7-2017

Minutes of the Council Meeting, Midwest Archives Conference, April 6, 2017

Midwest Archives Conference

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

President Jennifer Johnson called the regular meeting of the Council of the Midwest Archives Conference to order at 8:30 a.m. on Thursday, April 6, 2017, at the Hilton Omaha in Omaha, Nebraska.

Council members present: Alexis Braun Marks, Michael Doyle, Paul Eiseleffel, Harrison Inefuku, Jennifer Johnson, Erik Moore, Michelle Sweetser, Jennie Thomas, Anne Thomason, Joel Thoreson, Anke Voss, and Nat Wilson.

A quorum was present.

Guests present: Mary Ellen Ducey, David McCartney, Amy Schindler, and Lisa Sjoberg

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

Vice President’s Report

Mary Ellen Ducey and Amy Schindler, LAC cochairs of the 2017 Annual Meeting (Omaha), joined Council and presented their report. They reviewed AV expenses, issues with the online registration form, the budget, and low attendance at MAC workshops. The conference met its goals for registrations and the hotel block. Council debated a range of options to address escalating AV costs, including purchasing some equipment that would travel from meeting to meeting (such as projectors and extension cords), pursuing annual sponsorships by national organizations or companies, and simply building these expenses into the Annual Meeting registration rates. No decision was reached.

Harrison Inefuku, Program Committee cochair of the 2017 Annual Meeting, presented his report. The PC developed themes around diversity/inclusion, instruction and assessment, and outreach. He noted that some individuals will present at multiple sessions during the Annual Meeting. MAC has no policy or statement prohibiting this, although he noted that past PCs have tried to avoid it. He suggested including this recommendation on calls for session proposals and speaker agreement forms. The PC opened the call for posters to everyone and accepted all submissions, but made no awards. The PC also developed a single online evaluation form for the meeting.

Council discussed issues with the online registration form. Remedies include use of a project tracking tool to coordinate communication and activities; tasking one of the LAC cochairs with responsibility for the online form; tasking one person at AMC to create and update the form; and clarifying Annual Meeting guidelines for the PC and LAC.

Gregory Brooks and Debra Nolan of AMC joined the meeting, and Council invited them to speak to the issue of web forms. AMC requests four weeks lead time to respond to requests for form creation or revision. Regarding membership, Brooks discussed a slight decline in membership renewals and offered to help MAC develop approaches to retaining members. Regarding the website, he noted that Memberclicks now offers a responsive design option, and he offered to assist with website redesign. Johnson asked incoming secretary Thomas to arrange a teleconference between the MAC Executive Committee and AMC during the summer.

Moore presented the report of the 2017 Fall Symposium Organizing Committee (Columbus). The hotel will provide 20 room nights from October 12 to 13 at $139/night. The symposium will be held at The Ohio State University Libraries, which is waiving fees for AV and room rental. It was moved and seconded to set registration rates for the 2017 Fall Symposium at $150 for members, $175 for nonmembers, and $75 for students. Council unanimously passed the motion with all members voting.

Moore presented the report of the Local Arrangements Committee for the 2018 Annual Meeting (Chicago). He noted that the budget as presented omits expenses for AV (estimated at $15,000) and food/beverage taxes and service fees (estimated at $7,000). When these costs are included, total estimated expenses would be $56,600. Council directed the LAC to set a more ambitious fundraising goal of $8,000 to $10,000 and to propose more realistic registration rates. Membership registration rates should reflect a significant membership benefit; nonmember rates should incentivize individuals to consider becoming members; and student rates should be held as low as possible, although a modest increase would not be out of the question. Moore will work with the LAC to...
revisit registration rates based on the above considerations. Council declined to approve costs for transportation and the reception site separate from the overall budget. Council deferred voting on the proposed rate for reception guests.

It was moved and seconded to appoint Daria Labinsky and Eira Tansey as Program Committee cochairs for the 2018 Annual Meeting. Council unanimously passed the motion with all members voting.

Moore presented a proposal for the 2018 Fall Symposium to be led by Amy Chen, special collections instruction librarian at the University of Iowa, on the topic of archives instruction. He will re-introduce the proposal for a vote in the near future, after some planning details are worked out.

Moore reported that Detroit is a possible site for the 2019 Annual Meeting.

It was moved and seconded to approve the roster of the Symposium Review Committee: Erik Moore, chair; Menzi Behrnd-Klodt, Nick Pavlik; Joshua Ranger; Becky Schulte; Joel Thoreson; and Anke Voss. Council unanimously passed the motion with all members voting.

President’s Report

Johnson noted that she had updated the following manuals to reflect AMC’s responsibility for creating web forms: Development Coordinator, Editorial Board, Education Committee, Membership Committee, President, Secretary, Vendor Coordinator, Webmaster, and Annual Meeting Guidelines. Since changes to the manuals were minor, Council did not vote. The secretary will finalize changes to these manuals.

Appointments

Johnson reminded Council that it had approved Eric Willey as Newsletter editor by e-mail on December 9, 2016.

It was moved and seconded to approve Becca Smith as development coordinator, 2017–2019. Council unanimously passed the motion with all members voting.

It was moved and seconded to approve Amy Bishop as Education Committee cochair, 2017–2019. Council unanimously passed the motion with all members voting.

It was moved and seconded to approve Emily Gainer as Emeritus Scholarship Committee chair, 2017–2019. Council unanimously passed the motion with all members voting.

It was moved and seconded to approve Matthew Gorzalski as Membership Committee chair, 2017–2019. Council unanimously passed the motion with all members voting.

It was moved and seconded to approve Anne Thomason as Nominating Committee chair, 2017–2018. Council unanimously passed the motion with all members voting.

It was moved and seconded to approve Ellen Swain as Presidents’ Award Committee chair, 2017–2019. Council unanimously passed the motion with all members voting.

It was moved and seconded to approve Katie Blank as vendor coordinator, 2017–2019. Council unanimously passed the motion with all members voting.

Johnson introduced proposed changes to the President’s Manual. It was moved and seconded to approve the changes as presented. Council passed the motion with eight members voting yes and one abstention. The secretary will finalize the changes to the manual.

Johnson introduced proposed changes to the Nominating Committee’s Manual. Council discussed proposed changes to the language regarding Council vacancies. It was moved and seconded to approve the proposed changes as amended. Council passed the motion with all members voting. The secretary will finalize the changes to the manual.

Johnson noted that MAC recently received a solicitation from the Society of Ohio Archivists to support its annual meeting. Council declined to provide funds, but the request raises the issue of how MAC would respond to similar requests in the future. Council agreed to consider such requests on a case-by-case basis and suggested promoting our services (e.g., Speakers Bureau).

Johnson reported on updates to the strategic plan. The MAC census is on track. The records retention schedule will receive a vote later today. She volunteered to serve on a governance housekeeping task force. She asked Inefuku, as new publications coordinator, to review the author agreement for Archival Issues. Council agreed to table discussion about establishing an advocacy task force. Incoming president McCartney indicated his interest in working with Council to issue statements in response to public policy discussions that relate to the archives profession. Council discussed progress on inclusion and diversity goals, such as integrating these goals into 2018 Annual Meeting planning (Friday session, session proposals, tours, outreach to community organizations), enhancing the
MAC census to include diversity/inclusion information, improving the pipeline for new leaders, and using inclusive language in MAC documentation.

Johnson introduced proposed changes to the Officers’ Manual. It was moved and seconded to accept changes as presented. Council unanimously passed the motion with all members voting. The secretary will finalize changes to the manual.

**Secretary’s Report**

Doylen presented his report on the 2017 annual election, which was the first election to implement changes proposed by the Election Review Task Force. He also led a discussion about use of Google Drive to organize access to leader manuals. Finally, he presented a revised version of the records management schedule for discussion. It was moved and seconded to accept the schedule as presented. Council unanimously passed the motion with all members voting.

Doylen will move the records schedule to Google Drive so that leaders will have continued access and notify the MAC archivist that it has been approved. He recommended that either the president or the secretary encourage new leaders to review the Officers’ Manual, which now includes information about both Google Drive and MAC’s records management policies, at the start of their terms.

**Treasurer’s Report**

Thoreson presented his report. Overall, MAC ended its fiscal year with a surplus of $1,398. Details are included in the treasurer’s report.

The 2017 budget projects a $10,888 deficit. Details are included in the treasurer’s report. Thoreson recommends that Council consider a membership dues increase in the near future.

**Publications**

Johnson presented the report of the Archival Issues Editorial Board. Council accepted the report as submitted.

Paul Eisloeffel, the Newsletter editor, presented his report. He also proposed changes to the Newsletter Editor’s Manual, which include a recommendation to reduce the terms of assistant editors from three to two years. It was moved and seconded to accept the changes as presented. Council unanimously passed the motion with all members voting. The secretary will finalize the revisions.

Council accepted reports of the Nominating Committee chair, the public information officer, the Bowen Committee chair, and the development coordinator as presented by Johnson.

Lisa Sjoberg presented the report of the Education Committee. Council discussed low registration for MAC workshops at this year’s Annual Meeting. Council noted that registration varies annually, but affirmed its intent that workshops should at least be cost neutral. Council requested that the MAC census include a question or questions to help it understand what members want from workshops. Council also suggested offering fewer workshop options at Annual Meetings.

Council accepted the report of the First-Time MAC Meeting Attendees Committee as presented by Johnson.

Braun Marks presented the report of the Membership Committee. She provided an update on the census and proposed a launch date in late April or early May (latest). She also reported on MAC Pals, which is reaching the end of its three-year pilot (2015–2017). The MAC Pals Subcommittee of the Membership Committee recommends that the MAC Pals coordinator serve on the LAC as ex officio to improve communication and coordination. It was moved and seconded to accept the recommendation and task the vice president with updating the LAC Manual accordingly. Braun Marks amended the motion to include approval of related revisions to the Membership Committee Manual. Council unanimously passed the motion with all members voting.

Braun Marks also noted a decline in membership renewals. Although the decline is slightly offset by new members, it is worth considering how the Membership Committee might improve both retention of existing members and recruitment of new members. Doylen suggested that future Membership Committee reports include data about renewals and drops to help Council monitor trends.

Council accepted reports of the Motley Committee chair and the vendor coordinator as presented by Johnson.

Webmaster Nat Wilson presented his report. He noted an increase in mobile traffic (23 percent) and proposed the formation of a task force to update the website in a mobile-friendly way.

(Continued on page 10)
“From Good to Great Exhibits” October 13–14, 2017
The Ohio State University Libraries

Does your organization create exhibits to connect archival collections with your community? Are you looking for insights, tips, and tricks for improving the impact of your exhibits? Join us in Columbus to learn how to go from good to GREAT exhibits!

The Ohio State University Libraries is pleased to host the MAC Fall Symposium at its William Oxley Thompson Memorial Library and Billy Ireland Cartoon Library and Museum. During the symposium, we will share methods for creating captivating stories, devising engagement strategies, and leveraging exhibits for development work.

Bring examples of your own work with exhibits and plans for future initiatives to share in hands-on exercises. Through sessions, discussion, observation, and group work, you will gain insights, test best practices, and come away with solutions that you can apply directly to your archives’ exhibits.

Registration for the symposium will be $150 for members, $175 for nonmembers, and $75 for students. Rooms have been arranged for $139 at the Springhill Suites at 1421 Olentangy River Road. You will be provided with parking passes to park on campus, or you can take a shuttle from the hotel to the libraries.

Registration and a detailed schedule will be available on the MAC website in July. For more information, please contact Tamar Chute (chute.6@osu.edu).

Minutes of the Council Meeting
(Continued from page 9)

Johnson presented the report of the Presidents’ Award Committee. She noted that the awardees are unable to attend, but the state representative who nominated them will accept the award on their behalf at the Business Meeting. Council agreed to cover expenses for an award winners’ luncheon at future Annual Meetings; Moore noted this expense would be covered by food and beverage minimums. Council declined to vote on proposed revisions to the committee’s manual; the chair will be asked to make proposed changes directly in Google Docs for Council to review.

Johnson reminded new Council members to meet briefly following the Members’ Meeting.

Johnson acknowledged outgoing and transitioning Council members and thanked them for their service.

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 12:15 p.m.

Michael Doylen
Secretary
The following minutes are presented in draft form for informational purposes only. Membership will vote to approve this draft at the 2018 Members’ Meeting.

President Jennifer Johnson called the Annual Members’ Meeting of the Midwest Archives Conference to order at 3:30 p.m. on Friday, April 7, 2017, at the Hilton Omaha in Omaha, Nebraska.

A quorum was present.

The agenda was approved as presented. Minutes of the April 29, 2016, Annual Members’ Meeting were approved as presented.

Presentation of 2017 Awards

On behalf of the Presidents’ Award Committee, Tanya Zanish-Belcher presented the award to Susan Mulheron and Joseph Kueppers, chancellors of the Archdiocese of Minneapolis and St. Paul.

On behalf of the Emeritus Membership Award Committee, Alexis Braun Marks presented the award to Cheri Thies, and Colleen McFarland Rademaker presented the award to Mark Greene.

On behalf of the Emeritus Scholarship for First-Time MAC Meeting Attendees, Cheri Thies presented the award to Hannah Weber.

On behalf of the Archie Motley Memorial Scholarship for Minority Students, Lara Friedman-Shedlov presented awards to Chido Muchemwa and Jessica Tai.

On behalf of the Louisa Bowen Memorial Graduate Scholarship, Shaun Hayes presented the award to Treshani Perera.

Other Acknowledgments and Recognitions

President Johnson thanked the 2017 Program and Local Arrangement Committees, as well as outgoing committee chairs, and voting and ex officio members of Council. She welcomed new members of Council and committee chairs.

On behalf of the governor of Nebraska, Paul Eisloeffel bestowed on President Johnson the honorary title of Nebraska Admiral, Nebraska’s highest honor.

Treasurer’s Report

Treasurer Joel Thoreson provided a detailed report on MAC’s financial status. He noted that MAC ended its 2016 fiscal year with a general fund budget deficit of $11,666.59. However, with the growth of invested funds, the bottom line showed a growth of $1,398.38.

The 2017 general fund budget projects a deficit of $10,888. However, Thoreson noted that much depends on membership renewals at the end of the year. He indicated that Council may consider presenting a dues increase to the membership in 2018.

President’s Report

President Johnson delivered her final report to the membership. She discussed the following: the 2017 election during which 31 percent of eligible individual members voted; a records retention schedule approved by Council earlier in the week; diversity and inclusion goals and activities; an upcoming MAC census; declining membership; and the need to consider increases both in membership dues and in Annual Meeting registration fees. She thanked the membership for the opportunity to serve.

Vice President’s Report

Vice President Moore thanked the 2017 Program and Local Arrangement Committees, the Education Committee, and AMC. He provided information about the 2017 Fall Symposium to be held in Columbus, Ohio, from October 13 to 14. He introduced Dana Lamparello and Morgen MacIntosh Hodgetts of the 2018 Local Arrangements Committee, who gave a brief presentation promoting the Annual Meeting to be held in Chicago, Illinois, March 21–24.

President Johnson invited incoming president David McCartney to the podium to close the meeting. There being no further business to come before the meeting, the meeting adjourned at 4:50 p.m.

Michael Doylen
Secretary