

**Society of American Archivists
Council Meeting
May 28 – 30, 2015
Chicago, Illinois**

**FY16 Proposed Budget Narrative:
General and Administrative (Program 100)
(Prepared by Peter Carlson)**

The projected net loss in this area for FY 2016 is \$503,362. This is \$60,294 (12.87%) more than the FY 2015 budgeted net loss and \$22,173 (4.38%) greater than the FY 2015 projected net loss.

Effort of all staff members is allocated across the budget based on management estimates of expected effort by program area. Personnel costs for G&A reflect 2.74 FTEs or 22.8% of total salaries, taxes, and benefits. The cost of benefits is expected to increase by 1.5% over the course of FY 2016. A 4% placeholder has been included in the salary budget for staff merit increases.

Significant points of interest in the proposed budget are as follows:

- The line item for Consultants has increased by \$18,500 (1,233%) due to inclusion of funding for experts to assist Matt Black and Peter Carlson with the business analysis required to develop a robust needs assessment and produce a request for proposal for SAA's association management software (AMS) system. In addition, some technical service and accounting consulting is budgeted to address limitations of our current system in the near term, and to assist with the decoupling of SAA Foundation accounts from SAA operating accounts. (Activities 6.a. and b.)
- We have maintained staff professional development funding at \$6,000 (Activity 1.c.) and anticipate specialized training to develop expertise within SAA in use case development and business analysis to support the AMS project (Activity 6.c.)
- We rent 3,807 square feet at a per-foot cost of \$23 per year (or approximately \$7,297 per month). We also rent two storage spaces at a monthly cost of \$335. (Activity 2.d.)
- FY 2016 depreciation expenses are projected to increase by \$2,304 (7.17%) over FY 2015 as the result of replacement of several desktop computers, our backup server, and the normal upgrading of desktop office computers. (Activity 2.h.)
- Staff effort and associated expenses applied to the Foundation are refunded to the Foundation on a monthly basis as an in-kind donation. For FY 2016, this is calculated to amount to \$29,777. (Activity 7)

The Society of American Archivists
Income Statement
Fiscal 2016 Budget
General & Administrative

Revenues	Projected FY '15			FY '16 Budget v. FY '15 Budget		FY '16 Budget v. FY '15 Actuals	
	Fiscal '16	Fiscal '15	Actuals	\$ Difference	% Difference	\$ Difference	% Difference
Dues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Subscriptions & Advertising	-	-	-	-	N/A	-	N/A
Workshops	-	-	-	-	N/A	-	N/A
Annual Meeting	-	-	-	-	N/A	-	N/A
Publications	-	-	-	-	N/A	-	N/A
Contributions	-	-	-	-	N/A	-	N/A
Investments	3,195.00	3,355.50	3,096.18	(160.50)	(4.78%)	98.82	3.19%
Other	-	-	66.48	-	N/A	(66.48)	(100.00%)
Total Revenues	\$ 3,195.00	\$ 3,355.50	\$ 3,162.66	\$ (160.50)	(4.78%)	\$ 32.34	1.02%
Expenses							
	Fiscal '16	Fiscal '15	Actuals	FY '16 Budget v. FY '15 Budget		FY '16 Budget v. FY '15 Actuals	
				\$ Difference	% Difference	\$ Difference	% Difference
Personnel	\$ 241,349.84	\$ 227,035.15	\$ 239,293.70	\$ 14,314.69	6.31%	\$ 2,056.15	0.86%
Office Occupancy & Utilities	24,153.85	21,759.26	23,298.89	2,394.59	11.00%	854.97	3.67%
Services	168,026.24	133,232.83	160,319.06	34,793.41	26.11%	7,707.18	4.81%
Supplies	2,856.05	2,591.17	3,991.03	264.88	10.22%	(1,134.98)	(28.44%)
Travel	13,349.00	15,259.00	11,038.32	(1,910.00)	(12.52%)	2,310.68	20.93%
Leases, Rentals & Licenses	4,934.50	4,684.90	4,377.24	249.61	5.33%	557.26	12.73%
Taxes, Dues and Subscriptions	9,812.00	11,769.00	7,698.00	(1,957.00)	(16.63%)	2,114.00	27.46%
Depreciation, COGS, and Other	64,216.26	52,072.92	56,508.71	12,143.33	23.32%	7,707.55	13.64%
Total Expenses	\$ 528,697.75	\$ 468,404.24	\$ 506,524.94	\$ 60,293.51	12.87%	\$ 22,172.81	4.38%
Gain / (Loss) from Operations	\$ (525,502.75)	\$ (465,048.74)	\$ (503,362.28)	\$ (60,454.01)	13.00%	\$ (22,140.47)	4.40%
Transferred to Funds	-	-	-				
Net Gain / (Loss)	\$ (525,502.75)	\$ (465,048.74)	\$ (503,362.28)				

**The Society of American Archivists
Program Planner
Fiscal 2016 Budget**

**Program Name: General & Administrative
Program Number: 100**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY15 Budget		Proposed FY15 Budget		FY14 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total	Line Amount	Activity Total
	1	Staff an effective and efficient headquarters office.				\$ 250,869		\$ 236,434		\$ 273,672
	a.	Personnel	5000	Salaries & Wages	\$ 195,771	5	\$ 183,543	5	\$ 218,696	
		Amounts in this document are those allocated specifically to the General & Administrative (G&A) cost center. The program planners for other individual cost centers include appropriate G&A allocations based on staffing. Based on "anticipated effort" allocations, 22.8% of G&A expenses are allocated to the General & Administrative cost center.	5000	Decrease in Vacation Liability	(1,800)	5	(1,800)	5	-	
			5010	Insurance Coverage	14,565	5	14,689	5	17,102	
			5020	Employer Payroll Taxes	16,271	5	15,094	5	17,542	
			5030	Retirement Benefit	16,543	5	15,509	5	17,496	
			5040	Bonuses	-	5	-	5	-	
					-		-		-	
	b.	Staff memberships in professional organizations	5820	ASAE (NPB @ \$400) Association Foundation Group (NPB @ \$120) Association Forum (NPB @ \$350)	870	5	765	5	730	
	c.	Registration/travel for professional development offerings	5640	Staff Professional Development	8,019	5	8,019	5	1,325	
	d.	Business meals and local transportation	5290	Various Occasions and Meetings @ \$225/m (G&A share) - Staff Acknowledgments (included in monthly amount)	630	5	615	5	781	
	2	Overhead costs of SAA headquarters office.				89,931		86,608		115,316
	a.	Electricity	5120	Electricity: Avg of \$355/m (G&A share)	973	5	924	5	1,324	
	b.	Postage	5300	Postage: Avg of \$700/m (G&A share)	1,948	5	1,849	5	2,316	
			5310	Express Mail Services: Avg of \$81/m	974	5	1,000	5	1,000	
	c.	Insurance	5260	Insurance (combined @ approx \$960/m) - Workers Compensation - Office Package - Professional Liability	11,520	5	11,520	5	11,650	
	d.	Rent	5100	7/15 - 1/16: (\$7297+280+335-325.58) x 7m 2/16 - 6/16: (\$7455+280+335-325.58) x 5m (G&A share)	20,977	5	18,802	5	23,339	
		- Current 10-year lease expires 1/31/18.								
	e.	Supplies	5500	Office Supplies: Avg \$667/m @ 22.8%	1,806	5	1,691	5	1,820	
			5570	Miscellaneous Supplies	-	5	-	5	-	
	f.	Telephone	5110	Telephone/Internet: \$9,648 annually @ 22.8%	2,204	5	2,033	5	1,787	
	g.	Printing and duplication	5400	Check Printing (2 @ \$235)	470	5	965	5	1,255	
			5400	Color Printing (\$3,223 @ 23.1%)	744	5		5		

**The Society of American Archivists
Program Planner
Fiscal 2016 Budget**

**Program Name: General & Administrative
Program Number: 100**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY15 Budget		Proposed FY15 Budget		FY14 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total	Line Amount	Activity Total
		h. Equipment and depreciation	5250	Maintenance and Repairs	-	5	-	5	-	
			5700	Equipment Lease, Site Licenses - Phone System: Avg \$712/m - Copier / Scanner / Fax / Printer: Avg \$597/m - Accounting Software License: \$1,025 - Pitney Bowes: Avg \$230/qtr	4,935	5	4,685	5	5,582	
			5900	Depreciation: \$2,869.92/m	34,439	5	32,135	5	64,631	
		i. Tax payments (property tax included in rent)	5800	Taxes (UBIT)	8,942	5	11,004	5	612	
3		Use outsource services as needed.				114,413		102,670		99,740
		a. Accounting	5240	Payroll Processing (\$217/mo + 300)	2,910	5	3,600	5	3,380	
		- Includes consultant to provide QA on planned account consolidation.	5210	Audit and Tax Preparation	34,001	5	34,000	5	35,000	
			5200	Consultant	3,000	5	-	5	-	
		b. Bank charges	5233	Service Charges (Merrill Lynch Annual Fee)	233	5	150	5	150	
			5236	Credit Card Processing Fees: Avg \$5,500/m	66,000	5	60,400	5	56,900	
		c. Legal services (general)	5280	Legal Services (\$1,000/qtr + AMS RFP Review)	7,750	5	4,000	5	4,000	
		d. 1099 software and processing	5500	Renewal of 1099 Software License	400	5	400	5	210	
			5335	Processing/Postage/Mailing	120	5	120	5	100	
4		Miscellaneous Income				3,195		3,356		(2,730)
		- Return on Merrill Lynch General Fund	4700	Interest / Dividends (Assumes \$266.25/m)	3,195	4	3,356	4	(2,730)	

**The Society of American Archivists
Program Planner
Fiscal 2016 Budget**

**Program Name: General & Administrative
Program Number: 100**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY15 Budget		Proposed FY15 Budget		FY14 Budget				
					Line Amount	Activity Total	Line Amount	Activity Total	Line Amount	Activity Total			
	5	Provide staff support at 2015 Annual Meeting. - Carlson, Black, Salgado, Gonzalez - Spears budgeted in Career Services, Program 115	5600	Staff Travel		5,330	5	500	5	500	4,915		
			5600	- Airfare @ \$350/p + bags/ground @ \$75/p x 4 = \$1,700	1,700		5	3,900	5	675			
			5600	- Lodging @ \$125 x 6n x 2p (PC, CS) + \$125 x 5n x 2p (MB, LG)	2,750		5	1,040	5	1,240			
			5600	- Per Diem @ \$40/d x 6d x 2p + \$40/d x 5d x 2p = \$880	880		5	1,800	5	2,500			
	6	Information Technology Expenses a. Hardware, software, hosting, programming support. b. Research and discovery for new AMS/ERP system(s). - Staff training: use case development, process mapping. - Contract development, review, and negotiation. c. Archives and Archivists List Coordinator d. General office supplies for technology support	5226	Computer Support - Commonplaces @ \$9,300 - Impact Solutions @ \$8,939 (assume 2% increase) - General Support @ \$47,572	15,727	38,377	5	13,514	5	12,655	14,655		
			5480	Misc (Staff Training)	5,000		5		5				
			5200	Consultant (Business Analysis, Process Design Mapping)	10,800		5		5				
			5200	Consultant (IT Services)	5,000		5		5				
			5280	Legal Review (included in Activity 3.c.)	-		5		5				
			5200	A&A List Consultant	1,200		5	1,500	5	1,500			
			5500	Supplies	650		5	500	5	500			
			5915	In-kind Donations from SAA to SAA Foundation	29,777	29,777	5	19,938	5	19,938		19,216	
			Total Income					3,195				3,356	(2,730)
			Total Expenses					528,698				466,904	527,514
Gain / (Loss) From Operations					\$ (525,503)				\$ (463,549)	\$ 524,784			

Society of American Archivists Council Meeting
May 28 – 30, 2015
Chicago, Illinois

FY16 Proposed Budget Narrative:
***The American Archivist* (Program 102)**
(Prepared by Teresa Brinati)

The proposed FY 2016 budget projects a net loss of \$54,073 in this program area, which is a 36% (or \$30,342.90) improvement over the FY 2015 budgeted net loss and an 18.61% (or \$12,362) improvement over the FY 2015 projected net loss. This substantial improvement is the result of a successful vendor selection process that came in under budget.

Effort of all staff members is allocated across the budget based on management estimates. Personnel costs for *The American Archivist* reflect 0.45 FTEs or 3.74% of total salaries, taxes, and benefits. The cost of benefits is expected to increase by 1.5% over the course of FY 2016. A 4% placeholder has been included in the salary budget for staff merit increases.

The proposed budget assumes the following:

- Working with a new vendor, Allen Press, on the phased implementation of digital and print production of *The American Archivist* that includes a manuscript management component, PeerTrack Essentials. (Activity 2.)
- Potential savings on printing and postage based on scenarios for “opting out” of the print edition of the journal beginning with the Spring/Summer 2016 issue, per the Council’s Action List. (Activity 2.c.)
- Subscription revenue down by 2% from preceding fiscal year. (Activity 3.)
- The JSTOR royalty would increase by 8% based on trends.

The Society of American Archivists
Income Statement
Fiscal 2016 Budget
American Archivist

Revenues	Projected FY '15			FY '16 Budget v. FY '15 Budget		FY '16 Budget v. FY '15 Actuals	
	Fiscal '16	Fiscal '15	Actuals	\$ Difference	% Difference	\$ Difference	% Difference
Dues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Subscriptions & Advertising	106,732.68	109,835.00	102,157.00	(3,102.32)	(2.82%)	4,575.68	4.48%
Workshops	-	-	-	-	N/A	-	N/A
Annual Meeting	-	-	-	-	N/A	-	N/A
Publications	-	-	-	-	N/A	-	N/A
Contributions	-	-	-	-	N/A	-	N/A
Investments	-	-	-	-	N/A	-	N/A
Other	6,500.00	6,150.00	2,976.50	350.00	5.69%	3,523.50	118.38%
Total Revenues	\$ 113,232.68	\$ 115,985.00	\$ 105,133.50	\$ (2,752.32)	(2.37%)	\$ 8,099.18	7.70%
Expenses							
	Fiscal '16	Fiscal '15	Actuals	FY '16 Budget v. FY '15 Budget		FY '16 Budget v. FY '15 Actuals	
				\$ Difference	% Difference	\$ Difference	% Difference
Personnel	\$ 39,847.30	\$ 38,271.10	\$ 38,716.98	\$ 1,576.20	4.12%	\$ 1,130.32	2.92%
Office Occupancy & Utilities	3,946.94	3,568.14	3,358.43	378.79	10.62%	588.51	17.52%
Services	122,131.34	157,313.60	128,953.81	(35,182.26)	(22.36%)	(6,822.47)	(5.29%)
Supplies	299.99	234.59	78.90	65.40	27.88%	221.09	280.21%
Travel	-	-	-	-	N/A	-	N/A
Leases, Rentals and Licenses	1,080.89	1,014.24	461.15	66.65	6.57%	619.75	134.39%
Taxes, Dues and Subscriptions	-	-	-	-	N/A	-	N/A
Depreciation, COGS, and Other	-	-	-	-	N/A	-	N/A
Total Expenses	\$ 167,306.46	\$ 200,401.68	\$ 171,569.26	\$ (33,095.22)	(16.51%)	\$ (4,262.80)	(2.48%)
Gain / (Loss) from Operations	\$ (54,073.78)	\$ (84,416.68)	\$ (66,435.76)	\$ 30,342.90	(35.94%)	\$ 12,361.98	(18.61%)
Transferred to Funds	-	-	-				
Net Gain / (Loss)	\$ (54,073.78)	\$ (84,416.68)	\$ (66,435.76)				

**The Society of American Archivists
Program Planner
Fiscal 2016 Budget**

**Program Name: American Archivist
Program Number: 102**

Goal 2&3	Activity No.	Narrative	Account No.	Account Description	FY16 Budget		FY
					Line Amount	Activity Total	
	1	Management & Administration				\$0	
		Administer activities of <i>The American Archivist</i> ; develop and monitor budget; organize annual meeting (and mid-year meeting, if needed) of Editorial Board; prepare reports and resource materials; consult with editor regarding visual materials for journal cover; obtain professional literature for reviews editor; facilitate copyright and permissions; monitor subscriptions and claims; interact with persons within and outside the profession regarding association management and periodical publishing-related issues; respond to feedback on the journal; participate in editor's performance review.				\$694	
		a. "Write Away" Morning Forum during Annual Meeting (split 50/50 with Pubs)	5290	F&B--Continental (75p x \$15.95 + 24% svc + 8%tax) @ 50%	\$693.83		\$1,608
	2	Production				\$2,200	
		Vol. 78, No. 2 (Fall/Winter 2015) @ 300 pp				\$118,876	
		Vol. 79, No. 1 (Spring/Summer 2016) @ 300 pp					
		a. Manuscript Management (~50 mss/year)	5480	PeerTrack Essentials	1,500		
		b. Editorial and composition services	5370	Editor Honorarium	44,000		\$44,000
			5370	Copyeditor	4,000		\$4,000
			5350	Composition (\$6,818.50 x 2 issues)	13,637		
		c. Print production and distribution ~5,775 copies x 2 issues	5400	Print & Bind (\$14,571 x 2 issues)	29,142		\$7,600 \$35,000

**The Society of American Archivists
Program Planner
Fiscal 2016 Budget**

**Program Name: American Archivist
Program Number: 102**

Goal 2&3	Activity No.	Narrative	Account No.	Account Description	FY16 Budget			FY
					Line Amount	Activity Total		Line Amount
		[Student members do not receive print edition.]	5300	Postage			5	
			5300	Domestic	15,000		5	\$14,800
			5300	International	4,400		5	\$4,200
		<i>Proposed implementation for "opt out" Spring 2016: Opt out based on 5,775 press run @ unit cost of \$2.52 (printing) and \$1.68 (postage) x 1 issue (vol. 79, no. 1):</i>						
		<i>opt out % / press run / printing / postage</i>						
		<i>5% 5,486 \$13,825 \$9,216</i>						
		<i>10% 5,197 \$13,096 \$8,731</i>						
		<i>20% 4,620 \$11,642 \$7,762</i>						
		d. Pinnacle digital publishing of 2 issues	5480	Base annual charge	3,780		5	
			5350	XML; HTML 5	1,950		5	
			5370	Annual Hosting	700		5	
			5390	FirstCite fee (20 articles @ \$10/each)	200		5	
			5480	Mobile option fee (30 "chunks" @18.90 each)	567		5	
		e. Support advertising sales for semi-annual journal (assumes 2 full-page ads)	4150	Display Ads (\$550 x 2 ads x 2 issues)	2,200		4	\$2,200
								\$0
	3	Subscriptions						
		a. Subscriptions	4100	Subscriptions	\$104,533		4	\$107,635
		\$209 for print edition only						
		\$209 for online edition only						
		\$259 for "premium" subscription (print and online)						
		b. JSTOR (digital library)	4860	Royalties	\$6,500		4	\$6,000

**The Society of American Archivists
Program Planner
Fiscal 2016 Budget**

**Program Name: American Archivist
Program Number: 102**

Goal 2&3	Activity <u>No.</u>	<u>Narrative</u>	Account <u>No.</u>	<u>Account Description</u>	FY16 Budget		FY
					<u>Line Amount</u>	<u>Activity Total</u>	<u>Line Amount</u>
	4	General and Administrative Cost Allocation				45,172	
	5	Computer Support Cost Allocation				2,565	
				Total Income		113,233	
				Total Expenses		167,306	
				Gain / (Loss) From Operations		(54,074)	
				Pubs Fund			
				B List			
				Tech Fund			
				Net Operating Gain / (Loss)		(\$54,074)	
							\$0

**Society of American Archivists Council Meeting
May 28 – 30, 2015
Chicago, Illinois**

**FY16 Proposed Budget Narrative:
Archival Outlook / In The Loop (Program 103)
(Prepared by Teresa Brinati)**

The FY 2016 budget projects a net loss of \$123,711 in this program area. This is \$12,415 (12.16%) more than the FY 2015 budgeted net loss and \$27,394 (28.44%) more than the FY 2015 projected net loss.

Effort of all staff members is allocated across the budget based on management estimates. Personnel costs reflect 0.49 FTEs or 4.12% of total salaries, taxes, and benefits. The cost of benefits is expected to increase by 1.5% over the course of FY 2016. A 4% placeholder has been included in the salary budget for staff merit increases.

The proposed budget assumes the following:

- Potential savings on printing and postage based on scenarios for “opting out” of the print edition of *Archival Outlook* beginning with the January 2016 issue, per the Council’s Action List. (Activity 2.a.)
- Advertising revenue for both periodicals the same as the preceding fiscal year based on trends and availability within SAA of other options for advertisers. (Activities 2.b. and 4.)
- Digitizing back issues of *Archival Outlook* and posting to the SAA website. (Activity 3.)

The Society of American Archivists
Income Statement
Fiscal 2016 Budget
Archival Outlook

Revenues	Projected FY '15			FY '16 Budget v. FY '15 Budget		FY '16 Budget v. FY '15 Actuals	
	Fiscal '16	Fiscal '15	Actuals	\$ Difference	% Difference	\$ Difference	% Difference
Dues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Subscriptions & Advertising	22,008.58	21,600.00	23,882.00	408.58	1.89%	(1,873.42)	(7.84%)
Workshops	-	-	-	-	N/A	-	N/A
Annual Meeting	-	-	-	-	N/A	-	N/A
Publications	-	-	-	-	N/A	-	N/A
Contributions	-	-	-	-	N/A	-	N/A
Investments	-	-	-	-	N/A	-	N/A
Other	2,400.00	2,400.00	5,324.00	-	0.00%	(2,924.00)	(54.92%)
Total Revenues	\$ 24,408.58	\$ 24,000.00	\$ 29,206.00	\$ 408.58	1.70%	\$ (4,797.42)	(16.43%)
Expenses			Projected FY '15	FY '16 Budget v. FY '15 Budget		FY '16 Budget v. FY '15 Actuals	
	Fiscal '16	Fiscal '15	Actuals	\$ Difference	% Difference	\$ Difference	% Difference
Personnel	\$ 44,016.44	\$ 41,205.98	\$ 40,395.16	\$ 2,810.46	6.82%	\$ 3,621.28	8.96%
Office Occupancy & Utilities	4,353.53	3,980.98	4,054.49	372.55	9.36%	299.04	7.38%
Services	97,588.51	87,182.74	78,614.72	10,405.77	11.94%	18,973.79	24.14%
Supplies	326.27	301.79	354.66	24.48	8.11%	(28.39)	(8.01%)
Travel	150.00	100.00	99.00	50.00	50.00%	51.00	51.52%
Leases, Rentals & Licenses	1,190.24	2,029.55	1,757.62	(839.30)	(41.35%)	(567.38)	(32.28%)
Taxes, Dues and Subscriptions	495.00	495.00	247.50	-	0.00%	247.50	100.00%
Depreciation, COGS, and Other	-	-	-	-	N/A	-	N/A
Total Expenses	\$ 148,120.00	\$ 135,296.04	\$ 125,523.15	\$ 12,823.95	9.48%	\$ 22,596.85	18.00%
Gain / (Loss) from Operations	\$ (123,711.42)	\$ (111,296.04)	\$ (96,317.15)	\$ (12,415.37)	11.16%	\$ (27,394.27)	28.44%
Transferred to Funds	-	-	-				
Net Gain / (Loss)	\$ (123,711.42)	\$ (111,296.04)	\$ (96,317.15)				

**The Society of American Archivists
Program Planner
Fiscal 2016 Budget**

**Program Name: Archival Outlook / In the Loop
Program Number: 103**

Goal 2	Activity No.	Narrative	Account No.	Account Description	Proposed FY16 Budget		FY15 Budget		FY14 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total	Line Amount	Activity Total
	1	Management and Administration Administer activities of <i>Archival Outlook</i> and <i>In the Loop</i> . Develop and monitor budget; maintain resource materials; consult with staff, leaders, and members regarding content needs; interact with persons within and outside the profession regarding periodical publishing-related issues at an association; and respond to feedback.				\$645		\$645		\$345
		a. Membership dues (two for one - TB, AH) - Association Media and Publishing	5820	Membership Fee	495	5	\$495	5	\$245	
		b. Professional recognition	5640	Awards Competition Entry Fee	150	5	\$150	5	\$100	
	2	Publish Archival Outlook 6 times per year Includes writing, editing, layout, design of house ads to promote SAA activities, solicitation of paid ads, digital conversion and posting, printing and distribution to members, and comp copies to contributors. (4 issues @ 28 pages + cover) x 6,250 copies (1 issue @ 32 pages + cover) x 6250 copies (1 issue @ 40 pages + cover) x 6,250 copies				\$0		\$0		\$0
		a. Production	5350	Graphic Design	14,000	5	\$14,000	5	\$12,150	
		- Graphic design (~\$66.89/pg)	5400	Printing	40,000	5	\$40,000	5	\$35,045	
		- 5 issues printing 2C, 1 issue 4C; (100# mpc text)	5335	Processing Labor / Materials	6,600	5	\$6,600	5	\$7,050	
		- Digital conversion by Bluetoad	5300	Postage	28,200	5	\$28,200	5	\$24,735	
			5335	Digital Conversion (208pp@\$4.75)	988	5	\$988	5	\$0	
		Proposed implementation for "opt out" is Jan. 2016. <i>Opt out based on 6,250 press run @ unit cost of \$1.067 (printing) and \$0.928 (processing+postage) x 3 issues :</i>								
		<u>opt out % press run printing process + postage</u>								
		5% 5,937 \$19,004 \$16,528								
		10% 5,625 \$18,005 \$15,660								
		20% 5,000 \$16,005 \$13,920								
										\$89,788
										\$89,788
										\$78,980

**The Society of American Archivists
Program Planner
Fiscal 2016 Budget**

**Program Name: Archival Outlook / In the Loop
Program Number: 103**

Goal 2	Activity No.	Narrative	Account No.	Account Description	Proposed FY16 Budget		FY15 Budget		FY14 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total	Line Amount	Activity Total
		b. Display advertising (7.5 pages x 6 issues)	4150	Display Ads	15,400	22,009	4	\$15,000	4	(\$20,500)
		c. First-class and airmail service	4800	First-Class + Airmail Income	2,400		4	\$2,400	4	(\$2,250)
	3	Digitize Back Issues of Archival Outlook	5335		5,000		5			
		181 issues (1973–2004) to be scanned by Backstage Library Works, digitized by Bluetoad, and posted to SAA website.								
	4	Publish In the Loop 26 times per year				\$6,609		\$6,600		(\$5,500)
		Inhouse production of every-other-week e-newsletter								
		- Display Advertising (2–3 ads per issue)	4150	Advertising	6,609		4	\$6,600	4	(\$5,500)
	5	General and Administrative Cost Allocation				49,862		47,373		65,569
	6	Computer Support Cost Allocation				2,825		7,199		2,108
		Total Income				\$24,409		\$24,000		(\$5,500)
		Total Expenses				148,120		145,005		147,002
		Gain / (Loss) From Operations				(\$123,711)		(\$121,005)		\$141,502
									B List	

**Society of American Archivists
Council Meeting
May 28 – 30, 2015
Chicago, Illinois**

**FY16 Proposed Budget Narrative:
Publications (Program 104)
(Prepared by Teresa Brinati)**

The FY16 proposed budget projects a net loss of \$8,713. This is \$21,749 (71%) less than the FY15 budgeted net loss and \$13,124 (60%) less than the FY15 projected net loss.

Effort of all staff members is allocated across the budget based on management estimates. Personnel costs reflect 0.93 FTEs or 7.72% of total salaries, taxes, and benefits. The cost of benefits is expected to increase by 1.5% over the course of FY 2016. A 4% placeholder has been included in the salary budget for staff merit increases.

The proposed budget assumes the following:

- The Publications Board will meet in Chicago in early 2016. (Activity 1.b.)
- Revenue projections are based on 84 active items; average cost per item of \$9.14; average revenue per item sold of \$34.27; percentage of items sold from total listed at 34.43%; and a COGS ratio to revenue of 26.66%. (Activity 2.a. Worksheet.)
- Shipping revenue offsets 50.5% of postage and processing labor/materials associated with third-party fulfillment. We are dissatisfied with the differential between expenses and revenues and will be investigating a new vendor. (Activities 2.b. and 2.f.)
- Projected completion of 11 new modules and 2 new books across the fiscal year. (Activity 3. Worksheet)
- Consulting services in this budget are for dictionary software set up. (Activity 4.)
- Revenue trends from the past five fiscal years are as follows:

July 2014 (\$286,636) to June 2015 (projected \$235,464):	17.9% decrease
July 2013 (\$320,247) to June 2014 (\$286,636):	10.5% decrease
July 2012 (\$371,974) to June 2013 (\$320,247):	13.91% decrease
July 2011 (\$408,430) to June 2012 (\$371,974):	8.93% decrease
July 2010 (\$454,993) to June 2011 (\$408,430):	10.23% decrease

The Society of American Archivists
Income Statement
Fiscal 2016 Budget
Publications

Revenues	Projected FY '15			FY '16 Budget v. FY '15 Budget		FY '16 Budget v. FY '15 Actuals		
	Fiscal '16	Fiscal '15	Actuals	\$ Difference	% Difference	\$ Difference	% Difference	
Dues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A	
Subscriptions & Advertising	-	-	-	-	N/A	-	N/A	
Workshops	-	-	-	-	N/A	-	N/A	
Annual Meeting	-	-	-	-	N/A	-	N/A	
Publications	227,682.94	225,859.93	199,321.94	1,823.01	0.81%	28,361.00	14.23%	
Contributions	-	-	-	-	N/A	-	N/A	
Investments	-	-	-	-	N/A	-	N/A	
Other	30,686.51	29,164.19	36,142.74	1,522.33	5.22%	(5,456.23)	(15.10%)	
Total Revenues	\$ 258,369.45	\$ 255,024.11	\$ 235,464.68	\$ 3,345.34	1.31%	\$ 22,904.77	9.73%	
Expenses								
	Projected FY '15			FY '16 Budget v. FY '15 Budget		FY '16 Budget v. FY '15 Actuals		
	Fiscal '16	Fiscal '15	Actuals	\$ Difference	% Difference	\$ Difference	% Difference	
Personnel	\$ 82,503.06	\$ 84,226.29	\$ 80,193.41	\$ (1,723.23)	(2.05%)	\$ 2,309.65	2.88%	
Office Occupancy & Utilities	8,161.11	8,000.99	7,846.57	160.12	2.00%	314.54	4.01%	
Services	82,269.82	95,641.20	96,538.35	(13,371.38)	(13.98%)	(14,268.53)	(14.78%)	
Supplies	4,370.31	1,628.53	5,156.18	2,741.78	168.36%	(785.87)	(15.24%)	
Travel	13,460.00	13,005.00	13,691.30	455.00	3.50%	(231.30)	(1.69%)	
Leases, Rentals & Licenses	9,782.68	8,229.03	4,373.39	1,553.65	18.88%	5,409.29	123.69%	
Taxes, Dues and Subscriptions	-	-	517.50	-	N/A	(517.50)	(100.00%)	
Depreciation, COGS, and Other	66,536.32	74,756.37	48,986.73	(8,220.05)	(11.00%)	17,549.59	35.83%	
Total Expenses	\$ 267,083.29	\$ 285,487.41	\$ 257,303.43	\$ (18,404.12)	(6.45%)	\$ 9,779.86	3.80%	
Gain / (Loss) from Operations	\$ (8,713.84)	\$ (30,463.30)	\$ (21,838.75)	\$ 21,749.46	(71.40%)	\$ 13,124.91	(60.10%)	
Transferred to Funds	-	-	-					
Net Gain / (Loss)	\$ (8,713.84)	\$ (30,463.30)	\$ (21,838.75)					

**The Society of American Archivists
Program Planner
Fiscal 2016 Budget**

**Program Name: Publications
Program Number: 104**

Goal 2&3	Activity No.	Narrative	Account No.	Account Description	FY 16 Budget		Proposed FY 15 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
	1	Management and Administration				\$32,355		\$31,500
		Administer activities of the Publications Department: develop and monitor budget; prepare reports and resource materials for the Publications Board; organize and attend semi-annual Publications Board meetings; consult with Publications Editor; maintain microsite and listserv; liaise with strategic publishing partners; negotiate contracts with vendors, authors, and contributors; maintain stable of freelance copyeditors, designers, indexers; facilitate copyright and permissions; interact with persons within and outside the profession regarding association management and publishing-related issues; respond to feedback on publications; and prepare performance evaluation of Publications Editor. With regard to the Dictionary Working Group, publish and distribute Word of the Week; prepare reports and resource materials; organize and attend semi-annual meetings; consult with DWG chair; maintain microsite, listserv, and sandbox; participate in semi-monthly conference calls.						
		a. Publications Editor	5370	Honorarium	25,000		25,000	
		b. Publications Board – Winter Meeting in Chicago (9 members + 1 Council liaison + 2 staff)	5610	Airfare / Ground Transport	3,500		2,500	
			5620	Lodging (\$125 x 2n x 10p)	2,500		2,500	
			5290	Business Meals	1,200		1,500	
			5700	Meeting Room Rental	155		-	

**The Society of American Archivists
Program Planner
Fiscal 2016 Budget**

**Program Name: Publications
Program Number: 104**

Goal 2&3	Activity No.	Narrative	Account No.	Account Description	FY 16 Budget		Proposed FY 15 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
	2	Sales and Distribution				220,163		220,224
		Work with Service Center regarding onsite order processing and third-party fulfillment of titles in bookstore. Add new SAA titles; reprint existing SAA titles as needed; acquire titles from other publishing outlets for distribution based on criteria established by Publications Board; reorder titles from other publishing outlets as needed (3- to 6-mo. inventory); monitor sales and remove underperforming titles; refresh and update online bookstore.				92,878		122,001
		a. Sale of Publications (<i>See worksheet for details</i>)	4400	Sale of Publications	186,277		186,060	
		b. Revenue from customers to offset shipping expense	4800	Shipping Revenue (~10% of sales)	19,187		19,164	
		c. e-Books	4400	Sales	3,200		5,000	
			5337	E-Production	600		-	2,760
		d. Royalties earned from publishing/distribution partnerships:	4860	Royalty Income	11,500		10,000	
		- American Library Association @ \$9,200						
		- Scarecrow Press (Rowman & Littlefield) @ \$1,600						
		- Copyright Clearance Center @ \$700						
		e. Cost of goods sold @ average of .2441 of sales (Sustaining institutional member COGS reflected in Membership budget; CD sales in Education budget.)	5940	Cost of Goods Sold	49,656		66,918	
		f. Warehousing, packaging, and distribution	5700	Warehouse (\$270/m x 12)	3,240		3,240	
		- Fulfillment via Diamond Marketing Solutions, Inc.	5300	Postage	33,418		40,000	
			5335	Processing Labor / Materials	4,572		7,000	
		g. Royalties paid to authors of SAA books:	5395	Royalties Paid	1,393		2,083	
		- <i>Managing Archival and Manuscript Repositories</i>		(\$1/book x 100)				

**The Society of American Archivists
 Program Planner
 Fiscal 2016 Budget**

**Program Name: Publications
 Program Number: 104**

Goal 2&3	Activity <u>No.</u>	Narrative	Account <u>No.</u>	Account Description	FY 16 Budget		Proposed FY 15 Budget	
					<u>Line Amount</u>	<u>Activity Total</u>	<u>Line Amount</u>	<u>Activity Total</u>
		- <i>Photographs: Archival Care and Management</i> - <i>Preserving Archives and Manuscripts</i> - <i>Providing Reference Services</i>		(\$1/book x 300) (\$1/book x 230) (\$1.50/book x 175)				

**The Society of American Archivists
Program Planner
Fiscal 2016 Budget**

**Program Name: Publications
Program Number: 104**

Goal 2&3	Activity No.	Narrative	Account No.	Account Description	FY 16 Budget		Proposed FY 15 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
		- <i>Understanding Archives and Manuscripts</i>		(\$1/book x 2 authors x 250)				
	3	New Publication Production, Distribution, and Sales Manage print and digital production and distribution of new titles. Expenses include research and development; production; e-conversion; honoraria; and distribution. (See worksheet for details)	4400 5940	New Publications--Sales New Publications--Cost of Sales	38,206 16,880	38,206 29,285	34,800 7,838	34,800 16,593
	4	Dictionary Working group				12,405		8,756
		a. Meetings (9 members + 1 Council liaison + 1 staff person)	5290	Dinner @ Ann Mtg (11p x \$75 x 1.34)	1,000		1,106	
		- Dinner @ Annual Meeting	5700	Meeting Room Rental @ Winter Meeting	155		-	
		- Winter Meeting in Chicago (9p x 2n x \$125)	5610	Airfare/Ground Transport @ Winter Mtg	3,000		2,700	
			5620	Lodging @ Winter Mtg	2,250		2,250	
		b. Dictionary Creation Software	5700	Software Licensing	4,000		2,700	
			5200	Software Set-up	2,000			
	5	Marketing and Promotion Market and promote new and existing titles. Promote participation in SAA's publishing program.				13,799		-
		a. Book Promo for distribution at Annual plus regional meetings	5350	Design	500		800	
			5400	Printing (TBD)	1,000		3,200	
		b. Promotional items @ Annual Meeting (TBD Giveaways & for Sale)	5550	Promo items	3,750		1,000	
		c. Staff attendance at SAA Annual Meeting	5600	Staff Travel (\$400 x 2)	600		800	
		- Brinati and Hartman	5600	Lodging (6d x \$150)	1,190		1,800	
			5600	Per Diem (1p x 7d + 1p x 6d x \$35)	420		455	
		d. Bookstore at Annual Meeting	5350	Graphics	750		750	

**The Society of American Archivists
Program Planner
Fiscal 2016 Budget**

**Program Name: Publications
Program Number: 104**

Goal 2&3	Activity No.	Narrative	Account No.	Account Description	FY 16 Budget		Proposed FY 15 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
			5400	Printing (25 signs @ \$35)	875		800	
			5300	Freight (RT warehouse to site)	3,600		3,200	
		e. "Salute to Authors" Lemonade Toast at Annual Meeting	5290	F&B (5 gals x \$942x 24% svc+ 8% tax@)	281		504	
			5290	2 Pounds Pretzels *\$12*24%*8%	32			
		f. "Write Away" Morning Forum at Annual Meeting (50/50 split with <i>The American Archivist</i>)	5290	F&B (Continental Breakfast)			1,608	
			5290	(75p x \$15.95 + 24% svc +8% tax) @ 50%	801			
	6	General and Administrative Cost Allocation	5XXX			93,471		95,102
	7	Computer Support Cost Allocation	5XXX			5,295		4,974
				Total Income		258,369		255,024
				Total Expenses		267,083		285,487
				Gain / (Loss) From Operations		(8,714)		(30,463)
					W-I-P	-	W-I-P	-
				Net Operating Gain / (Loss)		(\$8,714)		(\$30,463)

**Society of American Archivists Council Meeting
May 28 - 30, 2015
Chicago, Illinois**

**FY16 Proposed Budget Narrative:
Education (Program 105)
(Prepared by Solveig De Sutter)**

The projected net gain in this program for FY 2016 is \$105,722. This is \$13,150 (12.4%) more than the FY 2015 budgeted net gain and \$9,795 (9.6%) more than the FY 2015 projected net gain.

Effort of all staff members is allocated across the budget based on management estimates. Personnel costs for Education reflect 2.58 FTEs or 21.47% of total salaries, taxes, and benefits. The cost of benefits is expected to increase by 1.5% over the course of FY 2016. A 4% placeholder has been included in the salary budget for staff merit increases.

Relation of this program to Strategic Plan: Goal 2: Enhancing Professional Growth, Activity 2.1. Provide content, via education and publications, that reflects the latest thinking and best practices in the field; and Activity 2.2. Deliver information and education via methods that are accessible, affordable, and keep pace with technological change.

The proposed budget assumes the following:

- 114 events (including face-to-face courses/workshops, webinars, and comprehensive examinations) with approximately 2,100 registrants.
- A decrease in CD sales based on FY 2015 sales trends.
- Fees for continuing education workshops remain at the FY08-FY15 level for non-DAS offerings and increase by \$6 for DAS courses.
- R&D expenses for development of five DAS courses/webinars and updates/revisions of four DAS courses/webinars.
- R&D expenses for development of five CE webinars and updates/revisions of five workshops for the Arrangement and Description track.
- Maintaining the current level of “premium” Education Directory listings (31).
- A faculty training session on webinar content development and presentation.
- Three R&D meetings - one for Committee on Education and two for the DAS Subcommittee.
- Additional funding of \$60,000 to support, strengthen, and enhance the Education program (including DAS) by providing for software solutions, tech support, consultants, and temp assistance as needed. Future resource needs also will be evaluated in light of plans to transition to a new AMS.

Provided at the end of this narrative is a summary of Education offerings from FY07 through FY15, including total number of events per year, new events per year, total registrations, number of co-hosted offerings, live webinars, registrations for live webinars, online/on-demand registrations, and DAS comprehensive examinations administered.

Education programs have a very small profit margin, especially when many nonmembers become members to take advantage of the \$60 to \$150 savings in registration fees. Traditional means of enhancing revenues, such as increasing registration fees, has to be done carefully, and increasing class size isn't feasible because it becomes a quality issue and many instructors won't agree to teach classes of more than 30 people. Face-to-face offerings continue to be the preferred choice of format; however, an increase in web seminar offerings and increasing online presence is necessary to retain market share.

I believe that SAA can position itself as the education provider of choice by building on the success of the DAS program with other like-structured programs (that include examinations at the end of each offering but without a comprehensive examination) culminating in a Certificate of Successful Completion. In my experience, individuals seek out continuing education to 1) gain knowledge that they need right now or 2) gain something tangible (certificate or certification) that can enhance their standing with current and potential employers since it confirms training for/in a specific body of knowledge. In addition, I think it's important that SAA not rely on just the DAS program, but that we diversify. That course of action requires investment in infrastructure and human resources.

Summary of Education Offerings, FY 2007 – FY 2015

Fiscal Year	Events	New	Regs.	Collabs.	Live Web Seminars	Live Regs.	Online/on Demand	DAS Comp Exams	Revenue
2007	54	10	1,463	5	2	225/1,120	20	NA	\$391,339
2008	57	10	1,422	6	2	68/ 395	43	NA	\$329,309
2009	71	14	1,412	10	2	52/ 292	49	NA	\$402,577
2010	58	13	1,166	13	4	188/ 570	53	NA	\$279,752
2011	58	11	1,190	11	4	168/518	105	NA	\$315,884
2012	78	14	1,711	17	5	281/660	539	NA	\$428,466
2013	87	7	1,995	18	2	100/110	625	NA	\$469,000
2014	115	6	2,729	9	2	12/180	768	94	\$571,186
*2015	114	7	2,766**	8	9	360/600**	810**	89	\$604,698**

*Scheduled as of 5/1/2015; **Projected;

The Society of American Archivists
Income Statement
Fiscal 2016 Budget
Education

Revenues	Projected FY '15			FY '16 Budget v. FY '15 Budget		FY '16 Budget v. FY '15 Actuals	
	Fiscal '16	Fiscal '15	Actuals	\$ Difference	% Difference	\$ Difference	% Difference
Dues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Subscriptions & Advertising	6,300.00	6,300.00	4,380.00	-	0.00%	1,920.00	43.84%
Workshops	733,441.00	607,922.00	570,782.30	125,519.00	20.65%	162,658.70	28.50%
Annual Meeting	-	-	-	-	N/A	-	N/A
Publications & CD Sales	480.00	720.00	851.00	(240.00)	(33.33%)	(371.00)	(43.60%)
Contributions	-	-	-	-	N/A	-	N/A
Investments	-	-	-	-	N/A	-	N/A
Other	-	-	28,685.00	-	N/A	(28,685.00)	(100.00%)
Total Revenues	\$ 740,221.00	\$ 614,942.00	\$ 604,698.30	\$ 125,279.00	20.37%	\$ 135,522.70	22.41%
Expenses							
	Fiscal '16	Fiscal '15	Actuals	\$ Difference	% Difference	\$ Difference	% Difference
Personnel	\$ 229,549.99	\$ 218,100.50	\$ 214,805.09	\$ 11,449.49	5.25%	\$ 14,744.90	6.86%
Office Occupancy & Utilities	22,705.29	20,736.89	21,065.18	1,968.41	9.49%	1,640.11	7.79%
Services	224,283.88	143,127.73	139,170.53	81,156.15	56.70%	85,113.35	61.16%
Supplies	3,576.32	3,442.59	13,827.77	133.73	3.88%	(10,251.45)	(74.14%)
Travel	146,810.00	129,240.00	113,141.16	17,570.00	13.59%	33,668.84	29.76%
Leases, Rentals & Licenses	7,573.52	6,821.81	6,260.88	751.71	11.02%	1,312.64	20.97%
Taxes, Dues and Subscriptions	-	-	-	-	N/A	-	N/A
Depreciation, COGS, and Other	-	900.00	500.00	(900.00)	(100.00%)	(500.00)	(100.00%)
Total Expenses	\$ 634,499.00	\$ 522,369.52	\$ 508,770.61	\$ 112,129.48	21.47%	\$ 125,728.39	24.71%
Gain / (Loss) from Operations	\$ 105,722.00	\$ 92,572.48	\$ 95,927.69	\$ 13,149.52	14.20%	\$ 9,794.31	10.21%
Transferred to Funds	-	-	-				
Net Gain / (Loss)	\$ 105,722.00	\$ 92,572.48	\$ 95,927.69				

**The Society of American Archivists
Program Planner
Fiscal Year 2016**

**Program Name: Education
Program Number: 105**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY16 Budget		FY15 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
	1	Management and Administration Administer activities of the Education Department: prepare and conduct performance appraisals; develop and monitor budgets; manage Comprehensive Examination processes, including interpretation of pass/fail ratios and statistical reports; interact with and prepare materials for the Education Committee and DAS Subcommittee and attend committee and task force meetings; research and develop new education programs and new faculty; solicit, plan, market, and provide education programs; monitor and evaluate existing faculty, program content, and delivery methods; interact with Education Directory providers, potential course/workshop hosts, and education program participants; secure alternative sources of funding; and respond to general inquiries.				\$ 2,720		\$ 4,885
		a. Membership dues	5820	ASAE			-	
			5820	Association Forum of Chicagoland			-	
			5820	Amigos			-	
		b. Staff professional development (included in G&A budget in FY16)	5640	ASAE Meeting Registration			-	
			5640	Association Forum Registrations (1)			250	
		c. Provide staff support for Annual Meeting (De Sutter, Capodilupo, Jarosek)	5600	Staff Travel	2720		4,635	
				(1p complimentary lodging) (SD)				
				(2p x \$119/d x 5d lodging) (AJ/MC) =1,190				
				(1p x \$35/d x 6d per diem) (SD) = 210				

**The Society of American Archivists
Program Planner
Fiscal Year 2016**

**Program Name: Education
Program Number: 105**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY16 Budget		FY15 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
	2	Support the work of the Committee on Education, the DAS Subcommittee, and other committees and task forces as assigned. Monitor Archival Continuing Education guidelines and GPAS; develop strategies and work plans; solicit input for and develop pre-con and other programs as needed; provide staff support to Education Committee, DAS Subcommittee, SAA leaders, and other groups as assigned.		(2p x \$35/d x 6d per diem) (AJ/MC) = 420 (3p x \$300 airfare) (SD/AJ/MC) = 900		23,513		24,158
		a. One mid-year CoE planning meeting (Chicago)	5610	Member Travel (11p x \$450 airfare/bags/ground) = 4,950	4,950		4,400	
			5620	(11p x \$125/d x 2d lodging) = 2750	2,750		2,750	
			5630	(11 p x \$60/d x 2d per diem) = 1300	1,300		1,300	
			5295	Staff Travel (2p x 2d x \$16) = 64	64		64	
			5700	Room Rental (1 mtg. x \$155)	155			
		b. Two DAS Subcommittee meetings (Chicago)	5610	Member Travel (16p x \$450 airfare/bags/ground) = 7,200	7,200		6,400	
			5620	(16p x \$125/d x 2d lodging) = 4800	4,800		4,800	
			5630	(16p x \$60/d x 2d per diem) = 1920	1,920		1,920	
			5295	Staff Travel (2p x 2d x \$16) = 64	64		64	
			5700	Room Rental (2 mtgs. x \$155)	310			
	3	Maintain online Education Directory.				6,300		6,300
						-		-

**The Society of American Archivists
Program Planner
Fiscal Year 2016**

**Program Name: Education
Program Number: 105**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY16 Budget		FY15 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
		- Current total of premium listings = 31.	4170	Directory Listings (31 x \$175)	6,300		6,300	
	4	Plan, develop, market, implement, monitor, and evaluate a variety of high-quality continuing education programs.				733,441		607,922
		- See attached worksheets for breakdown of revenues and expenses per offering.	4200	Total Registrations (see attached)	\$ 733,441		607,922	
		- This includes revenues from the Comprehensive Examinations, web exams, and challenge exams.	5XXX	Total Expenses (see attached)	\$ 242,295		200,220	
		- Assumes 114 events, including hands-on workshops, seminars, DAS courses, web seminars, Online/On Demand registrations, and Comprehensive Exams.						
	5	Research and develop new CE offerings.				-		-
		a. Develop/revise/update courses for DAS curriculum.						
		- New Transformational Course	5200	Development Fee (1 course x \$1,950)	1,950		1,950	
		- Revise/update 4 courses/webinars	5200	Revision/Update Fee (4 courses x \$600)	2,400		3,000	
						\$88,425		\$31,775

**The Society of American Archivists
Program Planner
Fiscal Year 2016**

**Program Name: Education
Program Number: 105**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY16 Budget		FY15 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
	b.	Develop DAS webinar that explains the curriculum, gives overview, and provides guidance.	5200	Development Fee (1 course x \$400)	400		400	
	c.	Develop a course (format TBD) on visual materials.	5200	Development Fee (1 course x \$1,950)	1,950		1,950	
	d.	Develop DAS web seminar series with interactive activities in the Tools and Services Tier.	5200	Development Fee (4 x \$750)	3,000		1,500	
	e.	Develop 5 CE web seminars (for A&D track).	5200	Development Fee (5 x \$750)	3,750		1,500	
	f.	Update/revise 5 CE workshops (for A&D track). - Five additional updates/revisions for A&D track are expected to take place in FY 2017.	5200	Revision/Update Fee (5 x \$700)	3,500		3,500	
	g.	Test hosting service. - 1,000 credits for 1,000 tests	5200	Testing Services	400		400	
		- Instructor licenses	5200	Instructor Licenses (3 x \$25)	75		75	
	h.	Psychometrician	5200	Consultant	6,000		6,000	
	i.	Audits and faculty training - Six additional instructors (DAS)	5610	Member Travel (6p x \$500 airfare/lodging)	3,000		3,000	
	j.	Conference calls (DAS) (included in allocables)	5110	Conference Calls			-	5

**The Society of American Archivists
Program Planner
Fiscal Year 2016**

**Program Name: Education
Program Number: 105**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY16 Budget		FY15 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
		k. Audit and faculty training (workshops)	5610	Member Travel (2p x \$500 airfare/lodging)	1,000		1,000	
		l. Offer session on online content development & instr.	5610	Consultant	1,000		1,000	
		m. Develop an online course template/process - Creating and Compiling Processing Manuals	5200 5200	Development Fee Hosting Fee			2,000 500	
		n. Funding to support, strenghten, and enhance the Education program, including DAS. (May include software, tech support, consultants, temp assistance.)	5200	Professional Services and Other	60,000			
	6	Marketing and Promotion					-	
		a. Education Mini-Catalog	5350	Design and Printing (catalog)			3,500	
		b. DAS Certificate	5350	Design and Printing (certificates)	1,000		500	
	7	Miscellaneous						
		General beverage breaks: Most breaks are negotiated; assumes payment for 6 breaks.	5290	F&B (\$200 x 4 courses)	800	\$480 \$1,760	1,200	\$720 \$2,220
		General space rental: Most meeting rooms negotiated; assumes payment for 3 meeting rooms.	5700	Space Rental (3 rooms x \$300)	900		900	
		CD sales from Web seminars.	4450	CD Sales (\$40/m)	480		720	
			5395	Royalties (\$7.50/CD)	60		120	
		Conference calls (CEPD) (included in allocables).	5110	Conference Calls				

**The Society of American Archivists
Program Planner
Fiscal Year 2016**

**Program Name: Education
Program Number: 105**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY16 Budget		FY15 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
		Develop custom MemberMax reports for DAS (provide extracts from student data).	5226				5	
	8	General and Administrative Allocation	5XXX		260,045			246,243
	9	IT Allocation	5XXX		14,741			12,868
				Total Income		740,221		614,942
				Total Expenses		634,499		522,370
				Gain / (Loss) From Operations		\$ 105,722		\$ 92,572
				Net Operating Gain / (Loss)		\$ 105,722		\$ 92,572

**Society of American Archivists
Council Meeting
May 28 – 30, 2015
Chicago, Illinois**

**FY16 Proposed Budget Narrative:
Advocacy and Public Awareness (Program 107)
(Prepared by Nancy Beaumont)**

The proposed FY 2016 budget projects a net loss of \$165,918 in this program area. This is \$35,690 (27.4%) greater than the FY 2015 budgeted net loss and \$34,551 (26.3%) greater than the FY 2015 projected net loss.

Effort of all staff members is allocated across the budget based on management estimates. Personnel costs reflect 0.80 FTEs or 6.67% of total salaries, taxes, and benefits. The cost of benefits is expected to increase by 1.5% over the course of FY 2016. A 4% placeholder has been included in the salary budget for staff merit increases.

Relation of this program to Strategic Plan: This budget represents a significant increase in SAA's commitment to advocacy and public awareness as identified in Goal 1: Advocating for Archivists and Archives, Strategies 1.1., 1.2., and 1.4.

The proposed budget assumes the following:

- Funded face-to-face meeting of the Committee on Public Awareness (Activity 1.a.) but not the Committee on Advocacy and Public Policy. (Both committees will meet during the 2015 Annual Meeting, and will meet jointly for a portion of their assigned time.) (Activity 2.a.)
- Ramping up (from \$6,000 in FY15 to \$30,000 in FY16) of funding for professional PR counsel to work with COPA and staff to accomplish COPA's Council-approved work plan. (Activity 1.a.)
- Professional design assistance (\$10,000) to create engaging materials (web and print) for 1) public awareness campaigns (Activity 1.b.), 2) assisting archivists in developing and implementing PR competencies (Activity 1.c.), 3) distribution to policymakers (Activity 2.d.), and 4) a "Basics of Advocating" guide (Activity 3.a.).
- Member (x 3 meetings) and staff (x 1 meeting) representation during the year, presumably in Washington, D.C., directed to SAA's advocacy priorities. (Activity 2.b.)

- The desirability of continued support for the National Coalition for History at a slightly higher level than in FY15 (\$12,000 vs. \$10,000) to enhance SAA's advocacy representation. (Activity 2.c.)
- Member travel to one meeting of coalition partners (e.g., Issues and Awareness Joint Working Group with CoSA and NAGARA). (Activity 2.e.)
- Development and hosting of a free online, on-demand "Advocating for Archives" webinar (Activity 3.c.).
- Funding for SAA representatives to attend: two WIPO/SCCR meetings in Geneva (July and December 2015), the International Council on Archives Congress (Reykjavik, Iceland, September 2015), and the ICA Section on Professional Associations meeting (location and date TBD). The costs of the ICA and ICA/SPA meetings are shared at 50% with the Academy of Certified Archivists. (Activity 4.a.)
- Funding to support local, state, or regional organizations via sponsorship or advertising in their conference materials, as well as member travel to one local, state, or regional meeting. (Activity 4.b.)

The Society of American Archivists
Income Statement
Fiscal 2016 Budget
Advocacy and Public Awareness

Revenues	Projected FY '15			FY '16 Budget v. FY '15 Budget		FY '16 Budget v. FY '15 Actuals	
	Fiscal '16	Fiscal '15	Actuals	\$ Difference	% Difference	\$ Difference	% Difference
Dues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Subscriptions & Advertising	-	-	-	-	N/A	-	N/A
Workshops	-	2,340.00	-	(2,340.00)	(100.00%)	-	N/A
Annual Meeting	-	-	-	-	N/A	-	N/A
Publications	-	-	-	-	N/A	-	N/A
Contributions	-	-	-	-	N/A	-	N/A
Investments	-	-	-	-	N/A	-	N/A
Other	-	-	-	-	N/A	-	N/A
Total Revenues	\$ -	\$ 2,340.00	\$ -	\$ (2,340.00)	(100.00%)	\$ -	N/A
Expenses			Projected FY '15	FY '16 Budget v. FY '15 Budget		FY '16 Budget v. FY '15 Actuals	
	Fiscal '16	Fiscal '15	Actuals	\$ Difference	% Difference	\$ Difference	% Difference
Personnel	\$ 71,276.77	\$ 63,281.89	\$ 71,509.23	\$ 7,994.89	12.63%	\$ (232.46)	(0.33%)
Office Occupancy & Utilities	7,048.64	6,008.52	6,811.41	1,040.12	17.31%	237.23	3.48%
Services	52,349.11	26,942.42	23,179.08	25,406.69	94.30%	29,170.03	125.85%
Supplies	525.93	443.04	50.56	82.88	18.71%	475.37	940.20%
Travel	20,790.00	24,175.00	17,611.10	(3,385.00)	(14.00%)	3,178.90	18.05%
Leases, Rentals & Licenses	1,927.96	1,717.04	1,705.78	210.92	12.28%	222.18	13.03%
Taxes, Dues and Subscriptions	12,000.00	10,000.00	10,500.00	2,000.00	20.00%	1,500.00	14.29%
Depreciation, COGS, and Other	-	-	-	-	N/A	-	N/A
Total Expenses	\$ 165,918.40	\$ 132,567.91	\$ 131,367.16	\$ 33,350.49	25.16%	\$ 34,551.24	26.30%
Gain / (Loss) from Operations	\$ (165,918.40)	\$ (130,227.91)	\$ (131,367.16)	\$ (35,690.49)	27.41%	\$ (34,551.24)	26.30%
Transferred to Funds	-	-	-				
Net Gain / (Loss)	\$ (165,918.40)	\$ (130,227.91)	\$ (131,367.16)				

**The Society of American Archivists
Program Planner
Fiscal Year 2016**

**Program Name: Advocacy and Public Awareness
Program Number: 107**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY16 Budget		Proposed FY15 Budget			
					Line Amount	Activity Total	Line Amount	Activity Total		
1.1	1	Promote the value of archives and archivists to institutions, communities, and society. a. Conduct mid-year meeting of Committee on Public Awareness to support work on Strategy 1.1.: - Work plan development and refinement. - Draft plan for American Archives Month, including evaluation. - Create and distribute PA resources via SAA website. - Increase visibility of archives within existing PA campaigns. b. Implement ongoing publicity and media plan and sponsor public awareness campaigns (including AAM). (1.1.3.) c. Promote public relations competencies among archivists via web resources; incorporate PA goals into SAA website redesign. (1.1.3.)						\$1		
								45,625		17,500
			5200	Consultant (Public Awareness)	5,000	5			3,000	
			5610	Member Travel (8p x \$350 [avg] airfare/ground) = 2800 (8p x \$150 x 2d lodging) = 2400 (8p x \$45 x 1d per diem) = 360	5,560	5			5,560	
			5290	Food and Beverage (10p x 2 breakfasts x \$10) = 200 (10p x 2 lunches x \$12) = 240 (10p x 2 dinners x \$25) = 500	940	5			940	
			5300	Room Rental (SAA HQ)	125	5				
			5200	Consultant (Public Awareness)	20,000	5			-	
			5300	Postage/Freight (online/co-mail with AO)	1,000	5			3,000	
			5350	Design/Photography/Production	3,000	5			2,000	
			5400	Printing	2,000	5				
			5200	Consultant (Public Awareness)	5,000	5			3,000	
			5350	Design/Photography/Production	3,000	5				
			1.2	2	Educate and influence decision makers about the importance of archives and archivists. a. Conduct mid-year meeting of Committee on Advocacy and Public Policy to support work on Strategy 1.2. (ON HOLD FOR FY 2016.) - Continue development of issue briefs. (1.2.2.) - ID additional priorities for Advocacy Agenda. (1.2.2.) - Develop work plan for determining members' resource needs and developing and disseminating practical resources to aid them in advocating for archives. (1.2.2.)					
								18,400		21,770
5610	Member Travel (8p x \$350 [avg] airfare/ground) = 2800 (8p x \$150 x 2d lodging) = 2400 (8p x \$45 x 1d per diem) = 360	0				5			5,560	
5290	Food and Beverage (10p x 2 breakfasts x \$10) = 200 (10p x 2 lunches x \$12) = 240 (10p x 2 dinners x \$25) = 500	0	5			940				

**The Society of American Archivists
Program Planner
Fiscal Year 2016**

**Program Name: Advocacy and Public Awareness
Program Number: 107**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY16 Budget		Proposed FY15 Budget			
					Line Amount	Activity Total	Line Amount	Activity Total		
1.4	3	Strengthen the ability of those who manage and use archival material to articulate the value of archives.	5600	Staff Travel (1p x \$350 airfare/ground x 1m) = 350 (1p x \$175 x 2d lodging x 1m) = 350 (1p x \$45 x 2d per diem x 1m) = 90	790	5	740	5		
			5610	Member Travel (1p x \$350 airfare/ground x 3m) = 1050 (1p x \$175 x 2d lodging x 3m) = 1050 (1p x \$45 x 2d per diem x 3m) = 270	2,370	5	790	5		
			5820	NCH Membership Dues	12,000	5	10,000	5		
			5350	Design/Production	2,500	5	3,000	5		
			5610	Member Travel (1p x \$300 airfare/ground x 1m) = 300 (1p x \$175 x 2d lodging x 1m) = 350 (1p x \$45 x 2d per diem x 1m) = 90	740	5	740	5		
							-		2,340	
							4,400		6,750	
			5350	Design/Production	1,500	5	1,000	5		5
			4200	Registrations (60 x \$39)	0	4	2,340	4		4
			5380	Honoraria (2p x \$500)	0	5	1,000	5		5
			5610	Member Travel (2p x \$350 airfare/ground)	0	5	700	5		5
			5290	Food and Beverage (two breaks)	0	5	1,800	5		5
			5360	Audiovisual	0	5	750	5		5
			5200	Development/Hosting Fee (Peach New Media)	1,900	5	1,500	5		5
5380	Honoraria (2p x \$500)	1,000	5		5		5			

**The Society of American Archivists
Program Planner
Fiscal Year 2016**

**Program Name: Advocacy and Public Awareness
Program Number: 107**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY16 Budget		Proposed FY15 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
	4	Provide funding for SAA representation at meetings of various organizations.				12,530		11,385
	a.	National and international organizations:	5610	Member Travel (1p x \$1500 airfare/ground x 2m) = 3000 (1p x \$130 x 8n lodging x 2m) = 2080 (1p x \$45 x 8d per diem x 2m) = 720	5,800	5	5,800	5
		- World Intellectual Property Organization/SCCR (Geneva, Switzerland, July and December 2015)						
		- International Council on Archives Congress (Reykjavik, Iceland, 9/27-29/15) (Cost shared 50% with ACA)	5610	Member Travel--ICA Congress (1p x \$1500 airfare/ground) x .50 = 750 (1p x \$225 x 5d lodging) x .50 = 560 (1p x \$100 per diem x 5d) x .50 = 250 Early-Bird Registration @ \$900 x .50 = 450	2,010	5	2,000	5
		- ICA Section on Professional Associations (SPA) (Location/date TBD) (Cost shared 50% with ACA)	5610	Member Travel--ICA SPA (1p x \$1500 air/ground) x .50 = 750 (1p x \$200 x 5d lodging) x .50 = 500 (1p x \$100 per diem x 5d) x .50 = 250	1,500	5	1,500	5
			5300	Freight	100	5	200	5
	b.	Regional and local organizations, such as:	5640	Registration Fees	500	5	-	5
		- CIMA	5285	Advertising / Sponsorship	1,000	5	1,000	5
		- MAC	5300	Freight (ship display materials)	100	5	100	5
		- MARAC	5600	Staff Travel	735	5	-	5
		- NEA		(1p x \$300 airfare/ground x 1m) = 300				
		- SSA		(1p x \$150 x 2d lodging) = 300				
		- SCA		(1p x \$45 x 3d per diem) = 135				
			5610	Member Travel (1p x \$350 airfare/ground x 1m) = 350 (1p x \$150 x 2d) = 300 (1p x \$45 x 3d) = 135	785	5	785	5

The Society of American Archivists
Program Planner
Fiscal Year 2016

Program Name: Advocacy and Public Awareness
Program Number: 107

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY16 Budget		Proposed FY15 Budget		
					Line Amount	Activity Total	Line Amount	Activity Total	
	5	General and Administrative Cost Allocation	5XXX		80,749	80,749	5	71,432	5
	6	Computer Support Cost Allocation	5XXX		4,215	4,215	5	3,731	5
				Total Income		\$0		\$2,340	
				Total Expenses		\$165,918		\$132,568	
				Net Gain / (Loss)		(\$165,918)		(\$130,228)	

**Society of American Archivists
Council Meeting
May 28 – 30, 2015
Chicago, Illinois**

**FY16 Proposed Budget Narrative:
Governance (Program 108)
(Prepared by Nancy Beaumont)**

The FY 2016 Governance budget projects a net loss of \$193,348. This is \$20,892 (12%) greater than the FY 2015 budgeted net loss and \$7,936 (4.28%) more than the FY 2015 projected net loss.

Effort of all staff members is allocated across the budget based on management estimates. Personnel costs reflect 1.19 FTEs or 9.88% of total salaries, taxes, and benefits. The cost of benefits is expected to increase by 1.5% over the course of FY 2016. A 4% placeholder has been included in the salary budget for staff merit increases.

Relation of this program to Strategic Plan: Goal 4: Meeting Members' Needs, Strategies 4.1. – 4.3.

The proposed budget assumes the following:

- Funding for one hotel night for 11 Council members at the August Council meeting to account for the meeting occurring on Monday. (The President's room is complimentary per the hotel contract.) (Activity 1.a.)
- Both the fall/winter and spring Council meetings will be held in Chicago, eliminating the possibility of meeting jointly with the CoSA and/or NAGARA boards during those times. In addition, both meetings will be held during the week. (Activities 1.b. and 1.c.)
- Funding of \$3,725 for an appointed group (TBD) to meet at SAA headquarters during the year. Previous examples: Dictionary Working Group (FY14), TS-DACS (FY13), and Annual Meeting Task Force (FY12). A similar budgeted amount was not expended in FY15. (Activity 3)
- Funding for one online election as well as one all-member referendum to vote on a Council-proposed dues increase. (Activity 4)
- Continued funding for SAA's membership in Heritage Preservation (\$1,200), International Council on Archives (\$800), and NISO (\$2,635). (Activity 5)

- Inclusion of funding for AV support for all roundtables at *ARCHIVES 2015* (\$7,000, Activity 7.a.) as well as funding to accommodate the following formal requests from component groups (Activity 7.b.):
 - Oral History Section: Transcription and processing of oral histories of SAA leaders. (\$4,000)
 - Museum Archives Section: Software to support webinar (AnyMeetingPro25). (\$180)
 - Recorded Sound Roundtable: Transportation to Rock and Roll Hall of Fame and Museum Archives for conduct of the roundtable's annual meeting in Cleveland. (\$450) [*Withdrawn on May 12, 2015*]
 - **Note: Not recommended for funding by the SAA Finance Committee is a request from the International Archival Affairs Roundtable and the Latin American and Caribbean Cultural Heritage Roundtable for \$6,678 to fund a 2015-2016 International Archives Exchange Pilot Project. The full funding request is attached.**

**Society of American Archivists
Component Group Funding Request
Fiscal Year 2016
(July 1, 2015 – June 30, 2016)
Deadline: March 1, 2015**

**International Archival Affairs Roundtable (IAART) and the
Latin American and Caribbean Cultural Heritage Archives
Roundtable (LACCHA): Funding to Support
2015-2016 International Archives Exchange Pilot Project
Prepared by: Natalie Baur, Christian Kelleher, and Francine Snyder
Submitted: March 1, 2015**

The International Archival Affairs Roundtable (IAART) and the Latin American and Caribbean Cultural Heritage Archives Roundtable (LACCHA) jointly request that \$6,678 of funding be included in SAA's FY 2016 budget to support 2015-2016 International Archives Exchange Pilot Project.¹

BACKGROUND

Archives are critical in allowing society to document and understand international communities, movements, events, changes and cultures throughout history. However when managing collections, there is a wide-disparity of processes, standards, resources, and access, which often result in limited international communication and collaboration. As such, archives collections can exist in a vacuum with limited research access or potential. This project proposes to examine the barriers to international archival communications and propose ongoing methods that will encourage international collaborations.

At 2014 Archives Leadership Institute cohort members Natalie Baur, Christian Kelleher, and Francine Snyder discussed these barriers to international collaboration. (See Appendix A for bios.) Based on these discussion as well as a review of SAA's International Archival Affairs history of study trips, they developed the idea of reintroducing a study and volunteer abroad program for archivists based on similar study tours currently hosted by ARLIS and ALA. Ecuador was selected to serve as the 2015 pilot project destination utilizing Baur's previously developed extensive network of librarians, archivists and museum professionals in Quito and Kelleher's professional contact with Judy Blankenship, a Fulbright-awarded photographer who works closely with communities in Cañar to document their histories and the effects of mass migration to the United States and Spain, and who approached Kelleher in his capacity as Archivist at UT's Benson Latin American Collection for consultation on managing the Cañar community's archives. The pilot project will be comprised of three parts: a) Ecuadorian representatives to SAA Annual Meeting, b) group travel to Quito and

¹ IAART and LACCHA are open to and actively seek additional collaborations with other organizations, such as the International Council on Archives (ICA), and SAA component groups as the pilot progresses. This may result in additional groups, such as the Human Rights Archives RT or the Museum Archives Section, collaborating on SAA outreach and presentations or members of ICA actively participating in programming throughout the pilot.

Cañar, Ecuador, and c) critical analysis of project impact and sustainability. Through its international outreach and collaborative initiatives, this pilot directly relates to the goals listed within SAA's Strategic Plan particularly Goal 2: Enhancing Professional Growth (through international information sharing and teaching) and Goal 3: Advancing the Field (through educational archives initiatives to underserved populations).

The funding request in this proposal is for Part A: Ecuadorian representatives to SAA Annual Meeting, and will cover meeting/travel/hotel costs for two nominees to attend SAA's Annual Meeting in August 2015. (See Appendix B for nominee bios.) Within the pilot, part A is critical. Funding for this aspect of the project will enable a true exchange between the two countries, a way for Ecuadorian counterparts to share with a wider US-based audience as well as laying the foundation for future international dialogues in SAA. Funding specifics are outlined in the budget section of this proposal. As this is a pilot, future funds are not required for this project but may be needed if the project is successful and is developed into an ongoing project.

DISCUSSION

As mentioned previously, the project consists of three parts: a) Ecuadorian representatives to SAA Annual Meeting, b) group travel to Quito and Cañar, Ecuador, and c) critical analysis of project impact and sustainability.

- Part A: Ecuadorian Representatives to SAA Annual Meeting in Cleveland, Ohio. August 2015.
 - Nominate two representatives to attend SAA Annual Meeting: one representing the Quito archives and one representing Cañar archives
 - Session and affinity group attendance focused on a broad overview of US practices and maximizing peer-to-peer exchange
 - Presentation at a joint IAART/LACCHA roundtable meeting focused on the development of archival programs in Ecuador and discussions on how North American archivists can contribute
 - Open to all SAA Annual Meeting attendees
 - Open forums (TBD) with SAA leadership and/or general membership. Formats may include:
 - Pop-up session furthering/broadening international archives issues raised in RT presentations
 - Meeting with SAA President, Incoming President, and/or Council members for discussion on how SAA can support/lead international projects and initiatives
 - Brief reports by each nominee of their conference experience to SAA Council. Reports will focus on highlights, takeaways, and inspiration for current/future projects
- Part B: Group Travel to Quito and Cañar, Ecuador. Tentatively planned for Fall 2015. 8-10 days total.
 - Repository visits to meet archivists and learn about archival collections (Quito exclusive)
 - Presentations and exchanges between archivists on policies, standards, and best practices through organized conference with Ecuadorian academic and municipal partners (See Appendix C)
 - Opportunities for workshops to share specialized knowledge such as preservation, conservation, and technology

- Collaborate with the “Visual and Cultural Archive of Cañar” through the dissemination of archival practices to communities without professional support (Cañar exclusive - see Appendix D)
- Excursions to significant historic and cultural sites
- Part C: Critical Analysis/Assessment. Tentatively planned for Winter 2015.
 - Review of project impact and sustainability
 - Impact of cultural exchange
 - Recommendations for future travel
 - Dissemination of pilot analysis/assessment. Possibilities include:
 - Posts throughout the project on affiliated Section/Roundtable blogs
 - Twitter/Instagram/Social Media updates from participants
 - Hashtag # itinerantarchivists
 - IAART/LACCHA roundtable presentations and/or session proposals at SAA Annual Meeting, August 2016
 - Papers or articles for Section/Roundtable newsletters and/or (if accepted) American Archivist

Deliverables

The study tour will:

- Provide a platform for professional exchanges between US and Ecuadorian archivists using a peer-to-peer model
- Provide an opportunity for participants to work with their Ecuadorian colleagues on a service project developed by the Ecuadorian host institution
- Expose US archivists to the realities and unique challenges of archives and the archives profession in South America
- Provide data to expand program into other communities

Audience

- Archivists, through professional experience or academic degree
- Maximum 10-12 participants
- For pilot: call for participation will be initially open to past Archives Leadership Institute attendees, faculty and steering committee members as well as current and immediate past SAA component group leadership. If room allows, invitations will be extended to general SAA community.

Budget

- Part A: Ecuadorian Representatives to SAA Annual Meeting in Cleveland, Ohio. August 2015. The funding request is for this part of the pilot.
 - Part A costs include annual meeting fees, airfare, five nights hotel costs, and six days per diem for two nominated representatives
 - Six days/five nights proposed: August 16 – 21 or August 17 – 22 depending on final meeting program
 - Estimates are \$3,339 per person. A breakdown of these cost can be found in the funding request section
- Part B: Group Travel to Quito and Cañar, Ecuador. Tentatively planned for Fall 2015. 8-10 days total.

- Part B will be self-funded by participants. There will be no registration fees for the pilot project. Costs per participant estimated to be \$150 per day (food/lodging) plus airfare.
- Part C: Critical Analysis. Tentatively planned for Winter 2015.
 - Part C costs will be covered by the volunteer time (Natalie Baur, Christian Kelleher, and Francine Snyder)

FUNDING REQUEST

Jointly, IAART and LACCHA request that funding in the amount of \$6678 be included in SAA's FY 2015 budget to support 2015-2016 International Archives Exchange Pilot Project.

Support Statement: With the support of IAART and LACCHA, Baur, Kelleher, and Snyder are launching a 2015-2016 International Archives Exchange Pilot Project program to reintroduce international study tours to the archives community. To encourage true international peer-to-peer exchange, the first part of the pilot includes providing funding for two nominees of the host country to attend SAA's annual meeting and engage in face-to-face dialogue and open discussions with SAA members and attendees. This precedes and sets the stage for a successful interactive study tour and sequential analysis/presentation of the project. Ecuador was selected as the host country for the pilot project.

Relation to SAA Strategic Plan: This pilot directly relates to the goals listed within SAA's Strategic Plan particularly Goal 2: Enhancing Professional Growth (through international information sharing and teaching) and Goal 3: Advancing the Field (through educational archives initiatives to underserved populations).

Fiscal Impact: The total cost requested for two individuals to attend the 2015 SAA Annual Meeting in Cleveland for six days (five nights) is \$6,678 (\$3,339 per person). We are requesting 100% support of each nominee's attendance. Given the economics of Ecuador, it is anticipated that individuals will not receive institution support; therefore, not be able to attend SAA's annual meeting without 100% funding. However, if they do receive institutional (or other) support, we will require these funds will be used before SAA granted funds.

- The estimated cost for SAA Annual Meeting registration (early bird international non-member):
\$389 x 2 = \$778
- The estimated cost per round-trip flight between Quito, Ecuador and Cleveland: \$1,000 x 2 people = \$2,000
- The estimated cost for five night hotel (includes taxes) per person: \$220/night x 5 nights x 2 people = \$3300
- The estimated cost for per diem for six days: \$50/day x 5 x 2 people = \$600

APPENDIX A: Bios for Natalie Baur, Christian Kelleher, and Francine Snyder

Natalie Baur

Natalie Baur is the Archivist of the Cuban Heritage Collection at the University of Miami Libraries where she is responsible for managing the arrangement, description and digitization of the Collection's archival and manuscript holdings. Natalie holds an MA in History and a certificate in Museum Studies from the University of Delaware (2010) and an MLS with a concentration in Archives, Records, and Information Management from the University of Maryland (2011). Her interests include description and preservation of cultural heritage materials, documenting diasporic communities, and collaboration with librarians and archivists in Latin America and the Caribbean. Natalie lived and worked in Quito, Ecuador for nearly two years, and she continues to work with Ecuadorian archivists, librarians and museum professionals through conferences, workshops and site visits. She recently joined the Digital Library of the Caribbean as a partner trainer where she works on-site with partners to help build their digital library programs at universities, cultural heritage centers and non-profit organizations. She is currently the co-chair of SAA's Latin American and Caribbean Cultural Heritage Archives Roundtable (LACCHA) and co-leader of *Desmantelando Fronteras/Breaking Down Borders*, the group's 2015 series of webinars showcasing archivists from Latin America and the Caribbean.

Christian Kelleher

Christian Kelleher is the Archivist and Assistant Head Librarian at the Nettie Lee Benson Latin American Collection, where he manages the rare books and manuscripts division, and project manager of the University of Texas Libraries' Human Rights Documentation Initiative. He holds Master of Library and Information Science (MLIS) and Master of Arts (MA) in Journalism degrees from UT, and certification from the Academy of Certified Archivists. Before joining the Benson Collection, Christian was with History Associates Incorporated in Rockville, Maryland, where he provided archives and records management services to a number of organizations in the Washington DC area and across the country, including the Carnegie Institution of Washington, the National Institutes of Health, the National Parks Service, the University of Maryland at Baltimore, and the City of Billings, Montana, among others. He has also been a Peace Corps Volunteer, serving in the Republic of Guinea (Conakry) in West Africa, and a development associate with the literary publisher Graywolf Press in Minnesota. Christian is currently the senior co-chair of SAA's International Archival Affairs Roundtable (IAART).

Francine Snyder

Francine Snyder is the Senior Archivist at the Robert Rauschenberg Foundation. Previously, she was Director of the Library and Archives at the Solomon R. Guggenheim Museum where she was responsible for departmental leadership and direction; development, preservation, and access to collections; reference services; electronic records and digitization initiatives; departmental communications; establishment of short- and long-term goals; and interdepartmental projects. Francine is currently the Art Libraries Society of North America (ARLIS/NA) liaison for SAA. She has served as a member of Metropolitan New York

Library Council (METRO)'s Digital Services Advisory Council, SAA's Task Force on Member Affinity Groups, the SAA 2011 program committee and is a past co-chair elect/co-chair (2009-2011) for the SAA Museum Archives Section as well as having held many other positions within the section.

APPENDIX B: Possible Nominees for Cultural Exchange (Ecuador to SAA Annual Meeting)

Quito: Jorge Yépez Cruz

Jorge Yépez Cruz is a professionally trained archivist and records manager with more than twenty-five years of experience working in various positions and teaching roles in Ecuador and throughout Latin America. With degrees in information sciences and archival studies, Yépez leverages his extensive experience and education by developing and delivering training for Ecuador's newest generations of archivists at several major universities and institutions, including the Pontificia Universidad Católica del Ecuador and the Universidad Andina Simón Bolívar Ecuador. He writes extensively on issues of archives and the development of the archives profession in Ecuador. He currently serves as a technical consultant in the area of Communication and Information at the Union of South American Nations (UNASUR), headquartered in Quito, Ecuador.

Cañar: Judith Blankenship

Since 2005, my husband Michael Jenkins and I divide our time between Portland, Oregon and the small town of Cañar, 10,100 feet in the southern Andes of Ecuador. There, my work as photographer and writer has led to two books, *Cañar: A Year in the Highlands of Ecuador*, and *Our House in the Clouds*, (both published by University of Texas Press) as well as exhibitions in the U.S., Canada and Ecuador; and long-term projects with the Smithsonian's National Museum of the American Indian. I've recently added "archivist" to my CV as I've begun printing and digitizing the glass plate and early celluloid negatives of a traditional Cañar town photographer, Rigoberto Navas. The Navas photographs will be part of a larger project, the *Archivo Fotográfico de Cañar*, a repository of historic and contemporary photographs, video, music, oral history recordings and documents.

I've been lucky to receive grants to continue the work I love. In the early years, Canada Council and Ontario Arts Council awards provided funds for research and exhibits in Toronto and Costa Rica. Since 2000 support for my work in Ecuador has come from two Fulbright senior scholar awards, the Oregon Arts Council, Organization of American States. I've recently received a third Fulbright grant for 2015-16.

APPENDIX C: Preliminary Program for Part B: Group Travel to Quito and Cañar, Ecuador.

List of Quito Institutions for Visitation:

- Archivo Metropolitano de Historia / Metropolitan Historical Archive
<http://archivohistorico.quito.gob.ec/>
This archive contains the historical archives of the city of Quito, from colonial times under Spanish rule in the 16th century to the present. The City Historian is also the Director of this institution.
Contact person: Mary Caleño
- Archivo-Biblioteca Aurelio Espinosa Pólit (Jesuita) / Aurelio Espinosa Pólit Library and Archives (Jesuit)
<http://www.beaep.ec/>
This museum, library and archives was founded in 1929 by the Order of Jesuits of Ecuador. It contains one of the most complete and well-maintained historical libraries and archives in the country.
Contact Person: Gabriela Sálazar
- Archivo- Biblioteca de la Función Legislativa / Archives and Library of the Legislative Foundation
<http://www.asambleanacional.gob.ec/es/asamblea/archivo-biblioteca>
This institution would be the equivalent of the US Library of Congress.
Contact person: César Pólit / Jorge Yépez
- Archivo Nacional del Ecuador / National Archives of Ecuador
<http://www.ane.gob.ec/>
The National Archives of Ecuador was established in 1884 and primarily contains national cultural heritage archives of a historical (rather than active) nature.
Contact person: Jorge Yépez
- Archivo Universidad Central del Ecuador / Central University of Ecuador University Archives
<http://www.uce.edu.ec/en>
The university archives of the Central University Archives contains historical materials relating to to the University as well as historical collections relating to Ecuadorian history.
Contact person: Jorge Yépez
- Unión de Naciones Suramericanas / Union of South American Nations
<http://www.unasur.org/>
The recently established Union of South American Nations serves to integrate the nation economically, culturally, socially and politically. Headquartered in the “Middle of the World” approximately 45 minutes outside of Quito and on the Equator, visiting UNASUR presents a unique opportunity to visit the innovative

information and records management offices in a newly formed regional leadership initiative.

Contact person: Jorge Yépez

Peer-to-Peer Conference

We are in development stages of a conference between trip participants, the History department at the Pontificia Universidad Católica del Ecuador (which also houses the specialization in archives management), and the Dirección Metropolitana de Gestión Documental y Archivos. Trip participants and local participants are expected to present/workshop during this event to encourage exchange and peer-to-peer relationship building.

The conference will be simultaneously translated and several topics are being considered for the theme. The organizers hope that the SAA trip participants will represent a wide range of archival specializations so that the conference is as beneficial as possible to both North American and local conference participants and attendees.

Contact persons: Jorge Yépez and Mary Caleño

APPENDIX D: Visual and Cultural Archive of Cañar Project Description

See Blankenship_Project_Statement_1-2015.pdf

The Society of American Archivists
Income Statement
Fiscal 2016 Budget
Governance

Revenues	Projected FY '15			FY '16 Budget v. FY '15 Budget		FY '16 Budget v. FY '15 Actuals		
	Fiscal '16	Fiscal '15	Actuals	\$ Difference	% Difference	\$ Difference	% Difference	
Dues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A	
Subscriptions & Advertising	-	-	-	-	N/A	-	N/A	
Workshops	-	-	-	-	N/A	-	N/A	
Annual Meeting	-	-	-	-	N/A	-	N/A	
Publications	-	-	-	-	N/A	-	N/A	
Contributions	-	-	-	-	N/A	-	N/A	
Investments	-	-	-	-	N/A	-	N/A	
Other	-	-	-	-	N/A	-	N/A	
Total Revenues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A	
Expenses								
	Fiscal '16	Fiscal '15	Actuals	FY '16 Budget v. FY '15 Budget		FY '16 Budget v. FY '15 Actuals		
				\$ Difference	% Difference	\$ Difference	% Difference	
Personnel	\$ 105,376.86	\$ 95,423.34	\$ 106,534.94	\$ 9,953.52	10.43%	\$ (1,158.08)	(1.09%)	
Office Occupancy & Utilities	11,448.02	9,076.25	11,624.59	2,371.77	26.13%	(176.57)	(1.52%)	
Services	38,656.85	31,004.49	34,464.17	7,652.36	24.68%	4,192.68	12.17%	
Supplies	785.77	666.80	359.76	118.97	17.84%	426.01	118.41%	
Travel	29,390.00	29,310.00	26,461.97	80.00	0.27%	2,928.03	11.07%	
Leases, Rentals & Licenses	2,855.72	2,584.51	2,252.99	271.22	10.49%	602.74	26.75%	
Taxes, Dues and Subscriptions	4,835.00	4,390.00	3,713.77	445.00	10.14%	1,121.23	30.19%	
Depreciation, COGS, and Other	-	-	-	-	N/A	-	N/A	
Total Expenses	\$ 193,348.23	\$ 172,455.39	\$ 185,412.19	\$ 20,892.85	12.11%	7,936.05	4.28%	
Gain / (Loss) from Operations	\$ (193,348.23)	\$ (172,455.39)	\$ (185,412.19)	\$ (20,892.85)	12.11%	(7,936.05)	4.28%	
Transferred to Funds	-	-	-					
Net Gain / (Loss)	\$ (193,348.23)	\$ (172,455.39)	\$ (185,412.19)					

**The Society of American Archivists
Program Planner
Fiscal Year 2016**

**Program Name: Governance
Program Number: 108**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY16 Budget		FY15 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
	1	Conduct four in-person meetings of SAA Council.				\$35,170		\$34,725
		a. August meetings (2) at 2015 Annual Mtg	5290	Food and Beverage (Breaks: 20p x \$25 + 32% svc/tax x 2) (Dinner: 20p x \$45 + 32% svc/tax) (Breakfast: 16p x \$32 + 32% svc/tax) (Lunch: 16p x \$38 + 32% svc/tax)	\$3,985		\$3,595	
		- Assumes SAA President has comp room.						
		- Assumes one night paid for each Council member (except President) to cover early arrival for Monday meeting.	5610	Council Member Travel (11p x \$200)	\$2,200		\$200	
		- Hotel svc/tax = 24% / 8%; CC = 22% / 7.75%	5290	Food and Beverage: Leadership Forum	\$250		\$2,500	
		b. November 2015 meeting (Chicago)	5610	Member Travel (12p x \$400 [avg] airfare/ground) = 4800 (12p x \$125 x 3d lodging) = 4500	\$9,300		\$9,480	
		- Assumes Tuesday/Wednesday/Thursday meeting.						
			5295	Staff Travel--Local	\$150		\$100	
			5290	Food and Beverage (Bkfst/breaks: 18p x \$15 x 2d) = 540 (Lunch: 19p x \$12 x 2d) = 455 (Working Dinner: 18p x \$18) = 325 (Dinner: 18p x \$22) = 395	\$2,000		\$1,800	
			5300	Room Rental (SAA HQ)	\$200			
			5200	Consultant Fees (Facilitator)	\$2,500		\$3,000	
		c. May/June 2016 meeting (Chicago)	5610	Member Travel (12p x \$400 [avg] airfare/ground) = 4800	\$11,280		\$10,920	

**The Society of American Archivists
Program Planner
Fiscal Year 2016**

**Program Name: Governance
Program Number: 108**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY16 Budget		FY15 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
		- Assumes Tuesday/Wednesday/Thursday meeting. - Assumes one dinner with all (12) staff. - Assumes one "newly elected" attending (F&B).		(12p x \$180 x 3d lodging) = 6480				
			5600	Staff Travel--Local	\$150		\$100	
			5290	Food and Beverage	\$2,255		\$2,360	
				(Bkfst/breaks: 18p x \$15 x 2d) = 540				
				(Lunch: 18p x \$12 x 2d) = 430				
				(Working Dinner: 18p x \$18) = 325				
				(Dinner with Staff: 24p x \$40) = 960				
		d. Meeting support	5385	Awards & Recognition	\$500		\$300	
			5810	Books/ASAE Leadership Issue	\$200		\$120	
			5110	Conference Calls	\$200		\$0	
			5300	Postage (included in G&A)			\$0	
			5400	Printing/Duplicating (included in G&A)			\$0	
			5500	Supplies (included in G&A)			\$0	
	2	Provide funding for activities related to Strategic Plan that are not included in other budgets.					-	-
		To be determined.	5610	Activity(ies) to be determined.			\$0	
			5200	Activity(ies) to be determined.			\$0	
	3	Provide funding for designated meetings and tasks of appointed groups.					\$5,190	4,265

**The Society of American Archivists
Program Planner
Fiscal Year 2016**

**Program Name: Governance
Program Number: 108**

Goal	Activity <u>No.</u>	<u>Narrative</u>	Account <u>No.</u>	<u>Account Description</u>	Proposed FY16 Budget		FY15 Budget	
					<u>Line Amount</u>	<u>Activity Total</u>	<u>Line Amount</u>	<u>Activity Total</u>
		a. Group TBD.	5610	Member Travel (5p x \$400 [avg] airfare/ground) = 2000	\$3,725		\$3,725	

**The Society of American Archivists
Program Planner
Fiscal Year 2016**

**Program Name: Governance
Program Number: 108**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY16 Budget		FY15 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
		Examples: - Dictionary Working Group funded in FY 14. - TS-DACS funded in FY 13. - Annual Meeting TF funded in FY 12.	5290	(5p x \$150 x 2d lodging) = 1500 (5p x \$45 x 1d per diem) = 225 Food and Beverage	\$540		\$540	
			5300	(6p x 2 cont x \$10) = 120 (6p x 2 lunches x \$12) = 145 (6p x 2 dinners x \$23) = 275 Room Rental (SAA HQ)	\$125			
		d. Conference Call Support	5110	Conference Call	\$800			
	4	Provide for balloting to elect vice-president, three Council members, and three Nominating Committee members.				\$7,790		\$3,800
		a. Post candidate statements on website; contract with VoteNet for online ballot; send paper ballot to requestors only.	5200	Consultants (VoteNet)	\$3,895		\$3,800	
			5300	Postage (included in G&A)			\$0	
			5400	Printing/Duplicating (included in G&A)			\$0	
		b. Conduct one all-member referendum as needed. (Proposed dues increase in FY 2016.)	5200	Consultants (VoteNet)	\$3,895		\$0	
	5	Dues for membership in related organizations.				\$4,635		\$4,270
			5820	Institutional Membership Dues: Assn of Canadian Archivists = 0 Heritage Preservation = 1200 ICA (600 Euros @ \$1.30) = 800	\$4,635		\$0 \$1,000 \$780	

**The Society of American Archivists
Program Planner
Fiscal Year 2016**

**Program Name: Governance
Program Number: 108**

Goal	Activity <u>No.</u>	<u>Narrative</u>	Account <u>No.</u>	<u>Account Description</u>	Proposed FY16 Budget		FY15 Budget	
					<u>Line Amount</u>	<u>Activity Total</u>	<u>Line Amount</u>	<u>Activity Total</u>
				NISO = 2635			\$2,490	

**The Society of American Archivists
Program Planner
Fiscal Year 2016**

**Program Name: Governance
Program Number: 108**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY16 Budget		FY15 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
	6	Provide funding for president-elect and executive director to attend ASAE CEO Symposium.				\$2,735		\$2,585
		Assumes attendance at Chicago offering, April 2016.	5640	Registration Fees (2p x \$945)	\$1,890		\$1,890	
			5610	Member Travel (1p x \$400 airfare/ground) = 400 (1p x \$200 x 2d lodging) = 400 (1p x \$45 x 1d per diem) = 45	\$845		\$695	
	7	Provide funding to support SAA Sections and Roundtables.				\$11,630		\$9,500
	a.	Provide AV support for roundtables at 2015 AM.	5360	10 rooms @ \$700/room/day (x 1d)	\$7,000		\$7,500	
	b.	Provide funding for section/RT projects:		Funding requested for:			\$2,000	
		- Oral History Section transcription project.	5200	Oral History Section Project	\$4,000			
		- Museum Archives Section webinar support (AnyMeeting Pro25).	5200	Museum Archives Section Webinars	\$180			
		- Rec Sound RT travel support (Rock Hall tour).	5200	Recorded Sound RT Travel/Tour Support	\$450			
		- LACCHA funding request declined by Fin Comm.	5200	LACCHA Funding Request	\$0			
	8	General and Administrative Cost Allocation	5XXX			\$119,411		\$107,694
	9	Computer Support Cost Allocation	5XXX			\$6,787		\$5,617

**The Society of American Archivists
Program Planner
Fiscal Year 2016**

**Program Name: Governance
Program Number: 108**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY16 Budget		FY15 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
				Total Expenses		\$193,348		\$172,455
						\$0		\$0
				Net Operating Gain / (Loss)		(\$193,348)		(\$172,455)

**Society of American Archivists
Council Meeting
May 28 – 30, 2015
Chicago, Illinois**

**FY15 Proposed Budget Narrative:
Career Services (Program 115)
(Prepared by Peter Carlson)**

The proposed FY 2016 budget projects a net gain for the Career Services program of \$36,321. This is \$3,068 (9.23%) greater than the FY 2015 budgeted net gain and \$632 (2.43%) less than the FY 2015 projected net gain.

Effort of all staff members is allocated across the budget based on adjusted FY14 patterns. Personnel costs for Career Services reflect 0.05 FTEs or 0.39% of total salaries, taxes, and benefits. The cost of benefits is expected to increase by 1.5% over the course of FY 2016. A 4% placeholder has been included in the salary budget for staff merit increases.

The proposed budget assumes the following:

- For Online Job Ads, net revenues of \$61,770 based on the volume of ads placed in the past 12 months. The job board is outsourced to Boxwood Technologies; Boxwood's "consulting" (sales and hosting) and processing fees are based on a percentage of revenue.
- Continued expenses of \$3,000 for the onsite Networking Café/Career Center at the Annual Meeting.
- Staff travel for the administrator of the Networking Café/Career Center at the Annual Meeting.
- Minimal growth (of \$180) in revenue from the online Directory of Archival Consultants, which was launched in April 2012.

The Society of American Archivists
Income Statement
Fiscal 2016 Budget
Career Services

Revenues	Projected FY '15			FY '16 Budget v. FY '15 Budget		FY '16 Budget v. FY '15 Actuals	
	Fiscal '16	Fiscal '15	Actuals	\$ Difference	% Difference	\$ Difference	% Difference
Dues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Subscriptions & Advertising	61,770.00	58,700.00	68,532.48	3,070.00	5.23%	(6,762.48)	(9.87%)
Workshops	-	-	-	-	N/A	-	N/A
Annual Meeting	-	-	-	-	N/A	-	N/A
Publications	-	-	-	-	N/A	-	N/A
Contributions	-	-	-	-	N/A	-	N/A
Investments	-	-	-	-	N/A	-	N/A
Other	-	-	-	-	N/A	-	N/A
Total Revenues	\$ 61,770.00	\$ 58,700.00	\$ 68,532.48	\$ 3,070.00	5.23%	\$ (6,762.48)	(9.87%)
Expenses			Projected FY '15	FY '16 Budget v. FY '15 Budget		FY '16 Budget v. FY '15 Actuals	
	Fiscal '16	Fiscal '15	Actuals	\$ Difference	% Difference	\$ Difference	% Difference
Personnel	\$ 4,192.57	\$ 3,992.43	\$ 4,667.61	\$ 200.14	5.01%	\$ (475.04)	(10.18%)
Office Occupancy & Utilities	415.19	379.43	448.24	35.76	9.42%	(33.05)	(7.37%)
Services	19,935.15	20,938.01	20,850.60	(1,002.86)	(4.79%)	(915.45)	(4.39%)
Supplies	31.16	29.10	29.01	2.06	7.08%	2.15	7.42%
Travel	761.00	-	-	761.00	N/A	761.00	N/A
Leases, Rentals & Licenses	113.69	108.72	85.96	4.97	4.57%	27.73	32.26%
Taxes, Dues and Subscriptions	-	-	-	-	N/A	-	N/A
Depreciation, COGS, and Other	-	-	-	-	N/A	-	N/A
Total Expenses	\$ 25,448.77	\$ 25,447.69	\$ 26,081.42	\$ 1.08	0.00%	\$ (632.65)	(2.43%)
Gain / (Loss) from Operations	\$ 36,321.23	\$ 33,252.31	\$ 42,451.06	\$ 3,068.92	9.23%	\$ (6,129.83)	(14.44%)
Transferred to Funds	-	-	-				
Net Gain / (Loss)	\$ 36,321.23	\$ 33,252.31	\$ 42,451.06				

**The Society of American Archivists
Program Planner
Fiscal 2016 Budget**

**Program Name: Career Services
Program Number: 115**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY16 Budget		FY15 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
	1	Online Career Center				\$ 59,250		\$ 56,000
		Job board outsourced to Boxwood Technologies	4160	Advertising Revenue	59,250	18,729	56,000	17,702
		Boxwood revenue share	5200	Consulting Fees (30% revenue sharing)	17,366		16,414	
		Boxwood service fee	5335	Processing fees (~ 2.3%)	1,363		1,288	
	2	Administer Career Center at Annual Meeting				1,661		-
		Staff onsite Networking Café and Career Center.	5600	Staff travel (J Spears @ 5d)	761		-	3,000
		Administer Mentoring Program Meet-and-Greet.	5360	Signage for Networking Café / Career Center	600		3,000	
			5290	F&B (coffee break for mentors/proteges)	300		-	
	3	Online Consultants Directory				2,520		2,700
		Annual listing fee (\$399 list; \$198 members)	4170	Directory Listings (14 members)	2,520		2,700	
		All listings to run from Jan 1 to Dec 31.	4170	Directory Listings (Nonmembers)	-		-	
	4	General and Administrative Cost Allocation	5XXX			4,782		4,510
	5	Computer Support Cost Allocation	5XXX			277		236
				Total Income		61,770		58,700
				Total Expenses		25,449		25,448
				Gain / (Loss) From Operations		36,321		33,252

**Society of American Archivists
Council Meeting
May 28 – 30, 2015
Chicago, Illinois**

**FY16 Proposed Budget Narrative:
Membership (Program 120)
(Prepared by Peter Carlson and Nancy Beaumont)**

The FY 2016 Membership budget projects a net gain of \$779,747. This is \$354 (.05%) greater than the FY 2015 budgeted net gain and \$31,525 (3.89%) less than the FY 2015 projected net gain. The budget projects total dues revenue of \$890,064—an increase of 0.61% from the FY15 budget and a decrease of 2.25% from projected FY15 actuals.

Effort of all staff members is allocated across the budget based on management estimates. Personnel costs for Membership reflect 0.90 FTEs or 7.46% of total salaries, taxes, and benefits. The cost of benefits is expected to increase by 1.5% over the course of FY 2016. A 4% placeholder has been included in the salary budget for staff merit increases.

The proposed budget assumes the following:

- No dues increase in FY16. (The proposed dues increase, if approved by the membership, would go into effect on July 1, 2016, which is at the beginning of FY17.) The last dues increase approved by the membership was implemented over a three-year period, effective July 1, 2011, 2012, and 2013.
- Membership projections are based on reported April 2015 figures in conjunction with trend analysis by membership class over the period covering FY 2010 through FY 2014.
- Other budgeted activities in the Membership program include collection of revenue from mailing list rentals (Activity 2) and provision of such member services as mailing of complimentary publications to sustaining institutional members (Activity 4.a.) and administration of the awards program (Activity 4.b.).

The Society of American Archivists
Income Statement
Fiscal 2016 Budget
Membership

Revenues	Projected FY '15			FY '16 Budget v. FY '15 Budget		FY '16 Budget v. FY '15 Actuals	
	Fiscal '16	Fiscal '15	Actuals	\$ Difference	% Difference	\$ Difference	% Difference
Dues	\$ 886,620.66	\$ 882,531.64	\$ 907,701.71	\$ 4,089.02	0.46%	\$ (21,081.05)	(2.32%)
Subscriptions & Advertising	-	-	-	-	N/A	-	N/A
Workshops	-	-	-	-	N/A	-	N/A
Annual Meeting	-	-	-	-	N/A	-	N/A
Publications	-	-	-	-	N/A	-	N/A
Contributions	-	-	-	-	N/A	-	N/A
Investments	-	-	-	-	N/A	-	N/A
Other	3,444.00	2,100.00	2,872.00	1,344.00	64.00%	572.00	19.92%
Total Revenues	\$ 890,064.66	\$ 884,631.64	\$ 910,573.71	\$ 5,433.02	0.61%	\$ (20,509.05)	(2.25%)
Expenses							
	Fiscal '16	Fiscal '15	Actuals	FY '16 Budget v. FY '15 Budget		FY '16 Budget v. FY '15 Actuals	
				\$ Difference	% Difference	\$ Difference	% Difference
Personnel	\$ 79,778.29	\$ 77,535.41	\$ 76,647.55	\$ 2,242.88	2.89%	\$ 3,130.74	4.08%
Office Occupancy & Utilities	7,887.51	7,364.74	7,240.16	522.76	7.10%	647.35	8.94%
Services	8,409.13	8,477.27	9,048.93	(68.14)	(0.80%)	(639.80)	(7.07%)
Supplies	2,084.72	1,755.51	1,312.62	329.21	18.75%	772.10	58.82%
Travel	-	-	-	-	N/A	-	N/A
Leases, Rentals & Licenses	2,157.25	2,105.50	1,373.10	51.75	2.46%	784.15	57.11%
Taxes, Dues and Subscriptions	-	-	-	-	N/A	-	N/A
Depreciation, COGS, and Other	10,000.00	8,000.00	3,678.35	2,000.00	25.00%	6,321.65	171.86%
Total Expenses	\$ 110,316.91	\$ 105,238.43	\$ 99,300.71	\$ 5,078.47	4.83%	\$ 11,016.20	11.09%
Gain / (Loss) from Operations	\$ 779,747.75	\$ 779,393.20	\$ 811,273.00	\$ 354.55	0.05%	\$ (31,525.25)	(3.89%)
Transferred to Funds	-	-	-				
Net Gain / (Loss)	\$ 779,747.75	\$ 779,393.20	\$ 811,273.00				

**The Society of American Archivists
Program Planner
Fiscal Year 2016**

**Program Name: Membership
Program Number: 120**

Goal No.	Activity No.	Narrative	Acct No.	Account Description	Proposed FY16 Budget		FY15 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
	1	Collect membership dues.	4000	Membership Dues		\$886,621		\$882,532
		Assumes the following growth rates per member category:						
		- Assoc Dom (\$100) @ -1.83%			17,319		17,323	
		- Assoc Int'l (\$125) @ -0.3%			5,804		6,493	
		- Bridge (\$48) @ 0.32%			3,749		4,577	
		- ID1 [Salary <\$20k] (\$80) @ 8.68%			93,555		94,873	
		- ID2 [Salary <\$30k] (\$105) @ 1.18%			27,387		27,752	
		- ID3 [Salary <\$40k] (\$130) @ -0.24%			67,488		64,278	
		- ID4 [Salary <\$50k] (\$160) @ 1.04%			107,955		106,434	
		- ID5 [Salary <\$60k] (\$200) @ 3.14%			102,770		103,178	
		- ID6 [Salary <\$75k] (\$225) @ 3.48%			110,844		106,953	
		- ID7 [Salary >\$75k] (\$250) @ 4.50%			109,460		106,943	
		- Hon/Life (\$0) @ -4.21%			-		-	
		- Retired (\$70) @ 4.69%			14,038		14,220	
		- Student (\$50) @ -7.26%			48,670		52,567	
		- Reg Inst (\$300) @ -1.54%			137,716		137,315	
		- Sus Inst (\$550) @ -1.54%			39,866		39,626	
	2	Collect revenue from member mailing list rental.	4870	Mailing Label Rental	3,444	\$3,444	2,100	\$2,100
	3	Increase retention of members.				\$0		\$0
		a. New Member Orientation and Forum at Annual Meeting (Coffee break)	4360	Sponsor	-	\$2,000	\$0	\$3,035
			5290	F & B (200p x \$10 incl svc/tax)	2,000		3,035	

**The Society of American Archivists
Program Planner
Fiscal Year 2016**

**Program Name: Membership
Program Number: 120**

Goal No.	Activity No.	Narrative	Acct No.	Account Description	Proposed FY16 Budget		Proposed FY15 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
	4	Deliver member services.				\$12,550		\$9,650
		a. Mail copies of new SAA books to sustaining inst. members Assumes 5 books in FY16.	5300	Shipping/Related Fees (nominal)	-		\$0	
			5940	Cost of goods sold (5 books @ \$25 ea. x 80)	10,000		\$8,000	
		b. Administer SAA Fellows, Awards & Scholarship Programs (See SAA Foundation program planner for details on funding of awards and scholarships.)	5570	Supplies (Plaques and Certificates)	1,500		\$1,200	
			5400	Printing (Program)	-		\$0	
			5350	Develop/Produce Promo Display	-		\$0	
			5300	Postage (included in allocables)	-	[G&A Alloc]	\$0	[G&A Alloc]
			5290	F&B--Ceremony Toast	-		\$0	
			5350	Graphic Design for Program	-		\$150	
		c. Administer the Mentoring Program. Mentor/Protégé Meet-and-Greet at Annual Meeting Support online "Mentoring Directory" Develop graphics to promote program online	5290	Food & Beverage	300		\$300	
			5350	Graphic Design	750		\$0	
			5400	Printing	-		\$0	
	6	Membership staffing at Annual Meeting Staffing to be provided by Beaumont, Salgado, others as needed and appropriate (included in other program budgets).	5600	Staff Travel	-		\$0	\$0
	7	Staff professional memberships/development. (Included in G&A budget.)	5820	ASAE Membership	-		\$0	\$0
			5820	Assoc. Forum Membership	-		\$0	
			5640	ASAE Reg Fee	-		\$0	
	8	Miscellaneous Database Support	5226	Computer Support			\$0	\$0

**The Society of American Archivists
Program Planner
Fiscal Year 2016**

**Program Name: Membership
Program Number: 120**

Goal <u>No.</u>	Activity <u>No.</u>	Narrative	Acct <u>No.</u>	Account Description	Proposed FY16 Budget		FY15 Budget	
					Line <u>Amount</u>	Activity <u>Total</u>	Line <u>Amount</u>	Activity <u>Total</u>

**The Society of American Archivists
Program Planner
Fiscal Year 2016**

**Program Name: Membership
Program Number: 120**

Goal No.	Activity No.	Narrative	Acct No.	Account Description	Proposed FY16 Budget		FY15 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
	9	General and Administrative Cost Allocation	5XXX			90,618		87,708
	10	IT Cost Allocation	5XXX			5,149		4,575
				Total Income		\$890,065		\$884,632
				Total Expenses		110,317		105,238
				Gain / (Loss) From Operations		\$779,748		\$779,393
				[Brack]		\$0		\$0
				Henry		\$0		\$0
				[B-LIST]		\$0		\$0
				Net Operating Gain / (Loss)		\$779,748		\$779,393

**Society of American Archivists
Council Meeting
May 28 – 30, 2015
Chicago, Illinois**

**FY16 Proposed Budget Narrative:
Annual Meeting (Programs 195, 196, and 197)
(Prepared by Nancy Beaumont)**

The proposed FY 2016 budget projects a net gain of \$168,353 from the 2015 Annual Meeting in Cleveland. This is \$32,650 (24%) greater than the FY 2015 budgeted net gain and \$154,278 (47.8%) less than the FY 2015 actual net gain.

Effort of all staff members is allocated across the budget based on management estimates. Personnel costs reflect 0.57 FTEs or 4.76% of total salaries, taxes, and benefits. The cost of benefits is expected to increase by 1.5% over the course of FY 2016. A 4% placeholder has been included in the salary budget for staff merit increases.

The proposed budget for the 2015 Annual Meeting assumes the following:

- Prepaid expenses (incurred during FY15 but related to the Cleveland meeting in FY16) are highlighted in the program planner. These costs will be allocated in FY16 via the General/Administrative Cost Allocation. This generally accepted accounting procedure, implemented beginning in FY08, enables us to reflect staff effort and related expenses more accurately. Program planners for the 2016 and 2017 Annual Meetings (Programs 196 and 197) reflect costs that will be booked as prepaid expenses but not expensed until those meetings take place. (Activities 2, 3, and 5b)
- Payment to Conference & Logistics Consultants of \$54,670, which includes pre-meeting and onsite management and travel/per diem, creation of the “Virtual Expo” for exhibitor sign-up, and exhibit hall management. (Activities 2.c., 4.b., and 5.b., and 5.c.)
- Promotion of the conference via an online-only PDF of the full preliminary program and mailing of an 8-page flyer highlighting various aspects of the meeting and referring to the conference website (now in Sched.org) for detailed information. (Activity 3)
- An estimated expense of \$53,000 for AV, which reflects coverage of all education and plenary sessions (Activity 4.c.) by Cleveland Convention Center in-house AV staff and the negative impact of labor costs for minimums and overtime hours (evenings and Saturday). Expenses associated with pre-conference workshop AV appear in Program 105, Education; expenses associated with Roundtable meeting AV appear in Program 108, Governance, Activity 7.
- An expense of \$6,000 (budgeted but not implemented in FY15) for provision of a subsidy for an onsite child care center. (Activity 4.c.)

- In FY09, FY10, and FY14 SAA incurred expenses for ASL interpreters, based on the needs of individual attendees as well a desire to provide ASL interpretation at the plenaries. The proposed FY16 budget includes funding for an ASL interpreter(s) at approximately 50% of the total amount spent in FY14. (Activity 4)

The budget for the Cleveland meeting assumes a total of 1,700 paid attendees, spread per trends in the past seven years. This best-guess estimate is based on economic trends and registration patterns to date. (Reference of paid attendees: 2014 = 2,316; 2013 = 1,644; 2012 = 1,519; 2011 = 1,664; 2010 = 1,909; 2009 = 1,452; 2008 = 1,754; 2007 = 1,699.) (Activity 4)

The Society of American Archivists
Income Statement
Fiscal 2016 Budget
Annual Meeting - Cleveland

Revenues	Projected FY '15			FY '16 Budget v. FY '15 Budget		FY '16 Budget v. FY '15 Actuals	
	Fiscal '16	Fiscal '15	Actuals (DC)	\$ Difference	% Difference	\$ Difference	% Difference
Dues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Subscriptions & Advertising	12,300.00	9,000.00	9,830.00	3,300.00	36.67%	2,470.00	25.13%
Workshops	-	-	-	-	N/A	-	N/A
Annual Meeting	647,567.05	677,881.03	917,455.20	(30,313.98)	(4.47%)	(269,888.15)	(29.42%)
Publications	-	-	-	-	N/A	-	N/A
Contributions	-	-	-	-	N/A	-	N/A
Investments	-	-	-	-	N/A	-	N/A
Other	1,650.00	6,250.00	27,458.77	(4,600.00)	(73.60%)	(25,808.77)	(93.99%)
Total Revenues	\$ 661,517.05	\$ 693,131.03	\$ 954,743.97	\$ (31,613.98)	(4.56%)	\$ (293,226.92)	(30.71%)
Expenses			Projected FY '15	FY '16 Budget v. FY '15 Budget		FY '16 Budget v. FY '15 Actuals	
	Fiscal '16	Fiscal '15	Actuals (DC)	\$ Difference	% Difference	\$ Difference	% Difference
Personnel	\$ 50,140.18	\$ 62,973.75	\$ 56,041.00	\$ (12,833.57)	(20.38%)	\$ (5,900.82)	(10.53%)
Office Occupancy & Utilities	4,990.24	5,962.61	6,016.68	(972.36)	(16.31%)	(1,026.44)	(17.06%)
Services	241,860.74	306,114.46	328,206.55	(64,253.72)	(20.99%)	(86,345.81)	(26.31%)
Supplies	2,232.59	2,433.55	1,922.63	(200.96)	(8.26%)	309.96	16.12%
Travel	2,925.00	3,575.00	9,733.76	(650.00)	(18.18%)	(6,808.76)	(69.95%)
Leases, Rentals & Licenses	14,376.48	16,482.68	10,137.02	(2,106.20)	(12.78%)	4,239.46	41.82%
Taxes, Dues and Subscriptions	-	-	42,938.00	-	N/A	(42,938.00)	(100.00%)
Depreciation, COGS, and Other	176,637.79	159,885.67	177,115.66	16,752.12	10.48%	(477.87)	(0.27%)
Total Expenses	\$ 493,163.03	\$ 557,427.73	\$ 632,111.30	\$ (64,264.69)	(11.53%)	\$ (138,948.27)	(21.98%)
Gain / (Loss) from Operations	\$ 168,354.02	\$ 135,703.31	\$ 322,632.67	\$ 32,650.71	24.06%	\$ (154,278.65)	(47.82%)
Transferred to Funds	-	-	-				
Net Gain / (Loss)	\$ 168,354.02	\$ 135,703.31	\$ 322,632.67				

**The Society of American Archivists
Program Planner
Fiscal Year 2016**

**Program Name: Annual Meeting - Cleveland
Program Number: 195**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY16 Budget		Proposed FY15 Budget		
					Line Amount	Activity Total	Line Amount	Activity Total	
	1	Management & Administration Administer activities associated with the Annual Meeting in Cleveland develop and monitor budgets; provide support to the Program and Host committees; promote the meeting via all available means; research future meeting sites and vendors; monitor and evaluate current vendors; market exhibit space and sponsorship opportunities; and respond to general inquiries.				\$ -		\$ -	
	2	Provide for program development, planning, and evaluation of the Annual Meeting.				-		38,670	
	a.	Program Committee (11 members)	5295	Staff--Local Travel (Meeting in Chicago)	30		5	60	5
			5610	Member Travel (13p x airfare/ground) (actual)	7,365		5	10,585	5
		EXPENSES APPEARING IN SCREENED BOXES WERE INCURRED IN FY15 AND ARE INCLUDED IN GENERAL/ADMINISTRATIVE ALLOCATION AT END OF PROGRAM PLANNER.		(13p x \$160) (actual)				-	
				(14p x \$45 x 1d per diem) (actual)				-	
			5290	F&B--Breaks, lunches, dinners (actual)	1,205		5	1,625	5
			5200	Consulting Fees	-		5	-	5
			5130	Conference Calls (included in G&A)	-		5	-	5
	b.	Host Committee	5290	F&B--Host Committee Meetings	200		5	-	5
	c.	Pre-Meeting Planning	5200	Consulting Fees (CLC) (\$4,600 x 6)	27,600		5	26,400	5
		- Conference & Logistics Consultants (CLC)	5200	Meeting Planner Expenses (CLC, site visit)	350		5	-	5
			5600	Staff Travel (site visit)	460		5	-	5

**The Society of American Archivists
Program Planner
Fiscal Year 2016**

**Program Name: Annual Meeting - Cleveland
Program Number: 195**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY16 Budget		Proposed FY15 Budget		
					Line Amount	Activity Total	Line Amount	Activity Total	
	3	Promote attendance at Annual Meeting.				-		-	
	a.	Preliminary program and flyers	5350	Design/Layout/Prepress	5,200		5	6,400	5
			5400	Printing (flyer only)	3,500		5	4,125	5
		Preliminary program book will not print and mail, designed PDF on conference website; 8-panel flyer will print/mail to members/past attendees (7,000).	5300	Mail Services/Postage/Freight (flyer)	1,340		5	1,340	5
			5310	Express Mail (advance copies)	20		5	20	5
	b.	Flyer mailed to other targeted audiences (500 cc)	5300	Postage	300		5	300	5
			5335	Mail Services	100		5	100	5
	c.	Banner, web button, ads, calendar submissions	5350	Flyers for Regional Meetings	200		5	200	5
			5350	ID/Banner Development, Ads for AO / AA	3,300		5	3,300	5
			5400	Banner Production	365		5	460	5
	d.	Email blasts to nonmembers		Assumes Use of Lyris List Product	-			-	
	e.	Web version	5350	Web-formatted Graphics	-		5	-	5
	f.	Press release via Bacon's (or other) online service	5285	Press Release	120		5	-	5
	4	Provide on-site management of a high-quality annual conference.				525,767			556,682
	a.	Registration income (1,700 paid attendees)	4300	Early-Bird Member (63.1%) (Approx 1,041 x \$319)	332,187		4	349,587	4
			4300	Early-Bird Employee / Member Inst (4.4%) (Approx 59 x \$389)	22,951		4	22,951	4
			4300	Early-Bird Nonmember (9.4%) (Approx 97 x \$509)	49,491		4	52,402	4
			4300	Advance Member (3.9%)	20,736		4	21,956	4
						99,120			97,545

**The Society of American Archivists
Program Planner
Fiscal Year 2016**

**Program Name: Annual Meeting - Cleveland
Program Number: 195**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY 16 Budget		Proposed FY 15 Budget		
					Line Amount	Activity Total	Line Amount	Activity Total	
				(Approx 56 x \$369)					
			4300	Advance Employee / Member Inst (N/A)	-		4	5,268	4
			4300	Advance Nonmember (.9%) (Approx 8 x \$559)	4,779		4	5,060	4
			4300	Onsite Member (4.97%) (Approx 61 x \$429)	26,162		4	27,701	4
			4300	Onsite Employee / Member Inst (N/A)	-		4	3,784	4
			4300	Onsite Nonmember (1.98%) (Approx 17 x \$599)	10,412		4	11,025	4
			4300	One-Day Member (1.9%) (Approx 44 x \$229)	10,038		4	8,772	4
			4300	One-Day Employee / Member Inst (N/A)	-		4	-	4
			4300	One-Day Nonmember (3.01%) (Approx 43 x \$369)	15,859		4	13,606	4
			4300	Student Member (3.67%) (Approx 140 x \$139)	19,311		4	20,447	4
			4300	Student Member One-Day (N/A)	-		4	-	4
			4300	Student Nonmember (1.85%) (Approx 46 x \$209)	9,758		4	10,332	4
			4300	Student Nonmember One-Day (N/A)	-		4	-	4
			4300	Guest (of Member) (.47%) (Approx 16 x \$149)	2,486		4	2,279	4
			4300	Guest (of Nonmember) (0.16%) (Approx 4 x \$199)	848		4	762	4
			4300	Complimentary Registrations (90--exhibitors, sponsors, presenters)	-		4	-	4
			4300	Research Forum	750		4	750	4

**The Society of American Archivists
Program Planner
Fiscal Year 2016**

**Program Name: Annual Meeting - Cleveland
Program Number: 195**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY16 Budget		Proposed FY15 Budget		
					Line Amount	Activity Total	Line Amount	Activity Total	
				(Approx 15 x \$50)					
	b.	Staffing	5600	Staff Travel (2p x \$300 air/ground) (NPB, RC) = 600 (1p x \$40/d x 8d per diem) (NPB) = 320 (1p x \$40/d x 7d per diem) (RC) = 280 (1p x \$125/d x 7d lodging) = 875	2,075		5	2,275	5
		- NPB room is comped.							
		- One staff room (RC) @ \$125/day.							
		- Three CLC staff rooms @ comp.							
			5650	Meeting Assistants	-		5	-	5
			5200	Consulting Fees (CLC) (\$4600/mo x 4)	18,400		5	17,600	5
			5200	Third Onsite CLC Staff (\$550/d x 4d)	2,200		5	2,200	5
			5200	Meeting Planner Expenses (CLC) (3p x \$400 air/ground) = 1,200 (2 x \$40 x 8 + 1 x \$40 x 4 per diem) = 800	2,000		5	950	5
			5610	Host Committee (6p x \$25 transportation/parking) = 150	150		5	150	5
	c.	Logistics							
		- AV services provided by in-house PSAV:	4450	CD Sales	-		4	-	4
		Management fees included in 2014;	5360	Audiovisual (basic for all sessions)	49,000		5	53,500	5
		assumes no additional cost for in-house sound.	5360	Audiovisual (IMAG/video of plenaries)	4,000		5	-	5
		- Does <u>not</u> include IMAG + video capture of	5360	Audiovisual (special track)	-		5	-	5
		2 plenaries for podcasting/other uses.	5500	Equipment (phones, computers)	1,000		5	750	5
			5110	Credit card machines	-		5	-	5
			5500	Supplies	300		5	500	5
			5340	Hotel Handling Fees	-		5	700	5
			5480	Floral	150		5	150	5
			5480	Photography	1,750		5	1,200	5
			5300	Postage/Freight (conference materials)	770		5	1,900	5
			5400	Signs (32 new headers + 32 footers @ \$36 + art @ \$125 + shipping)	1,275		5	2,760	5

**The Society of American Archivists
Program Planner
Fiscal Year 2016**

**Program Name: Annual Meeting - Cleveland
Program Number: 195**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY 16 Budget		Proposed FY 15 Budget		
					Line Amount	Activity Total	Line Amount	Activity Total	
			4360	Sponsor for Signs (Silver package)	-		4	-	4
			5480	Child Care	6,000		5	6,000	5
			5480	Gratuities (hotel, CC, and AV staff)	500		5	500	5
			5385	Amenities and Awards	700		5	500	5
			5260	Insurance	2,200		5	2,560	5
			5290	F&B--Staff Office/Reg Desk/Host Desk	2,300		5	1,550	5
			5650	Keynote Speaker Expenses (air + 1 night)	700		5	1,150	5
			5480	Security (office, reg desk, locks)	650		5	650	5
			5236	Credit Card Fees (moved to allocables)	-		5	-	5
			5200	ASL interpreter for individual attendee	3,000		5	-	5
			5200	ASL interpreter for plenaries	0		5	-	5
	5	Provide for the International Archives and Information Technology Exposition.				108,700			122,200
						86,250			105,680
	a.	Exhibitor and sponsor income - 60 paid booths (avg \$1600/booth) - 2 comp (Office Hours)	4350	Exhibits Income (60 booths x \$1,600 avg) = 96,000	96,000		4	89,000	4
			4150	Advertising in Prelim/Onsite/Web Programs	12,300		4	9,000	4
			4900	Exhibit Hall Ticket Sales	400		4	-	4
	b.	Promote exhibits/sponsorships via prospectus, calls - Prospectus is web-only - "Virtual Expo" provided by CLC/Event Rebels	5350	Design/Layout/Web Graphics	200		5	400	5
			5300	Postage/Freight (two mailings)	-		5	-	5
			5335	Mail Processing/Labor	-		5	-	5
			5400	Printing (300 sets)	-		5	-	5
			5200	Virtual Expo setup	450		5	450	5
	c.	Implement the Expo Hall	5200	Decorator (Alliance Expo Services) (Set up 62 booths x \$90 = \$5,580 + Reg Desk, special set-ups/kiosks, posterboards [20 @ \$75], easels, meter panels, etc)	7,080		5	11,900	5

**The Society of American Archivists
Program Planner
Fiscal Year 2016**

**Program Name: Annual Meeting - Cleveland
Program Number: 195**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY 16 Budget		Proposed FY 15 Budget		
					Line Amount	Activity Total	Line Amount	Activity Total	
				(Floor plan to fire marshall = \$0)					
			5480	Security	750		5	1,000	5
			5200	Consulting Fees (CLC) (60 booths x \$67)	4,020		5	4,020	5
		Food and Beverage:							
		- Grand Opening Happy Hour (Thursday)	5290	F&B--Grand Opening	36,000		5	39,165	5
		Assumes 1,200 people, very light food + open soft bar + cash bar (for alcoholic beverages) (including cashiers/bartenders) + 30% svc/tax	5290	(1,200p x \$30 incl bartenders/svc/tax) F&B--Lunch	31,200		5	42,000	5
		- Lunch (Friday, 12:30-1:45 pm)	5290	(1,200p x \$26 incl svc/tax) F&B--Afternoon Break	7,200		5	7,595	5
		Assumes 1,200 people @ \$26 incl 30% svc/tax		(900p x \$8 incl svc/tax)					
		- Afternoon Break							
		Assumes 900 people @\$8 incl 30% svc/tax							
6		Provide for a variety of networking, social, and business events.				27,050			14,250
	a.	All-Attendee Dessert Reception	4900	Adult Guest Tickets (25 x \$40)	1,000		4	1,000	4
		- Assumes 1,500 people at Rock Hall	4900	Child Guest Tickets (12 and under) (25 x \$10)	250		4	250	4
		@ \$25/p (inclusive) for dessert/coffee buffet + bartenders.	4360	Reception Sponsorship(s):				5,000	4
		- Includes open soft bar.	4360	(General: Atlas Systems)	18,300		4		4
		- Cash bar (for alcoholic beverages).	4360	(Buses: Preservation Technologies)	5,000		4	5,000	4
			5480	Entertainment	-		5	-	5
			5300	Wrist Bands (in stock)	-		5	-	5
			5290	F&B (1,500p @ \$25 including svc/tax)	37,500		5	47,880	5
			5700	Facility Rental/Required Security	13,000		5	14,745	5
			5295	Transportation (Buses)	2,500		5	11,280	5
	b.	President's Reception	4360	Reception Sponsorship(s)				3,000	4
			4360	(Hollinger/Metal Edge @ \$2,500)	2,500		4		4

**The Society of American Archivists
Program Planner
Fiscal Year 2016**

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Program Number: 195**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY 16 Budget		Proposed FY 15 Budget		
					Line Amount	Activity Total	Line Amount	Activity Total	
			5290	F&B (\$3,500 + 30% svc/tax)	4,550		5	5,360	5
		c. SAA Annual Membership Meeting	5200	Parliamentarian Fees/Expenses	200		5	500	5
7	Provide attendees with meeting materials.					12,860			14,835
		a. Promotional items and sponsor income	4360	Totebag Sponsorship	-		4	-	4
			4360	Badge Holder/Lanyard Sponsorship	-		4	-	4
			5400	Hotel Keycard Production	-		5	1,950	5
			5400	Lanyard/Badge Holder (1800 x \$1.35 + set-up and freight)	2,430		5	2,670	5
		b. Onsite Program (1,600 cc) (Attendees given option to opt out of print program, assumes 10% opt out.)	5350	Design/Layout/Prepress	4,990		5	4,725	5
			5400	Printing (1,600 x \$2.00)	3,200		5	3,200	5
			5300	Postage/Freight	400		5	450	5
		c. Name badges/ribbons	5400	Printing (1,800 badges, 1000 ribbons)	900		5	700	5
			5500	Supplies (badge stock)	440		5	500	5
			5350	Badge Design	250		5	280	5
		d. Registration Packet materials	5400	Printing/Duplicating	-		5	-	5
		e. Onsite registration forms (200)	5350	Layout/Production	125		5	190	5
			5400	Printing (multi-part form)	125		5	170	5
8	Provide space and assistance to various groups that meet during the Annual Meeting, including leader groups, sections, roundtables, committees, task forces, and allied groups.								500

**The Society of American Archivists
Program Planner
Fiscal Year 2016**

**Program Name: Annual Meeting - Cleveland
Program Number: 195**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY 16 Budget		Proposed FY 15 Budget		
					Line Amount	Activity Total	Line Amount	Activity Total	
		a. Sections and Roundtables (See Program 108, Act. 7)	5360	AV for Roundtable Meetings	-		5	-	5
		b. Leadership Forum (See Program 108, Act. 7)	5290	F&B for Leadership Forum (100 x \$5)	-		5		5
		c. Honoraria as needed (See Program 108, Act. 7)	5380	Honoraria			5	500	5
	9	Program-specific computer support to assist in promotion and to streamline registration functions.						-	-
			5226	Computer Support			5	-	5
	10	General and Administrative Cost Allocation	5XXX	(Includes all ARCHIVES 2015 expenses incurred in FY15.)		233,928	5	231,154	5
	11	IT Cost Allocation	5XXX			3,135	5	3,773	5
				Total Income		\$ 661,517		\$ 693,132	
				Total Expenses		493,163		533,252	
				Gain / (Loss) From Operations		\$ 168,354		\$ 159,880	
				Net Operating Gain / (Loss)		\$168,354		\$135,898	

The Society of American Archivists
Income Statement
Fiscal 2016 Budget
Annual Meeting - Atlanta

Revenues	Projected FY '15			FY '16 Budget v. FY '15 Budget		FY '16 Budget v. FY '15 Actuals	
	Fiscal '16	Fiscal '15 (Cle.)	Actuals (Cle.)	\$ Difference	% Difference	\$ Difference	% Difference
Dues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Subscriptions & Advertising	-	-	-	-	N/A	-	N/A
Workshops	-	-	-	-	N/A	-	N/A
Annual Meeting	-	-	-	-	N/A	-	N/A
Publications	-	-	-	-	N/A	-	N/A
Contributions	-	-	-	-	N/A	-	N/A
Investments	-	-	-	-	N/A	-	N/A
Other	-	-	-	-	N/A	-	N/A
Total Revenues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Expenses							
	Fiscal '16	Fiscal '15 (Cle.)	Actuals (Cle.)	FY '16 Budget v. FY '15 Budget		FY '16 Budget v. FY '15 Actuals	
				\$ Difference	% Difference	\$ Difference	% Difference
Personnel	\$ 88,985.96	\$ 105,676.51	\$ 107,034.92	\$ (16,690.55)	(15.79%)	\$ (18,048.96)	(16.86%)
Office Occupancy & Utilities	8,799.99	10,096.58	9,395.63	(1,296.59)	(12.84%)	(595.64)	(6.34%)
Services	50,143.21	52,211.63	54,904.94	(2,068.42)	(3.96%)	(4,761.73)	(8.67%)
Supplies	610.42	691.86	-	(81.44)	(11.77%)	610.42	N/A
Travel	11,610.00	8,015.00	7,398.08	3,595.00	44.85%	4,211.92	56.93%
Leases, Rentals & Licenses	2,394.24	2,854.52	3,923.04	(460.28)	(16.12%)	(1,528.80)	(38.97%)
Taxes, Dues and Subscriptions	-	-	-	-	N/A	-	N/A
Depreciation, COGS, and Other	(162,543.82)	(179,546.09)	(182,656.61)	17,002.28	(9.47%)	20,112.79	(11.01%)
Total Expenses	\$ -	\$ -	\$ -	\$ -	N/A	\$ (0.00)	N/A
Gain / (Loss) from Operations	\$ -	\$ -	\$ -	\$ -	N/A	\$ 0.00	N/A
Transferred to Funds	-	-	-				
Net Gain / (Loss)	\$ -	\$ -	\$ -				

**The Society of American Archivists
Program Planner
Fiscal Year 2016**

**Program Name: 2016 Annual Meeting - Atlanta
Program Number: 196**

V. 040513/NPB

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY16 Budget		FY15 Budget		
					Line Amount	Activity Total	Line Amount	Activity Total	
	1	Management & Administration Administer activities associated with the 2016 Joint Annual Meeting in Atlanta develop and monitor budgets; provide support to the Program and Host committees; research meeting sites and vendors; select, monitor, and evaluate vendors; market exhibit space and sponsorship opportunities; and respond to general inquiries.				\$ -		-	\$ -
		a. Staff professional development	5640	Association Forum Registrations	-		5	-	
	2	Provide for program development, planning, and evaluation of the 2016 Annual Meeting.				40,810			37,275
		a. Program Committee	5295	Local Staff Travel (Meeting in Chicago)	100		5	60	
		- PC meeting to be held at SAA HQ in Chicago							
		- 12 Committee members (including 2 co-chairs) + CoSA staff person + 2 <i>ex officios</i> (2017 co-chairs)	5610	Member Travel (15p x \$400 airfare/ground) = 6000 (15p x \$150 lodging x 2d) = 4500 (8p x \$45 x 1d per diem) = 360	10,860		5	8,015	
			5290	F&B--Breaks, lunches, dinners	1,300		5	1,400	
			5130	Conference Calls	0		5	-	
			5360	Audiovisual	0		5	-	
		b. Host Committee	5290	F&B--Host Committee meetings	200		5	200	
		c. Pre-Meeting Planning	5200	Consulting Fees (CLC) (\$4600 x 6)	27,600		5	27,600	
		- Conference & Logistics Consultants (CLC)	5650	Meeting Planner Expenses (site visit)	350		5	-	
			5600	Staff Travel (site visit)	400		5		
	3	Promote attendance, exhibits, and sponsorships at Annual Meeting.					14,735		16,810

**The Society of American Archivists
Program Planner
Fiscal Year 2016**

**Program Name: 2016 Annual Meeting - Atlanta
Program Number: 196**

V. 040513/NPB

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY16 Budget		FY15 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
	a.	Preliminary program and flyers	5350	Design/Layout/Prepress	5,200	5	6,100	
			5400	Printing (flyer only)	3,500	5	3,900	
		Preliminary program book will not print and mail, but will reside as PDF on conference website;	5300	Mail Services/Postage/Freight (flyer)	1,340	5	1,380	
		8- to 12-page flyer will print and mail (7,500 cc)	5310	Express Mail (approvals/advance copies)	20	5	30	
	b.	Mailing to lapsed SAA members + members of state and regional orgs proximate to Atlanta (500 cc)	5300	Postage		5	300	
			5335	Mail Services		5	100	
	c.	Banner, flyers, advertising, calendar submissions	5350	Flyers for Regional/CoSA Meetings	300	5	200	
			5350	ID/Banner/Ad Development (AO, AA)	3,300	5	3,400	
			5400	Banner Production	375	5	500	
	d.	Promote exhibits/sponsorships via prospectus, calls	5350	Web Graphics	200	5	400	
		- Prospectus is web-only	5300	Postage/Freight	0	5	-	
		- "Virtual Expo" provided by CLC/Event Rebels	5335	Mail Processing/Labor	0	5	-	
			5400	Printing	0	5	-	
			5200	Virtual Expo setup	500	5	500	

**The Society of American Archivists
Program Planner
Fiscal Year 2016**

**Program Name: 2016 Annual Meeting - Atlanta
Program Number: 196**

V. 040513/NPB

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY16 Budget		FY15 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
	4	General and Administrative Cost Allocation	5XXX			101,348	5	119,256
	5	Computer Support Cost Allocation	5XXX			5,650	5	6,205
	6	Allocation to Future Period	5XXX			(162,544)	5	(179,546)
				Total Income		\$ -		\$ -
				Total Expenses		-		-
				Net Result		\$ -		\$ -

The Society of American Archivists
Income Statement
Fiscal 2016 Budget
Annual Meeting - Portland

Revenues	Projected FY '15			FY '16 Budget v. FY '15 Budget		FY '16 Budget v. FY '15 Actuals	
	Fiscal '16	Fiscal '15 (Atl.)	Actuals (Atl.)	\$ Difference	% Difference	\$ Difference	% Difference
Dues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Subscriptions & Advertising	-	-	-	-	N/A	-	N/A
Workshops	-	-	-	-	N/A	-	N/A
Annual Meeting	-	-	-	-	N/A	-	N/A
Publications	-	-	-	-	N/A	-	N/A
Contributions	-	-	-	-	N/A	-	N/A
Investments	-	-	-	-	N/A	-	N/A
Other	-	-	-	-	N/A	-	N/A
Total Revenues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Expenses	Fiscal '16	Fiscal '15 (Atl.)	Projected FY '15 Actuals (Atl.)	FY '16 Budget v. FY '15 Budget		FY '16 Budget v. FY '15 Actuals	
				\$ Difference	% Difference	\$ Difference	% Difference
Personnel	\$ 2,346.01	\$ 1,783.71	\$ 1,783.23	\$ 562.30	31.52%	\$ 562.78	31.56%
Office Occupancy & Utilities	232.12	169.84	169.84	62.28	36.67%	62.28	36.67%
Services	2,355.98	694.45	339.79	1,661.53	239.26%	2,016.19	593.36%
Supplies	17.56	11.16	25.00	6.40	57.36%	(7.44)	(29.75%)
Travel	640.00	590.00	254.20	50.00	8.47%	385.80	151.77%
Leases, Rentals & Licenses	63.48	48.21	-	15.27	31.67%	63.48	N/A
Taxes, Dues and Subscriptions	-	-	-	-	N/A	-	N/A
Depreciation, COGS, and Other	(5,655.15)	(3,297.37)	(2,572.06)	(2,357.78)	71.50%	(3,083.09)	119.87%
Total Expenses	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Gain / (Loss) from Operations	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Transferred to Funds	-	-	-				
Net Gain / (Loss)	\$ -	\$ -	\$ -				

**The Society of American Archivists
Program Planner
Fiscal Year 2016**

**Program Name: 2016 Annual Meeting - Portland
Program Number: 197**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY15 Budget		FY15 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
	1	Management & Administration Administer activities associated with the 2017 Annual Meeting in Portland develop and monitor budgets; provide support to the Program and Host committees; research future meeting sites and vendors; monitor and evaluate current vendors; market exhibit space and sponsorship opportunities; and respond to general inquiries.				\$ -	-	\$ -
		a. Staff professional development	5640	Association Forum Registrations	-		-	
	2	Provide for program development, planning, and evaluation of the Annual Meeting.				2,830		1,180
		a. Program Committee	5110	Conference Calls	0		-	
		b. Pre-Meeting Planning	5600	Staff Travel (site visit)	640	640	590	
		- Conference & Logistics Consultants (CLC)	5200	Meeting Planner Expenses (site visit) (1p x \$400 airfare/ground) = 400 (1p x \$150 x 1d lodging) = 150 (1p x \$45 x 2d per diem) = 90	640	640	590	
			5350	ID Development (design)	1,100	1100	-	
			5400	ID Development (banner)	450	450	-	
							-	
	3	General and Administrative Cost Allocation	5XXX			2,674	5	-
	4	IT Cost Allocation	5XXX			151	5	-

**The Society of American Archivists
Program Planner
Fiscal Year 2016**

**Program Name: 2016 Annual Meeting - Portland
Program Number: 197**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY15 Budget		FY15 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
	5	Allocation to Future Period	5XXX			(5,655)	5	-
				Total Income		\$ -		\$ -
				Total Expenses		-		-
				Net Result		\$ -		\$ -
						\$0	[Fellows]	\$0
						\$ -		\$ -