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## **Report of the Ad Hoc Disaster Relief Committee**

Submitted by Kenneth Cleary, Chair  
April 14, 2016

Members: Kenneth Cleary, Christine George, Lindsey Loeper, James Gerencser, and Brian Keough.

At the previous meeting of the Steering Committee, this committee submitted their report of findings regarding the operation of the disaster relief grant. These findings included proposals to clarify the language of the grant program published on the MARAC web site and to create guidelines for the MARAC operations manual on administering the grant for the benefit of future members. These proposals were approved at that meeting and subsequently the changes were made to the web site and operations manual on March 9<sup>th</sup>, 2016.

Respectfully submitted,  
Ken Cleary

# MARAC

Mid-Atlantic Regional Archives Conference

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## REPORT OF THE ARLINE CUSTER MEMORIAL AWARD COMMITTEE

Submitted by Tammy L. Hamilton, Senior Co-chair

March 24, 2016

Although the committee has not published a call for award submissions we have already received one submission and two individuals have indicated submissions will be forthcoming.

Laura Gilmour Stoner begins her tenure as Senior Co-chair. Elizabeth Surles begins her tenure as Junior Co-chair.

Two new members will join the committee:

Bethany Antos

Tara Wink -- Junior Co-chair 2017

Respectfully,

Tammy L. Hamilton  
Senior Co-chair

# Task Force on Diversity and Inclusion

Steering Report, Spring 2016 Steering Committee meeting

## Web page

The Task Force web page is now available: <http://www.marac.info/diversity-and-inclusion>  
Reports and other resources will be shared from this page.

## MARAC Spring 2017, Newark, NJ

The Program Committee for the Spring 2017 meeting in Newark, NJ, have been coordinating with the Task Force on related session programming, either as a panel session or an open forum. Ken Cleary is a member of both groups.

## Resource list

The resource list will be shared for now on the Task Force web page. We may recommend a change as part of the final recommendations. Resources and reports compiled as part of our research on related member organizations will also be added.

## Diversity and inclusion work by related member organizations

Leaders at member organizations in related fields were contacted to learn about their diversity and inclusion initiatives. We also reviewed available documentation online. Our initial list included: Society of American Archivists, American Alliance of Museums, ARMA, ALA, AASLH, ICA, New England Archivists, Midwest Archives Conference, AMIA, Society of Southwest Archives, NCPH, Council of State Archivists, Organization of American Historians. A summary of resources is below.

1. Society of American Archivists
  - a. Meissner, Dennis. "Diversity and Inclusion: Aspirations That We Must Realize." Off the Record. March 09, 2016. Accessed April 11, 2016.  
<https://offtherecord.archivists.org/2016/03/09/diversity-and-inclusion-aspirations-that-we-must-realize/>.
  - b. ACRL/SAA Mosaic scholarship  
<http://www2.archivists.org/governance/handbook/section12-mosaic#.VwuskHr0-xU>
  - c. Statement on Diversity, 2010:  
<http://archivists.org/statements/saa-statement-on-diversity>

- d. Strategic Plan, 2014-2018  
<http://www2.archivists.org/governance/strategic-plan/2014-2018>
  - e. Diversity Committee <http://www2.archivists.org/groups/diversity-committee>
  - f. Resolution on Diversity, 2002  
<http://archivists.org/statements/saa-resolution-on-diversity>
  - g. Position Statement on Diversity, 1999  
<http://archivists.org/statements/saa-position-statement-on-diversity>
2. American Alliance of Museums
- a. AAM was very responsive to my inquiry and has published documentation that examines the creation of their diversity and inclusion statement and policy. Similar to NEA, they recognize that this is a long term effort that requires a strong commitment to be successful and that the key is transitioning from merely being an initiative to becoming standard practice. However, as a national organization, they see themselves as setting the standard for best practices, and promoting and supporting those endeavors through their leadership. From my email conversations with AAM's chief of staff, they seem very engaged with these issues. Between these emails and their published documentation, we have a very good picture of their policies, how they were developed, and their plans moving forward. Their one bit of hindsight was that when they released their updated diversity and inclusion policy, they did not make their action plan public. At first it was considered an internal plan, but they have now made it public and they believe that transparency is an integral part of their strategy. (KC)
  - b. Strategic Plan, 2010-2015  
<http://www.aam-us.org/about-us/who-we-are/strategic-plan> (see linked .pdf)
  - c. Diversity and Inclusion Policy, 2014  
<http://www.aam-us.org/about-us/who-we-are/strategic-plan/diversity-and-inclusion-policy>
3. American Library Association
- a. Committee on Diversity <http://www.ala.org/groups/committees/ala/ala-minconcul>
  - b. Task Force on Diversity and Inclusion <http://www.ala.org/groups/node/4471>
  - c. ACRL Strategic Plan (2010) <http://www.ala.org/acrl/aboutacrl/strategicplan>
  - d. ACRL Diversity Committee  
<http://www.ala.org/acrl/aboutacrl/directoryofleadership/committees/acr-raed>
  - e. ACRL/RBMS Diversity Committee <http://www.ala.org/acrl/rbms/acr-rbmdiv>
4. AASLH

- a. Core values and competencies  
<http://about.aaslh.org/aaslhs-core-values-and-competencies/>
- 5. New England Archivists
  - a. NEA was very responsive to my inquiries and has a well documented history of their diversity and inclusion activities over the past 5-6 years. NEA's 2010 strategic plan called for the formation of a diversity task force, which began its work in June 2011. Meeting minutes for the task force and supplemental material are all accessible from the NEA's Inclusion and Diversity web page:  
<http://www.newenglandarchivists.org/diversity>. The task force spent two years researching, discussing, and surveying, and concluded, among other things, that NEA was not yet ready to issue a formal mission statement on diversity and inclusion. Much of this work is similar to the process that MARAC has started, such as looking at similar organizations and polling their membership. NEA found that SAA and ALA took much longer to develop their statements, which was reflective of the long-term, deliberative process necessary for a true commitment to this task. The task force did recommend a variety of initiatives, including the creation of a permanent, standing, body with voting privileges to act as a long-term advocate for diversity and inclusion. In 2014, the NEA board approved the creation of an Inclusion and Diversity Coordinator position. My email conversation was with Anna Clutterbuck-Cook, NEA's first such coordinator. Over the past year, she has been engaged in many formal and informal actions that have been working towards improving diversity and inclusion within NEA. So far, NEA's efforts have been well received, while at the same time it is recognized that there is still much work to be done. (KC)
  - b. Inclusion and Diversity statement <http://www.newenglandarchivists.org/diversity>
  - c. Diversity Task Force mission statement (2010)  
<http://www.newenglandarchivists.org/taskforce>
  - d. Inclusion and Diversity Coordinator description  
[http://www.newenglandarchivists.org/Resources/Documents/Job%20Descriptions/InclusionDiversityCoordinator\\_Final\\_09192014.pdf](http://www.newenglandarchivists.org/Resources/Documents/Job%20Descriptions/InclusionDiversityCoordinator_Final_09192014.pdf)
- 6. Midwest Archives Conference
  - a. I spoke with both the current MAC president and the chair of the scholarship committee. MAC does not have a diversity and inclusion statement, policy, task force, committee, or other position dedicated to this issue. However, they do have a scholarship program dedicated to assisting minority students that began in 1993. MAC acknowledged that NEA and MARAC are well ahead of MAC on

the diversity issue, but they were proud of their scholarship program and its history of helping minority students - at least several of which are currently leaders in the profession. As a result of our conversation, MAC recognized that it would be informative for them to formally interview scholarship recipients post-graduation to assess the impact of the scholarship on their careers. (KC)

b. Archie Motley Memorial Scholarship for Minority Students

- i. [http://www.midwestarchives.org/index.php?option=com\\_content&view=article&id=52](http://www.midwestarchives.org/index.php?option=com_content&view=article&id=52)

7. Association of Moving Image Archivists

a. Diversity Committee

<http://www.amianet.org/groups/committees/diversity/diversity.php>

- b. LGBT Committee. "The Lesbian, Gay, Bisexual and Transgender Interest Group was formed to provide a safe space to discuss issues and develop projects that are relevant to working in the archival industry, the archiving of moving images of LGBT peoples, and diversity within AMIA. The group organizes at least one meeting and one social gathering at the annual conference, proposes plenary and panel sessions to the Conference Committee, and maintains an e-mail list that allows group members to engage in on-line discussions and information sharing."

8. Society of Southwest Archivists

a. Ad Hoc Committee on Diversity and Outreach

<http://southwestarchivists.org/committees>

- b. Formed by Executive Council in 2014. Was previously three members "that volunteered to formulate policies and bring them to the full board for action." Current committee is working on these policies and a mission statement. There has been some success reaching out to Native American archivists, although not as a direct action of the committee. Four Native American archivists spoke on a panel at recent SSA meeting and then 3 of the 4 became members of SSA. The panel had been assembled specifically to have panel for Native American librarians and archivists.

9. National Council on Public History

- a. Diversity task force <http://ncph.org/cms/about/boards-and-committees/>

10. Council of State Archivists

- a. COSA has a very limited membership - 56 state and territory archivists, and approx 25 other meeting attendees. The members are all governed by state agency policies for recruitment and diversity. Otherwise, COSA looks to SAA for

initiatives, such as their participation in Mosiac program. Acknowledges in their Goals and Strategies that they serve “diverse constituents” but sustainability of membership is priority over diversity of membership, given the limited scope of their membership.

#### 11. Organization of American Historians

- a. OAH is a member organization with ~7000 members. Their field has been working to increase diversity over the past 20 years but have seen no substantial changes. OAH has several implemented initiatives, and are working to direct diversity projects towards graduate students and programs. They are seeing that partnering with graduate programs to increase diversity in recruitment and enrollment is necessary to then increasing diversity in their field. They also work a lot to include “organizational diversity” - historians that work in all levels of the profession, at all types of institutions, small and large.
  - i. OAH has applied for a grant to fund a fellowship award; the program would fund a mentoring program for current PhD students to help ensure that they complete their degree and are involved in profession. Sounds similar to SAA Mosiac scholarship. Award includes membership costs. Fellows would meet at the OAH Annual Meeting for a 1.5 day session, and then again at the end of the fellowship. They think that it will be particularly helpful for students that might be the only minority scholar in their program, to help them to feel less isolated.
  - ii. Sessions are required to have a diverse panel of speakers, at least as it reflects diversity of the profession (which, like our own, is very white). This language is included in their call for speakers: “The program will reflect the full diversity of the OAH membership in the United States and abroad. Wherever possible, proposals should include presenters of different genders and different racial and ethnic backgrounds. The program should also represent a variety of public and academic historians and history professionals, wherever they are employed and at varying levels of seniority in the profession. We encourage senior historians to present their own research. We welcome debate on challenging and controversial issues.”
  - iii. OAH Executive Board includes 9 elected positions; informally one spot is reserved for each: ethnic minority member, a member from a small college, and a member that teaches at a high school or community college. Excerpts from OAH’s Guide to Voluntary Leadership:

1. “Many considerations go into these nominations. The practice of American history is accomplished by scholars of different ages and genders throughout the United States and the world pursuing many different intellectual and disciplinary interests. They teach, guide, research, and publish in amazingly diverse settings including public and private universities, four-year colleges, community and junior colleges, secondary and elementary schools, museums and parks, as well as write and research scholarship independently. Their backgrounds reflect many expressions of race and ethnicity, differences in sexual orientation, a wide range of economic backgrounds, marked differences in undergraduate and graduate training and, of course, the richest possible variety of disciplinary and topical approaches to the enormously variegated history of the United States.
2. “No single set of nominees in one year will likely produce candidates from all of these segments of our profession. But the combined membership of the Executive Board and Nominating Board, as well as the principal officers of the OAH, should reflect the exceptional breadth, diversity, and distinction of the membership at large.
3. “The Nominating Board also should be concerned about serious over-representation of one or another group on both boards. For example, it would be best if the Executive and Nominating boards never contained more than one person from any single institution at any time, and substantial overrepresentation of individuals from similar backgrounds should be avoided if possible.”

b. Statement on Diversity, adapted originally in 2000

- i. <http://www.oah.org/about/reports/reports-statements/statement-on-diversity/>

## Membership survey preliminary results summary

In accordance with its charge, the MARC Task Force on Diversity and Inclusion created a survey for MARAC membership to identify critical diversity issues facing the organization. The survey was distributed on March 14 and contained six questions. The first question was two parts, asking participants to identify how strongly they agreed or

disagreed with a statement and then to explain their answer. The sixth question was used to identify individuals who would be willing to speak to the Task Force in depth on the issue.

The survey closed on March 31 with 140 responses. Not every participant answered every question. While 140 is a very low percentage of MARAC membership, it is the Task Force's hope that the insights given by this small percentage will be a good starting point for a very large undertaking. This report is meant to be a brief overview of the survey results with a full report coming later.

*MARAC prioritizes diversity and inclusion in its programming and member services.*

- Strongly Agree: 7
- Agree: 45
- Neutral: 67
- Disagree: 14
- Strongly Disagree: 1
- N/A: 6

Overwhelmingly, those who chose Neutral explained that they didn't know about MARAC's efforts towards diversity and inclusion. Some indicated that while they didn't believe that MARAC hindered it, MARAC also didn't appear to be endorsing it. Even those who chose Agree had the feeling that MARAC could do more.

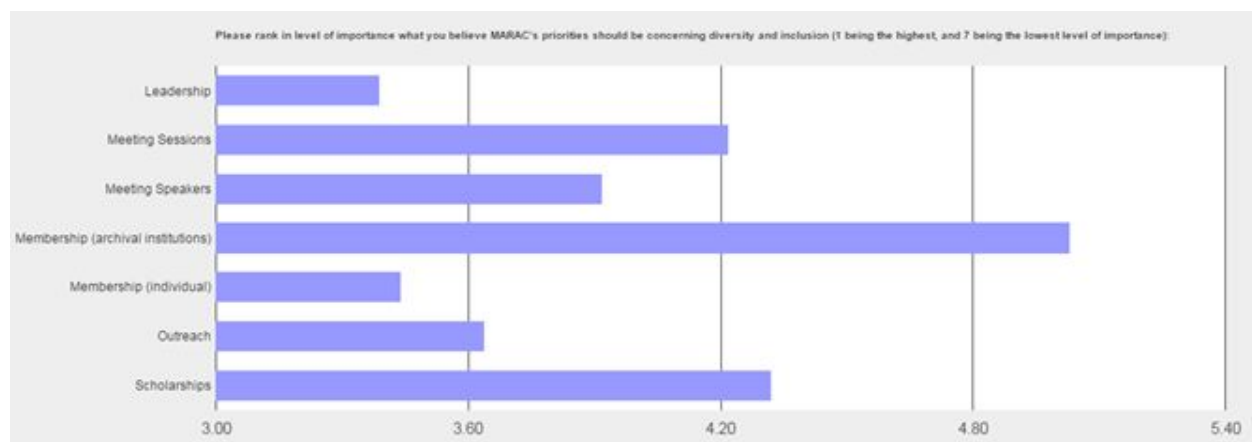
### Sample responses

"I believe programming does follow from collection content and academic study. A healthy percentage of sessions concern subjects that could be considered diverse (for gender or race & sometimes religion.) However, "we" can likely improve our scope by soliciting from organizations that are culturally divergent from typical MARAC membership. Small museums, churches, temples, mosques, ethnic & social organizations and "news organizations" that exist or existed to serve an ethnic population act as repositories for information and records of their culture."

"I do not believe MARAC prioritizes diversity and inclusion. I believe the organization practices it, when it is encountered as an issue and has policies that avoid the opposite problem of exclusion. But that is not the same as having an active policy of prioritizing it, or going out of the way to address it in a meaningful way. I recognize that may change with this initiative."

“I think there are some individual members who feel passionate about diversity and inclusion but don't feel that it's an organizational priority. I'd like to see more conference programs with racial and ethnic diversity in topic and panelists. I'd also like to see more affordable options for people to participate in MARAC. It's outdated that only people present at the business meeting can vote on certain important matters, disenfranchising low-income archivists. I'd also like to see more inclusion from people who may not be trained as archivists (e.g. with a master's degree) but who are in charge of archival collections, whether at their church or a local historical society.”

*Please rank in level of importance what you believe MARAC's priorities should be concerning diversity and inclusion (1 being the highest, and 7 being the lowest level of importance)*



The section of the survey that asked respondents to rank the importance of certain areas provided mixed results. There was no clear consensus, and it may be that some people switched the priority order - giving 7 the highest importance instead of 1. In the graph above, it is the items with the lowest number that had the higher ranking; Leadership and Membership (Individual) with the lowest average were therefore ranked the most important by the respondents.

*Are there actions that you believe need to be taken within the above areas to make MARAC a more diverse and inclusive organization?*

Although diversifying membership was identified as the highest priority, most of the responses to this question did not touch upon that. Most responses call for outreach and scholarships. There were also several responses that indicated that diversity is an issue facing the profession as a whole and MARAC's efforts won't have much effect.

### Sample responses

“Intentional cultivation of diverse membership, with explicit focus on people of color (ethnic/racial diversity) and other traditionally marginalized groups in LIS professions (LGBTQ). Intentional and explicit solicitation of traditionally marginalized groups for leadership roles and keynote speeches. Solicitation and promotion of meeting sessions that focus on diversity/inclusion in the profession and in our collections (with priority given to those sessions that feature speakers from traditionally marginalized groups). Explicit outreach by the MARAC leadership to emerging professionals from traditionally marginalized groups, including direct communication with and solicitation of students within the MARAC region.”

“The current scholarship award is a set in the right direction, but MARAC could follow through and dedicate more material and financial support for conference participation, research activities, and otherwise professional development - especially to post graduate / early career professionals.”

“A standing diversity committee; establish scholarships for archivists at small institutions and local historical societies; establish a mentoring program.”

“I think MARAC should do outreach to local and community organizations and encourage them to participate in MARAC. Scholarships and registration-waivers may be necessary to make this happen. MARAC also needs to make a strong case to these community caretakers and their supervising bodies that professional service and involvement are worth devoting institutional resources (staff release time, professional development funding, etc.)”

“More active recruiting of students within library programs. Exposure during library school may increase numbers, participation, and future memberships.”

“First, MARAC should identify why it isn't as inclusive and diverse as it could be, and work from there. For example, if the lack of diversity is due to the promotion of MARAC services to places where a more diverse population of archivists and librarians have access, the organization could easily remedy the issue with increased promotional efforts. If the issue is the lack of diversity in archives and librarianship, MARAC could potentially institute recruitment initiatives.”

*What do you think is needed to make the archival profession more diverse and inclusive?*

Suggestions included:

- Scholarships
- Better salaries
- Outreach to minority groups and students
- Mentoring
- Education
- Awareness
- Transparency and visibility within the profession

### Sample responses

“I think it will take systemic social change. MARAC can start by acknowledging how massively unrepresentative of the US its membership - and the archives profession as a whole is. It can sponsor public education about archives and the profession, raise money for non-professionals to attend events, and institute sliding scale attendance fees. MARAC can also (continue to?) have people-of-color spaces at their events and acknowledge that the whiteness of the archives world can make POC attendees feel excluded and unsafe. MARAC can make public statements about the archives profession's persistent bias.”

“Probably a willingness to more directly document underserved communities where diversity will naturally come from.”

“More scholarship opportunities at both the regional and national levels.”

“Working with students at all levels to help them see the value of archives in their lives and communities. There is also a connection here for institutions to work on collecting to serve everyone. If you don't see yourself in archives (you are invisible in terms of collections), you will not be interested in that profession.”

“Outreach to non-white communities. Practice inclusion - be welcoming and enthusiastic of ideas and ways of doing things that are different. Diverse representation is not the same as inclusion.”

## Workplan update

April 2016

- MARAC meeting, Pittsburgh, PA, April 14-16
- Prepare survey summary for presentation at Business Meeting
- Review and update work plan, assign roles for phase 2 (all)

- Diversity definition
- Diversity position statement
- Goals, objectives and new initiatives

#### July 2016

- Steering committee meeting
- Submit first draft of diversity definition and position statement
- Review compiled list of suggested goals, objectives, and new initiatives

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**DATE: APRIL 12, 2016**

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

**FROM: JOHN LEGLOAHEC, PAST CHAIR**

**RE: DISTINGUISHED SERVICE AWARD COMMITTEE REPORT**

Respectfully submitted to the Steering Committee on Thursday, April 14, 2016

The Distinguished Service Award Committee has nothing to report at this time.

# MARAC

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## MARAC Education Committee Report

Laurie Sather, April 14, 2016

### I. Mapping the Landscape Project

I continue to represent MARAC by serving on the Advisory Board and Chair of the Survey Task Force for the Mapping the Landscape Project. We are one of thirty-five partner organizations

To recap about the project:

The Educopia Institute was awarded a grant from the IMLS to collaborate across organizations and disciplines to comprehensively assess the continuing education and professional training needs in libraries, museums and archives. This is a one-year planning project to:

- Understand best practices in CE/PD research/assessment efforts nationally, and use them to guide our own analysis
- Build a relationship network comprising library, archives, and museum CE/PD hosts and trainers.
- Document CE/PD needs in and across libraries, archives and museums by building an open dataset of information
- Identify both discipline-specific and cross-discipline CE/PD needs and note opportunities to address shared challenges
- Design sustainability scenarios for ongoing, volunteer-based CE/PD data collection, analysis, and reporting

On the Survey Task Force we have worked with TrueBearing to develop a survey. We also helped promote the survey. The survey launched on March 1, 2016 and closed on March 24, 2016. We are currently coding the free form answers.

Final numbers of the survey are:

Overall: <ul style="list-style-type: none"><li>• Total: 2,790</li><li>• Completed: 1,949</li><li>• Completion rate: 70%</li></ul>	Sector Breakdown: <ul style="list-style-type: none"><li>• Archives: 18.49%</li><li>• Historical societies: 1.94%</li><li>• Libraries: 39.25%</li><li>• Museums: 24.23%</li><li>• Other/hybrid: 16.09%</li></ul>
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## **II. Travel Awards and Scholarships**

Travel Awards for the Pittsburgh conference were awarded to:

1. Sharon Wolff, \$250
2. Christine Toms, \$250
3. Kerry Dubyk, \$400
4. Josette Schluter, Karen A. Stuart Award

## **III. Past and Upcoming Workshops**

Workshops planned for Annapolis so far:

### **A. Rare Books for Archivists**

Instructor, Mike Knies

Full-Day Workshop: 9:00 am - 4:00 pm

Description to come

### **B. Hands-on Small Gauge Film Workshop**

Instructors: Siobhan Hagan, National Aquarium; Annie Peterson, Lyrasis

Full-Day Workshop: 9:00 am - 4:00 pm

The workshop will provide attendees with hands-on training in safely handling 8mm and 16mm film archival materials. The morning session will include a lecture introducing physical and chemical properties of film, history of motion picture film formats (focusing on small gauge formats), documentation, assessment and storage needs; and lastly a demonstration of 16mm inspection, repair, and rehousing for presentation. In the afternoon, workshop participants will divide into groups and each attendee will inspect, repair, and rehouse a film under careful supervision.

### **C. Preparing Competitive NHPRC Grant Proposals**

Instructor: Nancy Melley, National Historical Publications and Records Commission, National Archives and Records Administration

Full-Day Workshop: 9:00 am - 4:00 pm

This grants workshop will introduce attendees to the competitive archival grants programs at the National Archives and Records Administration, which are made through the National Historical Publications and Records Commission (NHPRC). The primary emphasis of this workshop will be on the Access to Historical Records grants program. A program director from the NHPRC will help participants understand the grant application process, including, the components of a good project summary, narrative, budget, and supplemental materials. The instructor also will discuss the review process, the response phase, and Commission recommendations. Attendees will have the opportunity to read and comment on two sample applications as part of the review process. They also will learn general tips and successful applicants have used to strengthen their applications.

The workshop also will offer attendees the opportunity to start designing their own project and application package: defining project scope, devising a budget, developing a work plan, and preparing an application.

D. SAA-DAS course, Digital Curation

Instructor: TBD

Full-Day Workshop: 9:00 am-4:00 pm

Description to come

Off-Conference Workshops:

**Project Management for Archival Processing**

When: Monday, May 23, 2016 from 9:00 AM-4:00 PM

Where: Central New York Library Resources at Syracuse, NY

Instructor: Vincent Novara, University of Maryland

This workshop focuses on introductory techniques and common tools for project management. Workshop participants will learn how to establish, define, plan, implement, and execute archival projects. Attention is given to strengthening prioritization skills and workflow planning as they pertain to processing projects executed by various levels of staffing, including the lone arranger. The workshop also addresses interpretive projects such as exhibitions and digital initiatives. Attendees will learn how to determine project goals and objectives, compose project objective statements, establish work breakdown structures, estimate project budgets, create project and communication plans, schedule and track tasks using Gantt Charts, and conduct a post-project evaluation. Throughout the workshop, standard project management terminology is applied to common archives tasks, and an overview is given of Earned Value Assessment.

Under Development:

Project Management for Archival Processing

- September, NARA only session
- October at UMBC

TurDeckEn: Codecs Inside Wrappers Inside Archives, An Introduction to Digital Files

Instructor: George Blood

- co-sponsorship with DVAG is being planned for July

IV. Transition Team

Jim Gerencser will be working with the Education Committee regarding its transition. The Transition Team has many great new ideas and the Education Committee is looking forward to implementation.

## **MARAC 2016 Election Results**

<b>Chair-Elect</b>	Vincent J. Novara
<b>Treasurer</b>	Katy Rawdon
<b>Awards Committee Chair</b>	Adriana Cuervo
<b>Arline Custer Memorial Award Committee</b>	Bethany Antos Tara Wink*
<b>Distinguished Service Award Committee</b>	Alan Delozier (1 year term) Annie Tang (2 year term)
<b>Finding Aids Award Committee</b>	Cara Howe* Alison Reynolds
<b>Nominations &amp; Elections Committee</b>	Lynn Eaton Katie Hall (Chair) Jessica Johnson
<b>Scholarship Committee</b>	Ben Blake (2 year term) Emily Cottle (Chair, 3 year term) Maria Day (2 year term) Amanda Hawk (3 year term) Lori Hostuttler (1 year term) Jessica Wagner Webster (1 year term)
<b>Delaware Caucus Representative</b>	Sarah Denison
<b>District of Columbia Caucus Representative</b>	Rachel Donahue
<b>Maryland Caucus Representative</b>	Jason Speck
<b>New Jersey Caucus Representative</b>	Laura Poll
<b>New York Caucus Representative</b>	John Zarrillo
<b>Pennsylvania Caucus Representative</b>	Rachel Grove Rohrbaugh
<b>Virginia Caucus Representative</b>	Kate Morris
<b>West Virginia Caucus Representative</b>	Danielle Emerling

\* Future Junior Co-Chair/Senior Co-Chair

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Date: April 10, 2016

To: Members of the MARAC Steering Committee  
From: Elizabeth Scott, Chair, MARAC Outreach Committee  
Re: Summary of MARAC Outreach Committee Activities (February 2016-April 2016) for the  
Spring Steering Committee Meeting, April 14, 2016

The Outreach Committee continues to upload blog posts thanks to committee member and former chair, Heidi Abbey Moyer, who is posting regularly.

In conjunction with Sara Borden, Chair of the Membership Development Committee, we contacted the Society of American Archivists about getting a free table at the upcoming 2016 Atlanta conference to promote MARAC. We have been in email contact with Carlos Salgado who has put us on the list and will send out further information about the conference as it gets closer. We plan on posting a Google document to MARAC membership and to various listservs so that members can sign up to take one hour shifts at the table to represent MARAC. Further coordination with Tammy Hoffman about sending brochures and other publicity items to the conference will occur as it gets closer to conference time.

The Outreach Committee has postponed a conference call until after the conference in order to get members up to speed about the merger of Publications, Outreach, and Electronic Resources. Once things have been clarified as to the roles each committee will play, more can be planned for the committee.

Respectfully submitted by Elizabeth Scott for the Outreach Committee.

# MARAC

## Membership Committee Report

### April 2016

#### Membership

- Sara A. Borden, Chair
- Sierra Green
- Amanda May
- Jason Speck
- Suzanne Gould
- Jamie Margalotti
- Cara Griggs
- Dyani Feige, MARAC Secretary (ex-officio)
- Tammy Hoffman, MARAC Administrator (ex-officio)

#### Progress and News

- Navigator program  
We had one request for a navigator, which is a 100% increase in the number of requests at we had for the fall meeting (: -D). Ten potential navigators generously volunteered their time.
- Rideshare/Roomshare spreadsheets  
The spreadsheets aren't as active for Pittsburgh as for meetings past, but they're still being used. We're pleased to continue to offer this.
- MC Meeting in Pittsburgh  
The Membership Committee will either meet in Pittsburgh or have a conference call shortly thereafter. We are still working on the date and time.
- New member orientation  
The new member orientation is scheduled for Friday, April 15 at 8:30AM in a location to be determined. In addition, we will also have a very informal networking happy hour on Friday night, April 15, at the Omni William Penn's Tap Room. This event will take place between Friday's last session and the cocktail hour at the Heinz History Center.
- New MARAC Wiki  
I have had conversations with Andrew Cassidy-Amstutz about updating the Membership Committee page of the new Wiki (<http://marac-operations-manual.wikidot.com/membership-development-committee>). I plan to request assistance from the Committee and start working on updates after Pittsburgh.
- Table at SAA  
Liz Scott arranged for MARAC to have a table at this summer's SAA meeting. She and I will work together to staff the table.
- PowerPoint Presentation  
I received the PowerPoint that the ACA uses at their member recruitment sessions. The Committee and I will begin working on creating one for MARAC after Pittsburgh.

## **Publications Committee Report Spring 2016 Pittsburgh Meeting**

-- **The MAA ad rates** and deadlines are added to the MARAC web site as a PDF document as it was requested by Tammy Hoffman. See the "Rate Card" <https://marac.memberclicks.net/publications>

-- **The Spring issue** was about 2 weeks behind schedule as our designer was unexpectedly overloaded with assignments at Dickinson and could not design the issue on time. Now the newsletter is back on its regular publishing schedule and the deadline for the summer issue is June 1, 2016.

-- **The editors** are also trying to gather photographs from MARAC meetings past and present to utilize in future issues (as needed) in place of blank pages. The hard copy MAA is a stapled booklet, each sheet is 4 pages. Therefore the total number of pages must be divisible by 4. In this particular issue there are two blank pages in the print version because you need to have 4 pages in the layout for a print copy. This message was posted to MARAC listserv by the Editors Jodi Boyle and Michael Martin: *"As some of you prepare to attend MARAC Pittsburgh, remember to pack your phone, tablet, digital camera or even classic film camera to take photographs and then send them to the Mid-Atlantic Archivist for us to use in a future column. And if you have any recent or vintage photographs from prior MARAC meetings, we'd love to have those as well. Please include the location and date of the meeting along with the name(s) of the individual(s) pictured."*

To date, the editors received a small number of images from the MARAC Boston in Spring 2015 and a promise to soon send images from Roanoke from Fall 2015.

-- **Advertising Editor:** 12 advertisers in the Spring newsletter (ACA, Aeon (Atlas Systems), Archival Products, ArchiveSpace (Lyrasis), Crowley, Eloquent Systems, Gaylord Archival, Hollinger/Metal Edge, Indiana University of Pennsylvania, Lyrasis, NEDCC, and University Products) and, so far, there are

10 advertisers tentatively confirmed for the Summer newsletter (ACA, Archival Products, ArchiveSpace (Lyrasis), Crowley, Eloquent Systems, Gaylord Archival, Hollinger/Metal Edge, Lyrasis, NEDCC, and University Products). If anyone has any recommendations for any organization/vendor that we should reach out to, please email them to the Advertising Editor Eric Arnold Fritzler at [eafritzler@ajhs.org](mailto:eafritzler@ajhs.org)

**-- Technical Leaflets Series update:**

In October 2015, a call went out to the MARAC membership for ideas/submissions for Technical Leaflets.

Got an idea for a Technical Leaflet? Want to update an existing Leaflet? We want to hear from you! Technical Leaflets are intended to provide brief, practical information about selected archival topics suitable especially for beginners in the profession (or to the topic). Technical Leaflets are a great way to get a peer-reviewed publication! No minimum page limit necessary.

Past topics have included: caring for photographs, processing and caring for architectural records, and managing volunteers (see all digitized leaflets at <http://www.marac.info/publications>). Contact Maureen Cech, Technical Leaflets editor at [mcech@udel.edu](mailto:mcech@udel.edu).

The response to the call has been very productive, yielding proposals for 3-4 new leaflets on the following topics:

Digital exhibitions (proposal and outline submitted; authors drafting now)

Disaster planning (proposal and outline submitted; author drafting now)

Born-digital asset management (authors in planning stages)

Digitization workflow (authors in planning stages)

The authors of the Digital Exhibitions leaflet and the author of the Disaster Planning leaflet project getting their drafts to me by Summer 2016.

Additionally, the leaflet on Religious Archives is in its final drafting stages, and I [i.e. Maureen Cech] will be seeking reviewers soon.

-- The Publications Committee members wish to be informed soon by the Bylaws Transition Team on their plans about the creation of the Communications Committee.

Respectfully submitted,

-- Ilhan Citak

## Report of the Bylaws Transition Team 4/13/16

The committee is continuing to help to insure that the transition to the new governance system is successful.

Rebecca Collier has recommended changes for the website and forwarded them to the webmasters.

Andrew Cassidy-Amstutz is working with the Membership Committee leadership on the transition to a new committee structure and to recreate their section of the leadership wiki.

Jim Gerencser is working with the Education Committee leadership to support them during the transition and will work with Laurie Salter to write a post for the MARAC blog and to recreate their section of the leadership wiki. He is also working with Laurie and the new Scholarship chair to insure the successful transfer of the scholarship awards function to the new committee.

Paige Newman is working with the outgoing chairs of the Electronic Resources, Publications and Outreach Committees to insure the successful transition to a single Communications Committee. She will be meeting with them during the conference.

After the Pittsburgh meeting the committee will meet via conference call to discuss the transition, the schedule of blog posts on the transition and articles for the next MAA.

I will not be in Pittsburgh but should be at the summer steering committee meeting. Please let Brian or Jim know if you have any questions during the meeting or send me an email if you have questions afterward.

Thank you again for your support during the transition process.

Andrew Cassidy-Amstutz

Rebecca Collier

Jim Gerencser

Paige Newman

Charlotte Sturm

Danna Bell, Chair