						
Lodging	\$0.00	0	\$0.00	\$0.00		\$218.00
Travel	\$0.00	0	\$0.00	\$0.00		\$210.57
Honorarium	\$500.00	1	\$500.00	\$500.00		\$0.00
Total Luncheon/Plenary Costs			\$500.00			\$428.57
Total Tour Expenses			\$450.00			\$769.20
Workshop Expenses						
Honoraria	\$300.00	4	\$1,200.00	\$500.00		\$1,250.00
Travel (Speakers)	\$250.00	5	\$1,250.00	\$175.00		\$522.02
Misc. Expenses	\$0.00	0	\$0.00	\$0.00		\$0.00
Total Workshop Expenses			\$2,450.00			\$1,772.02
Total Expenses			\$38,535.40			\$33,924.16

*Sales Tax of 5.3%

**Incl. 5.3% Tax + 20% Service + 5.5% F&B Tax = 30.8%

Proposed Budget

Category	Total for 250 Attendees	Total for 300 Attendees
INCOME		
Registration Fees	\$25,265.00	\$30,490.00
Exhibitor Fees	\$10,500.00	\$10,500.00
Meals	\$4,625.00	\$5,750.00
Reception	\$1,750.00	\$1,875.00
Tour Fees	\$2,775.00	\$3,500.00
Workshop Fees	\$3,750.00	\$5,000.00
Total Income	\$48,665.00	\$57,115.00
EXPENSES		
Hospitality Suite	\$0.00	\$0.00
Hotel Expenses	\$6,303.63	\$6,303.63
LAC Expenses	\$0.00	\$0.00
Meal Expenses	\$21,871.24	\$25,866.04
Reception	\$10,398.75	\$10,910.00
Registration/Program	\$2,750.00	\$2,750.00
Session/Plenary Speakers	\$250.00	\$250.00
Tour Expenses	\$1,900.00	\$2,365.00
Workshop Expenses	\$2,200.00	\$2,200.00
Total Expenses	\$45,673.62	\$50,644.67
NET INCOME / PROJECTED PROFIT	\$2,991.38	\$6,470.33

MARAC Spring 2016 MEETING

Pittsburgh

Proposed Budget - Income Estimates

Category	250			300		
	Cost/Item	Attendees	Total	Cost/Item	Attendees	Total
INCOME						
Registration Fees						
Pre-Reg Members	\$95.00	150	\$14,250.00	\$95.00	175	\$16,625.00
Pre-Reg Non-Members	\$140.00	25	\$3,500.00	\$140.00	30	\$4,200.00
Late Reg Members	\$105.00	25	\$2,625.00	\$105.00	40	\$4,200.00
Late Reg Non-Members	\$150.00	15	\$2,250.00	\$150.00	15	\$2,250.00
Member, on-site	\$115.00	10	\$1,150.00	\$115.00	15	\$1,725.00
Non-member, on-site	\$160.00	3	\$480.00	\$160.00	3	\$480.00
Student registration	\$45.00	20	\$900.00	\$45.00	20	\$900.00
One day (Saturday only)	\$55.00	2	\$110.00	\$55.00	2	\$110.00
Total Registration Fees		250	\$25,265.00		300	\$30,490.00
Exhibitor Fees						
Ads	\$50.00	5	\$250.00	\$50.00	5	\$250.00
Donations/Sponsorships	\$250.00	11	\$2,750.00	\$250.00	11	\$2,750.00
Rental - 1 Table	\$600.00	10	\$6,000.00	\$600.00	10	\$6,000.00
Rental - 2 Tables	\$750.00	2	\$1,500.00	\$750.00	2	\$1,500.00
Total Exhibitor Fees			\$10,500.00			\$10,500.00
Meals						
Breakfast - Business Mtg.	\$20.00	75	\$1,500.00	\$20.00	100	\$2,000.00
Lunch - Friday	\$25.00	125	\$3,125.00	\$25.00	150	\$3,750.00
Total Meals			\$4,625.00			\$5,750.00
Reception						
Sponsorship	\$1,500.00	1	\$1,500.00	\$1,500.00	1	\$1,500.00
Guest Tickets	\$25.00	10	\$250.00	\$25.00	15	\$375.00
Total Reception Income			\$1,750.00			\$1,875.00
Tour Fees						
Tour #1 Nationality Rooms	\$10.00	15	\$150.00	\$10.00	20	\$200.00
Tour #2 Homewood Cemetery	\$10.00	10	\$100.00	\$10.00	15	\$150.00
Tour #3 Brewery Tour	\$50.00	20	\$1,000.00	\$50.00	24	\$1,200.00
Tour #4 Church Tour	\$15.00	15	\$225.00	\$15.00	20	\$300.00
Tour #5 Carrie Furnace	\$20.00	15	\$300.00	\$20.00	20	\$400.00
Tour #6 Pirates Baseball	\$25.00	40	\$1,000.00	\$25.00	50	\$1,250.00
Total Tour Fees			\$2,775.00			\$3,500.00
Workshop Fees						
Workshop #1	\$80.00	15	\$1,200.00	\$80.00	20	\$1,600.00
Workshop #2	\$80.00	15	\$1,200.00	\$80.00	20	\$1,600.00
Workshop #3	\$45.00	15	\$675.00	\$45.00	20	\$900.00
Workshop #4	\$45.00	15	\$675.00	\$45.00	20	\$900.00
Total Workshop Fees			\$3,750.00			\$5,000.00
Total Income			\$48,665.00			\$57,115.00

Proposed Budget - Expense Estimates

Category	250			300		
	Cost/Item	Attendees	Total	Cost/Item	Attendees	Total
EXPENSES						
Hotel Expenses						
AV Equipment Tech			\$0.00			\$0.00
AV Equipment Rental			\$6,303.63			\$6,303.63
Room Rentals			\$0.00			\$0.00
Miscellaneous Expenses			\$0.00			\$0.00
Taxes / Fees			\$0.00			\$0.00
Total Hotel Expenses			\$6,303.63			\$6,303.63
Meal Expenses						
Breakfast - Sat	\$36.10	75	\$2,707.50	\$36.10	100	\$3,610.00
Continental Breakfast - Fri	\$28.02	200	\$5,604.00	\$28.02	225	\$6,304.50
Coffee Breaks Thur (AM & PM)	\$13.30	60	\$798.00	\$13.30	75	\$997.50
Coffee Breaks Fri (AM & PM)	\$13.30	200	\$2,660.00	\$13.30	225	\$2,992.50
Lunch - Friday (chicken and veg)	\$38.47	125	\$4,808.75	\$38.47	150	\$5,770.50
Box Lunches for Vendors	\$31.35	12	\$376.20	\$31.35	12	\$376.20
Hotel Service Fee (22%)			\$3,729.98			\$4,411.26
Tax (7%)			\$1,186.81			\$1,403.58
Steering Committee - Th	\$30.00	30	\$900.00	\$30.00	30	\$900.00
Total Meal Expenses			\$21,871.24			\$25,866.04
Reception						
Caterer	\$24.15	225	\$5,433.75	\$23.08	250	\$5,770.00
Drink Tickets	\$7.00	225	\$1,575.00	\$7.00	250	\$1,750.00
Transportation			\$600.00			\$600.00
Facility Fees			\$2,790.00			\$2,790.00
Total Reception Costs			\$10,398.75			\$10,910.00
Registration/Program						
Program			\$2,500.00			\$2,500.00
Folders, Badges, etc.			\$250.00			\$250.00
Total Registration/Program Costs			\$2,750.00			\$2,750.00
Session/Plenary Speakers						
Lodging			\$200.00			\$200.00
Gift			\$50.00			\$50.00
Travel			\$0.00			\$0.00
Total Session/Plenary Costs			\$250.00			\$250.00
Tour Expenses						
Tour #1 Nationality Rooms	\$4.00	15	\$60.00	\$4.00	20	\$80.00
Tour #2 Homewood Cem	\$5.00	10	\$50.00	\$5.00	15	\$75.00
Tour #3 Brewery Tour	\$40.00	20	\$800.00	\$40.00	24	\$960.00
Tour #4 Church Tour	\$10.00	15	\$150.00	\$10.00	20	\$200.00
Tour #5 Carrie Furnace	\$0.00	15	\$0.00	\$0.00	20	\$0.00
Tour #6 Pirates Baseball	\$21.00	40	\$840.00	\$21.00	50	\$1,050.00
Total Tour Expenses			\$1,900.00			\$2,365.00
Workshop Expenses						
Honoraria			\$1,500.00			\$1,500.00
Lodging/Meals/Travel			\$700.00			\$700.00
Misc. Expenses			\$0.00			\$0.00
Total Workshop Expenses			\$2,200.00			\$2,200.00
Total Expenses			\$45,673.62			\$50,644.67

MARAC

Mid-Atlantic Regional Archives Conference

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

FROM: FINANCE COMMITTEE

RE: PROPOSAL FOR DUES INCREASE

Respectfully submitted to the Steering Committee on Tuesday, January 26 in advance of the Winter 2016 meeting to be held in Baltimore, MD on January 29, 2016.

At the Fall 2015 Steering Committee meeting, the Finance Committee was asked to provide a proposal for a dues increase. Dues were last raised to the current rate of \$35 for regular members and \$20 for student/retired members in 1999. In the 17 years that have passed since, there have been gradual increases in the costs associated with the fall and spring meetings, but no increase in dues. While MARAC has done many things to control costs and restructure the budget, particularly since 2009 with a change to the organization's administrative services model, the income generated through membership dues is no longer sufficient to cover the costs associated with providing member services to all MARAC members. In fact, if not for the profits realized through the fall and spring meetings each year, MARAC would regularly run deficit budgets.

One particular concern of this situation is that membership dues alone are insufficient to cover the annual operational expenses for MARAC. Operational expenses are those that maintain the organization's general business and support services that are shared by all members, such as administrative services, printing and postage, web support, accounting services, insurance, office supplies, and governance. In contrast, the fall and spring meetings are a member benefit enjoyed by only a portion of the MARAC membership. Perhaps only 50% of MARAC members attend one or both of the two meetings held each year, but yet their spending for those meetings is needed to support services enjoyed by all MARAC members throughout the year.

Attached is a 4-page document – one chart per page – that illustrates the challenge of paying for member services under the current dues structure, and how the fall and spring meeting profits are currently necessary to support annual operational expenses. Each of the pages is explained as follows:

1. The annual balance for each of the past five fiscal years is shown. With the exception of FY15, each year reflected a positive balance, and over the 5-year period, a net gain of \$24,000 is realized. Note that among the expenses rising most steadily are banking fees, printing and design, web services, and administrative services.
2. The income and expenses associated with the fall and spring meetings are removed from the equation. When those funds are not included as part of the annual budget, MARAC shows a deficit in every year, with a total deficit of \$51,000 over the five years.
3. The income and expenses associated with the fall and spring meetings are isolated, revealing a small loss only in FY15, but a net gain of \$75,000 over the five years.
4. The income and expenses associated with the fall and spring meetings are again removed from the equation, but expenses associated with administrative services are also halved, reflecting an estimate the 50% of the MARAC Administrator's time is spent providing support for the two meetings each year. Taking this into consideration, MARAC still runs a deficit in three of the past five years, and in the other two the net gains are by a rather small margin.

With this information in mind, and in light of the comments and concerns expressed by Steering members during the Fall 2015 meeting discussion of member dues, Finance Committee proposes increasing dues for regular members to \$45, but keeping dues at \$20 for student/retired members.

Over the past 5 years, the number of regular members has averaged 935 (86.5% of membership) and the number of student/retired members has averaged 145 (13.5% of membership). The proposed \$10 increase in dues for regular members would thus realize roughly \$9,350 in additional income annually to fund operational expenses. Even if MARAC were to see regular membership decline by as much as 15%, the dues increase would still provide nearly \$8,000 in additional annual income. The income realized from this dues increase would, in the near term, eliminate the threat of deficits while providing sufficient funding to meet steady increases in various areas of MARAC operations. The income would also provide support for any new initiatives that MARAC may wish to pursue.

Beginning in 2009, MARAC took several steps to reduce annual operating expenses. Efficiencies in areas such as printing, postage, and administrative services all permitted the organization to weather the worldwide financial crisis without needing to raise membership dues (something that seemed like it would be a necessity in 2008) or cut services and member benefits. During the same time frame, MARAC expanded its workshop offerings, awarded dozens more scholarships than were typically budgeted, moved member services to an online platform allowing more convenient and timely member interactions (including credit card payment, as well as online membership renewal and meeting registration), changed to an administrative model that is far more responsive to member questions and concerns, and launched a disaster assistance program that has awarded thousands of dollars in support of colleagues in need. In order to continue supporting ongoing MARAC activities while exploring new and interesting areas for growth, this proposed dues increase seems both timely and appropriate.

Finally, besides recommending this dues increase, Finance Committee suggests that Steering Committee consider other areas where fee adjustments may be warranted, such as workshop rates, vendor registration fees, and the difference between the member and non-member rates for various MARAC activities.

Final Balance Sheet for all Income and Expenses, Fiscal Years 2011 thru 2015

Annual Balances - FY11-FY15

<u>CATEGORY</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>Total</u>
INCOME						
Membership Dues	\$26,865.00	\$28,845.00	\$32,045.00	\$35,820.00	\$33,799.00	\$157,374.00
Conference Registration	\$70,826.00	\$65,470.00	\$60,788.00	\$85,504.00	\$76,548.00	\$359,136.00
Conference Vendors	\$17,122.00	\$16,944.00	\$16,292.00	\$20,475.00	\$28,525.00	\$99,358.00
Conference Sponsorship	\$5,015.00	\$4,100.00	\$8,450.00	\$6,693.76	\$9,250.00	\$33,508.76
Publication Advertising	\$2,652.00	\$3,006.00	\$2,940.00	\$1,640.00	\$3,708.00	\$13,946.00
Publication Sales	\$1,232.00	\$450.00	\$490.00	\$455.00	\$420.00	\$3,047.00
Mailing List Sales	\$250.00	\$200.00	\$250.00	\$100.00	\$100.00	\$900.00
Off-Meeting Workshops	\$3,075.00	\$8,405.00	\$10,645.00	\$8,800.00	\$4,265.00	\$35,190.00
Bank Interest	\$261.98	\$231.65	\$132.07	\$119.00	\$108.82	\$853.52
Investment Interest	\$2,236.69	\$1,770.77	\$1,274.67	\$1,715.71	\$847.19	\$7,845.03
Gifts to Operations	\$465.00	\$1,596.00	\$4,287.00	\$451.00	\$685.00	\$7,484.00
Miscellaneous	\$0.00	\$0.00	\$300.00	\$550.00	\$0.00	\$850.00
Total Income	\$130,000.67	\$131,018.42	\$137,893.74	\$162,323.47	\$158,256.01	\$719,492.31
EXPENSES						
Administrator	\$9,916.37	\$11,708.90	\$13,743.40	\$17,130.44	\$22,609.42	\$75,108.53
Web Services	\$2,739.06	\$2,886.68	\$3,286.55	\$3,294.00	\$3,207.50	\$15,413.79
Archivist	\$750.00	\$750.00	\$750.00	\$750.00	\$0.00	\$3,000.00
Accountant	\$1,355.00	\$1,025.00	\$1,025.00	\$1,025.00	\$1,025.00	\$5,455.00
Advocacy	\$1,750.00	\$1,500.00	\$1,500.00	\$1,500.00	\$2,471.10	\$8,721.10
Insurance Policy	\$900.00	\$900.00	\$985.00	\$1,044.00	\$1,046.00	\$4,875.00
Phone	\$505.19	\$581.50	\$584.90	\$599.01	\$629.30	\$2,899.90
Postage	\$395.18	\$1,689.31	\$2,455.92	\$905.02	\$453.56	\$5,898.99
Office Supplies	\$520.99	\$489.10	\$490.99	\$1,061.16	\$52.35	\$2,614.59
Food	\$1,571.88	\$1,213.09	\$4,286.41	\$3,193.48	\$1,460.80	\$11,725.66
Travel	\$4,076.17	\$5,440.70	\$6,057.02	\$2,750.01	\$2,840.58	\$21,164.48
Equipment	\$0.00	\$1,004.96	\$2,022.55	\$509.62	\$218.26	\$3,755.39
Printing and Design	\$3,086.28	\$3,481.29	\$5,932.96	\$7,895.58	\$7,195.61	\$27,591.72
Conference	\$80,714.08	\$69,993.96	\$61,077.01	\$89,730.24	\$115,305.96	\$416,821.25
Lodging	\$960.97	\$1,440.39	\$1,635.29	\$1,300.56	\$1,783.54	\$7,120.75
Honoraria	\$2,000.00	\$1,500.00	\$3,700.00	\$2,100.00	\$1,000.00	\$10,300.00
Awards and Prizes	\$1,100.00	\$1,100.00	\$1,550.00	\$950.00	\$1,300.00	\$6,000.00
Scholarships	\$3,825.63	\$9,963.68	\$8,215.02	\$4,322.70	\$5,410.00	\$31,737.03
Banking Fees	\$4,706.86	\$5,054.95	\$6,147.79	\$7,625.11	\$8,253.23	\$31,787.94
Investments	\$257.77	\$0.00	\$715.84	\$0.00	\$113.39	\$1,087.00
Disaster Assistance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Miscellaneous	\$37.71	\$1,115.24	\$567.25	\$41.95	\$561.88	\$2,324.03
Total Expenses	\$121,169.14	\$122,838.75	\$126,728.90	\$147,727.88	\$176,937.48	\$695,402.15
Net Income or (Loss)	\$8,831.53	\$8,179.67	\$11,164.84	\$14,595.59	(\$18,681.47)	\$24,090.16

Final Balance Sheet for General Operations (Fall and Spring Meetings Removed)

Annual Balances - FY11-FY15

<u>CATEGORY</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>Total</u>
INCOME						
Membership Dues	\$26,865.00	\$28,845.00	\$32,045.00	\$35,820.00	\$33,799.00	\$157,374.00
Conference Registration						
Conference Vendors						
Conference Sponsorship						
Publication Advertising	\$2,652.00	\$3,006.00	\$2,940.00	\$1,640.00	\$3,708.00	\$13,946.00
Publication Sales	\$1,232.00	\$450.00	\$490.00	\$455.00	\$420.00	\$3,047.00
Mailing List Sales	\$250.00	\$200.00	\$250.00	\$100.00	\$100.00	\$900.00
Off-Meeting Workshops	\$3,075.00	\$8,405.00	\$10,645.00	\$8,800.00	\$4,265.00	\$35,190.00
Bank Interest	\$261.98	\$231.65	\$132.07	\$119.00	\$108.82	\$853.52
Investment Interest	\$2,236.69	\$1,770.77	\$1,274.67	\$1,715.71	\$847.19	\$7,845.03
Gifts to Operations	\$465.00	\$1,596.00	\$4,287.00	\$451.00	\$685.00	\$7,484.00
Miscellaneous	\$0.00	\$0.00	\$300.00	\$550.00	\$0.00	\$850.00
Total Income	\$37,037.67	\$44,504.42	\$52,363.74	\$49,650.71	\$43,933.01	\$227,489.55
EXPENSES						
Administrator	\$9,916.37	\$11,708.90	\$13,743.40	\$17,130.44	\$22,609.42	\$75,108.53
Web Services	\$2,739.06	\$2,886.68	\$3,286.55	\$3,294.00	\$3,207.50	\$15,413.79
Archivist	\$750.00	\$750.00	\$750.00	\$750.00	\$0.00	\$3,000.00
Accountant	\$1,355.00	\$1,025.00	\$1,025.00	\$1,025.00	\$1,025.00	\$5,455.00
Advocacy	\$1,750.00	\$1,500.00	\$1,500.00	\$1,500.00	\$2,471.10	\$8,721.10
Insurance Policy	\$900.00	\$900.00	\$985.00	\$1,044.00	\$1,046.00	\$4,875.00
Phone	\$505.19	\$581.50	\$584.90	\$599.01	\$629.30	\$2,899.90
Postage	\$395.18	\$1,689.31	\$2,455.92	\$905.02	\$453.56	\$5,898.99
Office Supplies	\$520.99	\$489.10	\$490.99	\$1,061.16	\$52.35	\$2,614.59
Food	\$1,571.88	\$1,213.09	\$4,286.41	\$3,193.48	\$1,460.80	\$11,725.66
Travel	\$4,076.17	\$5,440.70	\$6,057.02	\$2,750.01	\$2,840.58	\$21,164.48
Equipment	\$0.00	\$1,004.96	\$2,022.55	\$509.62	\$218.26	\$3,755.39
Printing and Design	\$3,086.28	\$3,481.29	\$5,932.96	\$7,895.58	\$7,195.61	\$27,591.72
Conference						
Lodging	\$960.97	\$1,440.39	\$1,635.29	\$1,300.56	\$1,783.54	\$7,120.75
Honoraria	\$2,000.00	\$1,500.00	\$3,700.00	\$2,100.00	\$1,000.00	\$10,300.00
Awards and Prizes	\$1,100.00	\$1,100.00	\$1,550.00	\$950.00	\$1,300.00	\$6,000.00
Scholarships	\$3,825.63	\$9,963.68	\$8,215.02	\$4,322.70	\$5,410.00	\$31,737.03
Banking Fees	\$4,706.86	\$5,054.95	\$6,147.79	\$7,625.11	\$8,253.23	\$31,787.94
Investments	\$257.77	\$0.00	\$715.84	\$0.00	\$113.39	\$1,087.00
Disaster Assistance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Miscellaneous	\$37.71	\$1,115.24	\$567.25	\$41.95	\$561.88	\$2,324.03
Total Expenses	\$40,455.06	\$52,844.79	\$65,651.89	\$57,997.64	\$61,631.52	\$278,580.90
Net Income or (Loss)	(\$3,417.39)	(\$8,340.37)	(\$13,288.15)	(\$8,346.93)	(\$17,698.51)	(\$51,091.35)

Final Balance Sheet for Meetings Only (General Operations Removed)

Annual Balances - FY11-FY15

<u>CATEGORY</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>Total</u>
INCOME						
Membership Dues						
Conference Registration	\$70,826.00	\$65,470.00	\$60,788.00	\$85,504.00	\$76,548.00	\$359,136.00
Conference Vendors	\$17,122.00	\$16,944.00	\$16,292.00	\$20,475.00	\$28,525.00	\$99,358.00
Conference Sponsorship	\$5,015.00	\$4,100.00	\$8,450.00	\$6,693.76	\$9,250.00	\$33,508.76
Publication Advertising						
Publication Sales						
Mailing List Sales						
Off-Meeting Workshops						
Bank Interest						
Investment Interest						
Gifts to Operations						
Miscellaneous						
Total Income	\$92,963.00	\$86,514.00	\$85,530.00	\$112,672.76	\$114,323.00	\$492,002.76
EXPENSES						
Administrator						
Web Services						
Archivist						
Accountant						
Advocacy						
Insurance Policy						
Phone						
Postage						
Office Supplies						
Food						
Travel						
Equipment						
Printing and Design						
Conference	\$80,714.08	\$69,993.96	\$61,077.01	\$89,730.24	\$115,305.96	\$416,821.25
Lodging						
Honoraria						
Awards and Prizes						
Scholarships						
Banking Fees						
Investments						
Disaster Assistance						
Miscellaneous						
Total Expenses	\$80,714.08	\$69,993.96	\$61,077.01	\$89,730.24	\$115,305.96	\$416,821.25
Net Income or (Loss)	\$12,248.92	\$16,520.04	\$24,452.99	\$22,942.52	(\$982.96)	\$75,181.51

Final Balance Sheet for General Operations (Fall and Spring Meetings Removed)
(Administrator Costs Estimated at 50% of Time)

Annual Balances - FY11-FY15

<u>CATEGORY</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>Total</u>
INCOME						
Membership Dues	\$26,865.00	\$28,845.00	\$32,045.00	\$35,820.00	\$33,799.00	\$157,374.00
Conference Registration						
Conference Vendors						
Conference Sponsorship						
Publication Advertising	\$2,652.00	\$3,006.00	\$2,940.00	\$1,640.00	\$3,708.00	\$13,946.00
Publication Sales	\$1,232.00	\$450.00	\$490.00	\$455.00	\$420.00	\$3,047.00
Mailing List Sales	\$250.00	\$200.00	\$250.00	\$100.00	\$100.00	\$900.00
Off-Meeting Workshops	\$3,075.00	\$8,405.00	\$10,645.00	\$8,800.00	\$4,265.00	\$35,190.00
Bank Interest	\$261.98	\$231.65	\$132.07	\$119.00	\$108.82	\$853.52
Investment Interest	\$2,236.69	\$1,770.77	\$1,274.67	\$1,715.71	\$847.19	\$7,845.03
Gifts to Operations	\$465.00	\$1,596.00	\$4,287.00	\$451.00	\$685.00	\$7,484.00
Miscellaneous	\$0.00	\$0.00	\$300.00	\$550.00	\$0.00	\$850.00
Total Income	\$37,037.67	\$44,504.42	\$52,363.74	\$49,650.71	\$43,933.01	\$227,489.55
EXPENSES						
Administrator	\$4,958.19	\$5,854.45	\$6,871.70	\$8,665.22	\$11,304.71	\$37,654.27
Web Services	\$2,739.06	\$2,886.68	\$3,286.55	\$3,294.00	\$3,207.50	\$15,413.79
Archivist	\$750.00	\$750.00	\$750.00	\$750.00	\$0.00	\$3,000.00
Accountant	\$1,355.00	\$1,025.00	\$1,025.00	\$1,025.00	\$1,025.00	\$5,455.00
Advocacy	\$1,750.00	\$1,500.00	\$1,500.00	\$1,500.00	\$2,471.10	\$8,721.10
Insurance Policy	\$900.00	\$900.00	\$985.00	\$1,044.00	\$1,046.00	\$4,875.00
Phone	\$505.19	\$581.50	\$584.90	\$599.01	\$629.30	\$2,899.90
Postage	\$395.18	\$1,689.31	\$2,455.92	\$905.02	\$453.56	\$5,898.99
Office Supplies	\$520.99	\$489.10	\$490.99	\$1,061.16	\$52.35	\$2,614.59
Food	\$1,571.88	\$1,213.09	\$4,286.41	\$3,193.48	\$1,460.80	\$11,725.66
Travel	\$4,076.17	\$5,440.70	\$6,057.02	\$2,750.01	\$2,840.58	\$21,164.48
Equipment	\$0.00	\$1,004.96	\$2,022.55	\$509.62	\$218.26	\$3,755.39
Printing and Design	\$3,086.28	\$3,481.29	\$5,932.96	\$7,895.58	\$7,195.61	\$27,591.72
Conference						
Lodging	\$960.97	\$1,440.39	\$1,635.29	\$1,300.56	\$1,783.54	\$7,120.75
Honoraria	\$2,000.00	\$1,500.00	\$3,700.00	\$2,100.00	\$1,000.00	\$10,300.00
Awards and Prizes	\$1,100.00	\$1,100.00	\$1,550.00	\$950.00	\$1,300.00	\$6,000.00
Scholarships	\$3,825.63	\$9,963.68	\$8,215.02	\$4,322.70	\$5,410.00	\$31,737.03
Banking Fees	\$4,706.86	\$5,054.95	\$6,147.79	\$7,625.11	\$8,253.23	\$31,787.94
Investments	\$257.77	\$0.00	\$715.84	\$0.00	\$113.39	\$1,087.00
Disaster Assistance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Miscellaneous	\$37.71	\$1,115.24	\$567.25	\$41.95	\$561.88	\$2,324.03
Total Expenses	\$35,496.88	\$46,990.34	\$58,780.19	\$49,532.42	\$50,326.81	\$241,126.64
Net Income or (Loss)	\$1,540.79	(\$2,485.92)	(\$6,416.45)	\$118.29	(\$6,393.80)	(\$13,637.09)

MARAC Archives Report

January/2016 (for the MARAC Steering Committee Meeting in Baltimore, MD)

With oversight from Liz Novara (MARAC Archivist) I have continued work on sorting through recent MARAC accessions and determining which portions of these accretions should be profiled for permanent transfer into the core archival collection. I also prepared various award certificates for signing and presenting at the Fall Meeting in Roanoke; presumably this responsibility will be transferred to the new Awards Committee Chair as part of the organizational transition in MARAC.

I am also continuing to work on getting the news out about the successful digitization of the entire run of MARAC's newsletters and conference programs. In addition, I anticipate working with Liz to prepare an updated records retention schedule for MARAC in calendar year 2016.

I look forward to attending the Winter Steering Committee in late January—weather permitting!

Lauren

Lauren Brown
MARAC Archives Coordinator
University of Maryland



**Winter 2016 NATIONAL COALITION FOR HISTORY REPORT
MARAC Steering Committee Meeting
Baltimore—January 29, 2016**

CONGRESSIONAL HISTORY CAUCUS: There are now 23 Representatives signed on to the History Caucus, an increase from 19 at the end of the last session. Unlike the House, the Senate does not have formal rules for creating and operating caucuses so a Senate-based History Caucus will not be pursued. The NCH website includes a “how-to” page to allow NCH organizations and its members (that’s us) to recruit Representatives for the caucus:

<http://historycoalition.org/congressional-history-caucus/>

NCH COMMENTS ON HUMAN SUBJECTS RESEARCH IN ORAL HISTORY: In September 2015, the U.S. Department of Health and Human Services and 15 other federal departments and agencies announced proposed revisions to the regulations for protection of human subjects in research. The comment period ended Jan. 6, 2016. The draft rule specifically states that “oral history, journalism, biography, and historical scholarship activities that focus directly on the specific individuals about whom the information is collected” be explicitly excluded from “the scope of the Common Rule.” Moreover, the recommendations acknowledged the importance and value within oral history—and historical studies more generally—to identify individual actors in history, and recognized that there already existed discipline-specific codes of ethical conduct.

The Oral History Association’s (OHA) executive director, the late Dr. Clifford Kuhn, took the lead in preparing draft comments on the proposed rule. The comments strongly endorsed the recommendation to exclude oral history from the Common Rule. NCH used OHA’s paper as the basis for a letter submitted to the HHS on Oct. 30, 2015. Read it at <http://historycoalition.org/wp-content/uploads/2015/10/NCH-HHS-Human-Subjects-Proposed-Rule-10-30-15.pdf>.

FISCAL YEAR 2015 FEDERAL FUNDING: On Dec. 18, President Obama signed the \$1.15 trillion FY2016 Omnibus Appropriations bill to fund federal government operations for the rest of fiscal year 2016. The NEH budget was increased for the first time in six years by \$2 million up to a level of \$148 million!

Of particular note is the level funding the National Historical Publications and Records Commission (NHPRC) received this year. The original appropriations bill considered in the House Financial Services and General Government Appropriations Subcommittee would have cut NHPRC’s FY16 budget by 40 percent from the FY15 level of \$5 million to \$3 million. Thanks to NCH’s contacts gained from the Congressional History Caucus, the cut was rescinded at the House Appropriations Committee markup. The NHPRC was only program in the entire bill to have funding restored.

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