

Minutes of the Council Meeting Midwest Archives Conference

October 11, 2018

Iowa City, Iowa

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

Present: President David McCartney, Vice President Joshua Ranger, Secretary Jennie Thomas, Treasurer Colleen McFarland Rademaker, and Council members Harrison Inefuku, Alexis Braun Marks, Anke Voss, Tara Laver, and Lisa Sjoberg (by phone).

Call to Order: President David McCartney called the fall meeting of the Council of the Midwest Archives Conference to order at 8:30 a.m. on Thursday, October 11, 2018, at the University of Iowa Main Library, Iowa City, Iowa.

It was moved and seconded to approve the agenda as presented. Council unanimously passed the motion with all members voting.

President's Report

McCartney outlined his activities since the last meeting and proceeded to introduce questions related to the specifics of student and emeriti membership in MAC. There was no official vote, but Council agreed that

- Student membership would be refined to “e-student” to specify online publications (no print option) as a membership benefit.
- Emeriti members should have full membership privileges, including voting, and be afforded a five-year grace period of inactivity before purging them from the membership rolls. Related to this, Council would determine if AMC is including emeritus members when they send out membership renewal notices.

Vice President's Report

2018 Fall Symposium, Iowa City

It was reported that Iowa City followed the Columbus model for finances by utilizing university sponsorship of space and technology and giving speakers travel stipends to make budget administration simpler. Iowa City hit exactly 80 percent of its room block. It was discussed whether MAC, in the future, should do anything more than recommend a hotel, if a hotel is not the symposium location.

2018 Annual Meeting, Chicago

A mistake was noted regarding budget reporting. While the meeting lost money on paper, the damages that Doubletree paid helped MAC make an overall profit for the meeting. A/V costs were high, and the Program Committee reported issues with the plenary.

2019 Annual Meeting, Detroit

It was reported that hotel costs are almost the same as in Chicago, but with the expectation of fewer attendees. The high registration rates that have been proposed by the Local Arrangements Committee barely enable MAC to break even. Details are in the report. The LAC continues to try to locate an acceptable reception site. Members of Council made some recommendations that were shared with the LAC. There will be a full-day preconference for Business Archives held Wednesday. Administratively, this requires MAC to include those A/V costs in the budget and to create a line item on the meeting registration form. Because it is the only MAC activity taking place Wednesday, the Business Archives group will have to handle in-person registration themselves. Council recommended that they should consider adding catering (at least coffee) to help make the budget more in line with fees for other MAC workshops (\$55 for about 30 people). The hidden costs of credit card payments (5% loss) for meeting registration were also discussed, and it was determined that MAC should look into sponsorship for this meeting expense as well.

It was moved and seconded to approve the Business Archives Preconference for the 2019 Detroit Annual Meeting, with registration fees to be determined. Council unanimously passed the motion.

It was moved and seconded to approve the current budget and recommended registration fees for the 2019 Detroit Annual Meeting. Council unanimously passed the motion.

— Break —

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Vice President's Report (continued)

The Detroit Program Committee received a flood of proposals at the last minute after extending the deadline, and they will be finalizing the program in the following week. There will be a separate vendor charge for electricity. Council discussed whether this should be a flat charge regardless of hotel fees for electricity for consistency sake, or something else entirely. Ranger will investigate this with AMC, and the decision will be documented in the *LAC Manual*.

2019 Fall Symposium, Fargo

Dates are set for Friday–Saturday, October 4–5, 2019; suggested registration rates \$150—\$175—\$75. The Symposium Committee is concerned about Council's suggestion to stop reserving a block of rooms and recommended reserving a lower number for the room block and simply adding more later as needed. Ranger will have AMC look into a hotel one mile north of NDSU that has shuttle service and breakfast included. Many Council members have made a commitment to attend and participate. Council discussed whether there would be an opportunity to provide scholarship(s) for Native American/indigenous attendees. Council suggested extending the marketing (would need to increase budget) to “collections mutts” (museum curators who oversee mixed collections).

It was moved and seconded to approve the dates and registration fees for the 2019 Fall Symposium at Fargo-Moorhead. Council passed the motion with Lisa Sjoberg abstaining.

2020 Annual Meeting, Des Moines

The Local Arrangements Committee is already inquiring about fund-raising. They have completed hotel tours and will have their first meeting soon. No actions required of Council.

Ranger also provided an update on the MAC banner and new logo. The new banner was a hit at SAA, although the table location made it difficult to find. It was decided that the MAC president would be the custodian of the new banner and that McCartney and Thomas would determine the easiest means to transport the banner. Regarding a new MAC logo, Council determined that they would like to see it rolled out with the new website, which should be debuted in late January, early February, along with a new brand identity/style guide. Many suggestions of individuals who

might do the work were discussed, and it was decided that Anke Voss would contact her library's graphic designer to determine interest and assess the appropriateness of the process and fees.

Secretary's Report

Thomas completed paperwork with the Illinois Secretary of State to maintain MAC's not-for-profit status, provided McFarland with the notarized documentation needed to update Lincoln Financial accounts, and reported on in-between Council actions and work completed for the 2019 election.

Treasurer's Report

2018 Budget Update

Rademaker reported that most of our major expenses for this fiscal year have been paid, except for Fall Symposium costs and graphic designer fees for the *MAC Newsletter*. There is \$376 available for student scholarship funds. Rademaker mentioned that some students never cash their scholarship checks. The Lincoln Financial investment accounts are doing well. Regarding general bookkeeping issues, Rademaker will be moving treasury data into Quicken and will be working with Memberclicks to review its financial reporting standards in an attempt to improve the information that we receive. Rademaker also reported that the 2019 budget projects a \$12,000 deficit and inquired whether charging a service fee for credit card payments could be investigated with AMC to recoup some of the losses.

It was moved and seconded to approve the 2019 budget with the understanding that there will be further deliberation in Council on how to deal with the projected deficit. Council unanimously passed the motion.

Rademaker spoke more about AMC financial reporting issues, and it was determined that a task force would be created to review MAC's current contract with AMC, explore options if MAC is to continue to operate within the current structure, and consider outside vendors and the requirements MAC would have for such a search. Task force members: David McCartney, Colleen McFarland Rademaker, Tara Laver, Alexis Braun Marks.

— **Break** —

Treasurer's Report (continued)

Rademaker discussed the need to update both the *Treasurer's* and *Secretary's Manuals* to reflect the need to annually review signatories on the Lincoln Financial accounts.

Diversity Discussion

Inefuku recommended incorporating demographic information about speakers for future Program Committee reports; specifically race, ethnicity, gender identity, years in profession, and type of institution to attempt to rectify any imbalances during planning. Inefuku also recommended utilizing the speaker agreement to obtain this information and agreed to work with the 2019 Detroit Annual Meeting Program Committee to come up with appropriate language to add to the document.

Code of Conduct Draft

McCartney and Braun Marks led a discussion on response procedures for the Code of Conduct. McCartney will investigate the protocols of other organizations suggested by Council and will report back. Once Council has a draft of those procedures, they will share the draft code with members. Members would need to acknowledge that they have read and accepted the terms of the Code of Conduct before registering for MAC conferences, workshops, or symposia.

2017 MAC Census

Braun Marks has cleaned up the census data received, but it is now almost two years old. Council discussed, at this point, just providing member access to the aggregate raw data with limited analysis. In the future, it was determined that Council needs to have a better idea of what information is wanted from the membership, compile data that can be easily assessed, and have someone with SPSS expertise for analysis purposes. Going forward, Council may be able to collect the data through established channels like the Speakers Bureau.

Publications Reports

Publications Coordinator

Inefuku presented the publications coordinator's report. He noted that all *MAC Newsletter* issues on the MAC website are now available online through the Iowa State University Digital Repository, but they are awaiting migration to and testing of a new system, Janeway, before promoting their availability. Janeway will also be used as a repository for conference presentations and may be helpful

in getting more submissions for *Archival Issues*.

It was moved and seconded to approve the publications coordinator's report. Council unanimously passed the motion.

Archival Issues Editorial Board

Council discussed how more racial/ethnic diversity is needed on the board. McCartney and Inefuku will follow up on potential candidates. Michelle Sweetser may also have suggestions from the Nominating Committee process.

It was moved and seconded to approve the Archival Issues Editorial Board's report. Council unanimously passed the motion.

MAC Newsletter

Due to the changing dates of MAC meetings, Council discussed adjusting deadlines for the submission of newsletter content, but it was determined that it would likely cause other issues and that it was best to simply disseminate available information.

It was moved and seconded to approve the MAC Newsletter report. Council unanimously passed the motion.

Nominating Committee

It was suggested that having a brown-bag discussion on Council members' duties and time commitments might prompt more people to run for office. Council also suggested giving the membership an opportunity to write in nominees for the following year at the end of the ballot. How the Nominating Committee becomes aware of new archivists of color was explored. Is there a more standardized way to gather these data? Are there more targeted ways to disseminate a call for nominations outside of MAC? Racial and ethnic diversity in leadership positions should trump regional and institutional restrictions. Council should change the language in the constitution (re: Not more than one member from a single repository) to reflect this. The *Nominating Committee Manual* will be updated to reflect new information regarding the election timeline.

It was moved and seconded to approve the slate of candidates for the 2019 election. Council passed the motion with Anke Voss, Colleen McFarland Rademaker, and Jennie Thomas abstaining.

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— Break —

Public Information Officer/RAAC's Report

Council discussed whether to financially support the Regional Archival Associations Consortium's membership in the National Coalition for History and decided to hold off on doing so until a number of questions are answered regarding the NCH/RAAC relationship and representation, and how it benefits MAC. For example, can Council ask NCH via RAAC to advocate for a MAC issue? Thomas will send Herzinger questions to follow up with RAAC on this issue. Council also recommended Herzinger connect the MAC Facebook account to Twitter so that both will update with new social media postings.

It was moved and seconded to approve the PIO/RAAC's report. Council unanimously passed the motion.

Ex Officio and Standing Committee Reports

Louisa Bowen Scholarship Committee

No report submitted.

Development Coordinator

Council will ask Smith to include development for the Business Archives Preconference in what she is already doing for the 2019 Annual Meeting and to ensure they are not making asks of the same organizations for different things. The Local Arrangements Committee for each meeting should decide what organizations will get for their sponsorship level (sign at the break, full-page ad in the program, etc.). MAC is not currently sending out individual or corporate sponsorship thank-you letters, and Council thinks this is something that should be done going forward. Smith will be rotating out of this position in 2019, so an open call to apprentice someone and create continuity in relationship building should go out prior to her departure. Going forward, this should be a two-year term with one year of transitioning overlap with the new person. Need to change how we promote these positions to get volunteers: what can a person get out of this position either personally or professionally?

It was moved and seconded to approve the development coordinator's report. Council unanimously passed the motion.

Education Committee

Council asked the Education Committee to explore the

addition of a Saturday afternoon workshop, especially if one can be held in an area neglected in the program. MAC would not have to hold the workshop if attendance numbers are not met. Future MAC Program Committees should consider that not all sessions need to be 90 minutes long and that they have the freedom to be creative with the program schedule to diversify offerings. Council suggested looking at MARAC offerings for its Wilmington, Delaware, meeting for ideas.

Voss mentioned that SAA is interested in collaborating with MAC to develop a webinar from Tanya Zanish-Belcher and Beth Meyer's career planning workshop. Questions Council asked included: Where the web content for the workshop would be hosted, whether it would be free to MAC members, and, if it is fee-based, what percentage of profits MAC would receive. McCartney will follow up. Related to this item, Council questioned whether another regional could borrow a presenter from the MAC Speakers Bureau and whether MAC would consider creating a web component for all Speakers Bureau workshops so that anyone anywhere could use them.

It was moved and seconded to approve workshop registration fees for the 2019 Annual Meeting as detailed in Table 2 of the Education Committee's report. Council unanimously passed the motion.

It was moved and seconded to approve the Education Committee report. Council unanimously passed the motion.

Emeritus Scholarship for First-Time MAC Meeting Attendees

Council discussed the long-term sustainability of this fund. In a good year, MAC receives the necessary donations, but when it does not, the funds come from the operating budget. MAC would need at least \$50,000 in donations to fund an endowment for the scholarship. Council will investigate rebranding the scholarship to spearhead a campaign to create an endowment.

It was moved and seconded to approve the Emeritus Scholarship report. Council unanimously passed the motion.

Membership Committee

It was reported that membership numbers are back up. Council would like further information on the committee's goals for recruiting students:

- Will they be reaching out to all library school programs?
- How will they get the archival students at Wayne State and University of Michigan to register and attend the 2019 Detroit Annual Meeting?

It was suggested that the committee investigate the creation of MAC student chapters out of preexisting SAA student chapters. Could MAC offer something similar to the internships SAA offers such as an intern to MAC Council? Marketing to student groups could also promote the Speakers Bureau. It was suggest that the bureau could be used by iSchools to fill holes in their course offerings.

It was moved and seconded to approve the Membership Committee's report. Council unanimously passed the motion.

Archie Motley Scholarship Committee

Council discussed whether the scholarship selection criteria could be expanded to assist underrepresented individuals of any racial or ethnic background. Ranger will check into the original agreement, but any suggested change would need to be addressed with the family first. Council determined that the award should be going to either a student from the Midwest or one attending school in the Midwest and should be promoted as such through the Membership Committee, Twitter, Facebook, etc.

It was moved and seconded to approve the Motley Scholarship report. Council unanimously passed the motion.

Vendor Coordinator

No report submitted.

Webmaster

At the time of the Fall Symposium, the sidebar on the website still linked to the 2018 Annual Meeting rather than the symposium page. It was recommended to either rename the link to Upcoming Events so that it would not need frequent updating or to include the change on the Trello board for managing MAC web content. The webmaster should also repurpose content created for the *MAC Newsletter* on the website to help promote the city for the annual meeting or symposium. Council will let Erdman know that the rollout of the new MAC logo will coincide with the updated website.

It was moved and seconded to approve the webmaster's report. Council passed the motion, with Sjoberg having dropped off the conference call prior to the vote.

Old Business

No old business was discussed.

New Business

No new business was discussed.

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 4:22 p.m.

Jennie Thomas
Secretary