

MARAC Steering Committee
Meeting Minutes
13 July 2012, University of Baltimore, MD

In Attendance: Lauren Brown, Andrew Cassidy-Amstutz, Heather Clewell, Rebecca Collier, Nat DeBruin, Ed Galloway, Jim Gerencser, Tammy Hamilton, Mary Mannix, Elizabeth Novara, Holly Ott, Carolina Palacios, Caryn Radick, Arian Ravanbakhsh, Laurie Rizzo, David Rose, Laura Stoner, Jordon Steele, Susan Woodland

- I. **Call to Order** – the meeting was called to order at 10:07 am
 - a. **Approval of Agenda** – Approved
- II. **Approval of Last Steering Committee Minutes** – Approved
- III. **Officers' reports**
 - a. **Chair**
 - i. **Chair's Report** – report submitted
Committee appointments. There are still some open slots.
 - ii. **Administrator's Report** - report submitted
Membership renewals. As of now 248 paid through 2013 or beyond.
There are more requests for paper forms.
Question: Do the people who request paper forms use the online renewal anyway?
Question: What is the demographics of paper requestors?
Comment: Lots of members forget what they have chosen and change throughout the year.
 - b. **Vice Chair** – report submitted
 - i. Typo in report, correction: Philadelphia will be an expensive meeting.
Past two meetings have fallen on Jewish holidays, a request was made to take holidays into consideration and schedule around if possible. Mary said it was an error and shouldn't happen again.
Mary asked that if people ever notice scheduled dates overlapping with significant events that it should be brought to her attention immediately so that she could at least try to switch things around.
 - c. **Secretary** – no report submitted
 - d. **Treasurer, including Finance Committee** – report submitted
 - i. Cape May turned a profit. 20% of which goes into the Educational Fund. The more money we have the more scholarships we can offer.
 - e. **Archivist** – report submitted
 - i. The Archivist helped the Members-at-Large with the histories of the award committees, which they found very helpful.
- IV. **Standing Committee New Business and Updates**
 - a. **Custer Award** – report submitted
 - b. **Development** – report submitted
 - c. **Distinguished Service Award** –no report submitted
 - d. **Education** – report submitted
 - i. 21 registered for "Project Management for Archival Processing" workshop and 9 currently registered for "Copyright Fundamentals for Archivists and Librarians".

- ii. 18 scholarships are being awarded, please encourage young professionals to apply. Holly will send out an announcement, but State Caucus reps can put the word out as well. Announcements can go out August 1st.
 - iii. Out of the 18 that were awarded last time, two people never submitted for their reimbursement and didn't collect. Therefore we could give out twenty. (Those people were given a final notice).
 - iv. A "workshops" tab has been added to the website.
- e. **Electronic Resources** - report submitted
- f. **Finding Aids** - report submitted
- g. **Membership Development** - report submitted
 - i. Coupon for new members. One year to use it.
Question: If people register online how do you use the coupon?
Question: Are people who register at conferences eligible?
Holly will check on how to adjust the online workshop registration forms to reduce the fee when using the coupon.
 - ii. Survey – Discussion was tabled till new business.
- h. **National Coalition for History** - report submitted
- i. **Nominations and Elections** – no report submitted
- j. **Outreach** - report submitted
 - i. Outreach blog: Tammy, Ed and Matt have been helping. The blog is in need of submissions.
Please everyone send submissions!
Discussion regarding how best to structure a schedule for Steering to submit blog posts. It was decided to create a sign-up schedule which would make each member of Steering accountable by a certain time to submit a blog post.
David said there is a compiled list of appropriate blog post topics which he will send via email.
There was an announcement in MAA about the blog, an email announcement reminding members about the blog will be sent out. David will draft one and send it to Holly to send out to members.
Caucus chairs can encourage people to submit just like they do for MAA submissions. Also the blog posts can link to MAA articles
Holly's announcements via email can be adapted into blog posts.
- k. **Publications** - report submitted
 - i. Question: Has analytics been looked at on downloads of leaflets since they have been put online?
Holly said she would look into it.

V. State Caucus New Business and Updates

- a. **Delaware** - report submitted
The Publication Committee commented that including images with articles submitted to MAA are encouraged since MAA is in full color now.
Question: Is there an image form for crediting the image?
Susan will email the editor and ask and then email the answer to everyone.
Ed sent a manual to the caucus reps and was looking for feedback. Caucus reps present said the manual was fine.
- b. **District of Columbia** - report submitted
- c. **Maryland** - report submitted
- d. **New Jersey** - report submitted

Re: split. Ed had sent a letter and did receive letters back from each person.
CAPES program was discussed.

Question: Is there interest for other caucus' to do a program like CAPES?

Virginia is doing something similar

Not every state has a historical commission which does grants.

More information about the program will be sent out.

- e. **New York** - report submitted
- f. **Pennsylvania** - report submitted
- g. **Virginia** - report submitted
- h. **West Virginia** - report submitted

VI. Continuing Business

a. **MARAC Operations Manual Update**

Danna is working on the manual

Question: Committees, do you have manuals which explain to committee members what their responsibilities are?

Maybe it's time for Steering to review the Operations Manual and give feedback/help flesh it out see what needs to be added.

There were 26 attachments sent for this meeting. Consider using Dropbox to share files instead of MARAC member clicks.

In the future send reports to Holly to combine the files into one document, which she will then send out to everyone. Arian and Holly will talk about this.

b. **SAA meeting of regional associations in San Diego, August 8, 2012**

There is no agenda set for the meeting which is disappointing

Ed requested more information and a list of the submitted questions

The top three issues are advocacy, education and collaboration

Discussion ensued about various ways SAA and MARAC could work together better

Suggestions were: Better coordination of workshops to avoid duplication;

Advocacy to coordinate a national presence, regional structures are better at advocacy;

Reduced SAA memberships or reduced cost of conferences.

MARAC Steering attendees are: Lauren, Arian, Jim, Jordon, Susan, Dan, Liz and Ed

c. **Update on DRUM initiative** - report submitted

Arian thanked Joanne Archer for her very hard work.

The workflow is being piloted for Richmond.

DRUM is an extension of the physical archive so there is no further cost to MARAC.

Lauren will create a statement about entering an agreement for the submitters.

Arian and Lauren will ask General Counsel if somewhere in the distribution agreement it will say that it is part of the MARAC Archive.

The link to DRUM is on the MARAC website.

DRUM committee will choose a metadata standard.

This will be announced to members, could also be a blog post.

d. **40th anniversary celebration at Richmond** - report submitted

Paige is looking for help with music and for photographs, a blog post will be written to make these requests.

A formal request for \$150 for printing materials: motion was approved. (Jim will inform Paige of the approval).

There will be tee-shirts.

e. **MARAC blog – report submitted**

Was discussed during David's report.

f. Funding disaster assistance program

There is a \$13,000 surplus. It was voted and approved that 7,500 should be allocated for the DAP fund but not placed into the DAP Fund (which is a restricted fund).

There will be a line item in the operating fund for the surplus and a line item for the restricted fund. Disaster line under Income and under expenses and then a separate box to show changes and ongoing balance.

g. Mileage reimbursement

Continuation of the discussion of lowering the reimbursement rate for mileage/gas from .55 cents to .14 cents (which is the charitable federal rate) because it could save \$2500 a year.

An official vote was taken and did not pass.

VII. New Business

a. Discussion about Forums issue

There is a "Forums" section on the website that is rarely used. At the moment you have to log in for access. After a little discussion it was decided to open the forums so that logging in is not necessary, to test and see if this increases use.

b. Structure of Award Committees - report submitted

After reviewing and discussing the committees report it was proposed that

1. Move Finch Award with Finding Aids award
2. Governing structure identical (elected not appointed)

*this requires changes to the bi-laws which Dan will draft and he will also touch base with the Nominations and Elections Committee

c. Membership survey - survey submitted

Reviewed and discussed the survey.

It was suggested to reduce the questions to 40 and market the survey along with the 40th year celebration.

Enter participants into a raffle to encourage responses.

Ed is going to rework his letter. The survey will be tested by Steering.

The survey will go out in September, people will be given three weeks and then some of the results will be shared at Richmond and the remaining results at the Spring conference.

d. Creating Roundtables for specific types of archival repositories

The idea was discussed of forming roundtables of similar type of repositories and/or similar types of jobs.

Using the Forums section of the website might be a great way to get this started.

Alternate the Caucuses and Roundtable meetings at the Friday Morning meetings at conferences.

VIII. Adjournment

The meeting adjourned at 2:15 pm.