

**MARAC Steering Committee
Meeting Minutes
14 April 2012, Cape May, New Jersey**

In Attendance: Danna Bell-Russel, Sharmila Bhatia, Lauren Brown, Andrew Cassidy-Amstutz, Heather Clewell, Rebecca Collier, Laura Drake Davis, Nat DeBruin, Ed Galloway, Glenn Gardner, Jim Gerencser, Tammy Hamilton, Marianne Kasica, Brian Keough, Jeffrey Moy, Paige Newman, Elizabeth Novara, Holly Ott, Carolina Palacios, Caryn Radick, Arian Ravanbakhsh, Linda Ries, Laurie Rizzo, Dortha Sartain, Jordon Steele, Laura Stoner, Susan Woodland.

- I. **Call to Order** – the meeting was called to order at 5:32 pm
 - a. **Approval of Agenda** – Approved
- II. **Approval of Last Steering Committee Minutes** - Approved
- III. **Officers' Reports**
 - a. **Chair**
 - i. **Chair's Report** – report submitted
Committee appointments. Currently about 50% of committee membership is set to expire. Please be sure to contact the chairs for new appointments or re-appointments of committee members.
 - ii. **Administrator's Report** – report submitted
Membership continues to grow. 316 registered so far for this meeting.
 - b. **Vice Chair, including Meetings Coordinating Committee** – report submitted
Meetings Manual is being updated in the next couple of months.
Future meetings: Fall 2013 will probably be in Philadelphia area; Spring 2014 Rochester; Fall 2014 joint meeting with NEA? Concern was expressed about the two 2014 meetings being in the far northern area of MARAC.
An inquiry about the status of question posed at earlier steering committee meeting regarding a regular call for papers as part of conferences. The status was not known as the Vice-Chair was not in attendance, but the Vice-Chair will be asked about that prior to next meeting.
The Thursday evening Steering Committee dinner and any room charges for the Thursday Steering Committee meeting will no longer be charged against the conference budget, but rather against the MARAC budget under the Steering Committee line.
 - c. **Secretary** – no report submitted
 - d. **Treasurer, including Finance Committee** – report submitted
Regarding the FY12 3rd Quarter Budget: 2 additional projectors were purchased for use at conferences and workshops. Postage charges have not been billed as of yet, but will be investigated as to reason why.
Regarding the FY13 Budget: Brought to Steering Committee by the Finance Committee – Approved.
Regarding the Richmond Meeting Budget (Fall 2012) – Approved.
Internal audit was performed at this meeting and all was found to be in order.
 - e. **Archivist** – report submitted
- IV. **Standing Committee New Business and Updates**
 - a. **Custer Award** – report submitted
 - b. **Development** – report submitted

Joint meeting with Finance Committee to discuss investment strategy for restricted funds. A more diversified approach is being investigated, with investments yet to be decided. A report will be made to the Steering Committee, hopefully for next meeting.

An anonymous donor has proposed a 40th Anniversary match of donations up to \$2,000.

Details will be noted in the next *MAA*. The Chair will mention in the Business Meeting.

Caucus Reps are asked to mention in Caucus Meetings tomorrow.

c. Distinguished Service Award – report submitted

The award will be presented at the Richmond meeting, as the recipient is not able to attend this meeting.

d. Education – report submitted

Thirty applications for scholarships were received for this meeting. The committee was busy, but was able to accomplish the review of applications.

New tab on web site for Workshops.

e. Electronic Resources – report submitted

Prototype of MARAC digital repository through the University of Maryland DRUM was created following meeting at UMD. The committee will report back at summer meeting regarding progress. Hope to have a beta version by fall and fully operational by spring.

f. Finding Aids – report submitted

Looking for committee members. The commitment can be time consuming from January – March.

Joint administration of Custer, Finch and Finding Aid awards will be investigated as lines between these documents are blurring.

g. Membership Development – report submitted

Two questions were approved to be attached to the conference evaluation.

MARAC pins will be distributed – one per member.

Discussion of pro-rating membership for mid-year new memberships. Decision was made not to pursue further.

h. National Coalition for History – no report submitted

i. Nominations and Elections – report submitted

Committee is editing manual to advice future committees regarding tie votes.

j. Outreach – no report submitted

The Chair reported that he had spoke with the Outreach Committee Chair : the blog is up, but with no links to the main MARAC page. Publicity regarding the blog will start soon.

k. Publications – report submitted

MAA deadline is 15 May.

V. State Caucus New Business and Updates

a. Delaware – report submitted

b. District of Columbia – report submitted

c. Maryland – report submitted

d. New Jersey – report submitted

Letter will be drafted in response to the proposed separation of the New Jersey Division of Archives and Records Management.

e. New York – report submitted

f. Pennsylvania – report submitted

g. Virginia – no report submitted

