

**Society of American Archivists  
Council Meeting  
May 11–13, 2016  
Chicago, Illinois**

**FY17 Proposed Budget:  
General Overview of Operations  
(Prepared by Peter Carlson and Nancy Beaumont)**

The FY 2017 budget projects a net gain of \$23,202. This is \$4,325 (22.91%) greater than the FY 2016 budgeted net gain and \$119,425 (83.73%) less than the FY 2016 projected net gain. The proposed budget projects a 1.89% increase in revenues and a 1.75% increase in expenses as compared to the FY 2016 budget. For detailed information, see the individual program income statements and planners.

**Under Revenues:**

- FY 2017 will be the first year of the stepped dues increase approved by the membership in November 2015. The proposed budget reflects a 1.56% increase in dues revenue from projected FY16 actuals, reflecting a cautious projection of membership trends in the wake of a dues increase. (Program 120)
- Education's Digital Archives Specialist (DAS) program is being joined this year by a new Arrangement & Description Certificate Program (A&D), and we have projected conservatively a \$125,102 (22.33%) increase in revenues and a \$314,459 (12.75%) increase in expenses over projected FY 2016 actuals. (Program 105)
- The projected revenues for the 2016 Joint Annual Meeting in Atlanta are slightly lower than were realized for the 2015 Annual Meeting in Cleveland. We have based the proposed budget on 1,730 paid attendees (compared with 1,705 paid attendees in 2015), adjusting our estimates higher than usual. The net gain from the conference is expected to yield slightly less (5.63%) than did the 2015 Annual Meeting in Cleveland. (Program 196)
- Based on year-to-date experience, we expect another net loss (of \$20,405 in FY 2017) in the Publications program. This is a smaller loss than is projected for FY16, but larger than we budgeted for FY16. Activities in this program will focus on rolling out the *Archival Fundamentals* series. (Program 104)

## **Under Expenses:**

- The proposed increase in the Personnel expense reflects a projected increase of 6.62% in benefits costs over the course of FY 2017 and includes a 4% placeholder in the salary budget for staff merit increases. (Program 100)
- In keeping with Goal 1 of SAA's Strategic Plan (Advocating for Archives and Archivists), we anticipate maintaining last year's increase of 27.41% in SAA's investment in advocacy and public awareness efforts at roughly the same level (0.96% decrease) as in FY 2016. (Program 107)
- In keeping with Goal 2 of SAA's Strategic Plan (Enhancing Professional Growth), the Education program budget includes funding in the amount of \$25,000 to support, strengthen, and enhance the Education program (including DAS and A&D) by providing for some consultants and temp assistance to ensure the sustainability in this growth area. Future resource needs will also be evaluated in light of plans to transition to a new AMS. (Program 105)
- And in support of Goal 4 of SAA's Strategic Plan (Meeting Members' Needs), we have incorporated into the General and Administrative program budget \$18,500 in consulting fees for experts to assist staff with the business analysis required to develop a robust needs assessment and produce a request for proposal for SAA's association management software (AMS) and financial and decision support systems. (Activities 6.a. and b.)

## **Summary of Major Activities Related to Operations ("Bricks and Mortar")**

The following activities require significant expenditure of staff time and, while not directed to the Strategic Priorities *per se*, are critical in meeting member needs and/or supporting the mission of the Society.

- General and Administrative (Program 100): Administer activities related to staffing an effective and efficient headquarters office, including personnel administration (Service Center, staff benefits and coverage); financial management and audit; technical support; facilities and equipment management; legal services; and investments. Implement website redesign and continuously improve SAA's online presence. Conduct all activities needed to select a new association management software system (AMS), specify needs for and do feasibility evaluation for education administration systems, and continue to enhance the newly launched SAA website.
- Periodicals (Programs 102 and 103): Publish two issues of *The American Archivist*; provide financial and staff support to the Journal editor; complete transition to Allen Press for print and online publishing. Publish six issues of *Archival Outlook*; solicit member-written articles; prepare staff-written articles. Publish *In The Loop* every other week.

- Publications (Program 104): Continue development of new print and e-pub modules in *Trends in Archives Practice* series; manage inventory of approximately 130 book titles; develop new titles in *Trends* and *Archival Fundamentals* series.
- Education (Program 105): Continue implementation of DAS Curriculum and Certificate program, including individual course examinations and comprehensive examination; develop nine new web seminars and provide a variety of other professional development offerings in core areas. Implement and continue to develop the new Arrangement and Description Certificate Program (A&D). Seek additional co-sponsors to host courses. Manage and increase Education Directory listings.
- Advocacy/Public Awareness (Program 107): Fund face-to-face mid-year meetings of the Committee on Public Awareness and the Committee on Public Policy to ensure strategic thinking and continued work in these high-priority areas. Provide funding for up to one staff trip and three member trips to represent SAA on advocacy issues. Continue support of the National Coalition for History at a level consistent with FY 2016.
- Governance (Program 108): Conduct four in-person meetings of the SAA Council; prepare materials to aid in deliberation; prepare and distribute meeting minutes. Provide support to SAA committees, boards, task forces, sections, and roundtables. Conduct one online election and one all-member referendum.
- Career Services (Program 115): Administer online Career Center and Consultants Directory. Develop career services information for access by members.
- Membership (Program 120): Administer all join/renew processes; update online membership information; increase member retention; develop membership recruitment strategies. Administer the Awards, Scholarships, and Fellows selection programs [funded by SAA Foundation].
- 2016 Annual Meeting (Program 196): Administer all activities associated with the 2016 Joint Annual Meeting, from Program Committee selection of education sessions through advance planning, onsite logistics management, and post-conference evaluation.
- 2017 Annual Meeting (Program 197): Provide funding and staff support for the Program Committee's work to solicit and select education sessions; promote attendance and exhibits/sponsorships.

The documents that follow provide detailed descriptions of the assumptions made and trends anticipated during FY 2017.

**The Society of American Archivists**  
**Income Statement**  
**Fiscal 2017 Budget**  
**Budget Master - Operations**

**Revenues**

	Projected FY '16			FY '17 Budget v. FY '16 Budget		FY '17 Budget v. FY '16 Actuals	
	<u>Fiscal '17</u>	<u>Fiscal '16</u>	<u>Actuals</u>	<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Dues	\$ 931,016.41	\$ 886,620.66	\$ 916,744.36	\$ 44,395.75	5.01%	\$ 14,272.05	1.56%
Subscriptions & Advertising	211,168.00	209,111.26	208,280.15	2,056.74	0.98%	2,887.85	1.39%
Workshops	685,228.00	733,441.00	560,126.44	(48,213.00)	(6.57%)	125,101.56	22.33%
Annual Meeting	699,690.20	647,567.05	711,278.87	52,123.15	8.05%	(11,588.67)	(1.63%)
Publications	213,525.54	228,162.94	157,899.83	(14,637.40)	(6.42%)	55,625.71	35.23%
Contributions	-	-	-	-	N/A	-	N/A
Investments	11,246.00	3,195.00	8,484.68	8,051.00	251.99%	2,761.32	32.54%
Other	52,937.43	44,680.51	46,964.08	8,256.92	18.48%	5,973.35	12.72%
Total Revenues	\$ 2,804,811.57	\$ 2,752,778.42	\$ 2,609,778.41	\$ 52,033.15	1.89%	\$ 195,033.16	7.47%

**Expenses**

	Projected FY '16			FY '17 Budget v. FY '16 Budget		FY '17 Budget v. FY '16 Actuals	
	<u>Fiscal '17</u>	<u>Fiscal '16</u>	<u>Actuals</u>	<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Personnel	\$ 1,073,539.55	\$ 1,039,363.28	\$ 973,209.38	\$ 34,176.27	3.29%	\$ 100,330.18	10.31%
Office Occupancy & Utilities	110,069.11	104,142.44	98,685.14	5,926.67	5.69%	11,383.97	11.54%
Services	1,103,374.69	1,108,009.97	959,115.93	(4,635.28)	(0.42%)	144,258.76	15.04%
Supplies	15,010.89	17,717.09	25,158.84	(2,706.20)	(15.27%)	(10,147.94)	(40.34%)
Travel	243,665.33	239,885.00	167,608.98	3,780.33	1.58%	76,056.36	45.38%
Leases, Rentals & Licenses	49,985.08	48,450.66	42,467.29	1,534.41	3.17%	7,517.79	17.70%
Taxes, Dues and Subscriptions	41,015.00	27,142.00	39,317.94	13,873.00	51.11%	1,697.07	4.32%
Depreciation, COGS, and Other	144,950.15	149,191.40	161,587.73	(4,241.25)	(2.84%)	(16,637.58)	(10.30%)
Total Expenses	\$ 2,781,609.80	\$ 2,733,901.84	\$ 2,467,151.21	\$ 47,707.96	1.75%	\$ 314,458.59	12.75%
<b>Gain / (Loss) from Operations</b>	\$ 23,201.78	\$ 18,876.58	\$ 142,627.20	\$ 4,325.19	22.91%	\$ (119,425.42)	(83.73%)

**Replenishment of Council-Directed Funds**

Net Gain / (Loss)

-	-	
<b>\$ 23,201.78</b>	<b>\$ 18,876.58</b>	<b>\$ 142,627.20</b>

**Society of American Archivists  
Council Meeting  
May 11–13, 2016  
Chicago, Illinois**

**FY17 Proposed Budget Narrative:  
General and Administrative (Program 100)  
(Prepared by Peter Carlson)**

The projected net loss in this area for FY 2017 is \$514,923. This is \$10,580 (2.01%) less than the FY 2016 budgeted net loss and \$31,221 (6.45%) greater than the FY 2016 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 6.62% over the course of FY 2017. 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 shows a slight increase (\$448, or 2.24%) due to inclusion of funding for experts to assist Black and 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, learning management system (LMS) solutions for Education, and continuing development of the SAA website. In addition, some technical service and accounting consulting is budgeted to complete the upgrade of accounting and decision support reporting systems 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 \$8,019 (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 \$24.12 per year (or approximately \$7,652 per month). We also rent two storage spaces at a monthly cost of \$335. (Activity 2.d.)
- FY 2017 depreciation expenses are projected to decrease by \$11,524 (33.46%) compared with FY 2016 as the result of retiring several servers and desktop 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 2017, this is calculated to

amount to \$39,805. This increase of \$10,028 (or 33.68%) results from the increasing burden of administration (especially accounting) of Foundation accounts. (Activity 7) We expect that this increased allocation of staff effort to the Foundation will be reduced by the systems upgrade and consulting work referenced above. (Activities 6.a and b.)

**The Society of American Archivists**  
**Income Statement**  
**Fiscal 2017 Budget**  
**General & Administrative**

**Revenues**

	Projected FY '16			FY '17 Budget v. FY '16 Budget		FY '17 Budget v. FY '16 Actuals	
	<u>Fiscal '17</u>	<u>Fiscal '16</u>	<u>Actuals</u>	<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
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	11,246.00	\$ 3,195.00	8,484.68	8,051.00	251.99%	2,761.32	32.54%
Other	-	-	1,867.47	-	N/A	(1,867.47)	(100.00%)
Total Revenues	\$ 11,246.00	\$ 3,195.00	\$ 10,352.15	\$ 8,051.00	251.99%	\$ 893.85	8.63%

**Expenses**

	Projected FY '16			FY '17 Budget v. FY '16 Budget		FY '17 Budget v. FY '16 Actuals	
	<u>Fiscal '17</u>	<u>Fiscal '16</u>	<u>Actuals</u>	<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Personnel	\$ 251,581.16	\$ 241,349.84	\$ 235,454.61	\$ 10,231.32	4.24%	\$ 16,126.55	6.85%
Office Occupancy & Utilities	25,906.97	24,153.85	23,420.94	1,753.11	7.26%	2,486.03	10.61%
Services	155,247.44	\$ 168,026.24	155,349.38	(12,778.80)	(7.61%)	(101.94)	(0.07%)
Supplies	3,227.83	\$ 2,856.05	7,406.84	371.77	13.02%	(4,179.01)	(56.42%)
Travel	13,349.00	\$ 13,349.00	3,981.06	-	0.00%	9,367.94	235.31%
Leases, Rentals & Licenses	4,316.40	\$ 4,934.50	5,047.65	(618.11)	(12.53%)	(731.25)	(14.49%)
Taxes, Dues and Subscriptions	9,820.00	\$ 9,812.00	15,565.82	8.00	0.08%	(5,745.82)	(36.91%)
Depreciation, COGS, and Other	62,720.34	64,216.26	47,828.33	(1,495.92)	(2.33%)	14,892.02	31.14%
Total Expenses	\$ 526,169.13	\$ 528,697.75	\$ 494,054.62	\$ (2,528.62)	(0.48%)	\$ 32,114.52	6.50%
Gain / (Loss) from Operations	\$ (514,923.13)	\$ (525,502.75)	\$ (483,702.47)	\$ 10,579.62	(2.01%)	\$ (31,220.67)	6.45%

**Transferred to Funds**

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**Net Gain / (Loss)**

<b>\$ (514,923.13)</b>	<b>\$ (525,502.75)</b>	<b>\$ (483,702.47)</b>
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**The Society of American Archivists  
Program Planner  
Fiscal Year 2017**

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

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY17 Budget		FY16 Budget		
					Line Amount	Activity Total	Line Amount	Activity Total	
	<b>1</b>	<b>Staff an effective and efficient headquarters office.</b>				<b>\$261,113</b>		<b>\$250,869</b>	
		a. Personnel	5000	Salaries & Wages	201,764	5	195,771	5	
		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	17,837	5	14,565	5	
			5020	Employer Payroll Taxes	16,731	5	16,271	5	
			5030	Retirement Benefit	17,049	5	16,543	5	
			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	870	5	
		c. Registration/travel for professional development offerings	5640	Staff Professional Development	8,019	5	8,019	5	
		d. Business meals and local transportation	5290	Various Occasions and Meetings @ \$225/m (G&A share) - Staff Acknowledgments (included in monthly amount)	643	5	630	5	
		e. Local Transportation for various meetings	5295		150	5			
	<b>2</b>	<b>Overhead costs of SAA headquarters office.</b>				<b>\$72,677</b>		<b>\$89,931</b>	
		a. Electricity	5120	Electricity: Avg of \$355/m (G&A share)	1,026	5	973	5	
		b. Postage	5300	Postage: Avg of \$700/m (G&A share)	1,944	5	1,948	5	
			5310	Express Mail Services: Avg of \$81/m	991	5	974	5	
		c. Insurance	5260	Insurance (combined @ approx \$960/m) - Workers Compensation - Office Package - Professional Liability	5,100	5	11,520	5	
		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)	22,654	5	20,977	5	
		- Current 10-year lease expires 1/31/18.							



Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY17 Budget			FY16 Budget		
					Line Amount	Activity Total		Line Amount	Activity Total	
		e. Supplies	5500	Office Supplies: Avg \$667/m @ 22.8%	1,783		5	1,806		5
			5570	Miscellaneous Supplies	-		5	-		5
		f. Telephone	5110	Telephone/Internet: \$9,648 annually @ 22.8%	2,227		5	2,204		5
		g. Printing and duplication	5400	Check Printing (2 @ \$235)	470		5	470		5
			5400	Monthly Printing (\$3,223 @ 23.1%)	301		5	744		5
		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	4,316		5	4,935		5
			5900	Depreciation: \$2,869.92/m	22,915		5	34,439		5
		i. Tax payments (property tax included in rent)	5800	Taxes (UBIT)	8,950		5	8,942		5
	3	<b>Use outsource services as needed.</b>				<b>\$108,432</b>			<b>114,413</b>	
		<b>a. Accounting</b>	5240	Payroll Processing (\$217/mo + 300)	3,123		5	2,910		5
		<b>- Includes consultant to provide QA on planned account consolidation.</b>	5210	Audit and Tax Preparation	34,001		5	34,001		5
			5200	Consultant	3,000		5	3,000		5
			5230		30		5	-		5
		<b>b. Bank charges</b>	5233	Service Charges (Merrill Lynch Annual Fee)	233		5	233		5
			5236	Credit Card Processing Fees: Avg \$5,500/m	60,300		5	66,000		5
		<b>c. Legal services (general)</b>	5280	Legal Services (\$1,000/qtr + AMS RFP Review)	6,500		5	7,750		5
		<b>d. 1099 software and processing</b>	5500	Renewal of 1099 Software License	795		5	400		5
			5335	Processing/Postage/Mailing	450		5	120		5
	4	<b>Miscellaneous Income</b>				<b>\$11,246</b>			<b>3,195</b>	
		- Return on Merrill Lynch General Fund	4700	Interest / Dividends (Assumes \$266.25/m)	11,246		4	3,195		4
	5	<b>Provide staff support at 2015 Annual Meeting.</b>	5600	Staff Travel		<b>\$5,330</b>	5		<b>\$5,330</b>	5
		- Carlson, Black, Salgado, Gonzalez	5600	- Airfare @ \$350/p + bags/ground @ \$75/p x 4 = \$1,700	1,700		5	1,700		5
		- Spears budgeted in Career Services, Program 115	5600	- Lodging @ \$125 x 6n x 2p (PC, CS) + \$125 x 5n x 2p (MB, LG)	2,750		5	2,750		5
			5600	- Per Diem @ \$40/d x 6d x 2p + \$40/d x 5d x 2p = \$880	880		5	880		5
	6	<b>Information Technology Expenses</b>				<b>\$78,467</b>			<b>38,377.20</b>	
		a. Hardware, software, hosting, programming support.	5226	Computer Support - Commonplaces @ \$9,300 - Impact Solutions @ \$8,939 (assume 2% increase) - General Support @ \$47,572	15,314		5	15,727		5

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY17 Budget			FY16 Budget		
					Line Amount	Activity Total		Line Amount	Activity Total	
		b. Research and discovery for new AMS/ERP system(s). - Staff training: use case development, process mapping. - Contract development, review, and negotiation.	5480	Misc (Staff Training)	5,250		5	5,000		5
			5200	Consultant (Business Analysis, Process Design Mapping)	10,800		5	10,800		5
			5200	Consultant (IT Services)	5,000		5	5,000		5
			5280	Legal Review (included in Activity 3.c.)			5			5
		c. Archives and Archivists List Coordinator	5200	A&A List Consultant	1,648		5	1,200		5
		d. General office supplies for technology support	5500	Supplies	650		5	650		5
	7	<b>Administrative support of SAA Foundation</b>	5915	In-kind Donations from SAA to SAA Foundation	39,805	39,805	5	29,777	29,777.17	5
				<b>Total Income</b>		\$11,246			3,195	
				<b>Total Expenses</b>		\$526,169			528,697.69	
				<b>Gain / (Loss) From Operations</b>		\$ (514,923)			\$ (525,502.69)	

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**Society of American Archivists  
Council Meeting  
May 11–13, 2016  
Chicago, Illinois**

**FY17 Proposed Budget Narrative:  
*The American Archivist* (Program 102)  
(Prepared by Teresa Brinati)**

The proposed FY 2017 budget projects a net loss of \$73,511 in this program area, which is 35.95% (or \$19,437) greater than the FY 2016 budgeted net loss and a 1.16% (or \$863) improvement over the FY 2016 projected net loss. This 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 3.76% of total salaries, taxes, and benefits. The cost of benefits is expected to increase by 6.62% over the course of FY 2017. A 4% placeholder has been included in the salary budget for staff merit increases.

The proposed budget assumes the following:

- Adjusting to Allen Press on print production of the journal. (Activity 2.d.)
- Subscription revenue down by 2.9% from preceding fiscal year. (Activity 3.a.)
- A 9.25% increase in the JSTOR royalty based on annual trends. (Activity 3.b.)

**The Society of American Archivists**  
**Income Statement**  
**Fiscal 2017 Budget**  
**American Archivist**

**Revenues**

	Projected FY '16			FY '17 Budget v. FY '16 Budget		FY '17 Budget v. FY '16 Actuals	
	<u>Fiscal '17</u>	<u>Fiscal '16</u>	<u>Actuals</u>	<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Dues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Subscriptions & Advertising	99,768.00	106,732.68	98,428.00	(6,964.68)	(6.53%)	1,340.00	1.36%
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	8,084.50	6,500.00	7,342.96	1,584.50	24.38%	741.54	10.10%
Total Revenues	\$ 107,852.50	\$ 113,232.68	\$ 105,770.96	\$ (5,380.18)	(4.75%)	\$ 2,081.54	1.97%

**Expenses**

	Projected FY '16			FY '17 Budget v. FY '16 Budget		FY '17 Budget v. FY '16 Actuals	
	<u>Fiscal '17</u>	<u>Fiscal '16</u>	<u>Actuals</u>	<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Personnel	\$ 41,657.39	\$ 39,847.30	\$ 40,284.75	\$ 1,810.08	4.54%	\$ 1,372.64	3.41%
Office Occupancy & Utilities	4,271.07	3,946.94	4,096.08	324.14	8.21%	174.99	4.27%
Services	134,044.20	122,131.34	135,077.75	11,912.86	9.75%	(1,033.55)	(0.77%)
Supplies	296.74	299.99	-	(3.25)	(1.08%)	296.74	N/A
Travel	-	-	-	-	N/A	-	N/A
Leases, Rentals and Licenses	1,093.92	1,080.89	686.07	13.03	1.21%	407.85	59.45%
Taxes, Dues and Subscriptions	-	-	-	-	N/A	-	N/A
Depreciation, COGS, and Other	-	-	-	-	N/A	-	N/A
Total Expenses	\$ 181,363.32	\$ 167,306.46	\$ 180,144.65	\$ 14,056.86	8.40%	\$ 1,218.68	0.68%
Gain / (Loss) from Operations	\$ (73,510.82)	\$ (54,073.78)	\$ (74,373.69)	\$ (19,437.04)	35.95%	\$ 862.86	(1.16%)

**Transferred to Funds**

**Net Gain / (Loss)**

-	-	-
<u>\$ (73,510.82)</u>	<u>\$ (54,073.78)</u>	<u>\$ (74,373.69)</u>

**The Society of American Archivists  
Program Planner  
Fiscal Year 2017**

**Program Name: American Archivist  
Program Number: 120**

					= Gen/Admin		=FY 16 Data for Reference				
Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY 17 Budget			FY 16 Budget			
					Line Amount	Activity Total		Line Amount	Activity Total		
	1	Management & Administration				\$0			\$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; manage all aspects of multi-channel production; maintain journal website and assist with Reviews Portal; obtain professional literature as needed for reviews editor; facilitate copyright and permissions; consult with service center on monitoring of subscriptions and claims; respond to queries and feedback; participate in editor's performance review.				\$1,148			\$694		
	2	a. "Write Away" publishing forum during Annual Meeting (split 50/50 with Pubs)	5290	F&B--Continental (60p x \$29) @ 50% Plus 24% svc Plus 8% tax	1,740 418 139				694		5
			5290	50% of Write Away Forum	1,148	5					5
							\$0			\$0	
							\$130,427			\$118,876	
		a. Manuscript Management	5480	PeerTrack Essentials (\$30 x 25 mss)	750	5		1,500			5
		b. Editorial Services	5370	Editor Honorarium	44,000	5		44,000			5
			5370	Copyeditor	4,000	5		4,000			5
		c. Composition Services	5350	Composition	15,465	5		13,637			5
			</								



**Society of American Archivists  
Council Meeting  
May 11–13, 2016  
Chicago, Illinois**

**FY17 Proposed Budget Narrative:  
*Archival Outlook / In The Loop* (Program 103)  
(Prepared by Teresa Brinati)**

The FY 2017 budget projects a net loss of \$107,520 in this program area. This is \$16,191 (13.09%) less than the FY 2016 budgeted net loss and \$12,091 (10.11%) less than the FY 2016 projected net loss.

Effort of all staff members is allocated across the budget based on management estimates. Personnel costs reflect 0.49 FTEs or 4.06% of total salaries, taxes, and benefits. The cost of benefits is expected to increase by 6.62% over the course of FY 2017. A 4% placeholder has been included in the salary budget for staff merit increases.

The proposed budget assumes the following:

- Print and digital publication of 6 issues of *Archival Outlook* and digital publication of 26 issues of *In the Loop*. (Activities 2 and 3)
- Advertising revenue for both periodicals is estimated to remain the same as in the preceding fiscal year based on trends. (Activities 2.b. and 4.c.)
- The introduction of display advertising on the SAA website. (Activity 4.d.)

**The Society of American Archivists**  
**Income Statement**  
**Fiscal 2017 Budget**  
**Archival Outlook**

**Revenues**

	<u>Fiscal '17</u>	<u>Fiscal '16</u>	<u>Projected FY '16</u> <u>Actuals</u>	<u>FY '17 Budget v. FY '16 Budget</u> <u>\$ Difference</u>	<u>FY '17 Budget v. FY '16 Budget</u> <u>% Difference</u>	<u>FY '17 Budget v. FY '16 Actuals</u> <u>\$ Difference</u>	<u>FY '17 Budget v. FY '16 Actuals</u> <u>% Difference</u>
Dues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Subscriptions & Advertising	32,400.00	22,008.58	22,189.10	10,391.42	47.22%	10,210.90	46.02%
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	1,900.00	2,400.00	5,065.00	(500.00)	(20.83%)	(3,165.00)	(62.49%)
Total Revenues	\$ 34,300.00	\$ 24,408.58	\$ 27,254.10	\$ 9,891.42	40.52%	\$ 7,045.90	25.85%

**Expenses**

	<u>Fiscal '17</u>	<u>Fiscal '16</u>	<u>Projected FY '16</u> <u>Actuals</u>	<u>FY '17 Budget v. FY '16 Budget</u> <u>\$ Difference</u>	<u>FY '17 Budget v. FY '16 Budget</u> <u>% Difference</u>	<u>FY '17 Budget v. FY '16 Actuals</u> <u>\$ Difference</u>	<u>FY '17 Budget v. FY '16 Actuals</u> <u>% Difference</u>
Personnel	\$ 45,130.39	\$ 44,016.44	\$ 39,997.53	\$ 1,113.95	2.53%	\$ 5,132.86	12.83%
Office Occupancy & Utilities	4,615.19	4,353.53	4,092.14	261.66	6.01%	523.05	12.78%
Services	90,091.01	97,588.51	101,877.36	(7,497.50)	(7.68%)	(11,786.34)	(11.57%)
Supplies	317.11	326.27	226.49	(9.16)	(2.81%)	90.63	40.01%
Travel	-	150.00	-	(150.00)	(100.00%)	-	N/A
Leases, Rentals & Licenses	1,171.27	1,190.24	671.66	(18.98)	(1.59%)	499.61	74.39%
Taxes, Dues and Subscriptions	495.00	495.00	-	-	0.00%	495.00	N/A
Depreciation, COGS, and Other	-	-	-	-	N/A	-	N/A
Total Expenses	\$ 141,819.97	\$ 148,120.00	\$ 146,865.16	\$ (6,300.02)	(4.25%)	\$ (5,045.19)	(3.44%)
Gain / (Loss) from Operations	\$ (107,519.97)	\$ (123,711.42)	\$ (119,611.06)	\$ 16,191.44	(13.09%)	\$ 12,091.09	(10.11%)

**Transferred to Funds**

**Net Gain / (Loss)**

-	-	-
<b>\$ (107,519.97)</b>	<b>\$ (123,711.42)</b>	<b>\$ (119,611.06)</b>



**The Society of American Archivists  
Program Planner  
Fiscal Year 2017**

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

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY17 Budget		FY16 Budget		
					Line Amount	Activity Total	Line Amount	Activity Total	
	<b>1</b>	<b>Management and Administration</b> 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; manage multi-channel production; and respond to queries and feedback.				<b>\$495</b>		<b>\$645</b>	
		a. Membership dues - Association Forum	5820	Membership Fee	495	5	495	5	5
							150	5	5
	<b>2</b>	<b>Publish <i>Archival Outlook</i> 6 times per year</b> Includes writing, editing, layout, design of house ads to promote SAA activities, digital conversion and posting, printing and distribution to members, and comp copies to contributors.  Production assumptions: (5 issues @ 28 pages + cover, 2-color, 80# text) x 6,200 copies (1 issue @ 40 pages + cover, 4-color, 100# mpc text) x 6,200 copies Digital conversion by Bluetoad				<b>\$87,413</b>		<b>\$89,788</b>	
			5350	Graphic Design	13,770	5	14,000	5	5
			5400	Printing	37,273	5	40,000	5	5
			5335	Processing Labor / Materials	6,400	5	6,600	5	5
			5300	Postage (Assumes 2.8% Inc.)	29,000	5	28,200	5	5
			5335	Digital Conversion (204pp@\$4.75/pg)	970	5	988	5	5
	<b>3</b>	<b>Publish <i>In the Loop</i> 26 times per year</b> Inhouse production of biweekly e-newsletter		Production expenses in General & Administrative cost allocation			5000	5	5

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY17 Budget		FY16 Budget		
					Line Amount	Activity Total	Line Amount	Activity Total	
	<b>4</b>	<b>Revenue</b>				<b>\$34,300</b>		<b>\$24,409</b>	
		a. <i>Archival Outlook</i> display ads (7.5 pages x 6 issues)	4150	Display Ads	16,000		4	15,400	4
		b. <i>Archival Outlook</i> first-class and airmail service	4800	First-Class + Airmail Income	1,900		4	2,400	4
		c. Naylor: <i>In the Loop</i> ads (2–3 ads per issue)	4150	Advertising	6,400		4	6,609	4
		d. Naylor: Web Advertising	4150	Advertising	10,000		4		4
	<b>5</b>	<b>General and Administrative Cost Allocation</b>				<b>51,126.79</b>		<b>49,862.06</b>	
	<b>6</b>	<b>Computer Support Cost Allocation</b>				<b>2,785.19</b>		<b>2,824.93</b>	
				<b>Total Income</b>		<b>\$34,300</b>		<b>\$24,409</b>	
				<b>Total Expenses</b>		<b>\$141,820</b>		<b>148,120</b>	
				<b>Gain / (Loss) From Operations</b>		<b>(\$107,520)</b>		<b>(\$123,711)</b>	

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**Society of American Archivists  
Council Meeting  
May 11–13, 2016  
Chicago, Illinois**

**FY17 Proposed Budget Narrative:  
Publications (Program 104)  
(Prepared by Teresa Brinati)**

The FY17 proposed budget projects a net loss of \$20,405. This is \$11,691 (134.16%) greater than the FY16 budgeted net loss and \$47,188 (69.81%) less than the FY16 projected net loss.

Effort of all staff members is allocated across the budget based on management estimates. Personnel costs reflect 0.91 FTEs or 7.56% of total salaries, taxes, and benefits. The cost of benefits is expected to increase by 6.62% over the course of FY 2017. A 4% placeholder has been included in the salary budget for staff merit increases.

The proposed budget assumes the following:

- Revenue projections are based on approximately 77 print titles, 36 e-books, and 5 new titles.
- Revenue trends from the past five fiscal years are as follows:

July 2015 (\$220,049) to June 2016 (Projected \$157,615)	28.3% decrease
July 2014 (\$286,636) to June 2015 (\$220,049)	23.2% 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
- Shipping revenue offsets 50.5% of postage and processing labor/materials associated with third-party fulfillment. (Activities 2.b. and 2.f.)
- The Publications Board will meet in Chicago in early 2017. (Activity 1.b.)
- The Dictionary Working Group will not hold a mid-year meeting.

**The Society of American Archivists**  
**Income Statement**  
**Fiscal 2017 Budget**  
**Publications**

**Revenues**

	Projected FY '16			FY '17 Budget v. FY '16 Budget		FY '17 Budget v. FY '16 Actuals	
	<u>Fiscal '17</u>	<u>Fiscal '16</u>	<u>Actuals</u>	<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Dues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Subscriptions & Advertising	-	-	-	-	N/A	-	N/A
Workshops	-	-	-	-	N/A	-	N/A
Annual Meeting	-	-	-	-	N/A	-	N/A
Publications	213,185.54	227,682.94	157,614.83	(14,497.40)	(6.37%)	55,570.71	35.26%
Contributions	-	-	-	-	N/A	-	N/A
Investments	-	-	-	-	N/A	-	N/A
Other	40,502.93	30,686.51	29,608.09	9,816.42	31.99%	10,894.84	36.80%
Total Revenues	\$ 253,688.47	\$ 258,369.45	\$ 187,222.92	\$ (4,680.98)	(1.81%)	\$ 66,465.55	35.50%

**Expenses**

	Projected FY '16			FY '17 Budget v. FY '16 Budget		FY '17 Budget v. FY '16 Actuals	
	<u>Fiscal '17</u>	<u>Fiscal '16</u>	<u>Actuals</u>	<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Personnel	\$ 84,025.13	\$ 82,503.06	\$ 78,267.02	\$ 1,522.07	1.84%	\$ 5,758.11	7.36%
Office Occupancy & Utilities	8,595.64	8,161.11	9,041.43	434.53	5.32%	(445.79)	(4.93%)
Services	95,111.29	82,269.82	85,638.11	12,841.46	15.61%	9,473.17	11.06%
Supplies	586.31	4,370.31	5,786.90	(3,784.00)	(86.58%)	(5,200.58)	(89.87%)
Travel	7,565.40	13,460.00	7,990.57	(5,894.60)	(43.79%)	(425.17)	(5.32%)
Leases, Rentals & Licenses	9,181.38	9,782.68	10,883.94	(601.30)	(6.15%)	(1,702.56)	(15.64%)
Taxes, Dues and Subscriptions	-	-	2,057.12	-	N/A	(2,057.12)	(100.00%)
Depreciation, COGS, and Other	69,027.83	66,536.32	55,150.20	2,491.52	3.74%	13,877.63	25.16%
Total Expenses	\$ 274,092.98	\$ 267,083.29	\$ 254,815.28	\$ 7,009.69	2.62%	\$ 19,277.70	7.57%
Gain / (Loss) from Operations	\$ (20,404.51)	\$ (8,713.84)	\$ (67,592.36)	\$ (11,690.67)	134.16%	\$ 47,187.85	(69.81%)

**Transferred to Funds**

**Net Gain / (Loss)**

-	-	-
<b>\$ (20,404.51)</b>	<b>\$ (8,713.84)</b>	<b>\$ (67,592.36)</b>

**The Society of American Archivists  
Program Planner  
Fiscal Year 2017**

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

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY17 Budget		FY16 Budget		
					Line Amount	Activity Total	Line Amount	Activity Total	
	<b>1</b>	<b>Management and Administration</b> 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;				<b>\$35,900</b>		<b>32,955</b>	
		a. Publications Editor	5370	Honorarium	28,500	5	25,000	5	5
		b. Publications Board – Winter Meeting in Chicago (9 members + 1 Council liaison + 2 staff)	5610	Airfare / Ground Transport	2,850	5	3,500	5	5
			5620	Lodging (\$125 x 2n x 10p)	2,700	5	2,500	5	5
			5290	Business Meals	1,700	5	1,200	5	5
			5700	Meeting Room Rental	150	5	155	5	5
	<b>2</b>	<b>Sales and Distribution</b> 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.				<b>\$183,076 \$83,312</b>		<b>\$220,163 109,758</b>	
		a. Sale of Publications (See worksheet for details)	4400	Sale of Publications	151,060	4	186,277	4	4
		b. Revenue from customers to offset shipping expense	4800	Shipping Revenue (~10% of sales)	20,516	4	19,187	4	4
		c. eBooks	4450	Sales	1,500	4	3,200	4	4
			5337	E-Production	250	5	600	5	5
		d. Royalties earned from publishing/distribution partnerships: - American Library Association ~ \$7,000 - Scarecrow Press (Rowman & Littlefield) ~ \$1,600 - Copyright Clearance Center ~ \$550	4860	Royalty Income	10,000	4	11,500	4	4
		e. Cost of goods sold @ average of .325 of sales (Sustaining institutional member COGS reflected in Membership budget)	5940	Cost of Goods Sold	49,095	5	49,656	5	5

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY17 Budget		FY16 Budget		
					Line Amount	Activity Total	Line Amount	Activity Total	
	3	f. Warehousing, packaging, and distribution - Fulfillment via Diamond Marketing Solutions, Inc.	5700	Warehouse (\$270/m x 12)	3,240		5	3,240	5
			5300	Postage	25,000		5	33,418	5
			5335	Processing Labor / Materials	4,350		5	4,572	5
		g. Royalties paid to authors of SAA books: - Managing Archival and Manuscript Repositories - Photographs: Archival Care and Management - Preserving Archives and Manuscripts - Providing Reference Services - Understanding Archives and Manuscripts	5395	Royalties Paid (\$1/book x 95) (\$1/book x 250) (\$1/book x 260) (\$1.50/book x 175) (\$1/book x 2 authors x 250)	1,378		5	1,393	5
		h. Reserve set up to cover unsold assets	5960	Inventory Reserve Depreciation			5		5
		<b>New Publication Production, Distribution, and Sales</b>	4400	New Publications--Sales	60,626	<b>\$66,870</b>	4	38,206	<b>38,206</b>
		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)	5940	New Publications--Cost of Sales	19,933	<b>\$40,033</b>	5	16,880	<b>43,085</b>
			4800	Shipping Revenue (~10% of sales)	6,244		4		4
		Packaging and distribution - Fulfillment via Diamond Marketing Solutions, Inc.	5300	Postage	18,000		5		
			5335	Processing Labor / Materials	2,100		5		
		<b>Dictionary Working group</b>				<b>4,706</b>		<b>12,405</b>	
		a. Meetings (9 members + 1 Council liaison + 1 staff person)	5290	Dinner @ Ann Mtg (11p x \$75 x 1.34)	1,106		5	1,000	5
		- Dinner @ Annual Meeting	5700	Meeting Room Rental @ Winter Meeting			5	155	5
		- Winter Meeting in Chicago (9p x 2n x \$125)	5610	Airfare/Ground Transport @ Winter Mtg			5	3,000	5
			5620	Lodging @ Winter Mtg			5	2,250	5
		b. Dictionary Creation Software	5700	Software Licensing	3,600		5	4,000	5
			5200	Software Set-up			5	2,000	5
		<b>Marketing and Promotion</b>				<b>\$3,743</b>		<b>13,799</b>	
		Market and promote new and existing titles. Promote participation in SAA's				<b>\$9,759</b>			
		a. SAA promo for distribution at Annual Meeting + Regional Meetings	5350	Design	400		5	500	5
			5400	Printing	1,800		5	1,000	5
		b. Promotional items @ Annual Meeting (Giveaways & for Sale)	5550	Promo items			5	3,750	5
		Mini notebook: 3,000 @ \$3623; Revenue Offset: 750 x \$4.99	4900	Notebook Sales	3,743		4		4
		c. Staff attendance at SAA Annual Meeting	5600	Staff Travel (\$400 x 2)	600		5	600	5
		- Brinati and Christian	5600	Lodging (6d x \$150)	975		5	1,190	5
			5600	Per Diem (1p x 7d + 1p x 6d x \$35)	440		5	420	5
		d. Bookstore at Annual Meeting	5350	Graphics	700		5	750	5
			5400	Printing (25 signs @ \$35)	1,000		5	875	5
			5300	Freight (RT warehouse to site)	2,200		5	3,600	5
		e. "Salute to Authors" Lemonade Toast at Annual Meeting	5290	F&B (5 gals x \$42x 24% svc+ 8%tax@)	495		5	281	5

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY17 Budget		FY16 Budget		
					Line Amount	Activity Total	Line Amount	Activity Total	
		f. "Write Away" Forum at Annual Meeting (50/50 split with <i>The American Archivist</i> )	5290 5290 5290	<b>F&amp;B (Continental Breakfast)</b> (60p x \$29 + 24% svc +8% tax) @ 50%	1,148		5 5 5	32 801	5 5 5
	6	General and Administrative Cost Allocation	5XXX			\$95,186	5	93,471	5
	7	Computer Support Cost Allocation	5XXX			\$5,197	5	5,295	5
				Total Income		\$253,688		258,369	
				Total Expenses		\$274,093		267,083	
				Gain / (Loss) From Operations		(\$20,405)		(8,714)	
				Net Operating Gain / (Loss)		(\$20,405)		(8,714)	

**Society of American Archivists  
Council Meeting  
May 11–13, 2016  
Chicago, Illinois**

**FY17 Proposed Budget Narrative:  
Education (Program 105)  
(Prepared by Solveig De Sutter)**

The projected net gain in this program for FY 2017 is \$15,904. This is \$89,818 (85%) less than the FY 2016 budgeted net gain and \$89,285 (84%) less than the FY 2016 projected net gain. The major factors contributing to a significant decline in projected net gain from FY 2016 to FY 2017 are the following:

- The FY16 budget included \$60,000 for “funding to support, strengthen, and enhance the Education program, including DAS. (May include software, tech support, consultants, temp assistance.)” That money could not be spent due to staff capacity issues, thus inflating the projected net gain for FY16.
- Staff is estimating a more realistic (though still challenging) number of offerings in FY17 based on our FY16 experience.
- The FY17 budget includes a significant amount of R&D funding and staff time to ensure continued growth in the program.

For FY17, effort of all staff members is allocated across the budget based on management estimates. Personnel costs for Education reflect 2.72 FTEs or 22.65% of total salaries, taxes, and benefits. The cost of benefits is expected to increase by 6.62% over the course of FY 2017. 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:

- A total of 111 events (including face-to-face courses/workshops, webinars, and comprehensive examinations) with approximately 2,440 registrants.
- A decrease in CD sales based on FY 2016 sales trends.
- Continuing education workshop and Arrangement and Description (A&D) course fees remain at the FY08-FY16 level, Digital Archives Specialist (DAS) courses (except for Lab courses) remain at the FY16 level, and challenge exam fees increase by \$4.
- R&D expenses for development of five DAS courses/webinars and updates/revisions of four DAS courses/webinars.



- R&D expenses for development of four A&D webinars and updates/revisions of four workshops for the A&D track.
- A decrease in the number of “premium” Education Directory listings (21) based on trends.
- A faculty training session on webinar content development and presentation.
- Three R&D meetings: One for the Committee on Education and two for the DAS Subcommittee.
- Additional funding of \$25,000 to support, strengthen, and enhance the Education program (including A&D and 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 FY16, including total number of events per year, new events per year, total registrations, number of realized collaborations, 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, increasing webinar offerings and our online presence continues to be a priority to retain and gain market share.

SAA can position itself as the education provider of choice by continuing to build programs structured like DAS and A&D (that include examinations at the end of each offering but without a comprehensive examination) culminating in a Certificate of Successful Completion. Studies have shown that 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. To sustain the success of the DAS program and to ensure that the A&D program thrives as envisioned, we must proceed with the investment in infrastructure to maximize staff resources.

### Summary of Education Offerings, FY 2007 – FY 2016

Fiscal Year	Events	New	Regs.	Collabs.	Live Webinars	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	780	89	\$622,953
*2016	105	5	**2,000	5	7	**72/225	**773	122	**563,514

\*Scheduled as of 4/28/2016; \*\*Projected;

**The Society of American Archivists**  
**Income Statement**  
**Fiscal 2017 Budget**  
**Education**

**Revenues**

	<u>Fiscal '17</u>	<u>Fiscal '16</u>	<u>Projected FY '16 Actuals</u>	<u>FY '17 Budget v. FY '16 Budget</u>		<u>FY '17 Budget v. FY '16 Actuals</u>	
				<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Dues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Subscriptions & Advertising	3,500.00	6,300.00	3,102.42	(2,800.00)	(44.44%)	397.58	12.82%
Workshops	685,228.00	733,441.00	560,126.44	(48,213.00)	(6.57%)	125,101.56	22.33%
Annual Meeting	-	-	-	-	N/A	-	N/A
Publications & CD Sales	240.00	480.00	285.00	(240.00)	(50.00%)	(45.00)	(15.79%)
Contributions	-	-	-	-	N/A	-	N/A
Investments	-	-	-	-	N/A	-	N/A
Other	-	-	-	-	N/A	-	N/A
Total Revenues	\$ 688,968.00	\$ 740,221.00	\$ 563,513.86	\$ (51,253.00)	(6.92%)	\$ 125,454.14	22.26%

**Expenses**

	<u>Fiscal '17</u>	<u>Fiscal '16</u>	<u>Projected FY '16 Actuals</u>	<u>FY '17 Budget v. FY '16 Budget</u>		<u>FY '17 Budget v. FY '16 Actuals</u>	
				<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Personnel	\$ 251,963.48	\$ 229,549.99	\$ 210,504.15	\$ 22,413.49	9.76%	\$ 41,459.33	19.70%
Office Occupancy & Utilities	25,735.77	22,705.29	22,314.29	3,030.48	13.35%	3,421.49	15.33%
Services	234,978.89	224,283.88	131,280.24	10,695.01	4.77%	103,698.65	78.99%
Supplies	4,889.65	3,576.32	1,625.25	1,313.34	36.72%	3,264.40	200.86%
Travel	147,927.10	146,810.00	89,056.50	1,117.10	0.76%	58,870.60	66.10%
Leases, Rentals & Licenses	7,569.03	7,573.52	3,544.95	(4.49)	(0.06%)	4,024.08	113.52%
Taxes, Dues and Subscriptions	-	-	-	-	N/A	-	N/A
Depreciation, COGS, and Other	-	-	-	-	N/A	-	N/A
Total Expenses	\$ 673,063.93	\$ 634,499.00	\$ 458,325.38	\$ 38,564.93	6.08%	\$ 214,738.55	46.85%
Gain / (Loss) from Operations	\$ 15,904.07	\$ 105,722.00	\$ 105,188.49	\$ (89,817.93)	(84.96%)	\$ (89,284.41)	(84.88%)

**Transferred to Funds**

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**Net Gain / (Loss)**

<b>\$ 15,904.07</b>	<b>\$ 105,722.00</b>	<b>\$ 105,188.49</b>
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**The Society of American Archivists  
Program Planner  
Fiscal Year 2017**

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

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY17 Budget		FY16 Budget		
					Line Amount	Activity Total	Line Amount	Activity Total	
	<b>1</b>	<b>Management and Administration</b> 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				<b>\$3,767</b>		<b>\$2,720</b>	
		a. Membership dues	5820	ASAE			5		5
			5820	Association Forum of Chicagoland			5		5
			5820	Amigos			5		5
		b. Staff professional development (included in G&A budget in FY16)	5640	ASAE Meeting Registration			5		5
			5640	Association Forum Registrations (1)			5		5
		c. Provide staff support for Annual Meeting (De Sutter, Downing, Capodilupo)	5600	Staff Travel (1p x \$107.14/d x d lodging) (SD) = 535.70 (2p x \$107.14/d x 5d lodging) (BD/MC) = 1,071.40 (1p x \$45/d x 6d per diem) (SD) = 270 (2p x \$45/d x 6d per diem) (BD/MC) = 540 (3p x \$450 airfare) (BD/MCSD) = 1,500	3,767		5	2720	5
	<b>2</b>	<b>Support the work of the Committee on Education, the DAS Subcommittee, and other committees and task forces as assigned.</b>  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.				<b>\$26,528</b>		<b>\$23,513</b>	
		a. One mid-year CoE planning meeting (Chicago)	5610	Member Travel (12p x \$500 airfare/bags/ground) = 6,000	6,000		5	4950	5
			5620	(12p x \$125/d x 2d lodging) = 3,000	3,000		5	2750	5
			5630	(12 p x \$50/d x 2d per diem) = 1,200	1,200		5	1300	5
			5295	Staff Travel (2p x 2d x \$16) = 64	64		5	64	5
			5700	Room Rental (1 mtg. x \$150)	150		5	155	5
		b. Two DAS Subcommittee meetings (Chicago)	5610	Member Travel	8,100		5	7200	5

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY17 Budget		FY16 Budget		
					Line Amount	Activity Total	Line Amount	Activity Total	
				(18p x \$450 airfare/bags/ground) = 8,100					
			5620	(18p x \$325/d x 2d lodging) = 5,850	5,850		5	4800	5
			5630	(18p x \$50/d x 2d per diem) = 1,800	1,800		5	1920	5
			5295	Staff Travel (2p x 2d x \$16) = 64	64		5	64	5
			5700	Room Rental (2 mtgs. x \$150)	300		5	310	5
	3	Maintain online Education Directory.				\$3,500		\$6,300	
		- 20 Premium Listings	4170	Directory Listings (20 x \$175)	3,500	\$0	4	6300	4
	4	Plan, develop, market, implement, monitor, and evaluate a variety of high-				\$685,228		\$733,441	
		- See attached worksheets for breakdown of revenues and expenses per offering.	4200	Total Registrations (see attached)	685,228	\$290,159.99	4	733,441	4
		- This includes revenues from the Comprehensive Examinations, web exams, and challenge exams.	5XXX	Total Expenses (see attached)	290,160		5	242,295	5
		Assumes 111 events, including hands-on workshops, A&D and DAS courses, webinars, Online/On Demand registrations, and Comprehensive Exams.							
	5	Research and develop new CE offerings.				\$0		\$0	
						\$48,775		\$88,425	
		a. Develop/revise/update courses for DAS curriculum.	5200	Development Fee (1 course x \$1,600)	1,600		5	1950	5
		- New Transformational Course							
		- Revise/update 4 courses/webinars	5200	Revision/Update Fee (4 courses x \$600)	2,400		5	2400	5
		b. Develop DAS webinar that explains the curriculum, gives overview, and provides guidance.	5200	Development Fee (1 course x \$400)	400		5	400	5
		c. Develop a course (format TBD) on visual materials.	5200	Development Fee (1 course x \$1600)	1,600		5	1,950	5
		d. Develop DAS webinar series with interactive activities in the Tools and Services Tier.	5200	Development Fee (2 x \$750)	1,500		5	3,000	5
		e. Develop webinars (for A&D track).	5200	Development Fee (4 x \$750)	3,000		5	3750	5
		f. Update/revise 4 CE workshops (for A&D track).	5200	Revision/Update Fee (4 x \$700)	2,800		5	3500	5

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY17 Budget		FY16 Budget		
					Line Amount	Activity Total	Line Amount	Activity Total	
		g. Test hosting service. - 1,000 credits for 1,000 tests - Instructor licenses	5200 5200	Testing Services Instructor Licenses (3 x \$25)	400 75		5 5	400 75	5 5
		h. Psychometrician	5200	Consultant	6,000		5	6,000	5
		i. Audits and faculty training - Six additional instructors (A&D and DAS)	5610	Member Travel (6p x \$500 airfare/lodging)	3,000		5	3,000	5
		j. Conference calls (DAS) (included in allocables)	5110	Conference Calls			5		5
		k. Audit and faculty training (workshops)	5610	Member Travel (1p x \$500 airfare/lodging)	0		5	1,000	5
		l. Offer session on online content development & instr.	5610	Consultant	1,000		5	1,000	5
		m. Develop an online course template/process - Creating and Compiling Processing Manuals	5200 5200	Development Fee Hosting Fee			5 5		5 5
		n. Funding to support, strengthen, and enhance the Education program, including DAS. (May include software, tech support, consultants, temp assistance.)	5200	Professional Services and Other	25,000		5	60,000	5
	6	<b>Marketing and Promotion</b>				\$1,750			
		a. Education Mini-Catalog	5350	Design and Printing (catalog)			5		5
		b. DAS Certificate	5350	Design and Printing (certificates)	1,000		5	1,000	5
		c. A&D Certificate	5350	Design and Printing (certificates)	750		5		5
	7	<b>Miscellaneous</b>							
		General beverage breaks: Most breaks are negotiated; assumes payment for 6 breaks.	5290	F&B (\$200 x 3 courses)	600	\$240 \$1,200	5	800	\$480 \$1,760
		General space rental: Most meeting rooms negotiated; assumes payment for 2 meeting rooms.	5700	Space Rental (2 rooms x \$300)	600		5	900	5
		CD sales from Web seminars.	4450	CD Sales (\$20/m)	240		4	480	4
		Conference calls (CEPD) (included in allocables).	5395 5110	Conference Calls			5 5	60	5 5
		Develop custom MemberMax reports for DAS (provide extracts from student data).	5226				5		5
	8	<b>General and Administrative Allocation</b>	5XXX		285,388		5	260,045	5
	9	<b>IT Allocation</b>	5XXX		15,496		5	14,741	5
				<b>Total Income</b>		\$688,968			\$740,221
				<b>Total Expenses</b>		\$673,064			\$634,499
				<b>Gain / (Loss) From Operations</b>		\$ 15,904			\$ 105,722
				<b>Net Operating Gain / (Loss)</b>		\$ 15,904			\$105,722

(\$0.00)

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**Society of American Archivists  
Council Meeting  
May 11–13, 2016  
Chicago, Illinois**

**FY17 Proposed Budget Narrative:  
Advocacy and Public Awareness (Program 107)  
(Prepared by Nancy Beaumont)**

The proposed FY 2017 budget projects a net loss of \$164,333 in this program area. This is \$1,585 (0.964%) less than the FY 2016 budgeted net loss and \$35,353 (27.4%) greater than the FY 2016 projected net loss.

Effort of all staff members is allocated across the budget based on management estimates. Personnel costs reflect 0.83 FTEs or 6.96% of total salaries, taxes, and benefits. The cost of benefits is expected to increase by 6.62% over the course of FY 2017. A 4% placeholder has been included in the salary budget for staff merit increases.

***Relation of this program to Strategic Plan:*** This budget, which directly addresses Goal 1: Advocating for Archives and Archivists, Strategies 1.1., 1.2., and 1.4., represents a slight decrease in expenditures (particularly for PR counsel) and a shifting of activities when compared with the FY16 budget.

The proposed budget assumes the following:

- Funded mid-year face-to-face meetings of both the Committee on Public Awareness (Activity 1.a.) and the Committee on Public Policy. (Both committees will also meet during the 2016 Joint Annual Meeting. With significant changes in the leadership and membership of these groups, we believe that face-to-face meetings are necessary to build rapport, a shared vision, and momentum. (Activities 1.a. and 2.a.)
- A significant decrease in funding (from \$30,000 in FY16 to \$20,000 in FY17) for professional PR counsel to work with COPA and staff to accomplish COPA's Council-approved work plan. Although SAA benefited from PR counsel's assistance in preparing the "Archives Change Lives" video, the focus of work with counsel in FY17 will be on more fundamental PR activities. (Activity 1.a.)
- Professional design assistance (\$6,000) to create engaging materials (web and print) for 1) public awareness campaigns (Activity 1.b.) and 2) distribution to policymakers (Activity 2.d.).

- 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 the same level as in FY16 (i.e., \$12,000) to enhance SAA's advocacy representation and guarantee a seat on the NCH Policy Board. (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 2016), the International Council on Archives Congress (Seoul, South Korea, September 2016), and the ICA Section on Professional Associations meeting (Oslo, Norway, Spring 2017). 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.)

**NOTE:** The Intellectual Property Working Group has requested funding totaling \$6,200 for three trips by three IPWG members to Washington, DC, to advocate with the U.S. Copyright Office on key issues. This funding request currently is reflected in the Governance budget (Program 108), Activity 7.b., pending review by the Finance Committee and the Council. See the attachment to the Program 108 budget narrative for all component group funding requests.

**The Society of American Archivists**  
**Income Statement**  
**Fiscal 2017 Budget**  
**Advocacy and Public Awareness**

**Revenues**

	Projected FY '16			FY '17 Budget v. FY '16 Budget		FY '17 Budget v. FY '16 Actuals	
	<u>Fiscal '17</u>	<u>Fiscal '16</u>	<u>Actuals</u>	<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
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	-	-	890.56	-	N/A	(890.56)	(100.00%)
Total Revenues	\$ -	\$ -	\$ 890.56	\$ -	N/A	\$ (890.56)	(100.00%)

**Expenses**

	Projected FY '16			FY '17 Budget v. FY '16 Budget		FY '17 Budget v. FY '16 Actuals	
	<u>Fiscal '17</u>	<u>Fiscal '16</u>	<u>Actuals</u>	<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Personnel	\$ 76,703.37	\$ 71,276.77	\$ 67,640.03	\$ 5,426.60	7.61%	\$ 9,063.35	13.40%
Office Occupancy & Utilities	7,063.89	7,048.64	6,889.50	15.25	0.22%	174.39	2.53%
Services	39,137.55	52,349.11	27,073.16	(13,211.55)	(25.24%)	12,064.40	44.56%
Supplies	544.07	525.93	500.00	18.14	3.45%	44.07	8.81%
Travel	26,600.00	20,790.00	14,132.85	5,810.00	27.95%	12,467.16	88.21%
Leases, Rentals & Licenses	2,284.50	1,927.96	1,135.19	356.54	18.49%	1,149.32	101.24%
Taxes, Dues and Subscriptions	12,000.00	12,000.00	12,500.00	-	0.00%	(500.00)	(4.00%)
Depreciation, COGS, and Other	-	-	-	-	N/A	-	N/A
Total Expenses	\$ 164,333.38	\$ 165,918.40	\$ 129,870.71	\$ (1,585.02)	(0.96%)	\$ 34,462.67	26.54%
Gain / (Loss) from Operations	\$ (164,333.38)	\$ (165,918.40)	\$ (128,980.15)	\$ 1,585.02	(0.96%)	\$ (35,353.23)	27.41%

**Transferred to Funds**

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**Net Gain / (Loss)**

<u>\$ (164,333.38)</u>	<u>\$ (165,918.40)</u>	<u>\$ (128,980.15)</u>
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**The Society of American Archivists  
Program Planner  
Fiscal Year 2017**

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

Goal	Activity No.	Narrative	Account No.	Account Description	= Gen/Admin		=FY 16 Data for Reference		
					Proposed FY17 Budget		FY 16 Budget		
					Line Amount	Activity Total	Line Amount	Activity Total	
1.1	1	Promote the value of archives and archivists to institutions, communities, and society.				31,650		45,625	
		a. Conduct mid-year meeting of Committee on Public Awareness to support work on Strategy 1.1.:	5200	Consultant (Public Awareness)	5,000	5	5,000	5	
			5610	Member Travel (8p x \$350 [avg] airfare/ground) = \$2,800 (8p x \$150 x 2d lodging) = \$2,400 (8p x \$45 x 1d per diem) = \$360	5,560	5	5,560	5	
		- Work plan development and refinement.							
		- Draft plan for American Archives Month, including evaluation.							
		- Create and distribute PA resources via SAA website.	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	5	
		- Increase visibility of archives within existing PA campaigns.	5300	Room Rental (SAA HQ)	150	5	125	5	
		b. Implement ongoing publicity and media plan and sponsor public awareness campaigns (including AAM). (1.1.3.)	5200	Consultant (Public Awareness)	15,000	5	20,000	5	
			5300	Postage/Freight (online/co-mail with AO)	-	5	1,000	5	
			5350	Design/Photography/Production	3,000	5	3,000	5	
			5400	Printing	2,000	5	2,000	5	
		c. Promote public relations competencies among archivists via web resources; incorporate PA goals into SAA website. (1.1.3.)	5200	Consultant (Public Awareness)	-	5	5,000	5	
			5350	Design/Photography/Production	-	5	3,000	5	
1.2	2	Educate and influence decision makers about the importance of archives and archivists.				25,400		18,400	
		a. Conduct mid-year meeting of Committee on Public Policy to support work on Strategy 1.2.	5610	Member Travel (8p x \$350 [avg] airfare/ground) = \$2,800 (8p x \$150 x 2d lodging) = \$2,400 (8p x \$45 x 1d per diem) = \$360	5,560	5	0	5	
		- 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.)	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	0	5	
		b. Fund travel by SAA representatives to Washington, DC, for Hill visits and other meetings and briefings as needed.	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	790	5	
		See also Governance, Activity 7, for IPWG request for funding for U.S. copyright advocacy.	5610	Member Travel (1p x \$350 airfare/ground x 3m) = \$1,050 (1p x \$175 x 2d lodging x 3m) = \$1,050 (1p x \$45 x 2d per diem x 3m) = \$270	2,370	5	2,370	5	
		c. Provide support to the National Coalition for History.	5820	NCH Membership Dues	12,000	5	12,000	5	

1.4	3	d. Develop and distribute, via the website and other means, materials that explain to policymakers the relevance and importance of archives and archivists.	5350	Design/Production	3,000	5	2,500	5
		e. Participate in meetings with coalition partners (eg, Joint Working Group on Issues and Awareness with CoSA and NAGARA). (1.2.1.)	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
		<b>Strengthen the ability of those who manage and use archival material to articulate the value of archives.</b>				<b>3,400</b>		<b>- 4,400</b>
		a. Develop resources designed to meet member needs, including free "Basics of Advocating" guide. (1.4.1.)	5350	Design/Production	500	5	1,500	5
		b. Provide low-cost "Advocating for Archives" workshop at Annual Meeting for up to 60 attendees. (Not scheduled in 2016.) - \$39 fee to offset F&B and ensure reservation. (1.4.1.)	4200	Registrations (60 x \$39)	-	4	0	4
			5380	Honoraria (2p x \$500)	-	5	0	5
			5610	Member Travel (2p x \$350 airfare/ground)	-	5	0	5
			5290	Food and Beverage (two breaks)	-	5	0	5
			5360	Audiovisual	-	5	0	5
		c. Develop and host free online, on-demand webinar on "Advocating for Archives." (1.4.1.)	5200	Development/Hosting Fee (Peach New Media)	1,900	5	1,900	5
	4	<b>Provide funding for SAA representation at meetings of various organizations.</b>	5380	Honoraria (2 web seminar segments x \$500)	1,000	5	1,000	5
						<b>12,780</b>		<b>12,530</b>
		a. National and international organizations:	5610	Member Travel (1p x \$1500 airfare/ground x 2m) = \$3,000 (1p x \$130 x 8n lodging x 2m) = \$2,080 (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 2016)						
		- International Council on Archives Congress (Seoul, South Korea, Sept 5-10, 2016) (Cost shared 50% with ACA)	5610	Member Travel--ICA Congress (1p x \$2000 airfare/ground) x .50 = \$1,000 (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	2,260	5	2,010	5
		- ICA Section on Professional Associations (SPA) (Tentatively Oslo, Norway, Spring 2017) (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	100	5
		b. Regional and local organizations, such as:	5640	Registration Fees	500	5	500	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 (1p x \$300 airfare/ground x 1m) = \$300 (1p x \$150 x 2d lodging) = \$300 (1p x \$45 x 3d per diem) = \$135	735	5	735	5
		- NEA						
		- SSA						
		- SCA						
			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

	5	General and Administrative Cost Allocation	5XXX		86,318	86,318	5	80,749	80,749	5
	6	Computer Support Cost Allocation	5XXX		4,786	4,786	5	4,215	4,215	5
				Total Income		\$0			\$0	
				Total Expenses		\$164,333			\$165,918	
				Net Gain / (Loss)		(\$164,333)			(\$165,918)	
						\$0			\$0	

**Society of American Archivists  
Council Meeting  
May 11–13, 2016  
Chicago, Illinois**

**FY17 Proposed Budget Narrative:  
Career Services (Program 115)  
(Prepared by Peter Carlson)**

The proposed FY 2017 budget projects a net gain for the Career Services program of \$40,414. This is \$4,092 (11.27%) greater than the FY 2016 budgeted net gain and \$78 (0.19%) less than the FY 2016 projected net gain.

Effort of all staff members is allocated across the budget based on management estimates of expected effort by program area. Personnel costs for Career Services reflect 0.05 FTEs or 0.40% of total salaries, taxes, and benefits. The cost of benefits is expected to increase by 6.62% over the course of FY 2017. 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 \$68,000 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 \$480) in revenue from the online Directory of Archival Consultants, which was launched in April 2012.

**The Society of American Archivists**  
**Income Statement**  
**Fiscal 2017 Budget**  
**Career Services**

**Revenues**

	Projected FY '16			FY '17 Budget v. FY '16 Budget		FY '17 Budget v. FY '16 Actuals	
	<u>Fiscal '17</u>	<u>Fiscal '16</u>	<u>Actuals</u>	<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Dues	\$ -	\$ -	-	\$ -	N/A	\$ -	N/A
Subscriptions & Advertising	68,000.00	61,770.00	70,960.63	6,230.00	10.09%	(2,960.63)	(4.17%)
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	\$ 68,000.00	\$ 61,770.00	\$ 70,960.63	\$ 6,230.00	10.09%	\$ (2,960.63)	(4.17%)

**Expenses**

	Projected FY '16			FY '17 Budget v. FY '16 Budget		FY '17 Budget v. FY '16 Actuals	
	<u>Fiscal '17</u>	<u>Fiscal '16</u>	<u>Actuals</u>	<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Personnel	\$ 4,391.95	\$ 4,192.57	\$ 4,238.42	\$ 199.38	4.76%	\$ 153.54	3.62%
Office Occupancy & Utilities	450.41	415.19	428.52	35.22	8.48%	21.89	5.11%
Services	21,813.23	19,935.15	23,966.07	1,878.08	9.42%	(2,152.84)	(8.98%)
Supplies	31.44	31.16	-	0.27	0.88%	31.44	N/A
Travel	783.83	761.00	1,763.78	22.83	N/A	(979.95)	(55.56%)
Leases, Rentals & Licenses	115.59	113.69	71.87	1.90	1.67%	43.72	60.84%
Taxes, Dues and Subscriptions	-	-	-	-	N/A	-	N/A
Depreciation, COGS, and Other	-	-	-	-	N/A	-	N/A
Total Expenses	\$ 27,586.45	\$ 25,448.77	\$ 30,468.65	\$ 2,137.69	8.40%	\$ (2,882.19)	(9.46%)
Gain / (Loss) from Operations	\$ 40,413.55	\$ 36,321.23	\$ 40,491.99	\$ 4,092.31	11.27%	\$ (78.44)	(0.19%)

**Transferred to Funds**

**Net Gain / (Loss)**

-	-	-
<b>\$ 40,413.55</b>	<b>\$ 36,321.23</b>	<b>\$ 40,491.99</b>

**The Society of American Archivists  
Program Planner  
Fiscal 2017 Budget**

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

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY17 Budget		Proposed FY16 Budget		
					Line Amount	Activity Total	Line Amount	Activity Total	
	1	Online Career Center				\$ 65,000		\$ 59,250	
		Job board outsourced to Boxwood Technologies	4160	Advertising Revenue	65,000	20,547	4	59,250	
		Boxwood revenue share	5200	Consulting Fees (30% revenue sharing)	19,052		5	17,366	
		Boxwood service fee	5335	Processing fees (~ 2.3%)	1,495		5	1,363	
	2	Administer Career Center at Annual Meeting				1,784		1,661	
		Staff onsite Networking Café and Career Center.	5600	Staff travel (C Salgado @ 6d)	784		5	761	
			5360	Signage for Networking Café / Career Center	600		5	600	
		Administer Mentoring Program Meet-and-Greet.	5290	F&B (coffee break for mentors/proteges)	400		5	300	
	3	Online Consultants Directory				3,000		2,520	
		Annual listing fee (\$399 list; \$198 members)	4170	Directory Listings (14 members)	3,000		4	2,520	
		All listings to run from Jan 1 to Dec 31.	4170	Directory Listings (Nonmembers)	-		4	-	
	4	General and Administrative Cost Allocation	5XXX				4,980	5	4,782
	5	Computer Support Cost Allocation	5XXX				276	5	277
					Total Income		68,000		61,770
					Total Expenses		27,586		25,449
					Gain / (Loss) From Operations		40,414		36,321

**Society of American Archivists  
Council Meeting  
May 11–13, 2016  
Chicago, Illinois**

**FY17 Proposed Budget Narrative:  
Governance (Program 108)  
(Prepared by Nancy Beaumont)**

The FY 2017 Governance budget projects a net loss of \$196,387. This is \$3,038 (1.57%) greater than the FY 2016 budgeted net loss and \$15,440 (8.53%) more than the FY 2016 projected net loss.

Effort of all staff members is allocated across the budget based on management estimates. Personnel costs reflect 1.08 FTEs or 9.01% of total salaries, taxes, and benefits. The cost of benefits is expected to increase by 6.62% over the course of FY 2017. 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 November 2016 and May/June 2017 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 for the three Council members elected in April 2017 (and to be seated in July 2017) to attend a new Council member orientation and the May/June Council meeting in Chicago. (Activity 1.c.)
- Removed from this proposed budget is funding 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 or FY16. (Activity 3.a.)
- Funding for one online election, as well as a placeholder for one all-member referendum on a matter to be determined. (Activity 4)

- Continued funding for SAA's membership in the International Council on Archives (\$800) and the National Information Standards Organization NISO (\$2,700). (Activity 5)
- Inclusion of funding for AV support for all roundtables at *ARCHIVES\*RECORDS 2016* (\$9,700, Activity 7.a.).
- Funding to accommodate the following formal requests from component groups (Activity 7.b.):
  - Intellectual Property Working Group: Three trips by three IPWG members to Washington, DC, to advocate with the U.S. Copyright Office on key issues. (Appendix A) (\$6,200)
  - Latin American and Caribbean Cultural Heritage Roundtable: To fund Enrique Chmelnik to present at LACCHA's meeting during the 2016 Joint Annual Meeting in Atlanta. (Appendix B) (\$1,900)
  - Military Archives Roundtable: To fund buses to transport attendees of the MART "Staff Ride" held in conjunction with the 2016 Joint Annual Meeting. (Appendix C) (\$1,000)

**PLEASE NOTE:** The Finance Committee recommends funding for the MART "Staff Ride" at \$400 rather than the requested \$1,000. The Committee believes that it is appropriate to subsidize the work of this very active roundtable, but that those attendees who take advantage of this event should pay a portion of the cost of bus rental.



**Society of American Archivists  
Component Group Funding Request  
Fiscal Year 2017**

**Intellectual Property Working Group:  
Funding to Support Advocacy at Two Lobbying Trips to  
Washington DC and Two WIPO/SCCR Meetings**

**Prepared by: Aprille C. McKay, Intellectual Property Working Group Chair  
Submitted: January 21, 2016**

The Intellectual Property Working Group (IPWG) requests that funding be included in SAA's FY 2017 budget to support:

- 1) Funds to support two one-day trips to Washington DC to support our domestic copyright lobbying agenda for teams of three IPWG members. Team members would arrange meetings with Congressional representatives, ALA copyright advocates and the Copyright Office at the Library of Congress.
- 2) Advocacy for a treaty to support library and archives exceptions to copyright before the Standing Committee on Copyright and Related Rights (SCCR) of the World Intellectual Property Organization (WIPO). The requested funds would support the travel expenses of past SAA president and IPWG member William Maher at two meetings in Geneva, Switzerland.

**BACKGROUND AND DISCUSSION**

**1) Two lobbying trips to Washington DC**

We foresee that next year will be a crucial year for domestic copyright legislation. The Trans-Pacific Partnership Agreement, possible orphan works legislation, possible extension to the term of copyright, revisions to the library and archives exceptions to copyright in Section 108 of the Copyright Act, and a movement to completely rethink copyright for the 21<sup>st</sup> century demand our attention and participation. For years SAA has conducted domestic copyright advocacy mainly through written comments on pending legislation. This tactic has the virtue of being inexpensive, but if SAA wants to have a bigger impact on the development of legislation we need to add face-to-face meetings with policy-makers and potential allies.

The IPWG believes that it is crucial that there be an archival voice at the table during these debates. Advocacy is SAA's first strategic objective, and these meetings will be among the most important opportunities in FY 2017 to 1) educate and influence decision makers in Congress and the Copyright Office about the special needs of archives 2) provide input on the text of provisions of vital concern to and probable impact on the archival community, and 3) build connections with allies in the ALA and to understand where our interests are aligned and thus foster cooperation.

In many copyright debates, for example, ALA is our natural ally. But the policy positions of SAA and ALA are somewhat different. ALA for example, has not sent representatives to the WIPO SCCR meetings. This means that the voice of the US Patent and Trade Office delegate is countered only by SAA's representative when the needs of US libraries are being discussed. We need to meet ALA's lobbyists face to face to discuss ALA's decision to avoid the WIPO forum and to encourage them to participate. There are other topics where the current strategy and tactics of ALA and SAA diverge. It has become urgent that we engage in regular dialogue so that we support each other where our interests converge and discuss our differences of opinion.

We expect that the next year may bring several new copyright bills to Congress. SAA must be ready and able to respond with feet on the ground in the nation's capital to confer with policy makers and legislators. These advocates should be individuals who are familiar with the needs of archives and their users, and who are also well-versed in the current and proposed copyright laws. Discussion among the members of the IPWG concluded that the impact of these meetings would be strongest if we could muster a team of three IPWG members to attend at the same time. Not only would that present strength in numbers, but it would also be an efficient way to build personal connections among experts in our profession with decision-makers in Washington and counterparts in ALA.

Building our relationships and SAA's reputation is a valuable investment. Contact with policymakers makes it much more likely that SAA will be asked to provide a witness at a hearing, or a speaker at a conference, or a liaison for a working group. These meetings can be a springboard to greater influence through as yet unanticipated channels. But we have to show up occasionally in Washington to make these personal connections. For this reason, we ask that SAA provide new funding to support two annual lobbying trips to Washington.

## **2) Attending SCCR Meetings**

WIPO's SCCR is actively debating the creation of an international written instrument, possibly a treaty, in support of library and archives exceptions for copyright. Protections for archives' rights to make preservation and patron copies, and to allow for the digitization and use of orphan works are under consideration.

Former SAA president and IPWG member William Maher has attended seven SCCR meetings (2011-2015). His regular reports to the Council communicate the significant influence which he is able to exert on the debate. In 2015 Maher succeeded in garnering invitations to several significant side-meetings in which strategy was disclosed, demonstrating that he has developed important relationships with other attendees and gained their trust and respect. Although the SCCR meetings for the next fiscal year have not yet been scheduled, planning for funding allocation requires us to forecast. Based on prior years we believe two meetings will be scheduled.

## Budget

### 1) Two one-day trips to Washington DC for three IPWG members

IPWG members currently live in Los Angeles, Boulder, Austin, Urbana-Champaign, Ann Arbor, Madison, Cambridge, and Toronto, so most members would require two nights lodging expenses to accomplish one day of lobbying. For the calculation below, we have assumed that two members would require two nights' stay, and one would not. Therefore, we request **\$7000** to support two lobbying trips, based on the estimates outlined below.

	Estimated Cost
Flights: 6 x \$450	\$2700
Hotels: 10 x \$200	\$2000
Per diem (@GSA's \$71 rate) (16 days)	\$1136
Ground transportation 12 x 25	\$300
	<b>\$6136 (rounded up to \$6200)</b>

### 2) Two trips to attend SCCR Meetings in Geneva, Switzerland

It is difficult to predict the cost of international travel so far in the future, but we believe that Maher may make two trips at a total cost of \$5500. The meetings typically last five days.

	Estimated Cost
Peoria Charter to ORD, r/t	\$ 60
Airfare	\$1,399
Hotel	\$ 800 (if B&B is available)
Per diems (8@ \$45)	\$ 360
Total	<b><u>\$2,619 x 2</u></b> <b>\$5238 (rounded up to \$5500)</b>

## FUNDING REQUEST

The IPWG requests that funding in the amount of \$11,700 be included in SAA's FY 2017 budget to support copyright advocacy

- 1) To support two one-day trips to Washington DC to support our domestic copyright lobbying agenda for teams of three IPWG members. Team members would arrange meetings with Congressional representatives, ALA copyright advocates and the Copyright Office at the Library of Congress.
- 2) To support the travel expenses of past SAA president and IPWG member William Maher at two meetings in Geneva, Switzerland where he will advocate for the needs of the users of archives and archivists at the SCCR meetings of the World Intellectual Property Organization in Geneva, Switzerland.

**Support Statement:** We have a special opportunity during the coming fiscal year to exert influence on the future of copyright for archivists by sending experienced, knowledgeable representatives to meet with policymakers in Washington and to two SCCR meetings in Geneva. If SAA does not send a representative, we risk the possibility that archival needs will be overlooked in any resulting legislation or instrument. We also lose the opportunity to build on recent advocacy successes that have resulted from the well-received position statements, public comments to legislation and valued contributions of William Maher at previous meetings of the SCCR.

**Relation to SAA Strategic Plan:** SAA's first strategic goal is advocating for archives, specifically by providing leadership in promoting the value of archives to society and by educating and influencing decision makers about the importance of archives.

**Fiscal Impact:** Direct expenses for travel are expected to total \$11,700. Maher, with the support of his employer, the University of Illinois, will contribute two weeks of his time. In addition, individual members of the IPWG will contribute two days of their time for each of the two trips.

**Society of American Archivists  
Component Group Funding Request  
Fiscal Year 2017  
(July 1, 2016 – June 30, 2017)  
Deadline: March 1, 2016**

**Latin American and Caribbean Cultural Heritage Archives  
Roundtable (LACCHA): Funding to Support Enrique  
Chmelnik's Participation at the 2016 SAA Annual Meeting  
(Prepared by Margarita Vargas-Betancourt, George Apodaca, and  
LACCHA's Steering Committee, Submitted on February 8, 2016)**

The Latin American and Caribbean Cultural Heritage Archives Roundtable (LACCHA) requests that funding be included in SAA's FY 2017 budget to support the participation of Enrique Chmelnik, President of the *Association of Mexican Private Archives and Libraries* ([AMABPAC](#)) and Director of the *Center of Documentation and Research of the Jewish Communities in Mexico* ([CDIJUM](#)) at the 2016 SAA Annual Meeting in Atlanta.

**BACKGROUND**

In the past few years, LACCHA has begun a tradition of bringing archivists from Latin America to present at LACCHA's annual meetings in an effort to increase contact of U.S. archivists with colleagues beyond the U.S.-Canadian English speaking profession. In 2014, archivists from the National Autonomous University of Honduras presented a talk on the rescue, preservation, access, and visibility of Honduras' cultural patrimony. In 2015, LACCHA partnered with IAART (International Archival Affairs Roundtable) to invite Jorge Yépez, archivist at the Union of South American Nations (UNASUR) and professor of archival sciences at the Pontificia Universidad Católica del Ecuador, and Judy Blankenship, a recent Fulbright recipient working on the Archivo Cultural de Cañar, a community archive project in Ecuador. Yépez gave an overview of the archival profession in Ecuador and current initiatives and projects in archival education and archival practice in his country. Blankenship talked about her long history living and working in Cañar as a photojournalist and her involvement in assisting the community in preserving and managing their rich cultural heritage via the Archivo Cultural de Cañar project. However, since LACCHA and IAART were unable to secure funds for our guests, only Blankenship (an American citizen) was able to attend. Yépez sent a pre-recorded presentation and connected via Skype to the questions and answers session.

In 2015, LACCHA also launched two successful international initiatives: the webinar series *Desmantelando Fronteras/Breaking Down Borders* and the *Itinerant Archivists* project. The purpose of both was to foster a bi-directional exchange among archivists and librarians of the Americas. Both projects have obtained national and international

recognition as can be evidenced in two articles published in *Archival Outlook*, an invitation to present at the 2015 Conference of the Seminar on the Acquisition of Latin American Library Materials (SALALM), a coming presentation at the 2016 Congress of the Mexican Association of Caribbean Studies (AMEC), and a forthcoming chapter for the book *Topographies of Whiteness: Mapping Whiteness in Library and Information Science* which Gina Schlesselman-Tarango will edit for Library Juice Press.<sup>1</sup> Such success illustrates the growing need for peer-to-peer discussion between U.S. archivists and their Latin American and Caribbean colleagues.

Chmelnik's participation at the 2016 SAA Annual Meeting will allow the continuation of LACCHA's international initiatives. For this reason we request funding to bring Chmelnik from Mexico City to Atlanta and to pay for his stay during at least three days during the meeting (July 31, 2016-August 6, 2016) with two days for travel.

## DISCUSSION

Chmelnik is President of the *Association of Mexican Private Archives and Libraries* ([AMABPAC](#)) and Director of the *Center of Documentation and Research of the Jewish Communities in Mexico* ([CDIJUM](#)). As the Director of AMABPAC, he has been deeply involved in the drafting of a new archive's law in Mexico. We would like him to talk about the negative impact of such a law to private archives and libraries. We believe that this intersects with the interests of the Issues and Advocacy (IART) roundtable, and we have already invited them to have a joint meeting with LACCHA.

We have also contacted SAA's Diversity Committee (to which LACCHA's Senior Co-chair belongs as Ex-officio) to see if the committee is interested in having a lunch-time brown-bag session in Atlanta where Chmelnik could talk as the Director of CDIJUM. We believe this can be very interesting, especially since anti-Semitism and xenophobic sentiment has recently been on the rise.

Chmelnik's participation at SAA's Annual Meeting will help address two of the goals stated in SAA's Strategic Plan 2014-2018. The first is Goal 1: "Advocating for Archives and Archivists." We believe that knowledge about the challenges that archives face in countries with authoritarian regimes and the way archivists advocate for the accessibility of such records can "strengthen the ability of our members to articulate the value of archives" (Goal 1.4). In addition, we believe that an understanding of the challenges faced by the Jewish communities in Mexico and the significance of the preservation of their cultural heritage at the *Center of Documentation and Research of the Jewish Communities in Mexico* provides a good example of the importance of fostering diversity and inclusiveness in the archival profession (Goal 4).

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<sup>1</sup> Natalie Baur, Christian Kelleher, and Francine Snyder, "Expanding Archival Horizons," *Archival Outlook* (July/August 2015): 14-15, 30. George Apodaca, Natalie Baur, and Margarita Vargas-Betancourt, "Breaking Down Borders. LACCHA Launches New Webinar Series with Colleagues in the Caribbean and Latin America," *Archival Outlook* (May/June 2015): 14, 27. George Apodaca, Natalie Baur, and Margarita Vargas-Betancourt, *Desmantelando Fronteras; Breaking Down Barriers to Peer-to Peer Virtual Collaboration in Libraries and Archives in the Americas* (powerpoint presentation, notes and video of the presentation delivered at SALALM LX on June 16, 2015), <http://ufdc.ufl.edu/IR00007094/00001> (accessed February 3, 2016).

The funding we request is itemized as follows:

### **Budget**

Airfare ( <a href="http://goo.gl/flights/ktJi">http://goo.gl/flights/ktJi</a> )	777.00
Taxi/Shuttle	150.00
Lodging (4 nights at <a href="#">\$174 per night</a> )	696.00
Meals (5 days, 3 at the conference, 2 for travel at \$45/day)	225.00
Miscellaneous	50.00
Total	\$1,898.00

### **FUNDING REQUEST**

**The Latin American and Caribbean Cultural Heritage Archives Roundtable (LACCHA) requests that funding in the amount of \$ 1,898.00 be included in SAA's FY 2017 budget to support Enrique Chmelnik's Participation at the 2016 SAA Annual Meeting in Atlanta.**

### **Support Statement**

LACCHA wants to invite Enrique Chmelnik, President of the *Association of Mexican Private Archives and Libraries* ([AMABPAC](#)) and Director of the *Center of Documentation and Research of the Jewish Communities in Mexico* ([CDIJUM](#)) to the 2016 SAA Annual Meeting to talk about the impact of the new archive law in Mexico and the significance of the CDIJUM towards the preservation of the cultural heritage of the Jewish communities in Mexico.

### **Relation to SAA Strategic Plan:**

LACCHA's project addresses two of SAA's strategic goals:

Goal 1: Advocating for Archives and Archivists: Chmelnik's talk on the impact of the new law for private archives in Mexico will highlight the value of archives, especially in countries where human rights are systematically violated.

Goal 4: Meeting Members' Needs: Chmelnik's sharing of the significance of the preservation of the cultural heritage of the Jewish communities in Mexico will demonstrate the way in which archives can foster "a culture of inclusiveness and participation."

### **Fiscal Impact:**

The total direct expenses for Chmelnik to attend the 2016 SAA Annual Meeting in Atlanta is \$1,898.00. No staff or volunteer time will be required.

**Society of American Archivists  
Component Group Funding Request  
Fiscal Year 2017  
(July 1, 2016 – June 30, 2017)  
Deadline: March 1, 2016**

**Military Archives Roundtable (MART): Funding to Support  
Transportation for Staff Ride at 2016 Joint Annual Meeting  
(Prepared by Jim Ginther and Mike Miller, Submitted on March 1, 2016)**

The Military Archives Round Table (MART) requests that funding be included in SAA's FY 2017 budget to support transportation for the Military Archives Roundtable Battle of Atlanta Staff Ride at the 2016 Annual Meeting.

**BACKGROUND**

Beginning with the 2012 Annual Meeting in San Diego, the Military Archives Roundtable has sought to foster collaboration, education, and professional development through its annual "Staff Ride" program. In each year since, the Military Archive's Roundtable has developed a program focusing on the impact of the military on the history of the area in which the annual meeting was held. These programs have highlighted the archival and historical resources of the area, focused on the value of the preservation of these resources, encouraged thought, collaboration, and communication between members and other professionals in the historical community, and provided an opportunity for conversation and socialization among archival professionals who might not otherwise come in contact with each other. The staff rides have also sought to break down barriers between disciplines in the archival profession by bringing together a group of archival professionals (many of whom are not military archivists) for a day of relaxed, fun, education, and conversation.

In past years this MART program has attracted on average 40 participants and has highlighted the military history and historical resources of a number of areas of the country. In 2012 the annual staff ride focused on building bridges between the archives and military community through direct contact with recruit training at Marine Corps Recruit Depot San Diego and the historical resources of the Recruit Depot Museum and Archive. In 2013 MART took participants to sites and resources related to the War of 1812 and the little known collections of the National Archives related to Abraham Lincoln to highlight the 200<sup>th</sup> and 150<sup>th</sup> anniversaries respectively of the War of 1812 and Civil War. The 2014 program again highlighted the War of 1812 and focused on the local history and sites related to Andrew Jackson's defense of New Orleans. Most recently in 2015 the MART annual staff ride focused on northern Ohio's contributions to the Civil War focusing on the sacrifices and support of the civilian population during the war, Northern Ohio's citizen



soldiers who volunteered for service, and the life of Confederate prisoners of war held in the Cleveland area. All of these programs have drawn off of historical resources, brought together a diverse group of historical professionals and archivists to exchange ideas, and highlighted the value of the preservation of local history.

The Roundtable has always sought to keep the cost of the program in line with the minimum needed to carry it out. MART members provide all of the research, planning, coordination, and hosting of the program. It has not charged participants in the program in order to encourage as much participation as possible. What we are seeking is funding to ensure that this tradition can continue in what we believe has been a unique, creative, and innovative program aimed at supporting the profession and strategic plan of the SAA. This program has been conducted successfully by the MART for the last five years and we would like to have funding provided on an annual basis to support this effort.

## **DISCUSSION**

The Military Archives Roundtable annual staff ride program is rooted in the time honored military educational methodology of the staff ride. The intent of the military staff ride has never been to “tour” a battlefield or historic site. The goal is to provide a field laboratory for stimulating professional thinking about historical events in order to enhance current professional practice.

In the same way the Military Archives Roundtable Annual (MART) Staff Ride program seeks to accomplish the similar goals. Like its military equivalent the intent of MART Staff Ride is not about taking people away from the Annual Meeting to see “cool stuff.” That is the hook. But the goal is to bring historical professionals from multiple disciplines and backgrounds together to stimulate thinking and exchange ideas in an environment free of the traditional pressures and time constraints of the work and conference session environment. It is a chance to learn from, query, and network with others in the profession in a relaxed and environment with the goal of stimulating thought about ways we might enhance the profession and accent the value added by military and associated archivists.

Often conference sessions serve as a crucible in which ideas are generated but time constraints deny the development and relationship building needed to bring these ideas to fruition. The staff ride program is designed to give time and space for germinating and nurturing the seeds of innovation by creating an environment for good ideas to be refined and grow. We know from experience the best ideas grow when those working on them come from diverse backgrounds in the profession, have a personal relationship with one another, and have the time and space for the discussions and thought necessary to begin to explore and refine those ideas into workable projects. The staff ride provides an environment conducive to making this happen. For that reason we believe it is invaluable environment for innovation that should receive full Society support.

## **Budget**

The budget for this request is simply a request for \$1,000 to supply transportation that will allow us to move participants in a single bus which will facilitate both movement of people and the interaction we seek to achieve among tour participants.

## FUNDING REQUEST

**The Military Archives Roundtable requests that funding in the amount of \$1,000 be included in SAA's FY 2017 budget to support Military Archives Roundtable Annual Staff Ride Program.**

**Support Statement:** The Military Archives Roundtable seeks funding from the annual budget to support the annual MART Staff Ride program. The requested funding will provide group transportation to and from the program site which will enhance the ability to accomplish the goals of the program – to allow archival professionals from multiple disciplines to exchange and develop ideas, build relationships, and consider in new ways how to present to the public the value added through supporting archival institutions.

**Relation to SAA Strategic Plan:** Describe how the proposed project or program addresses one or more of SAA's strategic goals. Or indicate that it does not.

**1.1. Provide leadership in promoting the value of archives and archivists to institutions, communities, and society.** The Military Archives Roundtable annual staff ride program focuses on bringing together archivists and historical professionals in Annual Meeting's host city to share professional insights, provide an opportunity for networking, highlight some of the unique historical/archival resource of the host city, and a time of leisurely socialization that facilitates these goals.

**1.2. Educate and influence decision makers about the importance of archives and archivists.** The annual staff ride brings together archivists and other local historical professionals to call attention to archival and historical resources of the Annual meeting's host city. Often this results in greater awareness of the materials on a national and regional basis as well as providing an opportunity for local historical organizations to demonstrate to their funding agencies the level of interest in their collections providing a justification for further funding and support.

**1.4. Strengthen the ability of those who manage and use archival material to articulate the value of archives.** By putting archivists in contact with local historical professionals in the context of the staff ride program, archivists who participate in the program are able to witness and gain inspiration as to how their collections might be used in unique ways to present the stories they are preserving and inspire thought about new ways to promote and provide access to those collections.

**2.3. Support the career development of members to assist them in achieving their goals.** The annual staff ride program allows archivists who participate to meet and interact with other professionals in the field to network and exchange ideas and techniques, which can be used to enhance the management of their collections back home.

**3.1. Identify the need for new standards, guidelines, and best practices and lead or participate in their development.** One of the greatest deficits in the Military Archival community is a common language and set of best practices for arranging, describing and providing access to military and military related collections. The staff ride program exposes participating archivists to how this being handled in different areas of the country

and in different kinds of collections with the goal of spurring thought an conversation on a common set of practices the will enhance the profession's ability to work with these kinds of materials.

**3.3. Participate actively in relevant partnerships and collaborations to enhance professional knowledge.** We cannot stress enough the unique way in which the staff ride program provides a living laboratory for developing collaborative partnerships and exchanging professional knowledge by providing a forum for ideas for be formulated, discussed and developed in an environment temporarily free of the time pressures and other constraints of the normal work or conference session environment.

**4.1. Facilitate effective communication with and among members.**

**4.2. Create opportunities for members to participate fully in the association.**

These two goals are accomplished in the staff ride program by giving participants the time to get to know each other in a relaxed environment. This can be especially important for those new to the profession who are not well connected historically to the people and processes of the SAA.

**4.3. Continue to enrich the association and the profession with greater diversity in membership and expanded leadership opportunities.** The focus of the staff ride program has never been to promote military archives as much as to promote thinking about the impact the military has had on our society. The programs often offer a means to bring together archivists from many historical disciplines to talk about one of the most pervasive influences in our society (the military) and far reaching impact the military and military policy has on the various aspects of our society.

**Fiscal Impact:** Restate the total dollar amount being requested. If staff or volunteer time will be required, please address that impact here as well.

The total direct expenses for providing transportation for the Military Archives Roundtable Staff ride will be approximately \$1,000.

**The Society of American Archivists**  
**Income Statement**  
**Fiscal 2017 Budget**  
**Governance**

= Still has FY '15 Data

<b>Revenues</b>				<b>FY '17 Budget v. FY '16 Budget</b>		<b>FY '17 Budget v. FY '16 Actuals</b>	
	<u>Fiscal '17</u>	<u>Fiscal '16</u>	<u>Projected FY '16 Actuals</u>	<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
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
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>N/A</b>	<b>\$ -</b>	<b>N/A</b>
<b>Expenses</b>				<b>FY '17 Budget v. FY '16 Budget</b>		<b>FY '17 Budget v. FY '16 Actuals</b>	
	<u>Fiscal '17</u>	<u>Fiscal '16</u>	<u>Projected FY '16 Actuals</u>	<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Personnel	\$ 100,096.19	\$ 105,376.86	\$ 92,705.48	\$ (5,280.68)	(5.01%)	\$ 7,390.71	7.97%
Office Occupancy & Utilities	10,939.67	11,448.02	10,463.28	(508.35)	(4.44%)	476.39	4.55%
Services	44,673.89	38,656.85	36,204.33	6,017.04	15.57%	8,469.56	23.39%
Supplies	704.21	785.77	62.22	(81.55)	(10.38%)	641.99	1031.81%
Travel	33,080.00	29,390.00	35,899.09	3,690.00	12.56%	(2,819.09)	(7.85%)
Leases, Rentals & Licenses	2,593.13	2,855.72	1,561.86	(262.59)	(9.20%)	1,031.27	66.03%
Taxes, Dues and Subscriptions	3,700.00	4,835.00	4,050.00	(1,135.00)	(23.47%)	(350.00)	(8.64%)
Depreciation, COGS, and Other	-	-	-	-	N/A	-	N/A
<b>Total Expenses</b>	<b>\$ 195,787.10</b>	<b>\$ 193,348.23</b>	<b>\$ 180,946.25</b>	<b>\$ 2,438.87</b>	<b>1.26%</b>	<b>14,840.85</b>	<b>8.20%</b>
<b>Gain / (Loss) from Operations</b>	<b>\$ (195,787.10)</b>	<b>\$ (193,348.23)</b>	<b>\$ (180,946.25)</b>	<b>\$ (2,438.87)</b>	<b>1.26%</b>	<b>(14,840.85)</b>	<b>8.20%</b>
<b>Transferred to Funds</b>	<b>-</b>	<b>-</b>	<b>-</b>				
<b>Net Gain / (Loss)</b>	<b>\$ (195,787.10)</b>	<b>\$ (193,348.23)</b>	<b>\$ (180,946.25)</b>				

The Society of American Archivists  
Program Planner  
Fiscal Year 2017

Program Name: Governance  
Program Number: 108

=FY 16 Data for Reference

= Gen/Admin

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY17 Budget		FY16 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
	1	Conduct four in-person meetings of the SAA Council.				\$42,745		\$35,170
		a. August meetings (2) at 2016 Joint Annual Meeting (Atlanta)	5290	Food and Beverage (Breakfast: 21p x \$32 + 24% svc + 8% tax) = \$900 (Lunch on 8/1: 21p x \$38 + 24% svc + 8% tax) = \$1,068 (Breaks: 21p x \$25 + 24% svc + 8% tax) = \$703 (Lunch on 8/6: 16p x \$38 + 24% svc + 8% tax) = \$814	3,485		5	3,985
		- Assumes SAA President has comp room.						
		- Assumes one night paid for each 2015-2016 Council member (except President) to cover early arrival for Monday meeting.						
		- Hotel svc/tax = 24% / 8%.						
		- Owens travel expenses split 50/50 with Program 196.						
		b. November 2016 meeting (Chicago)	5610	Council Member Travel (11p x \$200)	2,200		5	2,200
		- Assumes Tuesday/Wednesday/Thursday meeting.						
			5290	Food and Beverage: Leadership Forum	250		5	250
			5600	Staff Travel (1p x \$300 air/ground + \$45/d x 7d per diem + \$97/d x 7d lodging x .50) = \$645	645		5	
			5610	Member Travel (12p x \$350 [avg] airfare/ground) = \$4,200 (12p x \$189 x 3d lodging) = \$6,804	11,000		5	9,300
			5295	Staff Travel--Local	200		5	150
			5290	Food and Beverage (Bkfst/breaks: 18p x \$13 x 2d) = \$468 (Lunch: 19p x \$15 x 2d) = \$570 (Working Dinner: 18p x \$18) = \$324 (Dinner: 18p x \$28) = \$504	1,870		5	2,000
			5300	Room Rental (SAA HQ)	225		5	200
			5200	Consultant Fees (Facilitator)	2,500		5	2,500
		c. May/June 2017 meeting (Chicago)	5610	Member Travel (15p x \$350 [avg] airfare/ground) = \$5,250 (15p x \$229 x 3d lodging) = \$10,305	15,555		5	11,280
		- Assumes Tuesday/Wednesday/Thursday meeting.						
		- Assumes three newly elected Council members attending (all expenses).						
		- Assumes one dinner with all (12) staff.						
			5600	Staff Travel--Local	200		5	150
			5290	Food and Beverage (Bkfst/breaks: 21p x \$13 x 2d) = \$546 (Lunch: 21p x \$15 x 2d) = \$630 (Working Dinner: 21p x \$18) = \$378 (Dinner with Staff: 27p x \$40) = \$1,080 (Dinner with Staff: 27p x \$40) = \$1,080	3,715		5	2,255
		d. Meeting support	5385	Awards & Recognition	500		5	500
			5810	Books/ASAE Leadership Issue	200		5	200
			5110	Conference Calls	200		5	200
			5300	Postage (included in G&A)	-		5	
			5400	Printing/Duplicating (included in G&A)	-		5	
			5500	Supplies (included in G&A)	-		5	
	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.	-		5	
			5200	Activity(ies) to be determined.	-		5	
	3	Provide funding for designated meetings and tasks of appointed groups.				\$500		\$5,190
		a. Group TBD.	5610	Member Travel (5p x \$350 [avg] airfare/ground) = \$1,750 (5p x \$150 x 2d lodging) = \$1,500 (5p x \$45 x 1d per diem) = \$225	-		5	3,725
		Examples:						
		- Dictionary Working Group funded in FY 14.						
		- TS-DACS funded in FY 13.						
		- Annual Meeting TF funded in FY 12.						
			5290	Food and Beverage (6p x 2 cont x \$10) = \$120 (6p x 2 lunches x \$12) = \$145	-		5	540

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY17 Budget		FY16 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
			5300	(6p x 2 dinners x \$23) = \$275 Room Rental (SAA HQ)	-	\$	125	\$
		b. Conference call support for various appointed groups throughout the year.	5110	Conference Call	500	\$	800	\$
	4	<b>Provide for balloting to elect VP, 3 Council members, 3 Nominating Committee members.</b>				\$7,790		\$7,790
		a. Post candidate statements on website; contract with VoteNet for online ballot; send paper ballot to individuals upon request only.	5200	Consultants (VoteNet)	3,895	\$	3,895	\$
			5300	Postage (included in G&A)	-	\$		\$
			5400	Printing/Duplicating (included in G&A)	-	\$		\$
		b. Conduct one all-member referendum as needed. (Example: Proposed dues increase in FY 2016.)	5200	Consultants (VoteNet)	3,895	\$	3,895	\$
	5	<b>Dues for membership in related organizations.</b>				\$3,500		\$4,635
			5820	Institutional Membership Dues: Assn of Canadian Archivists = 0 Heritage Preservation = 0 ICA (600 Euros @ \$1.30) = 800 NISO = 2,700	3,500	\$	4,635	\$
	6	<b>Fund VP/president-elect and executive director to attend ASAE CEO Symposium.</b>				\$3,480		\$2,735
		Assumes attendance at Washington, DC, offering, November 2017.	5640	Registration Fees (2p x \$945)	1,890	\$	1,890	\$
			5610	Member Travel (1p x \$400 air/ground + \$200 lodging x 2 + \$45 per diem)	845	\$	845	\$
			5600	Staff Travel (1p x \$300 air/ground + \$200 lodging x 2 + \$45 per diem)	745	\$		\$
	7	<b>Provide funding to support SAA Sections, Roundtables, appointed groups, and others.</b>				\$18,200		\$11,630
		a. Provide AV support for roundtables at 2016 Joint Annual Meeting (Wednesday only).	5360	10 rooms @ \$700/room/day + labor	9,700	\$	7,000	\$
		b. Provide funding for Section/RT/Appointed Group projects:		Funding requested for:				
		- Intellectual Property Working Group to support U.S. copyright advocacy. (See also Program 107.)	5200	IPWG U.S. Copyright Advocacy	6,200	\$	4,000	\$
		- LACCHA funding request for Chmelnik attendance at 2016 Joint Annual Meeting.	5200	LACCHA Funding Request	1,900	\$	180	\$
		- Military Archives Roundtable "staff ride" busing at 2016 Joint Annual Meeting.	5200	MART "Staff Ride" Busing	400	\$	450	\$
							-	
	8	<b>General and Administrative Cost Allocation</b>	5XXX			\$113,401		\$119,411
	9	<b>Computer Support Cost Allocation</b>	5XXX			\$6,171		\$6,787
				<b>Total Expenses</b>		\$195,787		\$193,348
				<b>Net Operating Gain / (Loss)</b>		(\$195,787)		(\$193,348)
				Checksum		\$0.00		\$0.00

**Society of American Archivists  
Council Meeting  
May 11–13, 2016  
Chicago, Illinois**

**FY17 Proposed Budget Narrative:  
Membership (Program 120)  
(Prepared by Peter Carlson and Nancy Beaumont)**

The FY 2017 Membership budget projects a net gain of \$821,181. This is \$41,433 (5.31%) greater than the FY 2016 budgeted net gain and \$5,097 (0.62%) more than the FY 2016 projected net gain. The budget projects total dues revenue of \$931,016—an increase of 5.01% from the FY16 budget and an increase of 1.56% from projected FY16 actuals.

Effort of all staff members is allocated across the budget based on management estimates. Personnel costs for Membership reflect 0.89 FTEs or 7.45% of total salaries, taxes, and benefits. The cost of benefits is expected to increase by 6.62% over the course of FY 2017. A 4% placeholder has been included in the salary budget for staff merit increases.

The proposed budget assumes the following:

- With passage of a dues increase via the all-member referendum in November 2015, the new dues schedule will go into effect on July 1, 2016.
- Membership projections are based on reported April 2016 figures in conjunction with trend analysis by membership class over the period covering FY 2010 through FY 2015.
- 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 2017 Budget**  
**Membership**

**Revenues**

	Projected FY '16			FY '17 Budget v. FY '16 Budget		FY '17 Budget v. FY '16 Actuals	
	<u>Fiscal '17</u>	<u>Fiscal '16</u>	<u>Actuals</u>	<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Dues	\$ 931,016.41	\$ 886,620.66	\$ 916,744.36	\$ 44,395.75	5.01%	\$ 14,272.05	1.56%
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	1,000.00	3,444.00	1,790.00	(2,444.00)	(70.96%)	(790.00)	(44.13%)
Total Revenues	\$ 932,016.41	\$ 890,064.66	\$ 918,534.36	\$ 41,951.75	4.71%	\$ 13,482.05	1.47%

**Expenses**

	Projected FY '16			FY '17 Budget v. FY '16 Budget		FY '17 Budget v. FY '16 Actuals	
	<u>Fiscal '17</u>	<u>Fiscal '16</u>	<u>Actuals</u>	<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Personnel	\$ 82,866.04	\$ 79,778.29	\$ 75,721.76	\$ 3,087.75	3.87%	\$ 7,144.28	9.43%
Office Occupancy & Utilities	8,469.17	7,887.51	7,718.63	581.67	7.37%	750.55	9.72%
Services	8,035.74	8,409.13	8,168.12	(373.39)	(4.44%)	(132.38)	(1.62%)
Supplies	2,333.33	2,084.72	9,141.39	248.61	11.93%	(6,808.06)	(74.48%)
Travel	-	-	433.40	-	N/A	(433.40)	(100.00%)
Leases, Rentals & Licenses	2,161.45	2,157.25	1,267.46	4.20	0.19%	894.00	70.53%
Taxes, Dues and Subscriptions	-	-	-	-	N/A	-	N/A
Depreciation, COGS, and Other	6,969.67	10,000.00	-	(3,030.33)	(30.30%)	6,969.67	N/A
Total Expenses	\$ 110,835.40	\$ 110,316.91	\$ 102,450.74	\$ 518.49	0.47%	\$ 8,384.66	8.18%
Gain / (Loss) from Operations	\$ 821,181.01	\$ 779,747.75	\$ 816,083.63	\$ 41,433.25	5.31%	\$ 5,097.38	0.62%

**Transferred to Funds**

**Net Gain / (Loss)**

-	-	-
<b>\$ 821,181.01</b>	<b>\$ 779,747.75</b>	<b>\$ 816,083.63</b>



The Society of American Archivists  
Program Planner  
Fiscal Year 2017

Program Name: Membership  
Program Number: 120

Activity No.	Narrative	Account No.	Account Description	Proposed FY17 Budget			FY16 Budget		
				Line Amount	Activity Total		Line Amount	Activity Total	
1	Collect membership dues.	4000	Membership Dues		\$931,016	4		\$886,621	4
	Assumes the following growth rates per member category:								
	Collect Dues: Associate Domestic : \$105	4000		18,252		4			4
	Collect Dues: Associate International : \$125	4000		5,236		4	17,319		4
	Collect Dues: Bridge : \$52	4000		2,631		4	5,804		4
	Collect Dues: ID1 (<\$20k/yr) : \$80	4000		89,994		4	3,749		4
	Collect Dues: ID2 (\$20-\$29k/yr) : \$105	4000		24,918		4	93,555		4
	Collect Dues: ID3 (\$30-\$39k/yr) : \$133	4000		67,154		4	27,387		4
	Collect Dues: ID4 (\$40-\$49k/yr) : \$164	4000		116,463		4	67,488		4
	Collect Dues: ID5 (\$50-\$59k/yr) : \$206	4000		104,118		4	107,955		4
	Collect Dues: ID6 (\$60-\$75k/yr) : \$233	4000		115,812		4	102,770		4
	Collect Dues: ID7 (> \$75k/yr) : \$265	4000		130,237		4	110,844		4
	Collect Dues: ID8 (>\$90k/yr) : \$292	4000		584		4	109,460		4
	Collect Dues: Lifetime : \$	4000		0		4	0		4
	Collect Dues: Honorary : \$	4000		0		4	14,038		4
	Collect Dues: Retired : \$73	4000		15,501		4	48,670		4
	Collect Dues: Student : \$52	4000		46,011		4	137,716		4
	Collect Dues: Regular : \$320	4000		149,932		4	39,866		4
	Collect Dues: Sustaining : \$565	4000		44,172		4			4
2	Collect revenue from member mailing list rental.				\$1,000			\$3,444	
		4870	Mailing Label Rental	1,000		4	3,444		4
3	Increase retention of members.				\$0			\$0	
					\$10,720			\$2,000	
	a. New Member Orientation and Forum at Annual Meeting (Coffee break)	4360	Sponsor			4	-		4
		5290	F & B (200p x \$10 incl svc/tax)	2,000		5	2,000		5
4	Deliver member services.				\$9,820			\$12,550	
	a. Mail copies of new SAA books to sustaining inst. members Assumes 5 books in FY16.	5300	Shipping/Related Fees (nominal)			5	-		5
		5940	Cost of goods sold (4 books @ \$21.77 ea. x 80)	6,970		5	10,000		5
	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)	1,750		5	1,500		5
		5400	Printing (Program)			5	-		5
		5350	Develop/Produce Promo Display			5	-		5
		5300	Postage (included in allocables)			5	-	[G&A Alloc]	5
		5290	F&B--Ceremony Toast			5	-		5
		5350	Graphic Design for Program			5	-		5

Activity No.	Narrative	Account No.	Account Description	Proposed FY17 Budget		FY16 Budget		
				Line Amount	Activity Total	Line Amount	Activity Total	
	<b>c. Administer the Mentoring Program.</b>				<b>\$1,100</b>		<b>\$1,050</b>	
	Mentor/Protégé Meet-and-Greet at Annual Meeting	5290	Food & Beverage	300		5 300		5
	Support online "Mentoring Directory"							
	Develop graphics to promote program online	5350	Graphic Design	800		5 750		5
		5400	Printing			5 -		5
5	Membership staffing at Annual Meeting	5600	Staff Travel		\$0	5 -	\$0	5
	Staffing to be provided by Beaumont, Salgado, others as needed and appropriate (included in other program budgets).							
					\$0	-	\$0	
						-		
						-		
6	Miscellaneous Database Support	5226	Computer Support		\$0	5	\$0	5
7	General and Administrative Cost Allocation	5XXX			\$93,879	5	\$90,618	5
8	IT Cost Allocation	5XXX			\$5,137	5	\$5,149	5
			Total Income		\$932,016		\$890,065	
			Total Expenses		\$110,835		\$110,317	
			Gain / (Loss) From Operations		\$821,181		\$779,748	

**Society of American Archivists  
Council Meeting  
May 11–13, 2016  
Chicago, Illinois**

**FY17 Proposed Budget Narrative:  
Annual Meeting (Programs 196, 197, and 198)  
(Prepared by Nancy Beaumont)**

The proposed FY 2017 budget projects a net gain of \$222,782 from the 2016 Annual Meeting in Atlanta. This is \$54,428 (32.3%) greater than the FY 2016 budgeted net gain (for the Cleveland conference) and \$13,287 (5.63%) less than the FY 2016 actual net gain.

Effort of all staff members is allocated across the budget based on management estimates. Personnel costs reflect 0.53 FTEs or 4.41% of total salaries, taxes, and benefits. The cost of benefits is expected to increase by 6.62% over the course of FY 2017. A 4% placeholder has been included in the salary budget for staff merit increases.

The proposed budget for the 2016 Annual Meeting assumes the following:

- Prepaid expenses (incurred during FY16 but related to the Atlanta meeting in FY17) are highlighted in the program planner. These costs will be allocated in FY17 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 2017 and 2018 Annual Meetings (Programs 197 and 198) reflect costs that will be booked as prepaid expenses but not expensed until those conferences take place. (Activities 2 and 3)
- Payment to Conference & Logistics Consultants of \$53,735, 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., 5.b., and 5.c.)
- Promotion of the conference via a 12-page print flyer highlighting various aspects of the meeting and referring to the conference website (now in Sched.org) for detailed information. (Activity 3.a.)
- An estimated expense of \$37,000 for AV, which reflects coverage of all education and plenary sessions (Activity 4.c.) by Hilton Atlanta in-house AV staff and the negative impact of labor costs for minimums and overtime hours (e.g., Wednesday evening 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 \$1,000 to support child care for those individuals requesting it. Not included are costs associated with providing 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 as a desire to provide ASL interpretation at the plenaries. The proposed FY17 budget does not include funding for ASL interpretation. (Activity 4)

The budget for the Atlanta meeting assumes a total of 1,730 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: 2015 = 1,705; 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 2017 Budget**  
**Annual Meeting - Atlanta**

**Revenues**

	Projected FY '16			FY '17 Budget v. FY '16 Budget		FY '17 Budget v. FY '16 Actuals	
	<u>Fiscal '17</u>	<u>Fiscal '16</u>	<u>Actuals (Cle)</u>	<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Dues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Subscriptions & Advertising	7,500.00	12,300.00	13,600.00	(4,800.00)	(39.02%)	(6,100.00)	(44.85%)
Workshops	-	-	-	-	N/A	-	N/A
Annual Meeting	699,690.20	647,567.05	711,278.87	52,123.15	8.05%	(11,588.67)	(1.63%)
Publications	100.00	-	-	100.00	N/A	100.00	N/A
Contributions	-	-	-	-	N/A	-	N/A
Investments	-	-	-	-	N/A	-	N/A
Other	1,450.00	1,650.00	400.00	(200.00)	(12.12%)	1,050.00	262.50%
Total Revenues	\$ 708,740.20	\$ 661,517.05	\$ 725,278.87	\$ 47,223.15	7.14%	\$ (16,538.67)	(2.28%)

**Expenses**

	Projected FY '16			FY '17 Budget v. FY '16 Budget		FY '17 Budget v. FY '16 Actuals	
	<u>Fiscal '17</u>	<u>Fiscal '16</u>	<u>Actuals (Cle)</u>	<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Personnel	\$ 48,334.06	\$ 50,140.18	\$ 44,580.18	\$ (1,806.13)	(3.60%)	\$ 3,753.88	8.42%
Office Occupancy & Utilities	5,018.96	4,990.24	4,920.86	28.71	0.58%	98.10	1.99%
Services	222,683.87	241,860.74	200,755.90	(19,176.88)	(7.93%)	21,927.97	10.92%
Supplies	1,454.19	2,232.59	395.72	(778.40)	(34.87%)	1,058.47	267.48%
Travel	4,130.00	2,925.00	3,061.05	1,205.00	41.20%	1,068.95	34.92%
Leases, Rentals & Licenses	16,337.06	14,376.48	16,745.59	1,960.58	13.64%	(408.53)	(2.44%)
Taxes, Dues and Subscriptions	15,000.00	-	5,145.00	15,000.00	N/A	9,855.00	191.55%
Depreciation, COGS, and Other	173,000.00	176,637.79	213,605.49	(3,637.79)	(2.06%)	(40,605.49)	(19.01%)
Total Expenses	\$ 485,958.14	\$ 493,163.03	\$ 489,209.79	\$ (7,204.90)	(1.46%)	\$ (3,251.65)	(0.66%)
Gain / (Loss) from Operations	\$ 222,782.06	\$ 168,354.02	\$ 236,069.08	\$ 54,428.05	32.33%	\$ (13,287.02)	(5.63%)

**Transferred to Funds**

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**Net Gain / (Loss)**

<b>\$ 222,782.06</b>	<b>\$ 168,354.02</b>	<b>\$ 236,069.08</b>
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**The Society of American Archivists  
Program Planner  
Fiscal Year 2017**

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

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY17 Budget		FY16 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
	<b>1</b>	<b>Management and Administration</b> Administer activities associated with the Joint Annual Meeting in Atlanta: Develop and monitor budgets; provide support to the Program and Host committees; promote the meeting via all available means; maintain relations with co-sponsoring organization; monitor and evaluate current vendors; market exhibit space and sponsorship opportunities; research future meeting sites and vendors; and respond to general inquiries.				<b>\$0</b>		<b>\$0</b>
	<b>2</b>	<b>Provide for program development, planning, and evaluation of the Joint Annual Meeting.</b>				<b>\$0</b>		<b>\$0</b>
		a. Program Committee (15 members, including CoSA Exec and 2017 Chair as <i>ex officio</i> )	5295	Staff--Local Travel (Meeting in Chicago)	70	5	30	5
		EXPENSES APPEARING IN SCREENED BOXES WERE INCURRED IN FY16 AND ARE INCLUDED IN GENERAL/ADMINISTRATIVE ALLOCATION AT END OF PROGRAM PLANNER.	5610	Member Travel (15p x airfare/ground) (actual) (15p x \$160) (actual) (15p x \$45 x 1d per diem) (actual)	7,085	5	7365	5
			5290	F&B--Breaks, lunches, dinners (actual)	2,075	5	1205	5
			5200	Consulting Fees	0	5		5
			5130	Conference Calls (included in G&A)	0	5		5
			5360	Audiovisual	0	5		5
		b. Host Committee	5290	F&B--Host Committee Meetings	200	5	200	5
		c. Pre-Meeting Planning - Conference & Logistics Consultants (CLC)	5200	Consulting Fees (CLC) (\$4,600 x 7)	32,200	5	27600	5
			5200	Meeting Planner Expenses (CLC, site visit)	350	5	350	5
			5600	Staff Travel (site visit)	445	5	460	5
	<b>3</b>	<b>Promote attendance at Annual Meeting.</b>				<b>\$0</b>		<b>\$0</b>
		a. Preliminary promotional flyer	5350	Design/Layout/Prepress	1,665	5	5200	5
			5400	Printing (flyer only)	2,545	5	3500	5
		No printed preliminary program in 2016. Twelve-page promo flyer prints and mails to approximately 3,200 SAA and CoSA members; posted on conference website with full online program.	5300	Mail Services/Postage/Freight (flyer)	950	5	1,340	5
			5310	Express Mail (advance copies)	0	5	20	5
		b. Flyer mailed to other targeted audiences (500 cc)	5300	Postage	155	5	300	5
			5335	Mail Services	0	5	100	5
		c. Banner, web button, ads, calendar submissions	5350	Flyers for Regional Meetings	50	5	200	5
			5350	ID/Banner Development, Ads for AO / AA	2,295	5	3300	5
			5400	Banner Production	230	5	365	5
		d. Email blasts to nonmembers		Assumes Use of Lyris List Product				
		e. Web version	5350	Web-formatted Graphics	150	5		5

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY17 Budget		FY16 Budget		
					Line Amount	Activity Total	Line Amount	Activity Total	
	4	f. Press release via Bacon's (or other) online service	5285	Press Release	100		5	120	5
		<b>Provide on-site management of a high-quality conference.</b>				<b>\$577,690</b>		<b>\$525,767</b>	
						<b>\$72,330</b>		<b>\$99,120</b>	
		a. Registration income (1,700 paid attendees)	4300	Early-Bird Member (Approx. 63%)	359,673		4	332,187	4
			4300	Early-Bird Employee / Member Inst (Approx. 1.7%)	12,172		4	22,951	4
			4300	Early-Bird Nonmember (Approx. 6.5%)	59,565		4	49,491	4
			4300	Advance Member (Approx. 2.6%)	17,379		4	20,736	4
			4300	Advance Employee / Member Inst	5,508		4	0	4
			4300	Advance Nonmember (.5%)	3,807		4	4,779	4
			4300	Onsite Member (4.5%)	33,904		4	26,162	4
			4300	Onsite Employee / Member Inst	3,936		4	0	4
			4300	Onsite Nonmember (1%)	11,048		4	10,412	4
			4300	One-Day Member (2.6%)	19,884		4	10,038	4
			4300	One-Day Employee / Member Inst	0		4	0	4
			4300	One-Day Nonmember (2.3%)	15,929		4	15,859	4
			4300	Student Member (2.8%)	21,440		4	19,311	4
			4300	Student Member One-Day	0		4	0	4
			4300	Student Nonmember (1.85%)	8,972		4	9,758	4
			4300	Student Nonmember One-Day	0		4	0	4
			4300	Guest (of Member) (.47%)	2,452		4	2,486	4
			4300	Guest (of Nonmember) (0.16%)	920		4	848	4
			4300	Complimentary Registrations	0		4	0	4
			4300	Research Forum	1,000		4	750	4
		b. Staffing	5600	Staff Travel	2,080		5	2,075	5
		- NPB lodging @ \$97/day. (Negotiated comp to CoSA President.)		(NPB @ \$300 air/ground, FO @ \$150 air/ground) = \$450					
		- Owens expenses split 50/50 with Program 108.		(1p x \$40/d x 8d per diem) (NPB) = \$360					
		- Three CLC staff rooms @ comp.		(1p x \$45/d x 7d per diem) (FO @ .50) = \$155					
				(1p x \$97/d x 8d lodging + 1p x \$97/d x 7d x .50) = \$1,115					
			5650	Meeting Assistants	0		5		5
			5200	Consulting Fees (CLC) (\$4,600 x 3)	13,800		5	18,400	5
			5200	Third Onsite CLC Staff (\$550/d x 4d)	2,200		5	2,200	5
			5200	Meeting Planner Expenses (CLC)	1,850		5	2,000	5
				(3p x \$350 air/ground) = \$1,050					
				(2 x \$40 x 8d + 1 x \$40 x 4d) = \$800					
			5610	Host Committee	150		5	150	5
				(6p x \$25 transportation/parking) = \$150					
		c. Logistics	4450	CD Sales	100		4		4
		- AV services provided by in-house PSAV:	5360	Audiovisual (basic for all sessions)	34,000		5	49,000	5
		assumes no additional cost for in-house sound.	5360	Audiovisual (IMAG/video of plenaries)	3,000		5	4,000	5
			5360	Audiovisual (special track)	0		5	-	5
		- Includes IMAG + video capture of two plenaries for	5500	Equipment (phones, computers)	750		5	1,000	5
		podcasting/other uses.	5110	Credit card machines	0		5	-	5
			5500	Supplies	400		5	300	5
			5340	Hotel Handling Fees	200		5	-	5
			5480	Floral	200		5	150	5
			5480	Photography	1,750		5	1,750	5
			5300	Postage/Freight (conference materials)	900		5	770	5
			5400	Signs (Alliance Expo Services for meter panels +	1,800		5	1,275	5
				Madison Avenue for 32 new headers + 32 footers @ \$36					
				+ art @ \$125 + shipping)					
			4360	Sponsor for Signs (Silver package)	0		4	0	4
			5480	Child Care	1,000		5	6,000	5

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY17 Budget		FY16 Budget		
					Line Amount	Activity Total	Line Amount	Activity Total	
			5480	Gratuities (Hotel and AV staff)	500		5	500	5
			5385	Amenities and Awards	700		5	700	5
			5260	Insurance	2,200		5	2,200	5
			5290	F&B--Staff Office/Reg Desk/Host Desk	2,100		5	2,300	5
			5650	Keynote Speaker Honorarium and Expenses	1,900		5	700	5
			5480	Security (office, reg desk, locks)	850		5	650	5
			5236	Credit Card Fees (moved to allocables)	0		5	0	5
			5200	ASL interpreter for individual attendee	0		5	3,000	5
			5200	ASL interpreter for plenaries	0		5	0	5
	5	<b>Provide for the International Archives and Information Technology Exposition.</b>				<b>129,800</b>		<b>\$134,500</b>	
						<b>90,185</b>		<b>\$86,250</b>	
		a. Exhibits and sponsorship income	4350	Exhibits Income	99,000		4	96,000	4
		- 55 paid booths (avg \$1800/booth)		(55 booths x \$1,800 avg) = 99,000					
		- 2 comp booths (Office Hours)							
		- Atlas Systems @ \$7,200 (Mobile app)	4360	Sponsorship Income	23,100		4	25,800	4
		- LibNova @ \$3,000 (General)							
		- Preservation Tech @ \$5,000 (All-Attendee Reception buses)	4150	Advertising in Prelim Flyer/Onsite/Web Programs	7,500		4	12,300	4
		- Preservica @ \$5,100 (General)					4		4
		- Hollinger Metal Edge @ \$2,800 (Presidents' Reception)	4900	Exhibit Hall Ticket Sales	200		4	400	4
		b. Promote exhibits/sponsorships via prospectus, calls	5350	Design/Layout/Web Graphics	0		5	200	5
		- Prospectus is web-only	5300	Postage/Freight (two mailings)	0		5		5
		- "Virtual Expo" provided by CLC/Event Rebels	5335	Mail Processing/Labor	0		5		5
			5400	Printing (300 sets)	0		5		5
			5200	Virtual Expo Setup	500		5	450	5
		c. Implement the Expo Hall	5200	Decorator (Alliance Expo Services)	9,800		5	7,080	5
				(Set up 57 booths x \$90 = \$5,130 + labor and materials for Reg Desk, special set-ups/kiosks, posterboards [20 @ \$75], easels, meter panels, etc)					
				(Floor plan to fire marshal = \$0)					
			5480	Security	1,700		5	750	5
			5200	Consulting Fees (CLC) (55 booths x \$67)	3,685		5	4,020	5
		Food and Beverage:							
		- Grand Opening Happy Hour (Thursday, 2 hours): Assume 1200p, light food + open soft bar + cash bar (bartenders) + 24% svc/tax.	5290	F&B--Expo Hall Grand Opening	30,000		5	36,000	5
		- Coffee Break (Friday, 60 minutes): Assume 600p @ \$8 incl 24% svc/tax.	5290	F&B--Coffee Break	4,800		5	31,200	5
		- Lunch (Friday, 90 minutes)		(600p x \$8 incl svc/tax)					
		- Lunch (Friday, 90 minutes)	5290	F&B--Lunch	33,000		5	7,200	5
		Assume 1,320p @ \$26 + 24% svc/tax.		(1,360p x \$25 incl svc/tax)					
		- Afternoon Break (Friday, 45 minutes):	5290	F&B--Afternoon Break	7,200		5		5
		Assume 900p @ \$8 incl 24% svc/tax.		(900p x \$8 incl svc/tax)					
	6	<b>Provide for a variety of networking, social, and business events.</b>				<b>\$1,250</b>		<b>\$1,250</b>	
		a. All-Attendee Reception				<b>\$55,340</b>		<b>\$70,610</b>	
			4900	Adult Guest Tickets	1,000		4	1,000	4
		Assumes 1,320 people (76% of attendees).		(25 x \$40)					
		Held at The World of Coca-Cola (with F&B, comp space) and the National Center for Civil and Human Rights (no F&B, with rental fee).	4900	Child Guest Tickets (12 and under) (25 x \$10)	250		4	250	4
			5480	Entertainment	0		5		5
			5300	Wrist Bands (in stock)	0		5		5
			5290	F&B (1,320p @ \$25 including svc/tax)	33,000		5	37,500	5
			5700	Facility Rental (NCHHR) / Required Security	15,000		5	13,000	5
		- Includes open soft bar, cash bar (with bartenders) for alcohol.	5295	Transportation (Buses)	2,500		5	2,500	5
		b. Presidents' Reception	5290	F&B (\$3,500 + 24% svc/tax)	4,340		5	4,550	5



Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY17 Budget		FY16 Budget		
					Line Amount	Activity Total	Line Amount	Activity Total	
		c. SAA Annual Membership Meeting	5200	Parliamentarian Fees/Expenses	500	5	200	5	
	7	<b>Provide attendees with meeting materials.</b>				16,980		12,860	
		a. Promotional items and sponsor income	4360	Totebag Sponsorship	0	4		4	
			4360	Badge Holder/Lanyard Sponsorship	0	4		4	
			5400	Hotel Keycard Production	0	5		5	
			5400	Lanyard/Badge Holder (1,800 x \$1.35 + set-up and freight)	2,430	5	2,430	5	
		b. Onsite Program (1,600 cc)	5350	Onsite Program Design/Layout/Prepress	5,180	5	4,990	5	
		(Attendees given option to opt out of print program, assumes 10% opt out.)	5400	Printing (1,600 x \$2.30)	3,725	5	3,200	5	
			5300	Postage/Freight	400	5	400	5	4,345
		c. Name badges/ribbons	5400	Printing (1,800 badges, 1,000 ribbons)	900	5	900	5	
			5500	Supplies (badge stock)	0	5	440	5	
			5350	Badge Design	150	5	250	5	
		d. Registration Packet materials	5400	Printing/Duplicating	500	5		5	
		e. Onsite registration forms (200)	5350	Layout/Production	95	5	125	5	
			5400	Printing (multi-part form)	100	5	125	5	
		f. Record and make available downloadable MP3 files of sessions	5360	Convention Recordings	3,500	5		5	
	8	<b>Provide space and assistance to various groups that meet during the Annual Meeting, including leader groups, sections, roundtables, committees, task forces, and allied groups.</b>				-		-	
		a. Sections and Roundtables (See Governance [108], Act. 7)	5360	AV for Roundtable Meetings	0	5		5	
		b. SAA Leadership Forum (See Governance [108], Act. 7)	5290	F&B for Leadership Forum (100 x \$5)	0	5		5	
		c. Honoraria as needed (See Governance [108], Act. 7)	5380	Honoraria	0	5		5	
		d. Mosaic Fellows Leadership Forum (See Governance [108], Act. 7)	5290	F&B for Mosaic Fellows Leadership Forum	0	5		5	
						20,250			
	9	<b>Program-specific computer support to assist in proposal submission/selection (ER Speaker) and online display of program on website and mobile app (Sched).</b>	5226	Computer Support (Event Rebels)	2,500	5		5	
			5226	Computer Support (Sched for Website and Mobile App)	2,750	5		5	
	10	<b>Negotiated Agreement with CoSA</b>	5820	CoSA MOU Payment	15,000	5			
	11	<b>General and Administrative Cost Allocation</b>	5XXX	(Includes all ARCHIVES*RECORDS 2016 expenses incurred in FY16.)		227,788	5	233,928	5
	12	<b>IT Cost Allocation</b>	5XXX			3,085	5	3,135	5
				<b>Total Income</b>	\$	708,740		661,517	
				<b>Total Expenses</b>		485,958		493,163	
				<b>Gain / (Loss) From Operations</b>	\$	222,782		\$ 168,354	
				<b>Net Operating Gain / (Loss)</b>		\$222,782		\$168,354	

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY17 Budget		FY16 Budget		
					Line Amount	Activity Total	Line Amount	Activity Total	
						\$ -		\$ -	
				ATTENDANCE = 1,730	1700				
				Scenario	5				

**The Society of American Archivists**  
**Income Statement**  
**Fiscal 2017 Budget**  
**Annual Meeting - Portland**

**Revenues**

	Projected FY '16			FY '17 Budget v. FY '16 Budget		FY '17 Budget v. FY '16 Actuals	
	<u>Fiscal '17</u>	<u>Fiscal '16 (Atl.)</u>	<u>Actuals (Atl.)</u>	<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
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**

	Projected FY '16			FY '17 Budget v. FY '16 Budget		FY '17 Budget v. FY '16 Actuals	
	<u>Fiscal '17</u>	<u>Fiscal '16 (Atl.)</u>	<u>Actuals (Atl.)</u>	<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Personnel	\$ 83,937.69	\$ 88,985.96	\$ 81,648.87	\$ (5,048.27)	(5.67%)	\$ 2,288.82	2.80%
Office Occupancy & Utilities	8,532.68	8,799.99	5,079.15	(267.31)	(3.04%)	3,453.53	67.99%
Services	56,061.83	50,143.21	53,603.79	5,918.62	11.80%	2,458.04	4.59%
Supplies	608.45	610.42	14.04	(1.97)	(0.32%)	594.41	4233.69%
Travel	10,230.00	11,610.00	11,290.70	(1,380.00)	(11.89%)	(1,060.70)	(9.39%)
Leases, Rentals & Licenses	2,068.82	2,394.24	814.47	(325.41)	(13.59%)	1,254.35	154.01%
Taxes, Dues and Subscriptions	-	-	-	-	N/A	-	N/A
Depreciation, COGS, and Other	(161,439.47)	(162,543.82)	(152,451.02)	1,104.34	(0.68%)	(8,988.46)	5.90%
Total Expenses	\$ -	\$ -	\$ -	\$ 0.00	N/A	\$ (0.00)	N/A
Gain / (Loss) from Operations	\$ -	\$ -	\$ -	\$ (0.00)	N/A	\$ 0.00	N/A

**Transferred to Funds**

-	-	-
<b>Net Gain / (Loss)</b>	<b>\$ -</b>	<b>\$ -</b>

**The Society of American Archivists  
Program Planner  
Fiscal Year 2017**

**Program Name: 2017 Annual Meeting - Portland  
Program Number: 197**

Goal	Activity <u>No.</u>	<u>Narrative</u>	Account <u>No.</u>	<u>Account Description</u>	Proposed FY17 Budget		FY16 Budget		
					Line <u>Amount</u>	Activity <u>Total</u>	Line <u>Amount</u>	Activity <u>Total</u>	
	<b>1</b>	<b>Management &amp; Administration</b> Administer activities associated with the 2017 Annual Meeting in Portland: 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.				<b>\$0</b>		<b>\$0</b>	
		a. Staff professional development	5640	Association Forum Registrations	0	5	0	5	
	<b>2</b>	<b>Provide for program development, planning, and evaluation of the 2017 Annual Meeting.</b>				<b>\$40,080</b>		<b>\$40,810</b>	
		a. Program Committee	5295	Local Staff Travel	105	5	100	5	
		- PC meeting to be held at SAA HQ in Chicago		(Meeting in Chicago)					
		- 11 Committee members (including 1 chair) + 2 <i>ex officios</i> (2018 co-chairs)	5610	Member Travel	9,460	5	10,860	5	
				(13p x \$400 airfare/ground) = \$5,200					
				(13p x \$150 lodging x 2d) = \$3,900					
				(8p x \$45 x 1d per diem) = \$360					
			5290	F&B--Breaks, lunches, dinners	1,340	5	1,300	5	
			5130	Conference Calls	0	5	0	5	
			5360	Audiovisual	0	5	0	5	
		b. Host Committee	5290	F&B--Host Committee meetings	205	5	200	5	
		c. Pre-Meeting Planning	5200	Consulting Fees (CLC) (\$4,700 x 6)	28,200	5	27,600	5	
		- Conference & Logistics Consultants (CLC)	5650	Meeting Planner Expenses (site visit)	360	5	350	5	
			5600	Staff Travel (site visit)	410	5	400	5	
	<b>3</b>	<b>Promote attendance, exhibits, and sponsorships.</b>				<b>\$21,345</b>		<b>\$14,735</b>	
		a. Preliminary program and/or print promotional materials.	5350	Design/Layout/Prepress	5,355	5	5,200	5	
			5400	Printing (flyer only)	3,605	5	3,500	5	
		Preliminary program will be online only, supplemented by	5300	Mail Services/Postage/Freight (flyer)	1,380	5	1,340	5	
		8- to 12-page flyer that prints and mails.	5310	Express Mail (approvals/advance copies)	20	5	20	5	
		b. Mailing to lapsed SAA members + members of state and regional orgs proximate to Portland + other targets (1,000 cc).	5300	Postage	470	5		5	
			5335	Mail Services	200	5		5	
		c. Banner, flyers, advertising, calendar submissions	5350	Flyers for Regional/Affiliate Meetings	310	5	300	5	
			5350	ID/Banner/Ad Development (Web, AO, Banner)	3,400	5	3,300	5	
			5400	Banner Production	385	5	375	5	

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY17 Budget		FY16 Budget		
					Line Amount	Activity Total	Line Amount	Activity Total	
		d. Promote exhibits/sponsorships via prospectus, calls. - Prospectus is web-only - "Virtual Expo" provided by CLC/Event Rebels	5350 5300 5335 5400 5200	Web Graphics Postage/Freight Mail Processing/Labor Printing Virtual Expo Setup	205 0 0 0 515		5 5 5 5 5	200 0 0 0 500	5 5 5 5 5
		e. Program-specific computer support to assist in proposal and speaker management and online display of program.	5226 5226	Computer Support (Speaker Software) Computer Support (Sched for Website/Mobile App)	2,750 2,750		5 5		
	4	General and Administrative Cost Allocation	5XXX			95,024			\$101,348 5
	5	Computer Support Cost Allocation	5XXX			4,990			\$5,650 5
	6	Allocation to Future Period	5XXX			(161,439)			(\$162,544) 5
				Total Income		-			-
				Total Expenses		-			-
				Net Result		-			-
						-			-

**The Society of American Archivists**  
**Income Statement**  
**Fiscal 2017 Budget**  
**Annual Meeting - Washington, D.C.**

**Revenues**

			Projected FY '16	FY '17 Budget v. FY '16 Budget		FY '17 Budget v. FY '16 Actuals	
	<u>Fiscal '17</u>	<u>Fiscal '16 (Por)</u>	<u>Actuals (Por)</u>	<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
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**

			Projected FY '16	FY '17 Budget v. FY '16 Budget		FY '17 Budget v. FY '16 Actuals	
	<u>Fiscal '17</u>	<u>Fiscal '16 (Por)</u>	<u>Actuals (Por)</u>	<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Personnel	\$ 2,852.70	\$ 2,346.01	\$ 2,166.60	\$ 506.69	21.60%	\$ 686.10	31.67%
Office Occupancy & Utilities	469.68	232.12	220.34	237.56	102.34%	249.34	113.17%
Services	895.75	2,355.98	121.74	(1,460.23)	(61.98%)	774.01	635.79%
Supplies	17.56	17.56	-	-	0.00%	17.56	N/A
Travel	-	640.00	-	(640.00)	(100.00%)	-	N/A
Leases, Rentals & Licenses	1,092.53	63.48	36.60	1,029.05	1621.06%	1,055.93	2885.04%
Taxes, Dues and Subscriptions	-	-	-	-	N/A	-	N/A
Depreciation, COGS, and Other	(5,328.22)	(5,655.15)	(2,545.28)	326.94	(5.78%)	(2,782.94)	109.34%
Total Expenses	\$ -	\$ -	\$ -	\$ 0.00	N/A	\$ -	N/A
Gain / (Loss) from Operations	\$ -	\$ -	\$ -	\$ (0.00)	N/A	\$ -	N/A

**Transferred to Funds**

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**Net Gain / (Loss)**

\$ -	\$ -	\$ -
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**The Society of American Archivists  
Program Planner  
Fiscal Year 2017**

**Program Name: Annual Meeting Washington, DC  
Program Number: 198**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY17 Budget		FY16 Budget		
					Line Amount	Activity Total	Line Amount	Activity Total	
	<b>1</b>	<b>Management and Administration</b> Administer activities associated with the 2018 Annual Meeting in Washington, DC: 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.				<b>\$0</b>		<b>\$0</b>	
		a. Staff professional development	5640	Association Forum Registrations	0	5	-		5
	<b>2</b>	<b>Provide for program development, planning, and evaluation.</b>				<b>\$500</b>		<b>\$2,830</b>	
		a. Program Committee	5110	Conference Calls		5	0		5
		b. Pre-Meeting Planning	5600	Staff Travel (site visit)	400	5	640	<b>\$640</b>	5
		- Conference & Logistics Consultants (CLC)	5200	Meeting Planner Expenses (site visit--local travel only) (1p x \$400 airfare/ground) = 400 (1p x \$150 x 1d lodging) = 150 (1p x \$45 x 2d per diem) = 90	100	5	640	<b>\$640</b>	5
			5350	ID Development (design)		5	1,100	1100	5
			5400	ID Development (banner)		5	450	450	5
	<b>3</b>	<b>General and Administrative Cost Allocation</b>	5XXX			<b>3,418.65</b>	5	<b>\$2,674</b>	5
	<b>4</b>	<b>IT Cost Allocation</b>	5XXX			<b>1,909.56</b>	5	<b>\$151</b>	5
	<b>5</b>	<b>Allocation to Future Period</b>	5XXX			<b>(5,328.22)</b>	5	<b>(\$5,655)</b>	5
				Total Income		<b>\$0</b>		<b>\$0</b>	
				Total Expenses		<b>\$0</b>		<b>\$0</b>	
				Net Result		<b>\$0</b>		0	

\$0

0