

**Midwest Archives Conference—Council Meeting Minutes
Detroit Marriott at the Renaissance Center—Room Cadillac A
Detroit, Michigan
Thursday, April 4, 2019, 8:30 a.m.–12:00 p.m.**

In Attendance: President David McCartney, Vice President Joshua Ranger, Secretary Jennie Thomas, Treasurer Colleen McFarland Rademaker; Council members Harrison Inefuku, Tara Laver, Alexis Braun Marks, and Anke Voss

By Phone: Incoming president Erik Moore, Council member Lisa Sjoberg

Welcome and approval of agenda

Action: It was moved and seconded to approve the agenda. Council unanimously passed the motion.

President's Report (McCartney)

McCartney pointed out that further discussions of the Code of Conduct will need to be tabled to the fall meeting and that he will add a copy of the letter sent to AMC in January about continued services as an addendum to his report. Recommendations were made from other members of Council to clarify at a later meeting, student membership qualifications, and added language to the bylaws to cover special elections for positions other than president (this latter change would require a vote of the membership in Des Moines). Work on the new MAC logo design was also mentioned.

Action: It was moved and seconded to approve the President's Report. Council unanimously passed the motion.

Vice President's Report (Ranger)

2019 Annual Meeting, Detroit

Program Committee cochairs (Jennifer Audsley Moore, Carrie Schwier) mentioned their hope that the new program format works out well and that, for the first time this year, MAC is collecting demographic information on speakers. The cochairs made the recommendation that a previous Program Committee chair serve as an ex officio member for the purposes of institutional knowledge (note, this may require Council approval as it changes the cochair role).

Local Arrangements Committee cochairs (Shea Rafferty, Laura Lincoln) discussed the success of the Service Project, during which archivists were made available to community members at the Detroit Public Library—Main Branch for rehousing and scanning. Hollinger/Metal Edge donated

boxes, and the Reuther Library provided equipment. Higher registration numbers than anticipated were announced for the meeting (approx. 450), for a net profit of approximately \$10,000 (before catering numbers and other bills still to pay).

2018 Fall Symposium, Iowa City

The Symposium made a profit! Going forward, Symposium committee members will use this as an example to look for hotels that don't require a minimum (80%), and, if unable, to shoot for a small room reserve. See report for additional comments.

2019 Fall Symposium, Fargo-Moorhead

Two main speakers were identified, and Council members who have volunteered to present were thanked. It was discussed whether MAC should waive registration for presenting Council members, or offer honoraria to other speakers? A letter template has already been created for fund-raising outreach, and a video ad has been created. Whether to include a preworkshop reading, such as *Dare to Lead* or the new SAA leadership manual was discussed. McFarland Rademaker will start a conversation with Teresa Brinati at SAA to see if we could get a donation of the leadership manual or a reduced cost for attendees. Ranger will cover the Access Online and Onsite session. Marketing materials will be sent to Moore for distribution. Expected attendance is 45, and it was discussed whether to cap attendance at that number.

Action: It was moved and seconded to approve Alexis Braun Marks as cochair of the 2019 MAC Symposium. Council passed the motion with Braun Marks abstaining.

2020 Annual Meeting, Des Moines

Planning has started to gear up for Des Moines, and there will be a video at tomorrow's Members' Meeting. The committee is currently looking for a walkable reception site. Attendance is expected at 300. There will be a Presidents' Dinner for Emeritus and Presidents' Award attendees.

Action: It was moved and seconded to approve Marcella Huggard and Benn Joseph as Program Committee cochairs for the 2020 Des Moines Annual Meeting. Council unanimously approved the motion.

***Action:** It was moved and seconded to approve recommended registration rates for the Des Moines meeting. Council unanimously approved the motion for:*

Registration Rates	
Members	\$135.00
Nonmembers at lower rate	\$155.00
Nonmembers advertised rate	\$165.00
Students	\$ 65.00
Members—Postdeadline	\$155.00
Nonmembers—Postdeadline	\$175.00
Students—Postdeadline	\$ 75.00
Day registrants	\$ 90.00
Reception guests	\$ 30.00

2020 Fall Symposium proposal, Indianapolis

2020 will be the Bicentennial of Indianapolis. The recommended Symposium topic was anniversaries and other such celebrations. Council discussed broadening the topic to programming in general, as well as reformatting the topic to the use of objects and making collections more exciting to include museum staff in the area. It was noted that the budget is missing a morning break.

2021 Annual Meeting, Madison, Wisconsin

Proposal forthcoming.

Distinguished Service Award Status Discussion (Cooper Cary)

While the Presidents’ Award has been offered most years to external parties, the Distinguished Service Award, which recognizes MAC members who have done exceptional work, has not been awarded in 10 years. Issues influencing this were that the committee was outdated (should be a two-year membership with the ability to renew once, chair is most recent past president, with staggered membership terms so that no more than five people are replaced in any one year). The Distinguished Service Award currently needs representatives from North Dakota, Indiana, Wisconsin, and Nebraska. Does this committee function best with geographic representation, or is there another structure that could work better? More nominees need to be gathered by raising awareness throughout MAC with a marketing campaign. An ex officio member from the Distinguished Service Award Committee should also serve on the Membership Committee to help solicit nomina-

tions. Things that need to happen to assist in reviving this committee and its work include a website update with committee membership terms (state representatives, three past presidents) and a separate e-mail account set up by AMC for the group’s work. Current members of the committee will provide a report in the fall on recommendations for further action.

Child Care Services Working Group Status (Braun Marks)

Membership currently includes Braun Marks, Michelle Sweetser, Suzanne Reller, Jennifer Johnson, Brook Boyst, Kayla Harris, Rachel Dreyer, and Rachel Howard. Diversity is being sought for membership. This group was initially started as a response to a member who didn’t feel as though there were good enough child care options provided for the Annual Meeting. The committee wants to look beyond just child care, to means by which to support other member needs for spousal care, elder care, and so on, whether through scholarship, emotional support, or other means.

Secretary’s Report (Thomas)

Thomas will be moving Google content from a personal drive to a generic MAC Google account to be created. She will contact MAC leadership to see if individual groups want MAC folders within Google Drive to share their own working content. Thomas also inquired as to who is the keeper of the MAC banner (president) and how to get that to where it needs to be for promotional purposes. She will get an estimate on hard shipping cases for shipping and purchase if approved.

Treasurer’s Report (McFarland Rademaker)

McFarland Rademaker reported that MAC was in the black for 2018. She noted that MAC needs to keep an eye on the Emeritus Scholarship fund, as not many gifts were received. MAC lost gains in investments in December 2018, but it is currently at a 6.9 percent gain, so investments made up what was lost. Insurance costs went down for 2019. McFarland Rademaker also noted that currently she is the sole person who can handle financial accounts and will be trying to add Ranger to the checking account tomorrow. She and McCartney received MemberClicks training, which made them aware that budgetary forms were not set up appropriately in the system, which now seems to be working better after those adjustments. McFarland Rademaker also noted that

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the Student Meeting Registration Scholarship award went well this year. She would like to get the Financial Advisory Committee back up and running, but wants to determine what we need first with Presidents McCartney and Moore so the committee will have a charge to work on. McFarland Rademaker concluded her report with remarks related to development work: how she doesn't currently have a way to be notified that a charitable gift has occurred and how MAC should respond to such gifts (based on amount?). She recommends creating a task force to investigate options and develop a strategy to cultivate a donor base (AMC mentioned it may be able to assist in such efforts). McFarland Rademaker would like to see all future transactions occur in US dollars.

Diversity Data Forms (Inefuku)

For the first time this year, MAC is compiling statistics on speaker demographics. Inefuku created a questionnaire that covers data points including race, gender identity, and type of institution. He was not able to get them out with speaker agreements (they are going out after instead for this year), but will do so in the future.

Publications Coordinator Report (Inefuku)

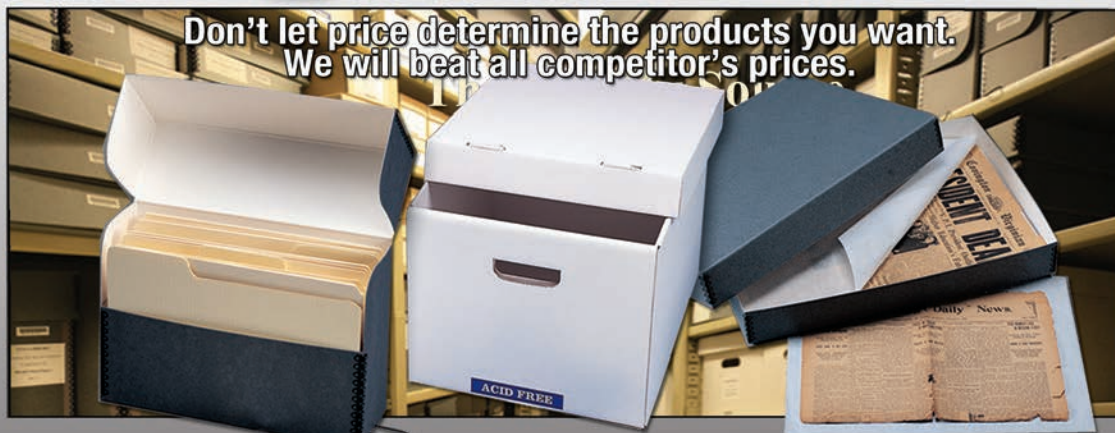
Two of the most recent *Newsletters* are on the Janeway open access site, to which Eric Willey and Alison Stankrauff have current access. Inefuku is getting the site ready to accept session presentations, posters, handouts (PPT, PDF, etc.) and has set it up to include metadata on both the session title and individual presentation titles as subtitles. He still needs images to dress up the site. Since *Archival Issues* has been a perk of membership, do we want to embargo it for a period of time before making it openly accessible? Will we lose institutional members who are only members because of the subscription? Do we think we'll see an uptick in submissions because the turnaround time for publication can be faster and the journal will be more readily accessible? Why do we think we have a lack of submissions when *American Archivist* is inundated? Inefuku also brought up the need for more diversity within the *Archival Issues* Editorial Board.

Action: It was moved and seconded to approve to publish Archival Issues Open Access under a Creative Commons Attribution Non-Commercial License. Council passed with Inefuku abstaining.



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***Action:** It was moved and seconded to approve use of the Iowa State University Digital Press's Janeway platform to support the publication of Archival Issues, pending an official agreement between Iowa State University and MAC. Council passed with Inefuku abstaining.*

Newsletter Editor Report (Willey)

Eric Willey will continue as editor until Alison Stankrauff can take over.

Archival Issues Editorial Board Report (Orchard)

The most recent issue, volume 39, no. 2, 2019, reached subscribers at the end of March. It consists of three feature articles, eight publication reviews, and ran a total of 88 pages. Since the October 2018 report, the Editorial Board has received only one article, which was accepted with revisions and will appear in issue 40.1; however other submissions are expected as several inquiries have been made in recent months.

Public Information Officer Report (Herzinger)

Recent discussions have taken place on SAA lists about what information job postings promoted by the organization should contain. Does Council want to take a stand on what employment opportunities will be posted to MAC accounts? This was tabled for discussion at the fall meeting.

It was mentioned that Local Arrangements Committee timetables should incorporate communication with the public information officer for distribution of social media information on meetings on a particular schedule.

A replacement will be needed for the next public information officer term, and someone should be appointed to shadow Herzinger in 2019.

Nominating Committee Report (Sweetser)

Election concerns should be addressed in a larger discussion of AMC/MemberClicks. Requested action: *Council consideration of whether the current software used for electronic balloting best serves the organization's needs* was tabled for later Council discussion of the AMC contract.

Manual changes were requested to include:

The chair shall direct incoming chairs to the *Nominating Committee Guidelines* found in the online collaborative working space and share other supporting materials as appropriate with the succeeding chair to facilitate the work of the succeeding committee.

Update this manual regularly (at least annually if not periodically), and ensure master copy is kept in online location.

The action was tabled for Thomas to follow up in regard to the “online collaborative working space” mentioned.

Vendor Coordinator Report (Blank)

A new vendor coordinator has been lined up. Blank recommends we rethink pricing for vendor tables and that we create a more formalized process for filling open roles, like vendor coordinator, and have them shadow prior to the previous term's end. The action request for formation of a working group to address notes in Blank's report was rescinded by Blank based on the ensuing Council discussion.

***Action:** It was moved and seconded to approve Lisa Huntsha to the 2019–2021 term as vendor coordinator. Council unanimously approved the motion.*

Development Coordinator Report (Smith)

See information under treasurer's report, regarding stewardship and developing a culture of giving in MAC.

***Action:** It was moved and seconded to approve Ida Mangum, University of Kentucky, as new development coordinator for 2019–2021. Council unanimously passed the motion.*

Bowen Committee Report (Hayes)

The 2019 award recipient will be recognized at the Members' Meeting.

Education Committee Report (Carleton)

***Action:** It was moved and seconded to approve the reappointment of Amy Bishop as cochair for the 2019–2021 term. Council unanimously passed the motion.*

Emeritus Scholarship for First-Time MAC Meeting Attendees Report (Cooper Cary)

MAC would need to raise \$20,000 at the least to endow the scholarship; McCartney would be happy to help in these fund-raising efforts.

***Action:** It was moved and seconded to rename the “Emeritus Scholarship for First-Time MAC Meeting Attendees” to the “Mark A. Greene Scholarship for First-Time MAC Meeting Attendees.” Council unanimously passed the motion.*

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Membership Committee Report (Gorzalski)

Going forward, Gorzalski is interested in assessing the financial impact of the \$20 student membership rate.

Action: *It was moved and seconded to reappoint Matt Gorzalski as chair of the Membership Committee for a second 2019–2021 term. Council unanimously passed the motion.*

Motley Committee Report (McCartney)

Action was requested to rename the Motley scholarship as the “Archie Motley Scholarship for Black, Indigenous, and Students of Color.” Council instead recommended the “Archie Motley Scholarship for Students of Color,” to follow what SAA has done with the Pinkett Award, and then define what we mean by “Students of Color.” Thomas will communicate this back to Friedman-Shedlov.

Action: *It was moved and seconded to approve adding language to the eligibility section of the award description as such: “The applicant must also be either a resident of the MAC region or registered in a qualified program, on site or online, that is based in the MAC region.” Council unanimously passed the motion.*

Webmaster Report (Erdman)

Erdman recommends that more clarity is needed in the webmaster’s role versus that of AMC in pushing updates to the website. She is taking a new role outside the MAC region, and Council will need to replace her.

Teller Committee (McCartney)

Action: *It was moved and seconded to reappoint Morgan MacIntosh Hodgetts for a second term in 2019–2020 as teller. Council unanimously passed the motion.*

Old Business

Code of Conduct

This was tabled for the fall meeting.

New Business

National Coalition for History Membership appeal from Becky Collier of MARAC

MARAC’s suggestion is for regional/state organizations to pool money together for a shared \$4,000-level membership. Council questions included to what other organizations has she reached out? How would a single person represent all groups in a fair and balanced way?

Until we can actually budget to where we have a surplus, it is questionable as to whether we should be adding expenses at this time. McCartney will communicate all points back to Collier.

There being no further business to come before the meeting, it was moved and seconded to adjourn. Council unanimously approved the motion with all members voting. The meeting adjourned at 12:25 p.m.

Jennie Thomas
Secretary

Unanimously approved on May 9, 2019.

The advertisement is set against a blue background with a faint architectural pattern. At the top left is the Lucidea logo. The main headline reads "Archives Collections Management" with the tagline "OUR TOOLS, YOUR CREATIVITY. UNRIVALED." Below this, the "ARCHIVERA" logo is displayed, followed by the text "Built for larger archives' collections management challenges; supporting you today and tomorrow". Two screenshots of the software interface are shown, one above the other. At the bottom, the "ARCHIVESSENTIA" logo is featured with the text "Collections management you need at a price you can afford".

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lucidea.com/archives