

STEERING COMMITTEE

Friday, July 25, 2014

University of Baltimore Angelos Law Center

Baltimore, MD

In Attendance: Sharmila Bhatia, Lauren Brown, Andrew Cassidy-Amstutz, Emily Cottle, Nat DeBruin, David D’Onofrio, Dawn Fairchild, Dyani Feige, Rebecca Goldman, Tammy Hoffman, Margaret T. Kidd, Susan M. Kline, John LeGloahec, Valerie Anne Lutz, Mary Mannix, Jennifer McDaid, Vincent Novara, Laura Poll, Arian Ravanbakhsh, Rachel Grove Rohrbaugh, Elizabeth M. Scott, Jordon Steele, and Jan Zastrow.

Remote Attendance: Ed Galloway, Brian Keough, Michael Martin, Elizabeth Shepard,

- I. Call to Order -The meeting was called to order at 10:00 am.
 - A. Introductions
 - B. Approval of Agenda – approved

- II. Approval of Steering Committee Minutes
 - A. Spring 2014 Minutes – approved, with misspelling of Arian Ravanbakhsh’s name noted
 - a. Business Meeting Minutes from Rochester for review by Steering are in the Dropbox in the "MARAC Steering Committee Reports" "Minutes" folder.\

- III. Officers’ Reports
 - A. Chair – report submitted.
 - a. Question about clarifying RAAC “Collections Match” proposal. Chair could not comment in detail, but mentioned that it will be discussed in sub-committee meeting at SAA Annual Meeting.
 - b. Administrator’s Report (Hoffman) – report submitted
 - i. Membership is up 7.5% from last year. Renewals are going strong – we’re at 371 now.
 - ii. Some members are being blocked from receiving emails through MemberClicks. Chair suggested a blog post alerting membership of the potential issue.
 - iii. Encourage State Caucus Reps to send out message to Caucus to encourage renewal. Chair suggests blog post alerting membership of potential issue with.

- B. Vice Chair, including Meetings Coordinating Committee (Mannix) – report submitted
 - a. Baltimore Fall 2014 Meeting:
 - i. Steering Committee will be on our own for dinner. Steering will give LAC a budget of \$800 to spend on snacks/drinks from the hotel for the meeting.
 - ii. Noted that Case[werks] reception is scheduled for the same time as the Steering Meeting. Discussed possibly changing time of Steering Committee Meeting.
 - b. Boston Spring 2015 Meeting:
 - i. Budget will be ready for Fall 2014 meeting. Registration fee will be higher (\$95 initially suggested); more food will be included and there will be a full day of programming on Saturday. Straw poll as to whether Steering would support a registration rate of \$110: Majority said yes, if it's explained fully to membership. Encourage State Caucus Chairs to send out a survey via SurveyMonkey (Administrator will set up a poll) to members to explain, and to ask whether people would be interested in spending the night on Saturday.
 - ii. There will be a student rate, a roomshare/rideshare program, and possibly additional scholarships.
 - c. Nominated individuals for service awards: all unanimously approved.

- C. Secretary (Feige) – no report.

- D. Treasurer, including Finance Committee (McDaid) – report submitted.
 - a. Needs to make an adjustment on investment interest numbers. Treasurer will adjust and send an update.
 - b. MARAC profited at the Rochester meeting; Treasurer will update with the exact amount.
 - c. Finance Committee is lacking a position. Has extended an offer; the candidate is considering it and Treasurer will have to re-extend if that person declines.
 - d. The Boston budget will be available in mid-September.
 - e. Will defer vote on financial report until there is a final revised version, at Baltimore meeting.

- E. Archivist (Brown) – report submitted
 - a. Archivist has been studying SAA records retention policy, and will reach out to Officers to discuss how MARAC may adapt their models.

- F. Parliamentarian (Fairchild) – no report.

IV. Old Business

- A. Commemoration of NJ Capes Program (Poll) – report submitted.
 - a. CAPES is celebrating 25 years. The MARAC Chair will recognize CAPES at the Baltimore Business Meeting; the Committee can then give a 5-10 minute presentation about what the program has accomplished. There will also be a program session on Saturday to discuss CAPES.

- B. Policy on MARAC announcements
 - a. Administrator stated concern that so many emails come directly through MARAC that people may start blocking them, thus missing renewal reminders and important meeting information. There can also be an administrative burden, and delays if numerous messages come at once.
 - b. Steering agreed that Administrator should have the authority to use her discretion to consolidate email messages and send out emails pointing members to websites (e.g. SAA awards page, job postings on the MARAC blog, etc.) rather than sending individual emails.
 - c. Outreach, Publications, Webmaster, Administrator, and Caucus Chairs should further discuss MARAC’s “digital strategy.”

- C. MARAC Brand (Rohrbaugh, Scott) – report submitted.
 - a. We will start with reexamining the logo, but the intent is to eventually also reexamine the website, blog, etc.
 - b. Proposal to have Jessica Tanny design three proposed logos for \$250: approved unanimously. Steering can vote online. She will deliver them by September 19, giving MARAC enough time to use on “swag” for the Baltimore meeting.

V. New Business

- A. Task Force on the MARAC Meeting Model (Kline) – report submitted.
 - a. Task Force met July 1 to discuss.
 - b. Mary Mannix is compiling a list of speakers for past 6 years of meetings to explore whether speakers are redundant.
 - c. Discussed call for proposals – successful for Boston, unsuccessful for Baltimore.
 - d. Discussed improving descriptions of sessions, providing tips for speakers
 - e. Want to get Caucus Chairs more involved in Program Committee, or at least to find out what members in states are thinking – particularly those who don’t come to meetings. Caucus Chairs should specifically alert membership that this Task Force is happening and ask for feedback.

- f. Task Force will bring recommendations to Baltimore Steering Committee meeting, possibly start rolling out changes in Fall 2015.
 - g. Baltimore Program Committee could tweak the evaluation for Baltimore to make it more specific about the format of the program, how it's working to explore new approaches ... but we really want to hear from the people who don't come to the programs.
 - h. There will be a town hall forum in Baltimore to discuss by-law changes; this Task Force will be announced there as well.
 - i. Vice Chair encouraged Kline to go back directly to past Program Committee and LAC Chairs to have conversations.
- B. Ad Hoc Committee on MARAC Bylaws Revisions (Mangiafico) – report submitted.
- a. By-laws will be transitioning from Sturgis to Roberts Rules of order, following modern Parliamentary practice.
 - b. There will be a Town Hall forum at the Baltimore meeting for open discussion of by-law changes, Friday at 4:00-5:30. It will be right after Caucus meetings, and Caucus Chairs should encourage members to go.
 - c. Discussion, raised by Archivist, over whether the outlined procedure for by-law revision is aligned with what is stated in the Constitution. The Chair clarified that we are not amending, we are revising the entire document.
 - d. Proposal to establish Ad-Hoc Committee: approved unanimously.
- C. RAAC / SAA Advocacy Workshop at SAA-DC Annual Meeting
- a. Regional organizations were asked by RAAC to take Advocacy Workshop at SAA Annual Meeting for free with the understanding that we would subsequently offer it within our own geographic regions. Rachel Grove Rohrbaugh was already registered, Mary Mannix and Emily Cottle will attend gratis. Working with Brian, they will find a time to teach the workshop once or twice within MARAC region within the coming year.
- D. MARAC Office Hours at SAA Annual Meeting
- a. MARAC will sit at a table during the vendor expo, Friday 2:15-3:30. Kline will solicit comments for her Task Force there. Chair will sit there too. Others are welcome to join.
 - b. In 2010, there was an additional table representing all the regionals. This has not been announced for this year.

E. Status of DC Registered Agent

- a. MARAC is a non-profit, registered to do business within DC. There seems to be little added benefit to renewing our registered agent status. Chair is not opposed to letting this lapse. No other objections.

12:04 – break for lunch.

12:49 – reconvened.

VI. Standing Committee New Business and Updates

- A. Custer Award (Shepard) – report submitted
- B. Development (Primer) – no report
- C. Distinguished Service Award (Galloway) – report submitted
 - a. There are two new committee members after the special election.
- D. Education (Keough) – report submitted
 - a. A discussion about offering “member vs. non-member” rates for workshops was tabled until Fall meeting.
- E. Electronic Resources (Ravanbakhsh) – report submitted
- F. Finding Aids (Heberlein) – report submitted
- G. Membership Development (Rohrbaugh) – report submitted
- H. Nominations and Elections (McElrath) – report submitted
- I. Outreach (Scott/Abbey) – report submitted
 - a. Ask State Caucus Chairs and Officers to generate content for the blog, by schedule as proposed. Recommendation to stagger schedule so it’s not just all the states, then all the officers. No objection from Steering on this.
 - b. Suggestion that whenever there’s a new blog post, tweet a link
- J. Publications (Bhatia) – report submitted
 - a. Reminder, deadline for MAA is August 15.

VII. State Caucus New Business and Updates

- A. Delaware (Cottle) – report submitted
- B. District of Columbia (Cassidy-Amstutz) – report submitted
 - a. Cassidy-Amstutz is now a member of Friends of the DC Archives Advocacy Group, and is on the Outreach Committee.
- C. Maryland (Novara) – report submitted
- D. New Jersey (Poll) – report submitted
 - a. Clarification: off-conference meeting will be July 29, not June.

- E. New York (Martin) – report submitted
 - a. Clarified mention of the communication he got about blog vs. MAA content.
- F. Pennsylvania (Lutz) – report submitted
 - a. The Caucus is planning events in Central Pennsylvania, hope to plan more in Western Pennsylvania.
 - b. DVAG and Drexel held a career panel for students that was very popular.
- G. Virginia (Kidd) – report submitted
 - a. Sent a letter protesting proposed NEH reduction in funding to Congressman.
- H. West Virginia (DeBruin) – report submitted
 - a. The Caucus now has 17 members.

VIII. Adjournment – 1:13 pm