

# MARAC

Mid-Atlantic Regional Archives Conference

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Delaware • District of Columbia • Maryland • New Jersey  
New York • Pennsylvania • Virginia • West Virginia

## STEERING COMMITTEE

Friday, July 20, 2018

National Archives, Adams Conference Room

Washington, DC

## MINUTES

In Attendance: Sharmila Bhatia, Kevin Brown, Lauren Brown, Becky Collier, Don Cornelius, Derek Gray, Geof Huth, Josue Hurtado, Margaret Kidd, Jennie Knies, Jessica Lydon, Amanda May, Paige Newman, Sara Predmore, Rachel Grove Rohrbaugh, Don Sailer, Matt Testa, Jan Zastrow

On telephone: Sara Borden, Jessica Johnson, Jane LaBarbara, Kate Palm, Molly Tighe

### **I. Call to Order (5 min) (10:16am – late start due to technical issues)**

- A. Introductions
- B. Approval of Agenda – approved

### **II. Approval of Steering Committee Minutes (5 min)**

- A. April 2018 Minutes - approved as amended

### **III. Officer's Reports (15 min)**

- A. Chair
  - i. Chair's Report (Collier) – Report submitted
- B. Administrator's Report (Predmore) – Report submitted
  - i. Mentions changes to membership numbers due to a glitch in the system and how student members are entered. Numbers as of June 30 are accurate. This explains the dramatic drop in student numbers.
- C. Chair-Elect (Rohrbaugh) – No report submitted
  - i. Appointed new members to the Diversity and Inclusion Committee (Rayna Andrews, Marci Bayer, Leslie Van Veen McRoberts)
- D. Meetings Coordinator (Mannix) – No report submitted
- E. Secretary (Knies) – No report submitted

- F. Treasurer (May) – Report submitted
  - i. Review of 4<sup>th</sup> quarter report
  - ii. \$6,964.80 profit for Hershey meeting
  - iii. Finance Committee charged with recommending how to distribute profits from Buffalo and Hershey meetings. \$11,435.37 total
    - 1. \$300: allocated to Delaware Caucus
    - 2. \$500: allocated to Diversity and Inclusion Committee for committee work.
    - 3. \$800: two more travel awards @ \$400 each
    - 4. \$1,750: Bring graduate scholarship fund to \$2,000
    - 5. Discussion surrounding disposition of funds and how we might use additional profits. Can we consider rolling CDs for a portion of the operating funds?
    - 6. Motion to allocated items 1-4, with additional funds going into operating budget. All in favor. **Approved.**
- G. Parliamentarian (Bell) – No report submitted

#### IV. Advisory Positions (15 min)

- A. Historian (Brown) – Report submitted
  - i. SAA in Washington, DC this year. Panel session as part of the RAAC meeting to discuss role of regional associations in the archival profession.
- B. Archivist (L. Novara) – Report submitted
- C. Development Coordinator (Bhatia) – No report submitted
  - i. Targeted fundraising based on critical needs. For example, disaster fund and the graduate student scholarship. Suggestion to establish an ongoing “Day of Giving” for MARAC in October, which is also Archives month, and usually coincides with fall MARAC meeting. Question about whether people are getting tired of “Days of Giving.” Many of our funds are member-supported (Disaster Fund) for example. They can be depleted very quickly, so it is in our members’ best interest to ensure that these funds are healthy.
  - ii. Online fundraising is easy, but members might be more willing to give cash at a conference. Cash at a conference can, however, be problematic to track to specific funds
  - iii. Also note, MARAC does not ask people to fund awards that they want to name.
  - iv. The special funds (Education, Finch, Disaster, and graduate scholarships) are not funded out of the general operating funds. They do not fill up because of dues. They fill up because of gifts and donations, and sometimes by special allocations from meeting profits. This is why it would be very beneficial to have a Month of Giving, as well as other initiatives to help fill these funds.
  - v. Motion to establish a Day of Giving for MARAC in October. **Approved.**
- D. Web Team (Caringola/Sailer) – Report submitted
  - i. Clarification on issues pertaining to accessibility issues on the website. So far, adding tags and addressing upload issues.
- E. Regional Archival Association Consortium (V. Novara) – Report submitted
- F. National Coalition for History (Zastrow) – Report submitted
  - i. Semiquincentennial 2026. Zastrow reported that a time capsule was part of the Semiquincentennial Commission's mandate for the 2026 celebration, to be

unearthed in 2276; she will look into whether our repositories will be able to contribute to the contents.

- ii. Lee White, Director of NCH will be attending the RAAC meeting at SAA in order to report on the activities of the Coalition and to encourage continued support and membership in 2019. Zastrow will be working to try to increase RAAC participation in the coming year. If that initiative doesn't succeed then Zastrow will recommend resuming our individual MARAC membership in NCH, which was at the \$1,500 level. Huth suggested that, in that case, MARAC may consider increasing its membership level to \$4,000 (the amount the consortia as a group was paying) in order to retain its seat on the board.

## **V. Old Business (30 min)**

### **A. Operations Manual review (Knies, Kidd)**

- i. Following the discussion at the Hershey Steering Committee meeting, Knies and Kidd created a template for the Operations Manual. They then contacted all officers with a copy of the template, the most recent Operations Manual entry, and any other documentation they could find. They have received a few submissions in return and are storing them in Google Drive for now.
- ii. Kidd has created a more consolidated draft for all the committee sections and will share with committee chairs after this Steering Committee meeting.
- iii. Caucus Reps – discussion about creating a generic/basic Caucus Representative section, and then adding documentation/links to individual Caucus information in the Guidelines/Templates section.
- iv. This also ties into website review. Three-legged stool of Operations Manual/Bylaws/Website. Some changes cannot occur until Bylaws are updated.
- v. Need to add section to the Operations Manual (perhaps to Secretary or Steering section) for regular reviews of Operations Manual.
- vi. Several positions have never had an entry in the Operations Manual. This includes the Development Coordinator and the NCH Representative.
- vii. There should also be an entry in the Operations Manual about the procedure/process following the establishment of a new committee. Will use the Diversity and Inclusion Committee as a test for this.
- viii. The goal is to have a fairly comprehensive final version to pass on by the Spring 2019 meeting.

### **B. Bylaws review (Novara, Brown, Lydon)**

- i. Group reviewing some discrepancies in Bylaws.
- ii. Previously there was an initiative to simplify text of Bylaws to reduce need for frequent changes. Therefore, there is no mention of any committees that are not standing committees. Is there a need to codify the existence of certain committees (Education, Web, etc.). Bylaws mentioned “special committees” but is that an accurate term? Should we continue to use term “operational committees.” Is the Operations Manual sufficient?
- iii. Weren't some committees officially established during Bylaws changes several years ago? Did membership ever vote on any of these additional committees? No – specific committees other than Standing not mentioned.

- iv. Other changes – MARAC Historian not mentioned. NCH Rep, Development Coordinator not mentioned in Bylaws either. These are positions appointed by the Chair-elect.
- v. Parliamentarian chosen by Chair-elect (says “Chair” in Bylaws). Needs clarification. But the Bylaws also says all appointments made by Chair-elect (unless otherwise noted).
- vi. Chair/Chair-elect language currently says they supervise all committees and are ex-officio members of all committees. Does that mean that they should be included on all committee email and invited to all their meetings? Also, Chair and Chair-elect duties are currently identical. There should be wording about the difference between the two.
- vii. Parliamentarian should be involved in this discussion

BREAK FOR BRIEF LUNCH: 11:45

RESUME MEETING: 12:00 Noon

C. Strategic Plan review (Collier)

- i. Retreat in June. Revisions shared and edited prior to this Steering Committee meeting.
- ii. Steering Committee reviewed the Mission, Vision, and Objectives and made several changes to the draft, mostly wordsmithing and cleaning up language.
- iii. Huth and Collier made detailed notes on draft and will distribute revised version to the Steering Committee following the meeting.
- iv. Final edits will happen via email following the meeting. Deadline for edits will be August 15.

**VI. New Business (30 min)**

A. Diversity and Inclusion Coordinator (Hurtado)

- i. Welcome to Josue!
- ii. Committee has been appointed.
- iii. Wants committee to offer support and resources to members who do not currently feel included in the organization and to hold us all accountable to the views expressed in the charge to the committee.
- iv. Who is lacking representation and why? What historical forces have kept those groups from participating? Idea of being ‘radically welcoming’ (in words of quoting Anna Clutterbuck-Cook, Inclusion and Diversity Coordinator, 2015-2017, New England Archivists)
- v. Ethical imperative of resisting structural inequality.
- vi. First act of committee would be to develop charge. Charge will be distributed to Steering.
- vii. List of resources moved to a more prominent location on the web. Recommendation to organize list by topics rather than format.

**VII. Standing and Operational Committees (15 min)**

A. Awards (Cuervo) – No report submitted

- i. Announcements have gone out on Custer and Finch awards, and their deadlines are July 31.
  - ii. The two \$1,000 graduate scholarship awards were given to Carmen Andrea Collins (U. Maryland) and Regina Carra (Queens College).
  - iii. “Award Winner” ribbon for conference attendees – Predmore will go ahead and order in time for the Wilmington meeting.
  - iv. Collier created a slide for the Business Meeting about Marsha Trimble.
  - v. Slides should be made for other “named” awards.
- B. Communications (Citak/Scott) – Report submitted
  - i. Volunteers needed for MARAC table at SAA. Watch for sign-up list via email in the next few weeks.
- C. Education (Newman) – Report submitted
  - i. Wrapping up policies and instructor workshop contracts
    - 1. Two separate documents for on and off-conference workshops. Difference in reimbursement for travel
    - 2. Repurpose MARAC guidelines for reimbursement for workshop instructors
- D. Membership (Borden) – Report submitted
- E. Nominations and Elections (Henderson) – Report submitted
  - i. Please let committee know about anyone who might be interested in running for a committee

**VIII. State Caucus New Business and Updates (15 min)**

- A. Delaware (K. Brown) – Report submitted
- B. District of Columbia (Gray) – Report submitted
- C. Maryland (Testa) – Report submitted
- D. New Jersey (Cornelius) – Report submitted
  - i. Next meeting will not be at State Archives. It will be at Rowan University in September.
- E. New York (Palm) – Report submitted
- F. Pennsylvania (Grinnell) – No report submitted
- G. Virginia (Johnson) – Report submitted
- H. West Virginia (LaBarbara) – Report submitted
  - i. Looking for ideas for West Virginia meeting (all LAC members are new this year!)

**IX. Adjournment**

Huth motion. May second. 1:38pm

**Minutes respectfully submitted by Jennie Levine Knies, MARAC Secretary / October 15, 2018**