

MARAC

Mid-Atlantic Regional Archives Conference

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

MARAC Chair's Report
Submitted April 18, 2014

Spring 2014 Steering Committee Meeting
Meeting date – April 24, 2014

Appointments

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

Electronic Resources Committee

- Appointed Stephen Ammidown to serve on the committee through Spring 2016

Outreach Committee

- Re-appointed Sarah Malcom to serve on the committee through Fall 2015

Advocacy

- Request to have MARAC commemorate NJ CAPES program
- Request to support IMLS grant to Northern Illinois University for workshops on “digital data loss”
- Request to support NEH and IMLS

Other Activities

- Wrote “From the Chair” column for Spring 2014 *MAA* issue.

Respectfully submitted,

John LeGloahec
MARAC Chair
2013-2015

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To: MARAC STEERING COMMITTEE
From: TAMMY HOFFMAN, MARAC ADMINISTRATOR
Date: APRIL 24, 2014
Re: ADMINISTRATOR'S REPORT

Submitted to the Steering Committee on Thursday April 24, 2014 in Rochester, NY.

Membership Statistics

There are currently 1,136 active members (as of April 17, 2014):

963 Regular Members
32 Retired Members
141 Student Members

Membership Statistics Comparison

Member Type	2012 (as of 4/4/12)	2013 (as of 4/17/2013)	2014 (as of 4/17/2014)	% change 2013-2014
Regular	862	940	963	2%
Retired	29	26	32	23%
Student	95	119	141	18%
Total	986	1085	1136	5%

Current State Caucus Membership

Caucus	2013 – 2014 Membership (as of 4/17/2014)
DC	188
Delaware	60
Maryland	218
New Jersey	137
New York	265
Pennsylvania	273
Virginia	176
West Virginia	15

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 4/4/12)	2013 (as reported 4/17/13)	2014 (as reported 4/17/14)
DC	160	190	188
Delaware	43	52	60
Maryland	176	199	218
New Jersey	144	130	137
New York	214	230	265
Pennsylvania	232	246	273
Virginia	158	205	176
West Virginia	14	16	15

New Membership Applications

Month	2013-14
February	19
March	23
April (as of 4/17/2014)	21
Total	63

Additional Information

Membership Analysis: Once again our membership is expanding and we have a 5% overall increase from last year's figures.

Mid-Atlantic Archivist: An electronic copy of the Spring Mid-Atlantic Archivist was made available on 4/17/2014. Paper copies were scheduled to be mailed to subscribers on 4/21/14. There are currently 295 members or subscribers who receive paper copies of the newsletter. (There were 298 members or subscribers at this time last year.)

Spring Conference: Online registration for the MARAC Spring 2014 Conference in Rochester, NY went live on 2/10/14. Conference programs were mailed to 372 members (the number of members who opted to receive paper copies of conference programs) on 2/7/14. As of 4/17/2014, we have a total of 284 pre-registered attendees. Onsite registration will be available. We also have 13 exhibitors, four advertisers and four sponsors (as well as Hollinger Metal Edge Inc.'s sponsorship of the MARAC Distinguished Service Award).

Web Pages - Updates: Our MARAC webpages will be updated after the conference to reflect the election results.

Continuing Education Workshops: The workshop held on April 4, 2014: Current Trends in Teaching with Primary Sources was well attended with 33 of 35 seats filled.

Elections: On February 26, 2014, 964 electronic invitations were sent to MARAC members through SurveyMonkey. Additionally, 110 paper ballots were mailed to members who requested paper communication for election processes. A total of 411 online votes were cast and 24 paper ballots were returned, for a total of 435 votes, which is approximately 40% of the MARAC membership. *Please refer to the Nominations and Elections Committee report for more details.*

**MARAC Election Participation Data
2008-2014**

Year	Electronic Votes	Paper Votes	# of Active Members when ballot was cast	Voting Percentage	Committee Chair
2008	343	13	990	36%	Danna Bell-Russel
2009	391	5	N/A*	N/A*	Geof Huth
2010	279	17	871	34%	Amy Schindler
2011	249	25	897	31%	Beth Alvarez
2012	312	39	919	38%	Linda Ries
2013	377	31	1028	40%	Kira Dietz
2014	411	24	1092	40%	Alan Delozier

*There was no MARAC Administrator at the time of the Feb. 6, 2009 meeting and therefore no membership data was reported at that time to use for the election statistics. However, the Nov. 6, 2008 report indicated 566 active MARAC members.

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

Vice Chair\Meetings Coordinating Committee Report For Rochester Steering Committee Meeting

18 April 2014

1. Present meeting: Spring 2014

If you haven't noticed:

When: April 24-26, 2014

Where: Rochester, New York

Hotel: Hyatt Regency Rochester

Room rate: \$123

Local Arrangements Committee Co-Chairs: Lori Birrell (University of Rochester) lori@birrell.us and Brian Keough (University at Albany-SUNY)

bkeough@albany.edu.

Program Committee Co-Chairs: Geof Huth (New York State Archives) geofhuth@gmail.com and Susan Kline (Columbia University) susan.m.kline@gmail.com .

Assistant Co-Chair: Geoff Williams (University at Albany-SUNY) gwilliams@uamail.albany.edu.

Numbers:

283 full registrations (as of 14 April 2014)

13 vendors (as of 11 April 214)

Rochester Plaza "overflow hotel": 68 sleeping nights to 38 members who made 30 reservations.

Hyatt Regency, "conference hotel": 313 sleeping nights, the original block was for 221.

2. Upcoming meetings

Fall 2014

When: October 16-18, 2014

Where: Baltimore, Maryland

Hotel: Embassy Suites Baltimore (when we know as the Tremont)

Room rate: \$169

Local Arrangements Committee Co-Chairs: Lindsey Loeper (University of Maryland, Baltimore County) lloepel@umbc.edu and Nadia Nasr (Towson University) nasr@towson.edu.

Program Committee Co-Chairs: Arian Ravanbakhsh (National Archives & Records Administration) adravan@gmail.com and Laura Drake Davis (James Madison University) davisld@jmu.edu.

Updates:

Reception: Peabody Library

Plenary Speaker: Tim Baker, Maryland Acting State Archivist

Luncheon speaker: David Hildebrand

<http://www.colonialmusic.org/> Topic: Musical history of the Star Spangled Banner

Spring 2015

When: March 19-21, 2015

Where: Boston, Massachusetts

Hotel: Boston Park Plaza

Room rate: \$159

Local Arrangements Committee Co-Chair: Katy Rawdon (Temple University) krawdon@temple.edu

Program Co-Chair: Sharmila Bhatia (National Archives & Records Administration) sharmila.bhatia@nara.gov.

Update: Vice chair still working on Memorandum of agreement.

3. Future conference venues:

Fall 2015: Virginia: Roanoke, site visit completed, Hotel Roanoke desired venue, have received proposal, have not begun negotiations.

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

Spring 2016: Pittsburgh (Hotels not yet investigated)

Local Arrangements Co-Chairs: Ed Galloway and Debora Rougeux (University of Pittsburgh)

Fall 2016: Annapolis, MD (tentative)

Spring 2016: NJ (tentative)

Local Arrangements Co-chair: Don Cornelius

Fall 2017: Wilmington, DE (very tentative)

Respectively submitted,

Mary K. Mannix, Vice Chair

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

FROM: JIM GERENCSE, MARAC TREASURER

RE: TREASURER/FINANCE COMMITTEE REPORT

Respectfully submitted to the Steering Committee on Monday, April 21 in advance of the Spring 2014 meeting to be held in Rochester, NY on April 24, 2014.

1. Highlights of the Third Quarter Treasurer's Report (see attached) are listed below.
 - The income is from membership dues, bank and investment interest, Spring 2014 conference income, mailing list sales, publication sales, an off-meeting workshop, MAA advertising, and gifts to the education endowment and the disaster assistance fund.
 - Expenses are from administrator's salary, Steering Committee food and travel for the winter meeting, MemberClicks fees, printing and mailing charges, phone charges, Spring 2014 conference costs, and credit card transaction fees.
2. Average returns on investment for MARAC's accounts during the previous quarter (rounded to the nearest hundredth of a percent) are listed below.
 - PNC Savings Account – 0.13%
 - Vanguard Bonds – 2.27%
3. The MARAC FY2015 Budget (see attached) is forwarded to the Steering Committee for its approval and adoption. (A comparison to the budget for FY2014 is also provided.)
4. The Baltimore, MD (Fall 2014) proposed budget (see attached) is forwarded to the Steering Committee for its approval and adoption. Finance Committee has approved this budget provisionally, as some figures are not yet firmly determined (including charges for A/V services). If current estimates for that and other expenses do not change the bottom line significantly, then Finance also recommends that the base registration rate be reduced by \$5 or \$10 (i.e. to \$80 or \$75), thus adhering to MARAC's goals to provide affordable educational experiences for its membership.

5. Raising once again an issue that was brought before Steering Committee at the Summer 2014 meeting, Finance Committee recommends that the federal rate for mileage reimbursement “driven in service of charitable organizations,” which is currently set at \$0.14 per mile, be formally approved and adopted. This change will help bring travel costs under control and simultaneously improve equity among those seeking reimbursement for travel expenses. This rate change will go into effect July 1, 2014, the beginning of fiscal year 2015. A breakdown of mileage expenses of Steering Committee members and off-site workshop instructors from the previous 5 fiscal years is as follows:

- FY2009 – \$257.20
- FY2010 – \$590.50
- FY2011 – \$1,744.30
- FY2012 – \$3,001.09
- FY2013 – \$2,853.53

Potential savings over those 5 years, if the “charitable organizations” rate had been in place, would total \$6,334.96.

FY 2014, 3rd Quarter (January 1, 2014 to March 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	\$30,000.00	\$26,126.00	\$5,230.00	\$2,644.00		\$34,000.00	113.33%
Conference Registration	\$76,000.00	\$24,897.00	\$26,727.00	\$27,935.00		\$79,559.00	104.68%
Conference Vendors	\$16,000.00	\$6,950.00	\$2,900.00	\$6,800.00		\$16,650.00	104.06%
Conference Sponsorship	\$8,000.00	\$500.00	\$0.00	\$2,000.00		\$2,500.00	31.25%
Publication Advertising-	\$2,400.00	\$0.00	\$0.00	\$1,640.00		\$1,640.00	68.33%
Publication Sales	\$350.00	\$35.00	\$210.00	\$105.00		\$350.00	100.00%
Mailing List Sales	\$250.00	\$50.00	\$0.00	\$50.00		\$100.00	40.00%
Off-Meeting Workshops	\$7,000.00	\$5,660.00	\$425.00	\$2,550.00		\$8,635.00	123.36%
Bank Interest	\$150.00	\$30.46	\$29.83	\$29.19		\$89.48	59.65%
Investment Interest	\$2,000.00	\$543.71	\$212.07	\$434.75		\$1,190.53	59.53%
Gifts to Operations	\$500.00	\$260.00	\$60.00	\$130.00		\$450.00	90.00%
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	0.00%
Total Income	\$142,650.00	\$65,052.17	\$35,793.90	\$44,317.94	\$0.00	\$145,164.01	101.76%
EXPENSES							
Administrator	\$15,000.00	\$3,827.22	\$4,427.33	\$4,654.12		\$12,908.67	86.06%
Web Services	\$3,200.00	\$940.75	\$700.75	\$925.75		\$2,567.25	80.23%
Archivist	\$750.00	\$750.00	\$0.00	\$0.00		\$750.00	100.00%
Accountant	\$1,200.00	\$0.00	\$1,025.00	\$0.00		\$1,025.00	85.42%
Advocacy	\$2,000.00	\$0.00	\$1,500.00	\$0.00		\$1,500.00	0.00%
Insurance Policy	\$1,000.00	\$0.00	\$0.00	\$0.00		\$0.00	0.00%
Phone	\$600.00	\$145.85	\$146.47	\$159.86		\$452.18	75.36%
Postage	\$1,050.00	\$294.30	\$298.66	\$217.36		\$810.32	77.17%
Office Supplies	\$150.00	\$0.00	\$635.19	\$378.21		\$1,013.40	675.60%
Food	\$4,150.00	\$358.30	\$1,643.56	\$274.50		\$2,276.36	54.85%
Travel	\$5,150.00	\$1,070.84	\$522.84	\$589.49		\$2,183.17	42.39%
Equipment	\$0.00	\$0.00	\$434.62	\$75.00		\$509.62	0.00%
Printing and Design	\$7,250.00	\$1,993.50	\$2,564.90	\$1,859.91		\$6,418.31	88.53%
Conference	\$85,000.00	\$240.00	\$47,938.83	\$9,312.50		\$57,491.33	67.64%
Lodging	\$1,300.00	\$179.67	\$711.96	\$111.87		\$1,003.50	77.19%
Honoraria	\$2,500.00	\$0.00	\$1,200.00	\$0.00		\$1,200.00	48.00%
Awards and Prizes	\$1,300.00	\$0.00	\$550.00	\$0.00		\$550.00	42.31%
Scholarships	\$5,550.00	\$0.00	\$1,925.00	\$472.70		\$2,397.70	43.20%
Banking Fees	\$5,500.00	\$1,887.46	\$3,171.97	\$955.58		\$6,015.01	109.36%
Investments	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	0.00%
Disaster Assistance	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	0.00%
Miscellaneous	\$0.00	\$0.00	\$16.95	\$25.00		\$41.95	0.00%
Total Expenses	\$142,650.00	\$11,687.89	\$69,414.03	\$20,011.85	\$0.00	\$101,113.77	70.88%
Net Income or (Loss)		\$53,364.28	(\$33,620.13)	\$24,306.09	\$0.00	\$44,050.24	

Account Balances

			<u>Opening</u>	<u>Credits</u>	<u>Debits</u>	<u>Closing</u>
PNC Checking	\$61,200.54	Operating	\$19,744.15	\$44,317.94	(\$20,011.85)	\$44,050.24
PNC Savings	\$91,071.14	Restricted	\$117,917.00	\$1,470.00	\$0.00	\$119,387.00
Vanguard Bonds	\$76,654.12	Reserve	\$50,000.00	\$0.00	\$0.00	\$50,000.00
Total	\$228,925.80	Surplus	\$15,488.56	\$0.00	\$0.00	\$15,488.56
		Totals	\$203,149.71	\$45,787.94	(\$20,011.85)	\$228,925.80

Summary - First Quarter FY 2014

Opening Balance	\$203,149.71
Total Income	\$45,787.94
Total Expenses	(\$20,011.85)
Closing Balance	\$228,925.80

Restricted Funds

			<u>Opening</u>	<u>New Gifts</u>	<u>Spending</u>	<u>Closing</u>
PNC Savings	\$41,262.88	Disaster Assist.	\$2,301.00	\$1,170.00	\$0.00	\$3,471.00
Vanguard Bonds	\$76,654.12	Education	\$110,385.00	\$300.00	\$0.00	\$110,685.00
Total	\$117,917.00	Finch Award	\$5,231.00	\$0.00	\$0.00	\$5,231.00
		Totals	\$117,917.00	\$1,470.00	\$0.00	\$119,387.00

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 by Activity

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

MARAC Expenses by Committee

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 Budget - FY2014

MARAC Budget - FY2015

MARAC Income

Category	Anticipated
Annual Receipts	
Membership Dues	\$30,000.00
Conference Registration	\$76,000.00
Conference Vendors	\$16,000.00
Conference Sponsorship	\$8,000.00
Publication Advertising	\$2,400.00
Publication Sales	\$350.00
Mailing List Sales	\$250.00
Off-Meeting Workshops	\$7,000.00
Bank Interest	\$150.00
Investment Interest	\$2,000.00
Gifts to Operations	\$500.00
Miscellaneous	\$0.00
TOTAL	\$142,650.00

MARAC Expenses

Category	Allocated
Operational Support	
Administrator Salary	\$15,000.00
Web Services	\$3,200.00
Archivist	\$750.00
Accountant	\$1,200.00
Advocacy	\$2,000.00
Insurance Policy	\$1,000.00
General Support	
Phone	\$600.00
Postage	\$1,050.00
Office Supplies	\$150.00
Food	\$4,150.00
Travel	\$5,150.00
Rented Services	
Equipment	\$0.00
Printing and Design	\$7,250.00
Conference	\$85,000.00
Lodging	\$1,300.00
Honoraria	\$2,500.00
Awards and Scholarships	
Awards and Prizes	\$1,300.00
Scholarships	\$5,550.00
Financial Operations	
Banking Fees	\$5,500.00
Investments	\$0.00
Other	
Disaster Relief	\$0.00
Miscellaneous	\$0.00
TOTAL	\$142,650.00

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

Proposed Budget

Category	Total for 300 Attendees	Total for 350 Attendees
INCOME		
Registration Fees	\$26,085.00	\$30,375.00
Exhibitor Fees	\$11,450.00	\$11,450.00
Meals	\$5,250.00	\$7,050.00
Reception	\$3,750.00	\$3,850.00
Tour Fees	\$1,930.00	\$2,575.00
Workshop Fees	\$4,325.00	\$5,975.00
Total Income	\$52,790.00	\$61,275.00
EXPENSES		
Hospitality Suite	\$250.00	\$250.00
Hotel Expenses	\$16,408.57	\$16,938.33
LAC Expenses	\$250.00	\$250.00
Meal Expenses	\$19,850.00	\$23,565.00
Reception	\$3,800.00	\$4,300.00
Registration/Program	\$2,750.00	\$2,750.00
Session/Plenary Speakers	\$500.00	\$500.00
Tour Expenses	\$1,010.00	\$1,265.00
Workshop Expenses	\$2,450.00	\$2,450.00
Total Expenses	\$47,268.57	\$52,268.33
Projected Profit	\$5,521.43	\$9,006.67
MARAC Cover of Steering Dinner	\$900.00	\$900.00
Overall Projected Profit	\$6,421.43	\$9,906.67

Proposed Budget - Income Estimates

Category	300			350		
	Cost/Item	Attendees	Total	Cost/Item	Attendees	Total
INCOME						
Registration Fees						
Pre-Reg Members	\$85.00	225	\$19,125.00	\$85.00	250	\$21,250.00
Pre-Reg Non-Members	\$130.00	10	\$1,300.00	\$130.00	12	\$1,560.00
Late Reg Members	\$95.00	30	\$2,850.00	\$95.00	40	\$3,800.00
Late Reg Non-Members	\$140.00	5	\$700.00	\$140.00	6	\$840.00
Member, on-site	\$105.00	10	\$1,050.00	\$105.00	15	\$1,575.00
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	\$26,085.00		350	\$30,375.00
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	\$1,500.00	1	\$1,500.00	\$1,500.00	1	\$1,500.00
Other Sponsorships	\$100.00	5	\$500.00	\$100.00	5	\$500.00
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			\$11,450.00			\$11,450.00
Meals						
Breakfast - Business Mtg.	\$20.00	100	\$2,000.00	\$20.00	115	\$2,300.00
Lunch - Friday meat	\$25.00	90	\$2,250.00	\$25.00	120	\$3,000.00
Lunch - Friday veg	\$25.00	40	\$1,000.00	\$25.00	70	\$1,750.00
Total Meals			\$5,250.00			\$7,050.00
Reception						
Crowley Donation	\$1,800.00		\$1,800.00	\$1,800.00		\$1,800.00
Creekside Digital	\$1,000.00		\$1,000.00	\$1,000.00		\$1,000.00
UMBC	\$500.00		\$500.00	\$500.00		\$500.00
Columbia Archives Donation	\$250.00		\$250.00	\$250.00		\$250.00
Guest Tickets	\$20.00	10	\$200.00	\$20.00	15	\$300.00
Total Reception Income			\$3,750.00			\$3,850.00
Tour Fees						
Tour #1 FortMcHenry	\$30.00	20	\$600.00	\$30.00	25	\$750.00
Tour #2 Little Italy food tour	\$55.00	6	\$330.00	\$55.00	10	\$550.00
Tour #3 Midtown Archives tour	\$5.00	20	\$100.00	\$5.00	25	\$125.00
Tour #4 BH Walking Tour	\$10.00	15	\$150.00	\$10.00	20	\$200.00
Tour #5 1904 Fire walking	\$10.00	15	\$150.00	\$10.00	20	\$200.00
Tour #6 Green Mount Cemetery	\$30.00	20	\$600.00	\$30.00	25	\$750.00
Total Tour Fees			\$1,930.00			\$2,575.00
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	\$80.00	10	\$800.00	\$80.00	15	\$1,200.00
Workshop #4	\$45.00	15	\$675.00	\$45.00	20	\$900.00
Workshop #5	\$45.00	10	\$450.00	\$45.00	15	\$675.00
Total Workshop Fees			\$4,325.00			\$5,975.00
Total Income			\$52,790.00			\$61,275.00

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	\$0.00		\$0.00	\$0.00		\$0.00
AV Equipment Rental	\$7,000.00		\$7,000.00	\$7,000.00		\$7,000.00
Room Rentals	\$4,250.00		\$4,250.00	\$4,250.00		\$4,250.00
Miscellaneous Expenses	\$250.00		\$250.00	\$250.00		\$250.00
Service Fee* (Meals + Room Rentals only)	\$4,908.57		\$4,908.57	\$5,438.33		\$5,438.33
Total Hotel Expenses			\$16,408.57			\$16,938.33
LAC Expenses			\$250.00			\$250.00
Meal Expenses						
Breakfast - Sat	\$27.00	100	\$2,700.00	\$27.00	115	\$3,105.00
Coffee Breaks Thur (AM & PM)	\$20.00	75	\$1,500.00	\$20.00	100	\$2,000.00
Continental Breakfast & Coffee Breaks Fri (AM&PM)	\$42.00	250	\$10,500.00	\$42.00	275	\$11,550.00
Hard boiled eggs add-on (breakfast and PM break)	\$2.00	40	\$80.00	\$2.00	50	\$100.00
Lunch - Friday (meat)	\$29.00	90	\$2,610.00	\$29.00	120	\$3,480.00
Lunch - Friday (veg)	\$29.00	40	\$1,160.00	\$29.00	70	\$2,030.00
Vendor Lunches - Fri	\$25.00	16	\$400.00	\$25.00	16	\$400.00
Steering Committee - Th	\$30.00	30	\$900.00	\$30.00	30	\$900.00
Total Meal Expenses			\$19,850.00			\$23,565.00
Reception (Rental, food)	\$2,300.00		\$2,300.00	\$2,300.00		\$2,300.00
Reception (alcohol)	\$1,500.00		\$1,500.00	\$2,000.00		\$2,000.00
Total Reception Costs			\$3,800.00			\$4,300.00
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			\$1,010.00			\$1,265.00
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			\$47,268.57			\$52,268.33

*22% Gratuity/Service

MARAC Archivist Report
April/2014
(for the MARAC Meeting in Rochester, NY)

I am continuing to sort out various accretions to the MARAC Archives that have been received in the last five years or so, working towards melding these into the core archival collection and updating the MARAC finding aid accordingly. I anticipate the release of a new finding aid for MARAC late this calendar year or early 2105; at the moment our special collections program is migrating from a Fedora-based system for presenting finding aids in EAD to one that will be powered by ArchivesSpace.

Preliminary work is underway to create digital scans of the entire run of the MARAC newsletter; I anticipate this being followed by a similar project that will encompass the entire corpus of MARAC conference programs. These will go into the Internet Archive and will be linked as to the MARAC website and the MARAC finding aid.

I plan to attend the Rochester meeting; I will be bringing certificates for Service awards, one Finding Aid award, and this year's Distinguished Service Award. Because all other DSA committee members are unable to attend, I look forward to presenting the DSA award myself for the Committee, at the Breakfast Business Meeting.

Lauren Brown
MARAC Archivist
University of Maryland