

STEERING COMMITTEE

Thursday, April 14, 2016

Omni William Penn Hotel – Conference Room B

Pittsburgh, PA

In Attendance: Sara Borden, Lauren Brown, Elizabeth Caringola, Andrew Cassidy-Amstutz, Ilhan Citak, Ken Cleary, Emily Cottle, Nat DeBruin, Sarah Denison, Rachel Donahue, Danielle Emerling, Dyani Feige, Christine Anne George, Jim Gerencser, Rachel Grove Rohrbaugh, Katie Hall, Tammy Hoffman, Brian Keough, Margaret T. Kidd, John LeGloahec, Lindsey Loeper, Valerie Anne Lutz, Mary Mannix, Michael Martin, Kate Morris, Vincent Novara, Laura Poll, Arian Ravanbakhsh, Katy Rawdon, Don Sailer, Laurie Sather, Jason Speck, Charlotte Sturm, and Jan Zastrow.

- I. Call to Order -The meeting was called to order at 6:02 pm.
 - A. Introductions
 - B. Approval of Agenda – approved.

- II. Approval of Steering Committee Minutes
 - A. Winter 2016 Minutes – approved.

- III. Officers' Reports
 - A. Chair (Keough) – report submitted.
 - a. Bylaws transition team will be doing a lot of work in months to come.
 - b. Administrator (Hoffman) – report submitted.
 - i. There was a tie for dates that work for the summer Steering Committee meeting. Took poll of room – decided on July 22. The meeting will be at the University of Baltimore and will have teleconferencing. The new bylaws go into effect July 1, so that meeting will likely involve discussion of that process.

 - B. Vice Chair (Mannix) – report submitted.
 - a. Corrections – under Annapolis Program Committee, should read Amanda “May.” Under Newark Local Arrangements Committee, Laura Poll’s institution should be Trenton Free Public Library.
 - b. At this meeting, MARAC lost over \$4,000 on the overflow hotel.
 - c. Meetings Coordinating Committee proposes the concept, approved by that Committee, of changing meeting registration rate for non-MARAC members. Currently, MARAC members pay X, while non-members pay X + cost of MARAC

dues + \$10, and are automatically made MARAC members through the rest of that membership year (June 30). MCC's observation is that very few of these individuals renew MARAC membership once it lapses. The process adds a burden to the Administrator who must deal with contacting them about renewal. Proposed change would be that, with the proposed dues increase, non-MARAC members would pay X + \$40 (cost of dues minus \$5) and are not automatically made MARAC members. This would not impact students, who are not currently made MARAC members with meeting registration. Keough supports moving forward with this change.

C. Secretary (Feige) – no report.

D. Treasurer (Gerencser) – report submitted.

- a. Third quarter financial report presented. MARAC will probably finish the year comfortably in the black, unlike last year. MARAC invested bonds did very well last quarter.
- b. Proposed budget for FY2017, provided with comparison to FY2016 budget.
 - i. Everyone who requested funds for committees, etc. got exactly what they requested.
 - ii. Clarification that anticipated jump in conference registration income is because MARAC will be charging more for the Annapolis meeting than it has previously.
 - iii. The budget is drafted assuming the membership dues increase does not pass, so it is conservative. If it does pass, there will be flexibility on the expense side.
 - iv. FY2017 budget – approved.
- c. Annapolis budget – has already been approved by MCC and Finance Committee, just needs final approval from Steering.
 - i. This budget is challenging on the expense side because of the high minimum food budget MARAC must meet. Still not sure of AV costs. Because of this, MCC and Finance Committee are proposing a base early bird registration fee of \$105, and workshop fees at \$95. These fees are high but will probably not always be this high going forward.
 - ii. New proposed registration fee for non-MARAC members is not reflected in this budget, so income will be somewhat less.
 - iii. Discussion of raising vendor rates. MARAC charges among the highest of the regionals for vendors, so do not want to raise those rates.
 - iv. Question as to whether there is a concern registration numbers will not meet goals with both a dues increase and significantly higher registration fee. MCC and Finance feel confident the conference will reach 350 registrants.
 - v. Discussion of need to be conservative when considering room blocks as many federal employees will not be spending the night.
 - vi. Annapolis budget – approved.

IV. Advisory Positions

- A. Archives Coordinator (Brown) – report submitted.
- a. As discussed at Winter Steering Committee meeting, additional clarity is needed on roles of Archives Coordinator and Archivist. The Coordinator serves in a liaison capacity between Steering Committee and the University of Maryland and also in ex officio capacity on various committees as needed. He and the Archivist are proposing that this position's name be changed to "MARAC Historian." He will continue doing what he currently does, while also working to compile more historical information about MARAC. Some of the information can be compiled and quickly accessible so that members of Steering Committee do not necessarily need to go research at UMD in person. He will continue participating in these meetings; Liz Novara is also happy to participate when needed to serve more authoritatively on behalf of UMD.
 - b. Keough supports the change, which can be reflected in the Operations Manual and does not require a bylaws change. Recommends Brown work with the Web Team to draft language and update the Operations Manual.
 - c. Clarification that Historian would be on the DSA committee, not Archivist.
 - d. Gerencser states that it should always be at the recommendation of the MARAC Archivist who is appointed as the Historian.
 - e. Brown will get in touch with Danna Bell to take whatever action may need to be taken through the Bylaws Transition Team.
- B. National Coalition of History (Zastrow) – report submitted.
- a. There is an initiative to make Congressional Research Service Reports, previously only available to members of Congress, available on a publically accessible website with specifics stripped out. Let your members of Congress know that you support this initiative.
 - b. RAAC Consortial membership – a letter to the various regional associations just went out last week, asking for members' input on whether their regional association would be in favor of a RAAC consortial membership with NCH. Currently MARAC has a \$1,500 membership; a \$4,000 membership would give us a seat at the table. Expecting responses to this letter by mid-May and hopes to give a more substantive report at the July Steering Committee Meeting. If we join in July, would get an 18-month membership that includes board membership, but might not be feasible by then.
 - i. Discussion as to what MARAC's continued role with NCH would be. Would there be detriment in losing its singular voice? Since MARAC will not lessen its contribution, it would continue to be the largest contributor of the regionals. Would likely have the leading edge on having our voice heard. Might be more likely for MARAC representatives to attend NCH meetings as we are in the region.
 - ii. Prior to the letter going out, no other regionals were currently contributing. Several did in the past. Discussed potential for one of the other large regionals, such as MAC, to join with MARAC instead of a representation from all regionals. But this would be a good opportunity for larger organizations in

RAAC to contribute with smaller so they all benefit. NCH has implications outside the MARAC region as well. If there is no RAAC-wide consensus to contribute, MARAC could still approach another regional about collaborating.

- iii. Currently Nancy Beaumont from SAA is the only archival representative on the NCH board.
- iv. MARAC will wait to hear feedback from the letter sent to RAAC members last week and proceed accordingly.

C. Web Team (Hoffman) – report submitted.

- a. Hoffman wanted to introduce Web Team members, welcome them to the meeting.
- b. Liz Caringola will specifically be helping State Caucus Representatives in navigating the website and MemberClicks. Don Sailer will be helping update committee changes on the website.

D. Regional Archival Association Consortium (LeGloahec) – no report.

- a. RAAC Steering Committee is looking for nominations for members; LeGloahec seeks nomination. He is currently on the Outreach and Advocacy Subcommittees; MARAC is not represented on the Steering Committee. The term is three years so it would continue after his term as MARAC Past Chair ends, but the MARAC Chair to RAAC can be either the MARAC Chair or their designee.
- b. Gerencser states that as one of the largest regional associations, MARAC should always offer a representative.
- c. Keough will email a recommendation.

Break – 7:03 pm.

Reconvened – 7:39 pm.

IV. Advisory Positions (*cont.*)

E. Task Force on Diversity and Inclusion (Loeper) – report submitted.

- a. Task Force has been combing through survey data. It was fairly wide ranging. Respondents were neutral overall in terms of MARAC’s diversity efforts, many did not know there were any.
- b. Brown mentions that both SAA and ALA have done work on this for a long time and produced some good documents – can MARAC draw from those? In terms of scale they’re much broader.
- c. Discussion of what is covered in “inclusion.” Hoffman mentions that there have been some requests for accommodations for deaf and hearing-impaired individuals but MARAC doesn’t have a consistent response prepared. Survey was much more focused on “diversity” than “inclusion.”
- d. Loeper states that the Task Force will be developing some recommendations based on feedback from survey. Many of the responses focused on diversity in speakers and panels, but it is also important more generally to create a welcoming and supportive environment. She is happy to have conversations with individuals who have questions about diversity and inclusion, but might not have concrete answers for them yet.

- e. Conversation as to whether there is language in registration forms where attendees can request accommodations or identify needs. There is, but it is very general. MARAC should attempt to determine a response and protocol in advance so organizers are not caught unaware every time.
- f. MARAC has provided interpreters in the past, but unclear as to whether MARAC covered full cost, how arrangements were made, etc.
- g. Cleary states that NEA has been looking into diversity and inclusion for 4-5 years. They have a board member representing the issue. The more membership became aware leadership was communicating on these issues, the more accessibility questions and issues started coming up; it was useful and important to have a specific person to direct those to.
- h. Grove Rohrbaugh was contacted by someone inquiring about MARAC's sexual harassment policy. Would be nice to have someone within MARAC that people know they can go to with those questions/issues.

V. Old Business

- A. Member Dues Increase Proposal (Gerencser) – no report.
 - a. Sent a proposal to the membership over 30 days in advance of the Business Meeting letting them know a dues increase was proposed. Membership will vote at the Business Meeting on Saturday.
 - b. Requests State Caucus Representatives remind members to attend the Business Meeting so there will be a quorum of membership and a valid vote can proceed.
- B. Ad Hoc Disaster Relief Committee (Cleary) – report submitted.

VI. New Business

- A. Communications Committee (Keough) – report submitted.
 - a. Bylaws changes eliminated three committees (Outreach, Publications, and Electronic Records Committee) that merged into one Communications Committee. Transition team drafted a description of the committee.
- B. Workshop co-sponsorships (Sather)
 - a. SAA would like to hold its DAS workshop on digital curation at the MARAC meeting in Annapolis.
 - i. A full-day workshop with a maximum registration of 40 (not sure about minimum). They sent a model contract. MARAC needs to look at it to determine if the contract would be mutually beneficial. SAA's pricing model, and they would get the money. SAA would handle registration, instructor contact, handouts, etc. MARAC would be responsible for site expenses. MARAC members would get a discounted registration rate. At least 11 NARA staff will be attending as part of their own professional development, but will not likely stay for the rest of the conference. Need to make a decision by May 2.

- ii. Discussion as to whether this is at all beneficial for MARAC. Various Steering members express concern that MARAC will not benefit, but SAA would. On the other hand, although MARAC would not receive any revenue from it, would also not have to pay that speaker's honorarium and travel expenses.
- iii. Is there an arrangement in which MARAC could have a reasonable revenue share to at least break even financially? Rawdon suggests approaching SAA about sponsoring some aspect of the meeting.
- iv. Keough will respond that MARAC would be willing to do this if SAA could sponsor the workshop refreshments, or give MARAC cash toward purchasing those refreshments.
- b. DVAG and MARAC would like to co-sponsor the codecs workshop that George Blood taught at the Roanoke meeting.
 - i. Half-day workshop, hopefully at the American Philosophical Society. Would like to offer a discount to DVAG members. First part of the day would be the workshop, second part would be a tools salon – people would demonstrate tools they work with for digital archives. MARAC will handle all registration and logistics.
 - ii. Conversation about whether it would seem unfair to MARAC members from a different region that local members in DVAG got a discount.
 - iii. Gerencser suggests that MARAC and DVAG could split the revenue 50/50.

VII. Standing Committees

- A. Custer Award (Hamilton) – report submitted.
- B. Development (Primer) – no report
- C. Distinguished Service Award (LeGloahec) – report submitted
- D. Education (Sather) – report submitted.
 - a. Question as to whether scholarships are formally announced before the Business Meeting. Sather states that while the recipients know well in advance, it is not formally announced anywhere. Going forward, Cottle will write a blog post in advance to highlight award recipients. It could also be printed in the program supplement. Other groups even include it on nametags or stickers.
- E. Electronic Resources (Ravanbakhsh) – no report.
 - a. Keough thanks Ravanbakhsh for his service.
- F. Finding Aids (Callahan) – no report.
- G. Membership Development (Borden) – report submitted

- H. Nominations and Elections (Sturm) – no report.
 - a. Election went very smoothly. Thank you to Tammy Hoffman, Don Sailer, and her committee members.
- I. Outreach (Scott) – report submitted
 - a. Liz Scott and Sara Borden are working on getting MARAC a table at SAA in Atlanta. Those who are interested in manning the table should sign up.
- J. Publications (Citak) – report submitted
 - a. Historian is trying to collect photographs and other images documenting past MARAC meetings and events. Editors sent a message out to the MARAC listserv to collect more images. Brown encourages them to contact him or the MARAC Archivist to get interesting images from the MARAC Archive.
 - b. Maureen Cech is working very hard to get five new technical bulletins published.

VIII. State Caucus New Business and Updates

- A. Delaware (Cottle) – report submitted
- B. District of Columbia (Cassidy-Amstutz) – report submitted
- C. Maryland (Novara) – report submitted
- D. New Jersey (Poll) – report submitted
 - a. In celebration of Rutgers' 250th anniversary, President Obama will be giving the commencement speech. A sitting president has never given a commencement speech at Rutgers before.
 - b. Dale Patterson asked her to read a statement from the United Methodist Church Archives:
"In May of 2016 the governing body of The United Methodist Church will meet in Portland, Oregon. There are two pieces of legislation which could impact the United Methodist Church Archives located here in New Jersey. One would dissolve its governing board and place it under the finance agency of the denomination. This is seen as having a serious impact on the independent and transparent operation of the Archives as well as a failure to fully understand the function of the Archives. The second piece of legislation would end the transfer of archival and documentary records from the denomination to the Archives also including all publications. This would effectively end the archival program for the denomination. Current board members, friends and staff are working to deflect this legislation. At this point it appears that neither of these will pass, but one never knows. I wanted all of you to be aware of this tension we are going through. Several of you have already suggested strategies and support. I appreciate this wonderful community."
- E. New York (Martin) – report submitted
- F. Pennsylvania (Lutz) – report submitted

- G. Virginia (Kidd) – report submitted
 - a. Request for \$150 for food for VA Caucus annual meeting – approved
 - b. Laura Stoner asked Kidd to ask all State Caucus Representatives to mention Arline Custer Award at their meetings.
- H. West Virginia (DeBruin) – report submitted

IX. Announcements

- A. Program Committee encourages everyone to attend the student poster sessions. This is a great way for students to get involved with MARAC and feel welcome.
- B. Citek wishes to revisit conversation about Communications Committee.
 - a. Felt that Bylaw Transition Team did not reach out to Publications Committee for their input. Did not have a chance to provide feedback and uncertain what Committee Chairs are to do going forward.
 - b. Keough confirms that the committees are not disappearing, the responsibilities are just going elsewhere. Transition team was to reach out to the co-chairs. Four members of Publications were automatically put into Communications.\
 - c. Gerencser thinks that the team will still be getting in touch. Bell's report may have mischaracterized how far along the transition team was in their progress. Keough recommends a conference call.
 - d. Discussion about whose responsibility blog posting currently is. It was the responsibility of the Outreach Committee, but multiple people were checking the email account.
 - e. Request for an update from the Transition Team in advance of the July Steering meeting. There are plans to put material in the *MAA* and write a series of blog posts about different implications of the transitions.

- X. Adjournment – meeting adjourned at 8:52.