

MARAC

Mid-Atlantic Regional Archives Conference

STEERING COMMITTEE

Friday, July 29, 2011

Baltimore, Maryland

MINUTES

In attendance: Ed Galloway, Jim Gerencser, Paige Newman, Holly Ott, Nat DeBruin, Becky Collier, Arian Ravanbakhsh, Jordon Steele, Tammy Hamilton, Chris Hartten, Jeffrey Moy, Heather Clewell, David Rose, Mary Mannix, Dan Linke.

I. Call to Order

Meeting was called to order at 10:10am

A. Approval of Agenda - approved

II. Approval of Last Steering Committee Minutes - approved

III. Officers' Reports

A. Chair

1. Chair's Report (Ed Galloway)

New business: Appointing new DC Caucus Representative – ask other candidates from ballot in order of number of votes received - if no one agrees, then will appoint someone to serve out the current term. Nominations and Elections Committee should review policies and procedures to ensure that this situation is addressed.

Have goal of ensuring that all committees have full membership according to the committee description. Development, Education, and Outreach Committees currently have openings. Current committee chairs should seek out members, if still need members, then caucus reps will send out an appeal. Members should be current on membership dues in order to serve on committees.

2. Administrator's Report (Holly Ott)

277 members (30% of the membership) has renewed to date.

B. Vice Chair, including Meetings Coordinating Committee (Mary Mannix)

Signed contract with Cape May hotel should be completed within a week.

HelmsBriscoe has been helpful in reviewing contracts.

In general, do we have an “out clause” for hotel contract? Most contracts have “act of God” clause, but other than that, we would have penalties. Hotels would be reluctant to sign a contract with a no penalty cancellation clause. AHA has a “social responsibility” clause – can we add something like that – maybe we can ask Helms-Briscoe about this.

In working with HelmsBriscoe, have learned that in general, we have been very ignorant about contracts.

C. Secretary (Paige Newman for Laura Drake Davis)

D. Treasurer, including Finance Committee (Jim Gerencser)

Budgetary surplus of approximately \$9,000. Educational endowment now over \$100,000.

Alexandria profit was not as much as usual due to high food and beverage costs and reception. Contract required \$17,000 in food to avoid charge for meeting rooms. Caterer for reception was not acceptable and sent a letter to the reception site suggesting they remove the caterer from their preferred list.

E. Archivist (Lauren Brown) – no report submitted

Working on updating finding aids. Wording to be added regarding the agreement with the University of Maryland. Updating list of officers will also be there. Thinking about expanding to include minor officers.

Discussion regarding updating bylaws on website and maintaining current version of bylaws.

Will work with ERC, and current and past secretaries will participate in the process. Part of the reason these updates are not made is the lag between the initial action and approval at business meeting. Part of this may be because we were without a webmaster for 18 months, but we now have a webmaster who can address this. The bylaw change from the last meeting will be reflected on web site upon presentation of proposed changes, and updated at each stage with a note of when the vote on the change will take place.

IV. Standing Committee New Business and Updates

A. Custer Award (Michele Lavoie) – report submitted

Glenn Gardner attending in place of Michele. Additional submissions for awards: 1 for Custer; 2 for Finch. Working on draft of submission guidelines.

B. Development (Marianne Kasica) – report submitted

Looking for suggestions for 40th anniversary. Misspellings on Disaster Assistance Fund advertisement and no one caught the numerous misspellings. Need to be really careful to avoid future errors.

C. Distinguished Service Award (Danna Bell-Russel) – report submitted

D. Education (Brian Keough) – report submitted

E. Electronic Resources (Arian Ravanbakhsh) – report submitted

Rough timetable for survey? Initially wanted results by Bethlehem, however more practical to introduce at Bethlehem with results for Winter 2012 Steering Committee meeting. Suggested the committee write a blurb for the *Mid-Atlantic Archivist*.

Arian spoke with NAGARA webmaster to compare with what MARAC is doing. Current MARAC webmaster is looking into what MemberClicks can do for us to make it more robust. A calendar function is available, but we do not utilize – committee is looking into ease of use, and what MemberClicks can provide. Holly does textual edits, and Matt takes care of the more technical side. Looking into new MemberClicks web format, which we do not have yet, to see how we can best utilize site. MemberClicks has different tiers of services, and we are in the second tier where we don't have the basic package, but we do not have access to all they offer.

F. Finding Aids (Dorthea Sartain) – report submitted

In Alexandria, discussion of broadening criteria. No change indicated in report.

G. Membership Development (Carolina Palacios) – report submitted

Upon joining MARAC, new members receive an email welcoming them, introducing the caucus rep., and a little blurb about the Membership Development Committee, signed by Carolina.

Giveaways at MARAC? Create expectations for future meetings which we may not be able to maintain. Focus on new members only? Discount on workshop? Logistics could be problematic for workshop discount.

Ask Carolina for ideas for new member only giveaways/promotions.

Email notification of new caucus members, change of caucus, etc? Is that possible? Caucus reps can search by caucus to determine membership. Important to note that not all caucus

members are on the elists. Holly will send an email at the end of the month to Caucus reps indicating new members.

- H. National Coalition for History (Jan Zastrow) – report submitted
- I. Nominations and Elections (Chris Hartten for Linda Ries) – no report submitted
Bylaw change upcoming. Master copy of Bylaws online is being updated.
- J. Outreach (David Rose) – report submitted
Archives Month Theme is advocacy, and is on web site.
Blog: Created last year for 2010 Archives Month. Interested in repurposing blog to use as an outreach tool. Vision statement and guidelines have been drafted and are up for discussion. Concerned about workload for 1-2 people, and role of electronic resources. Concerns about contributed content, who is allowed to contribute, etc. Better to trust that everyone will use appropriately, and then take down? Or to setup a screening process? What will the platform be? The Electronic Resources Committee is concerned about micro-level management and narrow scope. Concern expressed that Electronic Resources and Outreach Committees are talking about two different blogs. Arian is thinking about one blog and is concerned about having too many blogs and diluting the MARAC brand; a one-platform solution is ideal. David asked Arian about how it would work. Arian or someone on committee would receive posts and would push the posts to the blog and add tags. Some of the concerns about workflow would be resolved once we decide on a platform. A standard disclaimer would be on the blog page, as well as a condition of use statement. Need to figure out the platform – explore MemberClicks. The webmaster is looking at new software and what it can do for us, including calendar, blog, wikispace, meeting space, etc. David is anxious to get started, and the ERC is still working out the logistics. Will have some progress made prior to the meeting in October. ERC hopes to have an answer soon. First pick is MemberClicks, then move on to other options. The manual push option is a concern in case of people being out – can have a statement that items will be posted within “x” number of business days. Permissions to push should be more than ERC committee members. Auto-reply to posters. Outreach proposed workflow could radically change – which is fine, as long as procedure is documented.
- K. Publications (Sharmila Bhatia) – report submitted.
State and Local News Column content should only be submitted by the Caucus Representative. Other content should be brought to the attention of the Caucus Rep.
Status of the Operations Manual: Ad Hoc Committee on. Ed and Danna have reviewed, and it still requires heavy editing. The Committee has been asked to bring a product to the Fall 2011 meeting for Steering to review.

V. State Caucus New Business and Updates

- A. Delaware (Heather Clewell) – report submitted
- B. District of Columbia (Yvonne Carignan) – no report submitted
Library of Congress has new Archives Forum, addressing internal and external issues. These sessions might be of interest to profession outside of the Library of Congress. Topics of interest to the community will be added to MARAC blog.
- C. Maryland (Elizabeth Novara) – report submitted
- D. New Jersey (Jeffrey Moy) – report submitted
 - 1. Problem with Memberclicks' messaging system
Members, particularly at Rutgers, are not getting messages. Sent a ticket on 25 May 2011 to MemberClicks issue not resolved until 14 June 2011. Is this a problem specifically because we are not in a higher tier? This issue is unique to Rutgers.
- E. New York (Brian Keough) – report submitted

- F. Pennsylvania (Patricia Scott) – report submitted
- G. Virginia (Paige Newman) – report submitted
- H. West Virginia (Nat DeBruin) – report submitted

VI. Continuing Business

A. Strategic Plan

Reiterate a few things: Vision statement was approved at Alexandria meeting. Core values – four were approved. Dorthea and Yvonne were asked to draft language regarding advocacy.

Proposed language is in Chair’s report.

Members-at-Large will work action statements with Chair on this during next month, with report at Fall meeting. Can discuss action items further at Winter meeting.

Plan needs to be active in terms of reviewing plan regularly and assessing progress towards goals. Are we at a good point now, with the exception of the one question? We are discussing many of these action points today at this meeting. Ed will work on the document, and work with the At-Large members. Final discussion will be at the fall meeting.

B. Outreach Committee Blog and Additional Outreach Activities – *Discussed during Outreach Committee report.*

C. 2012 40th Anniversary (40 for 40 scholarships)

We will be expanding the scholarships to 40 during 2012 with Education Committee being responsible for all aspects. \$4,000 has been budgeted for the additional scholarships, in addition to the Development Committee working on a “quiet” fundraising campaign. Solicitation for donations for the scholarships will be made through appeal in *MAA*. The goal is to award 40 scholarships, but we will not be lowering requirements. Broader eligibility for the scholarships will be applied.

Discussion ensued about when to start publicizing this initiative, and the possibility of a special issue of the *MAA*. Further discussion will take place at the Fall Steering Committee meeting.

VII. New Business

A. Nominations & Elections Committee by-laws change (introduced by Ed)

At spring business meeting, a member expressed concern that current committee chairs and officers should not run for offices where their current and future terms would overlap. Ed drafted a proposed by-law change. To recollection of current steering committee, the scenario of overlapping offices has not occurred. In the last election, it was extremely difficult to find people who were willing to run for office. Nominations and Elections Committee has a spreadsheet listing the officers and their terms, and currently the committee does not look to those people. Nominations and Elections Committee will continue to operate as they are, with a written statement. No further action by Steering Committee will be taken at this time.

B. Mentoring

Ed received a question about the status of the mentoring program. The mentoring program was active for a while, but it was difficult to maintain – especially in the larger states within MARAC. The program is not active. The idea was to have new professionals in the region have contact with someone to contact for professional guidance/advice. The caucus representatives can fulfill this role in person and via the caucus e-list. MARAC will monitor efforts by SAA by the existing Lone Arrangers Roundtable and the New Archivists Roundtable that is being started up. New Member session at Silver Spring had mixed reviews. The new member orientations have been well-received. Mentoring opportunities are built-in to the new member orientation.

C. Developing Conference Programs

Meeting Manual does not specify how to develop conference sessions. Options include program development by the committee alone, putting out a call for papers, and other means.

Charleston Program Committee put out call for papers – and about 30% of the program came from the Call for Papers. The Meeting Manual is on the web site.

D. More workshop offerings

Off-meeting workshop offerings – request for more off-meeting workshop offerings. The Education Committee is responsible for off-meeting workshops, and would like to do more. The logistics will have to be considered, especially when the Committee will be reviewing applications for the 40 for 40 scholarships. Might be helpful to identify regional locations with ample facilities, at no cost. Is it feasible to consider renting a space in a hotel for workshops? When renting a space, you have to have a minimum attendance in order to hold the workshop. Off-meeting workshops would need to be self-sustaining and cover costs of meeting space, a/v, and instructor. NAGARA will be looking to partner with regional archival groups for workshops – they are looking at a more distributed model for programming.

E. Technical Leaflets (open access)

Sales of technical leaflets are extremely slow. Put existing and future publishing of technical leaflets on the web site. The honorarium can be paid for from other funds. For the materials that are outdated, put a statement about the age of the document. Include *Constitutional Issues...* and other publications from the MARAC archives. Steering Committee unanimously approved the motion to put technical leaflets and other publications online.

F. MARAC booth at SAA

Friday, August 26th 10:30-11:30 Jim and Danna will staff the table at the exhibit hall. Call for volunteers for table in registration area. Jim take lead on scheduling volunteers for the table.

G. Service Awards

Nominations for Service Awards: Local Arrangements and Program Committees for Alexandria; Cheryl Stadel-Bevans for stepping in as Program Editor for Alexandria; Danna Bell-Russel for service as Chair.

Vote was unanimous to award service awards to the above individuals.

VIII. Adjournment

Meeting was adjourned at 1:45pm.