

MARAC Chair's Report
Spring 2013 Steering Committee Meeting
Submitted: April 19, 2013

Appointments

None.

Bylaws Revision

With the help of the Members-at-Large and MARAC Archivist, I revised the proposed language to change the bylaws governing the Finding Aids Award Committee which will be voted on at the Spring Business Meeting. Steering is proposing that members are elected to the Finding Aids Award Committee rather than appointed to conform with how members of the Arline Custer Awards Committee operate since both committee award prize money. An implementation plan has been drafted.

SAA Regional Summit

I volunteered to represent MARAC on a small group of regionals and SAA Council Members to further discussion and work on planning for the next steps. This included a conference call on March 26. The initial discussion focused on three areas of work: membership representation, governing structure, and formal purpose. We broke into three groups of three; I asked to help with membership. We anticipate drafting some language to present to the larger group in time for the SAA conference where the Regionals will have a timeslot on the program to meet again informally.

Other Activities

- Wrote final "From the Chair" column for Spring *MAA* issue.
- Sought and encouraged members to consider running for MARAC Chair via the Blog and in personal communications.
- I anticipate working with the new MARAC Chair in the transition of files and briefing on recent activities.

It's been a pleasure serving as MARAC Chair for the past two years. I appreciate the support I've received from the Steering Committee and especially want to thank the four Members-at-Large for their willingness to tackle various issues on my behalf. I'm proud of the work we have accomplished together and look forward to continuing to see MARAC grow and prosper in the years ahead.

Respectfully submitted,

Ed Galloway
MARAC Chair

Vice Chair Report\Meetings Coordinating Committee

20 April 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).

REMINDER: Schedule experiment at the Erie Meeting: 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.

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

Reception: George Eastman House

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

Vice Chair Report\Meetings Coordinating Committee

25 January 2013

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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; still Wahhooo!!! Contractual details still to be worked out.

Where: Brooklyn still being considered, although it is unlikely due to exorbitantly high food prices. Second option New Haven, CN.

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

- 2. Future venues under consideration: Pittsburgh, PA, Saratoga Springs, NY, Fredericksburg, VA, Stony Brook, NY, Solomon's Island, MD.**
- 3. Incoming Workshop Coordinators: Ilhan Citak (Lehigh University) will be joining David Ranzan (Salisbury University) as the second member of the new Workshop Coordinator team, as Lindsey and Susan "retire" to devote themselves to "their own" meetings, Baltimore LAC and Rochester PC respectively.**

**Respectively submitted,
Mary K. Mannix
Vice Chair**

MARAC

Mid-Atlantic Regional Archives Conference

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**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, April 19 in advance of the Spring 2013 meeting to be held in Erie, PA on April 25, 2013.

1. Highlights of the Third Quarter Treasurer's Report (see attached) are listed below.
 - The income is from membership dues, bank and investment interest, Spring 2013 conference income, mailing list sales, publication sales, an off-meeting workshop, MAA advertising, gifts to the education endowment and the disaster assistance fund, and the anonymous donor's match toward the 40th Anniversary.
 - Expenses are from administrator's salary, Steering Committee food and travel for the winter meeting, MemberClicks fees, printing and mailing charges, phone charges, Spring 2013 conference costs, and credit card transaction fees.
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 – 0.14%
 - Vanguard Bonds – 1.08%
3. The MARAC FY2014 Budget (see attached) is forwarded to the Steering Committee for its approval and adoption.
4. The Philadelphia, PA (Fall 2013) proposed budget (see attached) is forwarded to the Steering Committee for its approval and adoption.
5. In response to a request from Steering Committee for information about expenses related to the design, printing, and distribution of the quarterly newsletter, numbers reflecting the most recently completed calendar year, along with comparisons from the last year that

print copies were distributed to all members, have been provided (see attached). A chart indicating how the newsletter expenses compare with the rest of the general operating expenses for the organization during those same two same years are furnished for general clarification and illustrative purposes. The numbers for the newsletter show that while the costs today are less than they were five years earlier, they are nonetheless increasing steadily. These increases stem from a combination of increased rates being charged for design and printing, increased demand by members for print copies, and a move to full color printing.

6. The proposed budget for FY14 includes increases in three particular areas which should be noted. First, increases in expenses for the Steering Committee itself reflect greater travel costs and greater food costs (the latter due, in part, to policy changes in accounting and recording the dinners provided for the Steering Committee at the fall and spring meetings). Second, increases in banking fees reflect greater usage of credit card by our members for payment to MARAC. Third, increases in newsletter expenses reflect the changes noted above.

Finance Committee wishes to bring these items to the attention of Steering Committee so that changes to current business policies and processes might be considered which would reduce these expenses, or else to consider the possibility that an increase in membership dues may be necessary in the near future to maintain a solid financial footing for the organization without relying on meeting profit to make up for operational shortfalls.

FY 2013, 3rd Quarter (January 1, 2013 to March 31, 2013)

<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	\$8,163.00	\$2,329.00		\$30,800.00	108.07%
Conference Registration	\$55,000.00	\$26,003.00	\$12,335.00	\$17,635.00		\$55,973.00	101.77%
Conference Vendors	\$20,000.00	\$6,430.00	\$3,600.00	\$2,000.00		\$12,030.00	60.15%
Conference Sponsorship	\$2,000.00	\$500.00	\$1,250.00	\$1,350.00		\$3,100.00	155.00%
Publication Advertising	\$3,000.00	\$540.00	\$1,540.00	\$360.00		\$2,440.00	81.33%
Publication Sales	\$350.00	\$35.00	\$210.00	\$175.00		\$420.00	120.00%
Mailing List Sales	\$250.00	\$100.00	\$0.00	\$150.00		\$250.00	100.00%
Off-Meeting Workshops	\$7,500.00	\$4,190.00	\$2,380.00	\$1,785.00		\$8,355.00	111.40%
Bank Interest	\$100.00	\$33.89	\$35.02	\$32.88		\$101.79	101.79%
Investment Interest	\$4,000.00	\$845.38	\$223.64	\$205.65		\$1,274.67	31.87%
Gifts to Operations	\$500.00	\$220.00	\$65.00	\$70.00		\$355.00	71.00%
Gifts to 40th	\$4,000.00	\$1,151.00	\$725.00	\$2,056.00		\$3,932.00	98.30%
Miscellaneous	\$0.00	\$200.00	\$0.00	\$0.00		\$200.00	0.00%
Total Income	\$125,200.00	\$60,556.27	\$30,526.66	\$28,148.53	\$0.00	\$119,231.46	95.23%
EXPENSES							
Administrator	\$12,000.00	\$4,187.86	\$2,846.56	\$3,472.13		\$10,506.55	87.55%
Web Services	\$3,000.00	\$675.75	\$795.00	\$1,020.80		\$2,491.55	83.05%
Archivist	\$750.00	\$750.00	\$0.00	\$0.00		\$750.00	100.00%
Accountant	\$1,000.00	\$0.00	\$1,025.00	\$0.00		\$1,025.00	102.50%
Advocacy	\$1,500.00	\$0.00	\$1,500.00	\$0.00		\$1,500.00	0.00%
Insurance Policy	\$1,000.00	\$0.00	\$0.00	\$0.00		\$0.00	0.00%
Phone	\$600.00	\$146.16	\$146.38	\$146.67		\$439.21	73.20%
Postage	\$1,000.00	\$100.25	\$1,743.00	\$182.47		\$2,025.72	202.57%
Office Supplies	\$350.00	\$0.00	\$236.38	\$101.69		\$338.07	96.59%
Food	\$4,850.00	\$1,696.45	\$995.88	\$348.62		\$3,040.95	62.70%
Travel	\$6,850.00	\$2,474.04	\$502.89	\$2,061.29		\$5,038.22	73.55%
Equipment	\$0.00	\$1,096.68	\$0.00	\$0.00		\$1,096.68	0.00%
Printing and Design	\$3,000.00	\$48.92	\$675.72	\$1,743.45		\$2,468.09	82.27%
Conference	\$69,000.00	\$835.00	\$38,513.95	\$1,798.00		\$41,146.95	59.63%
Lodging	\$1,800.00	\$318.09	\$156.18	\$262.93		\$737.20	40.96%
Honoraria	\$3,700.00	\$0.00	\$1,750.00	\$250.00		\$2,000.00	54.05%
Awards and Prizes	\$1,300.00	\$0.00	\$800.00	\$0.00		\$800.00	61.54%
Scholarships	\$9,000.00	\$0.00	\$5,540.42	\$0.00		\$5,540.42	61.56%
Banking Fees	\$4,500.00	\$1,752.31	\$2,290.84	\$829.99		\$4,873.14	108.29%
Investments	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	0.00%
Disaster Assistance	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	0.00%
Miscellaneous	\$0.00	\$215.00	\$92.25	\$25.00		\$332.25	0.00%
Total Expenses	\$125,200.00	\$14,296.51	\$59,610.45	\$12,243.04	\$0.00	\$86,150.00	68.81%
Net Income or (Loss)		\$46,259.76	(\$29,083.79)	\$15,905.49	\$0.00	\$33,081.46	

Account Balances

			<u>Opening</u>	<u>Credits</u>	<u>Debits</u>	<u>Closing</u>
PNC Checking	\$35,700.90	Operating	\$17,152.50	\$28,148.53	(\$12,243.04)	\$33,057.99
PNC Savings	\$90,951.38	Restricted	\$110,789.00	\$1,375.00	\$0.00	\$112,164.00
Vanguard Bonds	\$76,179.43	Reserve	\$43,820.00	\$0.00	\$0.00	\$43,820.00
Total	\$202,831.71	Surplus	\$13,789.72	\$0.00	\$0.00	\$13,789.72
		Totals	\$185,551.22	\$29,523.53	(\$12,243.04)	\$202,831.71

Summary - Third Quarter FY 2013

Opening Balance	\$185,551.22
Total Income	\$29,523.53
Total Expenses	(\$12,243.04)
Closing Balance	\$202,831.71

Restricted Funds

			<u>Opening</u>	<u>New Gifts</u>	<u>Spending</u>	<u>Closing</u>
PNC Savings	\$35,984.57	Disaster Assist.	\$138.00	\$1,035.00	\$0.00	\$1,173.00
Vanguard Bonds	\$76,179.43	Education	\$105,445.00	\$340.00	\$0.00	\$105,785.00
Total	\$112,164.00	Finch Award	\$5,206.00	\$0.00	\$0.00	\$5,206.00
		Totals	\$110,789.00	\$1,375.00	\$0.00	\$112,164.00

MARAC Budget - Fiscal 2014

MARAC Income

Category	Anticipated
Annual Receipts	
Membership Dues	\$30,000.00
Conference Registration	\$76,000.00
Conference Vendors	\$16,000.00
Conference Sponsorship	\$8,000.00
Publication Advertising	\$2,400.00
Publication Sales	\$350.00
Mailing List Sales	\$250.00
Off-Meeting Workshops	\$7,000.00
Bank Interest	\$150.00
Investment Interest	\$2,000.00
Gifts to Operations	\$500.00
Miscellaneous	\$0.00
TOTAL	\$142,650.00

MARAC Expenses

Category	Allocated
General	
Administrator	\$1,800.00
Executive Officers	\$18,250.00
Caucuses	
Delaware	\$100.00
District of Columbia	\$500.00
Maryland	\$500.00
New Jersey	\$0.00
New York	\$0.00
Pennsylvania	\$100.00
Virginia	\$250.00
West Virginia	\$0.00
Committees	
Steering	\$5,800.00
Meetings Coordinating	\$0.00
Finance	\$6,700.00
Electronic Resources	\$3,200.00
Publications	\$7,700.00
Education	\$11,050.00
Outreach	\$0.00
Finding Aids	\$750.00
Custer and Finch	\$450.00
Distinguished Service	\$250.00
Development	\$0.00
Membership	\$250.00
Nominating	\$0.00
Fall Conference (LAC)	\$55,000.00
Spring Conference (LAC)	\$30,000.00
TOTAL	\$142,650.00

MARAC Income

Category	Anticipated
Annual Receipts	
Membership Dues	\$30,000.00
Conference Registration	\$76,000.00
Conference Vendors	\$16,000.00
Conference Sponsorship	\$8,000.00
Publication Advertising	\$2,400.00
Publication Sales	\$350.00
Mailing List Sales	\$250.00
Off-Meeting Workshops	\$7,000.00
Bank Interest	\$150.00
Investment Interest	\$2,000.00
Gifts to Operations	\$500.00
Miscellaneous	\$0.00
TOTAL	\$142,650.00

MARAC Expenses

Category	Allocated
Operational Support	
Administrator Salary	\$15,000.00
Web Services	\$3,200.00
Archivist	\$750.00
Accountant	\$1,200.00
Advocacy	\$2,000.00
Insurance Policy	\$1,000.00
General Support	
Phone	\$600.00
Postage	\$1,050.00
Office Supplies	\$150.00
Food	\$4,150.00
Travel	\$5,150.00
Rented Services	
Equipment	\$0.00
Printing and Design	\$7,250.00
Conference	\$85,000.00
Lodging	\$1,300.00
Honoraria	\$2,500.00
Awards and Scholarships	
Awards and Prizes	\$1,300.00
Scholarships	\$5,550.00
Financial Operations	
Banking Fees	\$5,500.00
Investments	\$0.00
Other	
Disaster Relief	\$0.00
Miscellaneous	\$0.00
TOTAL	\$142,650.00

MARAC Budget - FY2013

MARAC Budget - FY2014

MARAC Income

Category	Anticipated
Annual Receipts	
Membership Dues	\$28,500.00
Conference Registration	\$55,000.00
Conference Vendors	\$20,000.00
Conference Sponsorship	\$2,000.00
Publication Advertising	\$3,000.00
Publication Sales	\$350.00
Mailing List Sales	\$250.00
Off-Meeting Workshops	\$7,500.00
Bank Interest	\$100.00
Investment Interest	\$4,000.00
Gifts to Operations	\$500.00
Gifts to 40th	\$4,000.00
Miscellaneous	\$0.00
TOTAL	\$125,200.00

MARAC Expenses

Category	Allocated
Operational Support	
Administrator Salary	\$12,000.00
Web Services	\$3,000.00
Archivist	\$750.00
Accountant	\$1,000.00
Advocacy	\$1,500.00
Insurance Policy	\$1,000.00
General Support	
Phone	\$600.00
Postage	\$1,000.00
Office Supplies	\$350.00
Food	\$4,850.00
Travel	\$6,850.00
Rented Services	
Equipment	\$0.00
Printing and Design	\$3,000.00
Conference	\$69,000.00
Lodging	\$1,800.00
Honoraria	\$3,700.00
Awards and Scholarships	
Awards and Prizes	\$1,300.00
Scholarships	\$9,000.00
Financial Operations	
Banking Fees	\$4,500.00
Investments	\$0.00
Other	
Disaster Relief	\$0.00
Miscellaneous	\$0.00
TOTAL	\$125,200.00

MARAC Income

Category	Anticipated
Annual Receipts	
Membership Dues	\$30,000.00
Conference Registration	\$76,000.00
Conference Vendors	\$16,000.00
Conference Sponsorship	\$8,000.00
Publication Advertising	\$2,400.00
Publication Sales	\$350.00
Mailing List Sales	\$250.00
Off-Meeting Workshops	\$7,000.00
Bank Interest	\$150.00
Investment Interest	\$2,000.00
Gifts to Operations	\$500.00
Miscellaneous	\$0.00
TOTAL	\$142,650.00

MARAC Expenses

Category	Allocated
Operational Support	
Administrator Salary	\$15,000.00
Web Services	\$3,200.00
Archivist	\$750.00
Accountant	\$1,200.00
Advocacy	\$2,000.00
Insurance Policy	\$1,000.00
General Support	
Phone	\$600.00
Postage	\$1,050.00
Office Supplies	\$150.00
Food	\$4,150.00
Travel	\$5,150.00
Rented Services	
Equipment	\$0.00
Printing and Design	\$7,250.00
Conference	\$85,000.00
Lodging	\$1,300.00
Honoraria	\$2,500.00
Awards and Scholarships	
Awards and Prizes	\$1,300.00
Scholarships	\$5,550.00
Financial Operations	
Banking Fees	\$5,500.00
Investments	\$0.00
Other	
Disaster Relief	\$0.00
Miscellaneous	\$0.00
TOTAL	\$142,650.00

Proposed Budget

Category	<u>Total for 275 Attendees</u>	<u>Total for 325 Attendees</u>
INCOME		
Registration Fees	\$23,850.00	\$29,100.00
Exhibitor Fees	\$11,450.00	\$11,450.00
Meals	\$5,550.00	\$7,350.00
Reception	\$2,650.00	\$2,650.00
Tour Fees	\$2,500.00	\$3,775.00
Workshop Fees	\$3,750.00	\$5,000.00
Total Income	\$49,750.00	\$59,325.00
EXPENSES		
Hospitality Suite	\$250.00	\$250.00
Hotel Expenses	\$14,675.00	\$16,095.00
LAC Expenses	\$250.00	\$250.00
Meal Expenses	\$19,539.00	\$22,889.00
Reception	\$8,760.00	\$10,280.00
Registration/Program	\$2,500.00	\$2,500.00
Session/Plenary Speakers	\$40.00	\$40.00
Tour Expenses	\$2,105.00	\$3,030.00
Workshop Expenses	\$2,000.00	\$2,000.00
Total Expenses	\$50,119.00	\$57,334.00
Projected Profit	(\$369.00)	\$1,991.00
MARAC Cover of Steering Dinner	\$2,525.00	\$2,525.00
Overall Projected Profit	\$2,156.00	\$4,516.00

Proposed Budget - Income Estimates

Category	275			325		
	Cost/Item	Attendees	Total	Cost/Item	Attendees	Total
INCOME						
Registration Fees						
Pre-Reg Members	\$85.00	190	\$16,150.00	\$85.00	215	\$18,275.00
Pre-Reg Non-Members	\$130.00	10	\$1,300.00	\$130.00	25	\$3,250.00
Late Reg Members	\$95.00	30	\$2,850.00	\$95.00	35	\$3,325.00
Late Reg Non-Members	\$140.00	5	\$700.00	\$140.00	10	\$1,400.00
Member, on-site	\$105.00	10	\$1,050.00	\$105.00	10	\$1,050.00
Non-member, on-site	\$150.00	5	\$750.00	\$150.00	5	\$750.00
Student registration	\$40.00	20	\$800.00	\$40.00	20	\$800.00
One day (Saturday only)	\$50.00	5	\$250.00	\$50.00	5	\$250.00
Total Registration Fees		275	\$23,850.00		325	\$29,100.00
Exhibitor Fees						
Ads	\$50.00	5	\$250.00	\$50.00	5	\$250.00
Vendor Sponsorships	\$250.00	2	\$500.00	\$250.00	2	\$500.00
Plenary/Conf Sponsorship	\$1,500.00	1	\$1,500.00	\$1,500.00	1	\$1,500.00
Other Sponsorships	\$100.00	5	\$500.00	\$100.00	5	\$500.00
Rental - 1 Table	\$600.00	12	\$7,200.00	\$600.00	12	\$7,200.00
Rental - 2 Tables	\$750.00	2	\$1,500.00	\$750.00	2	\$1,500.00
Total Exhibitor Fees			\$11,450.00			\$11,450.00
Meals						
Breakfast - Business Mtg.	\$20.00	90	\$1,800.00	\$20.00	105	\$2,100.00
Lunch - Friday meat	\$30.00	100	\$3,000.00	\$30.00	125	\$3,750.00
Lunch - Friday veg	\$30.00	25	\$750.00	\$30.00	50	\$1,500.00
Total Meals			\$5,550.00			\$7,350.00
Reception						
Sponsorship	\$2,500.00	1	\$2,500.00	\$2,500.00	1	\$2,500.00
Guest Tickets	\$15.00	10	\$150.00	\$15.00	10	\$150.00
Total Reception Income			\$2,650.00			\$2,650.00
Tour Fees						
Tour #1--CCAHA T	\$10.00	30	\$300.00	\$10.00	30	\$300.00
Tour #2--Hidden Phila T	\$25.00	10	\$250.00	\$25.00	25	\$625.00
Tour #3--Yards Brewery S	\$20.00	10	\$200.00	\$20.00	30	\$600.00
Tour #4--Mansions on Del T	\$20.00	10	\$200.00	\$20.00	20	\$400.00
Tour #5--Barnes T	\$35.00	30	\$1,050.00	\$35.00	30	\$1,050.00
Tour #6--APS #1 T	\$5.00	20	\$100.00	\$5.00	20	\$100.00
Tour #7--APS #2 T	\$5.00	20	\$100.00	\$5.00	20	\$100.00
Tour #8--Temple Urb Arch T	\$10.00	15	\$150.00	\$10.00	30	\$300.00
Tour #9--Ind Seaport Mus S	\$15.00	10	\$150.00	\$15.00	20	\$300.00
Total Tour Fees			\$2,500.00			\$3,775.00
Workshop Fees						
Workshop #1	\$80.00	15	\$1,200.00	\$80.00	20	\$1,600.00
Workshop #2	\$80.00	15	\$1,200.00	\$80.00	20	\$1,600.00
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			\$3,750.00			\$5,000.00
Total Income			\$49,750.00			\$59,325.00

Proposed Budget - Expense Estimates

Category	275			325		
	Cost/Item	Attendees	Total	Cost/Item	Attendees	Total
EXPENSES						
Hospitality Suite			\$250.00			\$250.00
Hotel Expenses						
AV Equipment Tech			\$910.00			\$910.00
AV Equipment Rental			\$5,290.00			\$5,290.00
Room Rentals			\$0.00			\$0.00
Miscellaneous Expenses			\$250.00			\$250.00
Taxes / Fees (right now for meals)			\$8,225.00			\$9,645.00
Total Hotel Expenses			\$14,675.00			\$16,095.00
LAC Expenses			\$250.00			\$250.00
Meal Expenses						
Breakfast - Sat	\$26.00	90	\$2,340.00	\$26.00	105	\$2,730.00
Continental Breakfast - Fri	\$25.00	220	\$5,500.00	\$25.00	260	\$6,500.00
Coffee Breaks Thur (AM & PM)	\$16.00	75	\$1,200.00	\$16.00	100	\$1,600.00
Coffee Breaks Fri (AM&PM)	\$14.00	220	\$3,080.00	\$14.00	260	\$3,640.00
Coffee Breaks Sat (AM)	\$0.00	0	\$0.00	\$0.00	0	\$0.00
Lunch - Friday (meat)	\$40.00	100	\$4,000.00	\$40.00	125	\$5,000.00
Lunch - Friday (veg)	\$35.00	25	\$875.00	\$35.00	25	\$875.00
Vendor Lunches - Fri	\$33.00	18	\$594.00	\$33.00	18	\$594.00
Steering Committee - Th	\$65.00	30	\$1,950.00	\$65.00	30	\$1,950.00
Total Meal Expenses			\$19,539.00			\$22,889.00
Reception						
Caterer	\$38.00	220	\$8,360.00	\$38.00	260	\$9,880.00
Entertainment			\$0.00			\$0.00
Bartenders			\$400.00			\$400.00
Facility Fees			\$0.00			\$0.00
Total Reception Costs			\$8,760.00			\$10,280.00
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			\$0.00			\$0.00
Meals	\$40.00	1	\$40.00	\$40.00	1	\$40.00
Travel			\$0.00			\$0.00
Total Session/Plenary Costs			\$40.00			\$40.00
Total Tour Expenses			\$2,105.00			\$3,030.00
Workshop Expenses						
Honoraria			\$900.00			\$900.00
Lodging/Meals			\$750.00			\$750.00
Travel (Speakers)			\$250.00			\$250.00
Misc. Expenses			\$100.00			\$100.00
Total Workshop Expenses			\$2,000.00			\$2,000.00
Total Expenses			\$50,119.00			\$57,334.00

MARAC Newsletter Expenses

	<u>2008</u>	<u>2012</u>
Design	\$4,278.00	\$342.83
Printing	\$6,078.45	\$3,921.23
Postage	\$2,441.61	\$1,357.20
	<hr/>	<hr/>
	\$12,798.06	\$5,621.26

Labor for design work was charged at \$68/hour in 2008.

Labor for design work was charged at \$24/hour by the end of 2012.

1150 issues were printed and mailed in 2008.

~250 issues were printed and mailed in 2012.

Printing was black and white in 2008.

Printing was full color in 2012.

Rates for design/labor in 2012 increased in the course of the year -
estimate \$800 in total design charges for 2013.

Postage in 2012 decreased in the course of the year (move to bulk rate) -
estimate \$400 in total postage charges for 2013.

MARAC Balance Sheet (Meetings Excluded)

	<u>2008</u>	<u>2012</u>	<u>% Change</u>	<u>% of 2012</u>
Admin. Services	\$27,300.00	\$17,618.87	-35.5%	48.12%
Newsletter	\$12,798.06	\$5,621.26	-56.1%	15.35%
Steering	\$1,983.25	\$4,554.74	+129.7%	12.44%
Caucuses	\$722.96	\$872.30	+20.7%	2.38%
Awards	\$1,000.00	\$1,050.00	+5.0%	2.87%
Office	\$984.21	\$147.43	-85.0%	0.40%
Postage	\$1,287.20	\$426.56	-66.9%	1.17%
Printing	\$884.01	\$48.92	-94.5%	0.13%
Phone	\$870.75	\$584.63	-32.9%	1.60%
Accountant	\$990.00	\$1,025.00	+3.5%	2.80%
Insurance	\$900.00	\$900.00	no change	2.46%
Archivist	\$750.00	\$750.00	no change	2.05%
Advocacy	\$1,500.00	\$1,500.00	no change	4.10%
Credit Card Service	\$0.00	\$1,511.64	+1511.6%	4.13%
Total Expenses	\$51,970.44	\$36,611.35	-31.5%	
Expenses	\$51,970.44	\$36,611.35	-31.5%	
Dues Income	\$29,788.00	\$33,592.00	+12.8%	
Total Deficit	\$22,182.44	\$3,019.35	-91.0%	

MARAC

Mid-Atlantic Regional Archives Conference

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

April 25, 2013

TO: MARAC STEERING COMMITTEE

FROM: HOLLY OTT, MARAC ADMINISTRATOR

RE: ADMINISTRATOR'S REPORT

Submitted to the Steering Committee on Thursday, April 25, 2013, in Erie, PA.

Membership Statistics

There are currently 1085 active members (as of April 17, 2013):

940 Regular Members

26 Retired Members

119 Student Members

Membership Statistics Comparison

	2011 (As reported 4/30/11)	2012 (As reported 4/4/12)	2013 (As reported 4/17/13)
Regular Members	791	862	940
Retired Members	30	29	26
Student Members	76	95	119
Total Members	897	986	1085

The current state caucus memberships are as follows:

DC: 190

Delaware: 52

Maryland: 199

New Jersey: 130

New York: 230

Pennsylvania: 246

Virginia: 205

West Virginia: 16

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

State Caucus Membership Statistics Comparison

	2011 (As reported 4/30/11)	2012 (As reported 4/4/12)	2013 (As reported 4/17/13)
DC Caucus	152	160	190
Delaware Caucus	38	43	52
Maryland Caucus	178	176	199
New Jersey Caucus	135	144	130
New York Caucus	194	214	230
Pennsylvania Caucus	222	232	246
Virginia Caucus	143	158	205
West Virginia Caucus	12	14	16

Number of new membership applications received and entered into database:

February 2013: 19

March 2013: 32

April 2013 (as of 4/17/13): 14

Current and Upcoming Projects

Mid-Atlantic Archivist: An electronic copy of the Spring Mid-Atlantic Archivist was made available on 4/7/13. Paper copies were scheduled to be mailed to subscribers on 4/8/13. There are currently 298 members or subscribers who receive paper copies of the newsletter. (There were 247 members or subscribers at this time last year.)

Workshops: Registrations for the following workshops are currently available:

June 18, 2013: Project Management for Archival Processing Workshop (Lawrenceville, NJ) – 6 registrants as of 4/17/13

September 25, 2013: Basics of Digitization for Archives (Albany, NY) – no registrants as of 4/17/13
Please refer to the Education Committee report for more details.

MARAC Spring Conference: Online registration for the MARAC Spring 2013 Conference in Erie, PA, went live on 2/11/13. Conference programs were mailed to 322 members (the number of members who opted to receive paper copies of conference programs) on 2/7/13. As of 4/17/13, we have a total of 225 pre-registered attendees. Onsite registration will be available. We also have 10 exhibitors, one advertiser and three sponsors (as well as Hollinger Metal Edge Inc.'s sponsorship of the MARAC Distinguished Service Award).

MARAC Elections: On February 27, 2013, 929 electronic invitations were sent to MARAC members through SurveyMonkey. Additionally, 99 paper ballots were mailed to members who requested paper communication for election processes. A total of 377 online votes were cast and 31 paper ballots were returned, for a total of 408 votes, which is approximately 40% of the MARAC membership.
Please refer to the Nominations and Elections Committee report for more details.

**MARAC Election Participation Data
2008-2013**

	Electronic Votes	Paper Votes	# of Active Members	Voting Percentage	Committee Chair
2008	343	13	990	36%	Danna Bell- Russel
2009	391	5	N/A	N/A	Geof Huth
2010	279	17	871	34%	Amy Schindler
2011	249	25	897	31%	Beth Alvarez
2012	312	39	919	38%	Linda Ries
2013	377	31	1028	40%	Kira Dietz

**There was no report by the MARAC Administrator at the Feb. 6, 2009 meeting and therefore no membership data to use for the election statistics. However, the Nov. 6, 2008 report indicated 566 MARAC members*

Position Description **Dickinson College**

Title:	MARAC Administrator	Salary Grade: 7
Job Status:	10-15 hours per week	Schedule: Varies
Reports to:	MARAC Chair and MARAC Treasurer	Date: April 20, 2013
Department:	Library Services, Archives	

General Summary of Responsibilities: Provides quality administrative services for the Mid-Atlantic Regional Archives Conference and its membership. Maintains a membership database, and prepares reports regarding membership, finances, and meeting registrations. Provides on-site support for MARAC's semi-annual meetings, which are routinely held in different locations throughout the Mid-Atlantic Region. Works collaboratively with MARAC officers to ensure continuous and high quality service.

Education and Experience Required: A bachelor's degree is required, preferably with a minimum of two years of customer service experience. Experience with organization management and/or with archival work is highly desirable. Experience with computer technologies is required, including Microsoft Office applications and web-based applications such as Gmail; experience with content and/or database management systems preferred. This position requires close attention to detail, good organizational abilities, and strong time management skills. Excellent communication and inter-personal skills are also essential. The successful candidate will demonstrate a strong commitment to customer service and must be able to adapt readily to an evolving service environment. Other necessary skills include the ability to work unsupervised, to plan and anticipate member and officer needs, and to make sound decisions.

Supervisory Responsibilities: Not applicable.

Essential Functions:

- Responds to all mail, email, and telephone queries.
- Maintains all MARAC records and files that pertain to the scope of work described.
- Maintains the membership database and produces annual membership directory.
- Manages the membership renewal process, distributes welcome materials to new members, and provides monthly reports to Membership Development Committee Chair.
- Assists with the annual election of MARAC officers using SurveyMonkey software, and coordinates activity with Nominations Committee.
- Produces mailing labels and prepares membership mailings as needed.
- Manages various membership listservs through the MemberClicks system.
- Compiles and maintains membership information, including committee interests and personal communication preferences.
- Maintains a database of vendors of interest to MARAC members.
- Handles meeting registrations for members and vendors twice annually; prepares meeting participant lists, name badges, and receipts for attendees.

- Develops and maintains a meeting database.
- Coordinates activities for the production of a quarterly newsletter.
- Distributes registration and vendor information to appropriate MARAC officers on a weekly basis prior to the meetings.
- Attends the semi-annual meetings and provides onsite logistical support for the Local Arrangements Committee and the vendors as needed.
- Attends Steering Committee meetings and provides planning support prior to the meetings.
- Maintains the MARAC website hosted by MemberClicks, in concert with the MARAC Webmaster and the Electronic Resources Committee.
- Coordinates registration and publicity activity regarding MARAC off-meeting continuing education workshops.
- Records and deposits all checks into MARAC's checking account.
- Prepares monthly financial reports for the MARAC Treasurer.
- Sends monthly donor reports to the MARAC Treasurer and the Chair of the Development Committee.
- Generates and mails thank-you letters and tax letters to donors.
- Forwards all bills to the MARAC Treasurer for payment.
- Coordinates activities with MARAC officers and performs tasks as assigned.

Marginal Functions: None.

Equipment Used: Personal computer and scanner.

Software Programs Used: Microsoft Office Suite, including Word, Excel, and Outlook. Web-based applications, including Gmail, Dropbox, SurveyMonkey, and MemberClicks online membership software. Basic knowledge of HTML is helpful.

Physical Requirements: Ability to lift boxes weighing up to 40 pounds.

Personal Protective Equipment: None.

Blood borne Pathogens: Not applicable.

Confidentiality Statement: Safeguards the confidentiality of MARAC members and officers by exercising discretion in communicating information to different individuals and groups within the MARAC community.

MARAC Archivist Report
April/2013
(for the Steering Committee meeting at Erie, Pennsylvania)

I continue to sort 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.

I can thankfully report that a summary compilation of all the changes to MARAC's bylaws from 2008 to the present has been completed and the definitive version of same is currently up on the MARAC website. I want to thank Ed Galloway, Matt Strauss, Laura Drake Davis and others for assisting in this effort. As you know, we have a new proposed change to the Bylaws that will be presented to the members attending at the breakfast business meeting in Erie, PA.

I will be bringing a variety of award certificates to Erie for signing and presenting by the relevant officers.

Lauren Brown
MARAC Archivist
University of Maryland