

**MARAC Steering Committee
Meeting Minutes
3 February 2012, Baltimore, Maryland**

In Attendance: Sharmila Bhatia, Lauren Brown, Andrew Cassidy-Amstutz, Heather Clewell, Rebecca Collier, Laura Drake Davis, Nat DeBruin, Ed Galloway, Glenn Gardner, Jim Gerencser, Tammy Hamilton, Brian Keough, Mary Mannix, Jeffrey Moy, Paige Newman, Elizabeth Novara, Holly Ott, Carolina Palacios, Linda Ries, David Rose, Dorthea Sartain, Jordon Steele, Jan Zastrow,

- 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
Nancy Beaumont contacted Chair regarding SAA's application for an IMLS planning grant to conduct another A*Census. Beaumont requested a letter of support and the name of a representative for MARAC. The letter has been written and the representative will be Jim Gerencser.
 - ii. **Administrator's Report** – report submitted
As of 31 Jan 2012, 905 active members. Suggestion was made to inquire why we are not acquiring more student members.
 - b. **Vice Chair, including Meetings Coordinating Committee** – report submitted
Richmond Meeting – Jodi Koste and Margaret Kidd, LAC Co-Chairs; Vin Novara and Joanne Archer, PC Co-Chairs.
A discussion occurred regarding the physical mailing of conference programs and whether to move to an "opt in" for the printed program, such as in place for the *MAA*. Most members would have to print out the program, even if distributed via email, as the program is helpful for members navigating the conference. Discussion continued regarding the printing of the conference program and the possibility of shopping for another printer, including the option for using the College Print Shop at Dickinson College, where the *MAA* is currently produced. Locations of future conferences were also discussed.
 - c. **Secretary** – no report submitted
 - d. **Treasurer, including Finance Committee** – report submitted
Bethlehem meeting posted over a \$10,000 profit. A member contacted the treasurer regarding the 40th anniversary scholarship program and offered at \$2,000 challenge grant to encourage donations. The treasurer will speak with the development committee. The treasurer met with an investment advisor regarding investing the endowment funds for more diversification – a recommendation will come at either the spring or summer meeting from the development committee.
 - e. **Archivist** – report submitted
The archivist shared some early MARAC documents with the Steering Committee.
- IV. **Standing Committee New Business and Updates**
 - a. **Custer Award** – report submitted
 - b. **Development** – report submitted
 - c. **Distinguished Service Award** – report submitted

d. Education – report submitted

A re-evaluation of the workload for the Education Committee should be undertaken with additional educational and scholarship offerings for the 40th anniversary. A discussion took place around this issue, with the chair of the committee stating that the committee will review the situation, draft workflow and potential solutions to submit to Steering Committee.

e. Electronic Resources – report submitted

f. Finding Aids – report submitted

Discussion took place about possibility of extending deadline to January to invite more submissions. Additionally, a discussion of revising criteria to include a broader definition of finding aids and acceptance of MPLP practices took place.

g. Membership Development – report submitted

Discussion took place regarding the distribution of promotional items in recognition of the 40th anniversary of MARAC. A discussion followed about a membership survey. The last survey was in 2008 and might be time for another – but need to move quickly prior to next A*Census.

h. National Coalition for History – report submitted

i. Nominations and Elections – report submitted

Discussion took place regarding unopposed races, and suggestion to add language to the manual to clarify this point, and a possible deadline for identifying second candidates. Suggestion was made that MARAC should strive to have at least two candidates for executive officer positions. Thanks were expressed to Holly Ott and Matt Strauss for work on ballot this year.

j. Outreach – report submitted

Requested that each Steering Committee member post at least one blog post by Cape May, NJ meeting. Chair of the Outreach Committee will send an email to the group with details on how to post, etc. Discussion took place regarding the promotion of the MARAC Blog.

k. Publications – report submitted

MAA deadline is 15 February. A discussion took place regarding need for articles on disaster committee, strategic planning and the history of MARAC. A discussion took place regarding the advertising rates, to begin next fiscal year.

V. State Caucus New Business and Updates

a. Delaware – report submitted

b. District of Columbia – report submitted

c. Maryland – report submitted

d. New Jersey – report submitted

e. New York – report submitted

New York Archives Conference 6-8 June, Nazareth College, Rochester NY.

f. Pennsylvania – report submitted

g. Virginia – no report submitted

h. West Virginia – report submitted

VI. Continuing Business

a. Strategic Plan Approval – revised strategic plan was approved unanimously. The Chair will write an article for the *MAA*.

- b. **Disaster Assistance Guidelines review/revision** – The At-Large members have reviewed and tightened up the guidelines and application process. Ad-hoc committee to review applications will be created consisting of a members-at-large, secretary, and others. Finance committee will review funding options for this ad hoc committee and report back in the spring.
- c. **SAA meeting of regional associations in San Diego, August 2012** – SAA will be setting aside Wednesday afternoon for regional representation. It was pointed out that of the 30 workshops offered in the current education catalog, only one was in the MARAC region and none for digital archives. Discussion took place regarding supplementing travel to this meeting for the Chair should other funds not be available from home institution. The chair will discuss with employer and come back to steering committee if additional funds are needed.
- d. **Online repository of conference presentations** – recommendation from the Electronic Resources Committee will be made, hopefully by Spring meeting. Possibilities of the University of Maryland, Marshall University and University of Pittsburgh as host sites will be explored.

VII. New Business

- a. **MARAC swapping advertisement space with Midwest Archives Conference** – MAC approached MARAC. It was agreed that a swap of ads would be mutually beneficial to the membership of both organizations.
- b. **Proposal to have a regular call for session topics in advance of MARAC meetings** – This will be forwarded to the Meetings Coordinating Committee for discussion.
- c. **Proposal to have MARAC assume control of “ride share” and “crash space” projects** – Request for MARAC to maintain two sites, which will require “minimal effort” according to current host. Concerns were expressed about a conflict of interest regarding hotel contracts for meeting rooms and legal liability issues. A consensus agreed that while this is a great project, MARAC cannot officially take over this activity. However, promotion of the sites are welcome through the MARAC Blog, caucus representatives, and other resources.
- d. **40th Birthday Celebration in Richmond**
Discussion focused on possibility of a “retro” style for the Fall 2012 conference, and a session featuring members of MARAC discussing their experiences.
- e. **Adjusting meeting times for Spring/Fall Steering meetings** – we will try to adjust the time to earlier in the day for Cape May meeting, but it may not happen until the Richmond meeting.

VIII. Adjournment

The meeting adjourned at 2:05pm