

MARAC Chair's Report
Fall 2012 Steering Committee Meeting
Submitted: October 17, 2012

Appointments

- None. All committees have a full complement of members except for Development (2 open spots), Education (2), and Membership (1).

Advocacy

- Responded to image infringement accusation by Getty Images pertaining to an image used on the 2008 SAA Archives Month poster. Since MARAC posted a thumbnail version of the poster image on our website, we were accused of unauthorized image use. Once I proved to Getty Images that MARAC is a non-profit organization closely aligned with SAA (who did purchase the image rights), they dropped the charge but asked MARAC to remove the image, which we did.
- Informed members of the possible closure of the Georgia State Archives to the public due to state budget cuts and asked to write letters or sign online petition. As Chair, I agreed to sign a joint letter from the National Coalition of History to the Governor of Georgia asking for a repeal of the budget cut.
- Informed members of the passing of the Universal Declaration on Archives (UDA) by the International Council on Archives (ICA) and its Section of Professional Associations. Asked interested members to add their signature in support of the UDA in order to provide the ICA with significantly more clout when dealing with non-archivists, especially in third-world countries in developing archives at the national and local levels.
- In July *The New York Times* picked up a news item from the *Albany Times Union* about Cuomo "sending aides to the NY state archives to remove key documents from public view". Susan Woodland, NY caucus chair, has contacted various state archives staff members since then, volunteering MARAC's advocacy support; no one on staff is prepared to speak publicly about the claims in the article, and from the little they've told us it sounds as if the news coverage may have been somewhat exaggerated. Susan will stay abreast of the issue and will report back to the Steering Committee if this changes.

Membership Survey

- Drafted letter on behalf of the Membership Development Committee to inform MARAC members of the upcoming membership survey and encourage their participation.
- Reviewed and commented on the survey instrument.

SAA Regional Summit

- With support from MARAC, attended SAA's "summit" meeting of the regionals on August 8 in San Diego. Among the participants were representatives from 15 regional organizations and SAA. For the purpose of the summit, "regionals" was broadly defined as any regional, state, or local archival association serving the needs of the archival community of a particular region, state or locale. Among the numerous issues and ideas brought forth by the participants, the common themes centered on the need for establishing a coordinated approach among and between the Regional Organizations as well as with SAA. To that end the group developed final recommended actions (goals), based on the overall impact to the organizations and members and the ease of reaching the desired outcome (will be shared separately).
- Completed request for information pertaining to new SAA Directory of State/Province and Regional Allied and Archival Organizations

Other Activities

- Wrote "From the Chair" column for Fall *MAA* issue.
- Contributed several blog entries.

Respectfully submitted,

Ed Galloway
MARAC Chair

**Summit of Regional Organizations and Society of American Archivists (SAA) Leaders
Hilton Bayfront Hotel, San Diego, California
August 8, 2012, Noon-5pm**

Participants:

- Archivists Round Table of Metropolitan New York President Rachel Chatalbash
- Association of Hawai'i Archivists Vice President/President Elect Dainan Skeem
- Conference of Inter-Mountain Archivists President Sarah Langsdon
- Midwest Archives Conference President Ellen Swain
- Mid-Atlantic Regional Archives Conference President Ed Galloway
- New England Archivists President Paige Roberts
- Northwest Archivists President Elect Janet Hauck
- SAA Past President Peter Gottlieb
- SAA Council Member Donna McCrea
- Society of California Archivists Past President Julie Graham
- Society of California Archivists President Lisa Miller
- Society of Florida Archivists President Tomaro Taylor
- Society of Georgia Archivists President Marie Force
- Society of North Carolina Archivists Former Vice President Katie Nash
- Society of Ohio Archivists Council Member Rachel Bilokonsky
- Society of Rocky Mountain Archivists Board Member Jamie Seemiller (first hour only) and President Beverly Allen (joined session after first hour)
- Society of Southwest Archivists President Carol Bartels
- South Carolina Archival Association President Dorothy Hazelrigg Walker

Observers:

- Mid-Atlantic Regional Archives Conference Treasurer Jim Gerencser
- Midwest Archives Conference representatives Menzi Behrnd-Klodt and Kathy Koch
- SAA representatives Daria D'Arienzo, Dennis Meissner, Jackie Dooley, Danna Bell-Russel, Nancy Beaumont
- Society of California Archivists representatives Brad Bauer, Clay Stalls, James Eason, Ellen Jarosz, Rebekah Kim, Eric Milenkiewicz, David Uhlich
- Society of North Carolina Archivists representative Rebecca Peterson
- Society of Southwest Archivists representatives Gerrienne Schaad and John Slate

Introduction

SAA President Gregor Trinkaus-Randall welcomed summit participants and observers. He introduced the facilitator for the session, George Soete. Participants briefly introduced themselves.

Soete reviewed agenda and expectations for the session. The participants would not make final decisions, but the goal of the session was to develop specific recommended actions as an end product. Participants were encouraged to focus on the benefits to archives in general, archivists

and their service community. Two expansion and contraction exercises would assist with the process of making choices and focusing on key topics for the final half of the session.

Visioning

The session started with a visioning, idea-generation exercise. Participants were asked to list three programs, products or events that they wanted to see come out of this session of regional archivists.

Comments were as follows (numbers in parenthesis indicate how many additional times this comment appeared):

- Find a way to collaborate with mainland organizations (from Association of Hawai'i Archivists representative)
- Discover means of communication for advocacy issues
- Learn what other regional organizations are doing
- Meet with other regional leaders
- SAA take a leadership role in bringing together regionals so that regionals can share information between themselves, hold a meeting of regionals during SAA meeting (3)
- SAA to help coordinate basic workshops and help regionals build a curriculum for educational programs (2)
- Establish formal lines of communication in order to pass down information from SAA to regionals and for regionals to pass along information to SAA (4)
- Establish an SAA officer that can help regionals with advocacy for state archives and other local institutions (2)
- Establish outreach coordinators at the regional/local level that will provide regular communication to share effective strategies, resources and to measure the impact of archival advocacy
- Include more information on SAA's issues and advocacy website on how to handle advocacy at a local level, and how to advocate in your workplace (1)
- Increase regional training opportunities
- Increase web resources for training and idea sharing
- Leadership development programming through SAA
- Create resource guides to help smaller organizations with planning and advocacy, avoiding duplicating efforts across the board (1)
- Joint conferences/meetings between regionals (2)
- Membership benefits for joint conferences/organizations
- Coordinated efforts to diversify the profession and archival holdings/collections
- Updated resources on the SAA's website for the Key Contacts
- Create a manual/guide for how SAA can assist regionals with advocacy, working with legislatures, etc.
- SAA presence at regional annual meetings to allow members to seek information and ask questions about what is going on in SAA
- Revise registration rate for regional members who want to take SAA workshops
- Receive support from SAA regarding advocacy efforts within the MARAC region--create clearinghouse so everyone knows what others are offering in various regions, etc.

- Resurrect committee of regionals of SAA with appointed regional members (like a Congress) that meet regularly and act as liaison between SAA and regional for communication, etc. Make appointment official part of SAA.

Benefit Analysis

Participants moved into groups to further discuss and identify possible actions/big ideas. After a short break, each group reported back to the entire session.

Participants next applied an ease-impact model to narrow down choices to key topics. Each participant placed dots according to a grid that was established to rate each proposed action:

- Blue dot: High impact and difficult to do
- Red dot: High impact and easy to do
- Green dot: Low impact and easy to do

Based on this exercise, big ideas from each group were narrowed down to the following action items. They are listed below as proposed by each group followed by an ease-impact rating given by participants:

Group 1:

- Hosting a virtual SAA meeting for regional members for affordability (Green=4)
- More joint conferences between regionals (Blue=3)
- More educational collaboration based on SAA programs--regional workshops leading to SAA workshops.
- Presence of SAA at regional meetings for information sharing, comments, etc.

Group 2:

- Resurrection of Committee of Regionals at SAA to deal with many issues and keep lines of communication open (Blue=1, Red=2, Green=2)
- Basic SAA archives/photo training course for use by regionals (Red=1, Green=1)
- Regionals to combine assets in order to bring educational opportunities from SAA
- Leadership development programs by SAA (Blue=1, Green=2)
- Continuing national education program for regionals, states, etc. (Blue=6, Red=1, Green=2)
- Advocacy advice on SAA website (Green=1)
- Regional members get a discount rate for SAA workshops

Group 3:

- Establish formal lines of communication in many directions--SAA, regionals, etc. (Blue=5, Red=1, Green=4)
- Participation in other regional educational offerings; SAA help coordinate (Green=1)
- Archives legislative and policy lobbyists in Washington, DC
- Strong coordinated advocacy efforts (Blue=6, Red=1, Green=3)
- Improved online ability for idea sharing (Blue=1)
- Share resources to assist smaller organizations; SAA help facilitate.

Group 4:

- Build online advocacy network with willing leaders
- Regular meeting of regional leaders at SAA (Blue=3, Red=2, Green=2)
- Clearinghouse for advocacy issues and progress
- Discussions between regional outreach persons (Green=1)
- Effective communication tool(s) between regionals (Red=1, Green=2)
- Reaching out to new graduate students and get them involved with regionals and SAA
- Diversity--working together both at regional and national level

Identification of Possible Recommended Actions

After consolidating similar proposals in the lists from the groups, the participants identified the following as top benefit items.

1. Establish formal lines of communication in many directions: between SAA and regional, between regionals, etc. (10 dots)
2. Strong coordinated advocacy efforts (10 dots)
3. National continuing education program for SAA, regionals, states, etc. (9 dots)
4. Regional meetings of regional leaders at SAA (7 dots)
5. Resurrection of SAA Committee of Regional Archival Activity (5 dots)
6. Hosting virtual SAA meetings for regional members: affordability (4 dots)
7. More joint conferences between regionals (3 dots)
8. Leadership development tools/programs by SAA (3 dots)
9. Effective communication tools between regionals (3 dots)

Participants then discussed each of the nine possible recommended actions. Comments and questions are noted as follows:

1. Establish formal lines of communication in many directions: between SAA and regional, between regionals, etc.
 - a. How to implement might be difficult
 - b. Easy way to keep it up to date
 - c. What does communication mean?
 - d. Clearinghouse on information on the SAA website for regionals.
 - e. Point person at SAA to focus on these areas (Items 1, 2, & 3)
 - f. Definition of "formal communication"
 - i. Accessed in multiple ways
 - ii. Sorted, indexed, etc.
 - iii. Website, blogs, etc.
2. Strong coordinated advocacy efforts
3. National continuing education program for SAA, regionals, states, etc.
 - a. What does this really mean since SAA is really national?
 - b. Benefit from regional offerings

- c. Coordinate continuing education offerings that duplicate to address needs nationally
 - d. Gaps are met
4. Regional meetings of regional leaders at SAA
 - a. Have one person who communicates with SAA
 - b. Someone appointed by regionals
5. Resurrection of SAA Committee of Regional Archival Activity
 - a. Have one person who communicates with SAA
 - b. Someone appointed by regionals
6. Hosting virtual SAA meetings for regional members: affordability
 - a. Registration costs?
 - b. Annual Meeting Task Force
7. More joint conferences between regionals
8. Leadership development tools/programs by SAA
 - a. Archives Leadership Institute
 - Offer in different geographical regions
 - Formal training in regions
9. Effective communication tools between regionals

The former chair of the SAA Committee of Regional Archival Activity was among the observers and was invited by the participants to give some insight into why the committee was defunct. She reported that the Committee ceased due to lack of attendance at meetings.

A participant who is on the SAA Annual Meeting Task Force also reported that SAA is looking into virtual annual meetings, but there are lots of complications.

Work Plans

By October 1:

- Compile e-mails for all regionals: Rachel Chatalbash
- Write minutes: Marie Force and Katie Nash
- Write Recommendations document: Julie Graham, Lisa Miller, Peter Gottlieb

Vetting Plan: The Minutes and Recommendations document will be e-mailed to all participants for edits and correcting mistakes.

Submitted by: Marie Force and Katie Nash, October 19, 2012

2012 Regional Summit Recommended Actions
Submitted by Peter Gottlieb, Julie Graham and Lisa Miller
19 October 2012

A summit of Regional Organization leaders and Society of American Archivist (SAA) leaders was held August 8, 2012, at the SAA Annual Meeting in San Diego. Among the participants were representatives from 15 regional organizations and SAA¹. For the purpose of the summit, "regionals" was broadly defined as any regional, state, or local archival association serving the needs of the archival community of a particular region, state or locale. George Soete facilitated the Summit; Gregor Trinkaus-Randall served as recorder for the session.

Among the attendees there were "participants" and "observers". The participants introduced and engaged in discussions about ideas and issues of common interest to the group. The observers were just that: observers of the process and the information sharing.

Among the numerous issues and ideas brought forth by the participants, the common themes centered on the need for establishing a coordinated approach among and between the Regional Organizations as well as with SAA. To that end the group developed final recommended actions (goals), based on the overall impact to the organizations and their members and the ease of reaching the desired outcome.

The recommendations are as follows:

- Create a formal SAA committee charged with facilitating communication and a variety of efforts (e.g., advocacy, continuing education, etc.) among the regionals and SAA.
 - Resurrect the Regional Archives Committee (or create a Roundtable or Section)
 - Each Regional to name a representative to liaison/serve on said committee, who is appointed by the SAA president for a said term.
 - The committee would meet annually, in person, at the SAA meeting (similar to existing SAA standing committees).
- Develop a "private" listserv and/or other online shared space for communication among the Regionals and SAA.
 - SAA to identify/coordinate a point person to create and maintain a listserv (or other shared space) for the regional associations and designated liaison from SAA
 - Could include: sharing annual reports of various Regionals, committee business, individual state/regional advocacy issues or support needed
 - Provide a forum for disseminating/reporting about activities of Regionals
- Create a formal Committee charged with creating an advocacy toolkit
 - To include reps from each Regional (e.g., Regional Archives Committee)
 - Help to identify Advocacy leaders around the county
- Create a clearinghouse for sharing and developing educational curriculum materials.

¹ Regional Summit 2012 Minutes lists participants and observers.

Meetings Coordinating Committee Report
19 October 2012

Fall 2012:

(Just in case you really haven't been paying attention)

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 Co-Chair: Jodi Koste and Margaret Kidd

Program Committee Co-Chairs: Vin Novara and Joanne Archer

Spring 2013:

Status: Contract Signed

When: April 25-27, 2013

Where: Erie, PA

Hotel: Sheraton Erie Bayfront Hotel with Bayfront Convention Center

Room Rate: \$149

Local Arrangements Committee Co-Chairs: Jane Ingold (Penn State Erie) jli4@psu.edu and Debora Rougeux (University of Pittsburgh) pern@pitt.edu.

Program Committee Co-Chairs: Jessica E. Johnson (Virginia State University) jejohnson@vsu.edu and Charlotte Sturm (University of Maryland) charlotte.sturm@gmail.com.

Fall 2013:

Status: Contract Signed

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) lisa@soroptimist.org and Valerie-Ann Lutz (American Philosophical Society Library) vlutz@amphilsoc.org.

Program Committee Co-Chairs: Laurie Rizzo (University of Delaware) lrizzo@udel.edu and Charles Greifenstein (American Philosophical Society Library) cgreifenstein@amphilsoc.org.

Spring 2014: Upstate NY Meeting

Status: Site visit done (with assistance from Brian Keough, for which I am very grateful), contracts likely to be requested by end of month.

When: April 2014

Where: Rochester Most Likely

Local Arrangements Committee Co-Chairs: Lori Satter Birrell. (University of Rochester) lori@birrell.us, and Brian Keough (University at Albany-SUNY) bkeough@albany.edu.

Fall 2014:

Status: Contract Signed

When: October 16-18, 2014

Where: Baltimore, Maryland

Hotel: Tremont Plaza Hotel (Yes, the Tremont!! again)

Room rate: \$169

Local Arrangements Committee Co-Chairs: Lindsey Loeper (University of Maryland, Baltimore County) lloepe1@umbc.edu and Nadia Nasr (Towson University) nnasr@towson.edu.

Program Committee Co-Chairs: Arian Ravanbakhsh (National Archives & Records Administration) adravan@gmail.com and A Player Still To Be Named

Future: Still considering a meeting with NEA.

Respectively Submitted,

Mary K. Mannix, Vice Chair

Proposed Budget

Category	Total for 200 Attendees	Total for 250 Attendees
INCOME		
Registration Fees	\$13,725.00	\$17,975.00
Exhibitor Fees	\$8,750.00	\$8,750.00
Meals	\$4,625.00	\$5,750.00
Reception	\$750.00	\$750.00
Tour Fees	\$1,700.00	\$2,125.00
Workshop Fees	\$3,225.00	\$4,300.00
Total Income	\$32,775.00	\$39,650.00
EXPENSES		
Hospitality Suite	\$250.00	\$250.00
Hotel/Convention Center	\$4,668.00	\$4,668.00
LAC Expenses	\$250.00	\$250.00
Meal Expenses	\$11,685.00	\$14,905.00
Reception	\$4,920.00	\$5,920.00
Registration/Program	\$2,500.00	\$2,500.00
Session/Plenary Speakers	\$335.00	\$335.00
Tour Expenses	\$1,700.00	\$1,700.00
Workshop Expenses	\$1,850.00	\$1,850.00
Total Expenses	\$28,158.00	\$32,378.00
NET INCOME / PROJECTED PROFIT	\$4,617.00	\$7,272.00

Proposed Budget - Income Estimates

Category	200			250		
	Cost/Item	Attendees	Total	Cost/Item	Attendees	Total
INCOME						
Registration Fees						
Pre-Reg Members	\$65.00	125	\$8,125.00	\$65.00	150	\$9,750.00
Pre-Reg Non-Members	\$110.00	10	\$1,100.00	\$110.00	25	\$2,750.00
Late Reg Members	\$75.00	20	\$1,500.00	\$75.00	25	\$1,875.00
Late Reg Non-Members	\$120.00	5	\$600.00	\$120.00	10	\$1,200.00
Member, on-site	\$85.00	10	\$850.00	\$85.00	10	\$850.00
Non-member, on-site	\$130.00	5	\$650.00	\$130.00	5	\$650.00
Student registration	\$35.00	20	\$700.00	\$35.00	20	\$700.00
One day (Saturday only)	\$40.00	5	\$200.00	\$40.00	5	\$200.00
Total Registration Fees		200	\$13,725.00		250	\$17,975.00
Exhibitor Fees						
Ads	\$50.00	5	\$250.00	\$50.00	5	\$250.00
Donations/Sponsorships	\$250.00	4	\$1,000.00	\$250.00	4	\$1,000.00
Rental - 1 Table	\$600.00	10	\$6,000.00	\$600.00	10	\$6,000.00
Rental - 2 Tables	\$750.00	2	\$1,500.00	\$750.00	2	\$1,500.00
Total Exhibitor Fees			\$8,750.00			\$8,750.00
Meals						
Breakfast - Business Mtg.	\$20.00	75	\$1,500.00	\$20.00	100	\$2,000.00
Lunch - Friday	\$25.00	125	\$3,125.00	\$25.00	150	\$3,750.00
Total Meals			\$4,625.00			\$5,750.00
Reception						
Sponsorship	\$500.00	1	\$500.00	\$500.00	1	\$500.00
Guest Tickets	\$25.00	10	\$250.00	\$25.00	10	\$250.00
Total Reception Income			\$750.00			\$750.00
Tour Fees						
Tour #1	\$25.00	20	\$500.00	\$25.00	25	\$625.00
Tour #2	\$35.00	20	\$700.00	\$35.00	25	\$875.00
Tour #3	\$25.00	20	\$500.00	\$25.00	25	\$625.00
Total Tour Fees			\$1,700.00			\$2,125.00
Workshop Fees						
Workshop #1	\$80.00	15	\$1,200.00	\$80.00	20	\$1,600.00
Workshop #2	\$45.00	15	\$675.00	\$45.00	20	\$900.00
Workshop #3	\$45.00	15	\$675.00	\$45.00	20	\$900.00
Workshop #4	\$45.00	15	\$675.00	\$45.00	20	\$900.00
Total Workshop Fees			\$3,225.00			\$4,300.00
Total Income			\$32,775.00			\$39,650.00

Proposed Budget - Expense Estimates

Category	200			250		
	Cost/Item	Attendees	Total	Cost/Item	Attendees	Total
EXPENSES						
Hospitality Suite			\$250.00			\$250.00
Hotel/Convention Center Expenses						
AV Tech Support			\$0.00			\$0.00
AV Equipment Rental			\$650.00			\$650.00
Room Rentals			\$3,600.00			\$3,600.00
Miscellaneous Expenses			\$250.00			\$250.00
Taxes / Fees			\$168.00			\$168.00
Total Hotel Expenses			\$4,668.00			\$4,668.00
LAC Expenses			\$250.00			\$250.00
Meal Expenses						
Breakfast Buffet - Sat	\$18.00	75	\$1,350.00	\$18.00	100	\$1,800.00
Continental Breakfast - Fri	\$14.00	175	\$2,450.00	\$14.00	225	\$3,150.00
Coffee Breaks Thur (AM & PM)	\$16.00	70	\$1,120.00	\$16.00	90	\$1,440.00
Coffee Breaks Fri (AM & PM)	\$10.00	300	\$3,000.00	\$10.00	400	\$4,000.00
Coffee Breaks Sat (AM)	\$5.00	100	\$500.00	\$5.00	125	\$625.00
Lunch - Friday (meat)	\$25.00	100	\$2,500.00	\$25.00	125	\$3,125.00
Lunch - Friday (veg)	\$21.00	25	\$525.00	\$21.00	25	\$525.00
Vendor Lunches - Fri	\$20.00	12	\$240.00	\$20.00	12	\$240.00
Steering Committee - Th	\$26.00	30	\$780.00	\$26.00	30	\$780.00
Total Meal Expenses			\$11,685.00			\$14,905.00
Reception						
Caterer	\$36.00	175	\$4,000.00	\$36.00	225	\$5,000.00
Entertainment			\$0.00			\$0.00
Tours			\$0.00			\$0.00
Facility Fees			\$920.00			\$920.00
Total Reception Costs			\$4,920.00			\$5,920.00
Registration/Program						
Program			\$2,000.00			\$2,000.00
Folders, Badges, etc.			\$500.00			\$500.00
Total Registration/Program Costs			\$2,500.00			\$2,500.00
Session/Plenary Speakers						
Lodging			\$200.00			\$200.00
Meals			\$35.00			\$35.00
Travel			\$100.00			\$100.00
Total Session/Plenary Costs			\$335.00			\$335.00
Total Tour Expenses			\$1,700.00			\$1,700.00
Workshop Expenses						
Honoraria			\$750.00			\$750.00
Lodging/Meals			\$750.00			\$750.00
Travel (Speakers)			\$250.00			\$250.00
Misc. Expenses			\$100.00			\$100.00
Total Workshop Expenses			\$1,850.00			\$1,850.00
Total Expenses			\$28,158.00			\$32,378.00

MARAC

Mid-Atlantic Regional Archives Conference

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

October 25, 2012

TO: MARAC STEERING COMMITTEE

FROM: HOLLY OTT, MARAC ADMINISTRATOR

RE: ADMINISTRATOR'S REPORT

Submitted to the Steering Committee on Thursday, October 25, 2012, in Richmond, Virginia.

Membership Statistics

There are currently 926 active members (as of October 20, 2012):

811 Regular Members

24 Retired Members

91 Student Members

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

Membership Statistics Comparison

	2010 (as reported 11/11/10)	2011 (as reported 10/9/11)	2012 (as reported 10/20/12)
Regular Members	678	680	811
Retired Members	30	23	24
Student Members	53	66	91
Total Members	761	769	926

The current state caucus memberships are as follows:

DC: 167

Delaware: 44

Maryland: 167

New Jersey: 118

New York: 192

Pennsylvania: 196

Virginia: 180

West Virginia: 13

State Caucus Membership Statistics Comparison

	2010 (as reported 11/11/10)	2011 (as reported 10/9/11)	2012 (as reported 10/20/12)
DC Caucus	115	127	167
Delaware Caucus	36	40	44
Maryland Caucus	133	136	167
New Jersey Caucus	114	111	118
New York Caucus	169	159	192
Pennsylvania Caucus	187	185	196
Virginia Caucus	106	128	180
West Virginia Caucus	10	11	13

Number of new membership applications received and entered into database:

August 2012: 41

September 2012: 42

October 2012 (as of October 20, 2012): 41

Additional Information

Membership Renewal (Paper Requests): As noted in the July 13 report, there were 165 members who requested a paper copy of the 2012-13 membership renewal form. Over 50 percent (94 members) returned the paper renewal forms through the mail, 25 percent (41 of the 165 members) completed the renewal form online and 30 people did not submit a membership renewal form (as of October 20).

MARAC Fall Conference: Online registration for the MARAC Fall 2012 Conference in Richmond, VA, went live on August 13, 2012. Conference programs were mailed to 1094 active members (the number of active members in the database on August 13, 2012). As of October 20, 2012, we have a total of 337 pre-registered attendees. Among the registrations, 270 (80%) were submitted electronically and 67 (20%) were submitted through the mail. Onsite registration will be available. We also have 14 companies who have registered as exhibitors and we have received sponsorships from four companies.

MARAC

Mid-Atlantic Regional Archives Conference

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

October 19, 2012

**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 Friday, October 19, 2012 in advance of the Fall 2012 meeting in Richmond, Virginia on Thursday, October 25, 2012.

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, an off-meeting workshop, and Fall 2012 conference income.
 - Expenses are from MemberClicks charges, administrator salary and a new computer, phone and postage charges, banking fees, Steering Committee business, and the MARAC Archivist.
2. Average returns on investment for MARAC's accounts during the previous quarter (rounded to the nearest hundredth of a percent) are listed below.
 - PNC Savings Account – 0.15%
 - Vanguard Bonds – 4.51%
3. The Erie, PA (Spring 2013) 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 Year 2012. The taxes should be filed within the next month.
5. In response to the decision from Steering Committee that funds from the MARAC budget surplus should be set aside annually for potential Disaster Assistance needs, a new template for the restricted funds section of the quarterly report is being developed to better track and reflect those funds through all four quarters of the fiscal year.
6. MARAC's tax exemption certificate with the state of Maryland has been renewed.

FY 2013, 1st Quarter (July 1, 2012 to September 30, 2012)

<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	\$20,308.00				\$20,308.00	71.26%
Conference Registration	\$55,000.00	\$26,003.00				\$26,003.00	47.28%
Conference Vendors	\$20,000.00	\$6,430.00				\$6,430.00	32.15%
Conference Sponsorship	\$2,000.00	\$500.00				\$500.00	25.00%
Publication Advertising	\$3,000.00	\$540.00				\$540.00	18.00%
Publication Sales	\$350.00	\$35.00				\$35.00	10.00%
Mailing List Sales	\$250.00	\$100.00				\$100.00	40.00%
Off-Meeting Workshops	\$7,500.00	\$4,190.00				\$4,190.00	55.87%
Bank Interest	\$100.00	\$33.89				\$33.89	33.89%
Investment Interest	\$4,000.00	\$845.38				\$845.38	21.13%
Gifts to Operations	\$500.00	\$220.00				\$220.00	44.00%
Gifts to 40th	\$4,000.00	\$1,151.00				\$1,151.00	28.78%
Miscellaneous	\$0.00	\$200.00				\$200.00	0.00%
Total Income	\$125,200.00	\$60,556.27	\$0.00	\$0.00	\$0.00	\$60,556.27	48.37%
EXPENSES							
Administrator	\$12,000.00	\$4,187.86				\$4,187.86	34.90%
Web Services	\$3,000.00	\$675.75				\$675.75	22.53%
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	\$146.16				\$146.16	24.36%
Postage	\$1,000.00	\$100.25				\$100.25	10.03%
Office Supplies	\$350.00	\$0.00				\$0.00	0.00%
Food	\$4,850.00	\$1,696.45				\$1,696.45	34.98%
Travel	\$6,850.00	\$2,474.04				\$2,474.04	36.12%
Equipment	\$0.00	\$1,096.68				\$1,096.68	0.00%
Printing and Design	\$3,000.00	\$48.92				\$48.92	1.63%
Conference	\$69,000.00	\$835.00				\$835.00	1.21%
Lodging	\$1,800.00	\$318.09				\$318.09	17.67%
Honoraria	\$3,700.00	\$0.00				\$0.00	0.00%
Awards and Prizes	\$1,300.00	\$0.00				\$0.00	0.00%
Scholarships	\$9,000.00	\$0.00				\$0.00	0.00%
Banking Fees	\$4,500.00	\$1,752.31				\$1,752.31	38.94%
Investments	\$0.00	\$0.00				\$0.00	0.00%
Disaster Assistance	\$0.00	\$0.00				\$0.00	0.00%
Miscellaneous	\$0.00	\$215.00				\$215.00	0.00%
Total Expenses	\$125,200.00	\$14,296.51	\$0.00	\$0.00	\$0.00	\$14,296.51	11.42%
Net Income or (Loss)		\$46,259.76	\$0.00	\$0.00	\$0.00	\$46,259.76	

Account Balances

			<u>Opening</u>	<u>Credits</u>	<u>Debits</u>	<u>Closing</u>
PNC Checking	\$49,119.86	Operating	\$0.00	\$60,556.27	(\$14,296.51)	\$46,259.76
PNC Savings	\$90,883.48	Restricted	\$110,556.00	\$1,328.00	\$0.00	\$111,884.00
Vanguard Bonds	\$75,750.14	Reserve	\$43,820.00	\$0.00	\$0.00	\$43,820.00
Total	\$215,753.48	Surplus	\$13,789.72	\$0.00	\$0.00	\$13,789.72
		Totals	\$168,165.72	\$61,884.27	(\$14,296.51)	\$215,753.48

Summary - First Quarter FY 2013

Opening Balance	\$168,165.72
Total Income	\$61,884.27
Total Expenses	(\$14,296.51)
Closing Balance	\$215,753.48

Restricted Funds

			<u>Opening</u>	<u>New Gifts</u>	<u>Spending</u>	<u>Closing</u>
PNC Savings	\$36,133.86	Disaster Assist.	\$725.00	\$623.00	\$0.00	\$1,348.00
Vanguard Bonds	\$75,750.14	Education	\$104,705.00	\$625.00	\$0.00	\$105,330.00
Total	\$111,884.00	Finch Award	\$5,126.00	\$80.00	\$0.00	\$5,206.00
		Totals	\$110,556.00	\$1,328.00	\$0.00	\$111,884.00

MARAC Archivist Report
October/2012
(for the Fall Steering Committee meeting, Richmond, VA)

I have enjoyed supporting the work of MARAC/Local Arrangements in Richmond as it celebrates the 40th anniversary of MARAC at the Richmond meeting. In addition, I look forward to presenting a paper at the meeting that pertains to the history of MARAC as an organization.

I will be bringing award certificates (Distinguished Service, Custer, and Service) that are slated to be presented at the Business Meeting in Richmond.

We continue to be excited here at the University of Maryland about the ongoing plans for developing an online repository of MARAC session presentations.

I'm still 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 make the Bylaws current on the MARAC website.

Some of you can expect to be asked to assist in filling some gaps in documentation in the MARAC Archives. This will be an adjunct process as I work on developing a revised and updated finding aid for the MARAC Archives, slated to be completed mid-year, 2013.

Let me add one note that pertains to MARAC history. I had the privilege of inviting all three of MARAC's 1972 founders (Mary Boccaccio, Frank Evans, and Elsie Freeman Finch) to our meeting in Richmond. Although none of them are in a position to come (Mary, for example, is in poor health at present), I had good conversations with all three of these retired archivists in recent weeks. They all appreciated being approached and sincerely wish MARAC the very best as it progresses into its fifth decade.

Lauren Brown
MARAC Archivist
University of Maryland