

MARAC

Mid-Atlantic Regional Archives Conference

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

Chair's Report Spring 2016 Steering Committee Meeting April 11, 2016

MARAC Business

Bylaws Transition

At our last meeting in January, we passed several motions that were recommended by the Bylaws Transition Team as we move to the new governing documents on July 1, 2016. The Transition Team also recommends the creation of a new Communications Committee that will incorporate the work of the Outreach, Electronic Resources, and Publication Committees into one committee. There is a draft Communications Committee description for discussion at the April 14 Steering Committee meeting.

Web Team

I have appointed two additional members to the Web Team that I hope will lessen the burden on the MARAC Administrator. This brings the total number of Web Team members to five. This arrangement will allow for a team based approach to the Web site, while freeing up Tammy's time for more member focused activities. The two new members are Christy Fic and Anastasia Matijkiw.

Parliamentarian

I am pleased to announce the appointment of Danna Bell as MARAC Parliamentarian to a one year term commencing after the Spring 2016 meeting in Pittsburgh. Danna has served MARAC in a number of roles, and I welcome the skill, enthusiasm, and ability that she brings to this position.

2016 Elections

Congratulations to all those who were elected to positions serving MARAC. I welcome you all to the Steering Committee meeting. Please let me know if you have any questions or concerns about your newly elected positions.

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

MARAC

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To: MARAC STEERING COMMITTEE
From: TAMMY HOFFMAN, MARAC ADMINISTRATOR
Date: April 14, 2016
Re: ADMINISTRATOR'S REPORT

Submitted to the Steering Committee on Thursday, April 14, 2016 in Pittsburgh, PA. **NOTE: We will need to finalize the preferred date for the Summer Steering Committee meeting at UBALT on either July 22nd or August 12th during the Pittsburgh conference meeting.**

Membership Statistics

There are currently 1,070 active members (as of April 10, 2016):

927 Regular Members
30 Retired Members
113 Student Members

Membership Statistics Comparison

Member Type	2013 (as of 4/17/2013)	2014 (as of 4/17/2014)	2015 (as of 3/12/2015)	2016 (as of 4/10/2016)	% change 2015-2016
Regular	940	963	967	927	-4.14
Retired	26	32	32	30	-6.25
Student	119	141	112	113	.89
Total	1085	1136	1111	1070	-3.69

Current State Caucus Membership

Caucus	2015 – 2016 Membership (as of 4/10/2016)
DC	172
Delaware	42
Maryland	202
New Jersey	134
New York	227
Pennsylvania	257
Virginia	179
West Virginia	19

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 4/17/14)	2015 (as reported 3/12/15)	2016 (as reported 4/10/16)
DC	188	186	172
Delaware	60	53	42
Maryland	218	227	202
New Jersey	137	131	134
New York	265	252	227
Pennsylvania	273	259	257
Virginia	176	169	179
West Virginia	15	16	19

New Membership Applications

Month	2015-16
February	35
March	31
April (as of 4/10/16)	14
Total	80

Additional Information

Membership Analysis: Although our overall membership numbers appear to have slightly decreased from last year in this report, the student numbers are now showing a slight increase.

Mid-Atlantic Archivist: An electronic copy of the Winter Mid-Atlantic Archivist was made available on 1/29/2015, and the Spring issue was just released on 3/31/2016. There are currently 175 members or subscribers who receive paper copies of the newsletter. (There were 200 members or subscribers at this time last year.)

Spring Conference: Online registration for the MARAC Spring 2016 Conference in Pittsburgh, PA went live on 1/13/16. As of 4/10/2016, there are a total of 344 pre-registered attendees. We also have 18 exhibitors, two advertisers and 11 sponsors with gross proceeds of \$17,479.00

Web Pages - Updates: Our MARAC webpages will be updated by the MARAC Web Team after the conference to reflect the election results and new committee appointees.

Continuing Education Workshops: We currently have one off-conference workshop, Project Management scheduled for Monday, May 23rd at the Central New York Library Resources in Syracuse, NY. There is only one person signed up for the workshop at this time.

Elections: On February 1, 2016, 919 electronic invitations were sent to MARAC members through SurveyMonkey. Additionally, 45 paper ballots were mailed to members who requested paper communication for election processes. A total of 384 online votes were cast and 13 paper ballots were returned for a total of 397 votes, which is approximately 41% of the MARAC membership. *Please refer to the Nominations and Elections Committee report for more details.*

**MARAC Election Participation Data
2008-2016**

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
2015	409	19	1032	41.5%	Susan McElrath
2016	384	13	964	41%	Charlotte Sturm

*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.

Vice Chair\Meetings Coordinating Committee
12 April 2016

1) This meeting:

Spring (no matter what the weather seems) 2016:

When: April 14-16, 2016

Where: Pittsburgh, PA

Hotel: Omni William Penn Hotel

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)

Loss of \$4,370 for not meeting the roomblock of the overflow hotel. Recommend that we shy away from (read: no way in hades) overflow hotels in major metropolitan areas unless it is simply a courtesy block. Even with a survey, in the week or more time it takes to get a contract many folks will have found other accommodations.

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

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

Spring 2017:

When: April 20-22, 2017

Where: Newark, NJ

Hotel: Best Western Robert Treat Hotel

Room rate: \$125

(Looking to increase room block now.)

AV costs: \$300, yes, \$300, Wi-Fi is free, yes, free, everywhere.

Food and beverage minimum is \$20,000 and, in this case,

DOES INCLUDE fees and other charges.

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)

Fall 2017:

When: October 25-27, 2017

Where: Buffalo, NY

Hotel: Hyatt Regency Buffalo Hotel and Conference Center

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) Spring 2018 (site visit in May, date not set):

Where: Hershey, PA

Potential Hotel: Hotel Hershey

Local Arrangements: Hershey Community Archives

Pre-negotiation prices:

Room rate: \$189

Food and Beverage Minimum: \$10,000

Wi-Fi: \$25 per head

4) Maybe someday

**Where: Frederick, MD (conference hotel still remains in
planning stage)**

**Local Arrangements Co-chair: Lisa C. Mangiafico
(Soroptimist International of the Americas)**

Submitted by

Mary K. Mannix, Vice Chair

MARAC Archives Report

April/2016 (for the MARAC Steering Committee Meeting in Pittsburgh, PA)

Work continues with sorting through recent MARAC accessions and determining which portions of these accretions should be profiled for permanent transfer into the core archival collection. In conjunction with this project, an inventory is being taken of “born digital” records that have been acquired for the MARAC Archives in recent years, with the goal of presenting that content as well in a revised and updated finding aid for the Archive. Sarah Hedland, a student assistant in Special Collections at the University of Maryland Libraries, is beginning to assist in this effort.

The MARAC Archives Coordinator has prepared service and finding aid awards for signing and presenting at the upcoming Pittsburgh meeting. Presumably this activity will be taken over by new Awards Committee chair as part of the recent organization transition in MARAC.

As you may recall, there was some discussion at the January Steering Committee meeting about the role of the MARAC Archivist and the MARAC Archives Coordinator at Steering Committee meetings, now that these positions are no longer shared by one individual. We would like to reaffirm and codify as needed the current practice of having the MARAC Archives Coordinator (Lauren Brown) participate regularly at those meetings, with the proviso that the MARAC Archivist (Liz Novara) will also attend from time to time as well, if issues or initiatives related to the MARAC Archives need to be discussed in depth at a future Steering Committee meeting.

In addition, we propose to change the designator of “MARAC Archives Coordinator” to “MARAC Historian” and to make this a formal appointment on a three-year cycle. This individual would continue to facilitate transfer of documentation generated by MARAC to the Archive, but could also be called on as needed to provide in-depth research reports (based on documentation found in the MARAC Archives) on any topic germane to the current work of the Steering Committee or to any officer in MARAC. In addition, this individual could work on historical compilations and summaries of MARAC committees and initiatives (e.g., preparing a summary history of MARAC’s strategic planning, or a historical list of MARAC surveys over time, or a summary listing of joint meetings in MARAC’s history). All of this would serve to facilitate quick access to historical information that otherwise might take many hours to assemble.

This proposed title change could be easily accomplished by revising text found in MARAC’s operational manual; it would not require any change in the new bylaws of the organization.

And in conclusion, we see an advantage in co-writing future quarterly reports to the Steering Committee, going forward. So you can anticipate seeing our names listed jointly in future reports.

Liz Novara (MARAC Archivist, University of Maryland)

LaurenBrown (MARAC Archives Coordinator, University of Maryland)

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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 11 in advance of the Spring 2016 meeting to be held in Pittsburgh, PA on April 14, 2016.

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 2016 conference income, mailing list sales, publication sales, MAA advertising, and gifts to general operations and the restricted funds.
 - Expenses are from administrator's salary, Steering Committee food, travel, and lodging for the winter meeting, MemberClicks fees, office supplies, a new laptop for the administrator, printing and mailing charges, phone charges, Spring 2016 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 – 0.12%
 - Vanguard Bonds – 6.05%
3. The MARAC FY2017 Budget (see attached) is forwarded to the Steering Committee for its approval and adoption. (A comparison to the budget for FY2016 is also provided.)
4. The Annapolis, MD (Fall 2016) proposed budget (see attached) is forwarded to the Steering Committee for its approval and adoption. This budget includes a base rate of \$105 as the early-bird registration fee for a MARAC member. Finance Committee has approved this budget.

FY 2016, 3rd Quarter (January 1, 2016 to March 31, 2016)

<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	\$3,093.00		\$33,047.00	102%
Conference Registration	\$76,000.00	\$24,639.00	\$2,441.00	\$44,430.00		\$71,510.00	94%
Conference Vendors	\$16,000.00	\$4,000.00	\$5,529.00	\$5,150.00		\$14,679.00	92%
Conference Sponsorship	\$7,000.00	\$3,300.00	\$1,250.00	\$2,650.00		\$7,200.00	103%
Publication Advertising	\$2,400.00	\$536.00	\$2,460.00	\$1,548.00		\$4,544.00	189%
Publication Sales	\$350.00	\$35.00	\$175.00	\$35.00		\$245.00	70%
Mailing List Sales	\$100.00	\$0.00	\$0.00	\$50.00		\$50.00	50%
Off-Meeting Workshops	\$7,600.00	\$5,295.00	\$255.00	\$0.00		\$5,550.00	73%
Bank Interest	\$150.00	\$23.05	\$23.06	\$22.76		\$68.87	46%
Investment Interest	\$2,000.00	\$429.49	\$0.00	\$1,179.64		\$1,609.13	80%
Gifts to Operations	\$200.00	\$626.00	\$26.00	\$40.00		\$692.00	346%
Miscellaneous	\$0.00	\$75.00	\$0.00	\$0.00		\$75.00	0%
Total Income	\$144,300.00	\$65,083.54	\$15,988.06	\$58,198.40	\$0.00	\$139,270.00	97%
EXPENSES							
Administrator	\$18,000.00	\$4,450.71	\$4,847.24	\$5,956.15		\$15,254.10	85%
Web Services	\$3,700.00	\$900.00	\$900.00	\$1,169.00		\$2,969.00	80%
Archivist	\$750.00	\$0.00	\$1,000.00	\$0.00		\$1,000.00	133%
Accountant	\$1,500.00	\$0.00	\$1,025.00	\$0.00		\$1,025.00	68%
Advocacy	\$1,625.00	\$1,500.00	\$0.00	\$0.00		\$1,500.00	0%
Insurance Policy	\$1,100.00	\$0.00	\$0.00	\$0.00		\$0.00	0%
Phone	\$600.00	\$163.94	\$306.95	\$164.41		\$635.30	106%
Postage	\$1,050.00	\$42.82	\$194.00	\$370.17		\$606.99	58%
Office Supplies	\$150.00	\$0.00	\$0.00	\$113.37		\$113.37	76%
Food	\$4,450.00	\$604.69	\$1,385.17	\$365.79		\$2,355.65	53%
Travel	\$4,750.00	\$896.01	\$505.75	\$876.31		\$2,278.07	48%
Equipment	\$0.00	\$0.00	\$0.00	\$1,031.81		\$1,031.81	0%
Printing and Design	\$7,500.00	\$945.85	\$1,018.59	\$1,031.91		\$2,996.35	40%
Conference	\$80,000.00	\$14,644.70	\$19,774.46	\$5,605.57		\$40,024.73	50%
Lodging	\$2,500.00	\$306.59	\$360.51	\$392.24		\$1,059.34	42%
Honoraria	\$2,500.00	\$0.00	\$500.00	\$0.00		\$500.00	20%
Awards and Prizes	\$1,450.00	\$100.00	\$475.00	\$0.00		\$575.00	40%
Scholarships	\$5,550.00	\$0.00	\$613.71	\$0.00		\$613.71	11%
Banking Fees	\$7,000.00	\$2,413.75	\$2,040.96	\$1,746.09		\$6,200.80	89%
Investments	\$0.00	\$0.00	\$317.43	\$0.00		\$317.43	0%
Disaster Assistance	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	0%
Miscellaneous	\$125.00	\$29.00	\$135.00	\$35.00		\$199.00	0%
Total Expenses	\$144,300.00	\$26,998.06	\$35,399.77	\$18,857.82	\$0.00	\$81,255.65	56%
Net Income or (Loss)		\$38,085.48	(\$19,411.71)	\$39,340.58	\$0.00	\$58,014.35	

Account Balances

			<u>Opening</u>	<u>Credits</u>	<u>Debits</u>	<u>Closing</u>
PNC Checking	\$86,810.88	Operating	\$18,673.77	\$58,198.40	(\$18,857.82)	\$58,014.35
PNC Savings	\$76,278.35	Restricted	\$128,292.00	\$160.00	\$0.00	\$128,452.00
Vanguard Bonds	\$79,204.80	Reserve	\$51,000.00	\$0.00	\$0.00	\$51,000.00
Total	<u>\$242,294.03</u>	Surplus	\$4,827.68	\$0.00	\$0.00	\$4,827.68
		Totals	<u>\$202,793.45</u>	<u>\$58,358.40</u>	<u>(\$18,857.82)</u>	<u>\$242,294.03</u>

Summary - Third Quarter FY 2016

Opening Balance	\$202,793.45
Total Income	\$58,358.40
Total Expenses	<u>(\$18,857.82)</u>
Closing Balance	\$242,294.03

Restricted Funds

			<u>Opening</u>	<u>New Gifts</u>	<u>Spending</u>	<u>Closing</u>
PNC Savings	\$49,247.20	Disaster Assist.	\$4,182.00	\$80.00	\$0.00	\$4,262.00
Vanguard Bonds	\$79,204.80	Education	\$118,591.00	\$40.00	\$0.00	\$118,631.00
Total	<u>\$128,452.00</u>	Finch Award	\$5,519.00	\$40.00	\$0.00	\$5,559.00
		Total	<u>\$128,292.00</u>	<u>\$160.00</u>	<u>\$0.00</u>	<u>\$128,452.00</u>

MARAC Budget - Fiscal 2017

MARAC Income

Category	Anticipated
Annual Receipts	
Membership Dues	\$33,000.00
Conference Registration	\$90,000.00
Conference Vendors	\$15,000.00
Conference Sponsorship	\$6,500.00
Publication Advertising	\$4,000.00
Publication Sales	\$350.00
Mailing List Sales	\$150.00
Off-Meeting Workshops	\$6,400.00
Bank Interest	\$100.00
Investment Interest	\$2,000.00
Gifts to Operations	\$500.00
Miscellaneous	\$0.00
TOTAL	\$158,000.00

MARAC Expenses

Category	Allocated
General	
Administrator	\$8,625.00
Executive Officers	\$23,600.00
Caucuses	
Delaware	\$0.00
District of Columbia	\$750.00
Maryland	\$500.00
New Jersey	\$575.00
New York	\$500.00
Pennsylvania	\$0.00
Virginia	\$550.00
West Virginia	\$0.00
Committees	
Steering	\$6,500.00
Communications	\$4,400.00
Education	\$4,500.00
Finance	\$3,500.00
Meetings Coordinating	\$0.00
Membership	\$300.00
Nominating	\$50.00
Custer	\$450.00
Distinguished Service	\$250.00
Finding Aids	\$750.00
Scholarship	\$2,200.00
Fall Conference (LAC)	\$60,000.00
Spring Conference (LAC)	\$40,000.00
TOTAL	\$158,000.00

MARAC Income

Category	Anticipated
Annual Receipts	
Membership Dues	\$33,000.00
Conference Registration	\$90,000.00
Conference Vendors	\$15,000.00
Conference Sponsorship	\$6,500.00
Publication Advertising	\$4,000.00
Publication Sales	\$350.00
Mailing List Sales	\$150.00
Off-Meeting Workshops	\$6,400.00
Bank Interest	\$100.00
Investment Interest	\$2,000.00
Gifts to Operations	\$500.00
Miscellaneous	\$0.00
TOTAL	\$158,000.00

MARAC Expenses

Category	Allocated
Operational Support	
Administrator Salary	\$20,000.00
Web Services	\$6,000.00
Archivist	\$1,000.00
Accountant	\$1,500.00
Advocacy	\$2,100.00
Insurance Policy	\$1,100.00
General Support	
Phone	\$650.00
Postage	\$725.00
Office Supplies	\$175.00
Food	\$5,700.00
Travel	\$4,100.00
Rented Services	
Equipment	\$0.00
Printing and Design	\$4,050.00
Conference	\$100,000.00
Lodging	\$2,950.00
Honoraria	\$2,000.00
Awards and Scholarships	
Awards and Prizes	\$1,450.00
Scholarships	\$2,200.00
Financial Operations	
Banking Fees	\$2,000.00
Investments	\$0.00
Other	
Disaster Relief	\$0.00
Miscellaneous	\$300.00
TOTAL	\$158,000.00

MARAC Budget - FY2016

MARAC Budget - FY2017

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	\$7,600.00
Bank Interest	\$150.00
Investment Interest	\$2,000.00
Gifts to Operations	\$200.00
Miscellaneous	\$0.00
TOTAL	\$144,300.00

MARAC Expenses

Category	Allocated
Operational Support	
Administrator Salary	\$18,000.00
Web Services	\$3,700.00
Archivist	\$750.00
Accountant	\$1,500.00
Advocacy	\$1,625.00
Insurance Policy	\$1,100.00
General Support	
Phone	\$600.00
Postage	\$1,050.00
Office Supplies	\$150.00
Food	\$4,450.00
Travel	\$4,750.00
Rented Services	
Equipment	\$0.00
Printing and Design	\$7,500.00
Conference	\$80,000.00
Lodging	\$2,500.00
Honoraria	\$2,500.00
Awards and Scholarships	
Awards and Prizes	\$1,450.00
Scholarships	\$5,550.00
Financial Operations	
Banking Fees	\$7,000.00
Investments	\$0.00
Other	
Disaster Relief	\$0.00
Miscellaneous	\$125.00
TOTAL	\$144,300.00

MARAC Income

Category	Anticipated
Annual Receipts	
Membership Dues	\$33,000.00
Conference Registration	\$90,000.00
Conference Vendors	\$15,000.00
Conference Sponsorship	\$6,500.00
Publication Advertising	\$4,000.00
Publication Sales	\$350.00
Mailing List Sales	\$150.00
Off-Meeting Workshops	\$6,400.00
Bank Interest	\$100.00
Investment Interest	\$2,000.00
Gifts to Operations	\$500.00
Miscellaneous	\$0.00
TOTAL	\$158,000.00

MARAC Expenses

Category	Allocated
Operational Support	
Administrator Salary	\$20,000.00
Web Services	\$6,000.00
Archivist	\$1,000.00
Accountant	\$1,500.00
Advocacy	\$2,100.00
Insurance Policy	\$1,100.00
General Support	
Phone	\$650.00
Postage	\$725.00
Office Supplies	\$175.00
Food	\$5,700.00
Travel	\$4,100.00
Rented Services	
Equipment	\$0.00
Printing and Design	\$4,050.00
Conference	\$100,000.00
Lodging	\$2,950.00
Honoraria	\$2,000.00
Awards and Scholarships	
Awards and Prizes	\$1,450.00
Scholarships	\$2,200.00
Financial Operations	
Banking Fees	\$2,000.00
Investments	\$0.00
Other	
Disaster Relief	\$0.00
Miscellaneous	\$300.00
TOTAL	\$158,000.00

Proposed Budget

Category	Total for 300 Attendees	Total for 350 Attendees
INCOME		
Registration Fees	\$33,725.00	\$39,725.00
Exhibitor Fees	\$11,060.00	\$11,060.00
Meals	\$5,750.00	\$6,750.00
Reception	\$1,300.00	\$1,300.00
Tour Fees	\$950.00	\$1,425.00
Workshop Fees	\$5,025.00	\$6,700.00
Total Income	\$57,810.00	\$66,960.00
EXPENSES		
Administrative Services	\$5,000.00	\$5,000.00
Hospitality Suite	\$0.00	\$0.00
Hotel Expenses	\$11,715.00	\$12,595.00
LAC Expenses	\$250.00	\$250.00
Meal Expenses	\$24,910.00	\$29,155.00
Reception	\$9,752.40	\$9,752.40
Registration/Program	\$2,750.00	\$2,750.00
Session/Plenary Speakers	\$335.00	\$335.00
Tour Expenses	\$735.00	\$1,100.00
Workshop Expenses	\$2,550.00	\$2,550.00
Total Expenses	\$57,997.40	\$63,487.40
Projected Profit	(\$187.40)	\$3,472.60
MARAC Cover of Steering Dinner	\$1,040.00	\$1,040.00
Overall Projected Profit	\$852.60	\$4,512.60

Proposed Budget - Income Estimates

Category	300			350		
	Cost/Item	Attendees	Total	Cost/Item	Attendees	Total
INCOME						
Registration Fees						
Pre-Reg Members	\$105.00	175	\$18,375.00	\$105.00	195	\$20,475.00
Pre-Reg Non-Members	\$150.00	25	\$3,750.00	\$150.00	30	\$4,500.00
Late Reg Members	\$115.00	25	\$2,875.00	\$115.00	30	\$3,450.00
Late Reg Non-Members	\$160.00	10	\$1,600.00	\$160.00	15	\$2,400.00
Member, on-site	\$125.00	25	\$3,125.00	\$125.00	30	\$3,750.00
Non-member, on-site	\$170.00	15	\$2,550.00	\$170.00	20	\$3,400.00
Student registration	\$55.00	10	\$550.00	\$55.00	10	\$550.00
One day (Saturday only)	\$60.00	15	\$900.00	\$60.00	20	\$1,200.00
Total Registration Fees		300	\$33,725.00		350	\$39,725.00
Exhibitor Fees						
Ads	\$100.00	2	\$200.00	\$100.00	2	\$200.00
Vendor Sponsorships	\$0.00	2	\$500.00	\$0.00	2	\$500.00
Plenary/Conf Sponsorship	\$0.00	1	\$500.00	\$0.00	1	\$500.00
Other Sponsorships	\$0.00	4	\$1,000.00	\$0.00	4	\$1,000.00
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
Lunches	\$40.00	4	\$160.00	\$40.00	4	\$160.00
Total Exhibitor Fees			\$11,060.00			\$11,060.00
Meals						
Breakfast - Business Mtg.	\$20.00	100	\$2,000.00	\$20.00	125	\$2,500.00
Lunch - Friday meat	\$25.00	125	\$3,125.00	\$25.00	135	\$3,375.00
Lunch - Friday veg	\$25.00	25	\$625.00	\$25.00	35	\$875.00
Total Meals			\$5,750.00			\$6,750.00
Reception						
Donation	\$0.00	2	\$1,000.00	\$0.00	2	\$1,000.00
Guest Tickets	\$20.00	15	\$300.00	\$20.00	15	\$300.00
Total Reception Income			\$1,300.00			\$1,300.00
Tour Fees						
Tour #1 -- Paca House	\$12.00	10	\$120.00	\$12.00	15	\$180.00
Tour #2 -- USNA	\$15.00	10	\$150.00	\$15.00	15	\$225.00
Tour #3 -- MSA	\$8.00	10	\$80.00	\$8.00	15	\$120.00
Tour #4 -- Great Frog Winery	\$60.00	10	\$600.00	\$60.00	15	\$900.00
Total Tour Fees			\$950.00			\$1,425.00
Workshop Fees						
Workshop #1	\$95.00	15	\$1,425.00	\$95.00	20	\$1,900.00
Workshop #2	\$95.00	15	\$1,425.00	\$95.00	20	\$1,900.00
Workshop #3	\$95.00	15	\$1,425.00	\$95.00	20	\$1,900.00
Workshop #4	\$50.00	15	\$750.00	\$50.00	20	\$1,000.00
Total Workshop Fees			\$5,025.00			\$6,700.00
Total Income			\$57,810.00			\$66,960.00

Proposed Budget - Expense Estimates

Category	300			350		
	Cost/Item	Attendees	Total	Cost/Item	Attendees	Total
EXPENSES						
Administrative Services			\$5,000.00			\$5,000.00
Hospitality Suite			\$0.00			\$0.00
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*	\$7,160.00		\$7,160.00	\$8,040.00		\$8,040.00
Service Fee if less than minimum**	\$100.00		\$100.00	\$100.00		\$100.00
Total Hotel Expenses			\$11,715.00			\$12,595.00
LAC Expenses			\$250.00			\$250.00
Meal Expenses (\$25,000 min)						
Breakfast Buffet - Sat	\$30.00	100	\$3,000.00	\$30.00	125	\$3,750.00
Coffee Breaks Thur (AM & PM)	\$22.50	90	\$2,025.00	\$22.50	120	\$2,700.00
Continental Breakfast - Fri AM	\$22.00	225	\$4,950.00	\$22.00	260	\$5,720.00
Coffee Breaks Fri (AM & PM)	\$20.00	450	\$9,000.00	\$20.00	520	\$10,400.00
Coffee Break Sat (AM)	\$4.00	125	\$500.00	\$4.00	150	\$600.00
Lunch - Friday (meat)	\$27.00	125	\$3,375.00	\$27.00	135	\$3,645.00
Lunch - Friday (veg)	\$28.00	25	\$700.00	\$28.00	35	\$980.00
Vendor Lunches - Fri**	\$28.00	20	\$560.00	\$28.00	20	\$560.00
Steering Committee - Th**	\$40.00	20	\$800.00	\$40.00	20	\$800.00
Total Meal Expenses			\$24,910.00			\$29,155.00
Reception						
Caterer (Food + Beverage/Alcohol)	\$5,500.00		\$5,500.00	\$5,500.00		\$5,500.00
Server Labor Fees	\$100.00	3	\$300.00	\$100.00	3	\$300.00
Insurance	\$400.00		\$400.00	\$400.00		\$400.00
Facility Fees	\$1,500.00		\$1,500.00	\$1,500.00		\$1,500.00
Service Fee + Taxes*	\$2,052.40		\$2,052.40	\$2,052.40		\$2,052.40
Total Reception Costs			\$9,752.40			\$9,752.40
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	\$200.00	1	\$200.00	\$200.00	1	\$200.00
Meals	\$35.00	1	\$35.00	\$35.00	1	\$35.00
Travel	\$100.00	1	\$100.00	\$100.00	1	\$100.00
Total Luncheon/Plenary Costs			\$335.00			\$335.00
Total Tour Expenses			\$735.00			\$1,100.00
Workshop Expenses						
Honoraria	\$437.50	4	\$1,750.00	\$437.50	4	\$1,750.00
Lodging/Meals	\$125.00	4	\$500.00	\$125.00	4	\$500.00
Travel (Speakers)	\$50.00	4	\$200.00	\$50.00	4	\$200.00
Misc. Expenses	\$25.00	4	\$100.00	\$25.00	4	\$100.00
Total Workshop Expenses			\$2,550.00			\$2,550.00
Total Expenses			\$57,997.40			\$63,487.40

*22% Gratuity/Service + 7.32% State taxes = 29.32%

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

MARAC
Communications Committee
Description
DRAFT

The Communications Committee will be an operational committee. The committee will largely combine the functions of the current Electronic Resources, Publications and Outreach Committees.

The committee members will be appointed by the Chair-elect and will include up to nine individuals including the Chair, the Editor of the *Mid-Atlantic Archivist* newsletter, an Assistant Editor for the newsletter, and an Advertising Editor for the newsletter. In addition to its nine sitting members, the committee should include the MARAC Administrator and MARAC Secretary ex-officio members.

This committee will:

- Manage and assess the ongoing development of MARAC's use of social media (including the MARAC blog, twitter feed and Facebook page).
- Manage and assess MARAC's existing and future publications including the *MAA*, technical leaflets and publications from conference sessions.
- Seek and implement new means of communicating with members and non-members as needed.
- Solicit feedback as needed on MARAC communication and outreach initiatives.
- Coordinate MARAC's annual Archives Month activities including selecting and communicating the Archives Month theme.
- Provide marketing for MARAC publications and social media accounts.
- Coordinate advertising and exhibiting at appropriate meetings of other professional associations, such as the SAA Annual Meeting.
- Oversee MARAC's branding, including reviews as needed and any necessary refreshing.
- Insure that content on MARAC website is accurate and current.
- Work with the Membership Committee on joint marketing initiatives (such as developing and providing MARAC swag or promotional giveaways) and communications with members.
- Advise Steering and any other appropriate MARAC committees on any matters related to communications.

The Communications Committee will share content via social media, websites or other electronic resources. The committee will not be responsible for software maintenance or administration of the technology supporting social media. The MARAC Administrator and Web Master(s) will be responsible for technology support issues as well as maintaining the website and blog, administering elections and surveys, and coordinating use of the DRUM. (Note that encouraging those who provide papers for MARAC to submit materials to DRUM is done by the Meetings Coordinating Committee).

MARAC

Mid-Atlantic Regional Archives Conference

Delaware • District of Columbia • Maryland • New Jersey
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To: MARAC STEERING COMMITTEE
From: TAMMY HOFFMAN, MARAC ADMINISTRATOR
Date: April 14, 2016
Re: WEB TEAM REPORT

Submitted to the Steering Committee on Thursday, April 14, 2016 in Pittsburgh, PA.

NOTE: Web Team members Don Sailer and Liz Caringola will be guest attendees to the meeting in Pittsburgh. This will give SC members and the Web Team a chance to meet in person. Liz will be editing the new Caucus Representatives web pages and Don will be updating the Committee web pages for our MARAC website.

Web Team Overview and Recent Activity

Since our last report in January 2016, our Web Team has added two members, Christy Fic (Shippensburg University) and Anastasia Matijkiw (Historical Society of Pennsylvania). These welcome additions will help provide extra support for our Web Editors as the MARAC website pages are updated to reflect the new bylaws passage and they will handle special projects as needed.

A Committee Contact survey was released to the Steering Committee to determine which contact information should be captured on Committee website pages. Results from this survey will help us streamline our Committee Contact form. **After the Pittsburgh meeting, we will be proactively contacting the Committee Chairs with instructions on the necessary workflow to update their pages. This would also include any new Committees formed based on the Bylaws passage.**

The Web Team's charter is to work collaboratively along with the MARAC Administrator on managing current needs and the future direction of MARAC's website. **In order to contact the Web Team directly with any questions, please continue to email the webmaster@marac.info account. We are routing requests behind the scenes as needed.**

We have also accomplished the following since our last Steering Committee meeting in January 2016:

- The Diversity Survey was launched and the Chair now has the results
- A Communications Committee web page in MemberClicks (behind the scenes) has been drafted
- The Disaster Relief page has been updated as requested
- We worked on the Guidebook with Pittsburgh PC/LAC as needed

- Workflow process for archiving old documents on our website and downloading them to our DRUM repository is underway. The Web Team is working with Lauren Brown and Liz Novara to accomplish this task.

Web Team – MemberClicks Review and Recommendations Project

The Web Team has recently accomplished the following tasks for reviewing our membership database and website provider, MemberClicks:

- Attended a Your Membership Webinar
- Evaluated a trial version of Your Membership
- Toured Wild Apricot Software
- Used a trial version of Wild Apricot
- Reviewed tours for Club Express
- Identified the current trouble areas with MemberClicks to hopefully avoid these pitfalls when choosing a new software package.

Major accomplishments

- Confirmed the final three vendors to be reviewed based on cost, features available, meeting current needs and allowing us to grow in the future
- Decided not to explore Club Express since this would either be a lateral move or a step backwards in functionality
- Met with the Treasurer and further researched costs with the most expensive vendor to make sure that this package could still be considered. Attended demos to confirm the functionality.

Based on our research, the Web Team has recommended the following three vendors as viable contenders to handle our existing and future membership software needs:

- **MemberClicks** – our current provider promising a new update to meet our growing needs and address prior concerns
- **Wild Apricot** – software package used by most of our peer archivist associations and the number one best seller in the AMS market, might be more stable than MemberClicks and less expensive but possibly fewer features
- **Your Membership** – more robust than our current package but slightly more expensive

We welcome any feedback or questions from the MARAC Steering Committee as this process continues.



Spring 2016 NATIONAL COALITION FOR HISTORY REPORT
MARAC Steering Committee Meeting
Pittsburgh, PA—April 14, 2016

CONGRESSIONAL RESEARCH SERVICE REPORTS: On March 3, bills were introduced in the House and Senate that would make reports by the Congressional Research Service (CRS) available to the public online. Great news! The bill requires that CRS reports available to all Congressional offices be published on the Government Publishing Office (GPO) website, exempting private advice given by CRS to individual Congressional offices. NCH joined 38 other non-profits, libraries, and trade associations in a statement of support for the legislation. They're a fantastic resource so let's hope this one passes!

NCH FIGHTS TO PRESERVE REVOLUTIONAL WAR BATTLEFIELD: On March 3, the National Coalition for History joined the fight to halt destruction of a historically significant parcel of land associated with the Revolutionary War's Battle of Princeton. In a letter to the Board of Trustees of the Institute for Advanced Study, a coalition of historical and conservation organizations asked the Institute to halt destruction of Maxwell's Field, one of the most significant battlefield properties in the nation. On this site, General George Washington staged a counterattack against the British Army that led to victory in the Battle of Princeton on Jan. 3, 1777. Coming on the heels of Washington's victory against the Hessians a few days before in Trenton, historians consider the two battles to be pivotal turning points in the Revolution. The Institute is near, but not affiliated with, Princeton University.

The letter asks the Institute to construct faculty housing elsewhere and to work with coalition members to identify alternatives that would preserve the battlefield land. In particular, the letter references an offer by NCH Policy Board member—the Civil War Trust—to purchase Maxwell's Field. The organization has repeatedly offered to acquire the tract for \$4.5 million (more than \$1m above the appraised value of the property). Sounds like a no-brainer to me...

NATIONAL WOMEN'S HISTORY MUSEUM COMMISSION: In December 2014, President Obama signed into law legislation establishing a commission to study the potential creation of a National Women's History Museum. The commission members have since been appointed, and in January, the commission convened a "Scholar Summit on Women's History and Public History" in Washington, DC. The commission is soliciting ideas and input from leading authorities and experts on women's history, professionals from the museum and curatorial fields, prominent American women, and influential women's organizations across the country. The commission recently launched a website and social media presence (<http://www.womenshistorycommission.org>) and has been tasked with submitting a report to the President and Congress by Nov. 18, 2016.

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

MARAC

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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: REGIONAL ARCHIVAL ASSOCIATIONS COLLOQUIUM (RAAC) UPDATE

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

The work of the RAAC continues at this time. There was a recent call for nominations to the RAAC Steering Committee, the deadline for nominations is midnight tomorrow (April 15). I did not submit a nomination as I would not be able to serve the entirety of the term; however, if the Steering Committee wishes to send a nomination forward, I will do so and would be happy to serve.

The Regional Archival Associations Consortium (RAAC) is accepting nominations for the RAAC Steering Committee election. As the [RAAC Three Year Plan](#) is coming to an end this year, we will be holding the election earlier than in past years to allow new Steering Committee members to develop the next strategic plan . . .

All official representatives to the RAAC (including those beginning terms in August 2016) are eligible to run for a position on the group's Steering Committee. Terms will be for two years. We ask that you consult with your regional organization and consider running for a position.

Each Steering Committee member is expected to chair one of the RAAC subcommittees and to participate in Steering Committee communications, planning, and bi-monthly conference call meetings . . .

The deadline for applications and nominations is midnight (PST) **Friday, April 15, 2016** (self-nominations are encouraged!). Also due by **April 15th** are a short biography and candidate statement (approximately 200 words combined) for anyone appearing on the ballot. Please email your nomination, biography, and candidate statement to evinson@uh.edu.

We look forward to receiving your nominations and applications. Please feel free to email with any questions.

A proposal is being circulated as well regarding RAAC membership in the NCH, proposed jointly by MARAC and the National Coalition for History.