

MARAC Chair's Report
Summer 2011 Steering Committee Meeting
July 29, 2011

Appointments

The following re/appointments were made along with ensuring the MARAC website was updated accordingly:

- Appointed Andrew Cassidy-Amstutz to the Development Committee (Spring 2011-2013)
- Appointed Charlotte Sturm on the Nominations & Elections Committee (Spring 2011-2012)
- Appointed Daniel Linke to the Finance Committee as Member-at-Large representative (Spring 2011-2013)
- Appointed Emily Rafferty to Meetings Coordinating Committee as Program Editor (Spring 2011-2013)
- Appointed Ilhan Citak to the Publications Committee as Advertising Editor (Spring 2011-2013)
- Appointed John LeGloahec to the Membership Development Committee (Spring 2011-2013)
- Appointed Jordan Steele to Education Committee as Member-at-Large (Spring 2011-2013)
- Appointed Kelly Spring to Finding Aids Committee (Spring 2011-2013)
- Appointed Laurie Preston to the Development Committee (Spring 2011-2013)
- Appointed Lindsey Loeper to the Meetings Coordinating Committee as Workshop Coordinator (Spring 2011-2013)
- Appointed Maureen Cech on the Publications Committee as Technical Leaflet Editor (Spring 2011-2013)
- Appointed Pamela Whitnack to Finance Committee (Spring 2011-2013)
- Appointed Susan Kline to the Meetings Coordinating Committee as Workshop Coordinator (Spring 2011-2013)
- Appointed Susan Kline to the Meetings Coordinating Committee as Workshop Coordinator (Spring 2011-2013)
- Appointed Tammy Hamilton to Outreach Committee as Member-at-Large (Spring 2011-2013)
- Appointed Valerie Metzler to the Nominations & Elections Committee (Spring 2011-2012)
- Appointed Wendy Pflug to the Membership Development Committee (Spring 2011-2013)
- Reappointed Arian Ravanbakhsh to the Electronic Resources Committee as Chair (Spring 2011-2013)
- Reappointed David Rose to the Outreach Committee as Chair (Spring 2011-2013)

- Reappointed Derek Gray to the Membership Development Committee (Spring 2011-2013)
- Reappointed Diana Hevener to the Membership Development Committee (Spring 2011-2013)
- Reappointed Laurel Macondray to the Finding Aid Committee (Spring 2011-2013)
- Reappointed Steven Bookman to the Finding Aid Committee (Spring 2011-2013)

All committees now have a full complement of members except for Development (2 open spots), Education (3 open spots), and Outreach (2 open spots).

Other Activities

- Wrote inaugural MAA “From the Chair” column for summer issue.
- Drafted N&E by-law change pertaining to candidates who stand for election but whom already hold an elected office in MARAC.
- Reviewed early draft of MARAC Operations Manual and provided initial comments to Sharmila Bahtia (Publications Chair).
- Asked Dorthea Sartain and Yvonne Carignan to draft language for strategic plan pertaining to Advocacy (“To promote the preservation, use and professional management of archival collections and institutions in the Mid-Atlantic region.”)
- Arranged “office hours” for MARAC at SAA annual meeting on Friday, August 26.

Respectfully submitted,

Ed Galloway
MARAC Chair

MARAC

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July 29, 2011

TO: MARAC STEERING COMMITTEE

FROM: HOLLY KALBACH, MARAC ADMINISTRATOR

RE: ADMINISTRATOR'S REPORT

Submitted to the Steering Committee on Friday, July 29, 2011 in Baltimore, Maryland.

Membership Statistics

There are currently 949 active members (as of July 20, 2011):

834 Regular Members

32 Retired Members

83 Student Members

**Among these active members, there are currently 252 active members who have paid dues for the 2011-2012 membership year. Member profiles for those who paid dues through the 2010-2011 membership year are still active until this year's dues renewal period ends.*

The current state caucus memberships are as follows:

DC: 162

Delaware: 41

Maryland: 185

New Jersey: 138

New York: 201

Pennsylvania: 229

Virginia: 151

West Virginia: 11

Note: As some members may be part of more than one caucus, total membership numbers and total state caucus numbers may differ.

Number of new membership applications received and entered into database:

May 2011: 17

June 2011: 7

July 2011: 4 (as of July 20, 2011)

Current and Upcoming Projects

Membership Directory: A list of current MARAC membership was sent to Lauren Brown on July 1, 2011 for the MARAC archives. This list will be sent annually on July 1.

Membership Renewal: Membership renewal information for the 2011-2012 membership year was sent electronically to 897 active members on July 1, 2011. Additionally, membership renewal information was mailed to 53 of these members who had requested paper renewal forms. *Note: Some members had already renewed their dues for the 2011-2012 membership year prior to July 1, and therefore were not sent renewal information.* As of July 20, 2011, we have had 252 memberships renewed through 2011 (including renewals that were submitted prior to July 1). This number is higher than the 200 memberships renewed at this time for the 2010-2011 membership year.

Also, in order to better serve the MARAC membership, we have included additional questions in this year's membership and application forms, enabling members to select paper vs. electronic only communication for the MARAC newsletter, conference programs, election ballots and membership renewal forms.

Vice Chair's Report
Mary K. Mannix
7 September 2011

1. General

- a. Emily Rafferty (BMA) is doing a phenomenal job as our new Program Editor; as are Lindsey Loeper (UMBC) and Susan Kline (Syracuse) as Workshop Coordinators.
- b. I did not receive a contract from Congress Hall until June for Cape May meeting, but the PC Co-Chairs, LAC Co-Chairs, the Meeting Vendor Rep., and I held another site visit. They hotel seems very committed to having us there. I know that this is very late to not yet have a signed contract, but I am not yet worried. Also, under the guidance of Laura Little from Helms-Briscoe I am questioning some elements that I would not have questioned previously.

2. Bethlehem Meeting

When: October 20-22, 2011

Hotel: Historic Hotel Bethlehem

Room rate: \$129

Local Arrangements Co-Chairs: Ilhan Citak (Lehigh University) ilc4@lehigh.edu, Michael Knies (University of Scranton) kniesm2@scranton.edu, and Diane Windham Shaw (Lafayette College) shawd@lafayette.edu.

Program Committee Co-Chairs: Kate Colligan (Hillman Company) kate.colligan@gmail.com and Valerie-Anne Lutz (American Philosophical Society Library) vlutz@amphilsoc.org.

3. Cape May Meeting

When: April 12-14, 2012

Where: Congress Hall

Room Rate: \$159

Program Committee Co-Chairs: Bob Golon (Princeton Theological Seminary) and Alan Delozier (Seton Hall University)

Local Arrangements Co-Chairs: Rita Fulginiti and Diana Hevener (Cape May County Clerk's Office)

4. Fall 2012 – Richmond, VA

Next week I am going to look at three hotels, as arranged by Laura Little of Helms-Briscoe.

5. Spring 2013– Erie, PA

Local Arrangements Co-Chair: Jane Ingold (Penn State Erie)

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July 29, 2011

**TO: MARAC OFFICERS
COMMITTEE CHAIRS
MARAC ARCHIVIST**

**STATE CAUCUS REPRESENTATIVES
MARAC ADMINISTRATOR**

FROM: JIM GERENCSEK, MARAC TREASURER

RE: TREASURER/FINANCE COMMITTEE REPORT

Submitted to the Steering Committee on Friday, July 29, 2011 in Baltimore, MD.

1. Highlights of the Fourth Quarter Treasurer's Report (see attached) are listed below.
 - The income is from membership dues, bank and investment interest, Spring 2011 conference income, publication sales, and gifts to the Educational Endowment and the Disaster Relief Fund.
 - Expenses are from administrator's salary, MemberClicks fees, insurance, printing and mailing charges, Spring 2011 conference costs, scholarships and awards, and credit card transaction fees.
2. MARAC finished Fiscal Year 2011 with a budgetary surplus of \$8837.53. This is largely due to the success of the Harrisburg and Alexandria meetings, as well as the off-meeting workshop held in February in New Brunswick, NJ. With an additional \$3,133.00 in gifts to the restricted funds, total assets increased by \$11,970.53 over the past year.
3. Average returns on investment for MARAC's accounts during the previous quarter (rounded to the nearest tenth of a percent) are listed below.
 - PNC Savings Account – 0.3%
 - PNC Certificates of Deposit – 0.9%
 - Vanguard Bonds – 4.3%
4. The Alexandria, VA (Spring 2011) meeting financial report is attached. The meeting posted a profit of \$1,596.86.
5. As per MARAC policy, 20% of total meeting profit from the past year will be deposited in the Educational Endowment. This results in an addition of \$2,486.00, and we will thus begin Fiscal Year 2012 with the Educational Endowment at \$100,016.00.

FY 2011, 4th Quarter (April 1, 2011 to June 30, 2011)

<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	\$31,500.00	\$19,164.00	\$3,291.00	\$2,727.00	\$1,683.00	\$26,865.00	85.29%
Conference Registration	\$54,000.00	\$19,253.00	\$11,972.00	\$26,467.00	\$13,134.00	\$70,826.00	131.16%
Conference Vendors	\$22,000.00	\$5,250.00	\$2,872.00	\$5,850.00	\$3,150.00	\$17,122.00	77.83%
Conference Sponsorship	\$2,000.00	\$1,500.00	\$675.00	\$500.00	\$2,340.00	\$5,015.00	250.75%
Publication Advertising	\$2,700.00	\$0.00	\$1,242.00	\$1,410.00	\$0.00	\$2,652.00	98.22%
Publication Sales	\$500.00	\$0.00	\$175.00	\$175.00	\$882.00	\$1,232.00	246.40%
Mailing List Sales	\$250.00	\$50.00	\$0.00	\$200.00	\$0.00	\$250.00	100.00%
Off-Meeting Workshops	\$500.00	\$0.00	\$825.00	\$2,175.00	\$75.00	\$3,075.00	615.00%
Bank Interest	\$400.00	\$65.98	\$56.27	\$63.99	\$75.74	\$261.98	65.50%
Investment Interest	\$4,000.00	\$1,192.01	\$0.00	\$262.57	\$782.11	\$2,236.69	55.92%
Gifts to Operations	\$300.00	\$375.00	\$75.00	\$15.00	\$0.00	\$465.00	155.00%
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total Income	\$118,150.00	\$46,849.99	\$21,183.27	\$39,845.56	\$22,121.85	\$130,000.67	110.03%
EXPENSES							
Administrator	\$15,750.00	\$3,258.84	\$1,839.99	\$2,806.36	\$2,011.18	\$9,916.37	62.96%
Web Services	\$3,200.00	\$624.39	\$624.39	\$833.79	\$656.49	\$2,739.06	85.60%
Archivist	\$750.00	\$750.00	\$0.00	\$0.00	\$0.00	\$750.00	100.00%
Accountant	\$1,500.00	\$0.00	\$0.00	\$1,355.00	\$0.00	\$1,355.00	90.33%
Advocacy	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$250.00	\$1,750.00	0.00%
Insurance Policy	\$1,000.00	\$0.00	\$0.00	\$0.00	\$900.00	\$900.00	90.00%
Phone	\$600.00	\$72.59	\$143.66	\$144.26	\$144.68	\$505.19	84.20%
Postage	\$1,400.00	\$174.87	\$204.18	\$5.13	\$11.00	\$395.18	28.23%
Office Supplies	\$400.00	\$0.00	\$381.26	\$0.00	\$139.73	\$520.99	130.25%
Food	\$1,400.00	\$277.12	\$570.67	\$678.75	\$45.34	\$1,571.88	112.28%
Travel	\$1,550.00	\$1,662.28	\$22.00	\$1,701.69	\$690.20	\$4,076.17	262.98%
Equipment	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Printing and Design	\$4,500.00	\$1,058.68	\$1,513.68	\$0.00	\$513.92	\$3,086.28	68.58%
Conference	\$72,000.00	\$3,287.00	\$27,028.77	\$16,815.21	\$33,583.10	\$80,714.08	112.10%
Lodging	\$1,500.00	\$164.16	\$426.27	\$0.00	\$370.54	\$960.97	64.06%
Honoraria	\$1,700.00	\$500.00	\$600.00	\$0.00	\$900.00	\$2,000.00	117.65%
Awards and Prizes	\$1,300.00	\$0.00	\$450.00	\$0.00	\$650.00	\$1,100.00	84.62%
Scholarships	\$4,000.00	\$486.36	\$1,163.68	\$600.00	\$1,575.59	\$3,825.63	95.64%
Banking Fees	\$3,600.00	\$908.60	\$1,518.52	\$679.73	\$1,594.01	\$4,700.86	130.58%
Investments	\$0.00	\$0.00	\$257.77	\$0.00	\$0.00	\$257.77	0.00%
Disaster Relief	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Miscellaneous	\$0.00	\$0.00	\$12.71	\$25.00	\$0.00	\$37.71	0.00%
Total Expenses	\$118,150.00	\$13,224.89	\$38,257.55	\$25,644.92	\$44,035.78	\$121,163.14	102.55%
Net Income or (Loss)		\$33,625.10	(\$17,074.28)	\$14,200.64	(\$21,913.93)	\$8,837.53	

Account Balances

			<u>Opening</u>	<u>Credits</u>	<u>Debits</u>	<u>Closing</u>
PNC Checking	\$5,115.12	Operating	\$30,751.46	\$22,121.85	(\$44,035.78)	\$8,837.53
PNC Savings	\$60,577.98	Restricted	\$103,485.00	\$295.00	\$0.00	\$103,780.00
PNC CDs	\$20,039.96	Reserve	\$41,352.50	\$0.00	\$0.00	\$41,352.50
Vanguard Bonds	\$73,133.99	Surplus	\$4,897.02	\$0.00	\$0.00	\$4,897.02
Total	\$158,867.05	Totals	\$180,485.98	\$22,416.85	(\$44,035.78)	\$158,867.05

Summary - Fourth Quarter FY 2011

Opening Balance	\$180,485.98
Total Income	\$22,416.85
Total Expenses	(\$44,035.78)
Closing Balance	\$158,867.05

Restricted Funds

			<u>Opening</u>	<u>New Gifts</u>	<u>Closing</u>
PNC Savings	\$10,606.05	Disaster Relief	\$1,145.00	\$25.00	\$1,170.00
PNC CDs	\$20,039.96	Education	\$97,260.00	\$270.00	\$97,530.00
Vanguard Bonds	\$73,133.99	Finch Award	\$5,080.00	\$0.00	\$5,080.00
Total	\$103,780.00	Totals	\$103,485.00	\$295.00	\$103,780.00

MARAC SPRING 2011 MEETING

Alexandria, VA

Final Budget

Category	Budget for 300 Attendees	Total for 407 Attendees
INCOME		
Registration Fees	\$21,925.00	\$26,485.00
Exhibitor Fees	\$11,250.00	\$12,790.00
Meals	\$7,700.00	\$6,008.00
Reception	\$250.00	\$320.00
Tour Fees	\$435.00	\$425.00
Book Sales	unbudgeted	\$680.00
Workshop Fees	\$4,270.00	\$6,200.00
Total Income	\$45,830.00	\$52,908.00
EXPENSES		
Hospitality Suite	\$250.00	\$528.62
Hotel Expenses	\$9,370.00	\$11,975.37
LAC Expenses	\$250.00	\$72.20
Meal Expenses	\$21,550.00	\$22,202.00
Reception	\$6,750.00	\$9,984.00
Registration/Program	\$4,500.00	\$3,065.21
Session/Plenary Speakers	\$250.00	\$1,238.74
Tour Expenses	\$435.00	\$240.00
Workshop Expenses	\$1,100.00	\$2,005.00
Total Expenses	\$44,455.00	\$51,311.14
NET INCOME / PROJECTED PROFIT	\$1,375.00	\$1,596.86

Proposed Budget - Income Estimates

Category	Budgeted			Actual		
	Cost/Item	300 Attendees	Total	Cost/Item	407 Attendees	Total
INCOME						
Registration Fees						
Pre-Reg Members	\$65.00	180	\$11,700.00	\$65.00	233	\$15,145.00
Pre-Reg Non-Members	\$110.00	40	\$4,400.00	\$110.00	29	\$3,190.00
Late Reg Members	\$75.00	25	\$1,875.00	\$75.00	27	\$2,025.00
Late Reg Non-Members	\$120.00	10	\$1,200.00	\$120.00	12	\$1,440.00
Member, on-site	\$85.00	10	\$850.00	\$85.00	19	\$1,615.00
Non-member, on-site	\$130.00	5	\$650.00	\$130.00	6	\$780.00
Student registration	\$35.00	10	\$350.00	\$35.00	59	\$2,065.00
One day (Saturday only)	\$45.00	20	\$900.00	\$45.00	5	\$225.00
Total Registration Fees		300	\$21,925.00	*NOTE	390	\$26,485.00
Exhibitor Fees						
Ads	\$50.00	10	\$500.00	\$50.00		\$300.00
Donations/Sponsorships	\$250.00	4	\$1,000.00	\$250.00		\$2,590.00
Rental - 1 Table	\$600.00	10	\$6,000.00	\$600.00	14	\$8,400.00
Rental - 2 Tables	\$750.00	5	\$3,750.00	\$750.00	2	\$1,500.00
Total Exhibitor Fees			\$11,250.00			\$12,790.00
Meals						
Breakfast - Business Mtg.	\$18.00	150	\$2,700.00	\$18.00	106	\$1,908.00
Lunch - Friday	\$25.00	200	\$5,000.00	\$25.00	164	\$4,100.00
Total Meals			\$7,700.00			\$6,008.00
Reception						
Sponsorship	\$0.00	1	\$0.00	\$0.00		\$0.00
Guest Tickets	\$10.00	25	\$250.00	\$10.00	32	\$320.00
Total Reception Income			\$250.00			\$320.00
Tour Fees						
Tour #1	\$20.00	5	\$100.00	\$20.00	9	\$180.00
Tour #2	\$10.00	10	\$100.00	\$10.00	15	\$150.00
Tour #3	\$10.00	5	\$50.00	\$10.00	3	\$30.00
Tour #4	\$5.00	5	\$25.00	\$5.00	0	\$0.00
Tour #5	\$5.00	12	\$60.00	\$5.00	4	\$20.00
Tour #6	\$5.00	10	\$50.00	\$5.00	9	\$45.00
Tour #7	\$5.00	10	\$50.00	\$5.00	0	\$0.00
Total Tour Fees			\$435.00			\$425.00
Plenary Book Sales						
				\$34.00	20	\$680.00
Workshop Fees						
Workshop #1	\$195.00	15	\$2,925.00	\$195.00	9	\$1,755.00
Workshop #2	\$80.00	9	\$720.00	\$80.00	25	\$2,000.00
Workshop #3	\$80.00	5	\$400.00	\$80.00	21	\$1,680.00
Workshop #4	\$45.00	5	\$225.00	\$45.00	17	\$765.00
Total Workshop Fees			\$4,270.00			\$6,200.00
Total Income			\$45,830.00			\$52,908.00

*NOTE - The difference between actuals (407) and registrant totals (390) are workshop only registrants.

Proposed Budget - Expense Estimates

Category	Budgeted			Actual		
	Cost/Item	300 Attendees	Total	Cost/Item	407 Attendees	Total
EXPENSES						
Hospitality Suite			\$250.00			\$528.62
Hotel Expenses						
AV Equipment Tech			\$500.00			\$4,668.40
AV Equipment Rental			\$0.00			\$0.00
Room Rentals			\$2,500.00			\$500.00
Miscellaneous Expenses			\$250.00			\$0.00
Taxes / Fees			\$732.50			\$2,039.55
Taxes / Fees for food			\$5,387.50			\$4,767.42
Total Hotel Expenses			\$9,370.00			\$11,975.37
LAC Expenses			\$250.00			\$72.20
Meal Expenses						
Breakfast Buffet - Sat	\$28.00	150	\$4,200.00	\$28.00	100	\$2,800.00
Continental Breakfast - Fri	\$18.00	250	\$4,500.00	\$18.00	325	\$5,850.00
Coffee Breaks AM - Th/F/Sat	\$7.00	400	\$2,800.00	\$7.00		\$2,730.00
Coffee Breaks PM + snack - Th/F	\$10.00	300	\$3,000.00	\$10.00		\$4,000.00
Lunch - Friday (chicken)	\$32.00	175	\$5,600.00	\$32.00	116	\$3,712.00
Lunch - Friday (veg)	\$30.00	25	\$750.00	\$30.00	48	\$1,440.00
Vendor Lunches (unbudgeted)						\$560.00
Steering Committee - Th	\$28.00	25	\$700.00	\$37.00	30	\$1,110.00
Total Meal Expenses			\$21,550.00			\$22,202.00
Reception						
Caterer			\$3,500.00			\$6,207.50
Transportation			\$0.00			\$526.50
Observation Deck Tours			\$250.00			\$250.00
Security Deposit (refundable)			\$500.00			\$500.00
Facility Fees			\$2,500.00			\$2,500.00
Total Reception Costs			\$6,750.00			\$9,984.00
Registration/Program						
Program			\$4,000.00			\$3,065.21
Folders, Badges, etc.			\$500.00			\$0.00
Total Registration/Program Costs			\$4,500.00			\$3,065.21
Session/Plenary Speakers						
Lodging			\$180.00			\$189.44
Books (unbudgeted)						\$500.00
Meals			\$32.00			\$0.00
Travel			\$38.00			\$549.30
Total Session/Plenary Costs			\$250.00			\$1,238.74
Total Tour Expenses			\$435.00			\$240.00
Workshop Expenses						
Honoraria			\$500.00			\$600.00
Lodging/Meals			\$100.00			\$0.00
Transportation to other loc			\$0.00			\$0.00
Travel (Speakers)			\$100.00			\$0.00
Misc. Expenses			\$400.00			\$1,405.00
Total Workshop Expenses			\$1,100.00			\$2,005.00
Total Expenses			\$44,455.00			\$51,311.14

MARAC Archivist Report

July/2011

(for the Summer Steering Committee meeting, Baltimore, MD)

During recent weeks the special collections staff in Hornbake Library, including yours truly, have been very busy implementing a new staff organizational model. While this has resulted in some significant changes in certain job responsibilities, I don't anticipate any change in my status as your MARAC Archivist, and there are no changes to the ways in which MARAC archival information is made available to researchers in the Maryland Room of Hornbake Library.

In this period of leadership transition in MARAC, I'm beginning to block out some time to review prior and current accessions, to take note of gaps in documentation, and to seek ways to repair those gaps. As mentioned by Holly Ott in her report, an electronic snapshot of the current MARAC membership directory is being sent to the Archives every July 1st. I'm currently assisting Holly in researching some membership trends in recent years. My service on the Electronic Resources Committee and the Distinguished Service Award Committee continues.

Lauren
MARAC Archivist
University of Maryland