

STEERING COMMITTEE

Thursday, April 24, 2014

Hyatt Regency Rochester – Wilmorite Room

Rochester, NY

In Attendance:, Sharmila Bhatia, Lauren Brown, Andrew Cassidy-Amstutz, Heather Clewell, Emily Cottle, Nat DeBruin, Alan Delozier, Dyani Feige, Jim Gerencser, Rebecca Goldman, Tammy Hoffman, Brian Keough, Margaret T. Kidd, John LeGloahec, Mary Mannix, Michael Martin, Jennifer McDaid, Liz Novara, Vin Novara, Laura Poll, Ben Primer, Arian Ravenbakhsh, Laurie Rizzo, Rachel Grove Rohrbaugh, Amy Schindler, Elizabeth Shepard, Jordon Steele, Matt Strauss, Molly Tighe, and Susan Woodland.

- I. Call to Order -The meeting was called to order at 6:38pm
 - A. Introductions
 - B. Approval of Agenda – approved

- II. Approval of Steering Committee Minutes
 - A. Winter 2014 Minutes - approved

- III. Officers' Reports
 - A. Chair – report submitted
 - a. The RAAC – first meeting in San Diego, a member from each association was present. A Steering Committee was formed as well as other committees
 - b. RAAC also completed a survey and established a three year plan. This is available at the micro-site on the SAA website.
 - c. Administrator's Report (Hoffman) – report submitted
 1. 284 registered as of now.
 2. Guidelines will be created to handle requests to distribute to the MARAC membership. - this will be a New Business item for next Steering meeting.

- B. Vice Chair, including Meetings Coordinating Committee (Mannix) – report submitted
 - a. Hospitality Suite issue– needs a final decision regarding alcoholic beverages. Formal on the record statement/policy in the manual that MARAC does not “smuggle” alcohol if the hotel states that they don't allow it but they will look the other way. Steering committee recommends that MCC/Vice Chair edit the MARAC Meetings Manual to state that the Hospitality Suite must be an officially sanctioned event of each meeting. - motion was passed!
 - 1. Baltimore Steering dinner – where should it be?
Discussion ensued. Straw poll was taken regarding options:
 - 1. Hotel
 - 2. Outside vendor
 - 3. on your own for dinnerResults showed preference for eating on your own.
- C. Secretary (Rizzo)
 - a. Transition planning
- D. Treasurer, including Finance Committee (Gerencser) – report submitted
 - a. Reviewed 3rd quarter report.
 - b. FY2014-2015 Budget was reviewed and then approved
 - c. Reviewed Baltimore Budget and then approved
 - d. Mileage reimbursement rate issue – to lower the rate to the federal rate of .14 for non-conference committee meeting. Option is available for submitting – vote: approved, with one nay and one abstention.
 - e. Transition planning
- E. Archivist (Brown) – report submitted
- F. Parliamentarian (Fairchild)

IV. Old Business

A. Working Group on Membership and Strategic Plan (Steele) – report submitted

a. The Working Group has four recommendations: (+2)

1. Establish a task force to examine the current conference model to determine if it is meeting member needs.
 1. Member at Large, MCC, State Caucus Chair, a current MARAC member that used to be in a different Region.
 2. Chair will identify and notify members and the Member-at-large will be the Chair of this Task Force. Will be announced at the next Steering meeting
2. Add a provision to the Program Committee section of the MARAC Handbook that requires that the Program Committee make an open call for session proposals for each MARAC meeting.
3. Formalizing the proposal process - underwent discussion.
 1. MCC Chair opposed saying that it would be too restrictive and did not like the idea of requiring PC to do this.
4. Appoint a person or task force to examine how to make the MARAC website more dynamic.
 1. ERC will take on this task force with Membership and Outreach representative.
5. In an effort to reduce the cost of travel and diversify educational opportunities, charge the Education Committee with researching the economic feasibility of providing live-streamed workshops.
 1. Will be looked into.
6. Education Committee should continue to develop new offerings (both basic and advanced) on topics related to electronic records and digital assessment management.
 1. Education Chair confirmed that the workshops being offered are moving in this direction.
7. Archival Advocacy is important to members although no formal action is put forward.

- B. The “Committee on Committees” (Schindler) / Ad Hoc Committee on Bylaws Revisions (LeGloahec) – report submitted
 - a. Approved Recommendations that do not require Bylaws Changes
 - b. Approved Recommendations that require Bylaws Changes
 - 1. Task force will be put together to work on these.
 - c. Recommendations for Further Discussion by the Steering Committee
 - 1. Moving from a Chair/Vice Chair model to a President/Vice President elect/Immediate Vice Chair – the motion was approved unanimously
 - 2. Creation of the Communications Committee (which would combine the Outreach and Publications committee) - concerns were raised about the overlap of this committee with the ERC. – the motion was approved unanimously
 - 3. An elected Meetings Coordinating Committee (MCC) chair replaces the MARAC Vice Chair as the leader of the committee. – the motion was approved unanimously
 - 4. Creation of the Awards Committee to be chaired by MARAC’s immediate past chair and composed of the chairs of each of the awards committees – 9 ayes, 4 nays – the motion was approved
 - 5. Reduce required Steering Committee meetings from four to three. – could not find where this is in the by-laws – so the matter was skipped.
 - 6. Caucus Chairs are no longer voting members of the Steering Committee. 3 ayes, 9 nays, 1 abstention – this motion was not approved.
 - 1. Straw poll: eliminate the Member-at-large – 4 who agreed

V. New Business

- A. Commemoration of NJ Capes Program (Radick) – report submitted
 - a. Time will be allotted at the business meeting for Radick to speak, more actions will be taken at the next Steering meeting.
- B. Support of Northern Illinois University IMLS grant for workshop (LeGloahec) – report submitted
- C. Advocacy: NEH and IMLS (Rohrbaugh) – report submitted
 - a. Letters will be sent to Congressmen from Caucus Reps.
- D. MARAC Hospitality Suite discussion (Mannix) – occurred under Vice Chair report
- E. MARAC Promotional Materials discussion (Rohrbaugh) –
 - a. Explore redesigning the MARAC logo and look into hiring a Graphic Designer
 - b. Will move forward with exploring and report back at the next Steering
- F. Fall 2014 Steering Committee Dinner discussion (LeGloahec) – occurred under Vice Chair report

- VI. Standing Committee New Business and Updates
 - A. Custer Award (Tighe) – report submitted
 - B. Development (Primer) – report submitted
 - C. Distinguished Service Award (Galloway) – report submitted
 - D. Education (Keough) – report submitted
 - E. Electronic Resources (Ravanbakhsh) – report submitted
 - F. Finding Aids (Macondray) – report submitted
 - G. Membership Development (Rohrbaugh) – report submitted
 - H. National Coalition for History (Zastrow) – no report submitted
 - I. Nominations and Elections (Delozier) – report submitted
 - J. Outreach (Abbey) – report submitted
 - K. Publications (Bhatia) – report submitted
 - a. Two blog posts came out
 - b. A new technical leaflet is coming out

- VII. State Caucus New Business and Updates
 - A. Delaware (Clewell) – report submitted
 - B. District of Columbia (Cassidy-Amstutz) – report submitted
 - a. Friends of the D.C. Archives – newly formed advocacy group
 - C. Maryland (Novara) – report submitted
 - D. New Jersey (Radick) – report submitted
 - E. New York (Woodland) – report submitted
 - F. Pennsylvania (Feige) – report submitted
 - G. Virginia (Stoner) – report submitted
 - H. West Virginia (DeBruin) – report submitted

- VIII. Adjournment – 10:32pm