

MAC Spring Council Meeting Minutes Virtual Meeting Wednesday, May 12, 2021 12:00–3:00 pm CDT

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

Council Members in Attendance: President Erik Moore, Vice President Michelle Sweetser, Treasurer Jerice Barrios, Secretary Jennie Thomas, and Council Members Jennifer Ho, Katie Blank, Tara Laver, and Sammie Morris (Daria Labinsky absent)

Guests in Attendance: Tamar Chute, Anne Thomason, Colleen Rademaker, Lynn Smith, Donica Swann, Lindy Smith, Brandon Pieczko, and Adriana Harmeyer

Welcome & introductions; Review of online procedures (Moore)

Task Force and Working Group Reports

Financial Task Force (Rademaker and Barrios)

- **Motion:** Approve final report to Council, including five specific recommendations to
 - Enlist a bookkeeping service
 - Reconstitute the Financial Advisory Committee (See Appendix A)
 - Charge a Development Committee (See Appendix B)
 - Change MAC's fiscal year
 - FAC will have to investigate any repercussions for our governing documents, current policies, and procedures.
 - Consistently pay off student scholarship monies to universities
- **Action:** Council members in attendance unanimously approved the motion.
- Moore officially discharged the Financial Task Force
- Rademaker and Barrios to see if members of the FTC are interested in membership on the FAC
- Council asks FAC to investigate compliance with charitable giving registration

Code of Conduct Working Group (Sweetser)

- **Motion:** Approve MAC Code of Conduct (See Appendix C) and accept the charge for the Ethics & Inclusion Committee provided with the Code of Conduct (See Appendix D)
- **Action:** Council members in attendance unanimously approved the motion.

- What is the retention period for reports where violations are determined to have occurred?

Officer Reports

Vice President's Report (Sweetser)

- Discussion of MAC 2021 Annual Meeting
 - 316 registered at this time, and we will be able to cover expenses.
 - Vendor packages developed for this environment
 - YouTube channel up and running
- Consideration of Fall Symposium virtual/hybrid models and budget
 - Symposium Committee to return to Council with a budget for the hybrid format
 - What is the minimum/deadline for in-person registrations where in-person is not worth it?
 - Can there be any in-person component?
- **Motion:** Approve Sarah Dorpinghaus and Kahlee Leingang as Madison 2022 PC cochairs
- **Action:** Council members in attendance unanimously approved the motion.
- **Motion:** Approve purchase of an annual license for Zoom Meetings Pro at the current price of \$149.90/year and an annual license for Zoom Webinars at the 100 attendee threshold for \$400/year
- **Action:** Council members in attendance unanimously approved the motion.
- **Consideration:** Virtual options going forward

Liaison and Committee Chair Reports

Publications Coordinator (Pieczko, Harmeyer in her stead)

- **Motion:** Approve the proposal to transition MAC to a digital-only publishing model for *AI* and the *MAC Newsletter*
 - President would like an assessment of how this may affect institutional membership renewals and royalties in the future.

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- How does this relate to our Iowa State and University of Wisconsin institutional repository/publishing contractual obligations?

- **Action:** *Council members in attendance unanimously approved the motion.*
- **Motion:** Adjust the financial description for the Author Award to read: \$250 for single-authored works; \$500 to be divided by coauthors. Will take place for the first time in two years.
- **Action:** *Council members in attendance unanimously approved the motion.*
- Assistant editor positions available for the *MAC Newsletter*

PIO (Herzinger)

- **Motion:** Megan Badgley-Malone as PIO-in-training for one year

Membership Committee (Gorzalski)

- **Motion:** Greg Bailey as Membership Committee chair

Education Committee (Hester)

- **Motion:** Carrie Schwier as Education Committee cochair
- **Action:** *Council members in attendance unanimously approved together the three previous motions.*
- Need more distinction between staff members responsible for webinars vs. in-person training sessions.

Motley Award (McFarland)

- **Motion:** Change recommendation letters to optional as part of application and remove the geographic limitation for the award
- **Action:** *Council decided to table this to determine*
 - How does this affect applications to the award going forward?
 - How does this affect the regionality of other awards?
 - Does this follow the original intents of the awards?
 - Should we reassess other awards requirements (financial statement, grade point average, letters of recommendation)?
 - How do we make the application process less onerous?
 - What are the actual criteria for the selection process?
- **Recommendation:** Establish an Award Committee Task Force; Liaison for Greene Award should become Awards Liaison (for Greene, Motley, and Bowen)

Officer Reports—No Action

President's Report (Moore)

- **Recommendation:** Establish mission, vision, and values statements for MAC.

Treasurer's Report (Barrios)

- No requested actions

Secretary's Report (Thomas)

- No requested actions

Liaison and Committee Chair Reports—No Action

Bowen (Smith)

- Awarded Karis Blaker

Archival Issues (Pieczko)

- Update on author name change policy

Newsletter (Harmeyer)

- Two assistant editors rotating off

Vendor Coordinator (Huntsha)

- Digital-only will reduce print ad placements.
- New email account is recommended.
- Closer coordination recommended with LAC and Development

Greene Award (Cooper)

- No awards were given this year.
- **Action:** *Council tabled the recommendation to rollover funds and increase award amount, or number of awards, for 2022.*

Webmaster (Dietrick)

- **Consideration:** 508 compliant evaluation

Development Coordinator (Mangum)

- No requested actions

Meeting adjourned

Respectfully Submitted,
Jennie Thomas
Secretary

Treasurer’s Report

By Jerice Barrios, Archives of the North American Province of the Cenacle

2020 Finances in Review

For all its challenges, 2020 was a stable year for MAC’s finances. We ended the year in the black by almost \$5,000, mainly because we were able to cancel the 2020 Annual Conference with no financial damage and because our loyal members helped us meet our earnings target through annual dues. MAC members also contributed generously to the general/operating fund, our student scholarship fund, and the Mark A. Greene Emeritus Scholarship fund. Our investments also performed well during 2020, growing by \$17,000 over the course of the year.

Looking at 2021

The 2021 budget has a few gaps as we have entered “uncharted territory” by moving all educational and programmatic events online. At the time of the budget’s creation, we had no way to know how much it would cost to host webinars and the Annual Meeting online, so we are learning as we go. We are grateful to our members for taking this journey with us—we were able to cover the costs of the Annual Meeting with the registration fees, and we were pleased to offer free registration to all students this year thanks to our members’ generosity in giving to the student scholarship fund. We are also grateful to our faithful vendors who supported the Annual Meeting via sponsorships and who continue to purchase advertising in our publications. All of these factors suggest another stable financial year for MAC.

Midwest Archives Conference 2021 Operating Budget

Income	
Advertising	\$1,000.00
Bank account interest	\$3.00
Mailing Lists	\$300.00
Endowment Income	
- Bowen	\$750.00
Endowment Income	
- Motley	\$1,500.00
Endowment Income -	
Education Initiative	\$2,200.00
Gifts - Emeritus	
Scholarship	\$250.00
Gifts - Operating Funds	\$500.00
Gifts - Student Meeting	
Scholarship	\$500.00
Journal Subscriptions	\$5,000.00
Meetings	
Annual	*
Symposium	*
2022 Annual Meeting	\$3,000.00
Speakers Bureau	
(Ed. Init.) fee	\$150.00
Memberships	\$40,000.00
Royalties	\$3,900.00
Total	\$59,053.00

**Midwest Archives Conference
2021 Operating Budget
(continued)**

Expenses		Balance Sheet 2020	
Administration	\$1,000.00	Assets as of January 1, 2020	
Bank Charges	\$50.00		\$326,933.23
Contract Services		Bank of America Checking	\$56,989.07
- Financial	\$1,200.00	Lincoln Investment Accounts	
Contract Services-AMC	\$36,000.00	Program Initiative Fund	\$118,608.34
Credit card fees	\$3,900.00	Invested Reserve	\$51,056.76
Insurance	\$1,800.00	Bowen Endowment	\$37,258.26
Journal	\$8,000.00	Motley Endowment	\$63,020.80
Journal awards	\$500.00		
Membership renewal mailing	\$985.00	Assets as of December 31, 2020	
Meetings (Gross)			\$349,047.
Annual	*	Bank of America Checking	\$61,868.47
Symposium	*	Lincoln Investment Accounts	
2022 Annual Meeting	\$2,000.00	Program Initiative Fund	\$123,100.29
Scholarships	\$3,400.00	Invested Reserve	\$56,480.01
Memberclicks	\$3,700.00	Bowen Endowment	\$38,156.33
Newsletter	\$6,600.00	Mark A. Greene Fund	\$5,617.41
Speakers Bureau	\$2,200.00	Motley Endowment	\$63,824.56
Taxes/Annual Report to IL	\$25.00		
Vendor Coordinator	\$50.00		
Total	\$71,410.00	Excess receipts over cash disbursements	\$4,879.40