

**Steering Committee**  
**Thursday, October 20, 2011**  
**Bethlehem, PA**

**MINUTES**

**In attendance:** Danna Bell-Russel, Lauren Brown, Heather Clewell, Rebecca Collier, Laura Drake Davis, Ed Galloway, Jim Gerencser, Tammy Hamilton, Marianne Kasica, Brian Keough, Michele Lavoie, Mary Mannix, Jeffrey Moy, Paige Newman, Elizabeth Novara, Holly Ott, Arian Ravanbakhsh, Linda Ries, Dorthea Sartain, Patricia Scott, Jordon Steele.

**I. Call to order:**

The meeting was called to order at 6:58pm.

A. Approval of Agenda (Bell-Russel; Mannix). Approved

**II. Approval of last steering committee meeting minutes** (Mannix; Gerencser).

Approved

**III. Officers' Reports**

**A. Chair**

1. Chair Report

i. Disaster Assistance Fund

1. Three applications – all funded
2. Awarded \$3745 in total to these 3 organizations
3. As a result of request, 45 members and 1 corporate sponsor gave to Disaster Assistance Fund.
4. We have exceeded our \$2,000 allotted for the fund.
5. We will talk later about this in Finance and Development

ii. Technical Leaflets

1. Scanned and online

iii. Strategic Planning – worked with Members-At-Large to get feedback

iv. Site of the Month on the web site has been suspended temporarily until Outreach is ready to address

2. Administrator's Report

- i. Membership statistics 785 active members

**B. Vice Chair, including Meetings Coordinating Committee**

264 pre-registration; 1 walk-in so far at this meeting

Finance Committee raised question regarding the location of future meetings in 2013/2014 as the sites are outside the I-95 corridor. Erie and West Virginia are anniversary driven and are still in preliminary states. Still looking at DC/Balt/Philadelphia. We may not be able to go to Philadelphia or Baltimore.

### **C. Secretary**

Thank you to Paige Newman and Dan Linke for assistance with Summer meeting minutes.

No report from DC, MD, PA, and NCH. Please send directly to Secretary. Secretary will re-send to the list. Holly will address with MemberClicks.

### **D. Treasurer**

Cape May Budget: Approved

Financial reports were reviewed with no comments or questions.

### **E. Archivist**

Thanks to Laura Drake Davis update bylaws. Lauren has motion to revise of changed bylaws section 8 in Fall 2010 Business meeting minutes.

## **IV. Standing Committee New Business and Updates**

### **A. Custer.**

Nothing to add. Good submissions this year. Will be working with Glenn Gardner, incoming chair, to ease transition. Working on handbook to ease workload, especially with the conference dates moving between November and October.

### **B. Development**

Disaster Assistance Fund – article will appear in MAA to discuss eligibility and application process. Looking at additional fund raising options. Asked Finance Committee that some of the conference profits (surplus) be designated to the Disaster Assistance Fund.

Discussed funding graduate school scholarships, and will be explored further.

Comment from Finance Committee regarding 10% of conference profit is positive in principle. Concerns include applicability in our mission statement – mission is mostly education, this kind of support is barely mentioned. If it is an occasional thing, then that shouldn't be a problem. However, if we do this more often, we should make it more a part of our stated mission. Other concern is that this is a restricted fund, that accumulates funds with potentially no disasters – would there be a ceiling for the fund and then not have the percentage go into the Disaster Assistance Fund. Finance Committee recommends that we apply the 10% of conference profits for the next three fiscal years to quickly providing funding.

Have a group look at options and oversight, with report back at Spring 2012 meeting, with a recommendation for funding. If we approve, we can still apply profits for this fiscal year. Question was raised if this was going to take away from the Educational Endowment. Currently 20% goes to Educational Endowment, then, if passed, 10% would go to disaster assistance. If we needed all funds from 80% of profit to

balance budget, the Education Endowment would still take precedent. Meeting surpluses are disconnected from annual meeting budget. The following question was raised: If we get an application tomorrow for assistance, how do we handle that? The current budget for Disaster Assistance Fund is technically negative. Can use fiscal surplus to cover difference? At this meeting, a minimum \$10 contribution will get you a "I Gave to Save" Ribbon for your badge. Caucus reps should make note of this, and that we are currently "in the red", and we are seeking additional funding to cover.

### **C) Distinguished Service Award**

Caucus reps should mention in meetings tomorrow at Caucus meeting. Please forward suggestions. Applications are due 16 February 2012. Request was made for a list of past recipients to be on the letter to the membership.

### **D) Education**

Looking at off-conference workshop offerings. Currently the meeting workshops are coordinated by two individuals and the education committee coordinates workshops outside of conferences. Education is working on a course catalog, and the different coordinators would present problems. Discussion commenced regarding role of workshop coordinators as being liaisons to education, or should be ex-officio members. Moving forward, the MCC workshop coordinators will be liaisons to Education Committee.

40 for 40 activities will commence with 2 spots for Modern Archives Institute. There are 18 scholarship slots available for the Cape May meeting – this should be mentioned in the Caucus meetings.

The increased scholarship offerings will be an opportunity for 2013 to re-evaluate scholarship procedures and opportunities. Also consider additional naming opportunity for scholarships – especially if the offerings are increased.

The committee will address additional workload with additional scholarship offerings as it comes. Possibility of utilizing At-Large members was discussed.

If workshops and scholarships grow, then there may be a need for a separate group to address scholarships.

### **E) Electronic Resources – nothing to add**

Membership Survey – still in the works, but no progress since last meeting.

### **F) Finding Aids**

No questions/comments.

**G) Membership**

Committee will submit a budget for “swag”.

Will undertake an effort to recruit 40 members during 2012

Another option, as discussed at Summer Steering, is a new member discount for workshops, etc. There does not seem to be a cohesive plan.

**H) NCH (No report submitted)**

**I) Nominations and Elections**

Report submitted – nothing to add

**J) Outreach – report submitted**

**K) Publications – report submitted**

Deadline for MAA – December 1<sup>st</sup>

**V. State Caucus**

**A) Delaware**

Report submitted – nothing to add

**B) District of Columbia**

Report submitted – nothing to add

**C) Maryland**

Report submitted – nothing to add

**D) New Jersey**

Report submitted – nothing to add

**E) New York**

Report submitted – nothing to add

**F) Pennsylvania**

Report submitted – nothing to add

**G) Virginia**

Report submitted – nothing to add

**H) West Virginia**

Report submitted – nothing to add

**VI. Continuing Business**

**A. Strategic Plan**

Chair believes a broader vision would be more useful, and help the process move forward. Document was shared among the Chair and the Members-At-Large.

Discussion of the document ensued. Suggestion made to parse out the objectives to ensure that we are meeting those. Needs to be a mention of the disaster assistance/planning. Suggestion was made to eliminate the objectives. Disaster relief could appear in preservation. Comment was made that without the objectives it is not a strategic plan. Suggestion was made to add language “including, but not limited to” to the objectives to allow some latitude. The objectives should be reviewed every five years – the vision, core and mission can stay fairly stagnant. These are goals – not baseline achievements. Nothing in the document is measurable. We are already doing the bullet points in the objectives. Have committees state what measurables they are working on in relation to the objectives – and these can be communicated in committee documents and in finance/budget requests.

Get the vision, core, and mission out there, and then we can focus on the objectives.

Add: “including, but not limited to” after strategies. Add disaster assistance - maybe under objective number three. Wording for number three will be worked on to incorporate disaster planning, then we can vote on it at Winter Steering Committee; then an article in Spring MAA, then debut at Spring meeting. Include “MARAC” as the subject “MARAC will ...”

## **B. Outreach Committee Blog**

Memberclicks software will not accommodate. On Blogspot instead. From the MARAC web site, there will be a link to the blog. To contribute to the blog – a member can send an email to members of the outreach committee through MARAC distribution list. Within 24-hour period, the outreach committee will review and approve/disapprove. Will not be reviewed for grammar, just suitability of content for the blog. Then outreach committee will post. To comment, anyone can comment. ERC will assist with technical support for the blog. Still some details to work out for user interface. Discussion of anonymous comments – will allow, but will have ability to remove if offensive.

Concern expressed about recent experiences with MemberClicks elist issues and the possibility of member-submitted posts not reaching Outreach Committee. Will try with a “soft open” - if that is a problem, then will explore other options.

David can write an article/ad for Winter *MAA* 1 December, with anticipated distribution by 1 February. Caucus reps can announce tomorrow.

### **C. 2012 40<sup>th</sup> Anniversary (40 for 40 scholarship)**

Ideas for articles? Are there still any members who were present at the original 1972 meeting? Oral histories? Some were done at 35<sup>th</sup> anniversary. Recognize members who were at the 1972 meeting.

Paige Newman is chair of the “Birthday Committee” - report at Winter 2012 meeting. Should member of the “Birthday Committee” be a liaison to the Local Arrangements Committee?

Series of articles in *MAA* to highlight 40<sup>th</sup> anniversary. First article for December 1<sup>st</sup> deadline talk about scholarships – Jim and Brian will work on it. Spring or Summer issue could contain a historical article about MARAC.

### **D. Digitization of Technical Leaflets**

Will make announcement at business meeting and then email the membership. Should future leaflets be immediately available? Can statistics be gathered related to downloads - do not know, but will inquire. A draft of Number 7 is in-hand and will need to be reviewed by 2-3 members. Considering format or design change – but not sure who would do that. Will speak with Dickenson to ascertain costs as well as other institutions.

Still sell some print copies, and institutions may still like it. Can give print copies away, or sell them at future meetings.

Would like to add some introductory material to the leaflets that are on the web site. Placement of the introductory material was discussed – in the pdf? No.

Would like to see the publications page on the web site redesigned.

Is the Library function of MemberClicks an option for the publications? Most recent would be on publications page, and earlier items in the Library?

Ilhan has volunteered to provide links to WorldCat. Looking into way for people to add to the publications.

### **E. Operations Manual**

Entire committee has resigned. All drafts were sent to Ed yesterday.  
Individual committee sections will need to be sent out for review and comment. Thanks were expressed to Sharmila Bhatia, Geof Huth, and Linda Ries.

## **VII. New Business**

### **A. MARAC hosting ACA exam**

Mary was contacted re hosting ACA at MARAC. Caucus reps can assist with publicizing pick your site location.

### **B. Disaster Assistance Guidelines Review/Revision**

Need to review the guidelines and procedures, including inclusion of a line-item budget and photographs. Valerie Metzler worked on Disaster Assistance and can provide some assistance. At-Large Reps will review. An example form should be created. Report at either Winter or Spring meeting.

### **C. SAA Reappraisal and Deaccessioning Development and Review Team**

SAA needs response by January 6<sup>th</sup>. An open forum was held about this in Chicago, but very few people attended, and there were no comments/suggestions at that time. Ed will send pdf file again and ask for comments, with a call for a vote following.

### **D. SAA Regionals Forum**

Should attend and be represented. What is SAA's goal? Ask SAA for travel support, then we can explore some funding from MARAC. Background: Peter Gottlieb "Federation of Archives" and Gregor Trinkaus-Randall talking about collaboration. There was a discussion about the regionals and SAA – the relationship, cooperation, collaboration, sharing of ideas. What can SAA do that the regionals cannot.

Will respond by 1 November. We will hear from them following SAA Council regional meeting.

NAGARA is looking at regionals as well.

Comment was made that the intersections of goals between the organizations would be interesting and how we can work together on those beneficial. However, adopting new goals may not be a good fit for us at this time considering our strategic planning process.

### **E. Open Access Opportunities**

Our minutes, MAA, technical leaflets, etc. are all online. Interest in putting conference presentations online? SlideShare accounts have been set up for this and previous meetings. ERC is working on to consolidate previous presentations – can also imbed presentations in blogs. Was an experiment in recording sessions, but do not know what

happened to the recordings. Penn State meeting was originally going to publish proceedings, but did not have money to complete. Publicizing the slides has been a challenge. What about categorizing? Multiple committees should be involved – MCC and ERC? Pitt has a free publishing system available, full text indexed, Creative Commons, etc. Is this something that MARAC would be interested? Would like to talk about this at the Winter meeting –whether the platform is at Pitt or elsewhere. Would like to have something tangible, and that presenter would have option to have presentation online or not. MCC needs a structure in order to make sure that program committees integrate this into the procedures/manual.

#### **VIII. Other business**

Nominations and Elections are looking for candidates – caucus chairs please announce.

#### **IX. Adjournment –**

Motion to adjourn (Gerencser, Mannix)

Meeting adjourned at 9:57pm.