

STEERING COMMITTEE  
Friday, February 7, 2014  
Baltimore, MD  
Minutes

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In Attendance: Heidi Abbey, Sharmila Bhatia, Lauren Brown, Andrew Cassidy-Amstutz, Heather Clewell, Dawn Fairchild, Nat DeBruin, Dyani Feige, Jim Gerencser, Rebecca Goldman, Tammy Hoffman, John LeGloahec, Mary Mannix, Liz Novara, Laurie Rizzo, Jordon Steele, and Susan Woodland.

On Phone: Ed Galloway, Rachel Grove Rohrbaugh, Amy Schindler, Laura Stoner and Molly Tighe.

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- I. Call to Order - The meeting was called to order at 10:03
  - A. Introductions
  - B. Approval of Agenda - approved
  
- II. Approval of Last Steering Committee Minutes
  - A. Summer 2013 Minutes – approved  
Webmaster role defined – placed on hold due to “Committee on Committees
  - B. Fall 2013 Minutes – approved
  
- III. Officers’ Reports
  - A. Chair
    1. Chair’s Report (LeGloahec) – report submitted
      - a. RAAC subcommittee
    2. Administrator’s Report (Hoffman) – report submitted
      - b. On track to breaking last years numbers!
  - B. Vice Chair, including Meetings Coordinating Committee (Mannix) – report submitted
    1. Agreement with NEA for Boston Conference – divide expenses – put together a formal contract?
    2. Can this be drafted? Do we need a lawyer?
    3. Memorandum of Agreement as to how the expenses and income break down. Mary, Jim with Sharmila and Katy Rawdon will put this together.
    4. Service Awards
      - a. Philly LAC co-chairs and PC co-chairs – approved
  - C. Secretary (Rizzo) – minutes submitted
  - D. Treasurer, including Finance Committee (Gerencser) – report submitted
  - E. Archivist (Brown) – report submitted
  - F. Parliamentarian (Fairchild)
  
- IV. Old Business
  - A. Affirmation of online vote to support NCH advocacy (LeGloahec)
    1. Confirming voting to advocate for the continuation of the publication of World News Connection – was approved
  - B. Working Group on Membership and Strategic Plan (Steele)
    1. In 2002, it was brought up a by-laws change to have only one meeting a year and this was met with hostility
    2. Discussion ensued about various suggestions from members in regards to conferences.

3. Compared working group recommendations to current strategic plan
  4. Working Group is charged with revising the Strategic Plan to incorporate these suggestions.
- C. The “Committee on Committees” (Schindler / Ravanbakhsh / Gerenscer)
1. Recommendations that are not by-law changes (there are 4)
  2. Education Committee return workshop coordination to the committee and Education Committee Chair will be on MCC. - approved (1 abstention)
  3. Electronic Resources Committee – Chair of ERC does a review of the committee – it's charge/function and accomplishments – including action items that relate to the state of the committee to be presented at the Summer 2014 Steering meeting –approved
  4. Membership Development Committee to explain committees to the members (increase/retain members and also to get members to be more active in the organization), - approved.
    - a. Exit interview of leaving members – instead of the MDC chair doing it – have the State Caucus rep. perform it.
  5. Publications Committee –End Technical Leaflets – not advanced at this time.
    - a. Do we know about usage data? No.
    - b. Should we put them in DRUM? It would have usability data available.
    - c. Perhaps rebrand? There are other possibilities (e.g. wiki, etc.)
    - d. Need to be able to measure their impact and success.
    - e. Can we produce them in a more timely manner?
    - f. Write something about the transformation of the leaflets in MAA.
    - g. Advertise for the leaflets in the MARAC blog – try to track how useful they are.
    - h. Perhaps Education Committee could work with Publications to enhance production and use of leaflets.
    - i. At Rochester meeting Committee Chair will bring information about rebranding and use statistics, etc.
  6. Ones that do require by-laws changes
    - a. Creation of an Awards Committee – folding in Custer, Finding Aids and Scholarship Subcommittee
      1. Custer Committee members object to this proposal – there is not a demonstrated need and it adds a layer of bureaucracy, adds an opportunity for members to be on Steering
      2. Argument is that it would streamline the work, reduces a member of steering by one member
      3. In order to move forward all of the roles and responsibilities need to be more clearly outlined.
      4. Why isn't Distinguished Awards Committee part of this?
      5. Perhaps the Immediate Past Chair who is the Distinguished Award be the Chair of the Awards Committee? Or perhaps that's a bad idea to be chair of a mega awards committee?
      6. Develop this recommendation out more clearly and come back at the next steering committee – separate into three separate ones – to discuss further
      7. Start drafting a proposal for a creation of a scholarship committee and make that separate from the overall Awards committee.
  7. Development Committee – disband – replace with a Development Coordinator responsible for looking after the financial investments

- a. People shared their experiences being on the DC and stated it was not very effective
- b. Why appointed instead of an elected position? - Other organizations seem to appoint as well.
- c. Move forward with this for next meeting.
8. Distinguished Service Award – to have its structure look more like other award committees
  - a. Move forward
9. MCC – Chair of MCC is no longer Vice Chair, but an appointed position
  - a. Why can't it be an elected position? - Straw poll showed that people generally felt should be an elected position (11/3) – but then it was stated that it would build continuity if its an appointed position – and then it was pointed out if we're creating a new position there is no reason why the election needs to be every 2 years. Also HelmsBriscoe provides continuity.
  - b. Is there a legal issue with them signing contracts?
  - c. Non-Voting member of Steering.
  - d. Refinement for this recommendation.
10. Creation of the Communications Committee – combines Publication and Outreach Committee (Perhaps also ERC?)
  - a. Creates a large committee – too large, would be ineffective. Should be possibly 3 per area for a total of 9 members.
  - b. What is the change in role/responsibility for the Caucus Chairs?
  - c. Needs to be more defined.
11. Steering Committee – change to President and Vice President. And VP is President elect. Each is a one year position.
  - a. Question regarding whether this change actually will encourage people to run.
  - b. VP would make appointments and all committee chairs would report to them.
  - c. President would be the public face of the organization and run the steering meetings.
  - d. Tangent – members are allowed to attend steering meetings
  - e. Committee Chairs are still non-voting Steering members (encouraged to attend, but not required).
  - f. Needs to be more defined, move forward.
12. Reducing Steering meetings from 4 to 3 (eliminate the winter meeting)
  - a. Talk about in Rochester.
13. Take away voting rights of State Caucus Reps.
  - a. Talk about in Rochester.
14. At end of Rochester Meeting we will have framework of by-laws changes for some and discussion about the remaining items.

## V. New Business

- A. Continuing Room Share / Ride Share for Rochester
  1. It went well for Philadelphia, would like to do it again for Rochester
  2. Members responded favorably to it in the LAC survey
  3. Suggestions for changes could be made to Rachel and Rebecca
- B. Request for archival assistance from Baltimore religious archives
  1. Liz will send out to Maryland Caucus to see if there are interested volunteers.

Also perhaps Delaware and PA Caucus as well

VI. Standing Committee New Business and Updates

- A. Custer Award (Tighe) – report submitted
- B. Development (Primer) – no report submitted
- C. Distinguished Service Award (Galloway) – report submitted
  - 1. Did the caucus reps send this out? Is it on the blog?
  - 2. One person has been nominated
- D. Education (Keough) – report submitted
- E. Electronic Resources (Ravanbakhsh) – report submitted
- F. Finding Aids (Macondray) – report submitted
- G. Membership Development (Rohrbaugh) – report submitted
  - 1. Survey results brought up a Navigator Program – a conference buddy.
  - 2. Stamp of approval was given by Vice Chair/MCC
  - 3. Put the link in the same place as the Roomshare/Ride Share
  - 4. Membership Development will do the matchmaking.
  - 5. Can encourage new members to sign up.
- H. National Coalition for History (Zastrow) – report submitted
- I. Nominations and Elections (Delozier) – report submitted
- J. Outreach (Abbey) – report submitted
  - 1. Is it okay to look at the vision statement and submission guidelines for the blog?
  - 2. What is the future plans for the MAA?
  - 3. Merchandising report – what would you like them to do with the result of that report?
    - a. Promotional – keep product inexpensive. The idea is not to make a profit. No upfront costs. Making options to the members for products they want.
    - b. Outreach is moving forward with setting up a shop with Cafe Press or Zazzle.
  - 4. People are not following the blog. Needs to be pushed out more.
- K. Publications (Bhatia) – report submitted
  - 1. Added an unofficial position of assistant editor
  - 2. Rewrite wiki for submission at Rochester

VII. State Caucus New Business and Updates

- A. Delaware (Clewell) – report submitted
- B. District of Columbia (Cassidy-Amstutz) – report submitted
- C. Maryland (Novara) – report submitted
- D. New Jersey (Radick) – report submitted
- E. New York (Woodland) – report submitted
- F. Pennsylvania (Feige) – report submitted
- G. Virginia (Stoner) – report submitted
- H. West Virginia (DeBruin) – report submitted

VIII. Adjournment – The meeting was adjourned at 2:08