

Steering Committee
Friday, February 4, 2011
Baltimore, MD
MINUTES

Present: Beth Alvarez, Danna Bell-Russel, Sharmila Bhatia, Lauren Brown, Yvonne Carignan, Heather Clewell, Nat DeBruin, Laura Drake Davis, Jim Gerencser, Holly Kalbach, Brian Keough, Jennie Levine Knies, Dan Linke, Mary Mannix, Valerie A. Metzler, Jeffrey Moy, Paige Newman, Liz Novara, Carolina Palacios, Arian Ravanbakhsh, David Rose, Dorthea Sartain, and Charlotte Sturm.

I. Call to Order 11:13am.

Danna Bell-Russel called the meeting to order at 11:13 a.m.

A. Approval of Agenda

The agenda was approved. (motion: Metzler, second: Alvarez)

II. Approval of Last Steering Committee Minutes

The Fall minutes were approved. (motion: Novara; second: Mannix)

III. Officers' Reports

A. Chair

1. Chair's Report

Report submitted.

Operations manual is in progress, with a goal of completion by the Spring 2011 meeting.

Bylaw updates will be in the next *Mid-Atlantic Archivist*

2. Administrator's Report

Report submitted.

Holly will not be at the Spring 2011 meeting.

Membership is down from this time last year. Several factors could be responsible including economic factors, and this was the first year of paperless renewals.

B. Vice Chair, including Meetings Coordinating Committee

Report submitted.

C. Secretary

No report.

D. Treasurer, including Finance Committee

Report submitted.

Reminder to outgoing committee chairs that budget requests will be due in April.

E. Archivist

Report submitted.

Fall 2012 will be 40th anniversary of MARAC. Discussion followed of fundraising campaign similar to the “35 for 35” at the 35th anniversary. \$14,000-\$15,000 were raised for the education fund through the “35 for 35” campaign. Will there be special events for the 40th anniversary? Suggestions included: oral history program; awarding 40 scholarships during the anniversary year; and recognition of those who have been members for over 30 years and those who have been members for the entire 40 years. The Program and Local Arrangements Committees for the Fall 2012 meeting will need to be aware of the anniversary and events.

IV. Standing Committee New Business and Updates

Custer Award

No report.

Michele Tourney has moved to Boston but will continue to serve as chair. Junior Co-Chair, Glenn Gardner will report.

Development

Report submitted.

Distinguished Service Award

Report submitted.

Education

Report submitted.

Electronic Resources

Report submitted.

Finding Aids

Report submitted.

Membership Development

Report submitted.

National Coalition for History

Report submitted.

Nominations and Elections

Report submitted.

Committee had difficulties filling slate of candidates due to concerns of time commitment.

Outreach

Report submitted.

Publications

Report submitted.

VI. State Caucus New Business and Updates

Delaware

Report submitted.

District of Columbia

Report submitted.

Maryland

Report submitted.

New Jersey

Report submitted.

New York

Report submitted.

Pennsylvania

Report submitted.

Virginia

Report submitted.

West Virginia

Report submitted.

VII. Continuing Business

Deferred until after item VIII. New Business.

VIII. New Business

A. Preservation Week

Yvonne Carignan introduced the American Library Association “Preservation Week”, held in 2011 during week of April 24-30.

Bylaws Change (addition to agenda)

Nominations and Elections Committee is an entirely new committee each year, with no continuity in membership. Ad Hoc Committee for Revision to Bylaw number 3 (Nominations and Elections Committee and Annual Elections) was created and instructed to report at Spring 2011 meeting with recommendations for the composition and operations of the committee. Members of the Ad Hoc Committee include Beth Alvarez, Brian Keough,

Jeffrey Moy, Chair of the Electronic Resources Committee (ex-officio), and the MARAC Archivist (ex-officio).

B. Service Awards

Service Awards were suggested for the Program and Local Arrangement Committee co-chairs for the Harrisburg, Pennsylvania Meeting; and Tammy Hamilton for her service at the MARAC Conference Program Editor.

VII. Continuing Business

A. Outreach Committee Blog and Additional Outreach Activities

David Rose mentioned the blog that an Outreach Committee member has created for archives month and a discussion ensued about other possibilities for the blog. With the creation of the Electronic Resources Committee to oversee the web site, the Outreach Committee chair can focus attention to outreach and advocacy activities.

A discussion of the role of the Electronic Resources Committee and the eventual goal of a unified strategy to unify all efforts across committees. Outreach and Electronic Resources will work together to implement solution.

A focus on a broader vision of advocacy is necessary, with a focus on archives.

B. Strategic Plan

Core Values

[During the lunch, members of steering committee were asked to review a list of core values, and assign priorities to the items on the list. The results are reflected in the discussion below.]

Top two: Professional standards, practices and ethics; High quality programming.

Next (in no particular order): Community/collegiality; Advocacy; Skill improvement/education.

Proposed Vision Statement: "To promote and sustain the archival community in the mid-atlantic by providing affordable, high quality conferences and education opportunities and thereby fostering collegiality, collaboration and professionalism." Discussion on this statement was deferred until later in the meeting.

What do we want to accomplish in the next 3-5 years? Before this can be fully addressed, the core values and the vision statement will be worked out.

Committee will work on "wordsmithing" the core values electronically.

Adjournment

The meeting adjourned at 2:46 p.m. (motion: Knies; second: Sturm)