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Minutes of the Council Meeting, Midwest Archives Conference, Thursday, September 17, 2015

Midwest Archives Conference

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Minutes of the Council Meeting Midwest Archives Conference Thursday, September 17, 2015

President Jennifer Johnson called the regular meeting of the Council of the Midwest Archives Conference to order at 8:30 a.m. on Thursday, September 17, 2015, at the Depot Renaissance Hotel in Minneapolis, Minnesota.

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

The agenda was approved by general consent.

During the morning, Council drafted a strategic plan to cover the period 2016 to 2020. The draft will be reported separately from the minutes.

President's Report

President Johnson presented her report. She noted recent efforts to centralize recordkeeping of contracts by the secretary. Thus far, the secretary has received current contracts between MAC and AMC Source, EBSCO, and JSTOR.

Council considered whether it should comment on the US Copyright Office's Orphan Works and Mass Digitization Report. As the opportunity to submit comments had passed, Council took no action. Council then considered whether to take a position on the US Copyright Office's Copyright Protection for Certain Visual Works Report. Council agreed to review a position statement to be drafted by Johnson. Council then discussed its general approach to archival advocacy, noting that it generally reacts to prompts from the membership or follows SAA's lead, but does not act proactively. Council discussed the desirability of having an advocacy policy and agreed to establish a working group to investigate further.

Vice President's Report

McCartney presented the report of the 2015 Annual Meeting in Lexington, Kentucky. He noted that the meeting was financially successful and had 350 registrants. He noted areas in which MAC should improve communication with AMC, especially surrounding a/v costs. Future LACs should request a/v fee sheets from the Annual Meeting venues early in their budget planning process. Council

had a general discussion about a/v costs, hotel room blocks, and workshop registrations. (None of the workshops at the 2015 Annual Meeting filled to capacity.) It came to light that AMC did not use session registration numbers to assign sessions to rooms, which likely contributed to overcrowding at some sessions. Council agreed that the Program Committee should assume more responsibility in assigning sessions to rooms, not leave it to AMC.

Daardi Sizemore and Ann Kenne, cochairs of the Organizing Committee for the 2015 Symposium, joined Council and shared their report. They solicited questions to include in the Symposium evaluation form. They reviewed planning logistics and the budget. There is concern about registration attrition, and it is unlikely that the Symposium will meet its room block with the hotel. A/v costs appear to be manageable, especially since the Organizing Committee is providing some of the equipment. The committee had assumed that AMC would be physically present at the Symposium, but discovered recently this is not the case. If future Organizing Committees would like AMC to be present, MAC will need to cover the cost. The Organizing Committee did not feel AMC's presence to be essential.

Michael Doylen, cochair of the LAC for the 2016 Annual Meeting in Milwaukee, Wisconsin, shared his report. He noted that the LAC has raised \$2,000 toward its \$10,000 goal. President Johnson clarified that thank-you letters to sponsors may be sent under the cochair's signature. Doylen noted that all sites are ADA accessible and free. The LAC will ask AMC to handle our contract with a transportation provider. Doylen noted that for the last several years, LACs have raised funds for student scholarships. He asked that this responsibility be moved elsewhere in the organization, beginning immediately. Council agreed to assign it to MAC's general fund-raising efforts. Membership and Annual Meeting registration forms should note that donations can be made to support student travel to meetings.

McCartney presented the report of the Program Committee for the 2016 Annual Meeting. The PC has received only a few session proposals, but hopes to have a strong response closer to the deadline.

McCartney presented a Symposium proposal to be held in Ann Arbor, Michigan, in 2016. It was moved and seconded

to approve Martha O'Hara Conway and Olga Virakhovskaya as Organizing Committee cochairs. Council unanimously passed the motion with all members voting. McCartney will share a revised Symposium description with Council by e-mail in the near future.

McCartney noted that planning for the 2017 Annual Meeting in Omaha, Nebraska, is still in its early stages. Mary Ellen Ducey, cochair of the Local Arrangements Committee, and Erik Moore, cochair of the Program Committee, presented brief reports.

Council considered a proposal to hold the 2017 Symposium in Columbus, Ohio. The proposed topic is exhibit planning. Johnson urged attention to the hotel room block, given the large number of archivists who reside in the vicinity and may not need hotel rooms. It was moved and seconded to approve the proposal. Council unanimously passed the motion with all members voting. It was moved and seconded to approve Tamar Chute and Erin Fletcher as Organizing Committee cochairs. Council unanimously passed the motion with all members voting.

Secretary's Report

Doylen presented his report. He noted that MAC's nonprofit status has been updated. He introduced a recommendation for the retention and disposition of restricted MAC election materials. It was moved and seconded to approve the recommendation as amended. Council unanimously passed the motion with all members voting. The amended records schedule reads:

Written or electronic ballots, returns, spreadsheets, and other records that divulge the votes of individual members. Materials are considered confidential, and access is restricted to individuals who need to work with these records in the scope of their official business (e.g., president, webmaster, tellers). Series does not include aggregate election returns, which should be shared with the membership.

Retain for 3 months after close of the election (last day of voting) and then destroy confidentially, unless returns are contested.

Treasurer's Report

Thoreson presented his report on the 2015 budget. Income is stable. He noted that the 2015 Annual Meeting ran over budget. He continues to work with AMC and the hotel to resolve outstanding issues.

Thoreson presented the 2016 budget. He noted that it is too early to assess the impact of the membership dues increase. He adjusted income and expenses based on recent history. He made adjustments to journal expenses, created a separate line item of \$4,000 for student scholarships, a 3 percent increase in membership contract services, \$33,000 for meeting expenses, etc. It was moved and seconded to approve the 2016 budget as presented. Council unanimously passed the motion with all members voting.

Thoreson presented changes to our MemberClicks service proposed by AMC. Council agreed to move to an annual prepayment of MemberClicks fees to reduce costs to MAC. Council discussed the possibility of hosting a job resources board on its website. Johnson asked if MAC can do this better than SAA or Archives Gig, or fill a different niche? Council agreed to appoint a website task force to investigate this and other issues. Council also discussed hosting ads on its website. Moore reminded Council that few businesses participated in MAC's past experiment with banner ads. Council agreed to refer this issue to a website task force, as well.

Publications

Jennie Thomas, publications coordinator, shared her report. The secretary has provided PDF back issues of *Archival Issues* and the *MAC Newsletter* to EBSCO. Council discussed procedures for ensuring that both EBSCO and JSTOR receive new issues of our publications on a timely basis. Council agreed to task Holly Blessen with this responsibility. Thomas will follow up.

Publications on the MAC website and the University of Wisconsin System institutional repository are also up to date. Content on the website is accessible to members and subscribers only, and content on the institutional repository (IR) is publicly accessible but embargoed for one full volume.

Thomas shared a request from a member to post an article she originally published in *AI* to the University of Nebraska at Omaha's IR. Thomas distributed a draft permission form for Council to consider. Council discussed advantages of having a permissive policy instead of a form for individuals to sign and someone (who?) to manage. Council also agreed to review its current author agreement form and consider permitting authors to retain various rights. Moore recommended the Author's Addendum of the Committee on Institutional Cooperation (CIC). Thomas will investigate both issues.

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Council discussed updating the “look” of the journal. Thomas received a quote of \$900 from Holly Blessen. Council supported Thomas working with John Fleckner and Blessen on designs.

Johnson presented the reports of the *AI* Editorial Board and the newsletter editor. Council approved a request by the newsletter editor to launch a campaign to identify potential contributors.

Nominating Committee

Johnson presented the report of the Nominating Committee. A slate of candidates is forthcoming.

Public Information Officer

Daria Labinsky presented her report. Council discussed whether MAC should have a regular presence at the SAA Annual Meeting and agreed that it is unnecessary. It should be considered when the meeting occurs within our region, however.

Documentation Working Group

McCartney described projects of the working group. Regarding the MAC Code of Conduct, he will draft a policy statement that identifies responsible parties for members to contact in case of concerns (president, cochair of LAC). Council will consider this statement at its next meeting. Council discussed distributing the final version by social media.

McCartney noted that the working group was previously asked to incorporate the MAC statement of values into leadership manuals. He proposed including general language about the values statement in most manuals with a link to the full text online. A few manuals may require more specific language. Council agreed with this approach. McCartney will follow up with officers, ex officios, and others.

Doyle raised an issue about our management of these manuals. We currently lack a centralized location for the most current versions. Some manuals reside on public-facing pages of the website, others in the website forums, and others are downloaded and stored with personal files. In the interest of improving management of the manuals, Council agreed that the secretary should create a central location on the website forum for the most recent versions. Leaders should be responsible for uploading revised copies

on a regular basis or at least at the end of their terms. Other locations should be discontinued to avoid versioning issues.

Ex Officio and Standing Committee Reports

Council reviewed reports submitted by coordinators, committee chairs, and others. Discussion is noted below.

Council discussed changes to the website proposed by the development coordinator, Carol Street. Council agreed that Street should work with the webmaster to develop examples for review. Council also discussed the proposal for a scholarship accounts fund-raising campaign. Council felt that the idea needed further development—scholarships for what?—and tabled the matter until it could have a more complete discussion about fund-raising and strategic planning. Council supported an expanded role for the development coordinator in supplementing the work of the LACs on an annual basis.

Council discussed the report of the Education Committee. Council agreed that registration rates and honoraria for the Annual Meeting workshops should be set on an annual basis and that Council should not be bound by rates set in 2013. As much as possible, proposed rates should reflect anticipated a/v expenses, and workshops should strive for full cost recovery. Council deferred setting 2016 workshop and honoraria rates until a/v and other anticipated expenses are better developed. Council also reviewed proposed changes to the Education Committee manual. Although it was generally in agreement with the changes, it noted that the time line should be adjusted to reflect that registration rates are set after a/v costs are better developed. Johnson will return the proposal to the committee for changes.

Council discussed the report of the Emeritus Committee. Council supports the request to have two emeritus members serve on the committee. It verified that such a requirement existed in an earlier version of the committee manual and surmised that it was omitted inadvertently in a later version. Council supported restoring the original language.

Council discussed the report of the Membership Committee. It agreed that the Annual Meeting registration form should state as clearly as possible the MAC Pals' roles. Clarity is more important than brevity in this case.

Council discussed the report of the vendor coordinator. Johnson and Thoreson will ask AMC about annual billing for vendor advertising. Johnson reminded Council that it had decided not to pursue this issue with AMC a few years ago. However, we can revisit it. Johnson reiterated the importance of finding someone to apprentice under Miriam Kahn during her second and last term as vendor coordinator.

Council discussed the report of the webmaster. Council agreed that the current design of the website may obscure members' and subscribers' access to *AI* but did not make a recommendation for action beyond the need to review the website generally.

There being no further business to come before the meeting, it was moved and seconded to adjourn. Council unanimously passed the motion with all members voting. The meeting adjourned at 4:15 p.m.

Approval: Minutes approved on October 27, 2015.

Michael Doyle
MAC Secretary

Treasurer's Report

*By Joel Thoreson,
Evangelical Lutheran Church in America Archives*

Overall Finances

As of mid-October, expenses for 2015 have largely been accounted for, putting us just over our anticipated expenses of \$108,250. Our income projections look good, but much of our income comes in the final quarter of the year, as memberships and journal subscriptions are renewed. We will likely fall close to our anticipated income amount. Our 2015 budget forecast a deficit of \$8,172. Hopefully, as members renew, they will carefully consider giving to one of our various funds. The General Operating Fund always can use support, while generous contributions to the Student Meeting Scholarship Fund help a number of students attend the Annual Meeting.

2016 Budget

The Council approved the proposed 2016 budget at its meeting in Minneapolis in September. The budget is cautiously optimistic in predicting a \$1,000 surplus for the year. Printing and mailing costs for the newsletter and journal continue to decrease, as more subscriptions are digital only. We've also made some changes in our credit card processing that will reduce those fees. Since our dues increase happened fairly recently, we don't have long-term data in that area as we try to predict that income. We still feel membership is a great value and hope everyone will renew their memberships.

Between-Meeting Council Actions

On October 21, 2015, Council unanimously approved the 2016 slate of candidates forwarded by Nominating Committee Chair Douglas Bicknese. All members voted, except Erik Moore and Joel Thoreson, who abstained.

On October 27, 2015, Council unanimously approved the minutes of the September 17, 2015, minutes as presented. All members voted.