

**MARAC Chair's Report**  
**Winter 2012 Steering Committee Meeting**  
**Submitted: January 27, 2012**

**Appointments**

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

- Appointed Rachel Grove Rohrbaugh to the Membership Development Committee (Jan 2012-Spring 2013) due to the resignation of Wendy Pflug.

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

**MARAC Disaster Assistance Fund**

I appointed an ad hoc task force to review/revise the guidelines based on what we recently learned. They will present their findings and recommendations at the Winter meeting. The members of the task force comprise the four MARAC Members at Large.

I recently followed up with each recipient to ask for a brief report outlining how the assistance funds were spent (see attachment). I sent a thank you letter on behalf of MARAC to Ms. Susan Hale, Trade Show Coordinator for Gaylord Brothers for their generous donation of \$500 to the MARAC Disaster Assistance Fund.

**Strategic Plan**

I received general agreement at the Fall Steering Committee meeting that the revised draft of the strategic plan was acceptable. I was asked to make a few minor edits which were shared via email in November. I will submit to Steering for approval at the Winter meeting (see attachment).

**Other Activities**

- Wrote "From the Chair" column for Winter *MAA* issue.
- Appointed Danna Bell-Russell to continue the work of compiling the MARAC Operations Manual.
- In response to being asked to consider if MARAC will support an SAA draft report from the Reappraisal and Deaccessioning Development and Review Team, there did not seem to be consensus from Steering that we needed support this one way or another.
- After being contacted by SAA President Gregor Trinkaus-Randall, who is interested in seeing meaningful cooperation and collaboration between SAA and regional associations, and discussing this with Steering at the Fall meeting, I communicated

MARAC's willingness to be at the table but would need and expect some sort of travel assistance to attend the SAA meeting in San Diego.

- Asked by Lee White (Executive Director of National Coalition for History) to endorse Presidential Records Bill letter, which I did on behalf of MARAC after consulting with other Officers. Many of you will remember the onerous provisions in the Bush Executive Order on presidential records that were reversed by President Obama when he took office. This bill is designed to prevent situations where each new president gets to set the rules every time the office changes hands.
- Consulted with the Outreach Committee and Webmaster regarding the launch of the MARAC Blog.
- Prepared proposal on MARAC creating an online repository of conference presentations to be discussed at the Winter Steering Committee meeting.

Respectfully submitted,

Ed Galloway  
MARAC Chair

The Montgomery County Historical Society  
Fort Johnson, NY

Headquartered at  
OLD FORT JOHNSON  
Built by  
Sir William Johnson  
In 1749

MUSEUM AND  
HISTORIC HOUSE

Report  
MARAC Disaster Assistance Funds  
Old Fort Johnson National Historic Landmark

Disaster recovery activity at Old Fort Johnson was conducted in two phases. The initial part of the first phase was done by volunteers who removed mud and debris from the historic structure. Next, professionals came in and dried out and sanitized the first floor of the building and did mold remediation of the entire building.

The second phase of the recovery was to carefully repack the most vulnerable fabrics in collection, especially our 19<sup>th</sup> century counterpanes and coverlets which were in a very susceptible location in the Old Fort.

Based on information received from AIC-CERT, and using the funds received from MARAC we were able to purchase new acid free boxes, tissue and archival storage tubes. With the help of volunteers from other local museums we repacked select 19<sup>th</sup> century dresses and uniforms. More importantly we were able to repack our 19<sup>th</sup> century counterpanes and coverlets, the earliest of which is dated 1811. Those items are now in a new storage location and greatly removed from the moisture that we were concerned about.

The remaining funds were used to help defray the cost of meals for volunteers who assisted with the repacking process. We have been very fortunate with the number of people who have volunteered for both phases of the recovery.

The third phase of the recovery continues today. We have had to redo all the electrical wiring in the basement and have just replaced the furnace in the Old Fort. We will be waiting until spring to repair plaster and paint water-stained 18<sup>th</sup> century wood paneling.

Our work continues but we look forward to re-opening in July, 2012.

November 13, 2011

James W. Gerencser  
MARAC  
Dickinson College  
P.O. Box 1773  
Carlisle, PA 17013

Dear Mr. Gerencser:

Enclosed you will find the invoice from Gaylord. Thank you for the financial assistance for the Museum of the Confederacy's archives. If there are any questions, please contact me.

Sincerely,

Teresa Roane  
Archivist  
[troane@moc.org](mailto:troane@moc.org)  
804-649-1861 ext. 28

## **MARAC Disaster Assistance Grant to the Slate Valley Museum Progress Report:**

On August 28, 2011 the Slate Valley Museum was engulfed in over three feet of water from the Mettowee River because of dramatic flooding caused by Hurricane Irene. The Mettowee River rose over 15 feet in less than a few hours. The flooding caused damage to the museum's structure, exterior landscape, interior, and archival collections.

The Slate Valley Museum is thrilled and humbled by the generous donation of relief funds from the Mid-Atlantic Regional Archives Conference through their MARAC Disaster Assistance Grant. The funding from this grant went directly to the drying, cleaning, and conservation of damaged archival material in SVM's collection.

The damaged material, originally stored in large-scale non-self defrosting freezers after the storm, were brought to archival conservator Carolyn Frisa owner and chief conservator at "Works on Paper: Conservation of Art and Archival Material" in Bellow Falls, Vermont. Works on Paper was selected to conserve the damaged collection because of Ms. Frisa's selection as conservator for three items from SVM's collection during an Greater Hudson Heritage Network support conservation grant and because of her support directly after the flood.

At this date, the entire collection of damaged material is at "Works on Paper" and has been dried in a controlled and monitored environment. Ms. Frisa has also inventoried the collection to assure that all items are accounted for when compared to the original inventory created at the time of the flood.

Below are images of the David Allen Russell Collection which the MARAC Disaster Relief Grant specifically funded. This collection contains the papers of the only Civil War General from the Slate Valley. With the support of this grant this collection has been dried and is currently being cleaned and flattened by "Works on Paper" and will be returned to the Slate Valley Museum for display in its exhibit "Rivals in Slate, Brothers in War: The Slate Valley Unites for the Union Cause."

Kathryn Weller  
Executive Director  
Slate Valley Museum  
17 Water Street  
Granville, NY 12832  
518-642-1417 phone and fax



Adopted by the Steering Committee on [date]. The MARAC Chair will review the plan annually to ensure that MARAC committees are engaged in appropriate tactics to meet our objectives.

### **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.*

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### **Objectives**

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

Strategies include but are not limited to:

- Seek ways of increasing membership so that MARAC represents a diverse professional community.
  - 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*.
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**2. MARAC members will have educational opportunities to advance their archival knowledge and skills.**

Strategies include but are not limited to:

- 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 awards 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. MARAC members will demonstrate to the public the value of historical records, the archival profession and the importance of increased support for archival repositories.**

Strategies include but are not limited to:

- Increase awareness of archival issues and the profession by supporting and promoting Archives Week/Month activities.
- Support disaster assistance efforts within the MARAC region.



## Online Repository for MARAC Conference Presentations

Ed Galloway, MARAC Chair

1.27.12

### Why an online repository?

As a professional society representing nearly 1,000 archivists and hosting two conferences per year, MARAC does not “archive” its own conference presentations. Shouldn't we be offering a service whereby conference presenters could, *if they elected to*, deposit electronic copies of their presentations in a MARAC repository to enable others to benefit from their work? Don't we as an archival organization want to keep a record of the *content* of presentations given at the conferences? Not only would this enable members who could not attend a given conference access to the presentations, but it would offer the presenters a place to deposit their work and receive professional credit for doing so.

### What are the benefits?

- MARAC presenters would contribute their presentations directly to the repository through self-deposit *if they want to*.
- Presenters can retain and control their copyright by enacting a Creative Commons license over their work.
- The presentations become open and accessible to all, members and non-members alike, to broaden the reach and impact of the presenter's work.
- The presentations become searchable through Google Scholar, other Internet search engines, and Open Access directories.
- The content can be organized and browsed by conference date and presenter as well as fully keyword searchable regardless of format.
- Presenters can upload a multitude of formats, including widely known image, text, and audio-video files.
- Presenters, and others who discover the presentations, can rapidly and easily share the content through social networking tools, RSS feeds, and e-mail alerts.
- An electronic repository offers permanent storage and preservation of the files.
- Presenters can deposit multiple versions of a document, from early manuscripts to the final version of a presentation or published article.
- Presenters and administrators can better determine the impact of disseminating content via the online repository by obtaining usage data (e.g., views, downloads).
- MARAC repository administrators (e.g., Electronic Resources Committee) maintain control over the repository's contents.
- Members of the conference program committees could ask their session participants to submit their papers/presentations to the repository for sharing and review.

## Hosting by the University of Pittsburgh Library System

One solution MARAC should consider is implementing Pitt's publishing platform for hosting conference proceedings among other types of subject-based repositories.

To create subject-based repositories, Pitt employs open source EPrints software, an internationally recognized repository platform developed by the School of Electronics and Computer Science at the University of Southampton in the United Kingdom. Because of its ease of use and flexibility, the EPrints platform is ideally suited to quickly creating author self-archiving document repositories. To date, Pitt hosts five subject-based repositories as well as 27 e-journals with 10 more on the way!

There is **no cost** to MARAC! This is a FREE service to any interested non-profit organizations or societies.

## Editorial Management

Under a self-archiving model, presenters who wish to contribute their content to the MARAC repositories can do so themselves. At the same time, as editor of the repository, MARAC controls what is added and when. This prevents anyone outside of MARAC from depositing content in the repository without first being approved by the administrator(s). Members of the Meetings Coordinating Committee, Publications Committee, and/or Electronic Resources Committee can act as gatekeepers, much as is the Outreach Committee when approving blog postings. To reemphasize, *all administrative control* of the repository is maintained by MARAC!

## Enhanced Discoverability and Access

Once in place, the online repository of MARAC presentations (and any/all of its other published contents) will be available to a wider world. Pitt and the software it employs ensure registration and indexing of MARAC's repository through sources such as:

- Google Scholar and other Internet search engines
- OpenDOAR: The Directory of Open Access Repositories
- OCLC Digital Collections
- Open Archives Initiative

In addition, the contents can be:

- Browsed by category or searched using simple or advanced interfaces;
- Searched by full-text keyword;
- Downloaded or printed in native format;
- Shared by email and through social-networking tools, such as Facebook and Twitter;
- Added to RSS feeds and email alerts to advise scholars of newly deposited items; and
- Added to bibliographic citation tools such as EndNote, BibTex, and Reference Manager.

## Graphics Design

While Pitt will host the website, its design can be specified by MARAC so that it meets our “look and feel” requirements.

### In Summary:

- Pitt maintains the hardware/software platform and associated electronic publishing services *free of charge*.
- Pitt offers consultation in initial configuration, graphic design, metadata standards, workflow design, initial training, and ongoing systems support.
- MARAC is the sole determinant of the content and controls all editorial decisions.
- MARAC is solely responsible for all editorial workflow management, including the work of soliciting direct author submissions, adding new content, reviewing and accepting new submissions, and all correspondence with readers, authors and editorial staff.
- The MARAC repository will be Open Access, meaning the content will be offered to a global audience free of charge and without subscription costs; metadata will be freely exposed to external search engines via OAI-PMH.
- Copyright of the content remains with the author; it is highly recommended that each presentation deposited is assigned one of six possible Creative Commons licenses.
- MARAC will determine the URL of the repository and is responsible for registering and paying for the Internet domain name.
- Pitt will host the website and repository in perpetuity.
- MARAC can terminate agreement at any time but Pitt *may* retain all published content.
- Agreement is not contingent on Ed (or any MARAC member) working at Pitt.

# MARAC

Mid-Atlantic Regional Archives Conference

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

February 3, 2012

**TO: MARAC STEERING COMMITTEE**

**FROM: HOLLY OTT, MARAC ADMINISTRATOR**

**RE: ADMINISTRATOR'S REPORT**

Submitted to the Steering Committee on Friday, February 3, 2012, in Baltimore, MD.

## Membership Statistics

There are currently 900 active members (as of January 25, 2012):

790 Regular Members

27 Retired Members

83 Student Members

## **Membership Statistics Comparison**

	<b>2011 (As reported 1/31/11)</b>	<b>2012 (As reported 1/25/12)</b>
<b>Regular Members</b>	715	790
<b>Retired Members</b>	30	27
<b>Student Members</b>	59	83
<b>Total Members</b>	<b>804</b>	<b>900</b>

The current state caucus memberships are as follows:

DC: 146

Delaware: 42

Maryland: 157

New Jersey: 131

New York: 194

Pennsylvania: 214

Virginia: 149

West Virginia: 14

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

	2010 (As reported 1/31/11)	2012 (As reported 1/25/12)
<b>DC Caucus</b>	124	146
<b>Delaware Caucus</b>	37	42
<b>Maryland Caucus</b>	151	157
<b>New Jersey Caucus</b>	122	131
<b>New York Caucus</b>	177	194
<b>Pennsylvania Caucus</b>	201	214
<b>Virginia Caucus</b>	116	149
<b>West Virginia Caucus</b>	10	14

Number of new membership applications received and entered into database:

October 2011: 28

November 2011: 17

December 2011: 13

January 2012 (as of 1/25/12): 14

### **Current and Upcoming Projects**

**Mid-Atlantic Archivist:** An electronic copy of the Winter Mid-Atlantic Archivist was made available on 1/24/12. Paper copies were scheduled to be mailed to subscribers on 1/23/12. There are currently 228 members or subscribers who receive paper copies of the newsletter.

**MARAC Domain:** The MARAC Administrator worked with MemberClicks (with the approval of the Electronic Resources Committee) to have the GoDaddy.com domain transferred to the MemberClicks GoDaddy.com account. The transfer was made on 1/13/12 and MemberClicks renewed the domain, which was set to expire 1/16/12.

**EAD Workshop:** Registration for the March 5, 2012 EAD Workshop went live on 1/6/12. As of 1/26/12, 20 of the 21 seats have been filled.

**MARAC Spring Conference:** Planning for the MARAC Spring 2012 Conference in Cape May, NJ has begun and will continue through the upcoming months. Online registration went live on 1/19/12. Conference programs were mailed to 892 active members (the number of active members, as submitted on 1/18/12) on January 25, 2012.

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

Vice Chair\MCC Report  
Mary K. Mannix  
1 February 2012

Per discussion at Summer Steering:  
HelmsBriscoe is investigating appropriate wording for contracts in situations of hotel strikes.

### 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

#### 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 First Co-Chair: Jane Ingold

Program Committee First Co-Chair: Jessica E. Johnson

Note: Bicentennial Celebration of the Battle of Lake Erie

#### Fall 2013:

Status: HelmsBriscoe Seeking Proposals

Where: Eastern West Virginia Under Consideration

Note: Sesquicentennial of Statehood

Alternate idea: Philadelphia?

## HelmsBriscoe Seeking Proposals

Spring 2014:

Status: HelmsBriscoe Seeking Proposals

Where: Rochester, New York

Local Arrangements Committee Probable Co-Chairs: Lori Satter and Brian Keough

Fall 2014 – Maybe dual meeting with NEA

Status: HelmsBriscoe Seeking Proposals

Where: Springfield, MA

# MARAC

Mid-Atlantic Regional Archives Conference

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

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

**FROM: JIM GERENCSEK, MARAC TREASURER**

**RE: TREASURER/FINANCE COMMITTEE REPORT**

Respectfully submitted to the Steering Committee on Friday, January 27 in advance of the Winter 2012 meeting to be held in Baltimore, MD on February 3, 2012.

1. Highlights of the Second Quarter Treasurer's Report (see attached) are listed below.
  - The income is from membership dues, bank interest, Fall 2011 conference income, and MAA advertising and subscriptions, and gifts to operations.
  - Expenses are from administrator's salary, MemberClicks fees, printing and mailing charges, Fall 2011 conference costs, the Custer and Finch Awards, accountant fees, travel and MAI scholarships, office supplies and phone service, annual contribution to the NCH, and credit card transaction fees.
2. Average returns on investment for MARAC's accounts during the previous quarter are listed below.
  - PNC Savings Account – 0.2%
  - PNC Certificates of Deposit – 0.6%
  - Vanguard Bonds – 1.7%
3. Attached is the final financial report for the Fall 2011 meeting in Bethlehem, PA. Profits exceeded budget by more than \$6000, with a total profit of more than \$10,700.
4. Accountant Gordon Novinsky has prepared and filed IRS Tax Form 990 for MARAC for FY2011.
5. A PNC Bank CD acquired last year at a value of \$10,000.00 will mature on February 28, and the funds (roughly \$10,065.00) will be redeposited in the MARAC savings account.



As a reminder, and in keeping with information shared through last year's report, interest rates for standard savings accounts and certificates of deposit remain at historic lows. As a point of comparison, the average return on investment from the MARAC savings account and CDs for calendar year 2011 was 0.31% – roughly \$280 derived from an average balance of \$90,000. This compares with calendar year 2010 when the return was 0.42% – roughly \$275 derived from an average balance of \$65,000.

During calendar year 2011, the Vanguard Bonds offered a return of 2.34% – roughly \$1700 derived from \$72,100. During the previous calendar year, the Vanguard Bonds offered a 4.2% return – roughly \$2900 derived from \$69,200.

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

**FY 2012, 2nd Quarter** (October 1, 2011 to December 31, 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>
<b>INCOME</b>							
Membership Dues	\$28,500.00	\$20,686.00	\$3,730.00			\$24,416.00	85.67%
Conference Registration	\$55,000.00	\$25,710.00	\$3,566.00			\$29,276.00	53.23%
Conference Vendors	\$20,000.00	\$6,972.00	\$4,350.00			\$11,322.00	56.61%
Conference Sponsorship	\$2,000.00	\$1,500.00	\$600.00			\$2,100.00	105.00%
Publication Advertising	\$3,000.00	\$210.00	\$1,260.00			\$1,470.00	49.00%
Publication Sales	\$350.00	\$65.00	\$140.00			\$205.00	58.57%
Mailing List Sales	\$250.00	\$100.00	\$0.00			\$100.00	40.00%
Off-Meeting Workshops	\$3,000.00	\$0.00	\$0.00			\$0.00	0.00%
Bank Interest	\$300.00	\$72.30	\$68.02			\$140.32	46.77%
Investment Interest	\$3,000.00	\$336.63	\$305.22			\$641.85	21.40%
Gifts to Operations	\$500.00	\$113.00	\$26.00			\$139.00	27.80%
Gifts to 40th	\$4,000.00	\$0.00	\$0.00			\$0.00	0.00%
Miscellaneous	\$0.00	\$0.00	\$0.00			\$0.00	0.00%
<b>Total Income</b>	<b>\$119,900.00</b>	<b>\$55,764.93</b>	<b>\$14,045.24</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$69,810.17</b>	<b>58.22%</b>
<b>EXPENSES</b>							
Administrator	\$12,000.00	\$2,910.94	\$2,589.66			\$5,500.60	45.84%
Web Services	\$3,000.00	\$655.59	\$655.59			\$1,311.18	43.71%
Archivist	\$750.00	\$750.00	\$0.00			\$750.00	100.00%
Accountant	\$1,000.00	\$0.00	\$1,025.00			\$1,025.00	102.50%
Advocacy	\$1,500.00	\$0.00	\$1,500.00			\$1,500.00	100.00%
Insurance Policy	\$1,000.00	\$0.00	\$0.00			\$0.00	0.00%
Phone	\$600.00	\$144.63	\$144.78			\$289.41	48.24%
Postage	\$800.00	\$37.00	\$0.00			\$37.00	4.63%
Office Supplies	\$750.00	\$0.00	\$367.10			\$367.10	48.95%
Food	\$2,450.00	\$339.00	\$39.48			\$378.48	15.45%
Travel	\$3,550.00	\$1,557.07	\$92.13			\$1,649.20	46.46%
Equipment	\$0.00	\$960.44	\$0.00			\$960.44	0.00%
Printing and Design	\$3,000.00	\$0.00	\$1,501.12			\$1,501.12	50.04%
Conference	\$69,000.00	\$3,157.73	\$29,923.37			\$33,081.10	47.94%
Lodging	\$1,700.00	\$105.45	\$425.70			\$531.15	31.24%
Honoraria	\$1,300.00	\$0.00	\$0.00			\$0.00	0.00%
Awards and Prizes	\$1,300.00	\$0.00	\$600.00			\$600.00	46.15%
Scholarships	\$11,700.00	\$584.36	\$2,150.00			\$2,734.36	23.37%
Banking Fees	\$4,500.00	\$1,132.44	\$1,620.54			\$2,752.98	61.18%
Investments	\$0.00	\$0.00	\$0.00			\$0.00	0.00%
Disaster Assistance	\$0.00	\$0.00	\$0.00			\$0.00	0.00%
Miscellaneous	\$0.00	\$0.00	\$0.00			\$0.00	0.00%
<b>Total Expenses</b>	<b>\$119,900.00</b>	<b>\$12,334.65</b>	<b>\$42,634.47</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$54,969.12</b>	<b>45.85%</b>
<b>Net Income or (Loss)</b>		<b>\$43,430.28</b>	<b>(\$28,589.23)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$14,841.05</b>	

**Account Balances**

			<u>Opening</u>	<u>Credits</u>	<u>Debits</u>	<u>Closing</u>
PNC Checking	\$9,339.00	Operating	\$43,430.28	\$14,045.24	(\$42,634.47)	\$14,841.05
PNC Savings	\$70,658.44	Restricted	\$107,119.00	\$863.00	(\$1,545.00)	\$106,437.00
PNC CDs	\$20,099.82	Reserve	\$41,965.00	\$0.00	\$0.00	\$41,965.00
Vanguard Bonds	\$73,775.84	Surplus	\$10,630.05	\$0.00	\$0.00	\$10,630.05
<b>Total</b>	<b>\$173,873.10</b>	<b>Totals</b>	<b>\$203,144.33</b>	<b>\$14,908.24</b>	<b>(\$44,179.47)</b>	<b>\$173,873.10</b>

**Summary - Second Quarter FY 2012**

Opening Balance	\$203,144.33
Total Income	\$14,908.24
Total Expenses	(\$44,179.47)
Closing Balance	\$173,873.10

**Restricted Funds**

			<u>Opening</u>	<u>New Gifts</u>	<u>Spending</u>	<u>Closing</u>
PNC Savings	\$12,561.34	Disaster Assist.	\$1,099.00	\$836.00	\$1,545.00	\$390.00
PNC CDs	\$20,099.82	Education	\$100,895.00	\$26.00	\$0.00	\$100,921.00
Vanguard Bonds	\$73,775.84	Finch Award	\$5,125.00	\$1.00	\$0.00	\$5,126.00
<b>Total</b>	<b>\$106,437.00</b>	<b>Totals</b>	<b>\$107,119.00</b>	<b>\$863.00</b>	<b>(\$1,545.00)</b>	<b>\$106,437.00</b>

## Final Balance Sheet

Category	<u>Budget for 250 Attendees</u>	<u>Total for 280 Attendees</u>
<b>INCOME</b>		
Registration Fees	\$18,300.00	\$18,730.00
Exhibitor Fees	\$11,000.00	\$8,200.00
Meals	\$4,800.00	\$5,478.00
Reception	\$600.00	\$1,830.00
Tour Fees	\$1,350.00	\$1,305.00
Workshop Fees	\$4,375.00	\$3,555.00
<b>Total Income</b>	<b>\$40,425.00</b>	<b>\$39,098.00</b>
<b>EXPENSES</b>		
Hospitality Suite	\$250.00	\$145.85
Hotel Expenses	\$5,050.00	\$4,195.82
LAC Expenses	\$250.00	\$0.00
Meal Expenses	\$14,125.00	\$9,287.00
Reception	\$8,800.00	\$9,710.70
Registration/Program	\$4,500.00	\$3,284.23
Session/Plenary Speakers	\$335.00	\$300.00
Tour Expenses	\$500.00	\$343.55
Workshop Expenses	\$2,050.00	\$1,100.00
<b>Total Expenses</b>	<b>\$35,860.00</b>	<b>\$28,367.15</b>
<b>NET INCOME / PROJECTED PROFIT</b>	<b>\$4,565.00</b>	<b>\$10,730.85</b>

## Final Income

Category	Budgeted			Actual		
	Cost/Item	250 Attendees	Total	Cost/Item	280 Attendees	Total
<b>INCOME</b>						
<b>Registration Fees</b>						
Pre-Reg Members	\$65.00	150	\$9,750.00	\$65.00	172	\$11,180.00
Pre-Reg Non-Members	\$110.00	25	\$2,750.00	\$110.00	14	\$1,540.00
Late Reg Members	\$75.00	25	\$1,875.00	\$75.00	36	\$2,700.00
Late Reg Non-Members	\$120.00	10	\$1,200.00	\$120.00	5	\$600.00
Member, on-site	\$85.00	15	\$1,275.00	\$85.00	7	\$595.00
Non-member, on-site	\$130.00	5	\$650.00	\$130.00	7	\$910.00
Student registration	\$35.00	10	\$350.00	\$35.00	28	\$980.00
One day (Saturday only)	\$45.00	10	\$450.00	\$45.00	5	\$225.00
<b>Total Registration Fees</b>		<b>250</b>	<b>\$18,300.00</b>		<b>274</b>	<b>\$18,730.00</b>
<b>Exhibitor Fees</b>						
Ads	\$50.00	5	\$250.00	\$200.00	1	\$200.00
Donations/Sponsorships	\$250.00	4	\$1,000.00	\$250.00	2	\$500.00
Rental - 1 Table	\$600.00	10	\$6,000.00	\$600.00	10	\$6,000.00
Rental - 2 Tables	\$750.00	5	\$3,750.00	\$750.00	2	\$1,500.00
<b>Total Exhibitor Fees</b>			<b>\$11,000.00</b>			<b>\$8,200.00</b>
<b>Meals</b>						
Breakfast - Business Mtg.	\$18.00	100	\$1,800.00	\$18.00	103	\$1,854.00
Lunch - Friday	\$24.00	125	\$3,000.00	\$24.00	151	\$3,624.00
<b>Total Meals</b>			<b>\$4,800.00</b>			<b>\$5,478.00</b>
<b>Reception</b>						
Sponsorship	\$500.00	1	\$500.00	\$1,500.00	1	\$1,500.00
Guest Tickets	\$10.00	10	\$100.00	\$10.00	33	\$330.00
<b>Total Reception Income</b>			<b>\$600.00</b>			<b>\$1,830.00</b>
<b>Tour Fees</b>						
Tour #1	\$10.00	25	\$250.00	\$20.00	14	\$280.00
Tour #2	\$20.00	25	\$500.00	\$20.00	24	\$480.00
Tour #3	\$20.00	25	\$500.00	\$20.00	26	\$520.00
Tour #4	\$5.00	20	\$100.00	\$5.00	5	\$25.00
<b>Total Tour Fees</b>			<b>\$1,350.00</b>			<b>\$1,305.00</b>
<b>Workshop Fees</b>						
Workshop #2	\$45.00	20	\$900.00	\$45.00	12	\$540.00
Workshop #3	\$80.00	20	\$1,600.00	\$80.00	10	\$800.00
Workshop #4	\$80.00	15	\$1,200.00	\$80.00	17	\$1,360.00
Workshop #5	\$45.00	15	\$675.00	\$45.00	19	\$855.00
<b>Total Workshop Fees</b>			<b>\$4,375.00</b>			<b>\$3,555.00</b>
<b>Total Income</b>			<b>\$40,425.00</b>			<b>\$39,098.00</b>

## Final Expenses

Category	Budgeted			Actual		
	Cost/Item	250 Attendees	Total	Cost/Item	280 Attendees	Total
<b>EXPENSES</b>						
<b>Hospitality Suite</b>			<b>\$250.00</b>			<b>\$145.85</b>
<b>Hotel Expenses</b>						
AV Equipment Tech			\$1,000.00			\$0.00
AV Equipment Rental			\$500.00			\$403.20
Room Rentals			\$1,300.00			\$1,272.00
Miscellaneous Expenses			\$250.00			\$106.00
Taxes / Fees			\$2,000.00			\$2,414.62
<b>Total Hotel Expenses</b>			<b>\$5,050.00</b>			<b>\$4,195.82</b>
<b>LAC Expenses</b>			<b>\$250.00</b>			<b>\$0.00</b>
<b>Meal Expenses</b>						
Breakfast Buffet - Sat	\$20.00	100	\$2,000.00	\$14.00	0	\$1,620.00
Continental Breakfast - Fri	\$15.00	200	\$3,000.00	\$10.00	0	\$1,500.00
Coffee Breaks Thur (AM & PM)	\$10.00	75	\$750.00	\$10.00	0	\$1,023.00
Coffee Breaks Fri (AM & PM)	\$10.00	450	\$4,500.00	\$5.00	0	\$1,300.00
Lunch - Friday	\$25.00	125	\$3,125.00	\$20.00	0	\$3,384.00
Steering Committee - Th	\$30.00	25	\$750.00	\$20.00	0	\$460.00
<b>Total Meal Expenses</b>			<b>\$14,125.00</b>			<b>\$9,287.00</b>
<b>Reception</b>						
Caterer			\$6,000.00			\$7,345.20
Transporation			\$800.00			\$1,437.50
Tours			\$0.00			\$0.00
Facility Fees			\$2,000.00			\$928.00
<b>Total Reception Costs</b>			<b>\$8,800.00</b>			<b>\$9,710.70</b>
<b>Registration/Program</b>						
Program			\$4,000.00			\$3,023.73
Folders, Badges, etc.			\$500.00			\$260.50
<b>Total Registration/Program Costs</b>			<b>\$4,500.00</b>			<b>\$3,284.23</b>
<b>Session/Plenary Speakers</b>						
Honoraria						\$300.00
Lodging			\$200.00			\$0.00
Meals			\$35.00			\$0.00
Travel			\$100.00			\$0.00
<b>Total Session/Plenary Costs</b>			<b>\$335.00</b>			<b>\$300.00</b>
<b>Total Tour Expenses</b>			<b>\$500.00</b>			<b>\$343.55</b>
<b>Workshop Expenses</b>						
Honoraria			\$900.00			\$600.00
Lodging/Meals			\$750.00			\$0.00
Travel (Speakers)			\$300.00			\$500.00
Misc. Expenses			\$100.00			\$0.00
<b>Total Workshop Expenses</b>			<b>\$2,050.00</b>			<b>\$1,100.00</b>
<b>Total Expenses</b>			<b>\$35,860.00</b>			<b>\$28,367.15</b>

**MARAC Archivist Report**  
**January/2012**  
**(for the February Winter Steering Committee meeting, Baltimore, MD)**

In recent months I have fielded several reference queries; including one from another regional archivist who wanted to compare notes on records retentions policies appropriate for regional archival organizations. Accessioning has been relatively quiet since last summer.

I look forward to discussing further the ways in which we might celebrate MARAC's 40<sup>th</sup> anniversary at the Fall meeting in Richmond.

If you have any records to pass off to me next week, I can certainly accommodate your interest, since I will be driving up to Baltimore for next week's steering committee meeting.

Lauren Brown  
MARAC Archivist  
University of Maryland