

STEERING COMMITTEE

Thursday, October 8, 2015

Hotel Roanoke – Crystal Ballroom E

Roanoke, VA

In Attendance: Sara Borden, Lauren Brown, Andrew Cassidy-Amstutz, Wesley Chenault, Ilhan Citak, Ken Cleary, Emily Cottle, Nat DeBruin, Dyani Feige, Jim Gerencser, Tammy Hoffman, Brian Keough, Margaret T. Kidd, John LeGloahec, Lindsey Loeper, Valerie Anne Lutz, Lisa Mangiafico, Mary Mannix, Michael Martin, Liz Novara, Vincent Novara, Laura Poll, Arian Ravanbakhsh, Laurie Sather, Charlotte Sturm, and Jan Zastrow.

I. Call to Order -The meeting was called to order at 6:09 pm.

A. Introductions

B. Approval of Agenda – approved, correcting misspelling of Jim Gerencser’s name, and noting the Parliamentarian is not attending this meeting. Reminder of who are voting members.

II. Approval of Steering Committee Minutes

A. Summer 2015 Minutes – Noted there were several typos: Jackie Haun and Jim Gerencser’s names were misspelled, extra period after attendance list. Approved with notes of revision.

III. Officers’ Reports

A. Chair (Keough) – report submitted

a. The issue of raising member dues should be discussed as a group. Membership dues and conference registration rates are separate issues. Conference fees such as food and AV equipment continue to rise. Dues have not been raised since 1999. This will be discussed more under New Business.

b. Administrator (Hoffman) – report submitted.

i. Has set up a Google calendar, which so far includes SAA meetings, MARAC meetings, *Mid-Atlantic Archivist* deadlines. Chairs of committees can add their high level meetings. Explains briefly how to use it.

ii. Discussion of contacting previous members who have lapsed. Membership is supposed to follow the fiscal year: July 1-June 30; there is a grace period until September 30, after which lapsed members are inactivated. Hoffman will work with State Caucus Representatives to compile lists of lapsed members by state.

Caucus Representatives will send out a letter to these former members by the end of October.

- B. Vice Chair (Mannix) – report submitted.
 - a. Correction – under Newark, Laura Poll is no longer at the Monmouth County Historical Society. Should read Trenton Public Library. Newark contract is signed.
 - b. Will be getting a revised Pittsburgh budget soon. The Pittsburgh team is doing a lot of fundraising and research on fundraising.
 - c. MARAC will be going to Wilmington at some point, as there are two confirmed Local Arrangements Chairs.
- C. Secretary (Feige) – no report.
- D. Treasurer (Gerencser) – report submitted.
 - a. MARAC had an overall loss for 2015. Lost money in Boston, small profit in Baltimore, investments have not done well.
 - b. Finances are an important consideration in choosing towns/sites for conferences.
 - c. Discussion of student memberships. Some online graduate programs are diminishing enrollment. MARAC student memberships have been down recently. Discussion of ways to recruit more student memberships – could attempt to target students living in the MARAC region who might be remotely attending online programs outside of the region. Pittsburgh is having graduate poster sessions.
 - d. Q1 2016 report is incomplete as report on invested bond funds has not come in yet. Treasurer anticipates either a little additional income or a slight loss.
 - e. Budget from Pittsburgh will be forthcoming in the next few weeks. That will be sent out online for approval.

IV. Advisory Positions

- A. Archives Coordinator (Brown) – report submitted.
- B. National Coalition of History (Zastrow) – no report.
 - a. Legislation to eliminate NHPRC is off the table for now.
 - b. Discussion at the RAAC meeting at SAA about regional associations joining forces and contributing a portion of an overall RAAC membership to NCH rather than joining separately as individual regional associations. Chair suggests Zastrow come to the next Steering Meeting with a proposal outlining which groups might be involved, what the financial commitment might be, etc.

Break – 6:48 pm.

Reconvened – 7:17 pm.

IV. Advisory Positions (*cont.*)

- C. Parliamentarian (Fairchild) – no report.

- a. Chair urges anyone with suggestions for a Parliamentarian to get in touch with him.
- D. Webmaster (Strauss) – no report.
- E. Regional Archival Association Consortium (LeGloahec) – no report.
 - a. RAAC met at the SAA meeting in Cleveland to discuss priorities for the upcoming year. LeGloahec sits on RAAC's Advocacy Sub-Committee, which is working on a memorandum of agreement between RAAC and SAA to discuss and define the groups' relationship. The Sub-Committee is also creating a form for advocacy protocol, for when requests for support are voiced. Working on increasing the profile of RAAC in general.

V. Old Business

- A. Ad-hoc Committee for the Revision of MARAC's Governing Documents (Mangiafico) – no report.
 - a. Everything has been status quo since the Summer Steering Committee Meeting. Prepared an article for the *Mid-Atlantic Archivist*. With Hoffman and Gerencser's help, sent out email blast with links to the documents that MARAC members will be discussing and voting on later in the Roanoke Meeting.
 - b. Reminds of upcoming discussions on revisions at this meeting (Town Hall Meeting and Business Meeting). Changes actually have to be proposed and made at the Business Meeting. If it's discussed in advance at the Town Hall Meeting, that would help the flow at the Business Meeting. Whatever document results from the Business Meeting will be sent out to membership for a majority yes/no vote. New bylaws would go into effect July 1, 2016.
 - c. Reminder that the Steering Committee voted to put this current version forward to the members at the July meeting.
 - d. Dawn Fairchild will be serving to assist throughout this phase of the transition, until the updated bylaws are adopted (or not).
 - e. Chair – asked State Caucus Representatives to mention this in their meetings tomorrow. Thanks Lisa and the committee for all their hard work.
 - f. LeGloahec – if the new bylaws are adopted, MARAC will need a new ad hoc committee to roll out transitions. This would be discussed at the Winter Steering Committee Meeting.
- B. Ad Hoc Disaster Relief Committee
 - a. Still working on reviewing language regarding eligibility for the disaster relief grant, making recommendations, hope to have that by Winter Steering Committee Meeting.
 - b. Somerset County Historical Society received their gift, and greatly appreciated it.
- C. Task Force on Diversity and Inclusion (Loeper) – report submitted.
 - a. Roster for the Task Force is set: Kirsten Carter, Ken Cleary, Christine George, Josue Hurtado, Lindsay Loeper (Chair), and Megan Miller. 15 people responded with

- interest. [E. Evan Echols added to the Task Force post-Meeting].
- b. Task Force will put together work plan for moving forward within the next few weeks.
 - c. Chair requests Loeper send him the list of people who responded with interest who were not selected for the Task Force. Loeper states that a number of the people who volunteered expressed interested in serving with MARAC overall, so she will send him and Charlotte Sturm the list.
 - d. Hoffman set up an email list, so if anyone wants to contact the whole task force, write to diversity@marac.info.
- D. MemberClicks platform upgrade (Hoffman) – no report.
- a. Upgrade is on the horizon. MARAC will need to plan ahead for when it happens.
 - b. SAA is investigating its own technology platforms and needs; results should be available in November. MARAC may see if SAA's findings are useful. Mangiafico points out that SAA's platform will be much more robust than what MARAC needs. Recommends doing more of our own research, mentions that the Society of Association Executives sometimes holds open houses where there are a number of association management software vendors in one place.
 - c. Chair is not sure if Hoffman should be handling the upgrade alone – there should be another entity to do this.
 - d. Hoffman points out that MARAC currently uses only 1/10 of the capabilities of MemberClicks. Agrees that it would be helpful to have someone else spearheading the research initiative.
 - e. Gerencser states that MemberClicks has been problematic lately in other areas, not even related to the upgrade. Hoffman has experienced problems and inefficiencies, and agrees that it's not as stable a product as it previously was.
 - f. Loeper questions as to whether software research should be tied with the logo redesign and associated changes/migrations.
 - g. Ravanbaksh reminds that MARAC's Webmaster is stepping down as well. Lutz volunteers to help with website redesign and software research. Hoffman could run a search to determine which members expressed interest in ERC historically.
 - h. Chair suggests generating an email to members including all of the positions MARAC currently needs – Webmaster, Parliamentarian, etc. Encourages State Caucus Representatives to bring this up during their meetings tomorrow. If the new bylaws are adopted, MARAC will have the opportunity to create new committees. For example, possibly there could be a Web Committee rather than a Webmaster position. Anyone interested in volunteering for the current open positions should contact him.
 - i. Clarification of what Parliamentarian actually does – attend Steering Committee and Business Meetings, ensure voting is properly conducted, etc. It is helpful to have a consistent, experienced Parliamentarian at each meeting to ensure protocol, and to ensure that everyone attending feels they have the right to speak up in an orderly manner.

VI. New Business

A. Discussion on raising MARAC member dues

- a. If this happened, it would happen at the beginning of the next fiscal year, so there is some time for Steering to discuss.
- b. Current bylaws state that dues raising has to be taken to and voted on at a business meeting, and membership must be given 30 days warning that this will be voted on. If MARAC wishes to do this by the next fiscal year, vote would need to happen at Spring Pittsburgh Meeting.
- c. Discussion of registration rates for conferences. Price varies by each conference, but there is a ceiling on what can be charged – this is a decision made by Steering for each meeting, and voting to raise the ceiling would be an operational vote. The cap is currently \$85. LeGloahec thinks that membership would not be as concerned about a difference in registration fees, but might be more sensitive about a dues increase.
- d. Membership dues and conference registration income does technically cover separate things, even though they both feed into the operational budget. Membership dues should cover the expenses for general membership services that benefit all members – maintaining website, administrative services, printing, design, distribution of *MAA*, running elections, general postage, phone, insurance policy for MARAC, MARAC archives, banking fees, etc. Meetings themselves are meant to be self-sufficient, but there are often hidden expenses and MARAC wants to build a reserve, so it's beneficial for meetings to not only break even.
- e. Dues were last increased, to the current \$35, in 1999. Prior to that were \$15. Did not seem to be a significant loss in membership when dues last increased.
- f. SAA is phasing in a gradual increase over the next 5 years; MARAC could consider raising dues to \$40 next year, \$45 the year after.
- g. LeGloahec suggests raising dues to \$50. Some discussion of whether \$50 is a psychological barrier.
- h. Brown mentions that the membership could modify the proposal on the floor when it is up for vote. Emphasizes that MARAC will need to have a Parliamentarian at that meeting.
- i. Cleary suggests MARAC should have a target amount of money it would actually want to raise with a dues increase, rather than just identifying an arbitrary number, with justification to back it up. LeGloahec states that when Gerencser presents at the Business Meeting and shows the membership how much money MARAC lost last year, the concept of a dues increase will make more sense. Gerencser did mention at the Business Meeting in Rochester that this could be happening in the near future.
- j. Chair will mention this issue at the Business Meeting and in the *MAA*.
- k. Novara makes recommendation that, if MARAC does this, it does not increase dues for students. The cost of education is rising.
- l. State Caucus Representatives will bring this up at their meetings and take the temperature of the membership.
- m. Chair requests that the Finance Committee brings a proposal for dues increases to the Winter Steering Committee Meeting so that MARAC can bring it to the membership for a vote at the Pittsburgh Business Meeting.

- n. It would be useful if the Administrator's estimated expenses are included in the budgets for future conferences.
- o. Mannix recommends increasing cap for conference registration fees.
- p. Gerencser proposes increasing the registration cap to \$95 – approved unanimously by Steering.
- q. Discussion of whether there has ever been objection in conference evaluations to the meeting cost. Loeper saw complaints from the Baltimore meeting that there weren't as many services as there should have been considering the cost. There may be an assumption that if MARAC raises conference registration fees, services will increase exponentially.
- r. Membership surveys from 2008 and 2012 are in Dropbox. There were questions about dues increases in 2008.

VII. Standing Committees

- A. Custer Award (Hamilton) – report submitted.
 - a. Laura Stoner will be giving out the award at the Business Meeting.
- B. Development (Primer) – no report
 - a. Committee is holding until the bylaw revision kicks in. Chair states that this is an important committee. If the bylaws pass, he will have to appoint a Development Coordinator.
- C. Distinguished Service Award (LeGloahec) – report submitted
 - a. Distributes flier (primarily for State Caucus Representatives) to announce the season for DSA nominations. Applications due 1/29/16 for awarding at the Pittsburgh meeting. Looking at ways to increase the profile of this award – have been having trouble getting nominations. Ongoing discussion about the appropriate role of committee members – should they be soliciting recommendations?
- D. Education (Sather) – report submitted.
 - a. She continues to represent MARAC for the Mapping the Landscaping. Query as to whether Steering is comfortable sharing results of membership surveys with that initiative; its Survey Task Force is working to determine its own survey. There is no personally identifiable information in MARAC's results, so no one objects. She has flyers about the project and will bring them to the registration table for distribution.
- E. Electronic Resources (Ravanbakhsh) – report submitted.
 - a. Matt Strauss is stepping down as Webmaster at the end of 2015. The Webmaster is responsible for managing the MARAC website; currently, the Administrator does a lot of web work as well.
 - b. Chair suggests that these roles should be examined, to determine how some responsibilities should be redistributed. Asks State Caucus Representatives to mention the open position in the State Caucus meetings.

- c. Looking for someone with experience in content management systems, Drupal, html experience. There is a job description in the Operations Wiki – Strauss revamped it so it's up to date.
 - d. The only people who can currently edit the Operations wiki are Ed Galloway and Matt Strauss. LeGloahec states that the Chair of ERC and the MARAC Chair should have this ability as well.
- F. Finding Aids (Callahan) – no report.
- a. Cara Griggs will present Finch Award at Business Meeting.
- G. Membership Development (Borden) – report submitted
- a. Looking at creating a program of liaisons to graduate programs – recent graduates now involved with MARAC would form relationships with those programs to explain benefits of MARAC. Committee was waiting for web redesign to initiate this but now doesn't think they should wait any longer, so will revisit this.
 - b. If State Caucus Representatives need her help for recruiting lapsed members, let Borden know.
 - c. Borden has "Ask Me About MARAC" pins to distribute throughout this meeting.
 - d. Chair would like to better formalize having a table at SAA every year. LeGloahec states that MARAC is often offered a "courtesy table," but were not this year.
- H. Nominations and Elections (Sturm) – report submitted
- a. The positions MARAC will be electing in 2016 are somewhat in flux depending on adoption of bylaws. Gerencser has been advising the Committee. Asks that State Caucus Representatives announce that there are numerous positions up for election and that Chair mentions it in the Business Meeting.
 - b. If bylaws are passed, MARAC will have to hold a special elections. If not, MARAC will just hold normal elections.
- I. Outreach (Scott) – report submitted
- J. Publications (Citak) – report submitted
- a. MAA Editor stepped down, Michael Martin reassumed role of interim Editor until Jodi Boyle was offered the position, and she accepted.
 - b. October 15 – deadline for *MAA* content. Looking for book reviews, timely articles about issues, something going on in your state that you want to expand upon.
 - c. Technical leaflets have been getting traffic online. Haven't had any new titles recently, but solicits call to members to suggest names of writers, subjects. Suggests that workshop instructors could create technical manuals out of their workshop content.

VIII. State Caucus New Business and Updates

- A. Delaware (Cottle) – report submitted

- B. District of Columbia (Cassidy-Amstutz) – report submitted
 - a. This year’s Archives Fair is October 30 at the NARA building, invites all DC region Steering Committee members to attend.
- C. Maryland (Novara) – report submitted
- D. New Jersey (Poll) – report submitted
- E. New York (Martin) – report submitted
- F. Pennsylvania (Lutz) – report submitted
 - a. PA Caucus is co-sponsoring a Prohibition-themed tour at the Union League for Archives Month on October 13.
- G. Virginia (Kidd) – report submitted
- H. West Virginia (DeBruin) – report submitted

IX. Adjournment – meeting adjourned at 8:58.