



# MARAC

Mid-Atlantic Regional Archives Conference

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# From the Chair

BRIAN KEOUGH

## MARAC Chair

JANUARY 6, 2016



I would like to wish a very Happy New Year to all MARAC members! This year looks to be exciting and unique for MARAC. Unfortunately, as 2015 ended, we lost a long-time MARAC member, Joan Echtenkamp Klein, who passed away suddenly at her home on December 2. Please read an article about Joan on page 4.

The votes are in and the MARAC Bylaws revisions passed. In November 2015, the membership overwhelmingly passed a substantial revision of the MARAC Bylaws. 297 members cast votes, with 288 voting "yes" and nine voting "no." My sincere thanks go out to those who served on the Ad Hoc Committee on the Revision of MARAC's Governing Documents, including Committee Chair Lisa Mangiafico, and Committee members Andrew Cassidy-Amstutz, David D'Onofrio, Jim Gerencser, and Amy Schindler. Thank you to former MARAC Parliamentarian Dawn Fairchild, who served the committee in an advisory capacity, and a special thank you to John LeGloahec, my predecessor as MARAC Chair, for his hard work and dedication to this effort. Most importantly, I am especially grateful for the feedback from MARAC members, because an integral part of any successful organization is the participation and feedback of its membership.

The revised Bylaws go into effect on July 1, 2016 and contain significant changes that affect MARAC governance, organizational structure, and operations. To ensure a smooth transition to the revised Bylaws, I have appointed former MARAC Chair Danna Bell to lead the Bylaws Transition Team. The Transition Team will plan for the creation of new operational committees and work with the Nominations and Elections Committee to provide the appropriate number of candidates for newly elected standing committee positions. The Transition Team will publicize its activities on the web site, blog, and in the *Mid-Atlantic Archivist*, and encourage feedback from

the membership. The Transition Team will report to the Steering Committee, work closely with the MARAC Chair, and consist of the following members: Danna Bell (Chair); Andrew Cassidy-Amstutz; Becky Collier; Jim Gerencser; Paige Newman; and Charlotte Sturm. Please contact me if you have any concerns or questions about this very important change to MARAC's governance and operational infrastructure.

The new MARAC Bylaws also provide opportunities for those looking to get more involved in MARAC leadership. The Nominations and Elections Committee is seeking volunteers and nominations of members to stand for election in the 2016 election. All current MARAC members are eligible to serve on the Steering Committee and other MARAC committees. If you are interested in running or if you would like to nominate a colleague, contact any member of the Nominations and Elections Committee. If you are not sure which position is right for you, contact them for help meeting your interests.

Lastly, the excitement is building for the upcoming Spring 2016 MARAC meeting in Pittsburgh, PA, April 12-14, 2016. Not only are we going to an exciting city, there is a strong program being developed with sessions and workshops for people both new to the profession and for those with more experience. My prediction is for great weather, thought-provoking discussion, and culinary delights as MARAC spends a few days in the 'Burgh! I look forward to seeing you all soon.

*Brian Keough*  
MARAC Chair

# AMERICAN THEATRE ARCHIVE PROJECT BALTIMORE

by Jason Rubin, Ph.D., and Anita M. Weber



The American Society for Theatre Research (ASTR) has long promoted theatre knowledge and supported theatre historians and scholarship in all aspects of theatre. In 2009, an ASTR committee addressed concerns raised by theatre professionals, historians, and scholars about the loss of records documenting America's rich theatre heritage. The American Theatre Archive Project (ATAP), patterned, in part, after an archival program established by The Dance Heritage Coalition, was the result.

ATAP Baltimore, initially led by practicing theatre professional Jason Rubin and archivist Angela Forrest, formed following a November 2014 training session held at the Baltimore ASTR conference. At the same conference, ASTR awarded an Initiation Project grant of \$1,000<sup>1</sup> to the Theatre Project, an internationally recognized presenter of new works in Baltimore, to begin to preserve its legacy. The overall objective of the grant is to help a theatre company preserve its records so that the creative staff, the administrative staff, the public, and scholars may have an accessible and organized collection for research. Without the grant, a theatre must fund the initiation from its own budget. Thus, the Theatre Project (TP) became the ATAP Baltimore's first archival project.

The ATAP model is outlined in *Preserving Theatrical Legacy: An Archiving Manual for Theatre Companies*<sup>2</sup> where it advises them to deploy either professional archival facilitators who may assist theatres with developing their archives, or educate theatre staffs who want to embark on

the project on their own using the manual as their guide. In Baltimore, the TP Initiation Project did not strictly follow the Archiving Manual. Instead of meeting with the TP board to develop a mission statement and interviewing staff to understand local practice and issues, ATAP Baltimore met solely with producing director Chris Pfingsten and conducted one more meeting than specified. However, the ATAP Baltimore team adhered to a project structure throughout 2015 with an introductory phase of the grant, an assessment phase, and an analysis phase. Each step involved some different team members, including a documentarian to record the process, which was a requirement.

**“ATAP’s goal is to empower theatres to establish and maintain archival programs that will preserve their organizational and community documentary heritage.”**

At a preliminary meeting in April 2015, Rubin and Forrest introduced the Initiation Program and toured Pfingsten's office and the cramped archives storage space underneath the steeply raked theatre seating. In August, Assessment Team (AT) archivist Anita M. Weber and documentarian Jessica M. Abbazio met with Pfingsten

to discuss his goals for the archives, after which the AT, augmented by Rubin, conducted a records survey. The team examined the 45 cubic feet of records, including board minutes, production fact sheets, photographs, show posters, press releases, correspondence, some programs, and financial records such as income and expense reports, bank statements and cancelled checks, to obtain information on contents, dates, and condition of the materials, while Ms. Weber reviewed the electronic records with Pfingsten. An Assessment Report, with recommendations, and wrap-up meeting completed the Initiation Project grant activity.



Weber, Anita. Jason Rubin, Ph.D., assesses the Theatre Project collection in narrow, cramped storage area. Photograph. 2015.

In retrospect, TP was not a good first project for the team. As a presenting theatre, TP has little in the way of typical theatre records. Its collection is split, with the bulk of it in private hands. Despite many questions regarding these privately held records, the AT saw less than 30% of the extant materials. While saving time, this situation complicated planning and resulted in a truncated assessment.

ATAP is currently active in a number of cities, including New York, Minneapolis-St. Paul, Baton Rouge, and Cleveland.<sup>3</sup> However, identifying archivists and documentarians to participate has proved to be difficult in many locations except New York City. Baltimore was no different. Passion for saving theatre's legacy and some level of archival experience are necessary. But so is time. The time required is too limited to provide a meaningful intern experience, but greater than can be easily provided by working professionals. Despite a number of recruitment meetings, no Baltimore-based archivists joined the group.

Although designed to be accomplished by non-archivists, an initiation is not a project for those without any experience in archival appraisal or surveying. The Baltimore team was fortunate to have an archivist with considerable experience and knowledge who could adapt the ATAP model to the TP environment, respond to changing circumstances, and prepare a report responsive to its needs.

Baltimore has a vibrant theatrical legacy and is home to a number of theatres with rich theatrical, social, and cultural histories: The Vagabonds (which celebrated its 100th anniversary in 2015), Spotlighters, Everyman, Center Stage, Chesapeake Shakespeare Company, Fells Point Corner Theatre, and Single Carrot Theatre are among the many troupes whose archives hold tantalizing tales about how theatre was and is being made in Baltimore.

ATAP's goal is to empower theatres to establish and maintain archival programs that will preserve their organizational and community documentary heritage. In Baltimore, the city's theatre community can accomplish this with the ATAP team by working together to support one another to establish archival programs. If a number of theatres banded together they could leverage their size to reduce archival supply costs, provide work for one or more archivists and documentarians across several theatres, and become a resource for each other in solving common problems, including project funding.

1 The grant supports \$600 in honoraria for an archivist and documentarian to conduct the project and \$400 for archival supplies for the archival program.

2 The manual can be found at <http://americantheatrearchiveproject.org/atap-manual-preserving-theatrical-legacy> (accessed 11/28/2015).

3 More information can be found at <http://americantheatrearchiveproject.org/home> (accessed 11/28/2015).



Joan Echtenkamp Klein, the Alvin V. & Nancy Baird Curator for Historical Collections at the University of Virginia's (UVa) Claude Moore Health Sciences Library and a longtime MARAC member, died suddenly at her home in Richmond, Virginia on December 2, 2015. Born in Schenectady, New York, and raised in Fort Wayne, Indiana, and Garden City, New York, Joan graduated with a B.A. in English from Gettysburg College and received her library degree from the Catholic University of America. After working in Special Collections at the University of Virginia, she became director of Historical Collections at the Claude Moore Health Sciences Library in 1982, transforming it into one of the leading medical archives in the nation and a jewel of a health sciences library. Joan pioneered an active exhibitions program, and outreach proved central to her work. Her innovative web-based exhibits and in-house creations featured medical and surgical artifacts, rare books, manuscripts, and photographs, attracting visitors from throughout the world. Classes from the UVa Schools of Medicine and Nursing, as well as students from throughout the institution, regularly used the collections to provide perspective on current issues, create exhibits, and incorporate primary sources into their research projects.

Joan's reach and rich professional life extended well beyond Charlottesville. She selected speakers and topics for the popular and distinguished History of the Health Sciences Lecture Series, making the talks available on YouTube and reaching an international audience. Her work as a member of the Tuskegee Syphilis Study Legacy Committee earned Joan an invitation to the White House in 1997, when President Bill Clinton formally apologized to Study survivors. She received the 2003 Society of American Archivists' Waldo Leland Award, which rewards writing of superior excellence in the archival field, for her digital

project involving the Walter Reed Collection. And she directed the Historical Collections' UVa History of Cancer Care Project, which resulted in a print publication, a DVD containing 25 oral history interviews, and a website. Joan remained extremely active throughout her career in a number of professional organizations, including Archivists and Librarians in the History of the Health Sciences (ALHHS) and the Science, Technology and Healthcare Roundtable of the Society of American Archivists, where she served on the Steering Committee for 15 years and was to assume the role of editor for the roundtable's newsletter, *Archival Elements*, in the spring. Her editing talents were recognized by many and she co-edited the newsletters of the American Association for the History of Medicine and ALHHS for a span of over 20 years. Joan served MARAC in a variety of capacities as well, including most recently as Secretary from 2002-2006.

MARAC members will celebrate Joan's consummate professionalism, but also remember her as a vital and welcoming presence at semiannual meetings for over 30 years. Her signature infectious laugh invariably enlivened sessions, luncheons, and late-night hospitality suite gatherings. A generous and welcoming colleague, Joan organized legendary dinners at some of the finest local venues in the MARAC region. She loved to hold court knowledgeably on a broad range of topics ranging from current literature to her eclectic musical tastes to the University of Virginia basketball and baseball programs. Her outgoing personality made everyone feel welcome. She served as an important mentor for younger members of the profession, and many of her student workers have moved on to distinguished careers. Joan exemplified the best professional values in our field, and always had great fun doing so. She will be missed.

# INTRODUCING THE BYLAWS TRANSITION TEAM

In November the MARAC membership passed a major revision of the governance documents for the organization. The new Bylaws, which will go into effect on July 1, 2016, contain substantial changes that will affect how MARAC is governed and how it operates. To ensure a smooth transition, MARAC chair Brian Keough has appointed a Bylaws Transition Team. The team has the following charge:

- Summarize major changes in email to MARAC members.
- Review the new standing committees and recommend the creation of new operational committees.
- Work with the Nominations and Elections Committee to provide the appropriate number of candidates for newly elected committee positions.
- Update the MARAC wiki and operations manual.
- Publicize the activities of the Transition Team to the web site, blog, and in the *Mid-Atlantic Archivist*, and encourage feedback from the membership.

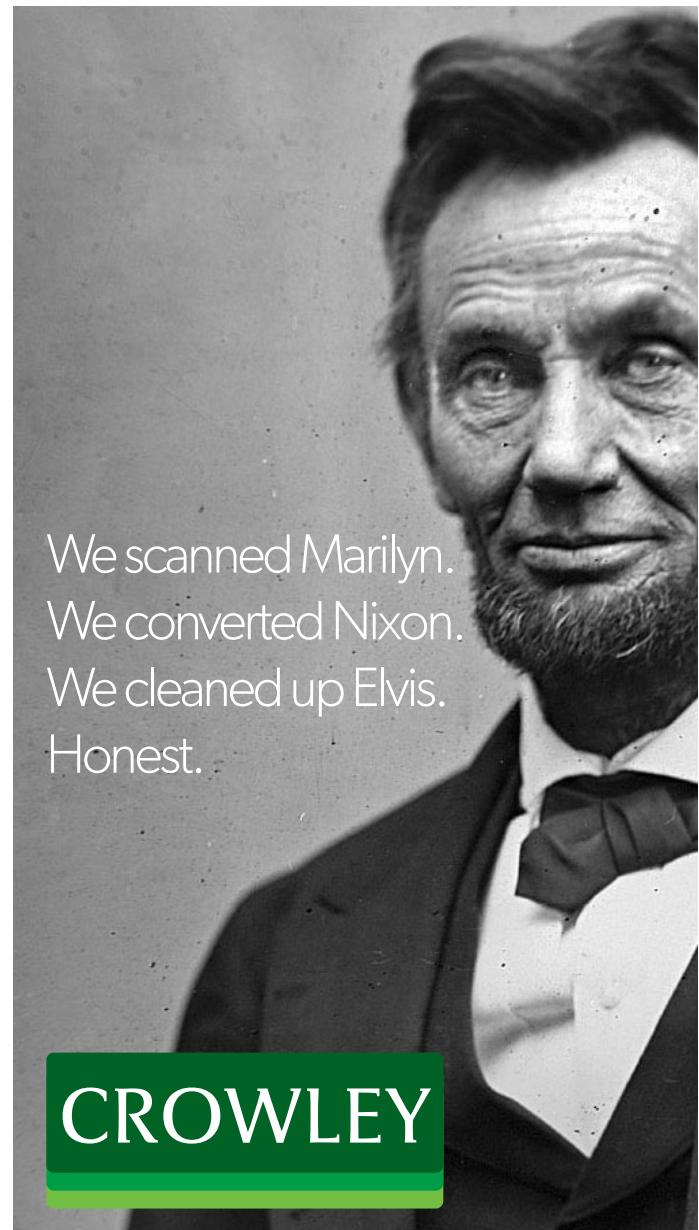
The transition team is composed of six people with extensive experience in the governance and operations of MARAC, including two people who were involved in the development of the new Bylaws. Also included is the current chair of Nominations and Elections, who will be able to keep the team informed on the committee's needs, in light of the Bylaws changes, regarding the development of the candidate slate for the winter election, and who also will assist with any special elections needed prior to July 1, 2016.

The Bylaws Transition Team has been asked to have a final report for Steering outlining the needed changes and the suggested implementation process in time for the Spring Steering Committee meeting in Pittsburgh. MARAC members will be kept up-to-date on the team's work through postings to the blog and to Facebook.

MARAC members may direct questions or suggestions to the Transition Team chair, Danna Bell, at [dbellr@att.net](mailto:dbellr@att.net).

## Bylaws Transition Team

Danna Bell, Chair	Andrew Cassidy-Amstutz
Rebecca Collier	Jim Gerencser
Paige Newman	Charlotte Sturm



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# Caucus News

## DELAWARE



Delaware Public Archives. Delaware Governor Jack Markell calls on a student at the 110th Anniversary Celebration for Delaware Public Archives. Photograph. 7 Oct. 2015.

### **Delaware Public Archives Celebrates its 110th Anniversary**

In honor of Archives month and the 110th anniversary of the Delaware Public Archives (DPA), a special ceremony featuring Governor Jack Markell as

the keynote speaker was held on October 7th in the Archives building. An exhibit documenting the history of the Archives was unveiled and the four 17th century Delaware charter documents were displayed together for the first time since the new DPA building opened in 2000. Hosted by Director of Delaware Public Archives and State Archivist Stephen M. Marz, the event drew more than 140 people and also included remarks by Delaware Secretary of State Jeffrey W. Bullock. DPA's 110th anniversary continued into the evening when Delaware Supreme Court Justice Randy J. Holland presented a program on Magna Carta. Justice Holland is editor of the book, *Magna Carta, Muse and Mentor*, published in 2014 by the Library of Congress and Thomson Reuters.

In addition, DPA staff member Mary Hanes recently completed processing the Bennett Collection. As Delaware's first certified professional photographer, Robert Bennett served as official photographer for the Delaware State Fair and provided local images for regional newspapers and magazines. Featuring more than 22,000 black and white photographs and color photo slides, this collection was donated by Robert Bennett's widow, Mrs. Eleanor Bennett of Bridgeville, Delaware. The images span from 1951 to 2003 and features numerous facets of Delaware life, including agriculture, churches, historic houses, and beach areas. Additionally, Mr. Bennett photographed such local events as Punkin Chunkin and the annual Nanticoke Indian Powwow.

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## NEW JERSEY

### **2016 Exhibit Celebrates Building Centenary**

The Essex County Parks Archives staff has prepared an exhibit celebrating the completion in 1916 of the Parks Administration Building, designed by New Jersey native Harold Van Buren Magonigle in the Second Renaissance Revival style. Also highlighted is how the building has supported the day-to-day operation of the Olmsted-designed park system for 100 years under the Essex County Park Commission (1895-1979) and the Department of Parks, Recreation, and Cultural Affairs (since 1979). The exhibit will be on display in the building lobby at 115 Clifton Avenue in Newark through 2016. The Parks Archives collection, including digitized minutes, annual reports, maps, plans, and photographs, is available for research by appointment (contact [archives@parks.essexcountynj.org](mailto:archives@parks.essexcountynj.org)).

### **Monmouth County Archives**

The Monmouth County Archives recently hosted Archives & History Day with more than 60 history-related organizations exhibiting at tables. Melissa Ziobro was the keynote speaker and talked on the topic of the history of Fort Monmouth.

### **MARAC Newark**

The Local Arrangements and Program Committees for MARAC Newark (April 20-22, 2017) have been meeting and are busy planning a great conference. There is always room for more participants so contact LAC tri-chairs Don Cornelius ([donald.cornelius@sos.nj.gov](mailto:donald.cornelius@sos.nj.gov)), Laura Poll ([laurampoll@gmail.com](mailto:laurampoll@gmail.com)), or Elizabeth Surles ([elizabeth](mailto:elizabeth)).

surles@rutgers.edu) or PC co-chairs Jennie Levine Knies (jak6029@psu.edu) or Dale Patterson (dpatterson@gcah.org) to get involved.

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## WEST VIRGINIA

### Marshall Receives Reese Papers from JFK Library

Early in January 2016, Marshall University received the final shipment of the Matthew A. Reese Papers from the JFK Presidential Library. Matthew Reese was a native of Huntington, WV and a graduate of Marshall University. He is considered to be “the godfather of the modern political campaign process” and the JFK Library believed that his materials would be better housed at Marshall. The collection, once processed, will be a valuable resource tool for historians and political and social scientists. Surveying the more than 300 boxes in the collection and processing the materials will be a priority for the Archives and Special Collections Department during the remainder of this academic year.

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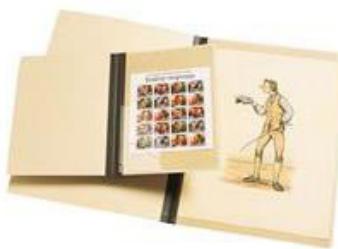
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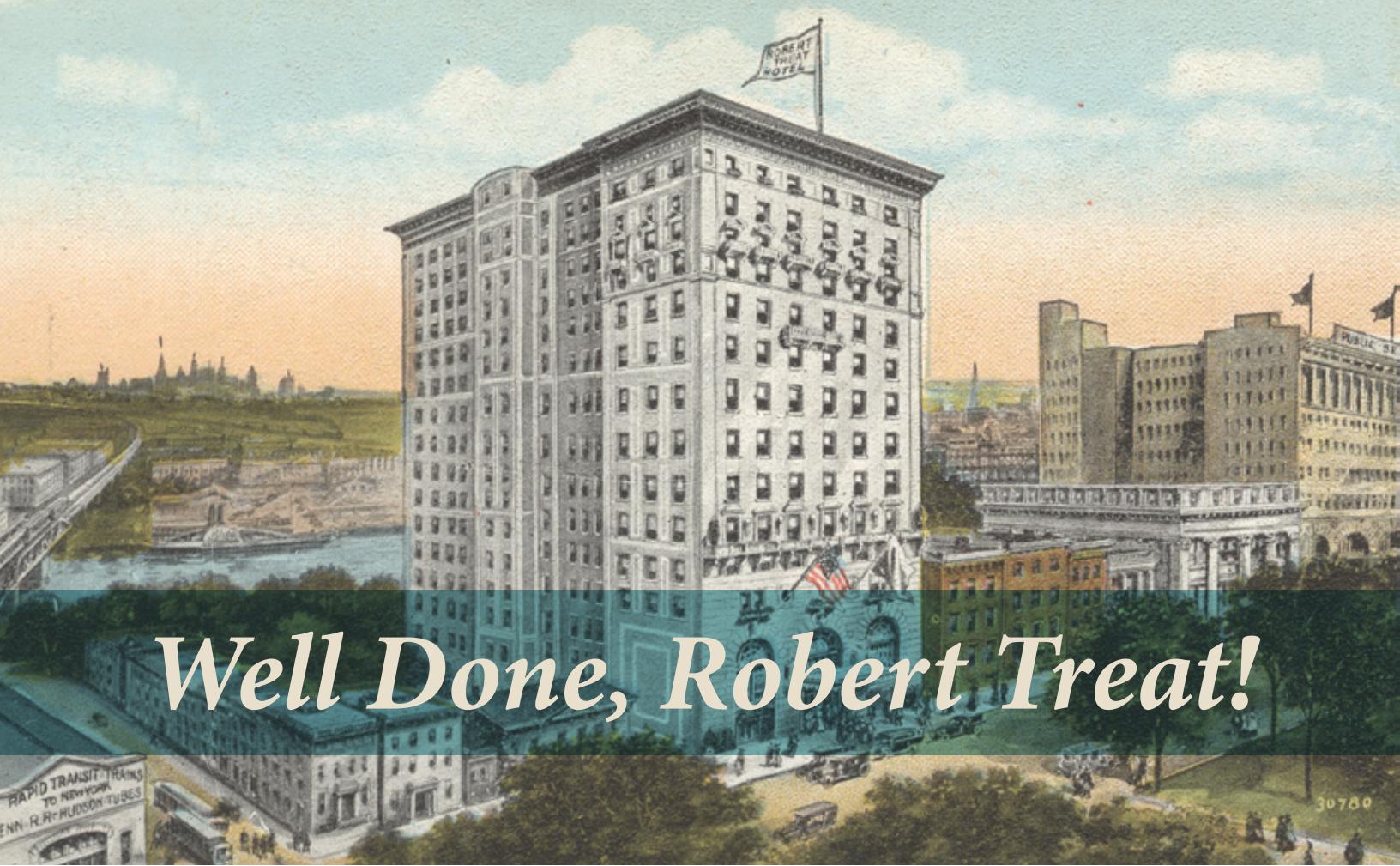
## MAKE YOUR TRAVEL PLANS FOR MARAC PITTSBURGH

Pittsburgh is excited to welcome MARAC back to town for the Spring 2016 meeting, to be held April 14-16 at the historic Omni William Penn Hotel. The Program Committee has put together an exciting lineup of sessions that will explore the theme of connecting theory and practice. Topics that will be discussed during the conference include inter-repository collaborations, digital preservation, establishing oral history programs, and grant projects. And if you have an idea for a session, it's not too late! There are two "Pittsburgh Pop-Up" sessions for those with late-breaking inspiration. A separate call for pop-up proposals will be issued a few weeks prior to the meeting (keep an eye out on the MARAC blog for additional details). The Pittsburgh meeting also will feature an in-service project, where MARAC attendees will be invited to volunteer their time and expertise to assist small Western Pennsylvania historical societies to care for their collections.

Conference attendees will have ample opportunity to experience Pittsburgh. Friday night's reception will be held at the Heinz History Center, a short walk from the conference hotel. Attendees will be able to view the museum's award-winning exhibits while at the reception. The Local Arrangements Committee also has organized five tours, including excursions to local breweries and a defunct blast furnace. For those extending their stay in Pittsburgh after the conference, there will be an organized outing to PNC Park to take in a Pirates game.

*Looking forward to seeing yinz in the Steel City!*

For more information, contact David Grinnell (grinnell@pitt.edu), Molly Tighe (mtighe1@chatham.edu), Rachel Grove-Rohrbaugh (grover@etown.edu), or Emily Cottle (emilyrcottle@gmail.com).



# *Well Done, Robert Treat!*

The MARAC Spring 2017 meeting, scheduled for April 20-22 in Newark, New Jersey, is closer than you think! The conference will be held at the historic Robert Treat Hotel, now operated by Best Western. The original portion of the hotel opened in 1916, with its modern appointments and lavishness being the first of its kind in the city of Newark. In its lobby hung a portrait of Captain Robert Treat, landing his settlement vessel at the Passaic River in 1666, near the current New Jersey Performing Arts Center, and being greeted on shore by a Native American.

So, who was Robert Treat, considered by many to be the founder of Newark?

Robert Treat was a leader of the New Haven Colony, which consisted of the towns of Milford, Branford, Guilford, and New Haven, Connecticut. The Colony formed in 1639 as a Puritan, Congregational religious community, which believed in a very close relationship between church and state. The 1660 restoration of Charles II to the throne of England threatened the freedom of religious worship in colonial Connecticut, and Treat sought protection for his colony in New Amsterdam. Treat, along with three other elders, began negotiations with Governor Peter Stuyvesant in 1661 for a tract of land that stretched from what is today

Elizabeth, north to the area of Clifton. According to the town records held at the New Jersey Historical Society, Robert Treat and others from the New Haven Colony landed on the Passaic banks in the spring of 1666, and on May 21st, agreed to "make one township" for the "carrying on of...civil and town affairs according to God and a Godly government." Known initially as "New Ark" or "New Work," the locals eventually settled on "Newark" and the coming metropolis on the Passaic River was born!

Newark quickly became a major area for trade and manufacturing, as well as a "melting pot" for immigrants from all parts of the world.

Well done, Robert Treat! The hotel and office complex that carries your name is grand. The original structure was converted to offices in 1964 with the construction of the modern hotel building adjacent to it. Bordered by Military Park and the New Jersey Performing Arts Center, the Best Western Robert Treat is centrally located to the many cultural, culinary, and entertainment offerings in the city of Newark.

***Mark your calendars for the Spring 2017 MARAC meeting in Newark!***

# TASK FORCE ON DIVERSITY AND INCLUSION UPDATE

Submitted by Lindsey Loeper on behalf of the Task Force on Diversity and Inclusion

In the Summer 2015 issue of the *Mid-Atlantic Archivist*, newly elected MARAC Chair Brian Keough wrote about his goal to “increas[e] diversity in MARAC and in the profession as a whole.” The first step in this long term goal was the formation of a new Task Force on Diversity and Inclusion, approved at the Summer 2015 Steering Committee meeting. The task force was assigned the following charge:

- Review and/or survey the efforts of other related professional organizations to increase diversity.
- Survey MARAC members to identify the critical issues pertaining to diversity facing the organization.
- Define and articulate diversity as it applies to the profession, to MARAC, and to our members.
- Draft a position statement on diversity for the Steering Committee to consider and adopt as MARAC policy.
- Recommend specific goals, objectives, and new initiatives for increasing diversity in MARAC and in the profession as a whole.

A call for additional members was distributed to the membership and the response was enthusiastic! Thank you to all who volunteered. The final roster is set: Kirsten Carter; Ken Cleary, member-at-large; E. Evan Echols; Christine George, member-at-large; Josue Hertado; and Megan Miller. Lindsey Loeper, member-at-large, will serve as chair.

The Task Force outlined a work plan and is working on its first two projects this winter and spring. As a first step, we are contacting peers at related archives, libraries, and cultural heritage organizations to learn about their diversity initiatives and any lessons, successes, and roadblocks they may have encountered. We also are compiling a resource list with helpful articles, tutorials, and workshops to support the work of the Task Force and share with our community.

The second project—a member survey—will be prepared by the Task Force and distributed to the membership in March. We hope to share the results of this survey at the Spring 2016 business meeting and in a future issue of the *Mid-Atlantic Archivist*. This survey will help us with one of the key goals of the Task Force: reflect the views of the membership of MARAC. What are the critical issues

pertaining to diversity and inclusion identified by MARAC members? How do members view diversity as it applies to our profession? And how can we increase diversity in MARAC and in the profession as a whole? It is important to the Task Force and Steering Committee that we take this opportunity to examine ways to better serve our members, our current and future researchers, our students and colleagues, and even the archival collections in our care through increased awareness and work with diversity initiatives, whatever form this may take.

Feedback, suggestions, and any questions also may be sent directly to the Lindsey Loeper, chair of the Task Force, at [lindseyloeper@umbc.edu](mailto:lindseyloeper@umbc.edu).



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# Welcome New Members!

## OCTOBER 2015

Helen Azar	<i>Free Library of Philadelphia</i>
Katherine Barbera	<i>Carnegie Museum of Art</i>
Veronica Calder	<i>New Jersey State Archives</i>
Karen Cannell	<i>Fashion Institute of Technology-SUNY</i>
Marietta Carr	<i>Harrisburg Area Community College</i>
Louis Ferrero	
Zachary Hottel	<i>Shenandoah County Library</i>
Petrina Jackson	<i>University of Virginia</i>
Felicity Knox	<i>Towson University</i>
Katherine Madison	<i>University of Pittsburgh School of Information Sciences</i>
Renee Shanahan	<i>Thomas Balch Library</i>
Margaret Stevenson	<i>San Jose State University</i>
Rachel Sweeney	<i>University of Pittsburgh</i>
Annie Tang	<i>Johns Hopkins University</i>
Gwyneth Thayer	<i>NCSU Libraries</i>
Eva Walters	<i>Ellsworth Kelly Studio</i>

## NOVEMBER 2015

Hilary Barlow	
Kelly Bolding	<i>Princeton University Library</i>
Alyssa Carver	<i>Pennsylvania State University Libraries</i>
Caroline Catchpole	<i>Metropolitan New York Library Council (METRO)</i>

Laura Donahue	<i>American Public University System</i>
Kerry Dubyk	<i>Rutgers University</i>
Kelsey Duinkerken	<i>Thomas Jefferson University</i>
Laryssa Duncan	<i>Clarion University</i>
Kevin Fredette	<i>West Virginia University</i>
Marielle Gage	<i>The Catholic University of America</i>
Chelsea Houck	
Anne Lonergan	<i>Rutgers University</i>
Sarah Quick	<i>Brooklyn Public Library</i>
Annie Tummino	<i>Columbia University</i>
David Wiseman	<i>Roanoke College</i>
Karina Wratschko	<i>Philadelphia Museum of Art Library &amp; Archives</i>

## DECEMBER 2015

Marci Bayer	<i>National Archives</i>
David Castillo	<i>National Archives and Records Administration</i>
Stephen Charla	<i>National Archives at Philadelphia</i>
Heidi Coleman	<i>The Willem de Kooning Foundation</i>
Michael Kurtz	<i>University of Maryland, College of Information Studies</i>
Julia Lipkins	<i>N-YHS/CUNY Graduate Center</i>
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# Treasurer's Report Fiscal Year 2016, 1st Quarter

(July 1, 2015 to September 30, 2015)

Category	Budget	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total	% Budget
<b>INCOME</b>							
Membership Dues	\$32,500.00	\$26,125.00				\$26,125.00	80%
Conference Registration	\$76,000.00	\$24,639.00				\$24,639.00	32%
Conference Vendors	\$16,000.00	\$4,000.00				\$4,000.00	25%
Conference Sponsorship	\$7,000.00	\$3,300.00				\$3,300.00	47%
Publication Advertising	\$2,400.00	\$536.00				\$536.00	22%
Publication Sales	\$350.00	\$35.00				\$35.00	10%
Mailing List Sales	\$100.00	\$0.00				\$0.00	0%
Off-Meeting Workshops	\$7,600.00	\$5,295.00				\$5,295.00	70%
Bank Interest	\$150.00	\$23.05				\$23.05	15%
Investment Interest	\$2,000.00	\$429.49				\$429.49	21%
Gifts to Operations	\$200.00	\$626.00				\$626.00	313%
Miscellaneous	\$0.00	\$75.00				\$75.00	0%
<b>Total Income</b>	<b>\$144,300.00</b>	<b>\$65,083.54</b>				<b>\$65,083.54</b>	<b>45%</b>
<b>EXPENSES</b>							
Administrator	\$18,000.00	\$4,450.71				\$4,450.71	25%
Web Services	\$3,700.00	\$900.00				\$900.00	24%
Archivist	\$750.00	\$0.00				\$0.00	0%
Accountant	\$1,500.00	\$0.00				\$0.00	0%
Advocacy	\$1,625.00	\$1,500.00				\$1,500.00	0%
Insurance Policy	\$1,100.00	\$0.00				\$0.00	0%
Phone	\$600.00	\$163.94				\$163.94	27%
Postage	\$1,050.00	\$42.82				\$42.82	4%
Office Supplies	\$150.00	\$0.00				\$0.00	0%
Food	\$4,450.00	\$604.69				\$604.69	14%
Travel	\$4,750.00	\$896.01				\$896.01	19%
Equipment	\$0.00	\$0.00				\$0.00	0%
Printing and Design	\$7,500.00	\$945.85				\$945.85	13%
Conference	\$80,000.00	\$14,644.70				\$14,644.70	18%
Lodging	\$2,500.00	\$306.59				\$306.59	12%
Honoraria	\$2,500.00	\$0.00				\$0.00	0%
Awards and Prizes	\$1,450.00	\$100.00				\$100.00	7%
Scholarships	\$5,550.00	\$0.00				\$0.00	0%
Banking Fees	\$7,000.00	\$2,413.75				\$2,413.75	34%
Investments	\$0.00	\$0.00				\$0.00	0%
Disaster Assistance	\$0.00	\$0.00				\$0.00	0%
Miscellaneous	\$125.00	\$29.00				\$29.00	0%
<b>Total Expenses</b>	<b>\$144,300.00</b>	<b>\$26,998.06</b>				<b>\$26,998.06</b>	<b>19%</b>
<b>Net Income or (Loss)</b>		<b>\$38,085.48</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$38,085.48</b>	
<b>Account Balances</b>							
PNC Checking	\$67,546.04		Operating	\$0.00	\$65,083.54	(\$26,998.06)	\$38,085.48
PNC Savings	\$76,232.53		Restricted	\$127,354.00	\$1,604.00	(\$750.00)	\$128,208.00
Vanguard Bonds	\$78,342.59		Reserve	\$51,000.00	\$0.00	\$0.00	\$51,000.00
<b>Total</b>	<b>\$222,121.16</b>		Surplus	\$4,827.68	\$0.00	\$0.00	\$4,827.68
			<b>Totals</b>	<b>\$183,181.68</b>	<b>\$66,687.54</b>	<b>(\$27,748.06)</b>	<b>\$222,121.16</b>
<b>Summary - First Quarter FY 2016</b>							
Opening Balance	\$183,181.68						
Total Income	\$66,687.54						
Total Expenses	(\$27,748.06)						
Closing Balance	\$222,121.16						
<b>Restricted Funds</b>							
PNC Savings	\$49,865.41		Disaster Assist.	\$4,372.00	\$544.00	\$750.00	\$4,166.00
Vanguard Bonds	\$78,342.59		Education	\$117,574.00	\$950.00	\$0.00	\$118,524.00
<b>Total</b>	<b>\$128,208.00</b>		Finch Award	\$5,408.00	\$110.00	\$0.00	\$5,518.00
			<b>Totals</b>	<b>\$127,354.00</b>	<b>\$1,604.00</b>	<b>\$750.00</b>	<b>\$128,208.00</b>

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Harris & Ewing. *National Capitol digs out of snow. Washington, D.C., Jan. 14. Nearly five inches of snow blanketed the city yesterday, followed by sleet. Icy steps made the going to and from the Capitol difficult until workmen arrived this morning and scraped away the menace*, 1/14/39. 14 Jan. 1939. Photograph. Lib. of Cong., Washington D.C. Lib. of Cong. Web. 15 Jan. 2016. <<http://www.loc.gov/pictures/item/hec2009012529/>>.

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*Newark women plod in snow to plea for food*. c. 1920. Photograph. Lib. of Cong., Washington D.C. Lib. of Cong. Web. 15 Jan. 2016. <<http://www.loc.gov/pictures/item/89707007/>>.

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