

# 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**

**Thursday, October 11, 2018, 5:30 p.m. – 8:30 p.m.**

**Wilmington, DE**

## **AGENDA**

### **I. Call to Order (5 min)**

- A. Introductions
- B. Approval of Agenda

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

- A. July 2018 Minutes

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

- A. Chair
  - a. Chair's Report (Becky Collier)
  - b. Administrator's Report (Sara Predmore)
- B. Chair-Elect (Rachel Grove Rohrbaugh)
- C. Meetings Coordinator (Mary Mannix)
- D. Secretary (Jennie Knies)
- E. Treasurer (Amanda May)
- F. Parliamentarian (Danna Bell)

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

- A. Historian (Lauren Brown)
- B. Archivist (Liz Novara)
- C. Development Coordinator (Sharmila Bhatia)
- D. Web Team (Liz Caringola/Don Sailer)
- E. Regional Archival Association Consortium (Vin Novara)
- F. National Coalition for History (Jan Zastrow)

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

- A. Operations Manual review (Jennie Knies & Margaret Kidd)
- B. By-laws review (Liz Novara, Lauren Brown, Jessica Lydon)
- C. Awards (Emily Cottle & Amanda May)

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

- A. Mentoring (Vin Novara)

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

- A. Awards (Adriana Cuervo)
- B. Communications (Ilhan Citak/Liz Scott)

- C. Distinguished Service (Vin Novara)
- D. Diversity & Inclusion (Josue Hurtado)
- E. Education (Paige Newman)
- F. Membership (Sara Borden)
- G. Nominations and Elections (Jennifer Henderson)

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

- A. Delaware (Kevin Brown)
- B. District of Columbia (Derek Gray)
- C. Maryland (Matt Testa)
- D. New Jersey (Don Cornelius)
- E. New York (Kate Palm)
- F. Pennsylvania (David Grinnell)
- G. Virginia (Jessica Johnson)
- H. West Virginia (Jane LaBarbara)

**IX. Adjournment**

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Date : October 11, 2018

To : MARAC Steering Committee Members

From: Rebecca L. Collier

Re : Report of Chair

1. In August, the Steering Committee voted on the 2018-2022 Strategic Plan and was passed unanimously. The MARAC web page has been updated

2. Arrangements for SC meeting sites

- I made arrangements for today's meeting site with the help of Wilmington LAC
- January meeting will be held at NARA in DC
  - Possible Friday, January 11 or 25, 2019 -- Need to set a date soon so we can reserve the Adam's Room
  - The March for Life is scheduled for January 18, 2019 so we will avoid that Friday

3. By-Laws changes:

- Rachel and I met with Jessica Lydon, Liz Novara, and Lauren Brown on August 29th regarding changes to the By-Laws so they reflect titles, actual work of the officers, and get rid of redundancy
- Jennie Knies worked with the Web Team to update the By-Laws to include the Diversity & Inclusion Committee (8.1 & 8.4) as passed by the membership

4. At the SAA meeting in DC:

- I sat at the MARAC table during various scheduled times on Thursday, August 16 & Friday, August 17.
- I also attended RAAC and participated in the Disaster Planning & Recovery Subcommittee discussions. More about RAAC from Vin Novara & Lauren Brown

5. Because of excessive rain in August, I needed to convene the Ad Hoc Committee on Disaster Relief

- Consists of the 4 Members-At-Large
- The one with the most votes when elected automatically becomes the Chair, in this case Molly Tighe

6. Awards and Scholarships

- I contacted the Scholarship Committee to make sure they were aware that MARAC is able to offer two Graduate Student Scholarships of \$1,000 each for the 2018-2019 academic year. The deadline for applying is October 31st.

- There needs to be more systematic procedures and postings of these scholarships -- possibly add to the Operations Manual
- There was also questions what to do with monies allocated to Meeting awards if no one applies for them. More about this under Old Business.

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**To: MARAC STEERING COMMITTEE**  
**From: SARA PREDMORE, MARAC ADMINISTRATOR**  
**Date: October 4, 2018 – WILMINGTON CONFERENCE**  
**Re: ADMINISTRATOR'S REPORT**

## **Membership Statistics**

There were 793 active members (as of October 4, 2018):

707 Regular Members

54 Retired Members

32 Student Members

## **Membership Statistics Comparison**

<b>Member Type</b>	<b>2015 (as of 10/2/15)</b>	<b>2016 (as of 10/20/16)</b>	<b>2017 (as of 10/15/17)</b>	<b>2018 (as of 10/4/18)</b>	<b>% change 2017-2018</b>
<b>Regular</b>	750	767	685	707	3.21%
<b>Retired</b>	29	23	25	54	116.00%
<b>Student</b>	78	96	87	32	-63.22%
<b>Total</b>	<b>857</b>	<b>886</b>	<b>797</b>	<b>793</b>	<b>-0.50%</b>

## **State Caucus Membership Statistics Comparison**

<b>Caucus</b>	<b>2015 (as of 10/2/15)</b>	<b>2016 (as of 10/20/16)</b>	<b>2017 (as of 10/15/17)</b>	<b>2018 (as of 10/4/18)</b>
<b>DC</b>	206	172	133	131
<b>Delaware</b>	51	39	36	40
<b>Maryland</b>	241	210	163	169
<b>New Jersey</b>	144	120	126	118
<b>New York</b>	261	186	220	175
<b>Pennsylvania</b>	265	208	181	183
<b>Virginia</b>	199	149	131	121
<b>West Virginia</b>	17	17	13	13

**Note:** As some members may be part of more than one caucus, total membership numbers and total state caucus numbers may differ.

### New Membership Applications (as of 10/4/18)

Month	2015	2016	2017	2018
July	15	22	17	23
August	19	26	21	19
September	28	33	20	17
October	-	14	5	3
Total	62	95	63	62

### ADDITIONAL INFORMATION

**Membership Renewal Stats:** Our membership grace renewal period closed on September 30th. On October 1<sup>st</sup>, the 243 memberships that had not been renewed were automatically changed from an active to a lapsed status. On October 15<sup>th</sup>, they will receive a final message notifying them of their lapsed status and that they will no longer receive messages from MARAC.

**Fall 2018 Wilmington Conference:** As of October 4<sup>th</sup>, we had 265 attendees, 15 vendors and 8 sponsors registered.

**Conference Equipment:** A seventh projector was purchased.

**Operations Manual:** I updated the Administrator's responsibilities and submitted it for inclusion in the latest revision.

**Donation Acknowledgement:** I worked with the Treasurer to create and implement an email message that serves as a thank you note and tax receipt for personal donations. We began using the message in August. Conference Sponsors will continue to receive a paper letter.

**Administrator Training File:** I updated the procedures for the membership renewal process to encompass the changes from the system upgrade. After the conference, I will do a comprehensive review of the administrator training file and update as needed.

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## Chair-Elect Report

Steering Committee Meeting  
Wilmington, Delaware  
October 2018

### 1. Recent Appointments

Name	Title/Committee	Term Ends
Jennifer King	Membership Committee, Mentoring Sub-committee	Summer 2020
Tyler Stump	Membership Committee, Mentoring Sub-committee	Summer 2020
Vincent Novara	Mentoring Coordinator	Summer 2019
Lauren Brown	Historian	Summer 2020

### 2. By-laws Revisions

Met with Chair Becky Collier, Historian Lauren Brown, MARAC Archivist Liz Novara, and Member-at-large Jessica Lydon on August 29 to review proposed changes to the MARAC by-laws. Novara submitted document to Dropbox for discussion at Wilmington Steering meeting.

### 3. MARAC Disaster Relief Fund

Contacted on September 13 regarding flood at Mt. Joy, PA Borough Office. Encouraged organization to apply for MARAC Disaster Relief Fund assistance.

Respectfully submitted,  
Rachel Grove Rohrbaugh  
Chair-Elect

*Meetings Coordinating Committee*  
**5 October 2018**

**1) This meeting (Fall 2018): Welcome to Wilmington!**

**When: October 11-13, 2018**

**Where: Wilmington, DE**

**Hotel: Hotel DuPont**

**Room Rate: \$169**

**Food and Beverage Minimum is \$17,500**

**Local Arrangements and Program Co-Chairs: Emily Cottle, (Vanguard); Sarah Denison, CA (Delaware Public Archives); Kate Fair (Vanguard ; Maegan Peterman (Delaware Public Archives).**

**2) Upcoming:**

**When: April 11–13, 2019**

**Where: Morgantown, WVA**

**Hotel: Morgantown Marriott at Waterfront Place**

**Room Rate: \$164**

**Food and Beverage Minimum: \$15,000.00**

**Local Arrangements Committee Co-Chairs: Lori Hostuttler (West Virginia University); Danielle Emerling (West Virginia University); and Jane LaBarbara (West Virginia University).**

**Program Committee Co-Chairs: Marie Elia University at Buffalo (and Elizabeth Scot (East Stroudsburg University of Pennsylvania).**

**When: November 6-8, 2019**

**Where: Cambridge, MD**

**Hotel: Hyatt Regency Chesapeake Bay**

**Room Rate: \$189**

**Food and Beverage Minimum: \$28,000**

**Local Arrangements Committee Co-Chairs: Tara Wink (University of Maryland, Baltimore), Leslie M. Van Veen McRoberts (Salisbury University), and Lindsey Loeper (University of Marylandm Baltimore County).**

**Program Committee Co-Chairs: Under discussion.**

**3) Contract Requested:**

**When: April, 23-25, 2020 (likely)**

**Where: Harrisonburg, VA**

**Hotel: Hotel Madison & Shenandoah Valley Conference Center**

**Room Rate: \$139 (likely)**

**Food and Beverage Minimum: \$20,000 (likely)**



**Local Arrangements Committee Co-Chairs: Kate Moss (James Madison University) and Grace Barth (James Madison University)**

**Program Committee Co-Chairs: Elizabeth Novara (University of Maryland) and Vincent Novara (University of Maryland)**

**4) Call for proposal going out:**

**When: Fall 2020**

**Where: Saratoga Springs, NY**

**Local Arrangements Committee Co-Chair: Brian Keough**

**5) Service Awards:**

**Hersey Local Arrangements Committee Co-Chairs: Pam Whitenack and Tara Wink**

**Hershey Program Committee Co-Chairs: Deirdre Joyce and Jessica Wagner Webster**

**Robin Emrich for her years as a Financial Voice of Reason on MCC.**

**Submitted by**

**Mary K. Mannix, MCC Chair**

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## Secretary's Report to Steering

**Fall 2018, Wilmington, DE**

### *Minutes:*

July 22, 2018: Submitted final version of Hershey Steering Committee minutes to the administrator for posting on the MARAC website

(<https://marac.memberclicks.net/assets/Minutes/HersheySpring2018SteeringMinutesFINAL.pdf>)

July 22, 2018: Submitted draft of July 20, 2018 Steering Committee Minutes to Steering Committee members for comment.

Prepared draft of Hershey Business Meeting Minutes for review by membership at the Wilmington, Delaware meeting

### *Operations Manual*

With Member-At-Large, Margaret Kidd, prepared Committee/Officer description drafts and solicited feedback on content for the revised MARAC Operations Manual (currently located in Google Drive).

August 22, 2018: Sent email to members of the Steering Committee with instructions on how to update their respective entries.

September 17 2018: Margaret Kidd sent reminder email to members of the Steering Committee with instructions on how to update their respective entries.

### Completed entries:

- Archivist
- Historian
- National Coalition for History Rep
- Secretary
- Education Committee
- Nominations and Election Committee

Entries in progress are:

- Administrator
- Members-at-Large (last call for edits)
- Parliamentarian (a few points to clarify)
- State Caucus Reps (last call for edits)
- Treasurer

The following have a draft entry, but have not been reviewed:

#### Individual positions

- Advertising Editor
- Development Coordinator
- Diversity and Inclusion Coordinator
- MAA Assistant Editor
- MAA Editor
- Meetings Coordinator
- Technical Leaflet Editor
- Workshop Coordinator

#### Committees

- Arline Custer Memorial Award Committee
- Awards Committee
- Communications Committee
- Distinguished Service Award Committee
- Diversity and Inclusion Committee
- Finance Committed
- Finding Aids Award Committee
- Meetings Coordinating Committee (as there is an extensive manual for this committee already, the ops manual draft is basically a summary of what the committee does, please take a look to make sure what we have provided is accurate)
- Membership Committee
- Scholarship Committee
- Steering Committee
- Web Team

#### *Bylaws updates, website*

In consultation with the MARAC Chair, past-chair, and several others, it was decided that it made sense for the Secretary to package and submit any official Bylaws revisions to the MARAC website.

September 19, 2018: Submitted changes to the Bylaws section of the MARAC website to reflect the recent vote creating the Diversity & Inclusion Committee (Article VIII of the MARAC Bylaws).

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October 3, 2018

**TO: MARAC OFFICERS  
STATE CAUCUS REPRESENTATIVES  
COMMITTEE CHAIRS  
MARAC ADMINISTRATOR  
MARAC ARCHIVIST  
FROM: AMANDA MAY, MARAC TREASURER  
RE: TREASURER/FINANCE COMMITTEE REPORT**

Respectfully submitted to the Steering Committee on Wednesday, October 3, in advance of the Fall 2018 meeting to be held in Wilmington, DE. on October 11, 2018

1. Highlights of the First Quarter Treasurer's Report (see attached) are listed below.
  - The income is from membership dues; Fall 2018 conference income; MAA advertising and sales; investment interest; and gifts to general operations and the restricted funds.
  - Expenses are from Administrator salary; reimbursements for travel-related expenses for the Strategic Plan retreat and the summer Steering meeting in Washington, D.C.; an award plaque for the NJ Caucus; Dickinson College reimbursements for postage and printing; expenses relating to the Fall 2018 conference, including a new projector; and banking and credit card transaction fees.
2. Average returns on investment for MARAC's accounts during the previous quarter (rounded to the nearest hundredth of a percent) are listed below.
  - PNC Savings Account – .014%
  - Vanguard Bonds – Waiting on the quarterly statement.
3. The Morgantown, WV (Spring 2019) proposed budget (see attached) is presented for the review and approval of the Steering Committee. The Finance Committee reviewed the budget and pointed out the following concerns. The proposed budget projects a \$3.5K loss at 250 attendees, and Morgantown is likely to have fewer attendees in keeping with attendance at further-flung conferences: Roanoke had 227 attendees and Buffalo had 236. The Committee is worried that this puts some pressure on Wilmington to turn a large profit in order to make up for Morgantown's losses. Both of the referenced meetings ended up turning a profit, so we can work with the LAC and MCC to trim expenses and secure sponsorships to help that happen.
4. Sharmila is promoting Archives Month with a fundraising drive – announcements in social media, the MAA, email, and at the registration desk.
5. Graduate Scholarship – Finance would like to recommend that this become a regular MARAC scholarship, one award of \$1000 per year, paid from donations to this scholarship with deficits paid from the Archival Education Fund.

**FY 2019, 1st Quarter**

(July 1, 2018 to September 30, 2018)

<u>CATEGORY</u>	<u>Budget</u>	<u>1st Quarter</u>	<u>2nd Quarter</u>	<u>3rd Quarter</u>	<u>4th Quarter</u>	<u>Total</u>	<u>% Budget</u>
<b>INCOME</b>							
Membership Dues	\$43,000.00	\$25,853.00				\$25,853.00	60%
Conference Registration	\$95,000.00	\$30,766.00				\$30,766.00	32%
Conference Vendors	\$15,000.00	\$3,100.00				\$3,100.00	21%
Conference Sponsorship	\$6,000.00	\$1,000.00				\$1,000.00	17%
Publication Advertising	\$4,000.00	\$1,205.00				\$1,205.00	30%
Publication Sales	\$350.00	\$45.00				\$45.00	13%
Mailing List Sales	\$150.00	\$0.00				\$0.00	0%
Off-Meeting Workshops	\$13,500.00	(\$90.00)				(\$90.00)	-1%
Bank Interest	\$100.00	\$34.33				\$34.33	34%
Investment Interest	\$2,000.00					\$0.00	0%
Gifts to Operations	\$500.00	\$435.00				\$435.00	87%
Miscellaneous	\$0.00	\$0.00				\$0.00	0%
<b>Total Income</b>	<b>\$179,600.00</b>	<b>\$62,348.33</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$62,348.33</b>	<b>35%</b>
<b>EXPENSES</b>							
Administrator	\$20,000.00	\$6,169.81				\$6,169.81	31%
Web Services	\$5,125.00	\$5,388.00				\$5,388.00	105%
Archivist	\$1,000.00	\$750.00				\$750.00	75%
Accountant	\$1,500.00	\$0.00				\$0.00	0%
Advocacy	\$2,095.00	\$0.00				\$0.00	0%
Insurance Policy	\$1,100.00	\$300.00				\$300.00	27%
Phone	\$650.00	\$164.69				\$164.69	25%
Postage	\$1,085.00	\$440.21				\$440.21	41%
Office Supplies	\$150.00	\$330.82				\$330.82	221%
Food	\$6,305.00	\$363.48				\$363.48	6%
Travel	\$5,290.00	\$1,111.94				\$1,111.94	21%
Equipment	\$0.00	\$689.74				\$689.74	0%
Printing and Design	\$8,700.00	\$1,486.61				\$1,486.61	17%
Conference	\$105,000.00	\$0.00				\$0.00	0%
Lodging	\$3,700.00	\$75.15				\$75.15	2%
Honoraria	\$6,350.00	\$0.00				\$0.00	0%
Awards and Prizes	\$1,450.00	\$295.00				\$295.00	20%
Scholarships	\$2,000.00	\$0.00				\$0.00	0%
Banking Fees	\$7,200.00	\$1,540.85				\$1,540.85	21%
Investments	\$0.00	\$0.00				\$0.00	0%
Disaster Assistance	\$0.00	\$0.00				\$0.00	0%
Miscellaneous	\$900.00	\$0.00				\$0.00	0%
<b>Total Expenses</b>	<b>\$179,600.00</b>	<b>\$19,106.30</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$19,106.30</b>	<b>11%</b>
<b>Net Income or (Loss)</b>		<b>\$43,242.03</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$43,242.03</b>	

**Account Balances**

			<u>Opening</u>	<u>Credits</u>	<u>Debits</u>	<u>Closing</u>
PNC Checking	\$124,202.32	Operating	\$0.00	\$62,348.33	(\$19,106.30)	\$43,242.03
PNC Savings	\$76,521.66	Restricted	\$140,150.00	\$1,326.00	\$0.00	\$141,476.00
Vanguard Bonds	<b>\$80,423.85</b>	Reserve	\$62,860.00	\$0.00	\$0.00	\$62,860.00
Total	\$281,147.83	Surplus	\$78,137.83	\$0.00	\$0.00	\$78,137.83
		Totals	\$281,147.83	\$63,674.33	(\$19,106.30)	\$325,715.86

**Summary - First Quarter FY 2019**

Opening Balance	\$281,147.83
Total Income	\$63,674.33
Total Expenses	(\$19,106.30)
Closing Balance	\$325,715.86

**Restricted Funds**

			<u>Opening</u>	<u>New Gifts</u>	<u>Spending</u>	<u>Closing</u>
PNC Savings	\$61,052.15	Disaster Assist.	\$11,468.00	\$710.00	\$0.00	\$12,178.00
Vanguard Bonds	<b>\$80,423.85</b>	Education	\$122,907.00	\$591.00	\$0.00	\$123,498.00
Total	\$141,476.00	Finch Award	\$5,775.00	\$25.00	\$0.00	\$5,800.00
		Total	\$140,150.00	\$1,326.00	\$0.00	\$141,476.00

**FY 2019, 1st Quarter** (July 1, 2018 to September 30, 2018)

<u>CATEGORY</u>	<u>Budget</u>	<u>1st Quarter</u>	<u>2nd Quarter</u>	<u>3rd Quarter</u>	<u>4th Quarter</u>	<u>Total</u>	<u>% Budget</u>
<b>INCOME</b>							
Membership Dues	\$43,000.00	\$25,853.00				\$25,853.00	60%
Conference Registration	\$95,000.00	\$30,766.00				\$30,766.00	32%
Conference Vendors	\$15,000.00	\$3,100.00				\$3,100.00	21%
Conference Sponsorship	\$6,000.00	\$1,000.00				\$1,000.00	17%
Publication Advertising	\$4,000.00	\$1,205.00				\$1,205.00	30%
Publication Sales	\$350.00	\$45.00				\$45.00	13%
Mailing List Sales	\$150.00	\$0.00				\$0.00	0%
Off-Meeting Workshops	\$13,500.00	(\$90.00)				(\$90.00)	-1%
Bank Interest	\$100.00	\$34.33				\$34.33	34%
Investment Interest	\$2,000.00					\$0.00	0%
Gifts to Operations	\$500.00	\$435.00				\$435.00	87%
Miscellaneous	\$0.00	\$0.00				\$0.00	0%
<b>Total Income</b>	<b>\$179,600.00</b>	<b>\$62,348.33</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$62,348.33</b>	<b>35%</b>

**EXPENSES**

Administrator	\$7,830.00	\$5,671.80				\$5,671.80	72%
Executive Officers	\$23,600.00	\$6,919.81				\$6,919.81	29%
DE Caucus	\$500.00	\$0.00				\$0.00	0%
DC Caucus	\$500.00	\$0.00				\$0.00	0%
MD Caucus	\$500.00	\$0.00				\$0.00	0%
NJ Caucus	\$500.00	\$45.00				\$45.00	9%
NY Caucus	\$500.00	\$0.00				\$0.00	0%
PA Caucus	\$500.00	\$0.00				\$0.00	0%
VA Caucus	\$400.00	\$0.00				\$0.00	0%
WV Caucus	\$450.00	\$0.00				\$0.00	0%
Steering	\$6,440.00	\$1,432.87				\$1,432.87	22%
Communications	\$9,850.00	\$1,783.79				\$1,783.79	18%
Education	\$10,600.00	\$0.00				\$0.00	0%
Diversity and Inclusion	\$500.00	\$0.00				\$0.00	0%
Meetings Coordinating	\$0.00	\$689.74				\$689.74	0%
Finance	\$8,730.00	\$1,540.85				\$1,540.85	18%
Membership	\$200.00	\$63.73				\$63.73	32%
Nominating	\$50.00	\$27.93				\$27.93	56%
Custer	\$450.00	\$0.00				\$0.00	0%
Distinguished Service	\$250.00	\$13.65				\$13.65	5%
Finding Aids	\$750.00	\$0.00				\$0.00	0%
Scholarship	\$2,000.00	\$250.00				\$250.00	13%
Fall Conference (LAC)	\$50,000.00	\$630.82				\$630.82	1%
Spring Conference (LAC)	\$55,000.00	\$36.31				\$36.31	0%
<b>Total Expenses</b>	<b>\$180,100.00</b>	<b>\$19,106.30</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$19,106.30</b>	<b>11%</b>

<b>Net Income or (Loss)</b>	<b>\$43,242.03</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$43,242.03</b>
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**Account Balances**

<u>Account Balances</u>			<u>Opening</u>	<u>Credits</u>	<u>Debits</u>	<u>Closing</u>
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Vanguard Bonds	\$80,423.85	Reserve	\$62,860.00	\$0.00	\$0.00	\$62,860.00
Total	\$281,147.83	Surplus	\$78,137.83	\$0.00	\$0.00	\$78,137.83
		Totals	\$281,147.83	\$63,674.33	(\$19,106.30)	\$325,715.86

**Summary - First Quarter FY 2019**

Opening Balance	\$281,147.83
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**Restricted Funds**

<u>Restricted Funds</u>		<u>Opening</u>	<u>New Gifts</u>	<u>Spending</u>	<u>Closing</u>	
PNC Savings	\$61,052.15	Disaster Assist.	\$11,468.00	\$710.00	\$0.00	\$12,178.00
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Total	\$141,476.00	Finch Award	\$5,775.00	\$25.00	\$0.00	\$5,800.00
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		Total	\$140,150.00	\$1,326.00	\$0.00	\$141,476.00

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**MARAC SPRING 2019 MEETING****MORGANTOWN, WV****Proposed Budget**

Category	Total for 250 Attendees	Total for 300 Attendees
<b>INCOME</b>		
Registration Fees	\$25,650.00	\$30,600.00
Exhibitor Fees	\$12,300.00	\$12,300.00
Meals	\$4,275.00	\$5,075.00
Reception	\$1,200.00	\$1,300.00
Tour Fees	\$1,140.00	\$1,710.00
Workshop Fees	\$4,050.00	\$4,050.00
<b>Total Income</b>	<b>\$48,615.00</b>	<b>\$55,035.00</b>
<b>EXPENSES</b>		
Administrative Services	\$5,000.00	\$5,000.00
Hospitality Suite	\$250.00	\$250.00
Hotel Expenses	\$10,682.00	\$11,027.60
LAC Expenses	\$250.00	\$250.00
Meal Expenses	\$19,970.40	\$20,213.60
Reception	\$7,350.00	\$9,350.00
Registration/Program	\$3,500.00	\$3,500.00
Session/Plenary Speakers	\$885.00	\$885.00
Tour Expenses	\$845.00	\$1,267.50
In-Service Day Expenses	\$250.00	\$250.00
Workshop Expenses	\$3,000.00	\$3,000.00
<b>Total Expenses</b>	<b>\$51,982.40</b>	<b>\$54,993.70</b>
<b>NET INCOME / PROJECTED PROFIT</b>	<b>(\$3,367.40)</b>	<b>\$41.30</b>

**NB: If we get tax exempt status and don't have to pay sales tax on the AV or the food, we'll save at least \$1300 from the total expenses listed above.**

## MARAC SPRING 2019 MEETING

## MORGANTOWN, WV

## Proposed Budget - Income Estimates

Category	250			300		
	Cost/Item	Attendees	Total	Cost/Item	Attendees	Total
<b>INCOME</b>						
<b>Registration Fees</b>						
Pre-Reg Members	\$95.00	140	\$13,300.00	\$95.00	175	\$16,625.00
Pre-Reg Non-Members	\$135.00	35	\$4,725.00	\$135.00	25	\$3,375.00
Late Reg Members	\$105.00	25	\$2,625.00	\$105.00	25	\$2,625.00
Late Reg Non-Members	\$145.00	10	\$1,450.00	\$145.00	10	\$1,450.00
Member, on-site	\$115.00	15	\$1,725.00	\$115.00	25	\$2,875.00
Non-member, on-site	\$155.00	5	\$775.00	\$155.00	15	\$2,325.00
Student registration	\$50.00	10	\$500.00	\$50.00	10	\$500.00
One day (Saturday only)	\$55.00	10	\$550.00	\$55.00	15	\$825.00
<b>Total Registration Fees</b>		<b>250</b>	<b>\$25,650.00</b>		<b>300</b>	<b>\$30,600.00</b>
<b>Exhibitor Fees</b>						
Ads (Full page)	\$500.00	0	\$0.00	\$500.00	0	\$0.00
Ads (Half page)	\$300.00	1	\$300.00	\$300.00	1	\$300.00
Ads (Quarter page)	\$200.00	1	\$200.00	\$200.00	1	\$200.00
Ads (Business Card)	\$125.00	0	\$0.00	\$125.00	0	\$0.00
Donations/Sponsorships	\$250.00	8	\$2,000.00	\$250.00	8	\$2,000.00
Donations/Sponsorships	\$500.00	2	\$1,000.00	\$500.00	2	\$1,000.00
Rental - 1 Table	\$600.00	12	\$7,200.00	\$600.00	12	\$7,200.00
Rental - 2 Tables	\$800.00	2	\$1,600.00	\$800.00	2	\$1,600.00
<b>Total Exhibitor Fees</b>			<b>\$12,300.00</b>			<b>\$12,300.00</b>
<b>Meals</b>						
Breakfast - Business Mtg.	\$20.00	70	\$1,400.00	\$20.00	85	\$1,700.00
Lunch - Friday	\$25.00	115	\$2,875.00	\$25.00	135	\$3,375.00
<b>Total Meals</b>			<b>\$4,275.00</b>			<b>\$5,075.00</b>
<b>Reception</b>						
Sponsorship	\$500.00	2	\$1,000.00	\$500.00	2	\$1,000.00
Guest Tickets	\$20.00	10	\$200.00	\$20.00	15	\$300.00
<b>Total Reception Income</b>			<b>\$1,200.00</b>			<b>\$1,300.00</b>
<b>Tour Fees</b>						
Tour #1 Zipline	\$53.00	10	\$530.00	\$53.00	15	\$795.00
Tour #2 Arthurdale	\$11.00	10	\$110.00	\$11.00	15	\$165.00
Tour #3 Mtown	\$10.00	10	\$100.00	\$10.00	15	\$150.00
Tour #4 Baseball	\$10.00	10	\$100.00	\$10.00	15	\$150.00
Tour #5 CRSP	\$5.00	10	\$50.00	\$5.00	15	\$75.00
Tour #6 Easton	\$10.00	10	\$100.00	\$10.00	15	\$150.00
Tour #7 Art Museum	\$5.00	10	\$50.00	\$5.00	15	\$75.00
Tour #8 Botanic Garden	\$5.00	10	\$50.00	\$5.00	15	\$75.00
Tour #9 PRT	\$5.00	10	\$50.00	\$5.00	15	\$75.00
<b>Total Tour Fees</b>			<b>\$1,140.00</b>			<b>\$1,710.00</b>
<b>Workshop Fees</b>						
Workshop #1	\$90.00	15	\$1,350.00	\$90.00	15	\$1,350.00
Workshop #2	\$90.00	15	\$1,350.00	\$90.00	15	\$1,350.00
Workshop #3	\$45.00	15	\$675.00	\$45.00	15	\$675.00
Workshop #4	\$45.00	15	\$675.00	\$45.00	15	\$675.00
<b>Total Workshop Fees</b>			<b>\$4,050.00</b>			<b>\$4,050.00</b>
<b>Total Income</b>			<b>\$48,615.00</b>			<b>\$55,035.00</b>



## Proposed Budget - Expense Estimates

Category	250			300		
	Cost/Item	Attendees	Total	Cost/Item	Attendees	Total
<b>EXPENSES</b>						
Administrative Services			\$5,000.00			\$5,000.00
Hospitality Suite			\$250.00			\$250.00
<b>Hotel Expenses</b>						
AV Equipment Tech & Rental			\$6,000.00			\$6,000.00
Wireless Internet			\$1,350.00			\$1,620.00
Room Rentals			\$0.00			\$0.00
Table rentals for vendors	\$50.00	16	\$800.00	\$50.00	16	\$800.00
Miscellaneous Expenses			\$250.00			\$250.00
Taxes / Fees (22% service charge)			\$1,793.00			\$1,852.40
Taxes / Fees (6% sales tax)			\$489.00			\$505.20
<b>Total Hotel Expenses</b>			<b>\$10,682.00</b>			<b>\$11,027.60</b>
LAC Expenses			\$250.00			\$250.00
<b>Meal Expenses</b>						
Breakfast Buffet - Sat	\$25.00	70	\$1,750.00	\$25.00	85	\$2,125.00
Continental Breakfast - Fri	\$14.00	200	\$2,800.00	\$14.00	225	\$3,150.00
Coffee Breaks Thur (AM & PM)	\$22.00	50	\$1,100.00	\$10.00	60	\$600.00
Coffee Breaks Fri (AM & PM)	\$29.00	200	\$5,800.00	\$23.00	250	\$5,750.00
Coffee Break Sat AM	\$8.00	150	\$1,200.00	\$5.00	150	\$750.00
Lunch - Friday (fish)	\$28.00	45	\$1,260.00	\$28.00	50	\$1,400.00
Lunch - Friday (chicken)	\$21.00	45	\$945.00	\$21.00	50	\$1,050.00
Lunch - Friday (veg)	\$22.00	25	\$550.00	\$22.00	35	\$770.00
Lunch - Exhibitor Friday	\$18.00	14	\$252.00	\$18.00	14	\$252.00
Steering Committee - Th	\$34.00	40	\$1,360.00	\$34.00	40	\$1,360.00
<b>Subtotal Meal Expenses</b>			<b>\$15,657.00</b>			<b>\$15,847.00</b>
<b>Subtotal Meal Expenses less 10% discount</b>			<b>\$14,091.30</b>			<b>\$14,262.30</b>
Service Charge 22%			\$3,389.10			\$3,430.90
Sales Tax 6%			\$924.30			\$935.70
<b>Total Meal Expenses</b>			<b>\$19,970.40</b>			<b>\$20,213.60</b>
<b>Reception</b>						
Caterer			\$5,000.00			\$6,000.00
Alcohol			\$1,000.00			\$2,000.00
Entertainment			\$250.00			\$250.00
Insurance			\$400.00			\$400.00
Transportation			\$700.00			\$700.00
Facility Fees			\$0.00			\$0.00
<b>Total Reception Costs</b>			<b>\$7,350.00</b>			<b>\$9,350.00</b>
<b>Registration/Program</b>						
Sched App			\$250.00			\$250.00
Program			\$3,000.00			\$3,000.00
Folders, Badges, etc.			\$250.00			\$250.00
<b>Total Registration/Program Costs</b>			<b>\$3,500.00</b>			<b>\$3,500.00</b>
<b>Lunch/Plenary Speakers</b>						
Lodging (use comp room)			\$0.00			\$0.00
Honoraria			\$500.00			\$500.00
Meals			\$165.00			\$165.00
Travel			\$220.00			\$220.00
<b>Total Session/Plenary Costs</b>			<b>\$885.00</b>			<b>\$885.00</b>
<b>Total Tour Expenses</b>			<b>\$845.00</b>			<b>\$1,267.50</b>
<b>Total In-Service Day Expenses</b>			<b>\$250.00</b>			<b>\$250.00</b>

**Workshop Expenses**

Honoraria	\$1,500.00	\$1,500.00
Lodging/Meals	\$500.00	\$500.00
Travel (Speakers)	\$1,000.00	\$1,000.00
Misc. Expenses	\$0.00	\$0.00
<b>Total Workshop Expenses</b>	<b>\$3,000.00</b>	<b>\$3,000.00</b>
<b>Total Expenses</b>	<b>\$51,732.40</b>	<b>\$54,743.70</b>

**MARAC Historian Report****October/2018 (for the MARAC Steering Committee Meeting in Wilmington, DC)**

I have continued to assist MARAC Archivist Liz Novara with appraisal work on recently-accessioned files earmarked for inclusion into the core archival collection. Emily Flint, a graduate student assistant in Special Collections at UMD, is currently helping me in this process; we have almost completed this project.

In addition, I have participated with Liz and others in MARAC in reviewing the current MARAC Bylaws, looking towards presenting some suggested edits that will be discussed at the upcoming Steering Committee meeting in Wilmington. I had previously submitted an updated MARAC Historian position description to Jennie Knies for inclusion into the revised MARAC Operations Manual

As Historian I am also continuing to work on chronological leadership lists and on mini-histories about aspects of our administrative history, such as the history of strategic planning in MARAC.

Lauren Brown  
MARAC Historian

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## **MARAC Archivist Report Steering Committee Meeting October 11, 2018 Wilmington, DE**

### **Records Retention Schedule**

I am continuing to work on drafting a detailed records retention schedule with the assistance of the MARAC Historian, Lauren Brown.

### **DRUM Submissions**

There have been no conference presentation submissions to the DRUM (Digital Repository at the University of Maryland) since the July 2018 Steering Committee meeting. (Presentation submissions are generally highest immediately after a conference.) I sent my bi-annual reminder email to the Program Committee Chairs to remind them to encourage presenters to submit presentations.

### **Processing**

Lauren Brown, the MARAC Historian, continues to volunteer his time to work on appraising materials in the MARAC archives that have accumulated over the last few years. A UMD iSchool graduate student, Emily Flint, began working with Lauren in June to organize and process the unprocessed sections of the MARAC archives (mainly 2006-Present.) We are working on a plan for integrating these materials into the current collection and finding aid. Emily was recently awarded a MARAC Marsha Trimble travel scholarship and is attending the Wilmington conference. Lauren and I invited her to attend the Steering Committee meeting so that she can witness how MARAC functions in order to gain a better understanding of the archival materials with which she is working.

### **Reference**

Since July 20, 2018 (last report), there have 3 reference questions submitted to the MARAC archivist or the MARAC historian.

### **Additional updates**

Per our assignment from the Hershey Steering Committee meeting, I have also been working with Lauren Brown and Jessica Lydon on reviewing the bylaws and compiling a list of suggested changes that we will discuss during old business.

Respectfully submitted,

Elizabeth A. Novara  
MARAC Archivist

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Date: October 11, 2018

To: Steering Committee

From: Sharmila Bhatia, Development Coordinator

Subject: Development Coordinator's Report to Steering

## Archives Month Giving:

At the last meeting in July, Steering Committee had approved designating October as a “giving month”. October is Archives Month and the Fall Meeting is during this time which provides us with opportunity to do fund raising at the conference. The drive is focusing on three funds: Graduate Scholarship Fund, Disaster Relief Fund, and Archival Education Fund. An announcement was included in the Fall MAA, an email was sent to all members, and the flyer was posted on our social media sites.

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## **Web Team Report**

Steering Committee Meeting  
Wilmington, DE  
October 11, 2018

Web Team members: Liz Caringola, Anastasia Matijkiw, Laura Montgomery, Don Sailer

### **Updates since the last Steering Meeting:**

The Web Team is continuing to work on cleaning up/refreshing the MARAC website. Most of the recent cleanup work has been on the backend of the site, such as removing old PDFs and identifying pages that have not been updated in years. In addition, we are also looking into using a free project tracking tool to help us keep track of our projects, including requests from the MARAC Administrator for new site updates as well as our long-term plans for improving the MARAC website.

The Web Team also completed our report to MCC on possible alternatives to using the Guidebook Conference app. For more information, see the following page for a copy of Liz's email to MCC.

### **Other tasks include:**

- Liz and Anastasia maintained the Job Opportunities page
- Don updated the strategic plan, bylaws, member lists on committee pages, as well as content updates to the education, scholarship, and diversity committee pages
- Liz updated caucus pages as requested.
- Liz investigated resizing the MARAC logo, in order to move the location of the member login link
- Developing Operations manual and Web Team specific manuals, such as a style guide

Respectfully submitted,  
Don Sailer

Email sent on August 27, 2018

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Dear MCC,

As promised in Hershey, the Web Team has been looking into what alternatives may exist for a conference app in light of Guidebook's new payment structure.

As a refresher, Guidebook, which we were previously able to use for free, no longer has a free option. To continue using Guidebook, we would pay \$5 for each time a guide is downloaded to a unique device. To provide some context, here is what we would have paid for some recent conferences using this model:

# of downloads Price if we had been on the new metered pricing

Buffalo 91 \$430.00

Newark 147 \$710.00

Annapolis 116 \$555.00

Pittsburgh 136 \$655.00

MemberClicks, the platform we use for our membership database, conference registration, and our website, has recently begun offering a conference app. You can read about the features of the app here: <https://www.memberclicks.com/conference-app>. Unfortunately, I think it will be cost prohibitive to go this route. For MemberClicks customers the app costs \$2,500 annually plus a \$250 setup fee (standard pricing: \$3,500 annually plus \$500 setup fee).

After lots of Googling and reviewing the websites of other conference apps, we think that Sched might be a good option for MARAC. The main reason for this is the price point. With Sched, it is most cost-efficient to pay per conference, which is \$250 for non-profit events with 1-500 attendees. Sched is also used by SAA and DLF, so if MCC is interested in pursuing Sched, there are colleagues that you could reach out to and ask about their experience using the app. It would also mean at least some of MARAC's members have seen and used the app before, which is probably an added plus. More about Sched's features here: <https://sched.com/features>.

I hope this is helpful information, especially for the Morgantown PC/LAC co-chairs, who are likely still deciding what they will do in terms of a conference app. When your committee makes a decision on what conference app to use, let us know so we can add a link to download instructions on the Upcoming Conferences page.

Best,

Liz Caringola (on behalf of the Web Team)

Don Sailer

Anastasia Matijkiw

Laura Montgomery

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## **Report of the MARAC Representative to the Regional Archival Association Consortium (RAAC) Steering Committee Summer 2018 Steering Committee Meeting**

**12 October 2018**

1. As reported earlier, the leadership of RAAC has turned over with Mary Rubin serving as one of the new co-chairs, and Phil Skroska beginning his term as co-chair by the SAA meeting in August.
2. At the RAAC meeting at SAA in August 2018, I was informed that as the Chair of the Education Subcommittee I have the delight of organizing a symposium at SAA in Austin, Texas. Given the recent feedback gleaned from the Education Subcommittee's survey on education program needs of the regionals, I proposed to the Subcommittee that the focus of the symposium be on the best practices of the regionals' education programs. I also proposed a half-day symposium. The Subcommittee supported my recommendation and we discussed some plans for moving forward.
  - a. The RAAC co-chairs are more interested in a full-day symposium with some other ideas worked. We're going to have a follow-up discussion about this soon.
  - b. The current budget for this symposium is \$0.00
    - i. **ACTION/REQUEST:** Can MARAC make a donation to support this symposium?
    - ii. Society of Florida Archivists (Mary Rubin's regional) might make a donation in support of the symposium
    - iii. No funding forthcoming from SAA
3. RAAC Steering also met 3 October 2018, a brief summary of the meeting's outcomes follows:
  - a. Advocacy Subcommittee
    - Phil S talked about "Archives on the Hill" from August 2018 – event was a success; encouraging more local visits to politicians during campaign season
      - RAAC can provide assistance for local advocacy efforts
      - RAAC to create templates for local archival advocacy – especially for access to local government records
  - b. Disaster Subcommittee
    - Contemplating a web resource from RAAC page leading out to templates, webinars, and workshops



- c. Grants Subcommittee
  - Identifying non-tradition sources of grants; work with Advocacy to find new sources; encourage larger institutions to partner with smaller institutions on grants; propose new means of resource sharing between large and small institutions; identify faculty at academic institutions working on project grants
- d. Membership Subcommittee
  - Working on updating Regional Directory, per MOU with SAA
- e. IMLS Coalition
  - A group of five archives leaders from various organizations (Georgia State Archivists, COSA, etc.) are contemplating joining together to advocate on behalf of IMLS
  - ALA wishes to pursue this advocacy on their own
- f. Ad Hoc Bylaws Committee
  - Currently no Bylaws for RAAC. Mary Rubin is working to change this.

Respectfully submitted,  
Vincent J. Novara



**Fall 2018 NATIONAL COALITION FOR HISTORY Report**  
MARAC Steering Committee Meeting, Oct. 11, 2018

**CONGRESSIONAL RESEARCH SERVICE REPORTS DATABASE ACTIVATED!** The 2018 omnibus appropriations bill that was passed by Congress and signed by the President in May included a provision mandating that all non-confidential CRS reports be made publicly available online through a free website within 90 to 270 days of their publication. Before now, CRS reports were not easily accessible to the public. NCH had for many years supported legislation requiring GPO to establish, maintain, and ensure the automatic updating of a free public website containing CRS Reports, with an index that is searchable, sortable, and downloadable. The website recently went live but not all past reports are yet available. Check it out at <https://crsreports.congress.gov/>

**NCH URGES CONGRESS TO INVESTIGATE IMMIGRATION RECORDS MIS-MANAGEMENT:** NCH has called on Congress to investigate claims that federal agencies with jurisdiction over enforcing immigration policy have grossly mismanaged their recordkeeping responsibilities during the recent crisis along the Nation's southwest border. NCH sent letters to the House and Senate committees with oversight over immigration and NARA.

The *New York Times* ("Trump Administration in Chaotic Scramble to Reunify Migrant Families") recently reported on the apparent disappearance and/or destruction of records by the Department of Homeland Security (DHS) linking children to their parents separated by the Trump administration's "zero tolerance" immigration policy.

As a result of the *New York Times* article, NARA recently sent a letter to U.S. Customs and Border Protection seeking what "action CBP will take to address these allegations." In its letter, NCH strongly urged Congress to exercise its oversight responsibility in ensuring that federal agencies are held accountable for their responsibilities under the Federal Records Act. Neither the House nor the Senate committees with jurisdiction over NARA have held an oversight hearing in a decade.

**CONTINUATION AS NCH SUSTAINING MEMBER:** Concerning renewal of the consortial membership that MARAC participated in with RAAC during 2017-2018, the RAAC Board has surveyed its 45 organizational members regarding continuation as Sustaining Members at the \$4,000 per year level. As of Oct. 4, there was not enough support to continue as such. That being said, MARAC can continue as a Sustaining Member on its own in order to retain its seat on the NCH Policy Board. Previously MARAC contributed \$1500; this would require a bump up to \$4K. Why should we do this? Read George Bain's terrific article—NCH as our Fire Department—on pgs 10-11 of the Spring 2016 issue of the *Ohio Archivist* <<http://www.ohioarchivists.org/wp-content/uploads/2016/04/SOA-Spring-2016.pdf>> Please contact me if you have any questions—thanks!

—Jan Zastrow  
NCH Representative  
[zastrow@hawaii.edu](mailto:zastrow@hawaii.edu)

## **Report of the Ad Hoc Committee on Reviewing and Revising the MARAC Bylaws**

**September 20, 2018**

**Members: Lauren Brown (MARAC Historian), Jessica Lydon (Member-at-Large), Liz Novara (MARAC Archivist)**

- The committee was formed during spring 2018 Steering Committee meeting at the Hershey, PA, conference, where Lauren and Liz brought some discrepancies in the bylaws to the attention of Steering.
- The committee reviewed the bylaws during summer 2018 and submitted suggested changes to Becky (Chair) and Rachel (Chair Elect).
- The committee met with Becky and Rachel via Skype on August 29, 2018, to discuss potential revisions.
- Most of the revisions are straightforward and are mainly for clarification purposes.
- The committee removed any mention of positions that were not elected positions. All non-elected positions will be described in the Operations Manual, per Steering discussions at the Hershey meeting.
- The MARAC website will need to be reviewed and updated as several committee/team information pages are not in line with the new bylaws (example: Communications Committee.) At minimum, each committee page should note whether they are a standing or operational committee.
- The Steering Committee should be prepared to vote yes or no on these proposed changes at the Wilmington conference in order to move this process forward.

# MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE, INC.

## BYLAWS

### ARTICLE I Name

The name of this organization shall be the Mid-Atlantic Regional Archives Conference, Incorporated, hereafter called the Conference or MARAC.

### ARTICLE II Objects

The Conference is a non-profit member-oriented professional organization, incorporated in Delaware. Its objectives are to promote cooperation, communication, and education among individuals with an interest in archival and manuscript materials.

### ARTICLE III Members

- 3.1. Individual membership shall be open to any person who has paid all dues assessed by the Conference. Membership is not open to institutions.
- 3.2. The membership assembled in a business meeting shall be able, by majority vote, to overturn a Steering Committee decision, or to require the Steering Committee to take an action.
- 3.3. Members shall declare one or more state caucuses as part of their membership from among the following represented states: Delaware, the District of Columbia, Maryland, New Jersey, New York, Pennsylvania, Virginia, and West Virginia.
- 3.4. Members of each state caucus shall have the right to cast one vote for the purposes of electing a Caucus Representative to the Steering Committee in each caucus where they declare membership and pay any requisite dues.

### ARTICLE IV Officers

4. 1. The officers of the Conference shall be a Chair, a Chair-elect, a Meetings Coordinator, a Secretary, and a Treasurer. No person shall hold more than one office at one time.
4. 2. The Chair-elect shall be elected annually, serve one year in that office from July 1<sup>st</sup> to June 30<sup>th</sup> and at the conclusion of that year immediately succeed to the office of Chair and serve one year in that office from July 1<sup>st</sup> to June 30<sup>th</sup>. The Meetings Coordinator, Secretary and Treasurer shall

hold office for two (2) years, from July 1<sup>st</sup> to June 30<sup>th</sup> and until a successor shall have been elected or qualified.

- 4.3. The Chair shall act as Chairperson of the Steering Committee and shall have general supervision over the activities and operations of the Conference, subject, however, to the control of the Steering Committee. To be eligible for the office of Chair, the person must have served for the immediately preceding year or part thereof as Chair-elect. The Chair's duties shall include, without limitation, to:

- (a) preside at all meetings of the Steering Committee and Conference business meetings;
- (b) oversee all advocacy efforts and otherwise represent the Conference as needed;
- (c) cause regular reports of the actions of the Steering Committee and the Conference to be provided to the members;
- (d) cause regular reports and recommendations of the Steering Committee officers, caucus representatives, committee chairs, and other advisors to be provided to the Steering Committee for their consideration and action;
- (e) ensure the Steering Committee engages in strategic planning, development of policies and programs which complement the objects and mission of the Conference, and evaluation of policies;
- (f) serve as a non-voting ex-officio member of all committees, except Nominations and Elections;
- (g) perform such other duties as pertain to the office and as may be assigned by the Steering Committee or as prescribed for the office by the adopted parliamentary authority; and

**Commented [EAN1]:** Ex-officio can be voting or non-voting, so this needs to be clarified.

~~(h) appoint a Parliamentarian.~~ (h) Appoint members of ad hoc committees.

**Commented [EAN2]:** Remove mention of any positions, such as Parliamentarian, that are not elected positions. These positions will be mentioned in the operations manual.

- 4.4. The Chair-elect shall attend all meetings of the Steering Committee and Conference business meetings and shall perform the duties of the Chair in the absence of the Chair. Upon expiration of the term of the Chair or the inability to serve, the Chair-elect shall succeed automatically as Chair. Further, the duties of the Chair-elect shall include, without limitation, to:

- (a) make all appointments for vacant committee positions unless otherwise noted;
- (b) supervise the work of all committees through their chairs;
- (c) serve as a non-voting ex-officio member of all committees, except Nominations and Elections;
- (d) prepare for assuming the office of Chair, working closely with and under the direction of the Chair; and

- |
- (e) perform such other duties as pertain to the office and as may be assigned by the Steering Committee or as prescribed for the office by the adopted parliamentary authority.

- 4.5. The Meetings Coordinator shall attend all meetings of the Steering Committee and the Conference business meetings. The duties of the Meetings Coordinator shall include, without limitation, to:
- (a) serve as the ex-officio chair of the Meetings Coordinating Committee;
  - (b) recommends, in consultation with the Chair-elect and the Meetings Coordinating Committee, individuals to serve as the chairs of the local arrangements and program committees for the regular meetings;
  - (c) oversee and approve all contractual arrangements for the regular meetings of the conference;
  - (d) perform such other duties as pertain to the office and as may be assigned by the Steering Committee or as prescribed for the office by the adopted parliamentary authority.
- 4.6. The Secretary shall attend all meetings of the Steering Committee and the Conference business meetings and shall take minutes including all actions at these meetings. The duties of the Secretary shall include, without limitation, other such duties as may be from time to time assigned by the Steering Committee or Chair or as prescribed by the adopted parliamentary authority.
- 4.7. The Treasurer shall attend all meetings of the Steering Committee and the Conference business meetings. The duties of the Treasurer shall include, without limitation, to:
- (a) ensure that funds of the Conference are managed in a fiscally responsible manner and that the Conference operates in accordance with ethical business practices;
  - (b) prepare an annual budget and issue quarterly financial reports;
  - (c) serve as the ex-officio chair of the Finance Committee and as an ex-officio member of the Meetings Coordinating Committee; and
  - (d) perform such other duties as pertain to the office and as may be assigned by the Steering Committee or as prescribed for the office by the adopted parliamentary authority.
- 4.8. In the case of a vacancy in the office of Chair, the Chair-elect shall assume that office, and serve the remainder of that term of any duration, and the term for which they were elected. When a vacancy occurs in the office of Chair-elect, Meetings Coordinator, Secretary, or Treasurer, by resignation or removal, the Nominations and Elections Committee shall issue a ballot within 30 days to fill that office. Elected replacements shall serve the remainder of the original term.

ARTICLE V  
Nominations and Elections

- 5.1 The Nominations and Elections Committee shall consist of five (5) members. By June 30<sup>th</sup>, the chair-elect shall appoint two (2) members, who shall be Steering Committee members completing their term and leaving the Steering Committee as of June 30<sup>th</sup>, and three (3) shall be elected by the membership. The Nominations and Elections Chair shall be the elected member who receives the most votes.
- 5.2 Nominations and Elections Committee members shall serve for a one (1) year term. Terms shall run from July 1<sup>st</sup> - June 30<sup>th</sup>.
- 5.3 The Nominations and Elections Committee shall create a slate of members in good standing for all open positions, including officers, members-at-large, caucus representatives, and as noted in these bylaws, certain committee members and chairs. The Nominations and Elections Committee shall be bound to nominate for an officer or member-at-large position a candidate named in a nominating petition signed by at least ten percent (10%) of the Conference members.
- 5.4 Conference officers and Members-at-large shall be elected at large, while Caucus Representatives shall be elected only by the members of the respective state and district caucuses. Members-at-large and Caucus Representatives shall serve two (2) year terms, commencing on July 1<sup>st</sup> in the year of election and shall serve until a successor has been elected and qualified, or until their inability to serve. The Chair-elect shall be elected annually; Members-at-large, the Meetings Coordinator and the Secretary shall be elected in odd-numbered years. The Treasurer and Caucus Representatives shall be elected in even-numbered years.
- 5.5 The Nominations and Elections Committee shall issue an official ballot in whatever form it deems appropriate at least seventy-five (75) days before the first business meeting of the calendar year. Ballots shall include space for write-in candidates for each position. In the event of vacancies in any elected position, including elected committee members, the Committee shall issue an official ballot within 30 days. Ballots shall be submitted to the Nominations and Elections Committee no later than thirty (30) days after being issued.
- 5.6 The Nominations and Elections Committee shall tally the ballots and certify the results. The Chair of the Nominations and Elections committee shall promptly notify the Chair, Chair-elect and all the candidates of the results. The results of the election shall be formally announced through all regular Conference communication channels after all the candidates have been notified of the results. Ballots shall be destroyed thirty (30) days following formal announcement of the results at the Annual Meeting.
- 5.7 A nominee receiving the highest number of votes for an office shall be elected to that office, even in the event a majority is not achieved. In the event of a tie vote, the Nominations and Elections Committee shall issue a second ballot containing only the names of the tied nominees within fifteen (15) days of the first tally. These ballots shall be submitted to the Nominations and Elections Committee within fifteen (15) days.



ARTICLE VI  
Meetings

- 6.1. The Conference shall hold up to two (2) regular meetings each year for the purpose of providing continuing education and a program of interest to the members and the general public and to transact business at the business meeting. One of these meetings shall be held in the first half of the calendar year. The business meeting held at the regular meeting in the first half of the calendar year shall be known as the Annual Meeting.
- 6.2. The quorum for a business meeting shall be one-fourth (1/4) of the members registered for that meeting.
- 6.3. Special business meetings for any purpose may be called by the Steering Committee or at the written request of one-fourth (1/4) of the members of the Conference. The business to be transacted at any special meeting shall be limited to that noticed in the call.
- 6.4. Written notice of regular or special business meetings shall be sent to the membership at least thirty (30) days before the meeting.

ARTICLE VII  
Steering Committee

- 7.1. The board of directors of the Conference shall be known as the Steering Committee. Voting members shall include the officers, one (1) Caucus Representative from each state represented by the Conference and the District of Columbia, and four (4) Members-at-large. No member may hold more than one elected position at one time.  
  
The Chair may invite any additional attendees or special advisors to the meeting as is necessary to carry out the agenda.
- 7.2. The Steering Committee shall have the full power to conduct, manage and direct the business and affairs of the Conference.
- 7.3. Any member of the Steering Committee may resign at any time by giving written notice to the Chair and Secretary of the Conference. The resignation shall take effect at the date of receipt of the notice, or at any later time specified therein.
- 7.4. Any member of the Steering Committee may be removed, either for or without cause, by the Steering Committee whenever in the judgment of the Steering Committee the best interests of the Conference will be served. Removal shall occur only upon a two-thirds vote of the Steering Committee members then in office, exclusive of the person being removed, and only after that person has been given an opportunity to be heard at a meeting of the Steering Committee.
- 7.5. When a vacancy occurs in any elected Steering Committee position, by resignation or removal, the Nominations and Elections Committee shall issue a ballot within 30 days to fill that office. The replacement shall serve for the balance of the unexpired term, unless that office is covered by Bylaws Section 4.8. The fact that a vacancy occurs and action is taken by the Steering

Committee before a replacement is elected shall not invalidate or otherwise affect such action or the power of the Steering Committee to act. To ensure the continuance of business, the Chair may make a temporary appointment to fill the position until the results of the ballot are known.

- 7.6. Regular meetings of the Steering Committee shall be held at the same place as the regular meetings each year for the purpose of providing continuing education and a program of interest to the members of the Conference. At least one additional regular Steering Committee meeting shall be held as soon as possible after the beginning of the fiscal year, at such place within or outside of Delaware, within or outside of the represented states, as the Chair or the Steering Committee may from time to time select.
- 7.7. Steering Committee meetings shall be open to all Conference members.
- 7.8. Special meetings of the Steering Committee shall be held whenever called by the Chair or two (2) or more of the members of the Steering Committee. Notice of each such meeting shall be given to each member of the Steering Committee at least seventy-two (72) hours in advance if given by telephone or email and ten (10) days in advance if notice is given by mail. Every notice shall state the time and place of the meeting. Business for a special meeting shall be included in the notice, and shall be limited to that in the notice.
- 7.9. Steering Committee members may participate in a meeting of the committee by means of electronic conferencing technology of which at a minimum all persons participating in the meeting can hear each other. Participation in a meeting pursuant to this section shall constitute presence in person at the meeting and a voting member so participating shall count toward establishing the quorum.
- 7.10. Two (2) officers and six (6) other voting Steering Committee members shall constitute a quorum for any Steering Committee meeting. Each voting member shall be entitled to one vote. The vote of a majority of Steering Committee members present and voting, except as may be otherwise noted in these bylaws, shall be the acts of the Steering Committee.

#### ARTICLE VIII Committees

- 8.1. The Standing Committees of the Conference shall be Awards, Diversity & Inclusion, Finance, Meetings Coordinating, and Nominations and Elections. Additional standing committees may be established upon ~~an amendment to the bylaws, recommendation of the Steering Committee and a majority vote of the membership.~~
- 8.2. Standing Committees shall be comprised of at least three (3) members and shall be appointed by the Chair-elect, except as otherwise noted in these bylaws.
- 8.3. The Awards Committee chair shall be elected by the membership for a three (3) year term, and shall coordinate the work of the committees and represent the committees on the Steering Committee. The Awards committees shall be composed of elected members as follows:

**Commented [EAN3]:** The bylaws would have to be amended in order for a new standing committee to be established. MARAC should simply amend the bylaws as per Article XI Amendments.

(a) The Arline Custer Award Committee, the Finding Aids Committee, and the Scholarship Committee shall each be composed of at least six (6) members elected for three (3) year staggered terms.

(b) The Distinguished Service Award Committee shall be composed of four (4) members: two (2) members who shall be elected to two (2) year staggered terms; the Immediate Past Chair of the Conference, who shall chair the committee; and the HistorianArchives Coordinator, who serves as a non-voting ex-officio member.

8.4. The Diversity & Inclusion Committee shall be chaired *ex officio* by the Diversity & Inclusion Coordinator, who shall be elected by the membership for a three (3) year term, and shall coordinate the work of the committee and represent the committee on the Steering Committee.

8.5. The Finance Committee shall have oversight responsibility for all financial matters and shall act as an advisor to the Conference Treasurer, who shall serve ex-officio as the chair of the committee.

**Commented [EAN4]:** Redundant use of word "Conference."

8.6. The Meetings Coordinating Committee shall recommend future sites for Conference meetings, interpret and recommend policy related to meeting planning, and provide oversight, support and guidance to the local arrangements and program committees.

8.7. The Nominations and Elections Committee shall operate pursuant to Article V Nominations and Elections of these bylaws.

8.8. Operational Special committees, ad hoc committees, or task forces may be created by the Steering Committee. Operational Special committees, ad hoc committees, or task forces shall be composed of at least three (3) members, appointed by the Chair-elect.

**Commented [EAN5]:** Distinguishes "operational" committees from standing committees. Operational committees/groups are outlined in the Operations manual and include the Education Committee, Web Team, Communications, etc.

8.9. No person shall hold more than one standing committee, special operational committee, or task force chairpersonship at one time.

**Commented [RLC6R5]:** In 4.3(h), the Chair appoints members to Ad Hoc Committees instead of the Chair-elect.

8.10. When a vacancy occurs in any elected committee position, by resignation or removal, the Nominations and Elections Committee shall issue a ballot within 30 days to fill that position. The replacement shall serve for the balance of the unexpired term. To ensure the continuance of business, the Chair may make a temporary appointment to fill the position until the results of the ballot are known.

**Commented [GRR7]:** Changed to reflect the language in 8.8

8.11. Members of any committee established by these Bylaws, resolution, or the Steering Committee may participate in a meeting of the committee by means of electronic conferencing technology of which at a minimum all persons participating in the meeting can hear each other. Participation in a meeting pursuant to this section shall constitute presence in person at the meeting.

## ARTICLE IX

Fiscal Matters; ~~Archives~~~~sets~~

- 9.1. The fiscal year shall be July 1<sup>st</sup> through June 30<sup>th</sup>.
- 9.2. Annual dues shall be established by the Steering Committee. Changes in dues proposed by the Steering Committee shall be ratified by a majority vote at a business meeting of the

membership. Notice of dues changes shall be issued to members at least thirty (30) days before that business meeting.

- 9.3. The books of the Conference shall be audited annually by at least two members (with the exception of the chair) of the Finance Committee, and the report of the condition of the accounts shall be made to the Steering Committee. The accounts shall be audited by an independent public accountant when the office of Treasurer changes hands and at such other times as directed by the Steering Committee.
- 9.4. No officer, member, or agent of MARAC may expend Conference funds or obligate the Conference financially without first ensuring that expenditure has been authorized by the approved Conference budget, the approved budget of a Conference meeting, or by special action of the Conference membership or the Steering Committee.
- 9.5. Except as otherwise provided in these Bylaws, the Steering Committee may authorize any officer or representative to enter into any contract or to execute or deliver any instrument on behalf of the Conference. Such authority may be general or confined to specific instances.
- 9.6. ~~The Conference Archives are designated as an asset of the organization.~~ The Conference has selected the University of Maryland Libraries as the official repository for its Archives. The Chair shall represent the Conference to ~~negotiate~~ determine the terms and conditions of any agreements between the Conference and the University of Maryland Libraries.

#### ARTICLE X Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall be the parliamentary authority for all matters not specifically covered in these Bylaws.

#### ARTICLE XI Amendments

- 11.1. Amendments to these Bylaws shall be proposed by:
  - (a) twenty-five (25) members in writing to the Conference Secretary; or
  - (b) the Steering Committee by a two-thirds (2/3) vote.
- 11.2. Proposed amendments shall be issued to the membership at least thirty (30) days before a business meeting in order to facilitate discussion at that meeting. The membership assembled at the business meeting may amend by majority vote the proposed amendments.
- 11.3. The ballot to approve bylaws amendments shall be issued to the membership no more than thirty (30) days after the conclusion of the business meeting. ~~An ad hoc special~~ committee shall be appointed by the Chair to tally the votes. A majority vote of those returned and voting on that specific amendment shall be required for approval.

**Commented [EAN8]:** The conference archives are the property of the University of Maryland. While they are an informational and historical asset, they are not a financial asset. The Chair can negotiate any changes to the official deed of gift with the university.

**Commented [GRR9]:** Again changed to keep language consistent.

Revision History:

Established by majority vote of the MARAC membership, November 2015; went into effect July 1, 2016.

Amended May 2018; went into effect July 1, 2018.

**Commented [EAN10]:** The document should have a revision history so that the organization can keep track of the changes.