

**Society of American Archivists  
Council Conference Call  
February 11, 2019  
1:00 – 2:00 pm EST**

**Section Funding Pilot  
(Prepared by Felicia Owens, SAA Governance Manager)**

**BACKGROUND**

In March 2018, the SAA Council approved a Section Funding Pilot for Fiscal Year 2019 (July 1, 2018, to June 30, 2019) that allocated up to \$250 to each section for use per the guidelines stipulated by the Council:

**Section Annual Funding Pilot**

All SAA Sections have \$250 designated for their use in Fiscal Year 2019 (which will serve as a pilot test of this type of funding). This funding exists to support the ongoing work of Sections. Annual funding may be used at the discretion of the Section steering committee for a wide variety of purposes, including:

- Printing or postage;
- Mid-year meetings;
- Surveys and assessments;
- Travel expenses for non-archivists to travel to the Annual Meeting for Section-endorsed programs; and
- Other activities that support the strategic goals and mission of SAA.

Annual funding may not be used for items or activities that are already a part of the SAA annual budget; refreshments or social events; or honoraria or travel funds for SAA members or other United States-based archivists.

Annual funding is distributed via **direct invoicing** to the SAA office. Funding for one fiscal year will not carry over into the next fiscal year.

**[Section Funding Request Form](#)**

To request funds, complete the Section Funding Pilot Request Form (above), attaching a W-9 form for the payee and direct invoices as applicable. Section chairs should submit the completed forms to [fowens@archivists.org](mailto:fowens@archivists.org).

W-9s must be completed for all payees/vendors so that SAA remains IRS compliant. Any questions or concerns about W-9 forms can be directed to Rachel Valdez at [rvaldez@archivists.org](mailto:rvaldez@archivists.org) or (312) 606-0722 ext 211.

This funding was offered in addition to the long-standing “[Special Project Funding](#)” that has been available.

A summary of expenditures to date for both the pilot program and the existing component funding program is provided below.

### **FY 2019 SECTION FUNDING PILOT REQUESTS**

The following table indicates all of the section funding requests for FY 2019 that have been received by the SAA office as of February 1, 2019:

| <b>Section</b>                       | <b>Amount Requested</b> | <b>Date Requested</b> | <b>Description</b>  |
|--------------------------------------|-------------------------|-----------------------|---|
| <b>Records Management</b>            | \$125                   | 7/18/2018             | Honorarium (total \$250) for Nate Jones, speaker for joint meeting with Acquisitions & Appraisal Section      |
| <b>Acquisitions &amp; Appraisal</b>  | \$125                   | 7/18/2018             | Honorarium (total \$250) for Nate Jones, speaker for joint meeting with Records Mgmt Section                  |
| <b>Independent Archivists</b>        | \$130                   | 7/23/2018             | To purchase books from the SAA bookstore at the Annual Meeting in DC to give away during the section meeting. |
| <b>Human Rights Archives</b>         | \$100                   | 8/3/2018              | Honorarium for speaker (Carlos Orsorio) at joint meeting with Privacy & Confidentiality.                      |
| <b>Privacy &amp; Confidentiality</b> | \$100                   | 8/3/2018              | Honorarium for speaker (Carlos Orsorio) at joint meeting with Human Rights Archives.                          |
| <b>Business Archives</b>             | \$124.20                | 9/4/2018              | Semplice software license, tool for design/layout of the section’s regular newsletter.                        |
| <b>Business Archives</b>             | \$35                    | 10/23/2018            | Requested for domain host so that section can implement and use Semplice.                                     |
| <b>Archival History</b>              | \$50                    | 9/27/2018             | Monetary prize for Archival History Article Award.  |

### **DISCUSSION**

Initially, Nancy, Peter, Felicia, and Rachel needed to convene a handful of times to discuss accounting and reporting procedures for the pilot, as well as design the fund request form.

Staff (most notably Felicia) received a number of inquiries from section leaders seeking clarification about the funding pilot, approved expenses, and the W-9 form. This was most notable for those seeking technology resources, such as domain hosting or premium features for WordPress blogs. This required some of Matt Black’s time, particularly to discuss concerns about technology infrastructure and the integrity of a section’s web presence over time. Peter and Rachel also required time to process each request and prepare a check to mail accordingly, though this only added about 10 minutes per request to their usual check run process.

Overall, the staff time needed to manage the Section Funding Pilot in fiscal year 2019 was approximately 20 hours. Given that initial set up is now established, staff estimate that future section funding would require approximately 2 hours of staff time per request.

Staff have not received any reports on outcomes or results from funded requests, but anticipate this will be included in the respective section's 2018-2019 annual report.

## **QUESTIONS**

1. Does the Council wish to continue the Section Annual Funding Pilot in the FY20 budget cycle? (Is this still a "pilot" or is it more permanent than that?)
2. If so, are there any changes to be made to the current Section Annual Funding Pilot language?