

**Society of American Archivists
Council Meeting
January 23 – 26, 2014
Chicago, Illinois**

**FY 2015 Budget Planning
(Prepared by Mark Duffy and Nancy Beaumont)**

BACKGROUND / DISCUSSION

As the staff and Finance Committee begin drafting the FY15 budget for Council review and adoption in May, there are three areas in which we seek a sense of the Council to guide us.

Funding for Roundtable AV at the Annual Meeting

In recent years the Council has implemented various methods for determining whether and when AV support is provided to roundtables at the Annual Meeting.

For the 2012 Annual Meeting in FY 2013, that process was competitive and required roundtable leaders to submit a request with justification for AV support. The Finance Committee evaluated requests. Of the 17 roundtable leaders who requested AV support, 12 were granted support and five were denied support. We were able to “stack” the meetings so that we used AV in four meeting rooms across the three time slots on Wednesday. The total direct expense was \$4,475 (or \$1,118 per meeting room). The process required a significant amount of Finance Committee and staff time to evaluate proposals and communicate and negotiate with proposers.

For the 2013 Annual Meeting in FY 2014, the Council adopted a different procedure as outlined in the following message to roundtable leaders (excerpted):

Dear X:

... PLEASE READ THIS ENTIRE (LENGTHY) MESSAGE, as it provides background and addresses the **schedule for your meeting in New Orleans, the requirements for submission of a brief description that will appear in the Preliminary and Onsite programs (both print and online), and the procedure for requesting AV support.**

In the spirit of experimentation and in the interest of being responsive to these comments, we'd like to try something a little different in New Orleans:

- Roundtables I: Would meet from 3:00 pm to 5:00 pm on Wednesday with no guarantee of AV support.*
- Roundtables II: Would meet from 5:15 pm to 7:15 pm on Wednesday with no guarantee of AV support.*
- Roundtables III: Would meet from 4:00 pm to 5:30 pm on Friday with a guarantee of AV support because these meetings would be held in education session rooms that are already set with AV. Note that these meetings would overlap with the last half hour of the Expo Hall.

The proposed changes would 1) allow later arrival on Wednesday, 2) loosen up the Friday schedule and enable an earlier start and end for the Awards Ceremony and All-Attendee Reception, and 3) provide a Roundtable slot (albeit a slightly shorter one) with guaranteed AV support.

**Full Disclosure:* We're very motivated to try to find a way to include in the FY 14 budget AV support for all Roundtables that need it. Because the budget won't be adopted by the Council until late May, we can't know now whether that wish will come true. So – those Roundtables that are willing now to change to 90 minutes in order to have guaranteed AV may find later that their colleagues will have AV support as well. You'll then be able to take comfort in the fact that you're a good sport....

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Should Roundtables I and/or Roundtables II agree to shorten their meetings to 90 minutes, we would be able to loosen up the Wednesday schedule and allow an even later start and/or earlier end to the day – which in turn means more time for informal networking.

Please take a look at the times available, consider whether you will need AV support, consider whether your meeting could be just as good (or even more compelling!) if shortened to 90 minutes, and then contact me (at nbeaumont@archivists.org) to schedule it. (Please use a descriptive subject line.) There are many moving parts here, but we'll do our best to accommodate everyone. And I will be back in touch with a revised schedule based on your input.

AUDIOVISUAL REQUESTS FOR ROUNDTABLE MEETINGS (Deadline: Monday, April 1.)

SAA is not able to provide wired Internet access in the meeting rooms at the annual conference; in 2013, wireless access will be available in the meeting rooms to guests registered at the Hilton New Orleans Riverside.

For 2013, Roundtables must submit a formal request for audiovisual support to the Executive Director by April 1 using the form at: <http://www2.archivists.org/node/15119>. Roundtable chair(s)/co-chair(s) are responsible for compiling and submitting one AV request form for the Roundtable's meeting. Submissions in other formats and incomplete or late submissions cannot be considered.

Per a Council action in January 2013 (see also <http://www2.archivists.org/governance/handbook/section10>):

Roundtable requests for a dedicated meeting room and/or equipment at an SAA Annual Meeting will be evaluated and determined by the Executive Director, based on budgetary appropriations and in consultation with the Council liaison and Executive Committee, as appropriate, from among the following criteria:

- The convener submits a timely request before deadlines published by the SAA office,
- The Roundtable has organized a special presentation or program that advances the Society's strategic priorities,
- The Roundtable is engaged in a collaborative exercise with another Roundtable or Section,
- The historical and expected attendance are large enough to warrant dedicated space in order to accommodate members, and/or
- All annual reporting requirements for the previous year have been met, including the leader's acknowledgment of leadership responsibilities.

Once the Council approves the FY 14 budget in late May, I will notify Roundtables that opt for a Wednesday meeting regarding whether they will receive AV support at the 2013 Annual Meeting.

Roundtable AV Set-up: All Roundtable rooms include tables and chairs set to capacity. Roundtables that are granted AV receive the following: screen, LCD projector, and one podium microphone. It is the responsibility of the presenters to bring their own laptops and thumb drives. Wired Internet access will not be provided; in 2013, wireless access will be available in the meeting rooms to guests registered at the Hilton New Orleans Riverside.

All 12 of the roundtables that agreed (on a first-come, first-served basis) to shorten their meetings to 90 minutes and to meet on Friday, August 16, were given access to AV. (STHC and Women Archivists held a joint meeting.) There was no additional expense to SAA for these meetings because the roundtables met in education session rooms that were already set with AV.

Of the 20 roundtables that met on Wednesday, August 14, 10 requested and were provided AV support and we were able to schedule them in five rooms over the two time slots. The total expense for roundtable AV was \$2,750 in 2013, or \$550 per meeting room. No volunteer time was expended in implementing this process. The staff time required to compose the message above, issue it repeatedly, and implement this process was significant.

In their discussion of this matter, Finance Committee members expressed agreement that, in light of our Annual Meeting revenues, requests for AV support should be funded whenever possible.

See Discussion Question #1 below.

Funding for Council Members to Attend the August Council Meetings

At the May 2013 meeting, in the context of discussing the FY14 budget, a Council member raised the issue of whether Council members should receive full reimbursement for attending the August meetings held in conjunction with the Annual Meeting.

For many years, Council members were reimbursed for airfare for the winter and spring Council meetings but were reimbursed for lodging for just one of the two meetings. Many Council members chose to share a room to reduce their out-of-pocket expenses. There was no reimbursement for any costs associated with attending the Annual Meeting.

In 2005, as SAA's finances improved and as the Society acknowledged that lack of funding could be a barrier to participation on the Council, funding was provided for all expenses associated with the winter and spring Council meetings.

In 2008, as the Annual Meeting schedule became so full that the Council decided it must move its meeting to Monday (thus adding a day of expenses for Council members), the Council instructed staff to budget (for FY09) funding for one day of lodging for each Council member. That funding remains in the budget to date (Program 108, Activity 1, \$2,500), although not every Council member seeks reimbursement for the "extra" night of lodging.

The (maximum) estimated expense for funding travel and lodging for 10 Council members (not including local residents Bell and Kaplan) to attend the 2014 Joint Annual Meeting in Washington, DC:

10p x \$450 [avg] airfare/ground =	\$ 4,500
10p x \$240 x 7n lodging =	\$16,800
TOTAL	\$21,300

Expenses could be lowered, of course, in years in which the room rate is more favorable, the location is closer for more Council members, or if the Council were to determine that only a certain number of room nights would be reimbursed.

See Discussion Question #2 below.

Funding for External Representatives

In October 2013 the Executive Committee and then the full Council discussed a request from the Intellectual Property Working Group to fund Bill Maher's attendance as SAA's representative at the World Intellectual Property Working Group / Standing Committee on Copyright and Related Rights meeting in Geneva, Switzerland, in December 2013. With two members voting "no" and two members abstaining, the Council adopted the following motion on October 15: That SAA fund the attendance of an IPWG member (Bill Maher) at the WIPO Standing Committee on Copyright and Related Rights meeting in Geneva, Switzerland, in December 2013. This funding is provided as a temporary measure while IPWG and the Executive Director explore external support for continued SAA and IPWG engagement with WIPO.

In the course of discussing this request, the Council agreed that it should discuss the broader issues of when travel and meeting expenses for external representatives should be funded and whether contingency funds for external representatives should be budgeted in any given year.

Input from SAA Groups in Budget Building and Planning

A further question has been raised in the Finance Committee regarding a process for anticipating non-travel and extraordinary business expenses of SAA groups as part of the normal budget planning process. Several instances have occurred in recent years of groups approaching SAA for funding projects or activities not included in the budget. Most of these have involved relatively small amounts (e.g., a recent Manuscript Repositories Section request for the equivalent of \$185 to support its *Jump In* initiative), but others have involved large requests (such as the \$4,000 request from IPWG). In most cases, the expenses could have been identified by group leaders in a budget-building exercise. While it would not be prudent to solicit new funding ideas from groups, some effort may be advisable for the sake of perceived budget transparency to ask SAA groups to identify funding requirements for projects underway or under consideration in their group discussions. New appropriations of funds outside the normal budget cycle can always be considered by the Council for crucial business needs or as a result of a group's report and statement of purpose/rationale. It would be expected that management would continue to identify normal travel and meeting-related expenses of all SAA groups and representatives.

See Discussion Question #3 below.

DISCUSSION QUESTIONS:

1. Should the draft budget for FY15 include:
 - a. Funding for AV for some roundtables, to be determined by a competitive process? (Based on our 2013 experience, adjusted for higher rates in Washington, DC, approximate cost = 5 rooms x \$700 = \$3,500. This process may also involve a significant amount of staff time.)
 - b. Funding for AV for all roundtables? (Assuming that we continue with a Friday scheduling option for which there are no added expenses, approximate cost = 10 rooms x \$700 = \$7,000. This process would minimize the amount of staff time required to determine which roundtables receive support.)
2. Should the draft budget for FY 15 reflect any changes in current procedures for funding Council members' attendance at the Council meetings that take place in conjunction with the Annual Meeting and, if so, to what extent?
3. Should SAA groups be asked to identify their funding requirements for activities outside of normal travel and meeting expenses for FY 2015? If Annual Meeting funding for AV needs is maintained on a competitive basis, should AV funding be identified as a group's annual expense when the Council considers additional funding requests from the same group? When the Council is asked to appropriate funds outside the normal budget process, should a group or representative be required to file a formal request with an impact statement?
4. Should the draft budget for FY15 include any funding for external representatives to attend meetings of the organizations to which they represent SAA (presumably beyond that for the ICA/SPA representative)?