

1-2017

# Minutes of the Council Meeting, Midwest Archives Conference, Thursday, October 6, 2016, Ann Arbor, Michigan

Midwest Archives Conference

Follow this and additional works at: <https://lib.dr.iastate.edu/macnewsletter>



Part of the [Archival Science Commons](#)

---

## Recommended Citation

Midwest Archives Conference (2017) "Minutes of the Council Meeting, Midwest Archives Conference, Thursday, October 6, 2016, Ann Arbor, Michigan," *MAC Newsletter*: Vol. 44 : No. 3 , Article 3.  
Available at: <https://lib.dr.iastate.edu/macnewsletter/vol44/iss3/3>

This MAC News is brought to you for free and open access by the Journals at Iowa State University Digital Repository. It has been accepted for inclusion in MAC Newsletter by an authorized editor of Iowa State University Digital Repository. For more information, please contact [digirep@iastate.edu](mailto:digirep@iastate.edu).

**Minutes of the Council Meeting**  
**Midwest Archives Conference**  
**Thursday, October 6, 2016**  
**Ann Arbor, Michigan**

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

**Present:** Michael Doylen, Harrison Inefuku, Jennifer Johnson, Erik Moore, Michelle Sweetser, Jennie Thomas, Anne Thomason, Joel Thoreson, Anke Voss, Mary Wallace

**Call to Order:** President Johnson called the regular meeting of the Council to order at 8:45 a.m. at the Hilton Garden Inn in Ann Arbor, Michigan.

**Quorum:** A quorum was present.

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

**Strategic Plan Discussion**

**Cultural Competency Workshop:** Johnson led a discussion regarding MAC's diversity and inclusion goals. She shared concerns expressed by some MAC members regarding Council's initial response to the SAA Cultural Competency workshop proposal, which is scheduled for the 2017 Annual Meeting, and emphasized the importance of embracing the workshop as a means to forward MAC's goals. She encouraged all Council members to attend the workshop in the spring. Council discussed additional ways in which it could engage these issues. Council agreed to

- Develop opportunities for the membership to offer ideas to Council for developing MAC's diversity/inclusion agenda;
- Meet with SAA leadership to learn more about its experience developing a diversity/inclusion agenda;
- Make diversity and inclusiveness a separate item in the strategic plan;
- Ask the Program Committees and Local Arrangements Committees to make more intentional invitations to local groups for relationship-building; and
- Establish a Diversity/Inclusiveness Task Force to develop proposals for moving forward.

**Election Review Committee:** Doylen presented the final report of the Election Review Committee. Council discussed the recommendations of the committee, as follows:

- MAC adopt a fixed membership join/renewal date for purposes of voting in the annual election
- The fixed date be established as January 31
- The election always open on the second Monday in February
- The duration of the election always be 21 days
- An e-mail announcement always be made on the first day of the election, and reminders always sent on the following two Mondays and the final day of the election (1 announcement and 3 reminders)

Council discussed significance of the January 31 fixed date for membership renewal. Doylen will clarify whether payments by check must be postmarked or received by that date. It was moved and seconded to accept the recommendations of the Election Review Committee as presented. Council unanimously passed the motion with all members voting. Doylen will develop a communication plan regarding these changes with the newsletter editor, PIO, and webmaster.

Doylen then proposed revisions to the manuals of the Nomination Committee, president, secretary, and tellers, and an amendment to the By-Laws, as follows:

To amend IV.5 of the By-laws and clarify plurality votes in the cases of elections to fill multiple seats on Council and the Nominating Committee.

If amended, the paragraph will read:

A candidate shall be considered elected when one of only two (2) candidates for an office in a single-seat election shall receive a majority of the legal votes cast for the office, and when one or more candidates of more than two (2) candidates for an office in a multiple-seat election shall receive a plurality of the legal votes cast for the office (as in the case of Council and the Nominating Committee). All ties which affect the outcome of an election shall be resolved by a runoff election at the annual business meeting, where a candidate shall be considered elected when one of only two (2) candidates for an office in a single-seat

*(Continued on page 10)*

## Minutes of the Council Meeting

(Continued from page 9)

election shall receive a majority of the legal votes cast for the office, and when one or more candidates of more than two (2) candidates for an office in a multiple-seat election shall receive a plurality of the legal votes cast for the office.

He suggested that Council defer action on the By-Laws proposal until it completes a more thorough review of governing documents and present all proposed changes to the membership at once (likely at the 2018 Members Meeting). It was moved and seconded to accept revisions proposed by the Election Review Committee to the manuals of the Nominating Committee, the president, the secretary, and the teller. Council unanimously passed the motion with all members voting.

Johnson thanked the committee for its work. The committee is dissolved. (More detail on this issue is available on page 14.)

**Membership Survey:** Alexis Braun Marks, chair of the Membership Committee, joined the meeting and presented a draft of the membership survey for Council's consideration. Council clarified the purpose of the survey,

which is to understand the demographics of our membership, and its interest in programming and professional development, with a focus on retention. Council provided feedback on details of the survey, including demographics, educational/professional background, current work environment, and professional development. Council also discussed survey tools and distribution. It agreed to explore use of SurveyMonkey and discussed the value of a continuing organizational subscription to manage our data long-term.

Further discussion of strategic plan goals was deferred until the afternoon.

### Vice President's Report

**2016 Symposium Report (Ann Arbor, MI):** Moore noted that the Symposium has faced several challenges, including low registration and a high room vacancy rate at the hotel. MAC will owe the hotel for rooms not used in our block; amount to be determined. He noted that the Executive Committee agreed to increase the food/beverage budget for the event by \$1,400–\$1,700. This money will be applied to our unused room inventory. Johnson noted this



ARCHIVAL PRODUCTS



## Preserve + Conserve + Quality

It's who we are, and what we deliver.

At Archival Products, we care about preserving your most important items. That's why we've developed an extensive product line to meet virtually every preservation need. All hand-crafted by our dedicated team.

866-658-1083 | info@archival.com | www.archival.com

is the second year in which MAC has had cost overruns for Symposia, although for different reasons. Council discussed possible reasons for low attendance at this year's Symposium and agreed to encourage future organizing committees to hold Symposia at academic institutions, which tend to have lower costs than hotels. Council discussed a range of issues related to Symposia, including overly ambitious registration targets, uneven promotion, overlap with other educational initiatives, general lack of proposals, establishing ties with the Education Committee, and costs. Thoreson noted that, on average, Symposia cost about one-quarter of an Annual Meeting, but get only one-tenth of the attendance. Council agreed to establish a Symposia Review Committee to investigate all aspects of MAC Symposia. Johnson will develop a charge and fill the roster. Moore will chair.

**2017 Annual Meeting (Omaha, NE):** LAC reports that the hotel declined to sign MAC's nondiscrimination policy/values statement, but did not elaborate or provide additional information. The hotel also declined to provide an inclusive restroom, although it does offer family-style restrooms. Both items were presented to Council for information only, no action requested. LAC also notes difficulty with fund-raising.

Program Committee is planning 18 concurrent sessions. Inefuku noted that poster sessions will be open to all, not only graduate students and new professionals as they were last year.

**2017 Symposium (Columbus, OH):** AMC is scouting hotel locations. Council reviewed the budget and agreed to set 2017 registration rates at the same level as last year's, although the Organizing Committee expects lower expenses. No formal proposal regarding rates was presented to Council at this time.

**2018 Annual Meeting (Chicago):** Moore noted the difficulty of finding affordable hotel options in downtown Chicago. Most room rates are over \$200/night, and the average food/beverage minimum is \$30,000–\$40,000 (MAC has paid \$12,000 in recent years). There is no information on projected audiovisual rates at this time, but they are likely to be equally high. All of these higher costs would result in substantially higher registration fees, which may result in decreased attendance. Council agreed to move the meeting to a near-suburban location, such as Evanston.

Council deferred voting on a proposed Program Committee cochair until both chairs are named.

Moore presented proposed revisions to the Annual Meeting manual and timeline for approval. Council deferred until discussion until hearing the secretary's proposal to improve management of leadership manuals.

### **Secretary's Report**

Doyley presented his report. He observed that MAC has two main challenges with managing its leadership manuals: we need a central place to store and share them and a process by which to revise them. He proposed using AMC's business account with Dropbox. Council preferred a solution that will allow individuals to edit documents in place (without having to download them), which Dropbox does not allow. Council also discussed roles and privileges (owning, editing, viewing). Doyley will pursue another platform, such as Google Drive. Council agreed that the manuals are working documents that leaders are always improving, and there is no need to save past versions. Doyley will develop a plan for managing the manuals and report to Council.

Council returned to the revisions to the Annual Meeting manual and timeline, as proposed by the 2016 Local Arrangements and Program Committees and the Education Committee. Doyley indicated that these documents were revised to reflect that Local Arrangements is no longer responsible for fund-raising for student registration scholarships, to update language regarding poster sessions, and to eliminate references to a paper program. It was moved and seconded to approve revisions to the Annual Meeting manual as proposed. Council unanimously passed the motion with all members voting. It was moved and seconded to approve revisions to the Annual Meeting timeline as proposed. Council unanimously passed the motion with all members voting. Doyley will work with the webmaster to ensure edits are posted to the web.

### **President's Report**

Johnson presented her report to Council summarizing activities since the spring Council meeting.

### **Treasurer's Report**

Thoreson presented his report. MAC is projected to end its 2016 fiscal year with a surplus of \$1,078. It is unclear how shortfalls from the 2016 Symposium will affect the

*(Continued on page 12)*

## **Minutes of the Council Meeting**

*(Continued from page 11)*

budget. Thoreson also noted that gifts to MAC's various funds are down this year, but may pick up with membership renewals in November and December. Details are included in the Treasurer's Report.

The 2017 budget projects a deficit of \$10,888. The budget uncertainty is due to variable meeting income and expenses, which depend on locations, hotels, and fund-raising opportunities. More details are included in the Treasurer's Report (*see page 13*).

It was moved and seconded to approve the 2017 budget as proposed. Council unanimously passed the motion with all members voting.

### **Publications**

Johnson presented the report of the *Archival Issues* Editorial Board. Council discussed whether MAC should attempt to reduce the three-year embargo on *AI* in JSTOR to increase revenue. Council recommends aligning the JSTOR embargo period with that of MINDS@UW, if possible.

Johnson presented the report of the newsletter editor and solicited suggestions for a replacement editor.

### **Nominating Committee Report**

Johnson presented the report of the Nominating Committee. The slate is forthcoming.

### **PIO Report**

Wallace presented her report. She summarized her participation in the Regional Archival Associations Consortium and activities related to MAC's social media and e-mail communications.

### **Documentation Working Group**

There being no further reason to continue the working group, it was moved and seconded to disband with a recommendation to pursue the secretary's proposal for managing leadership manuals. Council unanimously approved the motion with all members voting.

### **Ex Officio and Standing Committees**

Council accepted without discussion reports from the development coordinator, the Emeritus Scholarship Committee, the vendor coordinator, and the webmaster.

**Education Committee:** Council deferred action on registration fees and agreed that the committee may set its own budget for 2017 Speakers Bureau events using

the funds already allocated to it. Council discussed SAA workshops at MAC meetings. It recognized the benefit of the workshops for MAC members, but also noted that the workshops produce no revenue for MAC and require us to cover AV costs, which increase annually. Since MAC receives no financial compensation for the SAA workshops, it passes those costs onto the attendees of other workshops. Council recommended that MAC renegotiate the terms of its agreement with SAA so that we are not obliged to cover AV costs. If SAA declines to accept these costs, we should negotiate for additional complimentary registrations for our members.

**Emeritus Scholarship Committee:** Per the request of the committee chair, Doyley will update the committee's manual and post the revised version to the website.

**Membership Committee:** Council discussed issues with finding enough returning meeting attendees to participate in the MAC Pals program. Doyley suggested that Council members be required to participate as MAC Pals during the Annual Meeting, if they are attending, as part of their duties. The suggestion was accepted by general consent.

### **Strategic Plan Discussion (Continued)**

Council resumed discussion of strategic plan goals. Doyley plans to draft a records retention schedule for Council's consideration at the spring meeting.

Council agreed to remove Annual Meeting final reports and Council minutes from the website; both sections of the site have fallen into disuse and no one has complained, which suggests that members do not use the website for this information. Council also noted that meeting minutes are published in the newsletter. Doyley will communicate changes to the webmaster.

Council discussed MAC's relationship with AMC and MemberClicks, and agreed that both support services meet our current needs. It agreed not to seek vendor coordinator services from AMC at this time. It discussed a redesign of the website. Johnson will ask the webmaster to work with MemberClicks on a redesign.

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 4:30 p.m.

Michael Doyley  
*Secretary*