

MARAC

Mid-Atlantic Regional Archives Conference

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

DC Caucus Report
Steering Committee Meeting
Baltimore, MD
July 31, 2015

DC Caucus Happy Hour: The most recent DC Caucus happy hour was held on April 8 at Vapiano in conjunction with the Society for History in the Federal Government. The next DC Caucus happy hour will be held later this summer.

Friends of the DC Archives Organizational Meeting: On June 17 I attended a meeting of the Friends of the DC Archives organizational committee. We discussed the current status of the appropriated funding for a new building and DC government's search for a new Archivist/Public Records Manager. Since that meeting, DC has selected Hartman-Cox and EYP as the architectural designers for the new building for the Office of Public Records.

Archives Fair Planning: Throughout the summer, I have been working to schedule and organize the 2015 Archives Fair in conjunction with the National Archives Assembly. We are currently working to secure a space and hope to hold this year's Archives Fair on Oct. 30 in the McGowan Theater at the National Archives in downtown DC.

Ad-Hoc Group on Constitution and Bylaws: Throughout the summer, I have been working with MARAC's Ad-Hoc Group on revising the constitution and bylaws. The group continues to respond to member feedback from the Boston meeting and follow up surveys and incorporate suggested changes into the proposal.

New Member Welcome: Sent emails to new MARAC/DC Caucus members welcoming them to MARAC and the DC Caucus. Each email also briefly described past activities of the DC Caucus and upcoming events.

Respectfully submitted by Andrew Cassidy-Amstutz, DC Caucus Representative

MARAC Steering Committee
Delaware Caucus Report
July 31, 2015
Baltimore, Maryland

Submitted by: Emily Cottle
Delaware Caucus Representative

Things have been quiet in the Delaware Caucus since our spring meeting in Boston.

In July, I assisted a graduate student from University of Delaware in his project to compile a list of historical collections in Delaware. I am also currently in the process of organizing a caucus social gathering for August.

I also continued to pass on relevant MARAC announcements to caucus members.

Maryland Caucus Report

MARAC Steering Committee Meeting – July 31, 2015

Submitted by: Vincent Novara

The Maryland Caucus gained two new members since March.

Novara expresses his sincere gratitude to Mary Mannix for stepping in to run the Maryland Caucus meeting at the MARAC/NEA joint conference in March 2015.

Plans for a fall event for the MD Caucus are underway involving the Maryland State Archive. Maria Day will host the event. Details are forthcoming. This was originally proposed for the spring, but the caucus rep had to turn his attention to a family medical matter for a few months.

Novara plans to re-propose to his caucus rep. peers a joint event of the DC, MD, and VA Caucuses for sometime in the next year. This would entail a visit to the Furnace Record Pressing facility in Northern Virginia. Furnace specializes in the manufacturing of historic album reissues by notable recording artists. The owner, an associate of Novara's, has agreed to provide a tour. A happy hour would follow. The DC and VA Caucus reps were initially receptive to the idea the first time it was pitched.

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Summer Steering Committee Meeting, Baltimore

31 July 2015

Report of the New Jersey Caucus

The Caucus met on April 14th at the David Library of the American Revolution in Washington Crossing, PA. This was a joint meeting with the Pennsylvania Caucus. The Caucus also had meetings and tours on May 13th at the Ukrainian Historical & Educational Center, June 15th at the Morristown & Morris Township Library, and July 15th at the Monmouth County Park's Historic Services.

The Caucus will have a joint meeting with the Brick City Archivists on November 5th at the Newark Public Library's Special Collections.

The Innovative Archives Award will be given to the Township of Ocean Historical Museum on October 3rd at Archives & History Day. This award is given to a New Jersey organization that has furthered the cause of archives and history in the state. The award, formerly known as the MARAC/NJ Caucus Institutional Award for Excellence, was first given out in 1997 with the last one presented in 2008. This is the first time this particular award will be presented. The award committee is comprised of the past 3 Caucus chairs, with the current chair as ex-officio.

Members of the Caucus Archival Projects Evaluation Service (CAPES) Advisory Committee continue to have discussions with members of the New Jersey Association of Museums as they create an Artifact Assessment Program. Based on CAPES and sponsored by NJAM, the program was awarded a grant from the New Jersey Historical Commission to begin a pilot program for 2015-2016. Five organizations will receive surveys. Former CAPES coordinator Elizabeth Shepard is the liaison between the two groups.

A report from the current CAPES coordinator, Frederic Pachman, was submitted (and is attached) for December 2014-June 2015. He has been re-appointed for another 2-year term as coordinator.

The Caucus posted five articles on the MARAC blog at the end of March.

Discussions have continued about MARAC-Newark for Spring 2017. Local Arrangements co-chairs Don Cornelius and Laura Poll, and MARAC Vice-Chair Mary Mannix met with representatives at the Robert Treat Hotel on May 12th. Contract negotiations are on-going.

After several phone calls and emails to update the Somerset County Historical Society on the Steering Committee's suggested revisions to their Disaster Relief Funds application, the process was handed over to MARAC Member-at-Large Ken Cleary who is in charge of Disaster Relief. The Society received extensive damage in January when 7,000 gallons of water flooded their museum. Their application was brought to the Steering Committee in March at Boston.

Caucus member Jacqueline Haun contacted me about an unused bank account. After discussion with several Steering Committee members, it was decided that the account should be emptied and closed. In order to do this, she must be given authority by MARAC to do so as reflected in the meeting minutes. A summary of the issue and a request for Steering action is attached.

As Caucus chair, I signed the organizational by-laws of the New Jersey Cultural Alliance for Response (NJCAR), thus adding MARAC/NJ to the list of 19 ex-officio charter members who ratified the by-laws in February. I attended their April 15th membership meeting at the State Library and was added to the Information Resources Committee to assist with the planning of the Geographic Information System mapping project. NJCAR is a network of organizations, associations, agencies, and persons dedicated to safeguarding the cultural heritage of New Jersey, which includes historical, artistic, archival, library, and natural history resources, institutions, and collections. Its primary aim is to prevent and mitigate damage to and/or loss of cultural resources in the event of a disaster and to serve as a statewide information clearinghouse. I also attended the membership meeting on June 10th at the New Jersey State Police Headquarters for a tour of the Regional Operations and Intelligence Center ("The Rock"), and the IRC meeting on July 23rd.

The Caucus chair is ex-officio on several boards. I also attended the Advocates for New Jersey History's board retreat on July 14th at Princeton Historical Society's Updike Farmstead.

The Caucus Chair Guidebook is being updated to reflect the many obligations of the New Jersey chair, as well as the many programs in which the Caucus is involved.

The Caucus' Facebook Group currently has 61 members. There are 131 members of the Caucus and 108 signed up for the Caucus listserv. Two new members were welcomed. New Jersey members of the Society of American Archivists were contacted and asked to become members of MARAC.

Submitted by
Laura M. Poll
New Jersey Caucus Chair
26 July 2015

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Steering Committee Meeting, 31 July 2015

New Business – Closing of unused NJ Caucus bank account

In 2005, the New Jersey Caucus received a \$2,000 grant from the New Jersey Historical Commission for a State Historical Records Advisory Board (SHRAB) series of archives workshops. Jacqueline Haun was placed in charge of the funds and given the responsibility of cutting checks for expenses. She opened a bank account at Wachovia under the name of the New Jersey Caucus.

After the completion of the workshops and the distribution of the \$2,000, a bank statement came to Jacqi that showed there was a \$75 balance left in the account. The deposit was from Wachovia on June 2006 for a “service fee refund.” She went back and double-checked her records. Funds had been used for transportation, honoraria, printing and postage, but she could not find any service fee deduction.

The Historical Commission considered the grant completed, all 10 checks that were cut had cleared, and the bank would not “take back” the money as they insisted it was a refund.

When Wells Fargo took over Wachovia, information that identified Jacqi as the primary account holder was lost in the transition. Since MARAC is listed as the owner of the account and Jacqi is just a signer, she cannot close the account as she is not clearly the primary account holder. The current bank manager (now Wells Fargo) said that meeting minutes are needed from the organization authorizing her to close the account.

Jacqi had the bank cut a check payable to MARAC for \$75, thus bringing the balance to \$0. I have the check and will give it to the treasurer at the meeting on the 31st. We would like to put this money toward future workshop expenses.

I make a motion to authorize Jacqueline Haun to close the MARAC-NJ Caucus account at Wells Fargo.

Submitted by
Laura M. Poll
New Jersey Caucus Chair
26 July 2015



NEW JERSEY CAUCUS

Caucus Archival Projects Evaluation Service

Coordinator's Report

December 2014 – June 2015

Frederic C. Pachman
CAPES Coordinator
25 Gerald Avenue
Red Bank, New Jersey 07701
732.923.6646
capecoordinator@gmail.com

New Jersey Historical Commission Grants

In January, the Coordinator applied for the final funds from 2014 NJHC grant in the amount of \$500, which were received and deposited in March.

In January the Coordinator received a letter from the NJHC approving our 2015 grant in the amount of \$8700. In February, an invoice was sent to the NJHC requesting the funds; check received and deposited April 9.

The NJHC changed the pattern of their grants for FY2016; a declaration of intent was sent in March, and an application was submitted in April using SAGE for the May 3 deadline.

Publicity, Promotion and Activities

During the last six months:

- ▶ Attended the New Jersey Forum 2014 on November 21 and 22 at Kean University. The New Jersey Historical Commission presented a special award to the New Jersey Caucus of MARAC celebrating the 25th anniversary of C.A.P.E.S. F.Pachman made brief remarks and the award was accepted by Maxine Lurie, Karl Niederer and Richard Waldron
- ▶ F.Pachman sent a thank you letter along with a photocopy of the C.A.P.E.S. article from the Fall Issue of *MidAtlantic Archivist* to Maxine Lurie, Chair of the New Jersey Historical Commission.
- ▶ With the assistance of Elsalyn Palmisano, developed three documents to assist with Coordinator Transition; *CAPEs Application Process and Timeline*, *New Jersey Historical Commission Grant Process*, *CAPEs Coordinator Transition Timeline & Checklist*.
- ▶ E.Palmisano and F.Pachman attended the opening of the Belmar Historical Society Museum on April 11. The BHS received a second CAPEs Survey in 2012 and is located in the historic Union Fire Company on E Street. In the 'Belmar Historical Society Museum Opens' article in the April 16 issue of the *Coast Star*, F.Pachman is quoted as complimenting the work of the BHS.
- ▶ F.Pachman talked with Dan Noonan, Chair of the Ohio Historical Records Advisory Board regarding CAPEs history, process, grants and activities. Also sent copies of promotional materials, article from *MidAtlanticArchivist*, etc. for distribution to the OHRAB.
- ▶ In the 2015 Summer issue of *New Jersey Libraries Newsletter*, Rowan University Library Curator Mary Ann Curtis Gonzalez talks about special collections and the CAPEs survey.
- ▶ The Township of Ocean Historical Museum has been selected to receive the MARAC New Jersey Caucus *2015 Innovative Archives Award*. This organization benefitted from two CAPEs surveys by consultant Elsalyn Palmisano in 1992 and 2008.

Consultations

The following surveys were completed from December 2014 – June 2015:

Paterson Free Public Library

Elizabeth Shepard

Phillipsburg Area Historical Society

Chad Leinaweaver

Felician College Library
Rutgers Preparatory School
Montclair Kimberly Academy
Princeton Public Library (Second visit)
Mount Tabor Historical Society
Oratory Preparatory School Parents' Guild
Women's Association of Morristown Medical Center
Summit Historical Society
Midland Park Public Library

Janette Pardo
Carla Zimmerman
Alan Delozier
Gary Saretzky
Karl Niederer
Chad Leinaweaver
Elizabeth Shepard
Deb Schiff
Jannette Pardo

The following surveys are assigned and pending:

Rowan University Archives
Alice Paul Institute
Camden County Historical Society (Second visit)
Cape May Historical and Genealogical Society
Mount Tabor Camp Meeting Association

Alan Delozier
Lisa Mangiafico
Greg Gill
Deborah DelCollo
Karl Niederer

The following NJHC approved surveys are unassigned

Rutgers Master Gardeners Mercer County
Millville Public Library

Coordinator Notes

Pleased to announce that Deb Schiff, Chester Public Library, and Sarah Hull, Plainfield Public Library, have joined our roster of consultants.

Thanks again to Cristen Piatnochka at the New Jersey Historical Commission for her assistance with processing our grant applications on SAGE.

“Comments from our clients”

“As I said on the phone, I am delighted that CAPES will be assisting us in the assessment and organization of our archival material. We look forward to a rewarding experience.”

“It was so nice to meet you yesterday and we much appreciate all the time you spent with us! You were so kind and patient with all our questions and concerns. At the end of our session I felt like a huge weight was lifted off my shoulders. I have a much clearer vision of where we need to go and how we will get there.”

“This past week we were thrilled to receive ... summary and recommendations for the ... documents. It is a very thorough report and we are so appreciative of her time and for the grant that has allowed us to have this evaluation completed!”

“We appreciate your help and that of the NJ Historical Commission, in reviewing and reporting (in great detail) the steps we need to take to maintain, allow use and preserve our holdings. We hope to integrate as much of your recommendations as fit our purposes.”

Finances

Our checking account is with the TD Bank, and two signatures are required on all checks.

The expense categories listed below, coincide with the categories in the NJHC grants.

December 1, 2014 Balance				\$3680.30
Income		500.00		
		8700.00		
Income Total			9200.00	
Expenses				
	Transportation (Mileage)	156.19		
	Photocopying, photography	9.21		
	Salaries (Coordinator)	1250.00		
	Professional services	5500.00		
	Postage	107.70		
	Materials & supplies	70.60		
	Conferences	19.00		
Expenses Total			(7112.70)	
June 30, 2015 Balance				\$5767.60

Individual expenditures:

Stipend and expenses	Frederic C. Pachman	\$1428.30
Paterson Free Public Library	Elizabeth Shepard	\$505.58
Felician College Library	Janette Pardo	\$518.60
Phillipsburg Area Historical Society	Chad Leineweaver	\$514.88
Rutgers Preparatory School	Carla Zimmerman	\$513.02
Montclair Kimberly Academy	Alan Delozier	\$508.06
Princeton Public Library (Second visit)	Gary Saretzky	\$507.70
Mount Tabor Historical Society	Karl Niederer	\$537.20
Oratory Preparatory School Parents' Guild	Chad Leinaweaver	\$506.51
Women's Association of Morristown Medical Center	Elizabeth Shepard	\$519.75
Summit Historical Society	Deb Schiff	\$520.46
Midland Park Public Library	Jannette Pardo	\$513.64

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New York Caucus Report

Summer Steering Committee Meeting- July 31, 2015

The New York Caucus added 5 new members since March. They all have been contacted and encouraged to become involved in MARAC and the caucus. The Caucus Facebook group currently has 29 members though there is not much activity other than a few notices that were also sent via the caucus listserv.

Previously I had asked for some information about any issues or problems or triumphs the various organizations throughout the state have had. Since I received some feedback I decided to do the same for this meeting as well.

From University at Albany

Marcia Brown, Class of '40, (1918-2015)

Marcia Brown, New York State College for Teachers Class of 1940, passed away on April 28th 2015 in her home in Laguna Hill, California. Ms Brown was an internationally renowned illustrator and author of children's books. She was a three-time winner of the Caldecott Medal, the American Library Association's highest award for excellence in children's' picture-book illustrations, for three of her books: *Cinderella, or the Little Glass Slipper* (1954); *Once a Mouse* (1961); and *Shadow* (1982), and six more of her books are Caldecott Honor Books.

Marcia Brown's collection of original illustrations and artwork are available in the M.E. Grenander Department of Special Collections and Archives. For more information, see [digital](#)

[exhibit](#) and a [video of Marcia Brown accepting an honorary doctorate](#) from the University at Albany. The *New York Times* published her [obituary](#) on May 6th, 2015.

The University at Albany Libraries is pleased welcome Gregory Wiedeman as the University Archivist. Greg was hired on April 9, 2015 and will report to Brian Keough, Head of the University's Special Collections and Archives. Wiedeman has a graduate degree in Information Studies and in History from UAlbany, and he spent the last four years working at the as a Project Archivist with the University at Albany's National Death Penalty Archives, at Marist College Archives & Special Collections and the Dutchess County Historical Society.

New York Association of Local Government Records Officers

The New York Association of Local Government Records Officers has established a scholarship for New York State residents pursuing a Masters in Information Science Degree and attending formal graduate-level records management training at a New York State academic institution. The application for the scholarship is expected to be distributed in August.

Respectfully submitted,

Michael Martin

New York Caucus Representative

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Pennsylvania Caucus Report Steering Committee Meeting Baltimore, MD July 31, 2015

NEW MEMBERS

The Pennsylvania Caucus welcomed eight new members in March and April, for a total of 263 members. The e-list has 136 members. Over 50% of members are on the e-list, a doubling of the 25% of members on the e-list that we had last year at this time. This is still a decrease from the 60% who were on the e-list last fall. We have been holding at 50% since March. The Caucus Rep will send an e-mail for new members who may not be aware of the e-list. The Caucus Facebook group has 93 members and the Caucus Facebook page has 116 page likes.

CAUCUS MEETINGS

The Pennsylvania Caucus has has two meetings with tours and one tour and social event since the Boston meeting.

The first was in April, a joint meeting with the New Jersey Caucus at the David Library of the American Revolution in Washington's Crossing, PA. We had a relatively small group (under 10), but enjoyed the tour and socializing and had a good meeting and discussion.

The second meeting was in May, at Lancasterhistory.org, which included a tour of Wheatland (home of President James Buchanan) followed by a social gathering, meeting, and tour of the historical society. About 10 of us attended this meeting as well.

The third event was a joint get-together with Archivists Being Awesome (an offshoot of the Delaware Valley Archivists Group) and the Genealogical Society of Pennsylvania on the U.S.S. Olympia at Penns Landing in Philadelphia. This event was very popular, drawing about 30 attendees. This was probably because it consisted of three organizations, featured food (pizza, salad, wings, and a selection of wine), and was a tour of a historic ship that few attendees had toured before. After the extended social hour and conversation, the staff gave attendees a two-part tour. The full tour lasted for about 1 ½ to 2 hours and included description of a historical and genealogical project for which the U.S.S. Olympia staff hopes to recruit volunteers for research assistance.

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We are planning at least three events for fall: an Archives Month event with the Philadelphia Area Consortium of Special Collections Libraries (PACSCL), a joint meeting with the Archives Special Interest Group of the Association of College Librarians of Central Pennsylvania and a full-day Carlisle event, which will include Dickinson College, the Cumberland County Historical Society, and the U.S. Army Heritage Center. We've also just begun plans for a Pittsburgh event at the Heinz History Center and a West Chester event at West Chester University of Pennsylvania.

OTHER ACTIVITIES

The Caucus Rep also currently serves as secretary of the Board of Directors for the Genealogical Society of Pennsylvania and as an advisory board member for the Hidden Collections Initiative for Pennsylvania Small Archival Repositories and has attended several events, activities, and conferences related to archives and genealogy in Pennsylvania.

Respectfully submitted,

Valerie-Anne Lutz
MARAC Pennsylvania Caucus Representative

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**Virginia Caucus Report
Steering Committee Meeting
Boston, MA
July 21, 2015**

GRAB

Since the last update, the Greater Richmond Archives Bunch (GRAB) continues to meet monthly.

New Members

I continue to send emails welcoming new members. I now include information about subscribing to the e-list since I found that many caucus members were not on it. I emailed all caucus members encouraging them to subscribe to the e-list. The number on the list has risen, but there is still a significant number who are not on it. I think it may be a good practice to send an email to all the caucus members during the time of dues renewal to remind them about joining the list. If members do not join then it must be assumed they do not wish to participate.

Virginia State Caucus meeting

Our state caucus meeting was held on July 24th at the Virginia Holocaust Museum in Richmond, VA. The meeting included three short presentations by members about project on which they were working. This was followed by some general discussion about the presentations and of MARAC related questions. We later enjoyed a tour of the museum archives by Tim Hensley, Director of Collections. Dr. Charles Sydnor, Executive Director of the museum led us on a tour which included a look at their newest exhibit on Auschwitz that is designed as a traveling exhibit.

Virginia Archives Month Planning

The theme chosen by the Virginia Archives Month committee is *Archival Treasures —Find Your Hidden Gem*. A call for images for the poster was distributed on July 20. All images submitted for the poster will be available via the Virginia Archives Month Flickr account. Last year we had a record 26 institutions participate. We hope to have as many or more this year.

Respectfully submitted,

Margaret Turman Kidd
Virginia Caucus Representative

MARAC Summer 2015 Steering Committee
WV Caucus Report submitted by Nat DeBruin

1. Efforts to “infiltrate” the West Virginia Library Association through the Preservation Roundtable of said organization have been very successful. The workshop presented at the WVLA Spring Conference, “What to do when it isn’t a book”, was very well attended (over 20 participants) and resulted in a request for more workshops of a similar nature. As a result, the Marshall University Archives and Special Collections Department will be conducting another workshop at the WVLA Fall Conference entitled “Digitization 101; Digital Preservation for Small Institutions”.
2. After 37 years in office as the U.S. Representative from the 3rd Congressional District of West Virginia, Nick Joe Rahall was defeated in the November, 2014 general election. After negotiating with several institutions in the state, Congressman Rahall decided to have his papers housed at West Virginia University (WVU). The Rahall Papers will join the collection of the former U.S. Senator from West Virginia, Jay Rockefeller, who retired at the end of 2014. WVU has hired Ms. Danielle Emerling, as their new Congressional Papers Archivist.
3. The Archives and Special Collections staff at Marshall University have been working with the University’s Information Technology Division and Administrative Division to develop a viable Records Management Program for the institution. A paper-based program was approved in the fall of 2012 and the administrative and academic units have been working with the Archives staff to develop their retention schedules, with work beginning on electronic records management policies and procedures. The work that Marshall has done has been shared with a similar team at West Virginia University.