MAC Council Meeting

Wednesday, October 17, 2001
Council Room, Westin Hotel, Indianapolis, IN

Present: President Cheri Thies; Vice President Tim Cary; Treasurer Raimund Goerler; Secretary Menzi Behrnd-Klodt; Council Members Glen Gildemeister, Cynthia Read-Miller, Becky Schulte; Membership Committee Chair Lynn Leitte; Public Information Officer Brenda Burk

President Thies called the meeting to order at 1:10 P.M.

Approval of Agenda

A motion to approve the agenda was made by Read-Miller; seconded by Gildemeister. The minutes were approved by a unanimous vote.

Treasurer's Report

Goerler discussed the cash statement and balance sheet as of September 28, 2001, and presented the draft 2002 budget. The number of members is stable, but the timing of membership renewal payments fluctuates. MAC's investments have remained relatively stable. Future budget figures will remain conservative. Gildemeister moved approval of the 2002 operating budget. Cary seconded. The motion was approved unanimously.

Goerler discussed the 2002 discretionary budget, which will include funds for an *Archival Issues* style sheet, a third issue of *Archival Issues*, a financial review, support of the National Coordinating Committee for the Promotion of History, scanning/microfilming of the journal, and redesign of awards with the new MAC logo. Gildemeister moved that the 2002 discretionary budget be adopted. Behrnd-Klodt seconded. The motion was approved.

Other Budgetary Items

The Indianapolis meeting had lower attendance, due in part to the events of September 11. Hotel occupancy is 57%, well below contractual obligations. While we can make adjustments for up to a year, MAC may owe money.

Discussion of Microfilming or Scanning MAC's Publications

Copyright assignments for past journal articles are being secured, which is needed prior to scanning or microfilming. Todd Daniels-Howell reported on IUPUI's project to digitize journals. IUPUI may scan MAC's journals and host them on its site, but nothing could start for at least a year at which time costs will also be better known. Council will review this again at the fall 2002 meeting.

Investment Advisory Committee

Goerler suggested changing the committee's name to "Financial Advisory Committee" and refocusing to include former treasurers and others to advise the treasurer. Schulte moved the adoption of Goerler's proposal. Behrnd-Klodt seconded. The motion was approved. Thies will work with Goerler to fill the committee slots.

Advertising Coordinator

Thies suggested coordinating all MAC advertising for all publications and activities, and developing a rate card. Schulte will head a group to work with all areas and will report back to Council next spring.

The budget business completed, Council continued with the business of the fall Council meeting.

Approval of Agenda

Motion to approve the agenda was made by Read-Miller; seconded by Gildemeister. The vote was unanimous.

Approval of Minutes

Cary moved, Schulte seconded approving the May 3 and 4 Council minutes. Council approved.

Vice President's Report

Cary reported that meeting registration fees for spring 2002 are $45 for members, with a lower student rate and higher late registration fees. Read-Miller moved that Council approve the registration fees, Gildemeister seconded. Council approved the motion.

Attendance at the spring 2002 meeting in Minneapolis is anticipated at 250–300. The Friends of the Library will sponsor the reception. MAC needs to fill 298 room nights (81%) for there to be no charge for hotel meeting space. The contract is signed for the Alex Johnson Hotel for Rapid City. Paul Eisloeffel will be liaison between the Program Committee and Council. Steve McShane and Erik Nordberg are cochairs.

Future Meeting Sites

Gildemeister moved that MAC schedule its spring 2003 meeting in Kansas City. Read-Miller seconded. Council approved the motion. The fall 2003 meeting is set for Dearborn. Behrnd-Klodt moved that the spring 2004 meeting be held in Milwaukee, seconded by Goerler. Council approved. Cary moved that the fall 2004 meeting be held in Des Moines. Gildemeister seconded. Council approved the motion.

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Cary discussed the results of the MAC Member Survey. Only 50 surveys were returned. Respondents are willing to pay more to meet in Chicago, but were neutral about meeting in the Loop. There was some interest in meeting on college campuses. The Meeting Coordinating Committee will look into these issues.

Council discussed the high cost of audiovisual equipment at meetings. Spring 2000 audiovisual costs were $4,300, with estimates for spring 2001 at $4,500 and fall 2001 at $2,500. Registration fees for future meetings may need to be raised. Council will revisit this issue.

Secretary's Report

It is nearly time to mail the membership renewal. Members must renew by February or will be dropped from the membership rolls.

The meeting was adjourned at 4:50 P.M. on a motion made by Schulte, seconded by Cary, and approved by Council.

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President Thies called the meeting to order at 8:00 A.M.

Minority Scholarship Committee

Neal reported there were few candidates for the scholarship. Some could not apply because their institutions were not included in the SAA Directory of Archival Education Programs. The committee seeks to expand eligibility requirements so the SAA Directory is not the sole determinant of an eligible program. Council discussed various possibilities. Gildemeister moved that the guidelines for the Minority Scholarship Committee be revised to remove the requirement that an applicant's program be listed in the SAA Education Directory. Cary seconded. Council approved the motion.

Archival Issues Editorial Board

There was no discussion of the written report.

Archives Committee

The MAC gift agreement is in the hands of UW–Milwaukee. Tim Ericson and Mike Bullington will rewrite the Archives Committee guidelines.

Calendar Committee

The 2002 calendar has been cancelled, but will go ahead for 2003. MAC will sell banner ads to provide funding. Council agreed that the committee continue its efforts.

Local Arrangements Committee

Burk updated Council on the status of the meeting. The copyright seminar had good registration. The presenter did not charge MAC. The fund-raising workshop was cancelled due to low enrollment. The User and Usability Studies workshop was converted to an open session.

Public Information Officer

MAC needs a new banner with new logo. Burk will investigate costs.

Development Coordinator

The advertising group headed by Schulte will be known as the Advertising Coordinating Task Force.

Education Committee

Four workshops are planned for spring 2002: the EAD Cookbook, records management grantsmanship, and a nontraditional topic. A basic or an advanced electronic records workshop by SAA is also in the works. Two articles are finished for *MAC Newsletter.*

Membership Committee

Leitte reported that emeritus nominations have gone out and suggestions are welcome. The new members dinner is working well.

Newsletter Editorial Board

Schulte moved that Council accept the new masthead recommended by the editorial board. Read-Miller seconded. Council approved the motion.

Nominating Committee

The committee will have a full slate by November 15.

President's Award/Distinguished Service Award Committee

Council considered award guidelines. The Distinguished Service Awards will be handled by the President's Award Committee rather than by the Membership Committee. Cary moved that the guidelines be accepted as amended. Goerler seconded. The motion was approved.

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Old Business

The National Coordinating Committee Strategic Plan/ Discussion Paper was discussed. Gildemeister discussed his representation of MAC on the NCC, which will continue through 2002. It is worthwhile to have MAC represent the archival community at these meetings. Goerler moved that up to $1,000 be set aside in the discretionary budget each year to fund the MAC representative's travel. Gildemeister seconded the motion. Council approved. NCC has changed its name to "National Council for History."

New Business

There was no report from the Louisa Bowen Scholarship Committee.

There being no further business to discuss, Schulte moved that the meeting be adjourned. Cary seconded. The motion passed unanimously.

The meeting was adjourned at 9:30 A.M.

Respectfully submitted,
Menzi L. Behrnd-Klodt
Midwest Archives Conference Secretary

Fall 2002 Planning Under Way

The MAC fall 2002 Local Arrangements Committee is hard at work to bring you an entertaining conference setting filled with South Dakota hospitality. The conference will be held in the historic Alex Johnson Hotel in downtown Rapid City. We are also planning a festive reception at the Journey Museum, where the 2.5-billion-year story of the Western Great Plains is told. Some of you may want to attend the popular Black Hills Powwow October 11–13, a dazzling Lakota cultural event. Others may want to participate in the Mount Rushmore International Marathon on October 13.

A behind-the-scenes tour of the new Mount Rushmore National Memorial visitor center and a tour of historic Deadwood are also in the works. Mount Rushmore also has a museum and Presidential Trail to explore. Paved brick streets, period lighting, and restored historic structures now grace the streets of Deadwood, thanks to revenue from limited-stakes gaming. See you there!

Spring 2002 Program Offerings

Minneapolis will host the next spring MAC meeting May 2–4, 2002. The transition from Chicago to Minneapolis will be eased considerably by excellent local arrangements featuring the finest Minneapolis has to offer along with a great slate of sessions and workshops. Although program details are still being finalized, this meeting promises to continue the usual strong MAC tradition of sessions addressing practical issues and technology issues. Sessions will range from dealing with obsolete formats to adapting new technologies. A session on user studies will present recent research on understanding researchers, while a session on educating with primary resources will explore methods of introducing new users to archival material. Efforts to document overlooked elements of society as well as current events will also be featured along with looks at issues of archival management and planning.

In concert with the programming, the MAC Education Committee has planned a stellar lineup of workshops for this conference. Make sure you pack some sharpened pencils and a notebook and come prepared to expand your professional horizons.

Shawn Rounds and Jennifer Johnson of the Minnesota Historical Society will present a full-day workshop on metadata. Developed with an NHPRC grant and the support of a consortium of state archives, this workshop represents a new level of professionalism in archival continuing education. Plan to arrive early to attend the metadata workshop as it will be offered on Wednesday, May 1.

For those of you who have taken the plunge and begun marking up finding aids in EAD but now need help figuring out how to make them available on the Web, MAC will offer a full-day workshop on developing and using style sheets, XSLT transformations, and other tools.

Three timely and thought-provoking half-day workshops will be offered on Thursday and Friday, May 2 and 3. Miriam Kahn will lead a workshop on disaster response, recovery, and rebuilding. Anita Taylor Doering will be the instructor for "Developing a Local History Collection in Support of Genealogical Research," and Susan McKinney will offer an introduction to records management. Look for the workshop section in your spring meeting program and register early as these five sessions will appeal to archivists with a wide range of backgrounds and experience levels.

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