

Midwest Archives Conference Spring Council Meeting Thursday, May 5, 2022 8:00 am–noon (Central Time Zone)

In person: Tamar Chute, Michelle Sweetser, Jerice Barrios, Anne Thomason, Katie Blank, Daria Labinsky, Jennifer Ho, Carrie Schwier, Laurinda Weisse, Kate Dietrick, Greg Bailey, Jenna Jacobs, Benn Joseph

On Zoom: Jennifer Audsley-Moore, Sammie Morris, Megan Badgley-Malone, Lindsay Hiltunen

President's Report (Chute)

Fall Council Meeting Scheduling

Several people said that while they prefer in-person meetings, they do not believe we should have a travel requirement or recommendation as travel is challenging for many people and we want to make it easy for people to serve MAC and that it is an equity issue. The workshop topic is not always relevant to council members.

Chute agreed and said we would try two Zoom meetings for the fall of 2022. Sweetser said we could have up to a 10 percent reduction in attendance at the fall workshop without Council attending, but we could plan for that. We also do not want to take spots in the workshop away from other people.

DEI Statement

Chute put together a statement compiled from other sources including SAA. We will look at the statement and approve it in the fall.

- **Action:** *We will all try to review the statement by the end of May.*

The Ethics and Inclusion Committee will also need to review it once Council has offered feedback.

Liaisons for Publications and Education Committees

Morris volunteered to be the education liaison and Jennifer Audsley-Moore agreed to be the publication liaison.

- **Motion:** *Chute nominated Daria Labinsky as Nominating Committee chair.*

Council voted to approve Labinsky as Nominating Committee chair.

- **Motion:** *Chute nominated Elizabeth Engel as webmaster.*
Council voted to approve Engel as webmaster.

Future Considerations

Chute discussed the MAC mission, vision, and goals statements. Some questions to ponder include: If you go to the website, is it clear what MAC does? What does the next five years look like for MAC? What are our specific goals? Where do we want to go? There was discussion of negative experiences people have had with strategic planning and writing mission statements, though others have had positive experiences.

Morris suggested a simple explanation of what MAC is. A vision statement expresses where we are trying to go, and we are already doing that with our DEI Statement and Ethics and Inclusion Committee. Instead of a vision, we could provide a simple explanation of what we are. We could thus tweak the mission statement to specify these priorities.

We also discussed examining the history of MAC's mission statement.

- **Action:** *Chute will send a message to the Council list to see who wants to work on planning, vision, and mission.*

Website redesign remains an agenda item. Many still find it very complicated to find what they are looking for when they visit our website.

All manuals need review, and we need to make sure we have documentation of positions. A description in plain language about what each position entails would be helpful. Josh Ranger offered to help with this. Some questions to answer for potential volunteers: What does it mean to be on Council? What does it mean to be chair of a committee? What are we signing up for? We should state the amount of time needed for each position, not to scare people, but so they can make an informed decision. The manuals are for after someone accepts a position. We could also consider encouraging potential candidates to contact the current person in the position.

Sweetser discovered that MAC has a Meeting Coordinating Committee that nobody is aware of.

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Volunteer Spreadsheets

Kate Dietrick is our new volunteer coordinator. She has created two spreadsheets:

- **Spreadsheet for potential volunteers**—this one is for new members who may want to volunteer; people who filled out a volunteer form, and conversations with people. It also has a tab with people who ran for a position but were not elected. It is located in the volunteer coordinator folder and is not public.
- **Leadership spreadsheet**—this one breaks down all of leadership into positions, names, terms, liaisons, second term, needs attention—this person is rolling off soon, etc. and another tab with LAC, PC, etc. notes.

Another empty tab will fill up with legacy leadership—people who have had positions in the past. This might be a spreadsheet for the entire membership to see.

Bailey said that this spreadsheet will be very helpful to find the membership rep for each state.

Everyone thanked Dietrick for starting this task!

Dietrick pointed out we must acknowledge people who fill out the volunteer form so they know it is not going into a void.

Chute added that calls for volunteers on the listserv rarely work.

AMC Expectation/AMC Contract Review

The AMC contract had items out of date when Chute had to sign it. Joseph and Chute will start working on the contract. We should set clear expectations for MAC and AMC, particularly for hybrid situations, and make sure AMC is compensated appropriately for any extra work related to technology.

Vice President's Report (Sweetser)

Fall 2022 Symposium

- **Motion:** *Approve Fall 2022 Symposium rates at \$150 for members, \$175 for nonmembers, and \$75 for students.*

Council voted to approve Fall 2022 Symposium rates at \$150 for members, \$175 for nonmembers, and \$75 for students.

The Fall Symposium will be in person only. Sweetser reported that there are technical problems at the Indiana State Library that would make a hybrid meeting challenging, and speakers were also possibly

uncomfortable with a hybrid setup. Weisse suggested we might want to alternate between virtual and in-person workshops. Barrios suggested we be sure to publicize that the workshop is only in person. Morris agreed that participants may expect virtual in the future.

Society of Indiana Archivists is offering discount registrations for its members through a gift of \$750, which will give 30 people \$25 off; logistics will be worked out with AMC.

Spring 2023 Annual Meeting

Mike Bullington, cochair of the 2023 LAC, joined us for the discussion.

Bullington and Pam Hackbart-Dean have been working with AMC to set a hotel and a date.

The Hyatt Centric Chicago Magnificent Mile has been selected; it is very nice. The room rate is \$189, which is quite good for Chicago. Valet parking is \$60 a night, and we can inform people of other parking opportunities through parking apps. The other RFPs had much higher rates. Hyatt Centric had the lowest cost and is three blocks away from public transport. The committee is investigating a nearby art museum as the reception space. It was noted that this is a nonunion hotel.

It is asking for higher conference rates—\$100 more than Madison. The LAC has some concerns about fundraising and if its numbers are too ambitious.

Council discussed registration rates and income for the meeting—what are our priorities and goals? Do we want to break even? We want to have a hybrid conference, which will significantly increase our AV rates. Without that, we could save money, but it is a tradeoff. Our members want and expect a hybrid conference.

Council discussed subsidizing Chicago so that our registration rates will stay the same. We want to stay affordable and not exclude people. Several Council members expressed that MAC should subsidize the Chicago meeting.

Barrios recommends subsidizing and breaking even or coughing up extra money. If we value this event and coming to Chicago, we make it great. We will not go broke. We are comfortable enough financially that we can splash out once in a while. We have money to spend on our members! We are not saving money for an inheritance.

Everyone agreed that \$200 is too high for the conference. Consensus of Council is to support and subsidize the Annual Meeting in Chicago and to consider a \$150 registration fee. Council will decide in the fall on the registration fee for MAC 2023.

Council discussed that the first day of the conference is the last day of Passover, and we must closely look at catering to make sure we have appropriate food. The May dates were too expensive. Unfortunately, the April dates will be during Ramadan, so we should also consider any accommodations for Ramadan.

- **Motion:** *Sweetser put forth a motion to approve the Hyatt Centric Chicago Magnificent Mile.*

Council approved the Hyatt Centric Chicago Magnificent Mile as the location for the 2023 Annual Meeting.

- **Motion:** *Sweetser moved that the dates April 12–15, 2023, be approved for the 2023 Annual Meeting.*

Council voted to approve the dates April 12–15, 2023, for the 2023 Annual Meeting.

AMC and the LAC will continue planning now that we have hotel and dates decided.

Fall 2023 Symposium

- **Motion:** *Approve Louisville, Kentucky, as the location for the Fall 2023 Symposium.*

Council voted to approve Louisville, Kentucky, as the location for the Fall 2023 Symposium.

- **Motion:** *Approve Danielle Spalenka as a cochair for the Fall 2023 Symposium.*

Council voted to approve Danielle Spalenka as cochair for the Fall 2023 Symposium.

Topics of interest for Symposium: Nobody submitted a proposal for the Fall 2023 Symposium. Sweetser noticed that we had never had a Symposium in Kentucky, so reached out to Kentucky members. Danielle Spalenka was very interested in hosting.

Filson Historical Society is willing to offer its space for the workshop, and we can consider a virtual component. Spalenka is active in the Kentucky Council on Archives, which is meeting soon, and she will solicit ideas for the Symposium at the meeting. They will look at the 2021 survey results and have the topic ready for Council by fall.

If anyone has ideas, please send them to Benn Joseph.

Spring 2024 Annual Meeting

- **Motion:** *Approve Des Moines, Iowa, as the location for the Spring 2024 Annual Meeting.*

Sweetser reached out to previous cochairs, and they are willing to serve again. There is very good local support in Des Moines.

Council voted to approve Des Moines, Iowa, as the location for the Spring 2024 Annual Meeting.

- **Motion:** *Approve Rosalie Gartner and Hope Bibens as LAC cochairs for the Spring 2024 Annual Meeting.*

Council voted to approve Rosalie Gartner and Hope Bibens as LAC cochairs for the Spring 2024 Annual Meeting.

Vendor Coordinator Manual

Jenna Jacobs and Michelle Sweetser have put forth edits to the manual. Thank you, Jenna, for your hard work on this!

- **Motion:** *Approve edits to the Vendor Coordinator Manual.*

Council approved the edits to the *Vendor Coordinator Manual*.

Speaker Demographic Data/Speaker Agreements

Sweetser examined how to collect data about participants. SAA had a good model this year that we used to rewrite ours. We do not want people to have to identify themselves if they do not want to.

Questions have been added to the proposal form about how the proposal contributes to DEI.

- **Motion:** *Approve the changes to the session proposal form.*

Council voted to approve the changes to the session proposal form.

Discussion of Zoom Membership

- **Motion:** *Approve renewal of Zoom membership for foreseeable future.*

Council voted to approve renewal of Zoom membership for the foreseeable future.

Treasurer's Report (Barrios)

Barrios summarized the Treasurer's Report and announced there was no bad news. We have eliminated printing costs as we no longer have print publications. We have hired a bookkeeper, which is of great assistance to the treasurer.

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Every student who attended the Annual Meeting was reimbursed for their registration fee. Thank you to everyone who made this happen!

Secretary's Report (Thomason)

Thomason reminded people to carefully choose the email they want to access the Google Drive. She will get new Council members and committee chairs access by the end of the week.

Post–Annual Meeting surveys will be created using Google instead of various institutions' Qualtrics forms. Once ready, this will make the process easier every year.

Thomason reported the election was very challenging this year. We had several people drop out or decline positions. Moving forward, we should go back to calling nominees at the start of the process and when letting them know they won the election so we can answer questions the candidates might have. We also should contact the winners first in case someone declines the position. After all positions have been accepted, we can contact those who did not win.

Liaison and Committee Chair Reports

2022 Spring Meeting LAC and Program Committee Check In

Kahlee Leingang from the Program Committee joined the Council meeting. She reported that we have a well-rounded program with 30 submissions, 21 accepted, and 18 sessions in the end after some sessions combined. Several presenters did drop out, and others prerecorded sessions. This was our first hybrid conference, and coordinating the AV resources was very challenging. In the future, we need to clarify the role of AMC and the role of the PC. Council gave a huge round of applause for Sarah Dorpinghaus, Kahlee Leingang, and Scott Brouwer.

Greene Award

Chute requested that Council send in recommendations for a new chair.

We are working to fully fund the Greene award.

Presidents' Award

An award was not given this year. Last fall, there was a proposal to make changes to how the award is structured. We never received a final version. We will follow up on potential changes to how the award is structured and vote if needed next fall.

Bowen Scholarship

Lynn Smith reported that we may need more promotion as we did not have many applicants.

Council agreed to discuss if we can increase the award and do more advertising, as part of a comprehensive review of both the Motley and Bowen awards in particular.

We discussed having one letter of recommendation instead of two and whether it is necessary to view grades and check GPAs. We will look at the rules and see if we can remove the transcript requirement. Perhaps there is a way to certify the grades from the registrar. Smith does not include academic information in the reports that go to the archives.

- **Motion:** *Approve Lynn Smith for a second term as the Bowen Scholarship chair.*

Council voted to approve Lynn Smith for a second term as the Bowen Scholarship chair.

Motley Award

Council discussed the recommendation to remove the requirement for a recommendation letter. We have already lifted the geographic restrictions. This year we had nine applicants, most of whom were from the Midwest. McFarland requested asking how they heard about the scholarship, as a high school student applied.

There were still problems getting two recommendation letters for some applicants. Requiring two letters for a scholarship worth \$750 may be excessive. One recommendation letter may be enough.

Essays are more important than recommendation letters, though letters can be tie-breakers. Making them optional would make it harder for those who don't submit any.

- **Action:** *We will check the original documentation to see if we need to vote on only having one letter of recommendation, and we will also look into increasing the award. Council will discuss over the summer or in the fall.*

We need a new chair for the Motley committee as well as one more member.

Vendor Coordinator (Jacobs)

Jacobs had questions regarding registration for vendors. Generally, registration is included when a vendor buys a table. Nonprofit vendor tables are \$50—should we be including a registration with those?

Jacobs also asked about the many mail forms vendors have to fill out; an online form would be much easier. Jacobs will check to see what is actually needed on the form. This could be a form AMC makes so they pay at the same time or possibly a Google form on the MAC Google Drive. Currently, Jacobs sends out a letter that includes a link to the online payment form. Many vendors contact her first before submitting payment. Perhaps the registration forms can be consolidated.

There is no access currently to the backend of AMC. Barrios will check to see if Jacobs could get reports from AMC without asking AMC every time.

Membership Committee (Bailey)

Bailey summarized the membership report.

Bailey did not send out the announcement seeking nominations for the Emeritus Award. Bailey has set up a reminder for next year so this doesn't happen again. We did not award it this year.

Webmaster (Dietrick)

Dietrick reported that she changed some redundancy in top-level navigation, though there are still many problems to fix with the structure of the website. Dietrick linked statements MAC has made on the homepage. The Ethics and Inclusion Committee or the Social Response Committee may want to craft a web page to host these statements.

Development Committee (Gutierrez-Jones)

No report

Education Committee (Hester and Schwier)

The Education Committee is looking for three new members, preferably individuals working outside academia in the states of Kentucky, Michigan, Missouri, Nebraska, the Dakotas, or Wisconsin.

- **Motion:** *Approve Ryan Leimkuehler as 2022–2024 cochair of the Education Committee.*

Council voted to approve Ryan Leimkuehler as 2022–2024 cochair of the Education Committee.

Report on Workshop Cancellations

Originally, two workshops were scheduled at the 2022 Annual Meeting out of the four proposals.

The DEI workshop on accessibility was canceled at the last minute because of speaker availability. This workshop may be rescheduled.

Budget for In-person Speakers Bureau Events in 2022–2023

The Speakers Bureau has been virtual over the last two years. Only one person applied this year. Some speakers are on hold because they want to have the workshop in person. People do want workshops in regions where there are not a lot of workshops. Council agreed that we should be fully in person for the Speakers Bureau.

Barrios reported that the Speakers Bureau automatically receives funding each year. The committee needs to create a speaker's agreement or MOU. They will work on it and have it ready for the fall Council meeting.

Local Arrangements Committee

LAC cochairs Katie Nash and Cynthia Bachhuber joined the meeting.

The meeting is going well; some people do not remember signing up for tours. There was one on-site registration for a vendor. Some last-minute signups for tours did not pay. Council applauded and thanked the LAC.

Public Information Officer (Herzinger)

- **Motion:** *Approve Megan Badgley-Malone as PIO.*

Council voted to approve Megan Badgley-Malone as PIO.

Council discussed training opportunities for the new PIO-in-training.

Publications (Labinsky)

Labinsky reported the Publications Committee is meeting after the Council meeting. They are rethinking advertising and PDF availability for archives.

Ethics and Inclusion Committee (Inefuku)

No report

Social Justice Response (Chute)

No report

Old Business

Nothing that we have not already covered

New Business

Three people who are leaving us: Chute thanked Sweetser, Blank, and Labinsky with gifts of buckeyes and much praise and thanks!

Meeting adjourned at 11:28 a.m.

Treasurer’s Report

By Jerice Barrios, Archives of the North American Province of the Cenacle

2021 Finances in Review

2021 marked another stable financial year for MAC. We ended in the red by \$4,514 mainly because the treasurer paid our 2022 Memberclicks bill (\$3,890) too early, so that it ended up as a 2021 expense. Also, we had extra-budgetary expenses because MAC engaged the services of a bookkeeper in September 2021. We hope that the expense of the bookkeeper may be offset by cost savings from the *MAC Newsletter* and *Archival Issues* transitioning to all-digital publication in 2022.

MAC smoothly navigated a year of all-online conferences. The expenses of the 2021 Annual Meeting and Fall Symposium were more than covered by registration fees, sponsorships, and vendors. MAC members gave generously to the general operating fund, the Mark A. Greene Emeritus Fund, and the student scholarship fund. We were able to offer free student registration for the 2021

Annual Meeting because of this generosity. 2021 was also a good year for our investments. From the end of 2020 to the end of 2021, our Lincoln Investments portfolio grew from \$287,178 to \$317,119, an increase of \$29,941.

Looking at 2022

The first quarter of 2022 went well. Registration for the 2022 Annual Meeting was robust, and membership numbers held steady. MAC members once again showed their incredible support for our student archivists: for the second year in a row, donations paid the registration fees for all students who signed up to attend the Annual Meeting. MAC celebrated its 50th anniversary by hiring a paid intern to help with a history project. The project budget included \$3,000 for salary and \$4,000 to pay University of Wisconsin–Milwaukee Archives to digitize selected paper copies of the *MAC Newsletter*. We will use the Program Initiative investment fund to pay for this project.

Midwest Archives Conference 2022 Operating Budget

Income

Advertising	\$ 1,500.00	
Bank account interest	\$ 3.00	
Endowment Income—Bowen	\$ 750.00	
Endowment Income—Motley	\$ 1,500.00	
Endowment Income—Education Initiative	\$ 2,200.00	
Endowment Income—Program Initiative	\$ 7,000.00	
Gifts—Mark A. Greene Emeritus Scholarship	\$ 3,500.00	
Gifts—Operating Funds	\$ 500.00	
Gifts—Student Meeting Scholarship	\$ 750.00	
Journal Subscriptions	\$ 5,000.00	

MAC NEWS—Continued**Megan Badgley-Malone, Assistant Editor**

Meetings		
Annual	\$ 65,000.00	
Symposium	\$ 6,500.00	
2023 Annual Meeting	\$ 3,000.00	
Speakers Bureau (Ed. Init.) Fee	\$ 150.00	
Memberships	\$ 40,000.00	
Royalties	\$ 3,900.00	
Total	\$141,253.00	

Expenses

Administration	\$ 1,600.00	
Bank Charges	\$ 230.00	
Contract Services—Financial	\$ 5,700.00	
Contract Services—AMC	\$ 37,080.00	
Credit Card Fees	\$ 4,000.00	
Insurance	\$ 1,800.00	
Publications Expenses	*	*uncertain due to switch to all digital
Journal Awards	\$ 500.00	
MAC History Project	\$ 7,000.00	
Miscellaneous Expenses	\$ 500.00	
Membership Renewal Mailing	\$ 985.00	
Meetings (Gross)		
Annual	\$ 59,000.00	
Symposium	\$ 5,500.00	
2023 Annual Meeting	\$ 2,000.00	
Scholarships	\$ 3,400.00	
Memberclicks	\$ 3,700.00	
Speakers Bureau	\$ 2,200.00	
Taxes/Annual Report to IL	\$ 25.00	
Vendor Coordinator	\$ 50.00	
Total	\$135,270.00	

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Balance Sheet 2021

Assets as of January 1, 2021		\$349,047.07
Bank of America Checking	\$ 61,868.47	
Lincoln Investment Accounts		
Program Initiative Fund	\$123,100.29	
Invested Reserve	\$ 56,480.01	
Bowen Endowment	\$ 38,156.33	
Mark A. Greene Fund	\$ 5,617.41	
Motley Endowment	\$ 63,824.56	

Assets as of December 31, 2021		\$374,473.89
Bank of America Checking	\$ 57,354.76	
Lincoln Investment Accounts		
Program Initiative Fund	\$136,226.56	
Invested Reserve	\$ 66,350.98	
Bowen Endowment	\$ 41,456.83	
Mark A. Greene Fund	\$ 5,582.95	
Motley Endowment	\$ 67,501.81	

2021 Excess Receipts Over Cash Disbursements	-\$4,513.71
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Between Council Actions

Council approved the following motion on July 28, 2022:

Council approved Rebekah McFarland as an election teller.

Council approved the following motion on July 28, 2022:

Council approved Jolie Braun as the Motley Scholarship Committee Chair.