

STEERING COMMITTEE

Friday, January 29, 2016

University of Baltimore Student Center, Room 301

Baltimore, MD

In Attendance: Danna Bell, Lauren Brown, Andrew Cassidy-Amstutz, Wesley Chenault, Ken Cleary, Emily Cottle, Nat DeBruin, Dyani Feige, Christine Anne George, Jim Gerencser, Tammy Hoffman, Brian Keough, Margaret Kidd, Lindsey Loeper, Vincent Novara, Laura Poll, Danna Bell, Laurie Sather, Charlotte Sturm, Jan Zastrow
Phone Attendees: Sara Borden, Tammy Hamilton, John LeGloahec, Valerie-Anne Lutz, Mary Mannix, Arian Ravanbakhsh

I. Call to Order -The meeting was called to order at 10:07 am.

A. Introductions

B. Approval of Agenda – approved.

II. Approval of Steering Committee Minutes

A. Fall 2015 Minutes – Zastrow noted edits: p. 2 - Investments have not done “will” should be “well”; V.A.a ends with a fragment, in V.A.b. “reminds of upcoming discussion” is unclear; V.D.h. “bring this up in during meetings” should be fixed; VI.A.c. “LeGloahec things” should be “thinks”; VII.D.a. “personally identifying” should be “identifiable.” Secretary will edit. **Approved with notes of revision.**

III. Officers’ Reports

A. Chair (Keough) – report submitted

a. Bylaw revisions passed.

b. Appointed a new Web Team, which will report in an advisory role, to take some of the load off Administrator.

c. Administrator (Hoffman) – report submitted.

i. Elections will be open Monday, Feb. 1. Report should say the elections will run Feb. 1-20.

ii. Currently have 76 registrants for Pittsburgh, about 13 vendors so far with several new ones.

- B. Vice Chair (Mannix) – report submitted.
 - a. Lauren Brown mentions that since Dawn Fairchild has resigned as Parliamentarian, thinks she should get a service award. Other members of Steering agree as well.
 - b. Approval of service awards - approved.**
- C. Secretary (Feige) – no report.
- D. Treasurer (Gerencser) – report submitted.
 - a. 2nd quarter finances. MARAC is doing fine in terms of overall bottom line. There's a balance of \$18,600+ in the operating budget which is normal for this time of year. Reflects that MARAC had a successful fall meeting.
 - b. Roanoke final financial report - profit of just under \$10k, which is very good considering attendance was somewhat low. The way the hotel handled food expenses worked in MARAC's favor.
 - c. Going forward, will build an expense line into meeting budgets to account for the Administrator's time so that profit doesn't look artificially high. This will happen beginning with Annapolis. It will also reflect how much more time is needed for certain meetings than others.
 - d. Pittsburgh budget - approved in December over email.
 - e. Taxes were filed.

IV. Advisory Positions

- A. Archives Coordinator (Brown) – report submitted.
- B. National Coalition of History (Zastrow) – report submitted.
 - a. Excited about the Congressional History Caucus, which now includes 23 Representatives. Recommends writing letters to House members who are not currently part of the Caucus to encourage them to join.
 - b. MARAC currently contributes \$1500 to NCH. Next level above that is \$4000, which would come with a number of additional benefits. NCH is interested in more archival input. RAAC is considering a consortial membership with multiple regional associations contributing to the membership cost; it would be to the advantage of all the regional associations if they had a membership at that higher level. Some concern that this would not be sustainable over time even if an initial contribution were made. The RAAC Steering Committee is meeting on February 1 to discuss this.
 - c. Discussion as to which representative from RAAC would serve on NCH's board. It will be important to identify this in advance, in particular if MARAC might need to support their travel costs to attend NCH meetings. If MARAC is the highest contributor among the regional associations, representative would possibly come from MARAC.

- C. Vice Chair report addenda
 - a. Assessing needs for hotel space in Pittsburgh – trying to get room block extended, and back-up hotels should be easy to identify if necessary. Rooms are filling up steadily and a successful conference is anticipated.
 - b. Preliminary budget for the Newark meeting may have underestimated attendance and registration fees, so may be revisited.

- D. Web Team (Hoffman) – report submitted.
 - a. Took over Webmaster’s job and is moving very smoothly so far. Everyone on the team has been brought up to speed.
 - b. Blog submissions should still be sent to Outreach, but all other web-related notes or requests should be handled through the webmaster@marac.info email. Web Team will allocate responsibilities as necessary.
 - c. Incoming State Caucus reps will be trained by Liz Caringola so there is a smooth transition.
 - d. There will be a number of changes made to the website once the new bylaws are in effect. Don Sailer will be managing the overhaul of the Committee pages. If any current Committee Chairs or Co-Chairs have edits ready to go, begin compiling them now.
 - e. Job Opportunities page has been redesigned and is very easy to use now
 - f. MemberClicks transition – If MARAC does not identify a new association management software (AMS), MemberClicks will automatically transition it to the new platform. Web Team is investigating about eight different AMS systems, with the goal to narrow the selection to three or four. Encourages members to get in touch if familiar with any robust AMS systems. Will present the top three AMSs to the Steering Committee in Pittsburgh, and hope to have a recommendation by the summer Steering Committee meeting.
 - g. Keough recommends that Liz Scott, who is revisiting the MARAC logo redesign, to be part of the AMS decision as well.

- E. Regional Archival Association Consortium (LeGloahec) – no report.
 - a. Work of RAAC continues. MARAC is involved in several subcommittees. MARAC does not currently have a leading role but is an important player in increasing RAAC’s profile. One of RAAC’s currently projects is trying to identify geographic gaps in representation that may exist.

- F. Task Force on Diversity and Inclusion (Loeper) – report submitted.
 - a. Task Force is going very well. Currently working on information gathering, developing a survey. Hopefully results from the survey will be ready to present at the Business Meeting in Pittsburgh. Hope to have recommendations on follow-up initiatives for the Steering Committee by next January.
 - b. Hoffman points out that this Task Force could have its own web page.

V. Old Business

- A. Guidelines for the Ad Hoc Disaster Relief Committee (Cleary) – report submitted.
 - a. Proposed edits to language describing the grant on the website, proposes addition to the MARAC operations manual, proposed that promotion of the grant be explored
 - b. Discussion as to whether the committee should be ad hoc or standing. The current committee members agree that due to the unpredictable nature of the work, ad hoc may be the most appropriate. Updating the operations manual would help alleviate intermittent nature of the committee and the initial learning curve of members. Proposed edits to language and updates for the operations manual are in his report.
 - c. Question as to whether this would fall under the Awards Committee. Bell stated that this was discussed, and suggested that it should not, as timing is unpredictable. Gerencser explains that the unpredictable nature of disasters might potentially interfere with ongoing, time-sensitive tasks for which standing committee members are already responsible. Steering Committee Members at Large are not necessarily responsible for established, time-based tasks and could delay other projects in order to deal with immediate disaster assistance.
 - d. Discussion of promotion. The grant should be promoted on an ongoing basis, not only when a disaster might occur. Communications Committee could consider means of promotion, including highlighting the grant in the *Mid-Atlantic Archivist*. One of the requirements of the grant is that recipients report back; these reports could be used for a *MAA* article and/or blog posts. Cottle points out that since many disasters would only impact just one part of the region, State Caucus Representatives should reach out to members in the event of a disaster in their state.
 - e. Keough suggests that all Members at Large should be prepared to serve on the committee if necessary. This in particular is important to articulate in the operations manual.
 - f. Cassidy-Amstutz recommends that grant applicants should notify both the Administrator and the relevant State Caucus Representative when applying.

VI. New Business

- A. Joan Echtenkamp Klein (Keough)
 - a. Keough proposes naming one of the travel awards in honor of Joan Echtenkamp Klein.
 - b. Conversation as to which award would be appropriate for this, and need to determine a list of which awards are currently unnamed.
 - c. Gerencser suggests that once it is determined which awards are unnamed, approach people who knew Klein closely and ask them what they think the most appropriate way of honoring her would be. LeGloahec volunteers to investigate which awards are unnamed and explore which would be the most appropriate.
 - d. Klein will still be honored at the Business Meeting in Pittsburgh.
 - e. Proposal tabled for now, delegated to Distinguished Service Award Committee to explore.

B. MARAC Bylaws Transition Team (Bell) – report submitted.

- a. Call for general feedback. Comments by section will follow.
- b. Bell thanks her team.
- c. Steering Committee.
 - i. Discussion about roles of the MARAC Archivist and the Archives Coordinator, partially regarding whose attendance at Steering Committee meetings is most appropriate. The Archivist is responsible for maintaining and providing access to information about historic issues related to the governance of MARAC; this is not a MARAC position but is determined by the University of Maryland. The Coordinator's role is to coordinate the flow of information into the MARAC Archives. Brown suggests that if the Steering Committee anticipates needing information about MARAC history from the Archivist, to compile questions and present them to the Archivist prior to Steering Committee meetings. Team was considering instances when a question about MARAC history would come up during a meeting and the Archivist could investigate, report back later. Bell clarifies that language in bylaws reads that the Archivist "should attend," not "must attend" Steering Committee meetings.
 - ii. Discussions of different relationships between Archivists at a collecting repository and the associations or organizations whose records they collect. Sometimes the Archivist would attend an organization's meetings, sometimes it would not be appropriate.
 - iii. Brown will discuss the issue with Liz Novarra and bring a recommendation on clarifying the responsibilities and expectations to the Steering Committee meeting in Pittsburgh. There may be areas where language describing the positions should be changed.
 - iv. Keough mentioned that perhaps the Coordinator is the position who should attend Steering Committee meetings, to ensure records are being transferred on a timely basis.
 - v. No formal conclusion drawn or language changed.
- d. Awards Committee
 - i. Clarification that this committee is composed of the chairs of each respective committee, not the entire committees
- e. Development Committee
 - i. Recommendation that Steering dissolve the Development Committee and establish a Development Coordinator.
 - ii. This committee was previously involved with fundraising and managing some of the investment funds with the supervision of the MARAC Treasurer. Bylaw Transition Committee agreed that it would be appropriate for one person to oversee the investments. The Steering Committee could convene separate fundraising committees for upcoming particular events.
 - iii. Motion to dissolve the Development Committee - approved**
 - iv. Motion to appoint a Development Coordinator - approved.**
- f. Motion to dissolve Electronic Resources Committee, Publications Committee, and Outreach Committee
 - i. Discussion as to whether the responsibilities of the new Communications Committee are so extensive that they will be onerous to carry out. Current plan is to have 9

members to distribute work. This Committee will supply content to the website, but not be responsible for its upkeep (that falls to Web Team, as does maintaining DRUM). The three Chairs of the committees being dissolved should convene and discuss transition of responsibilities.

- ii. Hoffman recommends that the Communications Chair use the Google calendar and work with her to determine how things fit together schedule-wise. She and Secretary will sit as ex-officio members, serving as liaisons to Steering to inform on what the Committee needs.
- iii. Motion to dissolve these three committees – approved.**
- iv. Motion to create Communications Committee
- v. Clarification that the committee is operational, so the Chair will determine how long members stay on the committee. Members would like hold two-year positions.
- vi. Clarification that Chair-elect will appoint that Committee Chair.
- vii. Discussion of what the Outreach Committee’s responsibilities previously were and which aspects of this would carry over to Communications Committee. The Committee, with the guidance of the Steering Committee, will determine what kind of outreach to undertake. For example logo redesign, CafePress site, MARAC blog.
- viii. Motion to create Communications Committee - approved.**
- g. Membership Committee - recommendation that the word “development” be dropped, explained responsibility of committee.
 - i. Motion to maintain the Committee as is, without “Development” – approved.**
- h. Education Committee
 - i. Bylaws Transition Team recommends that this Committee continue to exist, but possibly with reduced membership. Discovered the Chairs have done most of the work of dealing with workshops.
 - ii. Motion to continue the Education Committee as an operational committee.
 - iii. Will no longer handle any awards, just looking at professional development of MARAC members.
 - iv. The Modern Archives Institute is on hiatus so no scholarship will be awarded this summer.
 - v. Discussion as to how Education and Communications Committees will work together, as both committees will be producing content. Bell suggests someone from Education serving as ex-officio to Communications to ensure they are working well together.
- vi. Motion to continue the Educational Committee as an operational committee - approved.**
- i. Disaster Assistance Team
 - i. Transition Team recommends this Team be comprised of the four Steering Committee Members at Large, with the Member at Large who received the most votes in the election serving as Chair of the Team. Discussion as to whether this is the most appropriate way of assigning Chair of the Team, or whether MARAC Chair should appoint that position.
 - ii. Discussion as to why name was changed from “Relief” to “Assistance.” George recommends keeping “Relief,” which makes the Team’s work seem more timely.
- j. Transition Team suggests Steering submits an article to MAA to thank all committees serving, including those that are disappearing.
- k. It was pointed out that ad-hoc committee reports are not available on the MARAC

website. *[Follow-up note from Secretary: reports from some of the ad-hoc committees over the past several years can be found at: <http://www.marac.info/ad-hoc>. Others are mixed in with the standing committee reports from any given Steering Committee meeting.]*

- l. Nominations & Elections
 - i. Feige agreed to serve a one-year extension as Secretary so next year election will occur on the regular cycle.
 - ii. **Motion to extend Secretary's term by one year - approved**
 - iii. Feige will not be able to attend Fall 2016 meeting, but another member of the Steering Committee will volunteer to take minutes.
 - iv. Mannix agreed to serve one-year extension as Meetings Coordinator.
 - v. **Motion to extend the Meetings Coordinator's term by one year – approved.**
- m. Clarification of the staggered term service for Scholarship Committee.
- n. Concern that the Team wants to make sure all these changes happen - wondering if the life of this Team should be extended until July 1 to make sure the changes are implemented successfully.
- o. Transition Team recommends that Administrator receives annual review.
- p. Transition Team will be compiling and preparing requests for changes to the operations manual wiki.
- q. Keough - thanks the whole Team for doing a great deal of work in a short time.

Break – 12:03 pm.

Reconvened – 12:48 pm.

- C. Member Dues Increase (Gerencser) – report submitted.
 - a. Recommends increasing dues by \$10 for regular members, while keeping student and retiree rates the same as they have been.
 - b. State Caucus Representatives brought it up to their membership at the Roanoke meeting and everyone seemed comfortable.
 - c. No plan currently to increase on a tiered basis. Gerencser recommends the Finance Committee revisit budgets every 3-5 years to determine whether it would be appropriate. Would prefer to raise dues incrementally rather than in large chunks.
 - d. Membership will be notified 30 days before the Pittsburgh Business Meeting, then it will be put to a majority vote. New rate would begin July 1.

VII. Standing Committees

- A. Custer Award (Hamilton) – report submitted.
- B. Development (Primer) – no report.

- C. Distinguished Service Award (LeGloahec) – report submitted.
 - a. Deadline was today (January 29); no nominations have been received so far. LeGloahec would be willing to waive the deadline if a nomination is submitted next week.
- D. Education (Sather) – report submitted.
- E. Electronic Resources (Ravanbakhsh) – report submitted.
- F. Finding Aids (Callahan) – no report.
- G. Membership Development (Borden) – report submitted.
- H. Nominations and Elections (Sturm) – report submitted.
 - a. Voting starts February 1.
- I. Outreach (Scott) – report submitted.
- J. Publications (Citak) – report submitted.

VIII. State Caucus New Business and Updates

- A. Delaware (Cottle) – report submitted.
- B. District of Columbia (Cassidy-Amstutz) – report submitted.
- C. Maryland (Novara) – report submitted.
- D. New Jersey (Poll) – report submitted.
- E. New York (Martin) – no report.
- F. Pennsylvania (Lutz) – report submitted.
- G. Virginia (Kidd) – report submitted.
- H. West Virginia (DeBruin) – report submitted.

IX. Other Announcements

- a. Zastrow is writing an article on archives-related blogs and requests recommendations for blogs and websites.

X. Adjournment – meeting adjourned at 1:08 pm.