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Minutes of the MAC Council Meeting Illini Union in Urbana, Illinois

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Minutes of the MAC Council Meeting Illini Union in Urbana, Illinois September 11, 2014

Submitted by Michael Doylen, Secretary

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, September 11, at the Illini Union in Urbana, Illinois.

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

The agenda was amended to include discussion of online access to *Archival Issues*. It was moved and seconded to approve the agenda as amended. Council unanimously passed the motion with all members voting.

It was moved and seconded to approve the minutes of the April 24, 2014, Council meeting as presented. Council unanimously passed the motion with all members voting.

President's Report

President Cooper Cary reminded Council that the current strategic plan ends in 2015. Council agreed to review the plan at its spring 2015 meeting, identifying items that have been accomplished and recommending items to pursue in the future.

Her written report is forthcoming.

Vice President's Report

Vice President McCartney summarized the reports of the Program Committee and Local Arrangements Committee of the 2014 Annual Meeting, focusing on recommendations for improvement. Council discussed ways to handle "third-party space requests" (i.e., room requests by non-MAC groups who wish to meet during the Annual Meeting). Council recommended that LACs set a deadline by which groups submit their requests. Requests could be solicited via e-mail blasts or a Google Drive doc or some other way. Groups that fail to make their requests by the deadline must make their own arrangements. Council agreed that MAC could not be expected to incur additional expenses to accommodate these requests.

Cooper Cary asked McCartney to remind LACs that Council agreed to pilot a guest ticket option for nonmem-

bers to attend receptions at the 2015 and 2016 Annual Meetings and Fall Symposia.

McCartney reviewed comments from meeting attendees. Comments were generally satisfactory or very satisfactory. Negative comments concerned the lack of wifi and overcrowding at some sessions.

McCartney then discussed the 2014 Fall Symposium. Registration is currently 55 people. The Organizing Committee decided not to distribute print brochures due to robust early registration numbers. Revenue is projected to be \$1,973.

McCartney then introduced the topic of the 2015 Annual Meeting and referred Council to the LAC report, which projects a \$7,900 profit. Discussion is underway with the Carrick House, the reception site, which wants to be held harmless for any liability issues. This request is unusual and may expose MAC to risk. McCartney is investigating whether Carrick House has liability insurance, which may resolve the issue. Session proposals will be accepted through next Friday.

Cooper Cary introduced a request from the Education Committee that Council vote on registration rates for workshops. It was moved and seconded to set rates for MAC workshops during the 2015 Annual Meeting at \$45. Discussion followed concerning past registration rates and whether rates typically vary between "basic" and "advanced" workshops. Council unanimously passed the motion with all members voting. Council recommended that the Education Committee consider rates of \$50 in the future and that it distinguish between "basic" and "advanced" workshops in program materials, as appropriate.

McCartney introduced discussion of the 2015 Fall Symposium. He reminded Council that this is MAC's first effort to arrive at venue selection with AMC assistance. The president and vice president seek input from the membership about potential meeting locations and then discuss those possibilities with AMC based on criteria such as geographic diversity. The Organizing Committee for the 2015 Symposium has not yet been assembled. Johnson volunteered to do a walk-through of the hotel at

AMC's request. Moore asked if the hotel will charge MAC a surcharge if we exceed the wifi comp allowance. McCarty will investigate. Moore also recommended that promotional materials note Bertram Lyon's (the speaker's) employment as product manager at AVPreserve, so there is no perceived conflict of interest.

Council discussed the following site options for the 2016 Annual Meeting: Milwaukee, Wisconsin; Omaha, Nebraska; and Traverse City, Michigan. Ducey indicated that Omaha will celebrate its 150th Sesquicentennial in 2017. Council expressed concerns about the accessibility of Traverse City for an Annual Meeting, although it might be appropriate for a Fall Symposium site.

It was moved and seconded to select Milwaukee, Wisconsin, as the site for the 2016 Annual Meeting, dates to be determined. Council unanimously passed the motion with all members voting.

It was moved and seconded to select Omaha, Nebraska, as the site for the 2017 Annual Meeting, dates to be determined. Council unanimously passed the motion with all members voting.

Secretary's Report

Doyley summarized the schedule for the 2015 election. The election will open on Monday, February 2, and conclude on Saturday, February 28. Council discussed the schedule for reminders and agreed these should be sent on Tuesday, February 17; Monday, February 23; and Friday, February 27. Regarding membership renewals, Doyley noted that MAC will no longer provide a form or return envelope for individuals paying by check.

Doyley has submitted the annual paperwork to maintain MAC's not-for-profit status in Illinois. Becky Tousey has served as MAC's registered agent since at least 1997 and requests to be relieved of this responsibility. (The registered agent receives paperwork from the Illinois secretary of state and forwards it to the secretary.) It was moved and seconded to appoint Joel Thoreson as MAC's registered agent in the State of Illinois. Council unanimously passed the motion with all members voting. Doyley will register this change with the Illinois secretary of state.

Doyley summarized the report from the MAC archives at the University of Wisconsin–Milwaukee Libraries. He will update the secretary's manual to define responsibilities for interacting with the archives, specifically for gathering official records from the Council forum on MemberClicks.

Doyley then introduced two proposed amendments. The proposed amendment to the Constitution seeks to clarify the requirement for a quorum at the Members' Meeting.

PROPOSED AMENDMENT 1: To amend Article VII of the Constitution by adding the phrase "of the membership" to the first sentence.

If amended, the sentence will read: *"At least five (5) council members, one of whom shall be the Conference president or vice president; and one-fourth (1/4) of the voting membership, or fifty (50) voting members, duly present, whichever is the smaller number, shall constitute a quorum of the membership at any regular or special meeting noted in this constitution and/or bylaws. A majority of the legal votes cast shall be required to take action unless otherwise specified."*

It was moved and seconded to amend Article VII of the Constitution by adding the phrase "of the membership" to the final sentence. Discussion followed whether Council should define a specific procedure for establishing a quorum of the membership. It was decided that this level of detail was unnecessary in governing documents. Council unanimously passed the motion with all members voting.

Doyley then introduced the proposed amendment to the Bylaws. The amendment seeks to do the following: 1) harmonize language regarding quorum at Council meetings with language in the Constitution, 2) permit "virtual" attendance by voting members of Council at Council meetings, and 3) state explicitly Council voting procedures.

PROPOSED AMENDMENT 2: To amend Article VI, Section 3 of the Bylaws by replacing "A majority of the members of council" with "At least five (5) council members, one of whom shall be the Conference president or vice president"; and by inserting the phrase "either physically or by teleconference or videoconference," in the first sentence; and by adding the sentence "A majority of the legal votes cast shall be required to take action unless otherwise specified."

If amended, the section will read: *"A majority of the members of council At least five (5) council members, one of whom shall be the Conference president or vice president, present, either physically or by teleconference or videoconference, and entitled to vote shall constitute a quorum at a council meeting. A majority of the legal votes cast shall be required to take action unless otherwise specified."*

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It was moved and seconded to amend Article VI, Section 3 of the Bylaws as indicated above. Council unanimously passed the motion with all members voting.

Publications

[At this time, Jennie Thomas joined the meeting.] Publications Coordinator Johnson summarized her written report. She and Paul Eisloeffel are developing recommendations of *Newsletter* content that might be moved to the website. Council will have the opportunity to review and discuss.

With the webmaster and the events calendar manager, Johnson is exploring ways to make the events calendar on the website more prominent.

Cooper Cary reported that the search for a graphic designer to replace Aleda Downs is underway. Downs has agreed to assist MAC through the fall. Cooper Cary will forward a list of prospective candidates to Council. She recommends undertaking an RFP process. Council discussed setting a mid-October deadline to receive submissions. Council then discussed possible changes to the graphic designer contract. Regarding candidate statements, Council agreed that layout services are no longer needed. Cooper Cary will ask the webmaster to create a template in MemberClicks to provide a format for candidate statements. Council also agreed to dispense with design services for the pocket program. In sum, graphic design services will be retained for promotional materials, meeting programs, *Archival Issues*, and the *Newsletter*.

Cooper Cary will draft a resolution to acknowledge Aleda Downs's service to MAC.

Cooper Cary introduced the topic of providing online access to *Archival Issues* under the subscription-only model and as a benefit of membership. She noted that MAC has already made arrangements to provide online access via JSTOR and MINDS@UW, the UW System institutional repository. Full discussion was deferred until later in the day.

Council reviewed the report of the *Newsletter* editor. There was no discussion.

Council then took up the report of the Online Publications Working Group. Council accepted the recommendation to continue publication of the full meeting program only as a PDF. It likewise accepted the recommendation to use Sched.org to create and print a more readable pocket program. Council agreed to dissolve the working group and direct future questions about online publications to appropriate

leaders, such as the publications coordinator, and standing committees, as needed. It was moved and seconded to dissolve the Online Publications Working Group. The motion passed unanimously with all members voting.

Nominating Committee

On behalf of Daardi Sizemore, chair of the Nominating Committee, Cooper Cary reported that the slate for the 2015 elections is forthcoming. Becky Tousey will continue to serve as teller on a year-to-year basis. Moore advised documenting the teller's responsibilities for future reference. Cooper Cary will follow up with Tousey.

Public Information Officer

Daria Labinsky reported that Mary J. Wallace has been selected as the PIO-in-training. Council discussed planning for MAC's presence at SAA in 2015 (Cleveland, Ohio) and ways to engage our members. Labinsky will develop the task force roster.

Council discussed ways to encourage individuals to post their presentations from MAC meetings to the forum. Very few individuals do this currently. This would be optional, not required.

Treasurer's Report

Joel Thoreson provided an update of the 2014 budget. He is optimistic that the fall membership renewal campaign will help MAC reach its budgeted amount for memberships. Royalties from JSTOR are higher than anticipated. He discussed significant overexpenses in credit card fees. The MemberClicks expense is consistently underestimated and will be adjusted in 2015. The switch to digital has saved some printing and mailing costs associated with the *Newsletter* and the journal.

Thoreson led a discussion of the 2015 budget, which projects a deficit of \$10,322. Council discussed the possibility of raising meeting registration fees. Such an increase would help recoup fees and charges currently incurred by MAC that are related to meetings (such as AMC meeting services, credit card fees, etc.). It was proposed to encourage LACs to include such expenses, when they can be identified, in their budgets and set registration fees and fund-raising goals accordingly. Council also recognized that some of these costs need to be borne by MAC and not passed to meeting registrants. Council deferred making a decision until more information can be gathered and coordination of vendor and development duties are worked out. Cooper Cary will form a task force composed of the

vendor coordinator, the development coordinator, and Heidi Hornaday (who raised funds for the 2014 Annual Meeting) to investigate the latter issue.

Council also discussed periodically reviewing our contracts to identify areas to renegotiate terms more favorable to MAC. Cooper Cary and Doyleen will develop a plan.

Documentation Working Group Report

McCartney, chair of the working group, reviewed progress and discussed plans to incorporate MAC's Statement of Values into the leadership manuals. Council agreed to his recommendation to post the Statement of Values on the website.

Council had a lengthy discussion about whether MAC should endorse or adopt the Code of Conduct approved by the Society of American Archivists in July 2014. The code would help MAC outline expectations for collegial behavior during meetings and elsewhere. Council charged the working group with reviewing source documents used by SAA and developing a Code of Conduct specific to MAC.

Ex Officio and Standing Committee Reports

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

Cooper Cary introduced the topic of the Coalition to Advance Learning in Archives, Museums, and Libraries. This group works across organizational boundaries to devise and strengthen sustainable continuing education and professional programs that will transform the library, museum, and archives workforce in ways that lead to measurable impact on our nation's communities. Lisa Sjoberg serves as MAC's representative to the group.

Council reviewed the roster of the Emeritus Scholarship for First-Time MAC Meeting Attendees Committee. It was moved and seconded to extend Cheri Thies's term as chair for an additional year (until 2017) to stagger the membership. The motion passed unanimously with all members voting.

Council discussed ways to increase the number of submissions for the Emeritus Member Award. We received no submissions in 2014. How do we identify people who would be eligible? Council suggested reviewing past leadership lists and determining who has retired. Doyleen will follow up with the MAC archives. It was also suggested to review the membership database for leads and to issue a call via social media and Facebook.

Council discussed Natalie Morath's role as mentoring coordinator on a three-year trial period. Council also commended Alexis Braun Marks for her work on the lapsed membership survey.

Cooper Cary will follow up with Miriam Kahn on issues raised in her vendor coordinator report. Council discussed whether MAC should drop its Thursday half-day at the vendor exhibit (i.e., change to Friday only). It was recommended to survey the vendors for their preference. Cooper Cary will pass this recommendation to Kahn and consider budget implications.

Council reviewed the report of the webmaster. The secretary and MAC archivist will work with Brad Houston to identify official records on the website that need to be retained in the MAC archives and review content that is not currently scheduled. The PIO and publications coordinator will work with him on architectural issues.

New Business

McCartney introduced a discussion about possible topics for the 2016 Fall Symposium. He proposed either copyright (especially around digital content) or social media management. Other ideas shared by Council included digital humanities, disaster planning, and development/fund-raising.

Council then discussed options for providing online access to current issues of *Archival Issues* as a benefit of membership and by subscription only. As stated above, MAC already provides free access via MINDS@UW, the University of Wisconsin System institutional repository, and subscription access via JSTOR. Council discussed the possibility of delivering current issues via a password-protected part of the website and embargoing content on MINDS@UW and JSTOR platforms. Doyleen will investigate the current terms of embargo on each platform. Cooper Cary will convene a meeting with the *AI* editor, the publications coordinator, webmaster, and MAC archivist (who manages *AI* on MINDS@UW).

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 3:45 p.m.

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Council Actions from September 12 through November 30, 2014

- On October 16, 2014, Council unanimously passed the motion to approve the slate of candidates for the 2015 election as submitted by the Nominating Committee. All members voted, except Michael Doyle and Jennifer Johnson, who recused themselves.
- On October 22, 2014, Council unanimously approved the minutes of its fall 2014 meeting as amended with all members voting.
- On October 27, 2014, Council unanimously passed the motion to offer Holly Blessen a contract as MAC's graphic designer with all members voting, save Erik Moore.

Treasurer's Report

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

Overall Finances

As of mid-October, our financial picture for 2014 looks good, with membership renewals in December expected to put us close to our anticipated income for the year. Both the Annual Meeting and the Fall Symposium were successful, generating a small surplus in revenue. Your generous contributions to the Student Meeting Scholarships allowed a number of students to attend the Annual Meeting. As you renew your membership this year, remember that even small donations to that fund and to the general operating fund can help.

2015 Budget

A budget for 2015 was adopted at the MAC Council meeting held this September. That budget anticipates an \$8,000 shortfall. Our cash reserve investment accounts help us to weather annual deficits of this sort, but the more we are able to go green and receive our publications in electronic formats only, the more we are able to save on printing and mailing costs.

DID YOU RENEW YOUR MAC MEMBERSHIP FOR 2015?

If you haven't already renewed, you must do so by January 30 to ensure your eligibility to vote in the upcoming spring election. You can do it online to make sure you meet the deadline.

Thanks to your involvement, MAC benefits its members in many ways and at a very affordable price. Membership allows you to keep in touch through the *MAC Newsletter*, *Archival Issues*, the Annual Meeting, the Fall Symposium, and other services.

If you haven't already, consider going green by making the switch to electronic-only delivery of MAC publications. On your renewal form, check off the "online only" option for the delivery of the *MAC Newsletter* and *Archival Issues*. You will be notified by e-mail when the new publication is available on the MAC website. Changes will only be made to your delivery choices during each renewal period.

Renewing online is even easier this year, with the option to pay by credit card *or* check. Go to the MAC website, click the login icon in the upper right-hand corner, and enter your personalized login information to gain access to the Members' Only homepage. From there you will be redirected to a renewal form with your personalized information. Confirm or update the information before submitting and receiving directions to select your payment type. If you are paying by check, print out your confirmation page and mail it along with your check to the address listed on the form.

Thank you again for your continued support of MAC. We look forward to your continued involvement in 2015!