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# Minutes of the Council Meeting, March 22, 2018

Midwest Archives Conference

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## Minutes of the Council Meeting Midwest Archives Conference March 22, 2018

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

President David McCartney called the regular spring meeting of the Council of the Midwest Archives Conference to order at 8:30 a.m. on Thursday, March 22, 2018, at the Sheraton Grand in Chicago, Illinois.

Council members present: Alexis Braun-Marks, Harrison Inefuku, David McCartney, Erik Moore, Lisa Sjoberg, Michelle Sweetser, Jennie Thomas, Joel Thoreson, Anke Voss, and Mary Wallace. A quorum was present.

Guests present: Matt Gorzalski, Kyna Herzinger, and Josh Ranger.

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

McCartney recognized outgoing officers, Council members, and leadership.

### President's Report

David McCartney outlined his activities on behalf of MAC since the regular fall Council meeting, including those concerning the 2018 Annual Meeting, the draft Code of Conduct, the website platform upgrade, the AMC contract renewal, in-between council appointments, and nominations.

### Secretary's Report

Jennie Thomas provided an overview of 2018 election results, changes to the Lincoln Financial Advisors resolution, and in-between Council actions.

### Vice President's Report

Erik Moore reported on highlights from the Local Arrangements Committee (LAC) and Program Committee (PC) reports. For the 2017 Fall Symposium in Columbus, he noted that the high attendance and low expenses due to no rental fees and few honoraria enabled the symposium to be funded by registrations alone, making it a good model to follow in the future.

For the 2018 Annual Meeting in Chicago, Moore reported that the conference had attained record attendance, which was fortuitous as it was also likely to be the most expensive meeting held to date. Sheraton AV costs were much higher

than they would have been at the Doubletree, which was the original meeting venue, but the money paid to MAC due to the Doubletree's cancellation, along with higher conference fees, helped offset some of the extra costs. AMC was noted as having been indispensable in ensuring receipt of the Doubletree's cancellation payment. MAC has since taken out conference insurance in the event that a similar situation arises again. Moore also reported for the PC that more specification may be needed in the plenary speaker contract, as it does not clearly outline what MAC's role is in plenary preparation and support, particularly in regard to book sales, creation of presentation slides, etc. The PC also recommended that MAC begin to consider livestream capabilities for meetings and the additional AV support required. Another issue for future PCs to consider is whether MAC is allowed to rearrange furniture configurations throughout the day to facilitate different types of presentations (e.g., world cafe sessions) without paying additional fees. The PC report also noted changes it made to the poster guidelines in the Annual Meeting manual on Google Drive. Council questioned whether the leadership manuals were becoming too specific and whether annual changes should be allowed.

For the 2018 Fall Symposium in Iowa City, Moore reported that incoming Vice President Ranger will work with AMC on hotel reservations. *It was moved and seconded to approve the 2018 Fall Symposium registration fees at \$150 for members, \$175 for nonmembers, and \$75 for students. Council unanimously passed the motion with all members voting.*

For the 2019 Annual Meeting in Detroit, Moore reported that the LAC will use Chicago as a model. The meeting will take place during the first week of April, but planning is currently behind schedule. A clause still needs to be added to the hotel contract for the eventuality of cancellation, but the room rate will be \$169/night. Registration is projected at 450, though this is likely a high estimate. There is a lengthy list of potential tours. The Henry Ford was suggested as a possible location for the reception, but would require circulating buses, and Council would prefer the reception to be held within the city proper for accessibility. The LAC should be presenting a comprehensive budget in the next few weeks. PC cochairs still need to be appointed.

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Moore reported that there is nothing in the pipeline yet for the 2019 Fall Symposium.

For the 2020 Annual Meeting, Iowa State will be hosting. *It was moved and seconded to approve the 2020 Annual Meeting be held in Des Moines, Iowa. Council unanimously passed the motion with Harrison Inefuku abstaining.*

Finally, Moore reported on the recommendations of the Symposium Review Committee, which included the following: defining the elements of a symposium through what a symposium is not, suggesting models for successful symposia, and providing six (6) recommendations for budget management, logistical planning, and topic selection. Of particular note was the recommended use of institutional facilities so that expenses can be primarily covered by registration fees rather than fund-raising or the MAC general fund. The committee also discussed the currently inactive Meeting Coordinating Committee that is mentioned on the MAC website as a potential means to help manage future symposia as they relate to MAC's other educational offerings. Council discussion centered on the potential for creating educational tracks throughout the year that focus on particular topics through workshops or sessions at the Annual Meeting and the Symposium, and that are more affinity-based than skill-based. *It was moved and seconded to accept the recommendations of the Symposium Review Committee. Council unanimously passed the motion with all members voting. It was moved and seconded to disband the Symposium Review Committee. Council unanimously passed the motion with all members voting.*

### **Treasurer's Report**

Joel Thoreson reported that while expected income is down, investment income is up, and he expects we should come close to meeting our budget for the 2018 Annual Meeting thanks to the Doubletree cancellation payment.

Thoreson will begin training his replacement, Colleen McFarland Rademaker, upon the close of the Annual Meeting with her first task to be the disbursement of the 18 meeting scholarships MAC was able to provide this year. *It was moved and seconded to replace Joel Thoreson on the Lincoln Financial Advisors resolution with Colleen McFarland Rademaker, with Rademaker or Thomas to send the completed document to the investment company. Council unanimously passed the motion with all members voting.*

### **Draft Code of Conduct**

Michelle Sweetser presented a draft of a Code of Conduct for MAC, using similar documents from SAA and AMIA as source materials. Council discussion included the following points:

- Clarify an individual's responsibility to report witnessing a violation
- Report violations to a MAC officer (president, VP, treasurer, secretary)
- Define "MAC leadership" as an elected or appointed position
- Define the procedures MAC leadership takes in the event a report is made, including the appeals process for the accused
- Define process if the accused is a member of MAC leadership

What if the person being accused is not a member of MAC? Does the code become part of the contract process and/or meeting registration for vendors?

Membership in MAC equals acceptance of the code.

How does this affect online spaces?

*It was moved and seconded to accept this initial draft of the Code of Conduct in principle with further modifications anticipated based on Council recommendations. Council unanimously passed the motion with all members voting.*

### **Member Survey Update**

Alexis Braun-Marks reported that she received little response in regard to what information MAC leadership was hoping could be pulled out of the survey data. Primary points to be assessed: demographics on younger/older/second-career archivists, how many people feel they have not been approached, and value-added of MAC to its members. McCartney will send a follow-up to all of leadership for additional comment with a deadline of April 20.

### **Membership Committee Report**

Matt Gorzalski reported on committee changes, membership totals, new members, and the membership renewal campaign. He reported for Alison Stankrauff on the MAC Pals Program and the disparity between those requesting mentors (39) and those who volunteer to mentor (27). Gorzalski also noted that no nominations were received for the MAC Emeritus Membership Award during the 2017–2018 year. Among a list of proposed changes and

recommendations related to membership was a request for a separate membership rate for retirees.

### **Publications Coordinator Report**

Harrison Inefuku reported that the *MAC Newsletter* is now available through Iowa State Digital Press. He recommended doing the same with conference presentations to provide greater visibility and access, and to gain the ability to track access statistics for these materials. Council suggested that MAC would need submission guidelines and terms of agreement. The question was posed whether this would require a change to the MAC Records Schedule. *It was moved and seconded to approve Iowa State University Digital Press to host MAC event-related presentations. Council unanimously passed the motion with Inefuku abstaining.*

### **PIO's Report**

Mary Wallace reported on her activities (over 50 e-mail blasts) and that of MAC's social media accounts (45 more members on Facebook, 30 more on Twitter) since the 2017 Fall Symposium. She included a report on her RAAC representation on behalf of MAC, specifically that of the Disaster Planning and Recovery Subcommittee. *It was moved and seconded to approve Kyna Herzinger as MAC PIO. Council unanimously passed the motion with all members voting.*

### **MAC Newsletter Editor's Report**

Eric Willey requested that, in the future, the editor be made aware as early as possible if a meeting will be held earlier than expected, as it can affect publication dates and what material is included in each issue. *It was moved and seconded to approve Alison Stankrauff as MAC Newsletter editor for the 2019–2021 term. Council unanimously passed the motion with all members voting.*

### **Development Coordinator's Report**

Becca Smith reported on working with the 2018 LAC and vendor coordinator on continuing development of national and local fund-raising sponsorships.

### **Archival Issues Editorial Board Report**

Alexandra Orchard reported on board membership, the progress of issue 39:1, soliciting additional submissions, and the decisions of the Margaret Cross Norton and New Author Awards Committee. *It was moved and seconded to approve Alexandra Orchard as editor for a second term,*

*2018–2020. Council unanimously passed the motion with all members voting.*

### **Education Committee's Report**

*It was moved and seconded to approve Janet Carleton as cochair of the Education Committee for the 2018–2020 term. Council unanimously passed the motion with all members voting.*

### **Vendor Coordinator's Report**

Katie Blank reported on vendor electricity rates for the 2018 Annual Meeting, which exhausted all the funds received by vendor fees for the year. Council would like to compare rates before determining whether adjustments in table fees are warranted overall. Discussion also included whether student organizations could use a space other than the vendor area to fit more paying commercial vendors. *It was moved and seconded that all vendors exhibiting at Annual Meetings be responsible for the cost of electricity at their tables. Council unanimously passed the motion with all members voting.*

### **Nominating Committee's Report**

Anne Thomason's report included an overview of the nomination process and election, neither of which yielded any problems this year beyond several edits that had to be made with AMC on the ballot (errors that were not on the ballot as submitted to AMC) and a much tighter window for notifying candidates about election results prior to the Annual Meeting. *It was moved and seconded to approve Michelle Sweetser as Nominating Committee chair for the year. Council unanimously passed the motion with all members voting.*

McCartney announced that any items from the agenda that were not covered in the meeting would be revisited at a later date via e-mail, including nominations for the new Archie Motley Memorial Scholarship Committee chair, Emeritus Scholarship for First-Time MAC Meeting Attendees Committee chair, and webmaster.

### **Old Business**

No old business was discussed.

### **New Business**

It was noted that in the Webmaster's Report as submitted there was no update on the new website platform for

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responsive design. A timeline for migration was requested.

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 1:00 p.m.

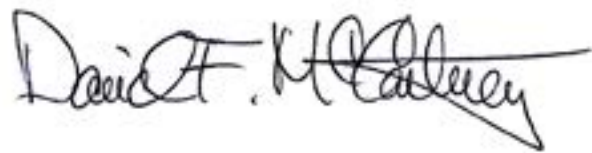
Jennie Thomas  
Secretary

### President's Page

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Do I have a game plan for us? No more than any of the rest of us in this room. What I can offer to you is this: in addition to voting, advocating for funding of services that benefit us all—including the National Endowment for the Arts and the National Endowment for the Humanities—by contacting our members of Congress, I encourage all of you to give yourselves credit for the important work that you do, no matter how humble you might consider that work. Because what you do matters every day. Be part of the antibodies that fight off the constitutional infection. Be proud of your profession. Reach out and cheer on your colleagues.

Thank you.



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