

MARAC Chair's Report
Fall 2011 Steering Committee Meeting
October 20, 2011

Appointments

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

- Appointed Laurie Rizzo to the Education Committee (Spring 2011-2013).
- Appointed Andrew Cassidy-Amstutz as DC Caucus Chair (thru Spring 2012) to fulfill the vacancy due to resignation of Yvonne Carignan.
- Appointed Sarah Malcolm, Natalie Baur and Lori Birrell to the Outreach Committee (Fall 2011-Fall 2013).

All committees have a full complement of members except for Development (2 open spots) and Education (3 open spots).

MARAC Disaster Assistance Fund

I sent a plea to MARAC members to consider contributing to the Disaster Assistance Fund, and reminded members that they should consider applying for assistance, especially if their institution was affected by Hurricanes Irene and Lee. I signed a letter drafted by the Development Committee to vendors soliciting disaster assistance funds (this resulted in at least one donation of \$500).

MARAC received three applications and one inquiry:

- Steering awarded \$200 for supplies to the Museum of the Confederacy (Richmond, VA).
- Steering awarded \$2,000 for supplies and volunteer costs to Old Fort Johnson managed by the Montgomery County Historical Society (Fort Johnson, NY).
- Received an application from the Slate Valley Museum (NY) but asked for budget clarification (pending).
- Received an inquiry from The Lawrence School (NJ) but MARAC Officers determined they were ineligible because the records in question were not yet in the custody of the Lawrenceville School Archives.

Since this was the first time MARAC had received applications to the disaster assistance fund since it was inaugurated, I plan on appointing an ad hoc task force to review/revise the guidelines based on what we learned.

Digitization of Technical Leaflets

It was agreed at the summer Steering meeting to proceed with making digital copies of MARAC's technical leaflets and miscellaneous publications freely available online. Since I volunteered to have the material digitized, I received copies of MARAC Technical Leaflets (#2-6, #8-11) and three "occasional" publications from Linda Miller, and submitted them to Pitt's Digital Research Library for digitization and OCR.

I subsequently submitted the PDFs to the MARAC webmaster for mounting on the website; after having done this, I should have first sent them to Publications Committee for review (mea culpa). Before any general announcement is made about the publications being available online, I will see that any problems noted by Publications are corrected.

Strategic Plan

As discussed at the summer Steering meeting, it was agreed that I would work with the Members-at-Large to revise/update the remaining portions of MARAC's Strategic Plan. I sent shared several drafts of the plan in an attempt to streamline the document. This draft will be discussed with Steering at the Fall meeting.

Other Activities

- Wrote "From the Chair" column for Fall MAA issue.
- Submitted Nominations and Elections Committee bylaw amendment for publication in Fall MAA issue.
- Asked ERC to temporarily remove MARAC's Site of the Month on website since it had not been updated since June 2009; Outreach is not interested in keeping it updated at the moment.
- Asked to consider if MARAC will support an SAA draft report from the Reappraisal and Deaccessioning Development and Review Team; will submit and discuss with Steering.
- Contacted by SAA President Gregor Trinkaus-Randall who is interested in seeing meaningful cooperation and collaboration between SAA and regional associations; will discuss with Steering.

Respectfully submitted,

Ed Galloway
MARAC Chair

MARAC Strategic Plan – DRAFT

Revised by Ed Galloway (MARAC Chair) and Members-at-Large, October 2011

Adopted by the Steering Committee on [date]. The committee will review the plan annually to ensure that MARAC continues to meet its Core Values.

Vision Statement

To promote and sustain the Mid-Atlantic archival community by providing exceptional and affordable conferences and professional development and educational opportunities, thereby fostering collegiality, collaboration and professionalism.

Core Values

MARAC is committed to:

- Promoting and upholding professional standards, practices, and ethics.
- Providing high quality programming and resources at a good value.
- Encouraging community and collegiality within the archival and history communities and among their patrons and users.
- Facilitating continuous skill improvement, professional development, and education.
- Promoting the preservation, use and professional management of archival collections and institutions in the Mid-Atlantic region.

Mission

To provide archival advocacy and educational opportunities for MARAC members.

Objectives

1. The membership will benefit from an organization that is dedicated to diversity, affordability, and collegiality, while upholding professionalism for the archival community.

Strategies:

- Seek ways of increasing membership so that MARAC represents a diverse professional organization.
- Maintain organization's affordability by redirecting print publication expenses to electronic publications and seeking corporate sponsorships.
- Increase and encourage active participation of the membership by announcing participation opportunities at every MARAC meeting, through the MARAC website and in *MAA*.
- Enhance and demonstrate professionalism of members by contributing practical/scholarly articles to *MAA*.

2. Members will have educational opportunities to advance their archival knowledge and skills.

Strategies:

- Diversify workshop offerings at conferences to give members expanded choices.
 - Seek opportunities to publish relevant and timely publications (technical leaflets, occasional papers, etc.) on new and emerging topics in archival enterprise.
 - Offer more scholarship to graduate students and new professionals in order to attend MARAC conferences and/or sponsored workshops.
 - Partner with other regional archival groups to host joint conferences.
 - Seek networking opportunities in MARAC and within state caucuses.
 - Review the current conference model to determine if it is meeting member needs.
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3. The public will understand the value of historical records, the archival profession and the importance of increased support for archival repositories.

Strategies:

- Increase awareness of archival issues and the profession by supporting and promoting Archives Week/Month activities.

Dear Edward:

I'm writing as a member of the SAA Reappraisal and Deaccessioning Development and Review Team, to you in your capacity as MARAC Chair. Since 2009, we have been working to develop guidelines for best practices related to reappraisal and deaccessioning in archival collections. We have completed a draft of the guidelines, which will be submitted to SAA standards committee for approval and recommendation for full approval by SAA Council.

Part of the documentation we are asked to submit to the standards committee is support for the guidelines from allied organizations. Would MARAC be willing to write a letter of support for the guidelines? The letter would simply need to state that MARAC supports adoption of the guidelines.

The complete draft of the guideline is available online at <http://www2.archivists.org/sites/all/files/GuidelinesForReappraisalAndDeaccessioningDRAFT.pdf>. The letter can be submitted to our chair, Laura Uglean Jackson, at luglean@uwyo.edu or via post at University Archives and Records Management Program, American Heritage Center, University of Wyoming, Dept. 3924, 1000 E. University Ave, Laramie, WY, 82071. We ask that you submit letters by January 6, 2012.

Should you have any questions or comments about the guidelines, or the letter, you can contact me or Laura. Thank you for your time and consideration.

Sincerely,
Chela

Chela Scott Weber
Associate Head for Archival Collections
Tamiment Library & Robert F. Wagner Labor Archives
New York University Libraries
212.998.2631 | chela.weber@nyu.edu

Regional Archival Association Presidents,

I know that this is just a small number of the regional archival organizations, but I could not email everyone. You are a strong sampling of the most active organizations. If you feel that someone else should be included, please forward this email along.

One of the themes that I noted in my SAA Address was the issue of cooperation and collaboration between institutions and between organizations (archival and non-archival). Included in that discussion was the possibility that the Regionals and SAA could cooperate or collaborate on a variety of potential areas for the benefit of the profession. Nancy Beaumont has since brought to my attention that in an August 2007 SAA Strategic Planning session there was a suggestion to bring together archival organizations to take a look at how they might serve the profession by working together, i.e. cooperation and potentially collaboration. With this in mind, Nancy and I have been discussing the possibility of holding a Forum at SAA to do just that – bring together representatives of the Regionals and SAA to examine ways in which cooperative activities could be undertaken (not federation!). There would be no foregone conclusions, but it seems that there may well be a number of areas in which the profession, the members, and the organizations could benefit from such a discussion. I feel strongly that this needs to be a two-way street. Everyone has something to offer. We would develop an agenda so that it would not be just a freewheeling discussion with no focus. It would also have a moderator.

I am emailing you because I would like your input to several items.

1. Would a half-day or a whole day be more appropriate?
2. Would Tuesday morning or afternoon (or all day) be feasible?
3. Would Wednesday be better?
4. What would it take to get Regional representatives to attend?
5. Any suggestions for a moderator/facilitator?
6. What topics do you feel would be good starting points for discussion?
7. Other issues that you feel should be addressed or worked out ahead of time.

Thank you for your input. If you could get back to me and copy Nancy by November 1 at the latest, this will facilitate our moving forward. (Nancy, if you need responses before November 1 regarding scheduling, etc. please everyone know).

Gregor Trinkaus-Randall
SAA President, 2011-2012

MARAC

Mid-Atlantic Regional Archives Conference

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

October 20, 2011

TO: MARAC STEERING COMMITTEE

FROM: HOLLY OTT, MARAC ADMINISTRATOR

RE: ADMINISTRATOR'S REPORT

Submitted to the Steering Committee on Thursday, October 20, 2011, in Bethlehem, Pennsylvania.

Membership Statistics

There are currently 769 active members (as of October 9, 2011):

680 Regular Members
23 Retired Members
66 Student Members

**This list of active members includes members who have paid dues for the 2011-2012 membership year. In addition to these profiles, approximately 254 member profiles for those who have not yet paid membership dues are still active, but will be set to inactive on October 30, 2011 (unless membership dues are paid).*

Membership Statistics Comparison

	2010 (As reported 11/11/10)	2011 (As reported 10/9/11)
Regular Members	678	680
Retired Members	30	23
Student Members	53	66
Total Members	761	769

The current state caucus memberships are as follows:

DC: 127
Delaware: 40
Maryland: 136
New Jersey: 111
New York: 159
Pennsylvania: 185
Virginia: 128
West Virginia: 11

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

**Also, please note that state caucus membership numbers only include member profiles of those who have paid dues for the 2011-2012 membership year. A search in MemberClicks may yield higher results, but again, 254 member profiles (members who have not paid dues) will be set to inactive at the end of the month.*

State Caucus Membership Statistics Comparison

	2010 (As reported 11/11/10)	2011 (As reported 10/9/11)
DC Caucus	115	127
Delaware Caucus	36	40
Maryland Caucus	133	136
New Jersey Caucus	114	111
New York Caucus	169	159
Pennsylvania Caucus	187	185
Virginia Caucus	106	128
West Virginia Caucus	10	11

Number of new membership applications received and entered into database:

July 2011: 12

August 2011: 49

September 2011: 29

October 2011 (As of October 9, 2011): 6

Vice Chair\MCC Report
Mary K. Mannix
18 October 2011

Present Meeting Update:
Bethlehem, PA
264 pre-registered attendees (as of 10/5/2011)

Upcoming Meetings

Spring 2012

When: April 12-14, 2012

Where: Cape May, New Jersey

Hotel: Congress Hall

Room rate: \$159

Local Arrangements Committee Co-Chairs: Rita Fulginiti and Diana Hevener

Program Committee Co-Chairs: Bob Golon and Alan Delozier

Fall 2012

Status: Contract Signed

When: October 24-27, 2012

Where: Richmond, VA (our fourth visit to this fair city)

Hotel: Omni Richmond Hotel

Room Rate: \$139

Local Arrangements Committee First Co-Chair: Jodi Koste (no surprise there)

Spring 2013:

Status: Contract Requested

When: Hoping for late April

Where: Erie, PA

Hotel: Sheraton Erie Bayfront Hotel with Bayfront Convention Center

Room Rate: Possibly \$139 or \$149

Local Arrangements Committee First Co-Chair: Jane Ingold (has the beginnings of a committee)

Note: Bicentennial Celebration of the Battle of Lake Erie

Fall 2013:

Status: Approached by Interested Members, ViceChair will be attending WVA Caucus Meeting to Discuss

Where: Eastern West Virginia Under Consideration

Note: Sesquicentennial of Statehood

Spring 2014:

Status: Approached by Interested Member, Will be Requesting Proposals

Where: Rochester, New York

Local Arrangements Committee Probable First Co-Chair: Lori Satter

Fall 2014 – Maybe dual meeting with NEA

Status: Will be Requesting Proposals

Where: Springfield, MA

MARAC

Mid-Atlantic Regional Archives Conference

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

October 19, 2011

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

FROM: JIM GERENCSEK, MARAC TREASURER

RE: TREASURER/FINANCE COMMITTEE REPORT

Respectfully submitted to the Steering Committee on Monday, October 17, 2011 in advance of the Fall 2011 meeting in Bethlehem, Pennsylvania, when the Committee will meet on Thursday, October 20, 2011.

1. Highlights of the First Quarter Treasurer's Report (see attached) are listed below.
 - Income is primarily from membership dues, contributions to various restricted funds, bank and investment interest, mailing list sales, publication advertising, and Fall 2011 conference income.
 - Expenses are from MemberClicks charges, administrator salary, phone and postage charges, banking fees, Steering Committee business, the MAI / Leonard Rapport Scholarship Award, and the MARAC Archivist.
2. Average returns on investment for MARAC's accounts during the previous quarter (rounded to the nearest tenth of a percent) are listed below.
 - PNC Savings Account – 0.2%
 - PNC Certificate of Deposit – 0.9%
 - Vanguard Bonds – 1.8%
3. The Cape May, NJ (Spring 2012) budget is being presented for the review and approval of Steering Committee.
4. The accountant for MARAC has received all necessary paperwork for preparation of taxes for Fiscal 2011. The taxes should be filed within the next month.

FY 2012, 1st Quarter (July 1, 2011 to September 30, 2011)

<u>CATEGORY</u>	<u>Budget</u>	<u>1st Quarter</u>	<u>2nd Quarter</u>	<u>3rd Quarter</u>	<u>4th Quarter</u>	<u>Total</u>	<u>% Budget</u>
INCOME							
Membership Dues	\$28,500.00	\$20,686.00				\$20,686.00	72.58%
Conference Registration	\$55,000.00	\$25,710.00				\$25,710.00	46.75%
Conference Vendors	\$20,000.00	\$6,972.00				\$6,972.00	34.86%
Conference Sponsorship	\$2,000.00	\$1,500.00				\$1,500.00	75.00%
Publication Advertising	\$3,000.00	\$210.00				\$210.00	7.00%
Publication Sales	\$350.00	\$65.00				\$65.00	18.57%
Mailing List Sales	\$250.00	\$100.00				\$100.00	40.00%
Off-Meeting Workshops	\$3,000.00	\$0.00				\$0.00	0.00%
Bank Interest	\$300.00	\$72.30				\$72.30	24.10%
Investment Interest	\$3,000.00	\$336.63				\$336.63	11.22%
Gifts to Operations	\$500.00	\$113.00				\$113.00	22.60%
Gifts to 40th	\$4,000.00	\$0.00				\$0.00	0.00%
Miscellaneous	\$0.00	\$0.00				\$0.00	0.00%
Total Income	\$119,900.00	\$55,764.93	\$0.00	\$0.00	\$0.00	\$55,764.93	46.51%
EXPENSES							
Administrator	\$12,000.00	\$2,910.94				\$2,910.94	24.26%
Web Services	\$3,000.00	\$655.59				\$655.59	21.85%
Archivist	\$750.00	\$750.00				\$750.00	100.00%
Accountant	\$1,000.00	\$0.00				\$0.00	0.00%
Advocacy	\$1,500.00	\$0.00				\$0.00	0.00%
Insurance Policy	\$1,000.00	\$0.00				\$0.00	0.00%
Phone	\$600.00	\$144.63				\$144.63	24.11%
Postage	\$800.00	\$37.00				\$37.00	4.63%
Office Supplies	\$750.00	\$0.00				\$0.00	0.00%
Food	\$2,450.00	\$339.00				\$339.00	13.84%
Travel	\$3,550.00	\$1,557.07				\$1,557.07	43.86%
Equipment	\$0.00	\$960.44				\$960.44	0.00%
Printing and Design	\$3,000.00	\$0.00				\$0.00	0.00%
Conference	\$69,000.00	\$3,157.73				\$3,157.73	4.58%
Lodging	\$1,700.00	\$105.45				\$105.45	6.20%
Honoraria	\$1,300.00	\$0.00				\$0.00	0.00%
Awards and Prizes	\$1,300.00	\$0.00				\$0.00	0.00%
Scholarships	\$11,700.00	\$584.36				\$584.36	4.99%
Banking Fees	\$4,500.00	\$1,132.44				\$1,132.44	25.17%
Investments	\$0.00	\$0.00				\$0.00	0.00%
Disaster Assistance	\$0.00	\$0.00				\$0.00	0.00%
Miscellaneous	\$0.00	\$0.00				\$0.00	0.00%
Total Expenses	\$119,900.00	\$12,334.65	\$0.00	\$0.00	\$0.00	\$12,334.65	10.29%
Net Income or (Loss)		\$43,430.28	\$0.00	\$0.00	\$0.00	\$43,430.28	

Account Balances

			<u>Opening</u>	<u>Credits</u>	<u>Debits</u>	<u>Closing</u>
PNC Checking	\$28,983.47	Operating	\$0.00	\$55,764.93	(\$12,334.65)	\$43,430.28
PNC Savings	\$80,620.21	Restricted	\$106,266.00	\$3,053.00	(\$2,200.00)	\$107,119.00
PNC CDs	\$20,070.03	Reserve	\$41,965.00	\$0.00	\$0.00	\$41,965.00
Vanguard Bonds	\$73,470.62	Surplus	\$10,630.05	\$0.00	\$0.00	\$10,630.05
Total	\$203,144.33	Totals	\$158,861.05	\$58,817.93	(\$14,534.65)	\$203,144.33

Summary - First Quarter FY 2012

Opening Balance	\$158,861.05
Total Income	\$58,817.93
Total Expenses	<u>(\$14,534.65)</u>
Closing Balance	\$203,144.33

Restricted Funds

			<u>Opening</u>	<u>New Gifts</u>	<u>Spending</u>	<u>Closing</u>
PNC Savings	\$13,578.35	Disaster Assist.	\$1,170.00	\$2,129.00	\$2,200.00	\$1,099.00
PNC CDs	\$20,070.03	Education	\$100,016.00	\$879.00	\$0.00	\$100,895.00
Vanguard Bonds	\$73,470.62	Finch Award	\$5,080.00	\$45.00	\$0.00	\$5,125.00
Total	\$107,119.00	Totals	\$106,266.00	\$3,053.00	(\$2,200.00)	\$107,119.00

Proposed Budget

Category	Total for 250 Attendees	Total for 300 Attendees
INCOME		
Registration Fees	\$19,425.00	\$22,775.00
Exhibitor Fees	\$7,950.00	\$7,950.00
Meals	\$5,550.00	\$6,625.00
Reception	\$100.00	\$200.00
Tour Fees	\$500.00	\$750.00
Workshop Fees	\$3,540.00	\$3,540.00
Total Income	\$37,065.00	\$41,840.00
EXPENSES		
Hospitality Suite	\$500.00	\$500.00
Hotel Expenses	\$7,397.00	\$7,397.00
LAC Expenses	\$250.00	\$250.00
Meal Expenses	\$14,308.25	\$16,698.00
Reception	\$5,150.00	\$6,150.00
Registration/Program	\$4,500.00	\$4,500.00
Session/Plenary Speakers	\$200.00	\$200.00
Tour Expenses	\$400.00	\$650.00
Workshop Expenses	\$1,900.00	\$1,900.00
Total Expenses	\$34,605.25	\$38,245.00
NET INCOME / PROJECTED PROFIT	\$2,459.75	\$3,595.00

Proposed Budget - Income Estimates

Category	250			300		
	Cost/Item	Attendees	Total	Cost/Item	Attendees	Total
INCOME						
Registration Fees						
Pre-Reg Members	\$70.00	155	\$10,850.00	\$70.00	200	\$14,000.00
Pre-Reg Non-Members	\$115.00	25	\$2,875.00	\$115.00	25	\$2,875.00
Late Reg Members	\$80.00	20	\$1,600.00	\$80.00	20	\$1,600.00
Late Reg Non-Members	\$125.00	10	\$1,250.00	\$125.00	10	\$1,250.00
Member, on-site	\$90.00	15	\$1,350.00	\$90.00	15	\$1,350.00
Non-member, on-site	\$135.00	5	\$675.00	\$135.00	5	\$675.00
Student registration	\$40.00	15	\$600.00	\$40.00	20	\$800.00
One day (Saturday only)	\$45.00	5	\$225.00	\$45.00	5	\$225.00
Total Registration Fees		250	\$19,425.00		300	\$22,775.00
Exhibitor Fees						
Ads	\$50.00	5	\$250.00	\$50.00	5	\$250.00
Donations/Sponsorships	\$250.00	2	\$500.00	\$250.00	2	\$500.00
Rental - 1 Table	\$600.00	12	\$7,200.00	\$600.00	12	\$7,200.00
Rental - 2 Tables	\$750.00	0	\$0.00	\$750.00	0	\$0.00
Total Exhibitor Fees			\$7,950.00			\$7,950.00
Meals						
Breakfast - Business Mtg.	\$18.00	100	\$1,800.00	\$18.00	125	\$2,250.00
Lunch - Friday	\$25.00	150	\$3,750.00	\$25.00	175	\$4,375.00
Total Meals			\$5,550.00			\$6,625.00
Reception						
Sponsorship	\$0.00	0	\$0.00	\$0.00	0	\$0.00
Guest Tickets	\$10.00	10	\$100.00	\$10.00	20	\$200.00
Total Reception Income			\$100.00			\$200.00
Tour Fees (from LAC)						
Tour #1 (E. P. Estate)	\$20.00	10	\$200.00	\$20.00	15	\$300.00
Tour #2 (Welcome Trolley)	\$10.00	10	\$100.00	\$10.00	15	\$150.00
Tour #3 (Ghost Trolley)	\$10.00	15	\$150.00	\$10.00	20	\$200.00
Tour #4	\$5.00	5	\$25.00	\$5.00	10	\$50.00
Tour #5	\$5.00	5	\$25.00	\$5.00	10	\$50.00
Tour #6	\$0.00	10	\$0.00	\$0.00	10	\$0.00
Tour #7	\$0.00	10	\$0.00	\$0.00	10	\$0.00
Total Tour Fees			\$500.00			\$750.00
Workshop Fees (from Lindsey)						
Workshop #1	\$45.00	12	\$540.00	\$45.00	12	\$540.00
Workshop #2	\$80.00	12	\$960.00	\$80.00	12	\$960.00
Workshop #3	\$80.00	12	\$960.00	\$80.00	12	\$960.00
Workshop #4	\$45.00	12	\$540.00	\$45.00	12	\$540.00
Workshop #5	\$45.00	12	\$540.00	\$45.00	12	\$540.00
Total Workshop Fees			\$3,540.00			\$3,540.00
Total Income			\$37,065.00			\$41,840.00

Proposed Budget - Expense Estimates

Category	250			300		
	Cost/Item	Attendees	Total	Cost/Item	Attendees	Total
EXPENSES						
Hospitality Suite			\$500.00			\$500.00
Hotel Expenses						
Room Rentals (incl. AV and tent)			\$5,000.00			\$5,000.00
AV Equipment Tech			\$0.00			\$0.00
AV Equipment Rentals			\$0.00			\$0.00
Subsidy for Attendees' Room Fees			\$2,147.00			\$2,147.00
Miscellaneous Expenses			\$250.00			\$250.00
Taxes / Fees			\$0.00			\$0.00
Total Hotel Expenses			\$7,397.00			\$7,397.00
LAC Expenses			\$250.00			\$250.00
Meal Expenses						
Breakfast Buffet - Sat	\$19.00	100	\$1,900.00	\$19.00	125	\$2,375.00
Continental Breakfast - Fri	\$10.00	175	\$1,750.00	\$10.00	225	\$2,250.00
Coffee Breaks Thur (AM & PM)	\$7.50	86	\$645.00	\$7.50	86	\$645.00
Coffee Breaks Fri (AM & PM)	\$7.50	400	\$3,000.00	\$7.50	450	\$3,375.00
Lunch - Friday (meat)	\$25.00	125	\$3,125.00	\$25.00	145	\$3,625.00
Lunch - Friday (veg)	\$25.00	25	\$625.00	\$25.00	30	\$750.00
Vendor Lunches	\$15.00	12	\$180.00	\$15.00	12	\$180.00
Steering Committee - Th	\$20.00	30	\$600.00	\$20.00	30	\$600.00
Meal Expenses			\$11,825.00			\$13,800.00
Service Charge (21 %)			\$2,483.25			\$2,898.00
Total Meal Expenses			\$14,308.25			\$16,698.00
Reception						
Caterer			\$5,000.00			\$6,000.00
Entertainment (from MACAH sheet)			\$150.00			\$150.00
Tours			\$0.00			\$0.00
Facility Fees			\$0.00			\$0.00
Total Reception Costs			\$5,150.00			\$6,150.00
Registration/Program						
Program			\$4,000.00			\$4,000.00
Folders, Badges, etc.			\$500.00			\$500.00
Total Registration/Program Costs			\$4,500.00			\$4,500.00
Session/Plenary Speakers (from Bob)						
Lodging			\$0.00			\$0.00
Meals & Registration			\$200.00			\$200.00
Travel			\$0.00			\$0.00
Total Session/Plenary Costs			\$200.00			\$200.00
Total Tour Expenses			\$400.00			\$650.00
Workshop Expenses (from Lindsey)						
Honoraria			\$1,050.00			\$1,050.00
Lodging/Meals			\$0.00			\$0.00
Travel (Speakers)			\$750.00			\$750.00
Misc. Expenses			\$100.00			\$100.00
Total Workshop Expenses			\$1,900.00			\$1,900.00
Total Expenses			\$34,605.25			\$38,245.00

MARAC Archivist Report
October/2011
(for the Fall Steering Committee meeting, Bethlehem, PA)

Since we last met in July, I have fielded several reference queries; one from an archivist in another region of the country. I have also worked on preparing new award certificates for this season's crop of MARAC's service awards and the 2011 Arline Custer Memorial awards. I'll be bringing these certificates to the Steering Committee for signing and distribution.

Thanks to hard work by our MARAC Secretary, Laura Drake Davis, I believe we have successfully compiled a tally of all the bylaws changes that have occurred in MARAC since 2008. I need to review Laura's work and discuss with her one procedural matter before these revisions are loaded (with our Chair's blessing) onto the MARAC website. It appears that even more bylaws changes are in the offing at our upcoming Business Meeting on Saturday!

I look forward to discussing further the celebration of MARAC's 40th anniversary in 2012. I've had some communication back and forth with Carolina Palacios about use of former membership directories, etc. in indentifying and potentially recognizing veteran MARAC members at our 40th anniversary meeting in Fall/2012.

I will be driving to Bethlehem, so I will have full capability to accession paper archival records at the upcoming meeting at Bethlehem.

Lauren Brown
MARAC Archivist
University of Maryland