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# Minutes of the Council Meeting, Midwest Archives Conference, April 28, 2016

Midwest Archives Conference

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## Minutes of the Council Meeting Midwest Archives Conference April 28, 2016

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 28, 2016, at the Hilton Milwaukee City Center in Milwaukee, Wisconsin.

Council members in attendance: President Jennifer Johnson, Secretary Michael Doylen, Mary Ellen Ducey, Vice President David McCartney, Erik Moore, Michelle Sweetser, Treasurer Joel Thoreson, Jennie Thomas, and Anne Thomason. A quorum was present.

Guests present: Paul Eisloeffel, Harrison Inefuku, Daria Labinsky, Colleen McFarland, Anna Stadick, Anke Voss, and Mary Wallace.

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

### Vice President's Report

McCartney presented the final report of the 2015 Symposium (Minneapolis). He noted that the Symposium appears to have cleared a profit of \$1,100.26 (not \$1,641.48 as reported in his report). He will confirm this amount with the treasurer. He reviewed Symposium survey results.

Colleen McFarland, Program Committee cochair of the 2016 Annual Meeting (Milwaukee), presented the PC report. She noted that the PC had not accepted all poster submissions due to the quality of the submissions and the limited space at the hotel. Some individuals whose submissions were declined criticized the PC for its decision. She encouraged Council to consider the purpose of the poster sessions. The new professionals category is problematic and received few submissions this year. She suggested opening the poster competition to all members, or limiting it to students only. She noted that the logistics of the poster competition are challenging due to space requirements and supplies (easels, foam core, etc.).

Michael Doylen and Anna Stadick, LAC cochairs of the 2016 Annual Meeting, presented the LAC report. The LAC projects a profit of \$10,204. The meeting appears to be setting attendance records for a meeting held outside Chicago. Council requested that the postmeeting survey include some questions that might help to explain the unusually high attendance. Doylen encouraged Council

to review MAC's agreement with SAA regarding workshops, for reasons described more fully in the LAC report. The LAC also suggested that next year's LAC and PC investigate use of project management software to relieve e-mail communication. Thomason noted that both the Lexington and Milwaukee meetings had highlighted alcohol as a theme in tours and sponsorships, and asked if this raised any concerns. Council agreed that the organization needs to be sensitive to the issue, but also recognized the importance of including major businesses and industries in local planning. Both meetings ensured that alternative tours were available to members.

McCartney introduced the report of the 2016 Symposium (Ann Arbor) coordinators and distributed a promotional postcard. Discussion followed. The proposed rates are comparable to those of the 2015 Symposium. McCartney noted that no reception is planned. Due to the distance of the Symposium site from Ann Arbor, Moore encouraged coordinators to highlight transportation options. It was moved and seconded to set registration rates as follows: \$150 for members, \$175 for nonmembers, and \$75 for students. Council unanimously passed the motion with all members voting.

Mary Ellen Ducey and Paul Eisloeffel presented the LAC report for the 2017 Annual Meeting (Omaha), including hotel rates, the reception site, and possible tours. Proposed registration rates are based on the 2016 Annual Meeting (note that rates on the budget are not correct). It was moved and seconded to set registration rates as follows: advanced registration rates for members at \$80, nonmembers at \$95, and students at \$50; regular registration rates for members at \$95, nonmembers at \$105, and students at \$60; and one-day registration rates at \$60. Council unanimously passed the motion with all members voting. It was moved and seconded to set the guest reception rate at \$25. Council unanimously passed the motion with all members voting.

Erik Moore presented the PC report for the 2017 Annual Meeting. The meeting will have no specific theme, but will lean on the LAC's theme of MAC's 45th anniversary or Great Plains history. Due to his election as vice president, Moore asked to be replaced as PC cochair. It was moved

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and seconded to approve Harrison Inefuku as cochair of the PC to succeed Erik Moore. Council unanimously passed the motion with all members voting.

McCartney presented the report of the 2017 Fall Symposium (Columbus). It was moved and seconded to approve Tamar Chute and Lisa Carter as cochairs of the Coordinating Committee. McCartney clarified that Erin Rob and Jenny Fletcher will also serve on the committee. Council unanimously passed the motion with all members voting. McCartney concluded his report by indicating that the hotel contract is not yet signed.

McCartney presented a proposal from Andy Steadham and Andrea Bainbridge to hold the 2018 Annual Meeting in Chicago. Council discussed concerns regarding the affordability of downtown Chicago hotels. Johnson suggested staying well below \$200/night, if possible. Council also discussed holding the meeting outside Chicago to keep costs down. Ultimately, Council felt that members would prefer a downtown location, but only if it is affordable.

It was moved and seconded to approve downtown Chicago or a Chicago-area site for the 2018 Annual Meeting. Council unanimously passed the motion with all members voting.

It was moved and seconded to approve Andy Steadham and Andrea Bainbridge as cochairs of the LAC for the 2018 Annual Meeting. Council unanimously passed the motion with all members voting.

McCartney welcomed proposals for future Symposia and Annual Meetings. He reminded Council about its adoption in April 2015 of SAA's statement regarding Indiana's Religious Freedom Restoration Act.

Alexis Braun Marks, Membership Committee chair, and John Fleckner, Editorial Board chair, joined the meeting.

### **President's Report**

Johnson summarized issues that occurred during this year's election and Council's subsequent discussion by e-mail. She proposed the following charge for an Election Review Committee:

To evaluate all aspects of MAC elections in light of recent election re-counts. The committee should review all guidelines and procedures governing MAC elections, work with AMC to outline the MemberClicks

process, identify MAC roles involved in the election process, and fully understand how MAC elections work. The committee will make recommendations for improvements to the election process.

Council discussed a time line for the committee to complete its work. While Council agreed that it would prefer to have final recommendations prior to the 2017 election, it also felt that such a quick time line may not give the committee sufficient time. Council asked to receive a preliminary report at its fall 2016 meeting and a final report at its spring 2017 meeting. Council recognized that this time line may not allow for any changes needed in the election process in 2017. Doyley agreed to chair. Johnson will develop the final roster.

It was moved and seconded to approve Marcella Huggard as cochair of the Education Committee, 2016–2018. Council unanimously passed the motion with all members voting.

It was moved and seconded to approve Shawn Hayes as chair of the Louisa Bowen Memorial Scholarship Committee. Council unanimously passed the motion with all members voting.

It was moved and seconded to approve Rachel Howard as chair of the Archie Motley Memorial Scholarship Committee, 2016–2018. Council unanimously passed the motion with all members voting.

It was moved and seconded to approve Mary Ellen Ducey as chair of the Nominations Committee, 2016–2017. Council unanimously passed the motion with all members voting.

It was moved and seconded to approve Mary Wallace as public information officer, 2016–2018. Council unanimously passed the motion with all members voting.

Johnson led a discussion on strategic planning. It was suggested that review of governance documents wait until the Election Review Committee has completed its work. At that time, an individual from the committee could lead a more comprehensive review of the constitution and by-laws.

Doyley hopes to present a draft records schedule to Council at its fall meeting.

Johnson noted that redesign of *Archival Issues* is already underway.

She noted that the Education Committee has already submitted recommendations for the Speakers Bureau, which Council will consider later in the meeting.

She noted that Council has already agreed (at its September 2015 meeting) to fund student registration at the Annual Meeting by encouraging members to contribute during the membership renewal campaign and Annual Meeting registration. LACs are no longer tasked with raising funds to support student registrations.

She welcomed ideas and suggestions for pursuing greater diversity on committees, task forces, and other groups. Council discussed encouraging more participation by members and for reaching beyond current leaders when seeking to fill vacancies.

Alexis Braun Marks volunteered to draft the “Who Are We?” census. She asked Council to send questions that it would like to see included in the survey. McCartney suggested examining A\*Census for possible elements.

Johnson will work with the Education Committee to develop the Symposium survey. Moore suggested reaching out to past coordinators and conducting a meta-analysis of past surveys to determine what questions to ask. McCartney suggested incorporating the survey in the survey that follows the Fall Symposium.

Council agreed to discuss cost planning at its fall meeting.

### **Secretary’s Report**

Doyle presented his report. In light of the issues experienced with this year’s election, Doyle recommended that the Membership Committee review a list of lapsed members at the close of each renewal campaign and consider reaching out to those individuals directly. Alexis Braun Marks agreed to do this on a regular basis beginning in 2017. Doyle also recommended investigating ways to verify the membership status of individuals who attempt to participate in members-only privileges (such as voting in the election, registering for the Annual Meeting at the member rate, accessing online publications, etc.). Council agreed to defer discussion until Greg Brooks and Debbie Nolan of AMC joined the meeting.

Doyle then recommended that Council reconsider MAC’s long-standing practice of not publicizing election returns to the membership. He noted that less than 28 percent of the membership participated in elections held in 2012, 2013, 2014, and 2015, and suggested that publicizing returns might motivate more members to vote.

Council discussed pros and cons of publicizing returns by candidate, race, or election overall. There was concern that reporting votes cast for a candidate might make it more difficult to recruit individuals to run for office. It was moved and seconded to publicize the numbers and percentages of members casting votes in the overall election. Council unanimously passed the motion with all members voting. Council directed the Election Review Committee to recommend whether more detailed information about election returns should be publicized.

Greg Brooks and Debbie Nolan of AMC joined Council to discuss issues relating to the election. Brooks confirmed that the membership renewal form has been rebuilt and is now working properly. Brooks explained the history behind the current configuration of the membership database. Johnson asked if it is possible to configure MemberClicks to identify lapsed members by a specific date and then automatically generate a list. Brooks replied there is; AMC only needs a policy statement from MAC to implement the changes. Council discussed a scenario in which the renewal campaign would end in mid-January, and MemberClicks would automatically notify lapsed members of their status and consequences for participation in member benefits (such as voting in the election, accessing online publications, etc.). The system would also deliver a list of lapsed members to the Membership Committee for review and action. Council agreed that the election schedule should not be altered.

The Election Review Committee will work with AMC to determine a “hard date” on which membership status would be considered lapsed.

### **Treasurer’s Report**

Thoreson presented his report. Overall, MAC ended its fiscal year with a surplus of \$2,681.92, which is more than was expected. Details are included in the treasurer’s report.

The 2016 budget projects a \$1,078 profit. Thus far, MAC has earned \$60,000 from renewals and registrations. Details are included in the treasurer’s report.

### **Publications**

John Fleckner, Editorial Board chair, presented his report. Council accepted the proposed redesign of interior pages.

Jennie Thomas, publications coordinator, presented her report. Council discussed the proposed *AI* Assignment

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of Rights agreement with authors. Moore suggested that the agreement clarify in its Point #5 whether the author retains rights to the preprint or postprint. Thomas agreed to consult with Menzi Behrnd-Klodt.

Paul Eisloeffel, *MAC Newsletter* editor, presented his report. He described publication challenges due to the production company/printer, which failed to get address labels from AMC and print issues on schedule. He suggested that Council consider accelerating its plans to promote the pdf version of the newsletter, which does not experience such delays. However, Johnson noted that one-half of the membership still prefers to receive print copies of the newsletter. She will work with Eisloeffel and Menzi Behrnd-Klodt to develop a plan to approach the printer.

### **Other Reports**

Daria Labinsky, public information officer, presented her report. She noted that the Regional Archival Associations Consortium (RAAC) has been invited to join the National Coalition for History. The cost to RAAC would be \$4,000 annually. MARAC has pledged \$1,500. Council discussed lending its support. It decided that in the absence of a well-defined advocacy agenda for MAC, it is unclear how RAAC would further MAC's interests. Council decided to revisit the issue after it has developed an advocacy agenda, and RAAC has time to demonstrate its value for regionals.

Alexis Braun Marks presented the report of the Membership Committee. She noted that AMC continues to manually rectify join dates and that it may take a few more weeks before the work is completed.

Anne Thomason presented the report of the Education Committee. Johnson will ask the committee to review MAC's contract with SAA regarding hosting workshops at the Annual Meeting. Council reviewed recommendations for the Speakers Bureau. It was moved and seconded to accept the recommendation of the Education Committee that MAC establish a Speakers Bureau as part of its permanent programming and focus on providing two to three workshops on various topics in the MAC region throughout the year, as implemented by the Education Committee. Council unanimously passed the motion with all members voting.

Johnson tabled discussion of whether MAC workshops should be expected to simply cover their costs or net a profit.

Council tabled discussion of proposed changes to the webmaster's manual. Some suggested changes pertain to the webmaster's role in the elections, and the Election Review Committee will be asked to review them.

Council accepted without discussion reports from the Louisa Bowen Memorial Scholarship Committee, the Emeritus Membership Committee, the Archie Motley Memorial Scholarship Committee, the Presidents' Award Committee, and the vendor coordinator. Johnson will have a conversation with Miriam Kahn, Katie Blank, and AMC about questions raised in the vendor coordinator's report.

Council will consider the report of the Documentation Working Group by e-mail.

Johnson cancelled the meeting for new Council members following the Members' Meeting.

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 12:10 p.m.

Michael Doyle  
Secretary

### **Approval**

Minutes approved on May 20, 2016.

Michael Doyle  
Secretary

### **Ready to Renew?**

It's autumn, and that means it's almost time to renew your MAC membership! Keep an eye out for membership renewal reminders in your e-mail. And, when you renew, consider supporting MAC's scholarship funds and other financial obligations.