

MARAC

Mid-Atlantic Regional Archives Conference

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

STEERING COMMITTEE

Friday, January 22, 2021, 10am-2pm

Zoom (Remote)

AGENDA

In Attendance: Sara Predmore, Molly Tighe, Amanda Brent, Amanda May, Sara Borden, Dana Bell, Diane Bockrath, Hillary Kativa, Jan Zastrow, Josette Schluter, Lauren Burroughs, Liz Scott, Lori Hostuttler, Margaret Kidd, Mark Coulbourne, Mary Mannix, Meg Snyder, Tabitha Cary, Tara Maharjan, Tara Wink, Jennie Knies, Lauren Brown, Josue Hurtado, Caitlin Rizzo, David Grinnell, Paige Newman

I. Call to Order (10 min) (10:05 a.m.)

- A. Approval of Agenda—Jennie Knies makes a motion to approve. Margaret Kidd approves. Agenda approved.
- B. Introductions

II. Approval of Steering Committee Minutes (2 min)

- A. October 23, 2020 Minutes Amendments — No Amendments.
- B. Note that the draft of minutes will be available in 2 weeks per discussion with Sara Predmore, Caitlin Rizzo, and Jennie Knies.
- C. David Grinnell makes a motion to approve. Jennie Knies seconds motion. Minutes approved.

III. Officer's Reports (30 min)

- A. Chair
 - a. Chair's Report (Jennie Knies) — Report submitted.
Discussion: Does MARAC want to support the Heal Our Communities US Truth and Racial Healing statement? Josue asks if any other organizations have posted their support. Conclusion: Jennie says that a broader statement has been signed by the ALA. Jennie will follow up with Josue to seek more information.
 - b. Administrator's Report (Sara Predmore) — Report submitted.
One correction: on the first page the percentage increase in students should not be red as it is a positive increase. Also, as of today, 178 votes have been cast in elections.
- B. Chair-Elect (Tara Wink) — Report submitted.
 - a. Tara will be in charge of appointing people to committees soon, so if anyone is interested in any open positions or if anyone knows someone who would be interested feel free to reach out to Tara.
- C. Meetings Coordinator (Mary Mannix) — Report submitted.

a. Note: The returned deposit from Long Branch has not yet been received, but we have e-mails that allude that we no longer have a contractual obligation to the hotel. Mary is still however pursuing a very clear statement in writing and will continue talks to ensure that all returns are final.

b. Discussion: We need to decide on the next of our big meetings following the Meeting Model Task Force Report, and Mary would like to confirm if College Park, MD will be the location for the extended meeting. Jennie Knies clarifies that our meeting task force suggested that we make one upcoming meeting a longer meeting to test the recommendations. Per the recommendations, the longer meeting will only be an extra day. Jennie adds that we could decide that during this meeting. Mary add that this decision will impact the food and beverage minimum and the sleeping room block. The room rate may change as well from \$179 in the report to \$175. Mary continues to clarify that this may also drive registration up. Amanda May confirms that it will be a good opportunity to do officially raise the cost of registration given that is something we've known we need to do generally. Jennie offers that we will probably get a lot of commuters as well because of the location, so we can probably set our normal room block limits even if the timeline is extended. Mary also adds that we need to check if we will get charged for meeting rooms (for panel sessions) as well. Tara asks if we have ever not met our room block. Mary says we did not meet our room block in Jersey City, but the hotel sold the rooms so we didn't get any penalties.

Lauren asked when Local Arrangements Co-Chairs will be appointed. Mary said that they'll be appointed when she can find someone. Lauren Brown offers to help find volunteers. Mary and Lauren Brown will follow up after the meeting. Danna Bell adds that Program Chairs are meeting tomorrow at 3 pm and have both expressed concern regarding the number of sessions to cover the extra day should College Park serve as the extended meeting. Jennie Knies offers that if there is an issue we can fill in with Anniversary events and Mary agrees that the LAC can be more creative with the time as well. Jennie adds that we may not have to start at 8 a.m. every morning as a potential solution. Hillary Kativa offers that there are suggestions in the Meeting Model Task Force report of what to use the extra day for, so Program Chairs could also refer there as well. David Grinnell offers that in the DC area there would be more opportunities for speakers for plenaries, so we could add another plenary opportunity. Mary confirms that she did check to see if there was extra general session space just for extra plenaries, and thanks David for seconding this thought.

Tara Maharjan asks Amanda May about the rising cost of registration and expresses concerns about pricing out some members/non-members. Amanda May responds to say that we are thinking of raising the base rate from \$120 to \$140, but that would leave the student rate in place. May says that we could offer more scholarships and awards to help supplement the rising base registration rate, but that we need to raise the base rate because the rising costs of food/beverage will price us out of metropolitan locations where we see these higher rates. Mary Mannix agrees that the food is really the problem. Lauren Burroughs adds that we are still more affordable than SAA. Liz Scott offers that we can use the time for committees to meet as well or longer caucus meetings, etc. Amanda May suggests

Birds of a Feather groups and Jan Zastrow and Molly Tighe add in the idea of Archivists' Movie Night. Jennie Knies also agrees to the idea of extending break times and making the schedule a bit more relaxing. Tara Wink adds in chat that the vendors would love extended breaks and Jan Zastrow asks if we can make sure that we have a hospitality suite as well. Mary confirms that it depends on what you call "hospitality suite," but either way there will be something. Margaret Kidd seconds Jennie's idea of slowing the pace a bit.

Margaret adds that any change in the base pay should be discussed with the membership. Mary Mannix says that she will make a point of making the associated costs more visible. Molly Tighe suggests in chat that we may have a piece about registration rates in the MAA. Tara Wink also offers that folks can reach out to her and Mary to discuss Cambridge and how the food costs affected that meeting. There are several comments in chat asking about location to transport (metro/shuttle), and Jennie Knies offers that it will take around 30 minutes to move between the metro/shuttle and the hotel. Jennie Knies offers that we will investigate this.

Conclusion: Jennie asks for an informal poll since we do not technically need to vote to affirm that we want College Park to be the extended meeting. Poll confirms that majority are in favor. Jennie Knies confirms that we will then move forward.

c. Discussion: Mary Mannix also adds that we have permission from the hotel to have outside ice cream for the new members meeting in Gettysburg. Tara Wink asks at what point we will know if Gettysburg is possible and Mary Mannix offers that we still have time.

Conclusion: Amanda May has not put together a report of deadlines/costs yet, but we can put it together closer to when a decision is necessary. Mary offers that she is still hopeful that we will not have to cancel, but this is a topic for the future. Jennie Knies says that we will start looking into the dates that we will need to make these decisions at the very least.

D. Secretary (Caitlin Rizzo) — No report submitted. Nothing to add.

E. Treasurer (Amanda May) — Report submitted.

a. Note: We are doing really well—we haven't made a lot of money but haven't spent a lot of money, which is great. People have been very generous with donations as well. We brought in almost 1000 to the restricted funds mostly in the last quarter and that is due to the fundraising push by Margaret at the end of 2020. Nothing to add to the quarterly report.

b. Discussion: Amanda May offers that for the report from the conference budget, there is not much to discuss, but we do need to officially approve the budget. The report for the virtual conference is much simpler. We do not know how many people will be coming, so Amanda did create a large spread for the projection because of this, but it should only affect the zoom licensing costs. All other costs are static. If we get more people, we will just get more money. Our registration costs are low. When we finalized the budget, we decided to get rid of the highest rate but if people want to they can register at the community support tier for \$50. Otherwise, they can register for just \$5, but we will also be able to sponsor registration for community support or other means. Jennie asks if we need to vote

to approve the budget. Amanda offers that we do. Jennie Knies adds that we heard recently from MAC and they are not as far along as we are, so she reminds us that we are doing really well in so short of a time to be offering such great rates and be so well organized. Amanda May seconds this and thanks Sara Predmore for her help in keeping us on track.

Conclusion: Lori Hostuttler makes a motion to approve the conference budget. Voting members approve the motion.

c. Discussion: Amanda May asks if it's a problem that there is no anonymity in voting. Jennie Knies confirms that you normally wouldn't be able to vote anonymously at in-person. Tara says that if we need to we could use Poll Everywhere if we felt that was important.

Conclusion: Jennie Knies will set up Poll Everywhere as a goal for the next meeting. Jennie offers that if you do not feel comfortable, she would hope you feel fine to speak up.

F. Parliamentarian (Lauren Burroughs) — Report submitted. Nothing to Add.

IV. Advisory Positions (10 min)

A. Historian (Lauren Brown) — Report submitted. Nothing to add (other than that Doug McElrath and Joni Floyd have been discussing wacky and fun ideas of how to celebrate the anniversary).

B. Archivist (Joni Floyd) — Report submitted. Joni is not available to be with us.

a. Jennie Knies reports that there is an update to the Mid-Atlantic Archivists features import into drum. There is also an update to the invoice. Per Joni's e-mail: "At my request, MARAC Treasurer Amanda Koss May agreed to receiving the annual stipend invoice in early December instead of the previous practice of the MARAC Archivist sending the request in July. This request was made so that a new practice of providing a brief statement of activity can be added to the invoice. This new timeline now corresponds with the new timeframe for the ingest activity."

C. Development Coordinator (Margaret Kidd) — No report submitted.

a. Discussion: Margaret adds that the fundraising/donations total was \$1,103. She offers that most money went to supporting General Operations. The Graduate Scholarship fund received \$285 worth of donations but that's still not enough to offer a new scholarship in the fall. Margaret is hoping to push fundraising at the next meeting. She adds that she's also interested in adding the option to donate on the registration form as a way to add to that fund. Jennie Knies asks how much more we need for an additional scholarship? Margaret adds that we need about another \$500 dollars from what we have already raised, but she thinks we could top off the fund with profits as we have done in the past. Amanda May offers that normally we would do that, but the fund is currently low because we had a year without profits. Jennie Knies offers that we should ask Sara Predmore about the registration form options.

Conclusion: Sara Predmore says that will be easy to add the option to the form and she can do that.

D. Web Team (Laura Montgomery/Don Sailer) — Report submitted. Laura Montgomery and Don Sailer are absent today. Jennie Knies asks if there are any additional questions. There are none.

E. Regional Archival Association Consortium (Andrew Cassidy-Amstutz) — Report submitted. Nothing to add.

a. Discussion: Jennie Knies asks if any other members have talked about conferences at the time? Andrew says no, but that he knows anecdotally that cancelling and moving conferences into virtual spaces is pretty prevalent.

F. National Coalition for History (Jan Zastrow) — Report submitted. Nothing to add.

V. Old Business (60 min)

A. Meeting Model Task Force (Liz Scott and Hillary Kativa)

a. Discussion: Wrap up of the Meeting Model Task Force. Jennie Knies begins by saying that the recommendation of the task force report is that there should be another committee to investigate online/virtual possibilities. She adds, however, that the Steering Committee also discussed the next conferences being guinea pigs to test out the report's recommendations with the idea that after College Park we would decide how we would like to go forward. Jennie asks if there needs to be some sort of secondary task force assembled to evaluate the meeting models as we test the meeting styles?

Mary Mannix asks if she can involve MCC member to get them involved in discussions, evaluations, and reporting about the next few conference committees. Jennie Knies adds that if we can have the reports from MCC in a timely manner to help make those decisions. Jennie adds that what complicates these decisions is the timing for contracts, because we will need to decide how to move forward before College Park ends with planning for what comes after College Park. Jennie adds that we will know the results from the virtual meeting before then, so we can be iterative and think about a virtual meeting for Spring 2023 as soon as we have the report from our virtual meeting. Jennie also adds that we have a lot of suggestions in the Meeting Model Task Force report already, and we can implement some of those suggestions and be iterative about changing and testing things. Tara Wink offers that she feels comfortable being uncomfortable, and that we can continue in this model. Hillary Kativa offers her agreement with that plan and adds that last time Lauren Brown suggested that we might think about not having a set meeting model and in the next five years may just be flexible from year to year in deciding what meetings look like. Hillary also suggests that we might also want to discuss the last recommendation in the report for a shorter, themed symposium where we could experiment with locations at academic or other institutions.

Tara Wink wonders if there should not be a message from Jennie Knies to the members to inform them about the plan for meetings moving forward and asking them to be patient. Jennie Knies will draft something and share with Tara Wink and Mary Mannix as an update.

Lauren Brown adds that we should also consider the time of year when leadership changes and distinguished service awards are handed out as something that should probably be in person. Mary Mannix offers that in the last discussion we did Tara

Wink suggest that the spring meeting is the harder meeting to have in person for academics. Lauren Brown clarifies that the by-laws just require us to have a meeting in the Spring, but it doesn't matter if it is virtual or in-person.

Liz Scott asks for a clarification on whether MCC will convene a group or if there should be a more formal working group to take on these issues. Liz Scott warns that it will take quite a lot of thought. Mary Mannix says that what she wanted to offer was for MCC to evaluate the next two meetings. Jennie Knies agrees with Liz Scott.

Conclusion: Jennie Knies says that she will run language by Hillary Kativa and Liz Scott to charge a group that will report out and she will include a member of MCC ex-officio. This group could be charged to make the proposal for going forward. Tara Wink offers that there should probably be a member from the original Meeting Model Task Force to be on the group for continuity. Hillary Kativa asks if that can be discussed offline and offers to clarify that Liz Scott is asking about the final recommendation to create a working group in the MMTF report.

Hillary adds that the in the conversations regarding the recommendations, there were a lot of tangential issues that cropped up regarding more content issues and there is a clear need to examine some issues beyond the meeting model. Hillary suggests that she and Liz have a sense that there are other logistical/content dissatisfactions that were beyond the scope of their group, but that are worth pursuing. Hillary suggests that taking from the Saratoga Springs committee would be a good path forward too.

David Grinnell asks if there are people within the organization with a background in assessment and could we ask for someone with that training/expertise to anticipate ways we could survey/assess those meetings as they happen and generate data that would be helpful as we move forward. Jennie Knies says this is a good idea and she will pursue this as we are looking at the tasking the members of this group. Mary Mannix adds that this is a good idea and that what we say in Saratoga Springs complaints was a lack of communication, so if a task force could help address that this would also be helpful. Jennie Knies will take this into considerations as well. Amanda May adds that Saratoga Springs folks felt very unheard so having them contribute could be a great gesture to make them feel more welcome. Tara Wink asks if we know if they are still members, but Jennie adds that is a good idea. Tara Wink says that we hope there will be new voices to come into this conversation (at least one person not represented as part of committees already). Jennie offers that we can look at list of folks who are interested in volunteering to add to the members as well, but we'll get the charge taken care of first. Hillary writes in chat: I would characterize some of the issues that could be addressed as an assessment of the logistics of planning meetings and where the pain points arise.

Conclusion: Jennie Knies will charge a new task force to help us evaluate the meetings go forward and put together a new model.

B. Strategic Plan Review (<https://www.marac.info/strategic-plan>)

a. Jennie Knies offers that she does not want to spend a long time on this, but we have a strategic plan that is good through June 2023 that Vin Novara worked on

very extensively. Jennie notes that there a lot of action items that have due dates in 2020/2021, so she would like everyone charged with something to provide feedback about the status. So for example, goal number one is related to diversity and professionalism and is due from the membership committee in 2019. Sarah Borden suggests that this is something membership has been working with, but that she agrees that this is not a task that has a due date but is rather ongoing. Conclusion: Jennie Knies does not want to go through right now, but asks if anyone that is tasked with an item in the plan can review the plan and make an amendment to their next report at Steering Committee to discuss the progress. Tara Wink adds that she would like folks to add information about how the current objectives could be more measurable. Margaret Kidd adds that she was a part of this group and the thought process behind this was to create momentum by giving dates even though much of these actions are ongoing. Margaret adds that Tara Wink is correct in suggesting more be made actionable and measurable, but that a check in would be useful. Jennie Knies asks if it would be useful to put this into a google doc to let everyone go in and make comments/changes. Jennie offers she could even add in guides to help people to respond (i.e., measures of success, etc.) Molly Tighe adds that the Communications Committee has been regularly mentioning these goals in their reports, but because this is a five-year plan she hesitates about making changes in the middle of the five-year timeframe. However, she thinks we should maybe use this as a way to start thinking about the next strategic plan (i.e., 2023-2028). Amanda May offers that Finance is supposed to come up with cost-saving measures, but she thinks that it is awesome the progress made with zoom meetings in the past year has actually helped with the goals around cost-saving measures. Jennie Knies offers that it would be helpful to have the report-out reflect the reality of the pandemic and the state everyone is in. There is agreement in the chat regarding the use of a google doc, so Jennie Knies says she will put that together. Tara Wink asks if in the google doc it will be helpful to say the way that we have worked towards goals underneath the goals. Jennie Knies offers that she will add categories/prompts underneath each goal.

VI. New Business (45 min)

A. Meeting/ Travel Awards/ Virtual Conference (Danna Bell)

- a. Danna Bell offers that the chair of the scholarship awards committee has expressed concern that some of the fees for the upcoming meeting may be prohibitive for students. She wants to know if we should provide scholarship opportunities for folks facing job issues and students for the upcoming meeting. The question is whether or not we should do that? Given the minimal cost and the community support, should we do that or hold the scholarship awards for Gettysburg? Jennie Knies asks if we gave scholarships for this conference for \$5, we would cover so many scholarships but does that make sense given the price point? Amanda May offers that we have the money in the budget and that she loves the idea of sponsoring all the students in the area by just putting out an email to let them know that we will pay for anyone with a student email as a way to get new folks in the door. May adds that there is little downside. Sarah Borden agrees that if we have the money, we should use

it to support students. Jennie Knies offers that four hundred dollars of scholarships will help about 80 students. Caitlin Rizzo adds that one of the lessons from the Mutual Aid Network is that students are really struggling and so are new professionals, so if we invite them in we should consider doing some special programming to help them with networking and finding jobs. Tara offers that we could do both by allowing students to register to free or let them pay if they would like. Tara Maharjan adds that we should think about new professionals in addition to students since there are so many underemployed and new members that wouldn't fit in the category of students. Amanda May adds that there will be an ability to sponsor another person in the registration, which we are hoping to use the Mutual Aid Network to lower the barrier to ask for that registration be covered. That can definitely be made available to new, underemployed, and contingent workers. Jennie Knies asks how many travel scholarships we usually award per meeting. Danna Bell offers that there are three or four and that doesn't include awards available for workshops, so there is a fair amount of money available. However, Danna is wondering how the folks that originally donated named scholarships will be okay with the idea that we use the funds in different ways for a given year. Danna adds that she got an e-mail from a friend's son who wants to enter the profession and if we could get more of those people involved that would be wonderful. Jennie Knies offers that she will get with Amanda May and Danna Bell to discuss the conditions of existing scholarships and reach out to contacts for awards. Jennie says we will likely not have a problem financially, so she doesn't think we should get mired down in proof—we should just have a category on the form for folks to check off and then we either eat those costs or reimburse it with that money. Danna asks how the scholarship meeting to get involved. Sarah Borden says that we should remember that we do as a profession have a bit of perception problem in that we do favor white, elite professionals and we should therefore err on the side of welcoming others. Sara Predmore offers that normally every six months we send a coupon voucher to new members to use towards a workshop for \$45, so maybe we should build in a discount method for folks. Also if we could give students a voucher to pass on to other students who would like to invite a friend. Sara also offers that we could build this into the registration form. Caitlin Rizzo asks about the name we give since scholarship is a useful term for CVs/resumes. Jennie Knies brings up that this is a good point, but now we are talking about something that's a little beyond a typical scholarship with lower boundaries, etc. Tara Wink offers that she wants a low bar. Danna says there needs to be small barrier. Sarah Borden says just a check box is sufficient, and making the barrier as low as possible is important. Caitlin Rizzo adds that in doing research around mutual aid one of the things that sticks out is that not creating barriers is so important. Jennie Knies says that she will call to meet with Sara Predmore, Danna Bell, and Amanda May to think through how to streamline the registration form and then based on those findings we will call on others help to think through the announcements and how we contact folks who would be interested. Jennie Knies concludes

that what she's hearing is that we are comfortable with repurposing the scholarships and using community donations to expand membership.

- b. Amanda May asks if we can vote on using the Archival Education fund if we are not able to use the scholarship funds. Jennie Knies says yes. Danna Bell adds that there is quite a bit of money that could cover a large amount of attendees.

Amanda makes a motion to vote to make \$1000 dollars from the Archival Education fund available to sponsor low-income attendees if we are unable to repurpose the existing Klein, Trimble, and Stuart awards for this subsidizing purpose. Danna Bell seconds. Majority passes.

B. Anniversary Committee (Jennie Knies) (see attached charged)

- a. Jennie Knies is looking for input on the anniversary committee charge. Jennie Knies offers that one amendment is to offer membership to a member of the Communications Committee. Lauren Brown agrees with the amendment and says the charge looks good. Molly Tighe adds that it might be a good place for a Member at Large or two. Tara Wink asks how this charge differs from LAC and Molly Tighe suggests that the committee might include a LAC liaison. Tara Wink clarifies that there is a LAC and PC person on the list for the charge. Josette Schlutter suggests that we might send out a message to say that the committee exists and we are looking ideas for the anniversary to the general membership. Jennie Knies agrees that once the task force is lined up that we can get up a form or maybe even a website. Lauren Brown mentions that it is important that there is a young member on the committee so it's not just a group of old members reminiscing. Mary Manx adds that we should not make LAC and PC co-chairs of the committee. Jennie Knies adds that if there is any additional folks that are not on the Steering Committee that we suggest them to Jennie. Mary Mannix agrees that members unrepresented on current committees should be pushed up. David Grinnell offers that the committee could be a bit larger to support including lots of different voices and that the current task force is too small. Jennie Knies asks if there is any feedback there and asks Lauren Brown, Danna Bell, Sara Predmore, and Communications to weigh in. Lauren says he would be fine either way but that there should be serious discussion going on in either the plenary sessions or the other general sessions regarding the organization's role in the profession. Jennie Knies offers that what she can do to address David Grinnell's comment is to add the words "at least three additional MARAC members" to encourage more information. Molly Tighe adds that there might be someone on the committee that liaises with Caucus chairs to encourage anniversary related activities and suggests that Jennie's idea to make a minimum number of participants could foster that participation. Molly Tighe also adds that perhaps awards could be given to those that participate but maybe not in an official way. Hillary Kativa adds that she is very in favor of a call for participants as a way to be more inclusive. Hillary adds that in the call for the Meeting Model Task Force, she and Liz Scott asked for a small blurb and for diversity. Liz Scott adds that she agrees with Hillary's recommendations. Andrew Cassidy-Amstutz adds that he would suggest emphasizing the leadership aspect of the position, especially

if the members are likely to self-select as chair and should not currently serve in a MARAC leadership position. Hillary adds additionally that co-chairs are a nice supportive model. Mary Mannix suggests that we might develop a plenary space or general session for the anniversary committee to discuss MARAC. Danna says that she is not yet sure, but not offended. Jennie Knies says that Danna and Sharmila will have much to discuss. Jennie concludes that there are no changes other than to add a member from the Communications Committee and to add the term “at least.” She adds that will go forward and make the call.

- b. Jennie Knies adds that Paige Newman was chair of the 40th Birthday Committee and asks Paige if she has suggestions. Paige Newman suggests that co-chairs are a really useful model and that there is a lot of help that folks offer that is not exactly helpful so a smaller core committee is helpful to get work done. Paige says we should spread the responsibility out.
- c. Mary Mannix asks if there should be someone on the committee related to fundraising for the anniversary? Jennie Knies offers that once the committee is formed there can be added some ad hoc or ex officio roles that are on e-mails and things to be in the loop/coordinate with other roles. Mary Mannix agrees. Jennie Knies adds that there will also be steering updates.

VII. Standing and Operational Committees (15 min)

- A. Awards (Danna Bell) — Report submitted. Nothing to add.
- B. Communications (Molly Tighe/Michael Martin) — Report submitted.
 - a. Molly Tighe says that she sent in the wrong version of the report, but there is nothing much too add other than that they are excited with the work of the Technical Leaflet series. Also, she confirms that the *Mid-Atlantic Archivist* is now digital and no one complained. Jennie Knies also notes that the member minute has been exciting!
- C. Diversity & Inclusion (Josue Hurtado) — Report submitted. Nothing to add other than that the website is now up for the Diversity & Inclusion Scholarship Award. Amanda May asks if D&I scholarship is for Gettysburg or virtual conference? Jennie Knies notes that it will have to be Gettysburg (Fall 2021) and Josue agrees.
- D. Education (Paige Newman) — Report submitted. Nothing to add but a note that there is a workshop and occasional webinar in the works for Spring. Paige says Sara and her will chat to get that set up.
- E. Nominations and Elections (Tara Maharjan) — Report submitted. Nothing to add, just remember to vote!
- F. Membership (Sara Borden) — Report is available here: <https://drive.google.com/file/d/1WqI8KVXsr6b0BAU3BPHwxITq0B5RfKpp/view?usp=sharing>. Sarah Borden adds that there has not been much activity because of the pandemic, but the caucus reps let Sarah listen in on the brainstorming activities for virtual activities. Also, Sarah adds that special interest e-lists are still struggling, but they are still getting requests for new e-lists. Jennie Knies adds that mid-career list is really going strong.

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

A. Delaware (Diane Bockrath) — Report submitted. Nothing to add but that she also attended the December 7th meeting of caucus reps and found it useful. Diane thanks Tara Wink for coordinating.

B. District of Columbia (Anne McDonough) — Report submitted. Anne is not here, so Jennie Knies moves along.

C. Maryland (Mark Coulbourne) — Report submitted. Nothing to add.

D. New Jersey (Tara Maharjan) — Report submitted. Nothing to add.

E. New York (Margaret Snyder) — Report submitted. Meg adds that she and Amanda Brent will be meeting to plan caucuses-wide meeting soon.

F. Pennsylvania (David Grinnell) — Report submitted. Nothing to add.

G. Virginia (Amanda Brent) — Report submitted. Nothing to add.

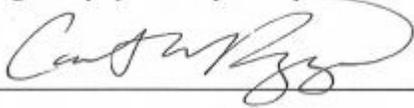
H. West Virginia (Lori Hostuttler) — Report submitted. Nothing to add.

Next time Jennie will do West Virginia first, if she remembers! Jennie also adds that West Virginia is currently first in vaccinations.

IX. Adjournment

A. Jennie Knies makes a motion to adjourn. David Grinnell seconds. Adjourned at 12:40 p.m.

Signed by: [Secretary / date]



4/9/21