

MARAC Steering Committee
Meeting Minutes
1 February 2013, Baltimore, MD

In Attendance: Lauren Brown, Andrew Cassidy-Amstutz, Heather Clewell, Becky Collier, Nat DeBruin, Kira Dietz, Dyani Feige, Ed Galloway, Glenn Gardner, Jim Gerencser, Brian Keough, Dan Linke, Mary Mannix, Liz Novara, Holly Ott, Caryn Radick, Arian Ravanbakhsh, Laurie Rizzo, Rachel Rohrbaugh, David Rose, Jordon Steele, Laura Stoner, Susan Woodland and Jan Zastrow.

I. Call to Order – the meeting was called to order at 10:11 a.m

a. **Approval of Agenda** – Approved

II. Approval of Last Steering Committee Minutes – Approved

III. Officers' Reports

i. **Chair's Report** – report submitted

a. SAA Regional Summit: -communications listserv for the Regionals has been put together.

Four Recommendations:

1) Formal SAA committee for Regionals

2) Listserv – done

3) Advocacy Toolkit

4) Clearinghouse for sharing and developing Education materials

Three council members in SAA (Geof Huth, Terry Baxter and Donna McCrea) to help develop the Regionals group

There will be another get-together at SAA this summer

Suggestions: Appoint a Steering member on each Regional as an official "Liaison" position

SAA to support logistically this Regional Group

Designated liaison seems more sustainable, longer terms –more transparency for members

Perhaps a member-at-large could fill this capacity in the meantime until an official position could be created (via by-laws etc.)

All the chairs or secretary or outreach to also be on the listserv and be involved (so that there is always two people to be on and help out)

ii. **Administrator's Report** - report submitted

a. Updated stats: 1012 active members (as of last night)

107 more than we had at this time last year

b. Perhaps after people join when there is a meeting in the area and then goes down after when people don't renew. How do we retain membership?

c. With the workshop coupons, are people joining just for the \$35?

iii. **Vice Chair** – report submitted

a. Question: Who nominates Service Awards? Answer: Vice Chair does

b. Vice Chair nominates the co-chairs of the Program Committee and the Local Arrangements Committee for the last conference.

c. Tom Hollowek nominated for a Service Award in Erie

d. Voted: approved

- e. Co-meeting with NEA – will be in New York (or Connecticut), still looking for a hotel
- iv. **Secretary** – no report submitted
- v. **Treasurer, including Finance Committee** – report submitted
 - a. reminder: will be sending out forms to Caucus and Committee chairs for budget requests
- vi. **Archivist** – report submitted
 - a. Goal: create a database of former committee members and officers as well as administrative history of roles and functions of various positions etc.
 - b. Perhaps adding more fields to the membership profiles could capture more information
 - c. Concern: Memberclicks flaw, renewals create new profiles so some members have multiple profiles

IV. Standing Committee New Business and Updates

- A. Custer Award** – report submitted
- B. Development** – report submitted
- C. Distinguished Service Award** – no report submitted
- D. Education** – report submitted
- E. Electronic Resources** – report submitted
 - a. Question: About DRUM, is there a link to DRUM from MARAC's website?
Answer: Yes, but it's a bit hidden, will make it more visible
 - b. Will write a blog post about it. Will keep working with Program Committee Chairs on getting the word out and move forward and encourage deposits
- F. Finding Aids** - report submitted
 - a. clarifying language about a committee member submitting a finding aid for their own institution
 - b. Do you reclude yourself from judging just that one entry or that a finding aid cannot be submitted from an institution a committee member works at
- G. Membership Development** – report submitted
 - a. working on \$35 off coupon – concerns about length of validity of the coupon and concerns about abuse of the coupon
 - b. Determined, must be a MARAC member and no limit on when they can use it
- H. National Coalition for History** – report submitted
 - a. Highlighted NCH actions
- I. Nominations and Elections** – report submitted
 - a. Still need Chair and Vice Chair nominations
 - b. Concerns expressed about uncontested positions
- J. Outreach** – no report submitted
 - a. working on Archives Month theme
 - b. look into creating a Blog Digest to push out to members
- K. Publications** – report submitted
 - a. Caucus chairs please remind others about the Spring MAA deadline

V. State Caucus New Business and Updates

- A. Delaware** – report submitted
- B. District of Columbia** – report submitted
- C. Maryland** – report submitted
- D. New Jersey** – report submitted
 - a. Disaster Relief: reflections on the Sandy disaster and how to help and inform others about lessons learned
- E. New York** – report submitted
 - a. more information on the effects of Sandy in New York to come
- F. Pennsylvania** – report submitted
- G. Virginia** – report submitted
- H. West Virginia** – report submitted

VII. Old Business

- A. Update on DRUM implementation (Arian)
 - a. previously discussed
- B. Membership survey update (Rachel)
 - a. 7-10 page executive summary – a full analysis will take a few months to get together. Goal is to have it by Erie
 - b. Goal to put the whole results out there – Concern: did we say the comments were confidential?
 - c. Perhaps post things little by little on the blog
 - d. Goal is for the results to be a roadmap for MARAC
- C. Implementation options for electing members to Finding Aid Awards Committee (Dan)
 - a. Discussed options as stated in the report
 - b. Discussed the transition from appointments to elections
 - c. Need to post to members 30 days before voting so need to tweak the statement as to what exactly the change in the by-laws are
 - d. informal vote as to which idea is supported by Steering, option two (gradual election)
- D. MARAC Travel Awards and MAI Scholarships (Brian)
 - a. The process of investing the 20% of the profit into the Education Endowment principal started in 1993. This proposal means we would now spend the 20% by giving out more and increased awards.
 - b. Question: can we budget \$3000 more for Education and still invest in the Endowment? Answer: We could but it poses more challenges in Budgeting.
 - c. Suggestion: Create a MARAC scholarship for archival graduate education
 - d. Discussed the importance of spending the endowment and building the endowment.
 - e. Consensus in favor of increasing the awards, reexamined where the \$3,000 should come from.
 - f. Four Options:
 - 20% instead of endowment goes to increased awards
 - 20% goes to endowment and the increased awards comes from operating

- 10% goes to endowment and 10% goes to awards rest comes from operating
- What if 20% goes to Endowment and 20% goes to increased awards and 40% goes to operating (instead of 60%).
- g. Straw poll indicated most in favor of the fourth option which slightly changes the wording of the original proposal
- h. official vote passed unanimously
- E. Possible collaboration with NEA to develop professional journal (Liz)
 - a. Questions arose regarding: audience, need
 - b. Requesting an investment for \$400 and MARAC support (have a MARAC membership on the editorial board)
 - c. Do we want to give \$400 annually to invest in this?
 - d. Put question out to Publication committee and out to members – not just about this journal, but perhaps about publications in general
- F. Increasing contribution to National Coalition for History (Jan)
 - a. Four rotating seats at the table since 2008
 - Do we want to raise our monetary level to \$4000 will get us a permanent seat at the table, Or do we want to continue as institutional supporters and raise our financial support?
 - Two meetings a year at AHA and OHA.
- G. MARAC Operations manual update (Danna – not present) –information provided via email

VII. New Business

- A. Update on Disaster Assistance Relief (Jordon)
 - a. In the language of what we fund, should we include what we will not fund, such as costs to cover insurance premium costs
 - Consensus was it was a good idea to specify that in the language
 - b. donations covered the costs of how much we gave out, call was a bit lighter than for Irene and Lee, but those collections took place during the meeting
- B. MARAC merchandising opportunities (Andrew)
 - a. the 40th anniversary MARAC tee-shirts were so successful
 - Could work with a company that would produce items on demand, online based, would share a portion of the profits.
 - Suggested contacting Paige regarding her organizing this for the conference
 - b. perhaps have a few inventory on hand to sell at the conferences
 - c. beer mug, apron, coffee mug, tee-shirts, hats, golf balls
- C. Request was made to explore costs of paper ballots etc. –agenda for Erie

VIII. Adjournment – 2:09 p.m.