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Minutes of the Council Meeting, Midwest Archives Conference, May 7, 2015

Midwest Archives Conference

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Minutes of the Council Meeting Midwest Archives Conference May 7, 2015

President Amy Cooper Cary called the regular meeting of the Council of the Midwest Archives Conference to order at 8:30 a.m. on Thursday, May 7, 2015, at the Hilton/Lexington Downtown in Lexington, Kentucky.

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

Guest present: Michelle Sweetser

It was moved and seconded to approve the agenda as presented.

Vice President's Report

McCartney presented his report. He introduced a proposal for the Fall 2016 Symposium to be held in Ann Arbor, Michigan, on the topic of copyright. Council indicated general support, but deferred voting until the proposal is more fully developed. He introduced a proposal to hold the 2018 Annual Meeting in Chicago. Council asked McCartney to work with AMC to identify possible meeting venues. He then solicited suggestions for the 2017 Symposium.

Council discussed the report of the 2015 Local Arrangements Committee (Lexington). Council discussed communication issues between the vendor coordinator and the LAC; McCartney will follow up. Cooper Cary asked that the LAC manual be reviewed to ensure that communication expectations are clear.

Bethany Anderson, Organizing Committee cochair of the 2014 Symposium (Urbana-Champaign), joined Council and presented the committee's final report. Council discussed low attendance at the reception and affirmed that Organizing Committees are not required to host receptions as part of the Symposium experience.

Stephanie Bricking, Program Committee cochair of the 2015 Annual Meeting, joined Council and presented the

committee's report. Council discussed the need to clarify the "new professional" category for poster submissions. Council also discussed procedures for responding to speakers who are unable to present.

Cooper Cary, Program Committee cochair of the 2016 Annual Meeting (Milwaukee), indicated that the committee has settled on the theme of "ArchivesFest." Call for proposals will be made during the week of August 10 with a submission deadline of October 1 (editor's note: later changed to September 25).

Doylen, Local Arrangements Committee cochair of the 2016 Annual Meeting, presented the committee's report. It was moved and seconded to set registration rates as follows: advanced registration rates for members at \$80, for nonmembers at \$95, and for students at \$50; postdeadline registration rates for members at \$95, for nonmembers at \$105, and for students at \$60; and one-day registration rate at \$60. Council unanimously passed the motion with all members voting. It was moved and seconded to set the reception rate for guests at \$25. Council unanimously passed the motion with all members voting.

Daardi Sizemore and Ann Kenne, cochairs of the Organizing Committee of the 2015 Symposium (Minneapolis), joined Council and presented their report. Speakers would like to cap registration at 60. Council noted that capping registration at 60 may not allow the Organizing Committee to meet the room block, which would result in additional fees. Council encouraged the committee to revisit the registration cap with the speakers in light of the entire Symposium budget. It was moved and seconded to set registration rates at \$150 for members, \$175 for nonmembers, and \$75 for students. Council unanimously passed the motion with all members voting.

Ducey and Eisloeffel led a brief discussion of the 2017 Annual Meeting (Omaha, Nebraska). AMC will pursue contract negotiations with the Hilton.

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President's Report

It was moved and seconded to appoint Carol Street as development coordinator, 2015–2017. Council unanimously passed the motion with all members voting.

It was moved and seconded to extend Ellen Swain's term as cochair of the Education Committee by one year to stagger the terms of both cochairs. Council unanimously passed the motion with all members voting.

It was moved and seconded to appoint Lisa Sjoberg as cochair of the Education Committee, 2015–2017. Council unanimously passed the motion with all members voting.

It was moved and seconded to appoint Alexis Braun Marks to a second term as chair of the Membership Committee, 2015–2017. Council unanimously passed the motion with all members voting.

It was moved and seconded to appoint Miriam Kahn to a final term as vendor coordinator, 2015–2017. Council unanimously passed the motion with all members voting.

It was moved and seconded to appoint Alison Stankrauff to a second term as chair of the Archie Motley Memorial Scholarship Committee, 2015–2017. Council unanimously passed the motion with all members voting.

It was moved and seconded to appoint Doug Bicknese as chair of the Nominating Committee, 2015–2016. Council unanimously passed the motion with all members voting.

Cooper Cary noted that Tanya Zanish-Belcher will become chair of the Presidents' Award Committee, 2015–2016, and Dennis Meissner will rotate off the committee.

Cooper Cary presented her report to Council. She emphasized the importance of finding apprentices to both the vendor and the development coordinators. She reminded Council of the upcoming vote on governing documents at the Members' Meeting. She reminded Council of arrangements for two tellers. She asked Doyleen to make a recommendation at the fall Council meeting for the retention and disposition of records relating to elections.

Council discussed whether MAC should endorse the Values of History Statement promoted by the National Council on Public History. It was moved and seconded that Council endorse the Values of History Statement, unless endorsement requires financial commitment, in

which case Council would move discussion to its fall meeting. Council unanimously passed the motion with all members voting.

Johnson distributed copies of the current strategic plan and urged Council to consider strategic directions over the summer. She asked Doyleen to investigate previous strategic planning efforts.

Secretary's Report

Doyleen presented his report. Council considered a question from the MAC archives regarding preservation of audiovisual materials. Paul Eisloeffel offered to assist with digitization. It was moved and seconded to take no action to preserve audio recordings from the 1974 educational program and to accept Eisloeffel's offer to digitize the video recordings of the *Raiders of the Lost Archives*. Council unanimously passed the motion with all members voting.

Treasurer's Report

Thoreson presented his report. Overall, MAC ended its fiscal year with a surplus of \$7,542.31. The 2015 budget forecasts an \$8,172.00 deficit.

Council discussed student scholarships, including award distribution and publicity. Council discussed making sure that all donation opportunities, including student scholarships, are included in the membership renewal form. Council discussed assigning fund-raising responsibility for student scholarships to another entity than Local Arrangements, which has shouldered it to date.

Publications and Publicity

Johnson, publications coordinator, presented her report. Council recommended centralizing responsibility for printing and disseminating postcards with the PIO and publications coordinator for the time being.

John Fleckner, chair of the Editorial Board, joined Council and presented his report. Cooper Cary recommended that Fleckner, Eisloeffel, and Johnson begin discussing format revisions for *Archival Issues*.

McCartney presented the report of the Documentation Working Group, focusing on the proposed Code of Conduct. Council requested that the Working Group develop a protocol for the president and vice president to follow when either is notified of a harassment case. Council will then consider both the Code of Conduct and protocol at the same time.

Daria Labinsky, PIO, presented her report. Council discussed having membership applications at SAA.

Paul Eisloeffel, *MAC Newsletter* editor, presented his report. He discussed publication challenges raised by the late date of the spring meeting. Council agreed that it is preferable to schedule the spring meeting in April to avoid these issues.

The following individuals presented reports: Miriam Kahn, vendor coordinator; Portia Vescio, development coordinator; Ellen Swain, Education Committee cochair; and Alison Stankrauff, chair of the Archie Motley Scholarship Committee.

Council considered other written reports submitted by ex officios and standing committees.

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 12:15 p.m.

Michael Doyle
Secretary

Minutes approved on June 4, 2015.

Between-Meeting Council Actions

On May 21, 2015, Council passed the motion to approve Amy Schindler and Mary Ellen Ducey as cochairs of the 2017 Local Arrangements Committee, and Erik Moore and Sasha Griffin as cochairs of the 2017 Program Committee. All members voted except Erik Moore and Mary Ellen Ducey, who abstained.

On June 4, 2015, Council unanimously approved the minutes of the May 7, 2015, Council meeting as corrected. All members voted.

Strategic Planning

MAC Council underwent a strategic planning session for the organization in September. This will replace our current strategic plan which ends in 2015. You can review the current strategic plan on the MAC website under About MAC, or at this URL: www.midwestarchives.org/assets/documents/AdminDocs/strategicplan2011-2015.pdf.

If you have ideas about where MAC should be in 2020, please share your thoughts with MAC President Jennifer Johnson, jennifer_i_johnson@cargill.com. Members will also be invited to review the proposed strategic plan and offer comments later this fall.

MAC Education Committee Updates

The MAC Education Committee has had a busy and successful year developing educational resources and workshops. The Education Committee website has been updated to reflect our current membership. The MAC website also has a new tab for Educational Resources, which features two new resources. First, a career planning forum allows archivists to share ideas and solicit feedback about career development. Our sincere thanks go to Anna Trammell, graduate assistant at the University of Illinois's Student Life and Culture Archives, for creating the forum site. We encourage all to check it out at archivescareerplan.proboards.com. Second, a directory of regional educational programs is available on the website. Thank you to the MAC Education Committee members who developed these materials!

Speakers Bureau pilot work continues in earnest. After four successful workshops in 2014 and spring 2015, the committee is developing workshops to be part of a Speakers Bureau/Annual Meeting resource listing. This listing will be available on a special Speakers Bureau website, which will include workshop descriptions, proposal submission information, guidelines for requesting a workshop, and other information about the Speakers Bureau program. In addition, the committee is working with Digital POWRR to provide two to three workshops on electronic records management in the MAC region and is partnering with Twin Cities Archives RoundTable (TCART) to bring Colleen McFarland Rademaker's strategic planning workshop to the Minneapolis-St. Paul area.