

**Midwest Archives Conference Fall Council Meeting Minutes  
North Dakota State University Library, Room 110  
Fargo, North Dakota  
Thursday, October 3, 2019**

*The following minutes are presented in draft form for informational purposes only.*

**In attendance:** Erik Moore, Josh Ranger, Colleen McFarland Rademaker, Jennie Thomas, Tara Laver, Daria Labinsky, Lisa Sjoberg, Alexis Braun Marks (missing; Katie Blank)

**Welcome & Approval of Agenda (Moore)**

**President's Report (Moore)**

Nominations, appointments, and vacancies were discussed.

Ideas were shared concerning the new website and whether job postings would require salary information, including a small group to field questions on how to navigate job postings that don't list salaries and gathering demographic information when people renew memberships. Moore agreed to prepare a statement on how jobs are currently posted and shared through MAC platforms, discerning between member posts and external agents who ask us to post; starting by working with the PIO on how this currently happens in order to draft something to bring to Council. Laver will draft a list of resources for recent grads to go on the new website.

Council reviewed the Doane University letter response and determined that going forward, Council will include the MAC member who brought an issue to its attention in crafting the official response as SAA does.

The site hosted by Iowa State University for MAC meeting presentations was mentioned.

Moore clarified that the website redesign status is unknown but that it theoretically could happen any day; however, it needs to be in place by the 2020 member drive, beginning November 1 and that the beta site should be ready a week from now.

The new MAC Wikipedia page was reviewed.

**Vice President's Report (Ranger)**

Ranger stated that his goal before leaving the vice president role is to secure a 2022 Annual Meeting location; a Cleveland joint meeting with MARAC was mentioned as a possibility.

For the 2019 Detroit Annual Meeting, Council reviewed the meeting survey results, specifically the confusing

building layout, the good poster session location, clearly marked catering for food allergies, overall positive comments about the new schedule, and the possibility for tour waiting lists in the future. Speaker demographics were gathered for the first time this year; going forward this information will be gathered via the speaker agreement. Results determined that 50 percent of the presenters did so in Detroit for the first time. This information will be stored in the vice president's Google Drive space to keep continuity. The Business Preconference was a success, and the group is planning to hold it again next year. Questions were raised as to who manages this within MAC going forward; how to make it sustainable; and what to do if we get additional requests from other groups to hold similar events. Ranger agreed to create an Interest Group Preconference model with reporting lines, expectations, deadlines for proposals, and workflows.

Council received a preview of the 2019 Fargo Fall Symposium. The final attendance numbers were 37 registered; 46 including presenters. Twenty-seven people attended the pizza dinner. This Symposium proved that MAC could fund presenters in the future if it was required. The Symposium Committee would discourage future committee chairs from also presenting at these events.

Several aspects of the 2020 Des Moines Annual Meeting were reported. Audiovisual costs are currently coming in lower than expected. Registration rates will be the same as in Detroit. The Business Preconference is not included in the two workshops included in the budget, because it's zero-sum. Donation letters should be going out soon; sponsorship levels were created to help promote donations. Council determined they were still in agreement on vendor electricity fees. Ranger offered to communicate electricity fees to the vendor coordinator in order to consistently charge fees every year if power is requested by vendors.

***Action:** Council unanimously approved the Des Moines reception location as proposed by the Local Arrangements Committee.*

***Action:** Council unanimously approved the proposed budget with registration fees as presented by the Local Arrangements Committee for Des Moines.*

The 2020 Indianapolis Symposium was discussed. Council determined that even if SIA members aren't MAC members, SIA members will be able to register at the MAC member rate. Ranger will reach out to the SIA president to advise about the joint meeting. Council decided to table the vote to recommend hotel and meeting locations. Ranger will run proposed recommendations 1 and 2 by Debbie at AMC to see what the best option is.

**Action:** Council unanimously approved the MAC 2020 Symposium to be held in Indianapolis as proposed.

**Action:** Council unanimously approved Jackie Shalburg and Bethany Fiechter as cochairst for the 2020 Symposium.

The 2021 Madison Annual Meeting will be held April 13–18, 2021.

**Action:** Council unanimously approved Katie Nash and Cynthia Bachhuber as 2021 Local Arrangements Committee cochairst.

**Action:** Council unanimously approved Cara Bertram and Kayla Harris as 2021 Program Committee cochairst for Madison.

A potential topic for the 2021 Fall Symposium is "Documenting Local History in the Digital Age," with the potential locations of Minneapolis, Minnesota, or the Kansas City Hallmark facility. Council wondered if this is held in a state with certified public librarians, could MAC offer continuing education credits?

### **Secretary's Report (Thomas)**

Council determined to go ahead and delete the former Google Drive account. This was completed at the meeting.

**Action:** Council unanimously approved the inclusion of committee working files in the official MAC Google Drive as a means to provide business continuity for the organization.

It was determined that the secretary will pass ownership of committee work for this working space to chairs so they can control who has access, and that this will be a separate folder space from the leadership manuals that currently exist so that these working documents aren't mixed up with official documentation. Thomas will purchase 100GB of Google Drive space for MAC at \$19.99/year. Thomas will also create the working documents space on Google Drive for committees as requested.

### **Treasurer's Report (McFarland Rademaker)**

McFarland Rademaker reported on the current \$8,000

operating deficit, which she believes does not show a lot of sustainability for MAC's budget future. She proposed a more holistic approach to daily budget management, investments, and fund-raising to give MAC long-term financial administrative health. A major problem with managing the MAC budget is that the membership renewal period straddles the fiscal year, which makes the budget hard to manage. McFarland Rademaker described an issue reported by AMC that some publications are not making it to international institutional members, which requires us to send them twice. McFarland Rademaker will follow up to get additional information from AMC. Creating a task force to address financial and stewardship needs was also discussed, which McFarland Rademaker would be interested in chairing rather than rerunning for the treasurer position. She will draft a charge to circulate to Council for the task force and work with Moore to come up with a short list of individuals to reach out to for membership. The task force will ask committees to come up with best practices for handling donations. Laver will work with the Mark A. Greene Award Committee to investigate the logistics of raising money to create an endowment for the award. Ideas were brainstormed: literally passing the hat at the reception, providing a text number to make a donation, acknowledgments for first-time attendee awardees, telling stories about Greene, a board to post stories about your first MAC and/or first MAC experience, Day of Giving on Greene's birthday. Other means to address how to respond to stewardship and development needs were discussed, including the ability to trigger an autoresponse from AMC-MemberClicks when donations are made.

### **Caregiving Working Group Report (Braun Marks, Jennifer Johnson joined on the phone)**

Johnson and Braun Marks reported on the wide range of what is being done at the professional meeting level. Recommendations were broken down into *coulds* and *shoulds*:

#### **MAC could offer:**

- On-site childcare subsidized by parents, donations, and sponsorships
- On-site childcare subsidized by parents and MAC general operating funds
- Reimbursement for childcare funded through donations
- Reimbursement for childcare funded through MAC general operating funds

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### **MAC should:**

- Designate a point person on the Local Arrangements Committee
- Identify childcare options in the area and confirm the following: availability, federal/state licensing, and cost
- Provide a dedicated page on the Local Arrangements Committee blog for the Annual Meeting that would present childcare options in the area, family-friendly attractions, lactation rooms on-site, etc.
- Complete prepublication review of language to ensure family-friendly language is being used
- Add language to the session proposal form about whether one needs childcare services if a presentation is accepted

Other discussion points included how to define “family-friendly” and “caregiving” in general (aging adults and children); the SAA subsidy for on-site childcare as a possible model for MAC; the concern that there are no women of color in the working group. Ranger will arrange with the Program Committee to provide more time in between sessions on Friday for folks who need that time for caregiving, wellness. Ranger will also make sure that ADA-compliant rooms are on AMC’s radar when searching for hotels. Braun Marks will go back to the Working Group to craft language for the upcoming program by the end of October to ensure all language in Program Committee documentation is family friendly, including the call for proposals, program, and PIO outreach. Ranger will draft new language in line with these ideas for the Location Arrangements and Program Committees, to be approved by Council at a later date. Braun Marks will also go back to the Working Group to draft a statement on how to present funding options at the next Membership Meeting for a discussion of the potential financial burden to the organization for such a service (caregiving budget line, annual Local Arrangements fund-raising repercussions, the potential for an endowed scholarship), including a posted a statement for membership comment and a real-time survey option for off-site participation.

### **MAC Strategic Plan 2016–2020 (Moore)**

[https://midwestarc.memberclicks.net/council\\_reports](https://midwestarc.memberclicks.net/council_reports)

Moore brought up several questions relating to the strategic planning process: Does operating under five-year plans work for us? What did and didn’t we accomplish under the last plan? What areas do we need to include in

the next plan? Moore would like to survey membership to identify the top three things MAC needs to work on for the strategic plan. He would like to identify priorities and themes for the strategic plan at the next Annual Meeting through anonymous comment, survey, phone call, direct e-mail to Council; Council member candidate statements geared toward this. He wants to come up with a new vision and operational statement of values as a part of this (including concepts like affordable continuing education for professionals, what our midwesternness means to us—scanning of the environment, SWOT analysis). Council would then workshop this at the fall meeting to come up with goals, objectives, deliverables, to allow MAC to be more nimble and responsive (what does “done” look like?). Moore will go through the current plan to determine what’s been accomplished and draft a membership survey for January 2020. Going forward, Council will strive to make sure new members are oriented to the current strategic plan and that status check-ins are done at every Council meeting through the President’s Report.

### **MAC Logo and Branding (Ranger)**

The new MAC logo has been rolled out through the upcoming *MAC Newsletter*. Labinsky will work with Holly Blessen to mock up the *MAC Newsletter* front page with the vol/iss/URL/month and year, motto highlighted underneath; sans serif content; and table of contents updated. Ranger also showed Council the website hero image, which it was noted could work well on a MAC branded t-shirt. The question was asked how this affects *Archival Issues* rebranding.

### **Ex Officio Reports**

#### ***Publications Coordinator (Labinsky)***

Labinsky will ensure website language is updated to include the MAC definition of authorship and that “revise and resubmit” doesn’t equal acceptance. She reminded Council of the updated MAC Style Guide: [https://midwestarc.memberclicks.net/assets/documents/mac\\_style\\_guide.pdf](https://midwestarc.memberclicks.net/assets/documents/mac_style_guide.pdf).

#### ***Archival Issues (Pieccko)***

The JSTOR contract was discussed. They would like to receive digital copies from us rather than having to digitize themselves; this implies they would no longer need to pay for a subscription/membership, which is not the case. Moore will coordinate with Labinsky and Pieccko on the

contract and getting updated issues of *AI* on the website (39:1, 39:2). He will also work with them on getting the JSTOR and Iowa sites updated with the new MAC logo.

***Newsletter (Willey)***

Reminded Council that his term will end with issue 185, to be replaced by Alison Stankrauff. Ads for recent issues and board membership were reported.

***Education Committee (Bishop/Carleton)***

**Action:** Council unanimously approved maintaining \$50 fees for Annual Meeting workshops.

Cochairs are having a call with SAA next week to discuss hosting SAA workshops. Moore will see if they can include Blank on the call. Reminded Council that if a Speakers Bureau event is cancelled, it does not mean that money will be rolled over to the next year. Ranger will arrange for an open forum book discussion of Mark Greene's SAA volume at the Annual Meeting.

***Membership Committee (Gorzalski)***

Membership numbers are up for the year. November 4 will be the first e-mail blast for membership renewal.

***MAC Pals (Stankrauff)***

Stankrauff suggests an earlier cut-off date. Ranger will address this with the Local Arrangements Committee and will address logistics, the need for a bigger room, more time. Moore will follow up with Stankrauff about whether she was planning to continue as MAC Pals Coordinator, or if the position has been transferred to someone else.

***Nominating Committee (Inefuku)***

The committee is collecting nominations and self-nominations; it currently needs more nominees for vice president.

Inefuku also brought up that the publishing agreement between MAC and Iowa State was just received yesterday. Moore will circulate the Iowa State contract to Council to vote on after the Symposium.

***Public Information Officer (Herzinger)***


Herzinger would like a replacement identified for the position in 2020 to shadow her. Moore will put a call out to membership for volunteers.

Ranger will follow up with Herzinger on potential MAC swag ideas. Council liked pencil and decal ideas; suggested other eco-friendly or recycled plastic swag ideas. 3"-x-5" cashier notebooks with the MAC logo were recommended, along with a small Paige box with the MAC logo, erasers. A MAC product line was also discussed, t-shirts with the website hero image, cat and dog products. McFarland Rademaker noted that branding expenses are listed under Miscellaneous Expenses in the budget.

***Vendor Coordinator (Huntscha)***

Council discussed the request to form a Vendor Working Group to include the investigation and research of rates, whether the MAC model works for members, and whether vendors should be able to contact members (via an opt-in on the conference registration form). Ranger will craft a new policy for vendors requesting rooms rather than tables. Ranger and Moore will reach out to Huntscha to work on this rather than forming a working group.

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**Mark A. Greene Award (Cooper Cary)**

Moore made Cooper Cary's recommended changes to the website.

**Motley Committee (Friedman-Shedlov)**

Moore will request clarification on the possibility of recruitment from Historically Black Colleges and Universities.

**Development Coordinator**

There was no update for this meeting.

**Bowen Committee**

There was no update for this meeting.

**Webmaster (vacant)**

Suggestions were made as to potential appointments for webmaster, as someone is needed as soon as possible. Paul Hedges and Rena Schergen were mentioned.

There was no new business.

The meeting was adjourned at 5:57 PM.

Respectfully submitted,  
Jennie Thomas  
Secretary

**MAC 2020 Candidate Slate  
Approved by MAC Council**

**Vice President**

- Dina Kellams  
*Indiana University, Indiana*
- Michelle Sweetser  
*Bowling Green State University, Ohio*

**Treasurer**

- Jerice Barrios  
*Archives of the NA Province of the Cenacle, Illinois*
- Amy Moorman  
*Wartburg College, Iowa*

**Council**

- Donica Martin  
*Urbana Free Library, Illinois*
- Jennifer Ho  
*California State University, San Marcos, California  
(formerly with Chicago Community Trust)*
- Sammie Morris  
*Purdue University, Indiana*
- Ryan Leimkuehler  
*Kansas State University, Kansas*

**Nominating Committee**

- Rachel Seale  
*Iowa State University, Iowa*
- Kim Schroeder  
*Wayne State University, Michigan*
- April Anderson-Zorn  
*Illinois State University, Illinois*
- Heather Fox  
*University of Louisville, Kentucky*

*Submitted by Harrison W. Inefuku, Cynthia Ghering,  
and Letha Johnson.*