MARAC Chair's Report
Winter 2013 Steering Committee Meeting
Submitted: January 25, 2013

Appointments

The following appointments were made along with ensuring the MARAC website was updated accordingly:

Membership Development Committee

- Accepted the resignation of Carolina Palacios as committee chair; she will remain a committee member thru Fall 2013.
- Appointed Rachel Grove Rohrbaugh as new committee chair thru Spring 2014.
- Appointed Jamie Margalotti to committee; term will run thru Spring 2014.

Publications Committee

- Reappointed Sharmila Bhatia as committee chair; term will run thru Fall 2014.
- Reappointed Ken O'Brien as a committee member; term will run thru Fall 2014.
- Reappointed Larry Weimer as a committee member; term will run thru Fall 2014.
- Reappointed Michael Martin as editor of the *Mid-Atlantic Archivist*; term will run thru Fall 2014.

Advocacy

I contacted Lynette J. Stoudt, incoming President of the Society of Georgia Archivists, regarding ongoing advocacy efforts surrounding the Georgia State Archives.

Disaster Assistance

Due to potential damage sustained to the MARAC community by Hurricane Sandy, I made an appeal to the members for donations to the MARAC Disaster Assistance Fund. I co-wrote with SAA President Jackie Dooley an appeal to the general archival community to donate funds to our respective disaster assistance funds. I also contacted my fellow regional presidents through the communication network established by SAA to alert them of our efforts. Jordon Steele, who coordinates disaster assistance relief efforts for MARAC, kept me apprised of the applications received.

MARAC received a $1,000 donation from the History Associates directed toward our Disaster Assistance Fund. I sent them a thank you letter on behalf of MARAC.

Membership Survey

I asked the Membership Development Committee to create an Executive Summary of the survey to share with MARAC by the Spring meeting. I also asked them to formulate and follow an agenda at the next New Member meeting at the Spring conference.

SAA Regional Summit

I became a member of the SAA/Regional Organizations Discussion List which was created by SAA as a result of the conversations that took place at the SAA/Regionals Summit in San Diego in August. The list consists primarily of Summit participants, including MARAC Treasurer Jim Gerencser.

I responded to SAA's request with a positive endorsement of what was accomplished at the Summit, and indicated MARAC is interested in seeing such a group continue.

Other Activities

- Wrote "From the Chair" column for Winter *MAA* issue.
- Contributed a blog entry summarizing the Fall 2012 Business meeting at Richmond.

Respectfully submitted,

Ed Galloway
MARAC Chair

Vice Chair Report\Meetings Coordinating Committee

25 January 2013

1. **Upcoming Meetings:**

   Spring 2013

   When: April 25-27, 2013
   Where: Erie, Pennsylvania
   Hotel: Sheraton Erie Bayfront Hotel and Bayfront Convention Center
   Room rate: $149

   Local Arrangements Committee Co-Chairs: Jane Ingold (Penn State Erie) and Debora Rougeux (University of Pittsburgh).

   Program Committee Co-Chairs: Jessica E. Johnson (Virginia State University) and Charlotte Sturm (University of Maryland).

The Meetings Coordinating Committee asks all Steering Committee members to encourage attendance at the Erie Conference.

PLEASE NOTE: CONFERENCE "SPOILER": MCC and the Erie Committees are trying a schedule change. The Caucus Meetings have been moved to Friday afternoon, 3:30pm – 4:00pm, in the hopes of increasing attendance, especially amongst new members. The final Friday "Concurrent Sessions" will run from 4:15pm – 5:45 pm. New Member Orientation will be held Friday morning, 8:30am – 9:00am, prior to Plenary. Don't forget, the more Steering Committee Members at New Member Orientation the merrier.

Erie Program scheduled to go to printer Monday, 28 January 2013.

Fall 2013

When: November 7-9, 2013
Where: Philadelphia, Pennsylvania
Hotel: Hyatt Regency Philadelphia at Penn's Landing
Room rate: $169

Local Arrangements Committee Co-Chairs: Lisa Mangiafico (Soroptimist International) and Valerie-Ann Lutz (American Philosophical Society Library).

Program Committee Co-Chairs: Laurie Rizzo (University of Delaware) and Charles Greifenstein (American Philosophical Society Library).

Spring 2014

When: April 24-26, 2014
Where: Rochester, New York
Hotel: Hyatt Regency Rochester
Room rate: $123

Local Arrangements Committee Co-Chairs: Lori Birrell (University of Rochester) and Brian Keough (University at Albany-SUNY).

Program Committee Co-Chairs: Geof Huth (New York State Archives) and Susan Kline (Syracuse University). Assistant Co-Chair: Geoff Williams (University at Albany-SUNY).

Fall 2014

When: October 16-18, 2014
Where: Baltimore, Maryland
Hotel: Tremont Plaza Hotel
Room rate: $169

Local Arrangements Committee Co-Chairs: Lindsey Loeper (University of Maryland, Baltimore County) and Nadia Nasr (Towson University).

Program Committee Co-Chairs: Laura Drake Davis (American University) and Arian Ravanbakhsh (National Archives & Records Administration).

Spring 2015 Co-meeting with NEA. Wahhooo!!! Contractual details to be worked out.

Where: Location in process – Call for contract going out to hotels in New York City and Brooklyn the week of 28 January 2012. If unsuccessful, a call will be placed to hotels in Hartford, CN and New Haven, CN.

MARAC Program Committee Co-Chair: Sharmila Bhatia (National Archives & Records Administration).

2. **Would like to take the opportunity to remind everyone of the "unsung" heroes of MCC:**

Susan Kline (Syracuse University) and Lindsey Loeper (University of Maryland, Baltimore County) -- Workshop Coordinators.

As mentioned at the Business Breakfast in Richmond, Lindsey and Susan will both be stepping down shortly to work on their respective Conferences. David Ranzan (Salisbury University) is in the line to step in as a Workshop Coordinator. Someone has been approached to become the second member of the team, but has not made a final decision yet.

Don Cornelius (New Jersey Division of Archives and Records Management) -- Vendor Coordinator.

Emily Rafferty (Baltimore Museum of Art) -- Program Editor.

Respectively submitted,
Mary K. Mannix

MARAC
Mid-Atlantic Regional Archives Conference

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

TO: MARAC OFFICERS
STATE CAUCUS REPRESENTATIVES
COMMITTEE CHAIRS
MARAC ADMINISTRATOR
MARAC ARCHIVIST

FROM: JIM GERENCSER, MARAC TREASURER

RE: TREASURER/FINANCE COMMITTEE REPORT

Respectfully submitted to the Steering Committee on Friday, January 25 in advance of the Winter 2013 meeting to be held in Baltimore, MD on February 1, 2013.

1. Highlights of the Second Quarter Treasurer's Report (see attached) are listed below.
   - The income is from membership dues, bank and investment interest, Fall 2012 conference income, MAA advertising and subscriptions, off-meeting workshops, and gifts to operations and the 40th anniversary campaign.
   - Expenses are from administrator's salary, MemberClicks fees, printing and mailing charges, Fall 2012 conference costs, the Custer and Finch Awards, accountant fees, travel and MAI scholarships, office supplies and phone service, annual contribution to the NCH, honoraria to workshop instructors, and credit card transaction fees.

2. Average returns on investment for MARAC's accounts during the previous quarter are listed below.
   - PNC Savings Account – 0.15%
   - Vanguard Bonds – 1.2%

3. Attached is the final financial report for the Fall 2012 meeting in Richmond, VA. Profits exceeded budget by almost $6500, with a total profit of nearly $10,300.

4. Accountant Gordon Novinsky has prepared and filed IRS Tax Form 990 for MARAC for FY2012.

5. Committee and caucus chairs will be asked to send their budget requests to the MARAC Treasurer between March 15 and April 1. A standardized request form will be provided.

MARAC FALL 2012 MEETING **Richmond, VA**

Final Balance Sheet

Category	Budget for 175 Attendees	Final for 358 Attendees
INCOME		
Registration Fees	$21,880.00	$27,545.00
Exhibitor Fees	$9,170.00	$9,680.00
Meals	$6,400.00	$6,914.00
Reception	$600.00	$1,520.00
Tour Fees	$525.00	$430.00
Workshop Fees	$5,000.00	$3,465.00
Total Income	**$43,575.00**	**$49,554.00**
EXPENSES		
Hospitality Suite	$250.00	$274.85
Hotel Expenses	$3,577.00	$4,466.61
LAC Expenses	$250.00	$40.00
Meal Expenses	$21,455.00	$20,534.45
Reception	$6,700.00	$8,318.88
Registration/Program	$4,500.00	$3,774.96
Session/Plenary Speakers	$783.00	$300.00
Tour Expenses	$252.00	$345.00
Workshop Expenses	$2,000.00	$1,219.14
Total Expenses	**$39,767.00**	**$39,273.89**
NET INCOME / PROJECTED PROFIT	**$3,808.00**	**$10,280.11**

MARAC FALL 2012 MEETING Richmond, VA

Proposed Budget - Income Estimates

Category	Cost/Item	Budgeted 275 Attendees	Total	Cost/Item	Actual 358 Attendees	Total
INCOME						
Registration Fees						
Pre-Reg Members	$75.00	180	$13,500.00	$75.00	233	$17,475.00
Pre-Reg Non-Members	$120.00	18	$2,160.00	$120.00	28	$3,360.00
Late Reg Members	$85.00	32	$2,720.00	$85.00	21	$1,785.00
Late Reg Non-Members	$130.00	8	$1,040.00	$130.00	8	$1,040.00
Member, on-site	$95.00	12	$1,140.00	$95.00	12	$1,140.00
Non-member, on-site	$140.00	3	$420.00	$140.00	6	$840.00
Student registration	$40.00	18	$720.00	$40.00	42	$1,680.00
One day (Saturday only)	$45.00	4	$180.00	$45.00	5	$225.00
Total Registration Fees		**275**	**$21,880.00**		**355**	**$27,545.00**
Exhibitor Fees						
Ads	$50.00	5	$250.00	various	2	$500.00
Donations/Sponsorships	$250.00	4	$1,000.00	various	2	$550.00
Rental - 1 Table	$600.00	8	$4,800.00	$600.00	13	$7,800.00
Rental - 2 Tables	$750.00	4	$3,000.00	$750.00	1	$750.00
Electricity	$20.00	6	$120.00	$20.00	4	$80.00
Total Exhibitor Fees			**$9,170.00**			**$9,680.00**
Meals						
Breakfast - Business Mtg.	$20.00	125	$2,500.00	$20.00	100	$2,000.00
Lunch - Friday	$26.00	150	$3,900.00	$26.00	189	$4,914.00
Total Meals			**$6,400.00**			**$6,914.00**
Reception						
Sponsorship	$500.00	1	$500.00	various	2	$1,250.00
Guest Tickets	$10.00	10	$100.00	$10.00	27	$270.00
Total Reception Income			**$600.00**			**$1,520.00**
Tour Fees						
Tour #1	$15.00	15	$225.00	$5.00	19	$95.00
Tour #2	$10.00	15	$150.00	$5.00	18	$90.00
Tour #3	$5.00	15	$75.00	$0.00	38	$0.00
Tour #4	$5.00	15	$75.00	$35.00	7	$245.00
Total Tour Fees			**$525.00**			**$430.00**
Workshop Fees						
Workshop #1	$80.00	20	$1,600.00	$80.00	21	$1,680.00
Workshop #2	$80.00	20	$1,600.00	$80.00	15	$1,200.00
Workshop #3	$45.00	20	$900.00	$45.00	Canceled	$0.00
Workshop #4	$45.00	20	$900.00	$45.00	13	$585.00
Total Workshop Fees			**$5,000.00**			**$3,465.00**
Total Income			**$43,575.00**			**$49,554.00**

MARAC FALL 2012 MEETING **Richmond, VA**

Proposed Budget - Expense Estimates

Category	Cost/Item (Budgeted)	275 Attendees (Budgeted)	Total (Budgeted)	Cost/Item (Actual)	358 Attendees (Actual)	Total (Actual)
EXPENSES						
Hospitality Suite			**$250.00**			**$274.85**
Hotel Expenses						
AV Internet			$100.00			$760.45
AV Equipment Rental			$2,477.00			$2,939.95
Service Charges / Taxes			$0.00			$452.07
Miscellaneous Expenses			$1,000.00			$0.00
Room Rentals			$0.00			$314.14
Total Hotel Expenses			**$3,577.00**			**$4,466.61**
LAC Expenses			**$250.00**			**$40.00**
Meal Expenses						
Breakfast Buffet - Sat	$30.00	125	$3,750.00	$24.00	100	$2,400.00
Continential Breakfast - Fri	$23.00	225	$5,175.00	$20.00	260	$5,200.00
Coffee Breaks Thur (AM & PM)	$13.00	85	$1,105.00	$13.00		$556.00
Coffee Breaks Fri (AM & PM)	$13.00	475	$6,175.00	$13.00		$1,944.00
Lunch - Friday	$35.00	150	$5,250.00	$26.00	189	$4,914.00
Lunch - Vendors	$0.00	0	$0.00	$25.00	16	$400.00
Steering Committee - Th	$35.00	25	$875.00	$35.00		$865.93
Total Meal Expenses			**$21,455.00**			**$15,414.00**
Service Charge & Tax (33%)						**$5,120.45**
Total Meal Expenses						**$20,534.45**
Reception						
Caterer			$5,500.00			$6,254.69
Entertainment/Wine			$0.00			$864.19
Facility Fees			$1,200.00			$1,200.00
Total Reception Costs			**$6,700.00**			**$8,318.88**
Registration/Program						
Program			$4,000.00			$3,564.01
Folders, Badges, etc.			$500.00			$210.95
Total Registration/Program Costs			**$4,500.00**			**$3,774.96**
Session/Plenary Speakers						
Honorium			$600.00			$300.00
Lodging			$0.00			$0.00
Meals			$50.00			$0.00
Travel			$133.00			$0.00
Total Session/Plenary Costs			**$783.00**			**$300.00**
Total Tour Expenses			**$252.00**			**$345.00**
Workshop Expenses						
Honoraria			$900.00			$750.00
Lodging/Meals			$750.00			$314.14
Travel (Speakers)			$250.00			$155.00
Misc. Expenses			$100.00			$0.00
Total Workshop Expenses			**$2,000.00**			**$1,219.14**
Total Expenses			**$39,767.00**			**$34,153.44**

FY 2013, 2nd Quarter (October 1, 2012 to December 31, 2012)

CATEGORY	Budget	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total	% Budget
INCOME							
Membership Dues	$28,500.00	$20,308.00	$8,163.00			$28,471.00	99.90%
Conference Registration	$55,000.00	$26,003.00	$12,335.00			$38,338.00	69.71%
Conference Vendors	$20,000.00	$6,430.00	$3,600.00			$10,030.00	50.15%
Conference Sponsorship	$2,000.00	$500.00	$1,250.00			$1,750.00	87.50%
Publication Advertising	$3,000.00	$540.00	$1,540.00			$2,080.00	69.33%
Publication Sales	$350.00	$35.00	$210.00			$245.00	70.00%
Mailing List Sales	$250.00	$100.00	$0.00			$100.00	40.00%
Off-Meeting Workshops	$7,500.00	$4,190.00	$2,380.00			$6,570.00	87.60%
Bank Interest	$100.00	$33.89	$11.55			$45.44	45.44%
Investment Interest	$4,000.00	$845.38	$223.64			$1,069.02	26.73%
Gifts to Operations	$500.00	$220.00	$65.00			$285.00	57.00%
Gifts to 40th	$4,000.00	$1,151.00	$725.00			$1,876.00	46.90%
Miscellaneous	$0.00	$200.00	$0.00			$200.00	0.00%
Total Income	**$125,200.00**	**$60,556.27**	**$30,503.19**	**$0.00**	**$0.00**	**$91,059.46**	72.73%
EXPENSES							
Administrator	$12,000.00	$4,187.86	$2,846.56			$7,034.42	58.62%
Web Services	$3,000.00	$675.75	$795.00			$1,470.75	49.03%
Archivist	$750.00	$750.00	$0.00			$750.00	100.00%
Accountant	$1,000.00	$0.00	$1,025.00			$1,025.00	102.50%
Advocacy	$1,500.00	$0.00	$1,500.00			$1,500.00	0.00%
Insurance Policy	$1,000.00	$0.00	$0.00			$0.00	0.00%
Phone	$600.00	$146.16	$146.38			$292.54	48.76%
Postage	$1,000.00	$100.25	$1,743.00			$1,843.25	184.33%
Office Supplies	$350.00	$0.00	$236.38			$236.38	67.54%
Food	$4,850.00	$1,696.45	$995.88			$2,692.33	55.51%
Travel	$6,850.00	$2,474.04	$502.89			$2,976.93	43.46%
Equipment	$0.00	$1,096.68	$0.00			$1,096.68	0.00%
Printing and Design	$3,000.00	$48.92	$675.72			$724.64	24.15%
Conference	$69,000.00	$835.00	$38,513.95			$39,348.95	57.03%
Lodging	$1,800.00	$318.09	$156.18			$474.27	26.35%
Honoraria	$3,700.00	$0.00	$1,750.00			$1,750.00	47.30%
Awards and Prizes	$1,300.00	$0.00	$800.00			$800.00	61.54%
Scholarships	$9,000.00	$0.00	$5,540.42			$5,540.42	61.56%
Banking Fees	$4,500.00	$1,752.31	$2,290.84			$4,043.15	89.85%
Investments	$0.00	$0.00	$0.00			$0.00	0.00%
Disaster Assistance	$0.00	$0.00	$0.00			$0.00	0.00%
Miscellaneous	$0.00	$215.00	$92.25			$307.25	0.00%
Total Expenses	**$125,200.00**	**$14,296.51**	**$59,610.45**	**$0.00**	**$0.00**	**$73,906.96**	59.03%
Net Income or (Loss)		$46,259.76	($29,107.26)	$0.00	$0.00	$17,152.50	

Account Balances

PNC Checking	$18,658.94
PNC Savings	$90,918.50
Vanguard Bonds	$75,973.78
Total	$185,551.22

	Opening	Credits	Debits	Closing
Operating	$46,259.76	$30,503.19	($59,610.45)	$17,152.50
Restricted	$111,884.00	$1,555.00	($2,650.00)	$110,789.00
Reserve	$43,820.00	$0.00	$0.00	$43,820.00
Surplus	$13,789.72	$0.00	$0.00	$13,789.72
Totals	$215,753.48	$32,058.19	($62,260.45)	$185,551.22

Summary - Second Quarter FY 2013

Opening Balance	$215,753.48
Total Income	$32,058.19
Total Expenses	($62,260.45)
Closing Balance	$185,551.22

Restricted Funds

PNC Savings	$34,815.22
Vanguard Bonds	$75,973.78
Total	$110,789.00

	Opening	New Gifts	Spending	Closing
Disaster Assist.	$1,348.00	$1,440.00	$2,650.00	$138.00
Education	$105,330.00	$115.00	$0.00	$105,445.00
Finch Award	$5,206.00	$0.00	$0.00	$5,206.00
Totals	$111,884.00	$1,555.00	($2,650.00)	$110,789.00

Form **990**

Department of the Treasury
Internal Revenue Service

Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except black lung benefit trust or private foundation)

► The organization may have to use a copy of this return to satisfy state reporting requirements.

OMB No. 1545-0047

2011

Open to Public Inspection

A For the 2011 calendar year, or tax year beginning Jul 1 **, 2011, and ending** Jun 30 **, 2012**

B Check if applicable:
- [ ] Address change
- [ ] Name change
- [ ] Initial return
- [ ] Terminated
- [ ] Amended return
- [ ] Application pending

C Name of organization: MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE

Doing Business As

Number and street (or P.O. box if mail is not delivered to street addr) Room/suite: P.O. BOX 1773

COPY

City, town or country: CARLISLE State: PA ZIP code + 4: 17013

D Employer Identification Number: 23-7346917

E Telephone number: (717) 422-8171

G Gross receipts $ 131,018.

F Name and address of principal officer: JIM GERENCSER 604 DEVONSHIRE DRIVE CARLISLE PA 17013

H(a) Is this a group return for affiliates? [ ] Yes [X] No

H(b) Are all affiliates included? [ ] Yes [ ] No
If 'No,' attach a list. (see instructions)

I Tax-exempt status [X] 501(c)(3) [ ] 501(c) ( ) ◄ (insert no.) [ ] 4947(a)(1) or [ ] 527

J Website: ► www.marac.info

H(c) Group exemption number ►

K Form of organization: [X] Corporation [ ] Trust [ ] Association [ ] Other ►

L Year of Formation: 1972

M State of legal domicile: PA

Part I Summary

Activities & Governance

1 Briefly describe the organization's mission or most significant activities: THE ORGANIZATION'S MISSION IS TO PROMOTE THE PRESERVATION AND USE OF HISTORICAL INFORMATION. ITS OBJECTIVE IS TO PROMOTE COOPERATION AND COMMUNICATION AMONG INDIVIDUALS INTERESTED IN ARCHIVAL AND MANUSCRIPT MATERIALS.

2 Check this box ► [ ] if the organization discontinued its operations or disposed of more than 25% of its net assets.

3	Number of voting members of the governing body (Part VI, line 1a)	3	16
4	Number of independent voting members of the governing body (Part VI, line 1b)	4	16
5	Total number of individuals employed in calendar year 2011 (Part V, line 2a)	5	0
6	Total number of volunteers (estimate if necessary)	6	75
7a	Total unrelated business revenue from Part VIII, column (C), line 12	7a	0.
b	Net unrelated business taxable income from Form 990-T, line 34	7b	

			Prior Year	Current Year
Revenue	8	Contributions and grants (Part VIII, line 1h)	27,580.	30,441.
	9	Program service revenue (Part VIII, line 2g)	99,922.	98,575.
	10	Investment income (Part VIII, column (A), lines 3, 4, and 7d)	2,310.	2,002.
	11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)		
	12	Total revenue – add lines 8 through 11 (must equal Part VIII, column (A), line 12)	129,812.	131,018.
Expenses	13	Grants and similar amounts paid (Part IX, column (A), lines 1-3)	6,926.	12,564.
	14	Benefits paid to or for members (Part IX, column (A), line 4)		
	15	Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)		
	16a	Professional fundraising fees (Part IX, column (A), line 11e)		
	b	Total fundraising expenses (Part IX, column (D), line 25) ► 0.		
	17	Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	113,985.	110,275.
	18	Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	120,911.	122,839.
	19	Revenue less expenses. Subtract line 18 from line 12	8,901.	8,179.
			Beginning of Current Year	**End of Year**
Net Assets or Fund Balances	20	Total assets (Part X, line 16)	158,861.	168,166.
	21	Total liabilities (Part X, line 26)	0.	0.
	22	Net assets or fund balances. Subtract line 21 from line 20	158,861.	168,166.

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here

Signature of officer ► Date: 10/30/12

JIM GERENCSER TREASURER
Type or print name and title.

Paid Preparer Use Only

Print/Type preparer's name	Preparer's signature	Date	Check [X] if self-employed	PTIN
GORDON G. NOVINSKY, CPA	GORDON G. NOVINSKY, CPA	10/30/12		P01242881

Firm's name ► GORDON G. NOVINSKY CPA, LLC

Firm's address ► 2141 INDUSTRIAL PKWY STE 206 SILVER SPRING MD 20904

Firm's EIN ► 52-1677262

Phone no. (301) 622-1069

May the IRS discuss this return with the preparer shown above? (see instructions) [X] Yes [ ] No

Part III **Statement of Program Service Accomplishments**

Check if Schedule O contains a response to any question in this Part III ☒

1 Briefly describe the organization's mission:

THE ORGANIZATION'S MISSION IS TO
PROMOTE THE PRESERVATION AND USE OF HISTORICAL INFORMATION. ITS OBJECTIVE
See Form 990, Page 2, Part III, Line 1 (continued)

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? ☐ Yes ☒ No

If 'Yes,' describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? ☐ Yes ☒ No

If 'Yes,' describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations and section 4947(a)(1) trusts are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code:) (Expenses $ 69,994. including grants of $ 0.) (Revenue $ 86,514.)

CONFERENCES FOR MEMBERS TO EXCHANGE INFORMATION AND ENCOURAGE PROFESSIONAL INVOLVEMENT OF PERSONS ENGAGED IN THE PRESERVATION AND USE OF HISTORICAL INFORMATION

4b (Code:) (Expenses $ 3,482. including grants of $ 0.) (Revenue $ 3,656.)

QUARTERLY NEWSLETTER AND OTHER PUBLICATIONS DISTRIBUTED TO MEMBERS CONTAINING INFORMATION ON PRESERVATION AND USE OF HISTORICAL MATERIALS

4c (Code:) (Expenses $ 0. including grants of $ 0.) (Revenue $ 8,405.)

VARIOUS COMMITTEES/OUTREACH PROGRAMS AND WORKSHOPS TO PROMOTE SPECIALIZED AREAS AND PROJECTS RELATED TO THE USE AND PRESERVATION OF HISTORIC MATERIALS

4d Other program services. (Describe in Schedule O.)
(Expenses $ 12,564. including grants of $ 12,564.) (Revenue $ 0.)

4e Total program service expenses ► 86,040.

Part IV Checklist of Required Schedules

			Yes	No
1	Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? *If 'Yes,' complete Schedule A*	1	X	
2	Is the organization required to complete *Schedule B, Schedule of Contributors* (see instructions)?	2		X
3	Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? *If 'Yes,' complete Schedule C, Part I*	3		X
4	**Section 501(c)(3) organizations.** Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? *If 'Yes,' complete Schedule C, Part II*	4		X
5	Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? *If 'Yes,' complete Schedule C, Part III*	5		X
6	Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? *If 'Yes,' complete Schedule D, Part I*	6		X
7	Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas or historic structures? *If 'Yes,' complete Schedule D, Part II*	7		X
8	Did the organization maintain collections of works of art, historical treasures, or other similar assets? *If 'Yes,' complete Schedule D, Part III*	8		X
9	Did the organization report an amount in Part X, line 21; serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? *If 'Yes,' complete Schedule D, Part IV*	9		X
10	Did the organization, directly or through a related organization, hold assets in temporarily restricted endowments, permanent endowments, or quasi-endowments? *If 'Yes,' complete Schedule D, Part V*	10		X
11	If the organization's answer to any of the following questions is 'Yes', then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable.			
a	Did the organization report an amount for land, buildings and equipment in Part X, line 10? *If 'Yes,' complete Schedule D, Part VI*	11a		X
b	Did the organization report an amount for investments– other securities in Part X, line 12 that is 5% or more of its total assets reported in Part X, line 16? *If 'Yes,' complete Schedule D, Part VII*	11b		X
c	Did the organization report an amount for investments– program related in Part X, line 13 that is 5% or more of its total assets reported in Part X, line 16? *If 'Yes,' complete Schedule D, Part VIII*	11c		X
d	Did the organization report an amount for other assets in Part X, line 15 that is 5% or more of its total assets reported in Part X, line 16? *If 'Yes,' complete Schedule D, Part IX*	11d		X
e	Did the organization report an amount for other liabilities in Part X, line 25? *If 'Yes,' complete Schedule D, Part X*	11e		X
f	Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? *If 'Yes,' complete Schedule D, Part X*	11f		X
12a	Did the organization obtain separate, independent audited financial statements for the tax year? *If 'Yes,' complete Schedule D, Parts XI, XII, and XIII*	12a		X
b	Was the organization included in consolidated, independent audited financial statements for the tax year? *If 'Yes,' and if the organization answered 'No' to line 12a, then completing Schedule D, Parts XI, XII, and XIII is optional*	12b		X
13	Is the organization a school described in section 170(b)(1)(A)(ii)? *If 'Yes,' complete Schedule E*	13		X
14a	Did the organization maintain an office, employees, or agents outside of the United States?	14a		X
b	Did the organization have aggregate revenues or expenses of more than $10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at $100,000 or more? *If 'Yes,' complete Schedule F, Parts I and IV*	14b		X
15	Did the organization report on Part IX, column (A), line 3, more than $5,000 of grants or assistance to any organization or entity located outside the United States? *If 'Yes,' complete Schedule F, Parts II and IV*	15		X
16	Did the organization report on Part IX, column (A), line 3, more than $5,000 of aggregate grants or assistance to individuals located outside the United States? *If 'Yes,' complete Schedule F, Parts III and IV*	16		X
17	Did the organization report a total of more than $15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? *If 'Yes,' complete Schedule G, Part I (see instructions)*	17		X
18	Did the organization report more than $15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? *If 'Yes,' complete Schedule G, Part II*	18		X
19	Did the organization report more than $15,000 of gross income from gaming activities on Part VIII, line 9a? *If 'Yes,' complete Schedule G, Part III*	19		X
20 a	Did the organization operate one or more hospital facilities? *If 'Yes,' complete Schedule H*	20		X
b	If 'Yes' to line 20a, did the organization attach a copy of its audited financial statements to this return?	20b		

Part IV Checklist of Required Schedules *(continued)*

		Yes	No
21 Did the organization report more than $5,000 of grants and other assistance to governments and organizations in the United States on Part IX, column (A), line 1? *If 'Yes,' complete Schedule I, Parts I and II*	21		X
22 Did the organization report more than $5,000 of grants and other assistance to individuals in the United States on Part IX, column (A), line 2? *If 'Yes,' complete Schedule I, Parts I and III*	22	X	
23 Did the organization answer 'Yes' to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? *If 'Yes,' complete Schedule J*	23		X
24a Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than $100,000 as of the last day of the year, and that was issued after December 31, 2002? *If 'Yes,' answer lines 24b through 24d and complete Schedule K. If 'No,' go to line 25*	24a		X
b Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?	24b		
c Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?	24c		
d Did the organization act as an 'on behalf of' issuer for bonds outstanding at any time during the year?	24d		
25a Section 501(c)(3) and 501(c)(4) organizations. Did the organization engage in an excess benefit transaction with a disqualified person during the year? *If 'Yes,' complete Schedule L, Part I*	25a		X
b Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? *If 'Yes,' complete Schedule L, Part I*	25b		X
26 Was a loan to or by a current or former officer, director, trustee, key employee, highly compensated employee, or disqualified person outstanding as of the end of the organization's tax year? *If 'Yes,' complete Schedule L, Part II*	26		X
27 Did the organization provide a grant or other assistance to an officer, director, trustee, key employee, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity or family member of any of these persons? *If 'Yes,' complete Schedule L, Part III*	27		X
28 Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions for applicable filing thresholds, conditions, and exceptions):			
a A current or former officer, director, trustee, or key employee? *If 'Yes,' complete Schedule L, Part IV*	28a		X
b A family member of a current or former officer, director, trustee, or key employee? *If 'Yes,' complete Schedule L, Part IV*	28b		X
c An entity of which a current or former officer, director, trustee, or key employee (or a family member thereof) was an officer, director, trustee, or direct or indirect owner? *If 'Yes,' complete Schedule L, Part IV*	28c		X
29 Did the organization receive more than $25,000 in non-cash contributions? *If 'Yes,' complete Schedule M*	29		X
30 Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? *If 'Yes,' complete Schedule M*	30		X
31 Did the organization liquidate, terminate, or dissolve and cease operations? *If 'Yes,' complete Schedule N, Part I*	31		X
32 Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? *If 'Yes,' complete Schedule N, Part II*	32		X
33 Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? *If 'Yes,' complete Schedule R, Part I*	33		X
34 Was the organization related to any tax-exempt or taxable entity? *If 'Yes,' complete Schedule R, Parts II, III, IV, and V, line 1*	34		X
35a Did the organization have a controlled entity within the meaning of section 512(b)(13)?	35a		X
b Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? *If 'Yes,' complete Schedule R, Part V, line 2*	35b		X
36 Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? *If 'Yes,' complete Schedule R, Part V, line 2*	36		X
37 Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? *If 'Yes,' complete Schedule R, Part VI*	37		X
38 Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11 and 19? **Note.** All Form 990 filers are required to complete Schedule O	38	X	

Part V Statements Regarding Other IRS Filings and Tax Compliance

Check if Schedule O contains a response to any question in this Part V ☐

			Yes	No
1a Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable	1a 0			
b Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable	1b 0			
c Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?		1c	X	
2a Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return	2a 0			
b If at least one is reported on line 2a, did the organization file all required federal employment tax returns?		2b		
Note. If the sum of lines 1a and 2a is greater than 250, you may be required to *e-file.* (see instructions)				
3a Did the organization have unrelated business gross income of $1,000 or more during the year?		3a		X
b If 'Yes' has it filed a Form 990-T for this year? *If 'No,' provide an explanation in Schedule O*		3b		
4a At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?		4a		X
b If 'Yes,' enter the name of the foreign country: ►				
See instructions for filing requirements for Form TD F 90-22.1, Report of Foreign Bank and Financial Accounts.				
5a Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?		5a		X
b Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?		5b		X
c If 'Yes,' to line 5a or 5b, did the organization file Form 8886-T?		5c		
6a Does the organization have annual gross receipts that are normally greater than $100,000, and did the organization solicit any contributions that were not tax deductible?		6a		X
b If 'Yes,' did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?		6b		
7 **Organizations that may receive deductible contributions under section 170(c).**				
a Did the organization receive a payment in excess of $75 made partly as a contribution and partly for goods and services provided to the payor?		7a		X
b If 'Yes,' did the organization notify the donor of the value of the goods or services provided?		7b		
c Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?		7c		X
d If 'Yes,' indicate the number of Forms 8282 filed during the year	7d			
e Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?		7e		X
f Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?		7f		X
g If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?		7g		
h If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?		7h		
8 **Sponsoring organizations maintaining donor advised funds and section 509(a)(3) supporting organizations.** Did the supporting organization, or a donor advised fund maintained by a sponsoring organization, have excess business holdings at any time during the year?		8		X
9 **Sponsoring organizations maintaining donor advised funds.**				
a Did the organization make any taxable distributions under section 4966?		9a		X
b Did the organization make a distribution to a donor, donor advisor, or related person?		9b		X
10 **Section 501(c)(7) organizations.** Enter:				
a Initiation fees and capital contributions included on Part VIII, line 12	10a			
b Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities	10b			
11 **Section 501(c)(12) organizations.** Enter:				
a Gross income from members or shareholders	11a			
b Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them.)	11b			
12a **Section 4947(a)(1) non-exempt charitable trusts.** Is the organization filing Form 990 in lieu of Form 1041?		12a		
b If 'Yes,' enter the amount of tax-exempt interest received or accrued during the year	12b			
13 **Section 501(c)(29) qualified nonprofit health insurance issuers.**				
a Is the organization licensed to issue qualified health plans in more than one state?		13a		
Note. See the instructions for additional information the organization must report on Schedule O.				
b Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans	13b			
c Enter the amount of reserves on hand	13c			
14a Did the organization receive any payments for indoor tanning services during the tax year?		14a		X
b If 'Yes,' has it filed a Form 720 to report these payments? *If 'No,' provide an explanation in Schedule O*		14b		

Part VI **Governance, Management and Disclosure** *For each 'Yes' response to lines 2 through 7b below, and for a 'No' response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes in Schedule O. See instructions.*

Check if Schedule O contains a response to any question in this Part VI [X]

Section A. Governing Body and Management

			Yes	No
1a Enter the number of voting members of the governing body at the end of the tax year	1a	16		
If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain in Schedule O.				
b Enter the number of voting members included in line 1a, above, who are independent	1b	16		
2 Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee or key employee?		2		X
3 Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors or trustees, or key employees to a management company or other person?		3		X
4 Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?		4		X
5 Did the organization become aware during the year of a significant diversion of the organization's assets?		5		X
6 Did the organization have members or stockholders?		6		X
7a Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?		7a		X
b Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or other persons other than the governing body?		7b		X
8 Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:				
a The governing body?		8a	X	
b Each committee with authority to act on behalf of the governing body?		8b	X	
9 Is there any officer, director or trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? *If 'Yes,' provide the names and addresses in Schedule O*		9		X

Section B. Policies *(This Section B requests information about policies not required by the Internal Revenue Code.)*

		Yes	No
10a Did the organization have local chapters, branches, or affiliates?	10a		X
b If 'Yes,' did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?	10b		
11a Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	11a		X
b Describe in Schedule O the process, if any, used by the organization to review this Form 990.			
12a Did the organization have a written conflict of interest policy? *If 'No,' go to line 13*	12a		X
b Were officers, directors or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	12b		
c Did the organization regularly and consistently monitor and enforce compliance with the policy? *If 'Yes,' describe in Schedule O how this is done*	12c		
13 Did the organization have a written whistleblower policy?	13		X
14 Did the organization have a written document retention and destruction policy?	14		X
15 Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?			
a The organization's CEO, Executive Director, or top management official	15a		X
b Other officers of key employees of the organization	15b		X
If 'Yes' to line 15a or 15b, describe the process in Schedule O. (See instructions.)			
16a Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?	16a		X
b If 'Yes,' did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and taken steps to safeguard the organization's exempt status with respect to such arrangements?	16b		

Section C. Disclosure

17 List the states with which a copy of this Form 990 is required to be filed ►

18 Section 6104 requires an organization to make its Forms 1023 (or 1024 if applicable), 990, and 990-T (501(c)(3)s only) available for public inspection. Indicate how you make these available. Check all that apply.

[X] Own website [ ] Another's website [ ] Upon request

19 Describe in Schedule O whether (and if so, how) the organization makes its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.

20 State the name, physical address, and telephone number of the person who possesses the books and records of the organization:

► JIM GERENCSER 604 DEVONSHIRE DRIVE CARLISLE PA 17013 (717) 422-8171

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors

Check if Schedule O contains a response to any question in this Part VII ☐

Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

1 a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See instructions for definition of 'key employee.'
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than $100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than $100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than $10,000 of reportable compensation from the organization and any related organizations.

List persons in the following order: individual trustees or directors; institutional trustees; officers; key employees; highest compensated employees; and former such persons.

[X] Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and title	(B) Average hours per week (describe hours for related organizations in Schedule O)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee): Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former	(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
(1) EDWARD GALLOWAY CHAIR	5.00			X				0.	0.	0.
(2) MARY MANNIX VICE CHAIR	2.00			X				0.	0.	0.
(3) LAURIE RIZZO SECRETARY	2.00			X				0.	0.	0.
(4) JAMES GERENCSER TREASURER	5.00			X				0.	0.	0.
(5)										
(6)										
(7)										
(8)										
(9)										
(10)										
(11)										
(12)										
(13)										
(14)										

Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees *(cont)*

(A) Name and title	(B) Average hours per week (describe hours for related organizations in Sch O)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee): Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former	(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
(15)										
(16)										
(17)										
(18)										
(19)										
(20)										
(21)										
(22)										
(23)										
(24)										
(25)										
1 b Sub-total ►								0.	0.	0.
c Total from continuation sheets to Part VII, Section A ►										
d Total (add lines 1b and 1c) ►								0.	0.	0.

2 Total number of individuals (including but not limited to those listed above) who received more than $100,000 of reportable compensation from the organization ►

		Yes	No
3 Did the organization list any **former** officer, director or trustee, key employee, or highest compensated employee on line 1a? *If 'Yes,' complete Schedule J for such individual*	3		X
4 For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than $150,000? *If 'Yes' complete Schedule J for such individual*	4		X
5 Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? *If 'Yes,' complete Schedule J for such person*	5		X

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than $100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation

2 Total number of independent contractors (including but not limited to those listed above) who received more than $100,000 in compensation from the organization ►

Part VIII Statement of Revenue

			(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512, 513, or 514
CONTRIBUTIONS, GIFTS, GRANTS AND OTHER SIMILAR AMOUNTS						
1a Federated campaigns	1a					
b Membership dues	1b	28,845.				
c Fundraising events	1c					
d Related organizations	1d					
e Government grants (contributions)	1e					
f All other contributions, gifts, grants, and similar amounts not included above	1f	1,596.				
g Noncash contributions included in lns 1a-1f: $						
h **Total.** Add lines 1a-1f ►			30,441.			
PROGRAM SERVICE REVENUE		Business Code				
2a CONFERENCES		541900	86,514.	86,514.	0.	0.
b PUBLICATIONS/NEWSLETTER		511120	3,656.	3,656.	0.	0.
c WORKSHOPS		541900	8,405.	8,405.	0.	0.
d						
e						
f All other program service revenue						
g **Total.** Add lines 2a-2f ►			98,575.			
OTHER REVENUE						
3 Investment income (including dividends, interest and other similar amounts) ►			2,002.	0.	0.	2,002.
4 Income from investment of tax-exempt bond proceeds ►						
5 Royalties ►						
	(i) Real	(ii) Personal				
6a Gross rents						
b Less: rental expenses						
c Rental income or (loss)						
d Net rental income or (loss) ►						
	(i) Securities	(ii) Other				
7a Gross amount from sales of assets other than inventory						
b Less: cost or other basis and sales expenses						
c Gain or (loss)						
d Net gain or (loss) ►						
8a Gross income from fundraising events (not including . $ of contributions reported on line 1c). See Part IV, line 18	a					
b Less: direct expenses	b					
c Net income or (loss) from fundraising events ►						
9a Gross income from gaming activities. See Part IV, line 19	a					
b Less: direct expenses	b					
c Net income or (loss) from gaming activities ►						
10a Gross sales of inventory, less returns and allowances	a					
b Less: cost of goods sold	b					
c Net income or (loss) from sales of inventory ►						
Miscellaneous Revenue		Business Code				
11a						
b						
c						
d All other revenue						
e **Total.** Add lines 11a-11d ►						
12 **Total revenue.** See instructions ►			131,018.	98,575.	0.	2,002.

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns.
All other organizations must complete column (A) but are not required to complete columns (B), (C), and (D).

Check if Schedule O contains a response to any question in this Part IX ☐

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to governments and organizations in the United States. See Part IV, line 21	500.	500.		
2 Grants and other assistance to individuals in the United States. See Part IV, line 22	12,064.	12,064.		
3 Grants and other assistance to governments, organizations, and individuals outside the United States. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees				
6 Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages				
8 Pension plan accruals and contributions (include section 401(k) and section 403(b) employer contributions)				
9 Other employee benefits				
10 Payroll taxes				
11 Fees for services (non-employees):				
a Management	11,709.	0.	11,709.	0.
b Legal				
c Accounting	1,025.	0.	1,025.	0.
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other				
12 Advertising and promotion				
13 Office expenses	5,020.	3,482.	1,538.	0.
14 Information technology				
15 Royalties				
16 Occupancy	1,070.	0.	1,070.	0.
17 Travel	6,881.	0.	6,881.	0.
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings	69,994.	69,994.	0.	0.
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization				
23 Insurance	900.	0.	900.	0.
24 Other expenses. Itemize expenses not covered above (List miscellaneous expenses in line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a ADVOCACY	1,500.	0.	1,500.	0.
b ARCHIVIST	750.	0.	750.	0.
c POSTAGE	1,689.	0.	1,689.	0.
d BANKING/CREDIT CARD FEES	5,055.	0.	5,055.	0.
e All other expenses	4,682.	0.	4,682.	0.
25 Total functional expenses. Add lines 1 through 24e	122,839.	86,040.	36,799.	0.
26 **Joint costs.** Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here ► ☐ if following SOP 98-2 (ASC 958-720)				

Part X Balance Sheet

Section			(A) Beginning of year		(B) End of year
ASSETS	1	Cash – non-interest-bearing	5,109.	1	2,411.
	2	Savings and temporary cash investments	60,578.	2	90,850.
	3	Pledges and grants receivable, net		3	
	4	Accounts receivable, net		4	
	5	Receivables from current and former officers, directors, trustees, key employees, and highest compensated employees. Complete Part II of Schedule L		5	
	6	Receivables from other disqualified persons (as defined under section 4958(f)(1)), persons described in section 4958(c)(3)(B), and contributing employers and sponsoring organizations of section 501(c)(9) voluntary employees' beneficiary organizations (see instructions)		6	
	7	Notes and loans receivable, net		7	
	8	Inventories for sale or use		8	
	9	Prepaid expenses and deferred charges		9	
	10a	Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D — 10a			
	b	Less: accumulated depreciation — 10b		10c	
	11	Investments – publicly traded securities	93,174.	11	74,905.
	12	Investments – other securities. See Part IV, line 11		12	
	13	Investments – program-related. See Part IV, line 11		13	
	14	Intangible assets		14	
	15	Other assets. See Part IV, line 11		15	
	16	**Total assets.** Add lines 1 through 15 (must equal line 34)	158,861.	16	168,166.
LIABILITIES	17	Accounts payable and accrued expenses	0.	17	0.
	18	Grants payable		18	
	19	Deferred revenue		19	
	20	Tax-exempt bond liabilities		20	
	21	Escrow or custodial account liability. Complete Part IV of Schedule D		21	
	22	Payables to current and former officers, directors, trustees, key employees, highest compensated employees, and disqualified persons. Complete Part II of Schedule L		22	
	23	Secured mortgages and notes payable to unrelated third parties		23	
	24	Unsecured notes and loans payable to unrelated third parties		24	
	25	Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D		25	
	26	**Total liabilities.** Add lines 17 through 25	0.	26	0.
NET ASSETS OR FUND BALANCES		**Organizations that follow SFAS 117, check here ► [X] and complete lines 27 through 29 and lines 33 and 34.**			
	27	Unrestricted net assets	158,861.	27	60,775.
	28	Temporarily restricted net assets		28	
	29	Permanently restricted net assets		29	107,391.
		Organizations that do not follow SFAS 117, check here ► [ ] and complete lines 30 through 34.			
	30	Capital stock or trust principal, or current funds		30	
	31	Paid-in or capital surplus, or land, building, or equipment fund		31	
	32	Retained earnings, endowment, accumulated income, or other funds		32	
	33	Total net assets or fund balances	158,861.	33	168,166.
	34	Total liabilities and net assets/fund balances	158,861.	34	168,166.

Part XI Reconciliation of Net Assets

Check if Schedule O contains a response to any question in this Part XI [X]

1	Total revenue (must equal Part VIII, column (A), line 12)	1	131,018.
2	Total expenses (must equal Part IX, column (A), line 25)	2	122,839.
3	Revenue less expenses. Subtract line 2 from line 1	3	8,179.
4	Net assets or fund balances at beginning of year (must equal Part X, line 33, column (A))	4	158,861.
5	Other changes in net assets or fund balances (explain in Schedule O)	5	1,126.
6	Net assets or fund balances at end of year. Combine lines 3, 4, and 5 (must equal Part X, line 33, column (B))	6	168,166.

Part XII Financial Statements and Reporting

Check if Schedule O contains a response to any question in this Part XII [ ]

			Yes	No
1	Accounting method used to prepare the Form 990: [X] Cash [ ] Accrual [ ] Other If the organization changed its method of accounting from a prior year or checked 'Other,' explain in Schedule O.			
2a	Were the organization's financial statements compiled or reviewed by an independent accountant?	2a	X	
b	Were the organization's financial statements audited by an independent accountant?	2b		X
c	If 'Yes' to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant?	2c		X
	If the organization changed either its oversight process or selection process during the tax year, explain in Schedule O.			
d	If 'Yes' to line 2a or 2b, check a box below to indicate whether the financial statements for the year were issued on a separate basis, consolidated basis, or both: [X] Separate basis [ ] Consolidated basis [ ] Both consolidated and separate basis			
3a	As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?	3a		X
b	If 'Yes,' did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why in Schedule O and describe any steps taken to undergo such audits	3b		

SCHEDULE A
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Public Charity Status and Public Support

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

► **Attach to Form 990 or Form 990-EZ.** ► **See separate instructions.**

OMB No. 1545-0047

2011

Open to Public Inspection

Name of the organization	Employer identification number
MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE	23-7346917

Part I **Reason for Public Charity Status** (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 11, check only one box.)

1 [ ] A church, convention of churches or association of churches described in **section 170(b)(1)(A)(i).**

2 [ ] A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E.)

3 [ ] A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**

4 [ ] A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state: ______

5 [ ] An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II.)

6 [ ] A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**

7 [ ] An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II.)

8 [ ] A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II.)

9 [X] An organization that normally receives: (1) more than 33-1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions – subject to certain exceptions, and (2) no more than 33-1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2).** (Complete Part III.)

10 [ ] An organization organized and operated exclusively to test for public safety. See **section 509(a)(4).**

11 [ ] An organization organized and operated exclusively for the benefit of, to perform the functions of, or carry out the purposes of one or more publicly supported organizations described in section 509(a)(1) or section 509(a)(2). See **section 509(a)(3).** Check the box that describes the type of supporting organization and complete lines 11e through 11h.

a [ ] Type I **b** [ ] Type II **c** [ ] Type III – Functionally integrated **d** [ ] Type III – Other

e [ ] By checking this box, I certify that the organization is not controlled directly or indirectly by one or more disqualified persons other than foundation managers and other than one or more publicly supported organizations described in section 509(a)(1) or section 509(a)(2).

f If the organization received a written determination from the IRS that is a Type I, Type II or Type III supporting organization, check this box . . . . [ ]

g Since August 17, 2006, has the organization accepted any gift or contribution from any of the following persons?

		Yes	No
(i) A person who directly or indirectly controls, either alone or together with persons described in (ii) and (iii) below, the governing body of the supported organization?	11 g (i)		
(ii) A family member of a person described in (i) above?	11 g (ii)		
(iii) A 35% controlled entity of a person described in (i) or (ii) above?	11 g (iii)		

h Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1-9 above or IRC section (see instructions))	(iv) Is the organization in column (i) listed in your governing document? Yes	No	(v) Did you notify the organization in column (i) of your support? Yes	No	(vi) Is the organization in column (i) organized in the U.S.? Yes	No	(vii) Amount of support
(A)									
(B)									
(C)									
(D)									
(E)									
Total									

Part II **Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)**

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ►	(a) 2007	(b) 2008	(c) 2009	(d) 2010	(e) 2011	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any 'unusual grants.')						
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 **Total.** Add lines 1 through 3						
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 **Public support.** Subtract line 5 from line 4						

Section B. Total Support

Calendar year (or fiscal year beginning in) ►	(a) 2007	(b) 2008	(c) 2009	(d) 2010	(e) 2011	(f) Total
7 Amounts from line 4						
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources						
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part IV.)						
11 **Total support.** Add lines 7 through 10						

12 Gross receipts from related activities, etc (see instructions) . . . 12

13 **First five years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** . . . ► ☐

Section C. Computation of Public Support Percentage

14 Public support percentage for 2011 (line 6, column (f) divided by line 11, column (f)) . . . 14 %

15 Public support percentage from 2010 Schedule A, Part II, line 14 . . . 15 %

16a **33-1/3% support test – 2011.** If the organization did not check the box on line 13, and the line 14 is 33-1/3% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization . . . ► ☐

b **33-1/3% support test – 2010.** If the organization did not check a box on line 13 or 16a, and line 15 is 33-1/3% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization . . . ► ☐

17a **10%-facts-and-circumstances test – 2011.** If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the 'facts-and-circumstances' test, check this box and **stop here.** Explain in Part IV how the organization meets the 'facts-and-circumstances' test. The organization qualifies as a publicly supported organization . . . ► ☐

b **10%-facts-and-circumstances test – 2010.** If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the 'facts-and-circumstances' test, check this box and **stop here.** Explain in Part IV how the organization meets the 'facts-and-circumstances' test. The organization qualifies as a publicly supported organization . . . ► ☐

18 **Private foundation.** If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions . . . ► ☐

Part III **Support Schedule for Organizations Described in Section 509(a)(2)**

(Complete only if you checked the box on line 9 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal yr beginning in) ►	(a) 2007	(b) 2008	(c) 2009	(d) 2010	(e) 2011	(f) Total
1 Gifts, grants, contributions and membership fees received. (Do not include any 'unusual grants.')	57,202.	33,013.	24,006.	27,580.	30,441.	172,242.
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose	64,157.	89,515.	58,038.	99,922.	98,575.	410,207.
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 **Total.** Add lines 1 through 5	121,359.	122,528.	82,044.	127,502.	129,016.	582,449.
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of $5,000 or 1% of the amount on line 13 for the year						
c Add lines 7a and 7b						
8 **Public support** (Subtract line 7c from line 6.)						582,449.

Section B. Total Support

Calendar year (or fiscal yr beginning in) ►	(a) 2007	(b) 2008	(c) 2009	(d) 2010	(e) 2011	(f) Total
9 Amounts from line 6	121,359.	122,528.	82,044.	127,502.	129,016.	582,449.
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources	3,091.	4,450.	2,713.	2,310.	2,002.	14,566.
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b	3,091.	4,450.	2,713.	2,310.	2,002.	14,566.
11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part IV.)						
13 **Total support.** (Add lns 9, 10c, 11, and 12.)	124,450.	126,978.	84,757.	129,812.	131,018.	597,015.

14 **First five years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** ► ☐

Section C. Computation of Public Support Percentage

15 Public support percentage for 2011 (line 8, column (f) divided by line 13, column (f))	15	97.56 %
16 Public support percentage from 2010 Schedule A, Part III, line 15	16	97.23 %

Section D. Computation of Investment Income Percentage

17 Investment income percentage for **2011** (line 10c, column (f) divided by line 13, column (f))	17	2.44 %
18 Investment income percentage from **2010** Schedule A, Part III, line 17	18	2.77 %

19a **33-1/3% support tests – 2011.** If the organization did not check the box on line 14, and line 15 is more than 33-1/3%, and line 17 is not more than 33-1/3%, check this box and **stop here.** The organization qualifies as a publicly supported organization ► ☒

b **33-1/3% support tests – 2010.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33-1/3%, and line 18 is not more than 33-1/3%, check this box and **stop here.** The organization qualifies as a publicly supported organization ► ☐

20 **Private foundation.** If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions ► ☐

Part IV **Supplemental Information.** Complete this part to provide the explanations required by Part II, line 10; Part II, line 17a or 17b; and Part III, line 12. Also complete this part for any additional information. (See instructions).

SCHEDULE I
(Form 990)

Department of the Treasury
Internal Revenue Service

Grants and Other Assistance to Organizations, Governments, and Individuals in the United States

Complete if the organization answered 'Yes' to Form 990, Part IV, lines 21 or 22.
► Attatch to Form 990.

OMB No. 1545-0047
2011
Open to Public Inspection

Name of the organization: MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE

Employer identification number: 23-7346917

Part I General Information on Grants and Assistance

1 Does the organization maintain records to substantiate the amount of the grants or assistance, the grantees' eligibility for the grants or assistance, and the selection criteria used to award the grants or assistance? . . . . . . [X] Yes [ ] No

2 Describe in Part IV the organization's procedures for monitoring the use of grant funds in the United States.

Part II Grants and Other Assistance to Governments and Organizations in the United States.

Complete if the organization answered 'Yes' to Form 990, Part IV, line 21 for any recipient that received more than $5,000. Check this box if no one recipient received more than $5,000. Part II can be duplicated if additional space is needed . . . . . . ► [ ]

1 (a) Name and address of organization or government	(b) EIN	(c) IRC section if applicable	(d) Amount of cash grant	(e) Amount of non-cash assistance	(f) Method of valuation (book, FMV, appraisal, other)	(g) Description of non-cash assistance	(h) Purpose of grant or assistance
(1)							
(2)							
(3)							
(4)							
(5)							
(6)							
(7)							
(8)							

2 Enter total number of section 501(c)(3) and government organizations listed in the line 1 table . . . . . . ►

3 Enter total number of other organizations listed in the line 1 table . . . . . . ►

Part III Grants and Other Assistance to Individuals in the United States. Complete if the organization answered 'Yes' to Form 990, Part IV, line 22. Part III can be duplicated if additional space is needed.

(a) Type of grant or assistance	(b) Number of recipients	(c) Amount of cash grant	(d) Amount of non-cash assistance	(e) Method of valuation (book, FMV, appraisal, other)	(f) Description of non-cash assistance
1 FINDING AID AWARDS	2	250.			
2 ARLINE CUSTER AWARDS	2	350.			
3 MEETINGS/TRAVEL SCHOLARSHIPS	18	5,396.			
4 MODERN ARCHIVES INST SCHOLARSHIP	5	4,568.			
5 HONORARIA	3	1,500.			
6					
7					

Part IV Supplemental Information. Complete this part to provide the information required in Part I, line 2, and any other additional information.

Pt I Line 2 FOR SCHOLARSHIPS, RECIPIENTS ARE REQUIRED TO BE NEW MEMBERS OF MID-ATLANTIC REGIONAL

Pt I Line 2 ARCHIVES CONFERENCE AND BE NEW TO THE PROFESSION. THE EDUCATIONAL COMMITTEE REVIEWS

Pt I Line 2 APPLICATIONS AND MAKES GRANTS FOR MEETING ATTENDANCE OR TUITION.

Pt I Line 2 AWARDS ARE GRANTED FOR DISTINGUISHED SERVICE, PREPARATION OF FINDING AIDS AND

Pt I Line 2 PUBLISHING. A MARAC COMMITTEE REVIEWS QUALIFICATIONS OF RECIPIENTS AND GRANTS THE

Pt I Line 2 AWARD AT THE SEMIANNUAL CONFERENCES

SCHEDULE O
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on Form 990 or 990-EZ or to provide any additional information.
► Attach to Form 990 or 990-EZ.

OMB No. 1545-0047

2011

Open to Public Inspection

Name of the organization	Employer identification number
MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE	23-7346917

Pt VI, Line 11a	A REVIEW OF FORM 990 IS CONDUCTED BY AN OFFICER (NORMALLY THE TREASURER) OF THE ORGANIZATION PRIOR TO FILING F990
Pt VI, Line 19	THE ORGANIZATION DOES NOT MAKE ITS GOVERNING DOCUMENTS, CONFLICT OF INTEREST POLICY AND FINANCIAL STATEMENTS AVAILABLE TO THE PUBLIC
Pt XI	INCREASE IN RESTRICTED FUNDS ACCOUNT BALANCE

Form **8879-EO**

Department of the Treasury
Internal Revenue Service

IRS *e-file* Signature Authorization for an Exempt Organization

For calendar year 2011, or fiscal year beginning Jul 1, 2011, and ending Jun 30, 2012.

► **Do not send to the IRS. Keep for your records.**
► **See instructions.**

OMB No. 1545-1878

2011

Name of exempt organization: MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE

Employer identification number: 23-7346917

Name and title of officer: JIM GERENCSER TREASURER

Part I Type of Return and Return Information (Whole Dollars Only)

Check the box for the return for which you are using this Form 8879-EO and enter the applicable amount, if any, from the return. If you check the box on line **1a, 2a, 3a, 4a,** or **5a,** below, and the amount on that line for the return being filed with this form was blank, then leave line **1b, 2b, 3b, 4b,** or **5b,** whichever is applicable, blank (do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. **Do not** complete more than 1 line in Part I.

1a Form 990 check here .... ► [X]	**b Total revenue,** if any (Form 990, Part VIII, column (A), line 12)	**1b**	131,018.
2a Form 990-EZ check here ..... ► [ ]	**b Total revenue,** if any (Form 990-EZ, line 9)	**2b**	
3a Form 1120-POL check here ...... ► [ ]	**b Total tax** (Form 1120-POL, line 22)	**3b**	
4a Form 990-PF check here ..... ► [ ]	**b Tax based on investment income** (Form 990-PF, Part VI, line 5)	**4b**	
5a Form 8868 check here ... ► [ ]	**b Balance Due** (Form 8868, Part I, line 3c or Part II, line 8c)	**5b**	

Part II Declaration and Signature Authorization of Officer

Under penalties of perjury, I declare that I am an officer of the above organization and that I have examined a copy of the organization's 2011 electronic return and accompanying schedules and statements and to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the organization's electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the organization's return to the IRS and to receive from the IRS **(a)** an acknowledgement of receipt or reason for rejection of the transmission, **(b)** the reason for any delay in processing the return or refund, and **(c)** the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the organization's federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the organization's electronic return and, if applicable, the organization's consent to electronic funds withdrawal.

Officer's PIN: check one box only

[ ] I authorize ____________________ (ERO firm name) to enter my PIN ________ (Enter five numbers, but do not enter all zeros) as my signature on the organization's tax year 2011 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

[X] As an officer of the organization, I will enter my PIN as my signature on the organization's tax year 2011 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Officer's signature ► ____________________ Date ► 10/30/2012

Part III Certification and Authentication

ERO's EFIN/PIN. Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN .... 52828420904 (**do not enter all zeros**)

I certify that the above numeric entry is my PIN, which is my signature on the 2011 electronically filed return for the organization indicated above. I confirm that I am submitting this return in accordance with the requirements of **Pub 4163,** Modernized e-File (MeF) Information for Authorized IRS *e-file* Providers for Business Returns.

ERO's signature ► ____________________ Date ► 10/30/2012

ERO Must Retain This Form — See Instructions
Do Not Submit This Form To the IRS Unless Requested To Do So

Schedule O (Form 990), Supplemental Information to Form 990
Form 990, Page 2, Part III, Line 1 (continued)

Briefly describe the organization's mission:
IS TO PROMOTE COOPERATION AND COMMUNICATION AMONG INDIVIDUALS INTERESTED IN ARCHIVAL AND MANUSCRIPT MATERIALS.

Schedule O (Form 990), Supplemental Information to Form 990
Form 990, Page 2, Part III, Line 4d (continued)

Describe the exempt purpose achievements for each of the organization's other program services. Section 501(c)(3) and (4) organizations and 4947(a)(1) trusts are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

Code:	Description:	GRANTS, AWARDS AND SCHOLARSHIPS GIVEN TO MARAC MEMBERS
Expenses	12,564.	AND RELATED PERSONS AND ORGANIZATIONS. AWARDS GRANTED
Grants Of	12,564.	TO PROMOTE MARAC'S PROGRAM SERVICES. (SEE SCHEDULE I)
Revenue . .	0.	

February 1, 2013

TO: MARAC STEERING COMMITTEE

FROM: HOLLY OTT, MARAC ADMINISTRATOR

RE: ADMINISTRATOR'S REPORT

Submitted to the Steering Committee on Thursday, February 1, 2013, in Baltimore, Maryland.

Membership Statistics

There are currently 1012 active members (as of January 31, 2013):
883 Regular Members
25 Retired Members
104 Student Members

**This list of active members includes members who have paid dues for the 2012-2013 membership year*

Membership Statistics Comparison

	2011 (As reported 1/31/11)	2012 (As reported 1/31/12)	2013 (As reported 1/31/13)
Regular Members	715	794	883
Retired Members	30	27	25
Student Members	59	84	104
Total Members	**804**	**905**	**1012**

The current state caucus memberships are as follows:
DC: 181
Delaware: 49
Maryland: 190
New Jersey: 124
New York: 205
Pennsylvania: 219
Virginia: 199
West Virginia: 15

State Caucus Membership Statistics Comparison

	2011 (As reported 1/31/11)	2012 (As reported 1/31/12)	2013 (As reported 1/31/13)
DC Caucus	124	147	181
Delaware Caucus	37	42	49
Maryland Caucus	151	158	190
New Jersey Caucus	122	132	124
New York Caucus	177	194	205
Pennsylvania Caucus	201	215	219
Virginia Caucus	116	151	199
West Virginia Caucus	10	14	15

Number of new membership applications received and entered into database:

October 2012: 53
November 2012: 17
December 2012: 10
January 2013: 24

Additional Information

MARAC Spring Conference: Planning for the MARAC Spring 2013 Conference in Erie, PA, has begun and will continue through the upcoming months.

MARAC Elections: The MARAC Administrator will be working with the Nominations and Elections Committee, as well as the Electronic Resources Committee, for the upcoming spring election.

MARAC Archivist Report
January/2013
(for the Winter Steering Committee meeting, Baltimore, MD)

I have commenced the processing of reviewing and sorting out various accretions to the MARAC Archives that have been received in the last five years or so, working towards melding these into the core archival collection and updating the MARAC finding aid accordingly. To an increasing degree, answers to reference queries about the MARAC Archives are to be found in this recently-accessioned information.

I still continue to work on wrapping up a summary compilation of all the changes to MARAC's bylaws from 2008 to the present; this follows on good work that Laura Drake Davis did in compiling much of this information in 2011. This work needs to be completed so that our webmaster can present current bylaws on the MARAC website.

I was a pleasure to be so directly involved in the MARAC meeting in Richmond—as a presenter, as one who assisted in the initial development of a database of MARAC papers within our digital repository at the University of Maryland Libraries, and to in playing a supporting role for Local Arrangements (e.g., helping to provide "archival" visuals at the State House reception). As a side benefit, I also renewed my contacts with the founders of MARAC (all three still alive and kicking)—Mary Boccaccio, Frank Evans, and Elsie Freeman Finch.

Lauren Brown
MARAC Archivist
University of Maryland