

**Society of American Archivists
Council Meeting
May 7–9, 2018
Chicago, Illinois**

**FY19 Proposed Budget:
General Overview of Operations
(Prepared by Peter Carlson and Nancy Beaumont)**

The FY 2019 Proposed Budget projects a net loss of \$11,297. This is \$14,527 less than the FY 2018 budgeted net gain and \$110,601 (111.38%) less than the FY 2018 projected net gain. The proposed budget projects a 9.48% increase in revenues and a 10.04% increase in expenses as compared to the FY 2018 budget. For detailed information, see the individual program income statements and planners.

Under Revenues:

- FY 2019 will be the third and final year of the three-year stepped dues increase approved by the membership in November 2015. The proposed budget anticipates a 2.13% increase in dues revenue compared with projected FY18 actuals, reflecting a cautious projection of membership trends. Overall we expect membership levels to go down by 2.92% but revenues to increase slightly as members renew at their appropriate ID levels. The important ID8 category is expected to increase by 1.5%. (Program 120)
- After a year of contraction and staff changes in Education, we are focused on evaluating changing membership preferences, developing content based on member feedback, and implementing a coordinated marketing/advertising plan. The projected net loss in this program for FY19 is \$9,045, which is \$43,882 (125.96%) less than the FY18 budgeted net gain and \$80,514 (89.0%) below FY 18 projected actual. (Program 105)
- The projected revenues for the 2018 Joint Annual Meeting in Washington, D.C., are \$105,499 (13.58%) higher than we realized for the 2017 Annual Meeting in Portland. We have based the proposed budget on 2,120 paid attendees (compared with a budget of 1,500 paid attendees and our actual experience of 1,899 paid attendees in 2017). We expect expenses to be \$227,469 higher than for the 2017 Annual Meeting and are therefore projecting a net gain that is \$121,971 (51.69%) less than was realized in Portland. (Program 198)
- Based on analysis of trends, we expect another net loss (of \$86,833 in FY 2019) in the Publications program. This is a greater loss than is projected for FY18, but larger than we budgeted for FY18. Activities in this program will focus on controlling costs, rolling out five

new titles in the *Trends in Archives Practice* and *Archival Fundamentals* series. (Program 104)

Under Expenses:

- The proposed increase in the Personnel expense reflects a projected increase of 16.32% in benefits costs compared with FY 2018 and includes a 4% placeholder in the salary budget for staff merit increases. (Program 100)
- In support of Goal 1 of SAA's Strategic Plan (Advocating for Archives and Archivists), we anticipate an increase of 45.68% in SAA's investment in advocacy and public awareness compared with the projected actual for FY 18. This is a \$35,305 (24.79%) increase compared with the FY 18 budget. (Program 107)
- In keeping with Goal 2 of SAA's Strategic Plan (Enhancing Professional Growth), the FY 19 Education program budget includes the development of four new live courses and two new online courses, as well as an investment in the revision of four courses and exams. In addition, the Education Program will be focusing effort on developing a marketing strategy for the next phase of the DAS curriculum and other offerings, exploring creation of a management track, and studying the feasibility of implementing the Municipal Clerks Archives and Records Program (MCARP) nationally. (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 a 15.94% increase in consulting fees for experts to assist staff with the implementation of NimbleAMS, SAA's new 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. Conduct all activities to implement a new association management software system (AMS) and to continuously improve SAA's online presence.
- Periodicals (Programs 102 and 103): Publish two issues of *The American Archivist*; six issues of *Archival Outlook*; and *In The Loop* every other week.
- Publications (Program 104): Begin to roll out volumes in the *Archival Fundamentals III* series; continue to develop new modules in the *Trends in Archives Practice* series; and

manage inventory of approximately 59 book titles. Explore production and distribution collaborations. Disseminate Word of the Week every Tuesday and publish online the new *Dictionary of Archives Terminology*.

- Education (Program 105): Continue implementation of the DAS Curriculum and Certificate Program and Arrangement and Description Certificate Program, including individual course examinations and comprehensive examination; develop four new webcasts and two online courses utilizing the BlueSky platform to provide professional development offerings in new formats. Recruit course instructors for online offerings. Work toward partnerships with related organizations, including the Library of Congress and the Hong Kong Government Records Office.
- Advocacy/Public Awareness (Program 107): Implement an “Archives on the Hill” event in conjunction with the 2018 Joint Annual Meeting. Provide funding for a mid-year meeting of the Committee on Public Policy to support that group’s work on the Public Policy and Legislative Action agendas. Provide funding for up to three member trips and one staff trip to represent SAA on advocacy issues. Continue support of the National Coalition for History at a level consistent with FY 2018. Offer a media training workshop to 20 individuals in conjunction with the Joint Annual Meeting and in-depth media training to 5 individuals in Chicago at a time to be determined. Sponsor a “Moth”-like story-telling event at the Joint Annual Meeting.
- Governance (Program 108): Reflecting an intentional shift of staff effort to the implementation of a new AMS and toward Advocacy and Public Awareness, the FY19 Governance budget is \$35,186 (19.55%) lower than projected FY18 actual. 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, and sections. Conduct one online election/referendum.
- Career Services (Program 115): Administer online Career Center and Consultants Directory. Develop career services information for access by members.
- Membership (Program 120): Develop and implement membership recruitment strategies. Administer all join/renew processes and update online membership information. Administer the Awards, Scholarships, and Fellows selection programs [funded by SAA Foundation].
- 2018 Joint Annual Meeting (Program 198): Administer all activities associated with the 2018 Joint Annual Meeting, from Program Committee selection of education sessions through advance planning, onsite logistics management, and post-conference evaluation.
- 2019 Joint Annual Meeting (Program 199): Provide funding and staff support for the Program Committee’s work to solicit and select education sessions; promote attendance and exhibits/sponsorships; select venues for various events.

The documents that follow provide detailed descriptions of the assumptions made and trends anticipated during FY 2019.

The Society of American Archivists
Income Statement
Fiscal 2019 Budget
Budget Master - Operations

Revenues

		<u>Fiscal '19</u>	<u>Fiscal '18</u>	<u>Projected FY '18</u> <u>Actuals</u>	<u>FY '19 Budget v. FY '18 Budget</u>		<u>FY '19 Budget v. FY '18 Actuals</u>	
					<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Dues	\$	1,020,794	\$ 967,120	\$ 999,531	\$ 53,673.98	5.55%	\$ 21,262.93	2.13%
Subscriptions & Advertising	\$	204,295	199,990.00	212,005.49	4,305.25	2.15%	(7,710.24)	(3.64%)
Education	\$	531,400	589,345.00	405,217.75	(57,945.00)	(9.83%)	126,182.25	31.14%
Annual Meeting	\$	878,121	625,514.17	767,240.43	252,606.88	40.38%	110,880.62	14.45%
Publications	\$	186,243	192,919.75	154,868.30	(6,677.00)	(3.46%)	31,374.45	20.26%
Contributions	\$	-	-	-	-	N/A	-	N/A
Investments	\$	16,408	11,203.00	18,634.35	5,205.00	46.46%	(2,226.35)	(11.95%)
Other	\$	39,132	41,324.13	31,677.61	(2,192.29)	(5.31%)	7,454.24	23.53%
Total Revenues	\$	2,876,393	\$ 2,627,416	\$ 2,589,175	\$ 248,976.82	9.48%	\$ 287,217.89	11.09%

Expenses

		<u>Fiscal '19</u>	<u>Fiscal '18</u>	<u>Projected FY '18</u> <u>Actuals</u>	<u>FY '19 Budget v. FY '18 Budget</u>		<u>FY '19 Budget v. FY '18 Actuals</u>	
					<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Personnel	\$	1,158,854	\$ 1,110,954	\$ 1,042,072	\$ 47,899.98	4.31%	\$ 116,782.39	11.21%
Office Occupancy & Utilities	\$	117,323	\$ 114,721	\$ 107,325	2,601.76	2.27%	9,998.72	9.32%
Services	\$	1,055,244	\$ 980,352	\$ 998,283	74,892.83	7.64%	56,961.48	5.71%
Supplies	\$	9,318	\$ 9,566	\$ 13,020	(247.10)	(2.58%)	(3,701.12)	(28.43%)
Travel	\$	211,474	\$ 210,042	\$ 165,444	1,432.00	0.68%	46,029.80	27.82%
Leases, Rentals & Licenses	\$	65,633	\$ 46,367	\$ 25,334	19,266.16	41.55%	40,299.02	159.07%
Taxes, Dues and Subscriptions	\$	64,500	\$ 24,910	\$ (4,712)	39,590.00	158.93%	69,212.08	(1468.82%)
Depreciation, COGS, and Other	\$	205,342	\$ 127,275	\$ 143,106	78,067.72	61.34%	62,236.37	43.49%
Total Expenses	\$	2,887,690	\$ 2,624,186	\$ 2,489,871	\$ 263,503.36	10.04%	\$ 397,818.73	15.98%
Gain / (Loss) from Operations	\$	(11,297)	\$ 3,230	\$ 99,304	\$ (14,526.54)	(449.77%)	\$ (110,600.83)	(111.38%)

Replenishment of Council-Directed Funds	\$	-	\$	-
Net Gain / (Loss)	\$	(11,297)	\$	3,230
				\$ 99,304

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**FY19 Proposed Budget Narrative:
General and Administrative (Program 100)
(Prepared by Peter Carlson)**

The projected net loss in this area for FY 2019 is \$563,924. This is \$50,522 (9.54%) more than the FY 2018 budgeted 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 3.06 FTEs or 25.48% of total salaries, taxes, and benefits. The cost of benefits is expected to increase by 16.32% over the course of FY 2019. 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 significant increase of 15.94% due to inclusion of funding for experts to assist Black and Carlson with the implementation and data integration to install a new Association Management System (AMS). In addition, some technical service and accounting consulting is budgeted to continue the simplification of the financial accounting and reporting functions. (Activities 6.a. and b.)
- We have maintained the same total expense but modified the staff professional development/training budget to include an institutional membership in Association Forum of Chicagoland (\$2,695, which gives five staff members access to information, education, and networking events at a preferred membership rate) as well as \$5,000 to cover various registration and travel costs for other staff and other professional development opportunities. (Activities 1.b. and c.)
- We rent 3,807 square feet for SAA's offices at a per-foot cost of \$24.50 per year (or approximately \$8,100 per month). We also rent two storage spaces at a monthly cost of \$335. We have estimated that this will increase to \$25/sf as of February 1, 2019. This figure is based on current rates for properties like the one SAA occupies. We recently signed an amendment to our lease at 17 N State St. at approximately 20% below market for similar properties in Chicago. (Activity 2.d.)
- FY 2019 depreciation expenses are projected to stay roughly the same compared with FY 2018. This depreciation figure includes depreciation resulting from \$15,000 in PC upgrades, staff workstation upgrades (furniture and fixtures.) (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 2019, we estimate that this will total \$39,872. This increase of \$7,165 (or 22%) results from the increased activity of the Foundation, including more donors, more grants applications and more grants awarded. (Activity 7)

The Society of American Archivists
Income Statement
Fiscal 2019 Budget
General & Administrative

Revenues

	Projected FY '18			FY '19 Budget v. FY '18 Budget		FY '19 Budget v. FY '18 Actuals	
	<u>Fiscal '19</u>	<u>Fiscal '18</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	16,408.00	11,203.00	18,634.35	5,205.00	46.46%	(2,226.35)	(11.95%)
Other	-	-	-	-	N/A	-	N/A
Total Revenues	\$ 16,408.00	\$ 11,203.00	\$ 18,634.35	\$ 5,205.00	46.46%	\$ (2,226.35)	(11.95%)

Expenses

	Projected FY '18			FY '19 Budget v. FY '18 Budget		FY '19 Budget v. FY '18 Actuals	
	<u>Fiscal '19</u>	<u>Fiscal '18</u>	<u>Actuals</u>	<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Personnel	\$ 303,004.10	\$ 256,812.38	\$ 244,811.91	\$ 46,191.72	17.99%	\$ 58,192.19	23.77%
Office Occupancy & Utilities	29,939.96	25,863.07	24,796.91	4,076.88	15.76%	5,143.05	20.74%
Services	155,047.10	163,382.12	179,393.64	(8,335.02)	(5.10%)	(24,346.53)	(13.57%)
Supplies	2,731.20	2,467.52	4,337.67	263.67	10.69%	(1,606.47)	(37.04%)
Travel	15,739.00	14,739.00	5,858.97	1,000.00	6.78%	9,880.03	168.63%
Leases, Rentals & Licenses	4,549.06	4,389.40	4,348.02	159.66	3.64%	201.04	4.62%
Taxes, Dues and Subscriptions	8,950.00	8,950.00	895.49	-	0.00%	8,054.52	899.46%
Depreciation, COGS, and Other	60,371.99	53,206.44	58,475.24	7,165.55	13.47%	1,896.75	3.24%
Total Expenses	\$ 580,332.41	\$ 529,809.94	\$ 522,917.84	\$ 50,522.47	9.54%	\$ 57,414.57	10.98%
Gain / (Loss) from Operations	\$ (563,924.41)	\$ (518,606.94)	\$ (504,283.49)	\$ (45,317.47)	8.74%	\$ (59,640.92)	11.83%

Transferred to Funds

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Net Gain / (Loss)

\$ (563,924)	\$ (518,607)	\$ (504,283)
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**Society of American Archivists
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**FY19 Proposed Budget Narrative:
Membership (Program 120)
(Prepared by Peter Carlson and Nancy Beaumont)**

The FY 2019 Membership budget projects a net gain of \$869,894. This is \$23,659 (2.80%) greater than the FY 2018 budgeted net gain.

Effort of all staff members is allocated across the budget based on management estimates. Personnel costs for Membership reflect 1.08 FTEs or 9.01% of total salaries, taxes, and benefits. The cost of benefits is expected to increase by 16.32% over FY 2018. A 4% placeholder has been included in the salary budget for staff merit increases.

The proposed budget assumes the following:

- Total dues revenue of \$1,020,794 -- an increase of 5.55% from the FY18.
- With passage of a dues increase via an all-member referendum in November 2015, the third year of the new dues schedule goes into effect on July 1, 2018.
- Membership projections are based on reported March 2018 figures in conjunction with trend analysis by membership class over the period covering FY 2012 through FY 2017.
- 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 2019 Budget
Membership

Revenues				Projected FY '18		FY '19 Budget v. FY '18 Budget		FY '19 Budget v. FY '18 Actuals	
	<u>Fiscal '19</u>	<u>Fiscal '18</u>	<u>Actuals</u>			<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Dues	\$ 1,020,794.04	\$ 967,120.06	\$ 999,531.11			\$ 53,673.98	5.55%	\$ 21,262.93	2.13%
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	1,250.00	1,000.00	1,691.60			250.00	25.00%	(441.60)	(26.11%)
Total Revenues	\$ 1,022,044.04	\$ 968,120.06	\$ 1,001,222.71			\$ 53,923.98	5.57%	\$ 20,821.33	2.08%
Expenses				Projected FY '18		FY '19 Budget v. FY '18 Budget		FY '19 Budget v. FY '18 Actuals	
	<u>Fiscal '19</u>	<u>Fiscal '18</u>	<u>Actuals</u>			<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Personnel	\$ 107,760.96	\$ 90,825.23	\$ 88,677.54			\$ 16,935.72	18.65%	\$ 19,083.42	21.52%
Office Occupancy & Utilities	10,579.82	9,080.26	8,706.36			1,499.57	16.51%	1,873.46	21.52%
Services	13,194.28	8,904.30	13,973.12			4,289.97	48.18%	(778.84)	(5.57%)
Supplies	1,533.61	1,515.34	2,323.47			18.27	1.21%	(789.86)	(33.99%)
Travel	-	-	-			-	N/A	-	N/A
Leases, Rentals & Licenses	1,141.31	2,060.34	1,346.16			(919.03)	(44.61%)	(204.85)	(15.22%)
Taxes, Dues and Subscriptions	-	-	-			-	N/A	-	N/A
Depreciation, COGS, and Other	17,940.00	9,500.00	7,204.89			8,440.00	88.84%	10,735.11	149.00%
Total Expenses	\$ 152,149.98	\$ 121,885.47	\$ 122,231.54			\$ 30,264.50	24.83%	\$ 29,918.44	24.48%
Gain / (Loss) from Operations	\$ 869,894.07	\$ 846,234.59	\$ 878,991.18			\$ 23,659.48	2.80%	\$ (9,097.11)	(1.03%)
Transferred to Funds	-	-	-						
Net Gain / (Loss)	\$ 869,894.07	\$ 846,234.59	\$ 878,991.18						

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**FY19 Proposed Budget Narrative:
The American Archivist (Program 102)
(Prepared by Teresa Brinati)**

The proposed FY 2019 budget projects a net loss of \$37,725 in this program area, which is 32.44% (or \$19,252) less than the FY 2018 budgeted net loss.

Effort of all staff members is allocated across the budget based on management estimates. Personnel costs for *The American Archivist* reflect 0.40 FTEs or 3.32% of total salaries, taxes, and benefits. We expect the cost of benefits to increase by 16.32% in FY 2019. 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 2.1, 2.2.; Goal 3: Advancing the Field 3.2, 3.3; and Goal 4: Meeting Members' Needs 4.1.

The proposed budget assumes the following:

- The Editor's Honorarium (for the six months, beginning January 2018) will be \$30,000 per year.
- The Editorial Board will not meet at SAA HQ in 2019.
- We will continue to hold the line on composition and print production expenses with Allen Press. (Activity 2.c. and 2.d.)
- Subscription revenue plateau. (Activity 3.a.)
- Stasis in JSTOR royalty based on annual trends. (Activity 3.b.)

The Society of American Archivists
Income Statement
Fiscal 2019 Budget
American Archivist

Revenues

	Projected FY '18			FY '19 Budget v. FY '18 Budget		FY '19 Budget v. FY '18 Actuals	
	<u>Fiscal '19</u>	<u>Fiscal '18</u>	<u>Actuals</u>	<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Dues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Subscriptions & Advertising	98,000.00	99,140.00	101,351.00	(1,140.00)	(1.15%)	(3,351.00)	(3.31%)
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	7,300.00	7,300.00	7,410.79	-	0.00%	(110.79)	(1.49%)
Total Revenues	\$ 105,300.00	\$ 106,440.00	\$ 108,761.79	\$ (1,140.00)	(1.07%)	\$ (3,461.79)	(3.18%)

Expenses

	Projected FY '18			FY '19 Budget v. FY '18 Budget		FY '19 Budget v. FY '18 Actuals	
	<u>Fiscal '19</u>	<u>Fiscal '18</u>	<u>Actuals</u>	<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Personnel	\$ 39,631.10	\$ 36,768.69	\$ 37,650.34	\$ 2,862.40	7.78%	\$ 1,980.76	5.26%
Office Occupancy & Utilities	3,895.51	3,685.11	3,950.03	210.40	5.71%	(54.51)	(1.38%)
Services	98,862.61	114,206.68	101,738.74	(15,344.07)	(13.44%)	(2,876.12)	(2.83%)
Supplies	215.02	209.41	104.00	5.61	2.68%	111.03	106.76%
Travel	-	6,420.00	14,221.95	(6,420.00)	(100.00%)	(14,221.95)	(100.00%)
Leases, Rentals and Licenses	420.49	987.24	516.68	(566.75)	(57.41%)	(96.18)	(18.62%)
Taxes, Dues and Subscriptions	-	-	462.51	-	N/A	(462.51)	(100.00%)
Depreciation, COGS, and Other	-	-	-	-	N/A	-	N/A
Total Expenses	\$ 143,024.74	\$ 162,277.14	\$ 158,644.23	\$ (19,252.41)	(11.86%)	\$ (15,619.49)	(9.85%)
Gain / (Loss) from Operations	\$ (37,724.74)	\$ (55,837.14)	\$ (49,882.44)	\$ 18,112.41	(32.44%)	\$ 12,157.70	(24.37%)

Transferred to Funds

Net Gain / (Loss)

-	-	-
\$ (37,725)	\$ (55,837)	\$ (49,882)

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**FY19 Proposed Budget Narrative:
Archival Outlook / In the Loop (Program 103)
(Prepared by Teresa Brinati)**

The FY 2019 budget projects a net loss of \$119,937 in this program area. This is \$827 (0.68%) less than the FY 2018 budgeted net loss.

Effort of all staff members is allocated across the budget based on management estimates. Personnel costs reflect 0.51 FTEs or 4.22% of total salaries, taxes, and benefits. We expect the cost of benefits to increase by 16.32% in FY 2019. 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 2.1, 2.2.; Goal 3: Advancing the Field 3.2, 3.3; and Goal 4: Meeting Members' Needs 4.1.

The proposed budget assumes the following:

- Print and digital publication of 6 issues of *Archival Outlook*. (Activities 2)
- Digital publication of 26 issues of *In the Loop*. (Activity 3)
- Advertising revenue estimated to increase nominally from preceding fiscal year based on trends for both periodicals. (Activities 2.b. and 4.c.)

The Society of American Archivists
Income Statement
Fiscal 2019 Budget
Archival Outlook

Revenues

	Projected FY '18			FY '19 Budget v. FY '18 Budget		FY '19 Budget v. FY '18 Actuals	
	<u>Fiscal '19</u>	<u>Fiscal '18</u>	<u>Actuals</u>	<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Dues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Subscriptions & Advertising	26,200.00	26,000.00	26,072.07	200.00	0.77%	127.93	0.49%
Workshops	-	-	-	-	N/A	-	N/A
Annual Meeting	-	-	-	-	N/A	-	N/A
Publications	-	-	-	-	N/A	-	N/A
Contributions	-	-	-	-	N/A	-	N/A
Investments	-	-	-	-	N/A	-	N/A
Other	2,100.00	2,100.00	2,000.99	-	0.00%	99.01	4.95%
Total Revenues	\$ 28,300.00	\$ 28,100.00	\$ 28,073.06	\$ 200.00	0.71%	\$ 226.94	0.81%

Expenses

	Projected FY '18			FY '19 Budget v. FY '18 Budget		FY '19 Budget v. FY '18 Actuals	
	<u>Fiscal '19</u>	<u>Fiscal '18</u>	<u>Actuals</u>	<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Personnel	\$ 50,472.28	\$ 48,330.00	\$ 45,776.90	\$ 2,142.28	4.43%	\$ 4,695.39	10.26%
Office Occupancy & Utilities	4,956.92	4,833.53	4,518.96	123.39	2.55%	437.96	9.69%
Services	92,000.10	94,029.71	93,485.25	(2,029.61)	(2.16%)	(1,485.15)	(1.59%)
Supplies	273.37	274.25	-	(0.88)	(0.32%)	273.37	N/A
Travel	-	-	-	-	N/A	-	N/A
Leases, Rentals & Licenses	534.60	1,096.47	603.99	(561.87)	(51.24%)	(69.39)	(11.49%)
Taxes, Dues and Subscriptions	-	300.00	462.50	(300.00)	(100.00%)	(462.50)	(100.00%)
Depreciation, COGS, and Other	-	-	-	-	N/A	-	N/A
Total Expenses	\$ 148,237.28	\$ 148,863.96	\$ 144,847.59	\$ (626.68)	(0.42%)	\$ 3,389.69	2.34%
Gain / (Loss) from Operations	\$ (119,937.28)	\$ (120,763.96)	\$ (116,774.53)	\$ 826.68	(0.68%)	\$ (3,162.75)	2.71%

Transferred to Funds

Net Gain / (Loss)

-	-	-
<u>\$ (119,937.28)</u>	<u>\$ (120,763.96)</u>	<u>\$ (116,774.53)</u>

**Society of American Archivists
Council Meeting
May 7–9, 2018
Chicago, Illinois**

**FY19 Proposed Budget Narrative:
Publications (Program 104)
(Prepared by Teresa Brinati)**

The FY19 proposed budget projects a net loss of \$86,833. This is \$33,068 (61.51%) greater than the FY18 budgeted net loss.

Effort of all staff members is allocated across the budget based on management estimates. Personnel costs reflect 0.4 FTEs or 3.32% of total salaries, taxes, and benefits. We expect the cost of benefits to increase by 16.32% in FY 2019. 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 2.1, 2.2.; Goal 3: Advancing the Field 3.1, 3.2, 3.3; and Goal 4: Meeting Members' Needs 4.1.

The proposed budget assumes the following:

- Cessation of the “clearinghouse” (no more distribution of books written by members but published by other outlets).
- Revenue projections based on books published only by SAA:
 - 51 print titles (Activity 2.a.)
 - 38 digital titles (Activity 2.c.)
 - 7 new titles (Activity 3.)
- Shipping revenue offsets 53% of postage and processing labor/materials associated with third-party fulfillment. (Activities 2.b. and 2.f.)
- The Publications Board will hold a meeting at SAA HQ. (Activity 1.b.)

The Society of American Archivists
Income Statement
Fiscal 2019 Budget
Publications

Revenues				Projected FY '18		FY '19 Budget v. FY '18 Budget		FY '19 Budget v. FY '18 Actuals	
	<u>Fiscal '19</u>	<u>Fiscal '18</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	186,242.75	192,619.75	154,868.30			(6,377.00)	(3.31%)	31,374.45	20.26%
Contributions	-	-	-			-	N/A	-	N/A
Investments	-	-	-			-	N/A	-	N/A
Other	27,131.85	29,474.13	20,034.23			(2,342.29)	(7.95%)	7,097.62	35.43%
Total Revenues	\$ 213,374.60	\$ 222,093.88	\$ 174,902.53			\$ (8,719.29)	(3.93%)	\$ 38,472.07	22.00%
Expenses				Projected FY '18		FY '19 Budget v. FY '18 Budget		FY '19 Budget v. FY '18 Actuals	
	<u>Fiscal '19</u>	<u>Fiscal '18</u>	<u>Actuals</u>			<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Personnel	\$ 101,326.54	\$ 88,818.49	\$ 87,740.51			\$ 12,508.05	14.08%	\$ 13,586.03	15.48%
Office Occupancy & Utilities	9,946.29	8,877.18	8,672.99			1,069.11	12.04%	1,273.31	14.68%
Services	96,883.61	94,489.39	97,065.89			2,394.22	2.53%	(182.28)	(0.19%)
Supplies	548.66	503.88	3,705.63			44.78	8.89%	(3,156.97)	(85.19%)
Travel	9,330.00	8,680.00	5,069.06			650.00	7.49%	4,260.95	84.06%
Leases, Rentals & Licenses	5,967.04	9,004.53	4,394.61			(3,037.49)	(33.73%)	1,572.43	35.78%
Taxes, Dues and Subscriptions	-	-	489.08			-	N/A	(489.08)	(100.00%)
Depreciation, COGS, and Other	76,205.00	65,485.00	66,889.70			10,720.00	16.37%	9,315.31	13.93%
Total Expenses	\$ 300,207.14	\$ 275,858.46	\$ 274,027.44			\$ 24,348.68	8.83%	\$ 26,179.70	9.55%
Gain / (Loss) from Operations	\$ (86,832.54)	\$ (53,764.58)	\$ (99,124.91)			\$ (33,067.97)	61.51%	\$ 12,292.37	(12.40%)
Transferred to Funds	-	-	-						
Net Gain / (Loss)	\$ (86,832.54)	\$ (53,764.58)	\$ (99,124.91)						

**Society of American Archivists
Council Meeting
May 7-9, 2018
Chicago, Illinois**

**FY19 Proposed Budget Narrative:
Education (Program 105)
(Prepared by Rana Salzmänn)**

The projected net loss in this program for FY19 is \$9,045. This is a decrease of \$43,882 (125.96%), compared to the FY18 budgeted net gain of \$34,838.

For FY19, effort of all staff members is allocated across the budget based on management estimates. Personnel costs for Education reflect 2.58 FTEs or 21.51% of total salaries, taxes, and benefits. The reduction from 2.76 to 2.58 FTE can be attributed to a greater allocation of effort to General and Administrative activity for the AMS implementation and a gradual move of the Education Director's effort to include Annual Meeting activity.

The cost of benefits is expected to increase by 16.32% over FY18. 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 major factors contributing to a projected net loss from FY18 to FY19 are: reduction in course attendance revenue, decreased production of new Education programming, and increased consulting costs to assist SAA Education in making a transition to a new production and marketing strategy.

SAA Education is in a re-tooling and re-imagining phase and the FY19 budget reflects this reality.

Activity Areas

1. Management and Administration. Support for pre-conference courses and other Education activities at the Annual Meeting continues at FY18 rates.

2. Support the work of the Committee on Education and the DAS and GAE subcommittees. Support for these activities continues at FY18 rates.

3. Plan and implement face-to-face courses, webcasts, and online courses. This area includes the following changes and adjustments from FY18 projections.

- A total of 80 in-person courses with an estimated 1,600 registrants, reduced from 100 courses and 2,000 registrants in FY18.
- Four new or revised live webcasts with an estimated 100 registrants, down from 12 events with 300 registrants in FY18.
- Twenty-four existing on-demand 90-minute webcasts with an estimated 600 purchases.
- Two “flash sales” to promote online education products.
- An estimated 290 purchases of course or webcast exams.
- An estimated 30 registrations for the online DAS Comprehensive Exam (launched in April 2018) and 72 registrations for the DAS Practice Exam.
- Retaining the FY18 pricing structure for Education products.

4. Develop new and revise existing educational offerings and maintain online platforms.

- Four new live courses developed in FY19, reduced from 6 planned for (but not realized) in FY18.
- Two new online courses with an estimated 50 purchases, reduced from 3 planned for (but not realized) in FY18.
- Four revised courses or exams.
- BlueSky/Path LMS remains our chosen LMS tool for the delivery of online programs. FY19 represents the first full program year using this platform for courses, exams, and the DAS Comprehensive Exam.

5. Marketing and Promotion. Increased costs in this area can be attributed to two significant projects that are critical to the forward momentum of SAA Education.

- SAA has engaged the services of AssociaDirect to develop a marketing strategy for continuing education and certificate products. \$8,750 (50% of total engagement costs) will be incurred in FY19.
- SAA has engaged the services of consultant Ed Pramuk to conduct a feasibility study on the MMCARP program to determine whether SAA can offer a profitable program to a new audience of municipal clerks in coming years. Costs for this work were incurred in FY18; assessment and response (if required) to this work will continue in FY19.

Summary

In FY18 we did not see the anticipated rate of new content production or increase in registration revenue projected as a result of implementing the new LMS. The FY19 budget reflects a necessary shift toward investment in the future of SAA Education programs and assessment of current market realities. With the DAS certificate program entering its fifth year, the curriculum is in need of analysis, revision, and promotion to ensure continued relevance. The A&D certificate program similarly requires an investment in marketing and strategy to realize return on investment. We are planning to make necessary adjustments to ensure the relevance of programs to members and to enable us to make reasonable net gains in coming years.

The Society of American Archivists
Income Statement
Fiscal 2019 Budget
Education

Revenues

	<u>Fiscal '19</u>	<u>Fiscal '18</u>	<u>Projected FY '18 Actuals</u>	<u>FY '19 Budget v. FY '18 Budget</u>		<u>FY '19 Budget v. FY '18 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	531,400.00	589,345.00	405,217.75	(57,945.00)	(9.83%)	126,182.25	31.14%
Annual Meeting	-	-	-	-	N/A	-	N/A
Publications & CD Sales	-	-	-	-	N/A	-	N/A
Contributions	-	-	-	-	N/A	-	N/A
Investments	-	-	-	-	N/A	-	N/A
Other	-	-	540.00	-	N/A	(540.00)	(100.00%)
Total Revenues	\$ 531,400.00	\$ 589,345.00	\$ 405,757.75	\$ (57,945.00)	(9.83%)	\$ 125,642.25	30.96%

Expenses

	<u>Fiscal '19</u>	<u>Fiscal '18</u>	<u>Projected FY '18 Actuals</u>	<u>FY '19 Budget v. FY '18 Budget</u>		<u>FY '19 Budget v. FY '18 Actuals</u>	
				<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Personnel	\$ 257,283.71	\$ 262,279.89	\$ 246,793.88	\$ (4,996.18)	(1.90%)	\$ 10,489.84	4.25%
Office Occupancy & Utilities	26,471.66	27,429.69	24,719.72	(958.04)	(3.49%)	1,751.94	7.09%
Services	135,382.28	140,831.15	155,865.35	(5,448.87)	(3.87%)	(20,483.07)	(13.14%)
Supplies	1,493.94	1,588.13	969.00	(94.19)	(5.93%)	524.94	54.17%
Travel	111,526.00	112,754.00	62,331.35	(1,228.00)	(1.09%)	49,194.66	78.92%
Leases, Rentals & Licenses	8,287.27	9,624.60	4,637.49	(1,337.33)	(13.89%)	3,649.78	78.70%
Taxes, Dues and Subscriptions	-	-	\$ -	-	N/A	-	N/A
Depreciation, COGS, and Other	-	-	-	-	N/A	-	N/A
Total Expenses	\$ 540,444.86	\$ 554,507.46	\$ 495,316.77	\$ (14,062.60)	(2.54%)	\$ 45,128.09	9.11%
Gain / (Loss) from Operations	\$ (9,044.86)	\$ 34,837.54	\$ (89,559.02)	\$ (43,882.40)	(125.96%)	\$ 80,514.16	(89.90%)

Transferred to Funds

-	-	-
<u>\$ (9,044.86)</u>	<u>\$ 34,837.54</u>	<u>\$ (89,559.02)</u>

Net Gain / (Loss)

**Society of American Archivists
Council Meeting
May 7–9, 2018
Chicago, Illinois**

**FY19 Proposed Budget Narrative:
Advocacy (Program 107)
(Prepared by Nancy Beaumont)**

The proposed FY 2019 budget projects a net loss of \$177,738 in this program area. This is \$35,305 (24.79%) less than the FY 2018 budgeted net loss.

Effort of all staff members is allocated across the budget based on management estimates. Personnel costs reflect 0.90 FTEs or 7.50% of total salaries, taxes, and benefits (compared with 0.81 FTEs or 6.77% in FY18). We expect the cost of benefits to increase by 16.32% in FY 2019. 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.

The proposed budget assumes the following:

- No mid-year meeting of the Committee on Public Awareness. Instead, COPA will continue implementation of work plan activities based on its very productive face-to-face meeting in October 2017. (Activity 1.a.) High-priority activities associated with building public relations competencies among members are reflected in Activity 1.b. (\$15,300), and a new story-telling session will be piloted at the 2018 Joint Annual Meeting (Activity 1.c., \$500) and enhanced in conjunction with the 2019 Annual Meeting.
- Implementation of an “Archives on the Hill” event in conjunction with the 2018 Joint Annual Meeting. Working with CoSA, NAGARA, and RAAC, we will provide materials and training for member use onsite during the Tuesday event and in district offices throughout the year. (Activity 2.a.) (\$3,100)
- Funding for a mid-year meeting of the Committee on Public Policy to support that group’s work on the Public Policy and Legislative Action agendas. (Activity 2.b.) (\$7,290)
- Member (x 3 meetings) and staff (x 1 meeting) representation during the year, presumably in Washington, D.C., directed to SAA’s advocacy priorities. This activity includes funding requested by the Intellectual Property Working Group for its members’

travel to Washington to advocate on copyright issues. (Activity 2.c.) (\$9,635)

- The desirability of continued support for the National Coalition for History at the same level as in FY18 (i.e., \$12,000) to enhance SAA's advocacy representation and guarantee a seat on the NCH Policy Board. (Activity 2.d.)
- Member travel to one meeting of coalition partners (e.g., Issues and Awareness Joint Working Group with CoSA and NAGARA). (Activity 2.e.) (\$830)
- Incorporation of previous Activity 3.a.—development of resources to strengthen the ability of archivists to articulate the value of archives—into the work of both COPA (Activity 1) and COPP (Activity 2).
- Funding for SAA representatives to attend: two WIPO/SCCR meetings in Geneva (July and December 2018), the International Council on Archives Annual Conference (Yaounde, Cameroon, November 2018), and the ICA Section on Professional Associations meeting (Santiago, Chile, April 2019). The costs of the ICA and ICA/SPA meetings are shared at 50% with the Academy of Certified Archivists. (Activity 4.a.) (\$9,160)
- 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.) (\$2,180)

The Society of American Archivists
Income Statement
Fiscal 2019 Budget
Advocacy and Public Awareness

Revenues

	<u>Fiscal '19</u>	<u>Fiscal '18</u>	<u>Projected FY '18 Actuals</u>	<u>FY '19 Budget v. FY '18 Budget</u>		<u>FY '19 Budget v. FY '18 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
Total Revenues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A

Expenses

	<u>Fiscal '19</u>	<u>Fiscal '18</u>	<u>Projected FY '18 Actuals</u>	<u>FY '19 Budget v. FY '18 Budget</u>		<u>FY '19 Budget v. FY '18 Actuals</u>	
				<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Personnel	\$ 89,797.74	\$ 77,335.20	\$ 73,739.36	\$ 12,462.54	16.11%	\$ 16,058.39	21.78%
Office Occupancy & Utilities	8,817.01	7,732.96	7,384.77	1,084.05	14.02%	1,432.24	19.39%
Services	32,850.29	24,387.67	6,655.71	8,462.62	34.70%	26,194.58	393.57%
Supplies	485.95	438.76	-	47.19	10.75%	485.95	N/A
Travel	31,505.00	18,785.00	15,244.94	12,720.00	67.71%	16,260.07	106.66%
Leases, Rentals & Licenses	2,282.49	1,754.19	978.48	528.29	30.12%	1,304.01	133.27%
Taxes, Dues and Subscriptions	12,000.00	12,000.00	18,000.00	-	0.00%	(6,000.00)	(33.33%)
Depreciation, COGS, and Other	-	-	-	-	N/A	-	N/A
Total Expenses	\$ 177,738	\$ 142,434	\$ 122,003	\$ 35,304.69	24.79%	\$ 55,735.23	45.68%
Gain / (Loss) from Operations	\$ (177,738)	\$ (142,434)	\$ (122,003)	\$ (35,304.69)	24.79%	\$ (55,735.23)	45.68%

Transferred to Funds

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Net Gain / (Loss)

<u>\$ (177,738)</u>	<u>\$ (142,434)</u>	<u>\$ (122,003)</u>
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**Society of American Archivists
Council Meeting
May 7–9, 2018
Chicago, Illinois**

**FY19 Proposed Budget Narrative:
Career Services (Program 115)
(Prepared by Peter Carlson)**

The proposed FY 2019 budget projects a net gain for the Career Services program of \$43,903. This is \$2,008 (4.79%) greater than the FY 2018 budgeted 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 0.46% of total salaries, taxes, and benefits. The cost of benefits is expected to increase by 16.32% during FY 2019. A 4% placeholder has been included in the salary budget for staff merit increases.

The proposed budget assumes the following:

- Net revenues of \$77,195 for online job ads 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.
- A total expense of \$2,514 for the Annual Meeting Career Center/Networking Café to cover staffing, signage, and a Mentoring Program coffee break.
- Maintenance of the current level of revenue (\$3,000) from the online Directory of Archival Consultants.

The Society of American Archivists
Income Statement
Fiscal 2019 Budget
Career Services

Revenues

	Projected FY '18			FY '19 Budget v. FY '18 Budget		FY '19 Budget v. FY '18 Actuals	
	<u>Fiscal '19</u>	<u>Fiscal '18</u>	<u>Actuals</u>	<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Dues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Subscriptions & Advertising	77,195.25	70,500.00	74,950.42	6,695.25	9.50%	2,244.83	3.00%
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	\$ 77,195.25	\$ 70,500.00	\$ 74,950.42	\$ 6,695.25	9.50%	\$ 2,244.83	3.00%

Expenses

	Projected FY '18			FY '19 Budget v. FY '18 Budget		FY '19 Budget v. FY '18 Actuals	
	<u>Fiscal '19</u>	<u>Fiscal '18</u>	<u>Actuals</u>	<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Personnel	\$ 5,459.69	\$ 3,790.30	\$ 4,035.45	\$ 1,669.39	44.04%	\$ 1,424.24	35.29%
Office Occupancy & Utilities	536.22	379.58	408.67	156.64	41.27%	127.55	31.21%
Services	25,294.80	22,713.81	24,291.85	2,580.99	11.36%	1,002.95	4.13%
Supplies	29.58	21.54	0.47	8.04	37.34%	29.12	6262.02%
Travel	1,914.00	1,614.00	1,113.71	300.00	N/A	800.30	71.86%
Leases, Rentals & Licenses	57.85	86.12	52.73	(28.27)	(32.82%)	5.12	9.72%
Taxes, Dues and Subscriptions	-	-	-	-	N/A	-	N/A
Depreciation, COGS, and Other	-	-	-	-	N/A	-	N/A
Total Expenses	\$ 33,292.15	\$ 28,605.35	\$ 29,902.87	\$ 4,686.79	16.38%	\$ 3,389.28	11.33%
Gain / (Loss) from Operations	\$ 43,903.10	\$ 41,894.65	\$ 45,047.56	\$ 2,008.46	4.79%	\$ (1,144.45)	(2.54%)

Transferred to Funds

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Net Gain / (Loss)

\$ 43,903.10	\$ 41,894.65	\$ 45,047.56
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**Society of American Archivists
Council Meeting
May 7–9, 2018
Chicago, Illinois**

**FY19 Proposed Budget Narrative:
Governance (Program 108)
(Prepared by Nancy Beaumont)**

The FY 2019 Governance budget projects a net loss of \$144,753. This is \$44,345 (24.25%) less than the FY 2018 budgeted net loss.

Effort of all staff members is allocated across the budget based on management estimates. Personnel costs reflect 0.55 FTEs or 4.54% of total salaries, taxes, and benefits. (This is a decrease from FY18, when the costs reflected 1.16 FTEs and 9.68% of total salaries, taxes, and benefits. This substantive change is due to reallocation of Beaumont's time away from Governance.) We expect the cost of benefits to increase by 16.32% in FY 2019. 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 to attend the August 13, 2018, Council meeting to account for the meeting occurring on Monday. (The President's room is complimentary per the hotel contract.) In addition, we have budgeted for one hotel night for the five incoming Council members to aid in their participation in a new Council member orientation on August 13. (Activity 1.a.)
- Both the November 2018 and May/June 2019 Council meetings will be held in Chicago. Both meetings will be held during the week; the November meeting will be 2.5 to 3 days (to allow time for strategic planning) and the May/June meeting will be 2 days, per FY18. The budget includes a new joint dinner with the SAA Foundation Board in November and the traditional dinner with all staff in May/June. (Activities 1.b. and 1.c.)
- The four Council members elected in April 2019 will not be funded to attend the May/June 2019 Council meeting, but will receive orientation at another time. (Activity 1.c.)
- Not included in this proposed budget is funding for an appointed group (TBD) to meet during the year. (Previous examples: Dictionary Working Group [FY14], TS-DACS [FY13], and

Annual Meeting Task Force [FY12].) Instead we have included \$800 for four virtual meetings conducted via Adobe Connect. (Activities 2.a. and 2.b.)

- Funding for one online election. Per vote of the membership, should an all-member referendum be necessary and not time-sensitive, it will be conducted in conjunction with the annual election. (Activity 3)
- Continued funding for SAA's membership in the International Council on Archives (\$740) and the National Information Standards Organization NISO (\$2,810). (Activity 4)
- Funding for the Vice President/President-Elect, Treasurer, executive director, and governance coordinator to attend the ASAE CEO Symposium as a team in Chicago. (Activity 5)
- Funding for AV support for all sections at *ARCHIVES*RECORDS 2018*. The budgeted amount includes only those sections meeting on Wednesday; AV for Thursday and Friday is covered in the Annual Meeting budget for education sessions. (\$7,000) (Activity 6.a.).
- Implementation of a pilot test of funding for section activities (\$250/section). The budget assumes that each of the 46 sections will participate at the \$250 level. (Activity 6.b.)
- Funding to accommodate formal requests from component groups (Activity 6.c.):
 - Congressional Papers Section: Funding for printing (\$400) and food/beverage (\$100) support for half-day advocacy training session in conjunction with the section's pre-conference program in Washington, DC. (Appendix A) (\$500)
 - International Archival Affairs Section: Travel and lodging support for a senior archivist from the UN High Commissioner for Refugees in Geneva, Switzerland, to speak at two Joint Annual Meeting sessions. (Appendix B) (\$1,995)
 - LACCHA: Travel, lodging, and meals support for Hilda Ayala's participation at the Joint Annual Meeting. Ayala is a steering committee member of ArchiRED, Puerto Rico's Archives Network. (Appendix C) (\$995)
 - Oral History Section: Funding to continue the section's efforts to capture, transcribe, and create descriptive metadata of oral histories of SAA leaders—and others. *Note*: The section's formal request is that "the SAA Council establish a line item in the annual budget to support the SAA Leadership Oral History Project, to be administered by the Oral History Section." (Appendix D) (\$3,000)
 - Records Management / Acquisitions and Appraisal Sections: Funding for honoraria for two Joint Annual Meeting Speakers (one archivist, one non-archivist) plus complimentary conference registration for the non-archivist. (Appendix E) (\$500)

PLEASE NOTE: The Finance Committee discussed these funding requests on its April 18 conference call and had the following comments for Council consideration:

- Congressional Papers Section (Appendix A): Recommend funding at requested amount of \$500, with \$250 of that total from the Section Funding Pilot Test.
- International Archival Affairs Section (Appendix B): Recommend funding at requested amount of \$1,995, with \$250 of that total from the Section Funding Pilot Test.
- Latin American and Caribbean Cultural Heritage Archives Section (Appendix C): Recommend funding at requested amount of \$995, with \$250 of that total from the Section Funding Pilot Test.
- Oral History Section (Appendix D): Recommend full funding at requested amount of \$3,000 to continue this SAA project undertaken by the section.
- Records Management / Acquisitions and Appraisal Sections (Appendix E): Recommend partial funding, with waiver of Jones's registration (\$389, one-day nonmember rate) but no honorarium for Jones (a non-archivist) or Gaines (an archivist and SAA member).

Staff Note 1: The current draft budget includes funding of each section at \$250, for a total of \$11,500, as well as full funding of all requests outlined in the Appendixes. If the Council were to approve the Finance Committee's recommendations, the net impact on the draft budget would be a decrease in expenses totaling \$1,250. (The registration waiver requested in Appendix E is not included in this equation.)

Staff Note 2: Should the Council decide to continue the Section Funding initiative beyond this Pilot Test year, you may wish to consider whether honoraria should be addressed explicitly in the description. The current description is silent on the matter of honoraria for archivists and non-archivists:

Annual funding may be used at the discretion of the Section steering committee for a wide variety of purposes, including printing; postage; mid-year meetings; surveys and assessments; travel expenses for non-archivists to travel to the Annual Meeting for Section-endorsed programs; and other activities that support the strategic goals and mission of SAA. Annual funding may not be used for items or activities that are already a part of the SAA annual budget; refreshments or social events; or travel funds for SAA members or other United States-based archivists.

**Society of American Archivists
Component Group Funding Request
Fiscal Year 2019
(July 1, 2018 – June 30, 2019)**

**Congressional Papers Section: Funding to Support
Advocacy on the Hill Event at 2018 Joint Annual Meeting**

Prepared by: Danielle Emerling and Nathan Gerth

The Congressional Papers Section requests that funding be included in SAA's FY 2019 budget to support the "Advocacy on the Hill" event at SAA 2018.

BACKGROUND

In 2017, the CPS approved a new strategic plan that aligns the Section's goals with those articulated in the SAA 2018-2020 strategic plan. Goal 1 in both plans addresses "advocating for archives and archivists." Specifically, CPS committed to providing leadership in "promoting the value of congressional archives and archivists to members of Congress..." and to organizing an "advocacy activity during its 2018 meeting in Washington, DC, with congressional members and staff." Further, CPS members have expressed a more urgent need to advocate for funding for congressional papers preservation because of the significant resources needed to care for these collections.

To meet these objectives, CPS will host an advocacy training session at its annual SAA pre-conference program, which occurs this year on Wednesday, August 15, at the Capitol Visitor Center. The session will include former or current congressional staff members who will provide useful insights to archivists about how to make the case for preserving congressional records. The session also will include a representative from the Congressional Management Foundation, which researches and provides training on congressional advocacy.

This advocacy event will occur just three months before the 2018 midterm elections. All 435 seats in the House of Representatives and 33 Senate seats are up for election. Additionally, more than 40 members have announced early retirements. It is a crucial time for archivists to establish relationships with congressional offices or to check-in with existing connections.

DISCUSSION

The CPS requests \$500 to host a half-day advocacy training session and visit to Capitol Hill during the 2018 SAA annual meeting in Washington, D.C.

On August 15, 2018, the Congressional Papers Section will convene its annual, day-long pre-

conference program. This year, the program will take place at the Capitol Visitor Center. The program typically attracts about 50 attendees (any SAA conference attendee is welcome).

At approximately 1 p.m., a one-hour advocacy training session will begin. The training session will include former or current congressional staff members and a representative from the Congressional Management Foundation. Panelists will share their experiences identifying repositories for their collections, negotiating deeds of gift and transfer of collections, and development strategies. Panelists will also instruct archivists on the best techniques for getting their message through to congressional offices.

After the training session, attendees will have approximately 2 hours (2 p.m.-4 p.m.) to walk to the Capitol building and visit with the members of their states' congressional delegations. They will provide information about their repositories and the importance of preserving congressional collections. They will be encouraged to set a follow-up meeting either in D.C. or in the home state.

At 4 p.m., CPS will host a debriefing session at a Capitol Hill restaurant where attendees will meet to share their successes and questions. This time also will help the organizers to evaluate the effectiveness of the training.

Advocacy to congressional offices is integral to the work of congressional archivists who must convince members of Congress of the importance of preservation and funding for this work. Through CPS advocacy efforts, awareness also is raised about archives more broadly.

This project fosters collaboration between congressional office staff members, who are vitally important to decision making about the disposition of congressional archives, and the Congressional Management Foundation, which among other things, promotes good records management in congressional offices.

In the past, the CPS has encouraged members to form relationships with congressional offices and to advocate for collections support; however, the Section has never provided in-depth training and support for a day of advocacy.

The expected outcomes are better working relationships between members of Congress and congressional archivists. Ideally, the meetings held on August 15 will lead to commitments for follow-up meetings to discuss the disposition of collections. Depending on the success of this program, some version of it may be repeated at each SAA annual meeting held in Washington, D.C.

Better relationships between archivists and members of Congress means more visibility for archives and archivists generally within the legislative branch. Cultivating relationships now will make advancing SAA's goals, including funding of programs that benefit archives, easier to advocate for in the future.

Budget

The organizers estimate that the cost of this program will be approximately \$500. This will enable the organizers to work with the panelists ahead of the program to create advocacy manuals for attendees and handout materials for attendees to give congressional offices. The organizers estimate that professional printing of 50 manuals at a business supply chain (e.g., Staples) will cost approximately \$8 each for a total of \$400.

This will leave approximately \$100 for light appetizers, which will encourage attendees to return for the debriefing session.

The advocacy session could be held without the advocacy manuals, but these provide a significant benefit to attendees to use for reference during the day and at later dates. Further, because most attendees must travel for the conference, the organizers feel providing the materials onsite will guarantee that all attendees arrive at the session with the same information. The CPS is unable to obtain the Capitol Visitor Center for the debriefing session, so the organizers determined that a restaurant – with the added incentive of some free food – would be likely to bring attendees back together.

FUNDING REQUEST

The Congressional Papers Section requests that funding in the amount of \$500 be included in SAA's FY 2018 budget to support "Advocacy on the Hill" at SAA 2018.

Support Statement: The Congressional Papers Section (CPS) strategic plan states that the Section will promote the value of congressional archives and archivists to members of Congress and to organize an "advocacy activity during its 2018 meeting in Washington, D.C., with congressional members and staff." CPS members have expressed a more urgent need to advocate for funding for congressional papers preservation because of the significant resources needed to care for these collections. Additionally, this Advocacy on the Hill event will occur just three months before the 2018 midterm elections in which 468 seats are up for election, and more than 40 members have announced early retirements. It is a crucial time for archivists to establish relationships with congressional offices or to check-in with existing connections.

Relation to SAA Strategic Plan: The Advocacy on the Hill event aligns with the SAA 2018-2020 strategic plan, specifically Goal 1 which addresses "advocating for archives and archivists."

Fiscal Impact: The Congressional Papers Section is requesting \$500.

- Professional printing of advocacy manuals (50 manuals at \$8 each) = \$400
- Light appetizers for debriefing session = \$100
- Estimated volunteer time (2 CPS organizers at 25 hours each) = 50 hours

**Society of American Archivists
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(July 1, 2018 – June 30, 2019)**

**International Archival Affairs Section: Funding to Support
“Bringing a senior archivist from the United Nations High
Commissioner for Refugees Archives in Geneva, Switzerland, to
speak at two sessions of the 2018 Joint Annual Meeting”**

Prepared by: Daniel Necas and Katharina Hering

The International Archival Affairs Section requests that funding be included in SAA’s FY 2019 budget to support bringing a senior archivist from the United Nations High Commissioner for Refugees in Geneva, Switzerland, to speak at two sessions of the SAA annual meeting.

BACKGROUND

Based on our previous work regarding refugee archives, an increasing need has been perceived to bring together perspectives from the United States and Europe as two major refugee processing and resettling areas. Especially at this time of extraordinary numbers of refugees and records about them being generated in several parts of the world (Syria, Iraq, North, East and Sub-Saharan Africa, South Asian Myanmar, Central America, and others). This becomes even more urgent in light of decreasing commitment to refugee assistance and support. Bringing an archivist from the world’s largest refugee archive would be a key component in promoting and facilitating international dialogue and cooperation in the area of refugee records management.

Archivists will need to address the issues of caring for a rapidly growing amount of refugee records, connecting them effectively among multiple repositories in multiple countries, and providing access to them while protecting the privacy of the individuals. We believe this will become a major and urgent challenge for our profession in the coming years as it strives to, with SAA, “provide leadership in ensuring the completeness, diversity, and accessibility of the historical record.”

Montserrat Canela Garayoa, Chief of Section, Records and Archives, United Nations High Commissioner for Refugees Archives, Geneva, Switzerland, agreed to be a speaker on our conference panel “Finding transparency in records of refugee displacement and resettlement” which was accepted by the Program Committee. She also agreed to be a speaker at our Section’s annual meeting. Both will take place during SAA’s annual meeting, August 15-18, 2018, in Washington DC. (Our panel is scheduled for Thursday afternoon, the 16th, and Section meeting hopefully for Friday, the 17th.)

DISCUSSION

Having the opportunity to hear from and engage in discussion with a representative of the UNHCR Archives in Geneva, Switzerland, would be of great interest to the audience of the conference panel. We expect to welcome colleagues from institutions involved in collecting records of refugee resettlement in a number of states where this work is currently taking place. These would be repositories created by the government agencies involved in work with refugees, archives preserving records of non-governmental social service agencies, and also community archives gathering materials created by refugees themselves during and after resettlement. In addition to the conference panel, the IAAS members attending the Section's annual meeting often come from or have connections to countries from which refugees are fleeing or transiting through. This impact would be amplified by the fact that the IAAS Section plans to hold its section meeting jointly with the Latin American and Caribbean Cultural Heritage Archives Section who would also have the opportunity to engage with Montserrat Canela Garayoa. And if the LACCHA's plans to bring their own speaker from Puerto Rico materialize the stage would be set for a truly international conversation.

The conference panel in which Montserrat Canela Garayoa is expected to participate has among its aims to map practices of refugee records management, compare approaches used in different repositories, and facilitate conversation and the beginning of efforts toward developing a more unified strategy and best practices for managing refugee archives. Currently, there are significant differences among institutions in how they process and make available these archival materials. In addition to the UNHCR Archives, our panel will feature representatives from North American institutions with long histories of documenting and studying refugees and immigrants: Stanford's Hoover Institution, Minnesota's Immigration History Research Center Archives, Georgetown University's National Equal Justice Library, and the German Historical Institute in Washington DC. Growing numbers of us feel the need to develop a community of practice which would work toward greater transparency and standardization leading to formulating best practices, particularly in the following two areas:

- 1) Process and describe the vastly scattered documentation in such a way that would allow future researchers to connect collections and their parts (using, for example, linked open data) pertaining to one individual or a group of individuals whose records were created in multiple locations and by multiple institutions. This happens as refugees move along their migration journey (refugee camps, countries of transit, countries of resettlement, agencies such as the UNHCR, government offices, NGOs assisting with resettlement in destination countries).
- 2) Provide access to sufficient amounts of data for researchers to be able to reconstruct and understand refugee migration experiences and at the same time protect the privacy of the subjects of the files in consistent ways across national and institutional boundaries.

Work in both of these areas, and we believe our panel and annual meeting would provide productive spaces for the beginnings and further planning of such work, would fulfill all three subsections of SAA's goal to "Advance the field" and most of the key performance indicators for this goal, particularly "development of standards, guidelines and best practices" along with "international collaboration in which representation of the American perspective is considered vital," and "participation of allied professionals in SAA annual meetings."

Also, a speaker such as Montserrat Canela Garayoa is likely to attract larger audiences to the panel and the joint Section meeting, therefore facilitating “effective communication with and among members” and thus contributing to achieving the goal “Meeting members’ needs.”

By helping to achieve the above goals, we believe our Section’s proposed activity would also be well aligned with the following core values of SAA:

- Ensuring the diversity of its membership and leaders, the profession, and the archival record (by making sure records of diverse refugee experiences are preserved and accessible)
- Providing an open, inclusive, and collaborative environment (by including perspectives outside SAA)
- Social responsibility and the public good (by focusing on refugee records at a time of decrease of governmental support for refugees and increasingly hostile environment for immigrants and foreigners in general).

Budget

Given the higher transportation costs and the fact that Montserrat Canela Garayoa would be panel participant as well as keynote speaker at the joint meeting of IAAS and LACCHA, we feel it would be appropriate to secure funding from SAA for her airfare and hotel. Her institution or own means would be used to cover meals and other expenses associated with international travel.

4 nights in conference hotel \$199/each, August 15-18\$796
Airfare Geneva, Switzerland – Washington, DC\$1,200
Total\$1,996

FUNDING REQUEST

The International Archival Affairs Section requests that funding in the amount of \$1,996 be included in SAA’s FY 2018 budget to support bringing a senior archivist from the United Nations High Commissioner for Refugees in Geneva, Switzerland, to speak at two sessions of the 2018 Joint Annual Meeting

Support Statement: Having the opportunity to hear from and engage in discussion with a representative of the United Nations High Commissioner for Refugees Archives in Geneva, Switzerland would be of great interest to the audience of our conference panel “Finding transparency in records of refugee displacement and resettlement.” In addition to the conference panel, the IAAS section plans to hold its annual meeting jointly with the Latin American and Caribbean Cultural Heritage Archives Section. Thus members of two SAA sections would also have the opportunity to engage with Montserrat Canela Garayoa who agreed to be a keynote speaker at our section annual meeting. Since Montserrat is coming from overseas and outside the SAA, her expenses are significantly higher than most North American attendees. Given the benefits we believe she would bring to the conference and our deliberations, we humbly request that SAA provides financial assistance to help cover her expenses.

Relation to SAA Strategic Plan: Discussion of work in the areas of refugee records management, including providing access, privacy protection, and developing best practices - and we believe our panel and annual meeting would provide productive spaces for the beginnings and further planning of such work - would fulfill all three subsections of SAA's goal to "Advance the field" and most of the key performance indicators for this goal, particularly "development of standards, guidelines and best practices" along with "international collaboration in which representation of the American perspective is considered vital," and "participation of allied professionals in SAA annual meetings."

Also, a speaker such as Montserrat Canela Garayoa is likely to attract larger audiences to the panel and the joint Section meeting, therefore facilitating "effective communication with and among members" and thus contributing to achieving the goal "Meeting members' needs."

By helping to achieve the above goals, we believe our Section's proposed activity would also be well aligned with the following core values of SAA:

- Ensuring the diversity of its membership and leaders, the profession, and the archival record (by making sure records of diverse refugee experiences are preserved and accessible)
- Providing an open, inclusive, and collaborative environment (by including perspectives outside SAA)
- Social responsibility and the public good (by focusing on refugee records at a time of decrease of governmental support for refugees and increasingly hostile environment for immigrants and foreigners in general).

Fiscal Impact: The total direct expenses for bringing a speaker from the UNHCR Archives to present on our conference panel and in our annual section meeting, held jointly with another section, will be approximately \$1,996.

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**Latin American and Caribbean Cultural Heritage Archives Section
(LACCHA): Funding to Support Hilda T. Ayala's Participation at
the 2018 Joint Annual Meeting**

Prepared by: Ana D. Rodriguez and Maria Isabel Molestina-Kurlat

The Latin American and Caribbean Cultural Heritage Archives section (LACCHA) requests allocated funding from SAA's FY 2019 budget to support the participation of Hilda T. Ayala, an archivist and research librarian from the University of Puerto Rico at Mayaguez, and a steering committee member of Puerto Rico's Archives Network (ArchiRED), at the 2018 SAA Annual Meeting in Washington DC.

BACKGROUND

During the last four years, the Latin American and Caribbean Cultural Heritage section (LACCHA) has maintained a tradition of featuring archival professionals from various Latin American countries. This particular initiative goes in tandem with the vision and mission of opening avenues for inclusion, diversity, and equality, which are essentially the ethos of SAA's 2014-2018 Strategic Plan goals.¹ Inviting opportunities for international archivists to present at SAA's annual meeting also serves as a vehicle for intellectual exchange and outreach regardless of geographical limitations or frontiers.

Since 2014, LACCHA has successfully secured participation of archivists from Honduras, Ecuador, and Mexico. The section has also forged collaborative ties with the International Archival Affairs section (IAAS) by joining both sections annual meetings, as well as exchanging similar subject interests. Two of LACCHA's most noteworthy accomplishments are the establishment of the groundbreaking webinar series *Desmantelando Fronteras / Breaking Down Borders*, and the innovative launching of the Itinerant Archivists group.

This year LACCHA extended an invitation to Hilda T. Ayala, a research librarian from the University of Puerto Rico at Mayaguez, to give a presentation at LACCHA's section meeting that will take place during the 2018 SAA's annual meeting in Washington D.C. LACCHA believes that Ms. Ayala's participation at the annual meeting not only serves to continue our collaborative exchanges with Latin America, but also exemplifies and strengthens SAA's commitment and policies toward diversity within the profession. We are requesting travel funding for Ms. Ayala for a maximum of three days of travel (August 8, 2018 – August 10,

¹ Society of American Archivists Strategic Plan 2014-2018,
<https://www2.archivists.org/governance/strategic-plan/2014-2018>

2018), to covers expenses for round trip air fare from Puerto Rico to Washington D.C., as well as hotel lodging.

DISCUSSION

Hilda T. Ayala is an archivist and research librarian at the University of Puerto Rico –Mayaguez Campus, and a member of the steering committee of [ArchiRED](#), Puerto Rico’s Archives Network. She holds a Master degree in Archival Studies from the University of British Columbia, and a Master in Library and Information Science from the University of Puerto Rico.

On September 2017, Puerto Rico was adversely affected by the passing of Hurricane Maria, the most devastating natural disaster ever to affect the island. The aftermath of Hurricane Maria left a trail of major damages and loses to the infrastructure of the island, dramatically and suddenly impacting the way of life of most Puerto Ricans. Cultural institutions, public and academic libraries, and museums have also been catastrophically affected by this storm.

Along with an ensemble of library professionals and other employees from the cultural sector, Ms. Ayala arose as an instrumental figure, providing leadership and guidance in tasks related to hands-on cleaning of facilities, relocating collections and library materials, and providing urgent disaster preparedness training to cultural organizations and libraries located on the western and southern areas of Puerto Rico. After almost six months since the hurricane, Ms. Ayala continues her rescue work by organizing meetings and presentations in an effort to raise awareness and much needed training on efficient disaster preparedness and response protocols.

Ms. Ayala will talk about her role and experience as part of a cultural rescue task force that originated after the passing of Hurricane María in Puerto Rico. This invitation as well as the petition aligns with the principles of SAA Strategic Plan 2014-2018 (Goals 1 and 4), and with the values and mission of LACCHA of creating a space to exchange ideas and provide support to US, Caribbean and Latin American Archivists.

This request forges a strong connection to LACCHA’s advocacy role that seeks to increase awareness about the state of Puerto Rico after this devastating hurricane. This Caribbean US territory’s unique political situation needs to be magnified as a crucial example of the fight for diversity and inclusion. Momentum after this natural disaster could not be more fitting.

Additionally, it's crucial to highlight the work and support provided by SAA in the aftermath of Hurricane Maria in Puerto Rico. SAA has been of great assistance by providing emergency funding through its [National Disaster Recovery Fund for Archives](#). LACCHA’s leadership has been lending a hand too in this effort by making accessible a Spanish translation of the application for this fund.

Ms. Ayala’s talk is scheduled to take place on Friday, August 17, 2018, at 11:00am. LACCHA is requesting financial aid for the following travel expenses:

Budget

- Airfare: (www.google.com/flights) \$362.00

- Taxi/Shuttle or Train: \$50.00
- Lodging: (2 nights at \$199 per night) \$398.00
- Meals (3 days, 2 at the conference, 1 for travel at \$45.00) \$135.00
- Miscellaneous \$50.00
 - Total: \$995.00

FUNDING REQUEST

The Latin American and Caribbean Cultural Heritage Archives Section (LACCHA) requests that funding in the amount of \$995.00 be included in SAA's FY 2018 budget to support Hilda T. Ayala's participation at the 2018 SAA Annual Meeting in Washington D.C.

Support Statement: LACCHA wants to invite Hilda T. Ayala, a Research Librarian at the University of Puerto Rico – Mayaguez Campus, and Steering Committee member of ArchiRED, Puerto Rico's Archives Network, to the 2018 SAA Annual Meeting to talk about her leadership role and rescue work with libraries and cultural organizations in the aftermath of Hurricane Maria.

Relation to SAA Strategic Plan: LACCHA's initiative addresses two of SAA's strategic goals: Goal 1: Advocating for Archives and Archivists: Ms. Ayala's participation puts a spotlight on the state of libraries, archives and cultural organizations in Puerto Rico after Hurricane Maria.

Goal 4: Meeting Member's Needs: Ms. Ayala's presence holds the power to create a stronger and much visible participation of Puerto Rican archivists in SAA annual meetings and programs.

Fiscal Impact: The total direct expenses for Ms. Ayala to attend the 2018 SAA Annual Meeting in Washington D.C. is \$995.00. No staff or volunteer time will be required.

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The SAA Leadership Oral History Project

**Prepared by: The Oral History Section Steering Committee/ Amanda Pellerin (Chair) and
Adam Mosseri (Vice-Chair)**

As the SAA's Oral History Section, we are concerned with documenting SAA's history through its spoken stories and setting a standard for the practice of oral history. The Oral History Section proposes the establishment of an SAA Leadership Oral History Project to interview the immediate past presidents of SAA. The SAA Leadership Oral History Project captures high-level organizational focus and accomplishments from year to year. As resources and momentum allow, the initiative has the potential to extend beyond leadership to others in the membership. The section will consider future ways to broaden the voices that are captured. This project will add value to SAA and afford future members and leaders the opportunity to listen to the goals and decisions which drive the organization into the future.

BACKGROUND

The SAA Leadership Oral History Project intends to build-off interviews collected through previous oral history projects sponsored by OHS. These interviews capture the voices and document the contributions of past SAA leaders to the profession. Their influence in part led to SAA's growth and reputation.

The Oral History Section conducted 20 oral history interviews to mark SAA's 75th anniversary in 2011. SAA leaders sat down with volunteer SAA members between 2009 and 2012 to document the development and future direction of SAA, the archival profession, and the archivist as a professional. In 2016, the SAA Council granted the Oral History Section funds to process these interviews. An intern was hired and worked under the direction of the staff at the Archives Department, University of Wisconsin-Milwaukee. These video interviews were synchronized to the transcripts and are now available at <http://collections.lib.uwm.edu/digital/collection/saa/search>. While the SAA membership received the 75th Anniversary Oral History Project with enthusiasm, the scope of the project was not sustainable.

DISCUSSION

The SAA Leadership Oral History Project commits to interview the immediate past president during his or her term, providing a manageable scope of work that continues to build a the oral collection of SAA's leadership. This collection adds value to SAA in many ways. It will afford

future SAA members and leaders the opportunity to listen to the decisions and goals that have impacted the organization. We are proposing a major transfer of knowledge where the Oral History Section will take on the task of collecting the oral histories of the SAA's past presidents in an effort to capture SAA's past, present, and direction for the future.

Without investment at the organizational level, interviews with SAA leaders may never be captured resulting in a dearth of institutional memory. Lacking a concerted effort, it is unlikely that these interviews will be gathered together into a collection managed by a single entity and made accessible to SAA and its members.

In founding this project, the opportunity exists for SAA to exhibit the value of archives and document its own history (Strategic Goal #1). This project contributes to the lasting legacy of SAA and demonstrates the guiding role SAA supplies to its members, the profession, and society at large (Strategic Goal #4). Oral Histories are dynamic and powerful resources. Where written documentation can fall flat and become impersonal, hearing the goals and achievements from the perspective of the organization's top leaders can help guide future SAA Presidents, sustain knowledge management, and capture the essence of the leader's style (Strategic Goal #3).

Partnering with other SAA sections on this endeavor presents an opportunity to create a collaborative project across the organization. For example, the Archival History Section may have an interest in this project as it touches on archival history and would represent the history of the SAA. Further development of this coordination would occur at a future date once the oral histories are collected.

The Oral History Section Steering Committee will create interview packets to ensure best technical specifics and interview practices are followed. These packets will also include release forms modeled from the 75th anniversary project for the SAA Leadership Oral History Project that the interview and interviewee will sign. The section leadership will provide initial background research and a list of standard questions with input from the Council and general membership.

From the generous support of the Anniversary Committee, SAA purchased audio-visual equipment to record 20 oral histories between 2009-2012. The Oral History Section maintains this equipment and will be able to utilize it for this project as well.

These interviews will be conducted by the Oral History Section's current chair or his/her designate in a location agreed to by the interviewer and interviewee--potentially the Fall SAA Council Meeting or at the Annual Meeting. This project starts with the collection of SAA past presidents' stories, but has the flexibility to expand allowing the Oral History Section to conduct more interviews of the SAA leadership/membership once these interviews have been concluded.

The interviewer will collect release forms, audio and video files, and other materials for deposit in the SAA Collection at the Archives Department, University of Wisconsin-Milwaukee. An intern funded by SAA, will transcribe the interview and create descriptive metadata according standard practice. The Archives Department, University of Wisconsin-Milwaukee will add the information to the finding aid of the SAA Oral History Interviews collection.

RECOMMENDATION

That the SAA Council establish a line item in the annual budget to support the SAA Leadership Oral History Project, to be administered by the Oral History Section.

Support Statement: The SAA Leadership Oral History Project creates organizational awareness about the impact that SAA, the profession, and individual archivists have on society. The projects from the Oral History Section have proven a good steward of SAA funds in the past. The SAA Leadership Oral History Project capitalizes on the above successes in a sustainable model.

Impact on Strategic Priorities: The SAA Leadership Oral History Project supports SAA's Strategic Priorities :

- 1.1- Provide leadership in promoting the value of archives and archivists to institutions, communities, and society.
- 2.2 - Deliver information and education via methods that are accessible, affordable, and keep pace with technological change.
- 2.3 - Support the career development of members to assist them in achieving their goals.
- 3.2 - Foster and disseminate research in and about the field.
- 3.3 - Participate actively in relevant partnerships and collaborations to enhance professional knowledge.
- 4.1 - Facilitate effective communication with and among members.

Fiscal Impact: The costs associated with this project are approximately \$3,000 annually. It includes training an intern (site and situation TBD) to preserve, transcribe, and describe the interview(s) on an annual basis (estimated 40 hours of work), potentially providing travel and lodging for the interviewer and interviewee to complete the interview, and purchasing supplies to house the recordings and paperwork.

QUESTIONS FOR DISCUSSION

- What are the organizational and professional benefits of the SAA Oral History Leadership Project?
- How do we administer an effective but sustainable oral history project that captures archival and SAA legacy without exhausting resources?

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**Acquisitions & Appraisal Section & Records Management Section:
Funding to Support Joint Section Meeting
at the 2018 Joint Annual Meeting**

Prepared by: Eira Tansey, Alex Toner, Marcella Huggard, Cliff Hight

The Records Management Section & Acquisitions & Appraisal Section requests that funding be included in SAA's FY 2019 budget to support our joint section meeting at the annual conference in Washington DC.

BACKGROUND

The Acquisitions & Appraisal Section and the Records Management Section are planning to host a joint meeting at this year's annual conference in Washington DC. This continues a tradition for both sections of hosting joint meetings. The Records Management Section previously held joint meetings with the Electronic Records Section (2017) and the Local Government Records Roundtable (2016). The Acquisitions & Appraisal Section held a joint meeting with the Privacy & Confidentiality Section in 2017.

We have determined that the major focus of our joint meeting will be dedicated to a panel exploring how "behind the scenes" decision-making of archivists and records professionals, including appraisal and retention scheduling activities, impact the overall transparency of organizations. As these processes are very different for how they are experienced by the public sector versus that of the private sector, we are anchoring the panel with one speaker to address each of these sectors.

The section co-chairs are excited for this panel and anticipate it will draw much attendance from all three national professional organizations, not just the two SAA section memberships. The theme of our panel is highly complementary with the overall annual conference theme of "Promoting Transparency." We believe this joint meeting addresses aspects of Goals 1-3 in the SAA Strategic Plan, particularly the following:

- 1.3: "Provide leadership in ensuring the completeness, diversity, and accessibility of the historical record."
- 2.1: "Provide content, via education and publications, that reflects the latest thinking and best practices in the field."

- 3.3: “Participate actively in relevant partnerships and collaborations to enhance professional knowledge.”

The time period for this one-time funding request are expenses associated with the joint section meeting only.

DISCUSSION

Discussions about transparency are always relevant within our profession. Professional interest in transparency is underscored in SAA’s Core Values of Archivists, particularly that of Accountability:

“Accountability: *By documenting institutional functions, activities, and decision-making, archivists provide an important means of ensuring accountability. In a republic such accountability and transparency constitute an essential hallmark of democracy. Public leaders must be held accountable both to the judgment of history and future generations as well as to citizens in the ongoing governance of society. Access to the records of public officials and agencies provides a means of holding them accountable both to public citizens and to the judgment of future generations. In the private sector, accountability through archival documentation assists in protecting the rights and interests of consumers, shareholders, employees, and citizens. Archivists in collecting repositories may not in all cases share the same level of responsibility for accountability, but they, too, maintain evidence of the actions of individuals, groups, and organizations which may be required to provide accountability for contemporary and future interests.”*

Transparency and accountability is further emphasized in this year’s conference theme, as noted on the call for proposals:

*“The conference theme—**Promoting Transparency**—acknowledges that archivists and records administrators embrace principles that foster the transparency of our actions and inspire confidence in both the record and our professions. We value transparency in the record and records processes, the responsibility it gives to our work and actions, and how it allows us to be held accountable by our constituencies”*

Both the Records Management Section and the Acquisitions & Appraisal Section represent functions of archival practice that are intrinsically linked with transparency and accountability. To that end, we will be dedicating most of our joint section meeting this year to this topic by hosting a moderated panel. The panel will explore how the “behind the scenes” decision-making of archivists and records professionals, including appraisal and retention scheduling activities, impact the overall transparency of organizations. As these processes are very different for how they are experienced by the public sector versus that of the private sector, we are anchoring the panel with one speaker to address each sector.

As there are many advocacy groups dedicated to improving and monitoring access of public sector information, especially that created by the federal government, we are bringing in an outside (i.e. non-archivist) speaker from one of these advocacy groups. We selected Nate Jones of the National Security Archive (George Washington University), an expert on the U.S. Freedom of Information Act (FOIA). Nate Jones is the Director of the Freedom of Information

Act Project for the National Security Archive at George Washington University. He oversees the thousands of Freedom of Information Act and Mandatory Declassification Review requests and appeals that the Archive submits each year. Jones is a two-term member of the Federal FOIA Advisory Committee and board member of the American Society of Access Professionals.

Securing a second speaker to shed light on transparency and information decisions by the private sector has proven somewhat more challenging. There are few advocacy groups dedicated to demanding information access and transparency from the private sector. Since we already have picked a non-practitioner to anchor one half of the panel with our selection of Nate Jones, we decided to seek a practitioner who can speak to the private sector experience. With suggestions from the Business Archives Section, we invited Lauren Gaines, Corporate Archivist and Historian at Thrivent Financial, a Fortune 500 financial services organization located in the Midwest, and she kindly accepted. Gaines earned her MA (History) and MLIS from the University of Wisconsin – Milwaukee, and is also a Certified Archivist and a Digital Archives Specialist. She has been with Thrivent for almost 6 years, and prior to that served briefly in an archives contractor position with Northwestern Mutual of Milwaukee, WI.

The panel will run 45 minutes, allowing 15-20 minutes for each speaker, and 5-15 minutes for Q&A. A moderator is to be determined. We expect that this panel will be a lively discussion touching on many topics relevant to archivists working across both the public and private sectors. “Transparency” has vastly different connotations across different organizations. Our desired outcome from this panel is to educate archivists and records professionals on what transparency looks like in the public vs the private sector, and to consider how our professional actions affect archival accountability.

Budget

The two sections request a registration waiver and a budget of a \$250 honorarium in support of Nate Jones’ speaking engagement. Jones is a local resident of Washington, D.C. and thus will not require travel support. Recognizing that sharing knowledge via public speaking is an important form of labor, we wish to compensate Jones for his time and expertise. Jones is not an archivist, and therefore we request support for his capacity as an outsider speaker.

Although we are aware that SAA policy typically precludes funding for SAA members or US-based archivists, in the interest in parity we would like Council to consider making a one-time exception to provide a \$250 honorarium for the second speaker, Lauren Gaines, Manager for Archival and Heritage Services at Thrivent Financial, who is an archivist and member of SAA. We recognize the importance of professionals sharing their knowledge openly with their colleagues, yet we also are very aware of the value associated with expertise. We have specifically invited Gaines—she did not approach us—to discuss how a private business in the financial sector appraises and retains records in a uniquely regulated environment and how transparency influences those appraisal and retention decisions.

Thus, the proposed budget is as follows:

<u>Expense</u>	<u>Amount</u>
Registration for Jones:	\$329 (waived)

Honorarium for Jones:	\$250
Honorarium for Gaines:	\$250
Total:	\$500

Budget

FUNDING REQUEST

The Records Management Section and Acquisitions & Appraisal Section request that funding in the amount of \$500 be included in SAA's FY 2019 budget to support Funding to Support Combined Section Program at 2018 SAA Annual Meeting.

Support Statement: The section meeting will feature a two-speaker panel dedicated to exploring how “behind the scenes” decision-making of archivists and records professionals, including appraisal and retention scheduling activities, impact the overall transparency of organizations. As these processes are very different for how they are experienced by the public sector versus that of the private sector, we are anchoring the panel with speakers from each sector.

One of our speakers is an outside speaker (Nate Jones, from the National Security Archive at George Washington University) and an expert on the U.S. Freedom of Information Act (FOIA). As a non-archivist, we request a modest honorarium for his time and the expertise he will share with us as an outside speaker.

The second speaker is an archivist and member of SAA (Lauren Gaines, Manager for Archival and Heritage Services at Thrivent Financial). Although we are aware that SAA policy typically precludes funding for SAA members, in the interest in parity we are seeking a one-time exception to provide a \$250 honorarium for her. We specifically invited Gaines to discuss how a private business in the financial sector appraises and retains records in a uniquely regulated environment and how transparency influences those appraisal and retention decisions. We recognize the importance of professionals sharing their knowledge openly with their colleagues, yet we also are very aware of the value associated with expertise.

Relation to SAA Strategic Plan:

We believe this joint meeting addresses aspects of Goals 1-3 in the SAA Strategic Plan.

The panel supports Goal 1.3: “Provide leadership in ensuring the completeness, diversity, and accessibility of the historical record” by recognizing that transparency carries different meanings across the diversity of archival practice. Transparency in the public sector versus the private sector means very different things. Recognizing the institutional variety within our respective section memberships, we want to create a program that archivists in both of our sections would find relevant.

The panel supports Goal 2.1: “Provide content, via education and publications, that reflects the latest thinking and best practices in the field.” Transparency is a rapidly evolving topic - from

calls for FOIA reform to shareholders demanding greater corporate information disclosure, archivists working in a variety of sectors make choices that significantly impact organizational transparency. We hope to demonstrate that transparency is not just a legal tool that primarily affects public sector archivists who are affected by freedom of information laws, but that it is also a cultural expectation that affects all archivists, regardless of where they work.

The panel supports Goal 3.3: “Participate actively in relevant partnerships and collaborations to enhance professional knowledge.” From the start of planning, the section co-chairs knew we wanted to invite a voice of an outsider who could speak to how the public perceives the work of archivists. Thus, we prioritized finding a transparency advocacy organization that also prioritizes subject matter experts who understand recordkeeping challenges and mandates. Thus we are very excited to have a non-archivist speaker from an advocacy organization, who is also an expert on FOIA.

Fiscal Impact:

The total direct expense for this funding request is \$500. It is for an honorarium for our outside speaker—at a minimum—on the panel hosted by the Records Management Section and Acquisitions & Appraisal Section at this year’s joint annual meeting. Nate Jones, a non-archivist from George Washington University’s National Security Archive has tentatively agreed to speak, and we would like to compensate his time and expertise with a modest honorarium. In the interest of parity, we also are seeking an honorarium and exception for our second speaker, Lauren Gaines, who is an archivist and SAA member. As stated above, we recognize the importance of professionals sharing their knowledge openly with their colleagues, yet we also are very aware of the value associated with expertise and have sought her participation based on her unique professional knowledge and experience.

The estimated staff time associated with this program would be very minimal: whatever length of time necessary to process the honoraria checks. Potentially, it would require 1 staff member @ 2 hours.

The Society of American Archivists
Income Statement
Fiscal 2019 Budget
Governance

Revenues

	<u>Fiscal '19</u>	<u>Fiscal '18</u>	<u>Projected FY '18 Actuals</u>	<u>FY '19 Budget v. FY '18 Budget</u>		<u>FY '19 Budget v. FY '18 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
Total Revenues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A

Expenses

	<u>Fiscal '19</u>	<u>Fiscal '18</u>	<u>Projected FY '18 Actuals</u>	<u>FY '19 Budget v. FY '18 Budget</u>		<u>FY '19 Budget v. FY '18 Actuals</u>	
				<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Personnel	\$ 54,260.55	\$ 110,608.26	\$ 100,403.46	\$ (56,347.72)	(50.94%)	\$ (46,142.91)	(45.96%)
Office Occupancy & Utilities	7,435.42	13,283.79	11,387.37	(5,848.36)	(44.03%)	(3,951.95)	(34.70%)
Services	47,217.22	31,476.76	31,551.54	15,740.46	50.01%	15,665.68	49.65%
Supplies	294.39	628.13	517.76	(333.74)	(53.13%)	(223.36)	(43.14%)
Travel	31,420.00	28,930.00	30,416.67	2,490.00	8.61%	1,003.33	3.30%
Leases, Rentals & Licenses	575.71	2,511.29	1,327.52	(1,935.58)	(77.08%)	(751.80)	(56.63%)
Taxes, Dues and Subscriptions	3,550.00	3,660.00	4,335.00	(110.00)	(3.01%)	(785.00)	(18.11%)
Depreciation, COGS, and Other	-	-	-	-	N/A	-	N/A
Total Expenses	\$ 144,753.29	\$ 191,098.23	\$ 179,939.31	\$ (46,344.94)	(24.25%)	(35,186.02)	(19.55%)
Gain / (Loss) from Operations	\$ (144,753.29)	\$ (191,098.23)	\$ (179,939.31)	\$ 46,344.94	(24.25%)	35,186.02	(19.55%)

Transferred to Funds

- - -

Net Gain / (Loss)

\$ (144,753.29) \$ (191,098.23) \$ (179,939.31)

**Society of American Archivists
Council Meeting
May 7–9, 2018
Chicago, Illinois**

**FY19 Proposed Budget Narrative:
Annual Meeting (Programs 198, 199, and 190)
(Prepared by Nancy Beaumont)**

The proposed FY 2019 budget projects a net gain of \$214,862 from the 2018 Joint Annual Meeting in Washington, DC. This is \$52,094 (32.01%) more than the FY 2018 budgeted net gain for the Portland conference (of \$162,768) and \$121,969 (36.21%) less than the FY 2018 actual net gain (of \$336,832).

Effort of all staff members for FY 2019 is allocated across the budget based on management estimates. Personnel costs reflect 0.86 FTEs or 7.20% of total salaries, taxes, and benefits. We expect the cost of benefits to increase by 16.32% over the course of FY 2019. A 4% placeholder has been included in the salary budget for staff merit increases.

The proposed budget for the 2018 Joint Annual Meeting assumes the following:

- Prepaid expenses (incurred during FY18 but related to the Washington, DC, meeting in FY19) are highlighted in the program planner. These costs will be allocated in FY19 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 2019 and 2020 Annual Meetings (Programs 199 and 190) reflect costs that will be booked as prepaid expenses but not expensed until those conferences take place. (Activities 2 and 3)
- A total of 2,120 paid attendees (of total attendance of 2,300), spread per trends in the past eight years. This best-guess estimate is based on economic trends and registration patterns to date, particularly those related to the last two conferences in Washington, DC. (Reference of paid attendees: 2017 = 1,899; 2016 = 1,635; 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)
- Payment to Conference & Logistics Consultants of \$56,405, 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 flyer (professionally designed and made available as a downloadable PDF only) highlighting various aspects of the meeting and

referring to the conference website (in Sched.org) for detailed information. (Activity 3.a.)

- An estimated expense of \$69,500 for AV (a new high for an SAA annual conference, despite using in-house PSAV), which reflects coverage of seven education tracks and two plenary sessions, including video capture of Zeynep Tufekci's keynote address for broadcast via SAA's YouTube channel. AV expenses associated with pre-conference workshops appear in Program 105, Education; expenses associated with section meeting AV appear in Program 108, Governance, Activity 7.
- An expense of \$500 to support child care for those individuals requesting it. Not included are costs associated with providing for an onsite child care center, as this option would carry with it both a guaranteed minimum expense and significant liability for SAA. (Activity 4.c.)
- An expense of \$2,000 for ASL interpreters for one or more conference attendees. (Activity 4)
- Very high food and beverage costs for the Expo Hall functions. We will do all that we can to mitigate those expenses in negotiation with the hotel as the conference draws nearer. (Activity 5)
- An unprecedented rental fee of \$38,000 for the National Museum of Natural History for the All-Attendee Reception. In previous years the Smithsonian museums were able to give SAA a courtesy discount of more than 50%; that is no longer the case. In addition, the Smithsonian rules now disallow use of beverage bands as proof of purchase of alcoholic beverages, which means that the only way to provide alcohol onsite is via an open bar. Because of the significant expenses associated with this function, we will be offering only dessert, "mocktails," and soft drinks. We will provide busing for a substantial portion of our attendees, as the weather is likely to be hot and humid. (Activity 6.a.)
- Per negotiated agreements, payment of \$25,000 to NAGARA and \$15,000 to CoSA in lieu of their conduct of a separate annual conference. (Activity 10)

The Society of American Archivists
Income Statement
Fiscal 2019 Budget
Annual Meeting - Washington

Revenues

			Projected FY '18	FY '19 Budget v. FY '18 Budget		FY '19 Budget v. FY '18 Actuals	
	<u>Fiscal '19</u>	<u>Fiscal '18</u>	<u>Actuals (Portland)</u>	<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Dues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Subscriptions & Advertising	\$ 2,900	\$ 4,350	\$ 9,632	(1,450.00)	(33.33%)	(6,732.00)	(69.89%)
Workshops	\$ -	\$ -	\$ -	-	N/A	-	N/A
Annual Meeting	\$ 878,121	\$ 625,514	\$ 767,240	252,606.88	40.38%	110,880.62	14.45%
Publications	\$ -	\$ 300	\$ -	(300.00)	(100.00%)	-	N/A
Contributions	\$ -	\$ -	\$ -	-	N/A	-	N/A
Investments	\$ -	\$ -	\$ -	-	N/A	-	N/A
Other	\$ 1,350	\$ 1,450	\$ -	(100.00)	(6.90%)	1,350.00	N/A
Total Revenues	\$ 882,371	\$ 631,614	\$ 776,872	\$ 250,756.88	39.70%	\$ 105,498.62	13.58%

Expenses

			Projected FY '18	FY '19 Budget v. FY '18 Budget		FY '19 Budget v. FY '18 Actuals	
	<u>Fiscal '19</u>	<u>Fiscal '18</u>	<u>Actuals (Portland)</u>	<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Personnel	\$ 55,370	\$ 50,395	\$ 69,494	\$ 4,975.41	9.87%	\$ (14,123.31)	(20.32%)
Office Occupancy & Utilities	\$ 5,472	\$ 5,065	\$ 8,606	406.99	8.03%	(3,133.91)	(36.41%)
Services	\$ 352,382	\$ 229,436	\$ 257,296	122,945.88	53.59%	95,086.15	36.96%
Supplies	\$ 1,204	\$ 1,439	\$ 1,062	(235.56)	(16.36%)	142.23	13.40%
Travel	\$ 9,440	\$ 5,360	\$ 12,374	4,080.00	76.12%	(2,934.00)	(23.71%)
Leases, Rentals & Licenses	\$ 39,427	\$ 12,937	\$ 6,545	26,490.12	204.76%	32,881.82	502.37%
Taxes, Dues and Subscriptions	\$ 40,000	\$ -	\$ (29,357)	40,000.00	N/A	69,356.64	(236.26%)
Depreciation, COGS, and Other	\$ 164,213	\$ 164,213	\$ 114,020	-	0.00%	50,193.62	44.02%
Total Expenses	\$ 667,509	\$ 468,847	\$ 440,040	\$ 198,662.84	42.37%	\$ 227,469.24	51.69%
Gain / (Loss) from Operations	\$ 214,862	\$ 162,768	\$ 336,832	\$ 52,094.04	32.01%	\$ (121,970.63)	(36.21%)

Transferred to Funds

\$ -	\$ -	\$ -
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Net Gain / (Loss)

\$ 214,862	\$ 162,768	\$ 336,832
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The Society of American Archivists
Income Statement
Fiscal 2019 Budget
Annual Meeting - Austin

Revenues

	<u>Fiscal '19</u>	<u>Fiscal '18 (Wash)</u>	<u>Projected FY '18 Actuals (Wash)</u>	<u>FY '19 Budget v. FY '18 Budget</u>		<u>FY '19 Budget v. FY '18 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
Total Revenues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A

Expenses

	<u>Fiscal '19</u>	<u>Fiscal '18 (Wash)</u>	<u>Projected FY '18 Actuals (Wash)</u>	<u>FY '19 Budget v. FY '18 Budget</u>		<u>FY '19 Budget v. FY '18 Actuals</u>	
				<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Personnel	\$ 86,527.12	\$ 84,990.59	\$ 42,948.59	\$ 1,536.53	1.81%	\$ 43,578.53	101.47%
Office Occupancy & Utilities	8,493.83	8,491.07	4,172.63	2.76	0.03%	4,321.21	103.56%
Services	5,034.66	55,853.61	33,815.75	(50,818.95)	(90.99%)	(28,781.08)	(85.11%)
Supplies	466.29	479.20	-	(12.91)	(2.69%)	466.29	N/A
Travel	-	12,160.00	18,813.57	(12,160.00)	(100.00%)	(18,813.57)	(100.00%)
Leases, Rentals & Licenses	2,190.14	1,915.87	583.23	274.27	14.32%	1,606.91	275.52%
Taxes, Dues and Subscriptions	-	-	-	-	N/A	-	N/A
Depreciation, COGS, and Other	(102,712.05)	(163,890.35)	(100,333.76)	61,178.30	(37.33%)	(2,378.29)	2.37%
Total Expenses	\$ -	\$ -	\$ -	\$ -	N/A	\$ (0.00)	N/A

Gain / (Loss) from Operations

\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ 0.00	N/A
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Transferred to Funds

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Net Gain / (Loss)

\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	-
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The Society of American Archivists
Income Statement
Fiscal 2019 Budget
Annual Meeting - Chicago

Revenues

	<u>Fiscal '19</u>	<u>Fiscal '18 (Austin)</u>	<u>Projected FY '18 Actuals (Austin)</u>	<u>FY '19 Budget v. FY '18 Budget</u>		<u>FY '19 Budget v. FY '18 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
Total Revenues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A

Expenses

	<u>Fiscal '19</u>	<u>Fiscal '18 (Austin)</u>	<u>Projected FY '18 Actuals (Austin)</u>	<u>FY '19 Budget v. FY '18 Budget</u>		<u>FY '19 Budget v. FY '18 Actuals</u>	
				<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Personnel	\$ 7,959.83	\$ -	\$ -	\$ 7,959.83	N/A	\$ 7,959.83	N/A
Office Occupancy & Utilities	778.37	-	-	778.37	N/A	778.37	N/A
Services	1,095.20	640.00	3,150.00	455.20	71.12%	(2,054.80)	(65.23%)
Supplies	42.61	-	-	42.61	N/A	42.61	N/A
Travel	600.00	600.00	-	-	0.00%	600.00	N/A
Leases, Rentals & Licenses	200.12	-	-	200.12	N/A	200.12	N/A
Taxes, Dues and Subscriptions	-	-	-	-	N/A	-	N/A
Depreciation, COGS, and Other	(10,676.13)	(1,240.00)	(3,150.00)	(9,436.13)	760.98%	(7,526.13)	238.92%
Total Expenses	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Gain / (Loss) from Operations	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A

Transferred to Funds

-	-	-
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Net Gain / (Loss)

\$ -	\$ -	\$ -
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**Society of American Archivists
Council Meeting
May 7–9, 2018
Chicago, Illinois**

**FY19 Proposed Budget Narrative:
Capital Budget
(Prepared by Peter Carlson)**

Capital expenditures for equipment are defined as those having a cost in excess of \$500 and a useful life of more than two years. Capital expenditures represent significant cash commitments as well as the organization's investment in its infrastructure. The income statement effect of capital expenditures can be seen as depreciation expense in the General and Administrative program planner (Program 100). Depreciation expense is spread across fiscal years over the useful life of the purchased furniture, fixtures, and equipment (FF&E), and custom software development expenses.

Budgeted capital expenses for FY 2019 include the normal replacement of staff computers, upgrades to staff workstations and seating. The anticipated cost for these investments is \$44,141, a \$27,900 increase from FY 18. This significant increase is the result of our decision to invest in upgrading SAA staff workstations in concert with the renovation of the SAA office common spaces that was negotiated as part of our lease renewal. We are replacing old, worn out seating and work surfaces (originally purchased as used) with new, ergonomically appropriate furniture.

The FY19 Capital budget also shows our investment in specifying, purchasing, and implementing SAA's new association management software (AMS) and Communities systems, even though there will be minimal capitalization of these assets. Please note that roughly \$44,500 has already been spent to develop an RFP, vet the proposals of nine vendors, and select a final vendor. As of April 2018, we awarded the project to NimbleAMS, a market-leading AMS vendor. With the move to "cloud computing," most AMS and technology solutions are now purchased on an ongoing subscription basis, as opposed to purchasing capitalized equipment and custom software. For clarity we have shown the AMS project expenses in the Capital budget to keep it distinct from the Operating budget. The expenses for this program are neutral with respect to the FY19 Operating budget. This group of expenditures will be offset by a fund transfer from the Technology Fund. As of April 30, 2018, the Technology Fund's balance is \$660,781. We expect that by the end of FY19, approximately \$450,000 will be transferred to cover the costs of the AMS implementation, leaving an asset balance in the Technology Fund of approximately \$210,990.

**The Society of American Archivists
Program Planner
Fiscal 2019 Budget**

Program Name: Capital Budget

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY18 Budget	
					Line Amount	Activity Total
	1	Purchase, data conversion, configuration, implementation of Nimble AMS, including high-priority Isystems integrations.				\$449,792
		- Consulting Services				
		Salesforce administration staff support	5200	Consulting (Funded by Technology Fund)	\$30,000	
		Systems design and implementation project management	5200	Consulting (Funded by Technology Fund)	\$14,000	
		- Purchase of NimbleAMS (first-year licensing)	5226	Computer Support (Funded by Technology Fund)	\$32,160	
		- Implementation	5226	Computer Support (Funded by Technology Fund)	\$287,200	
		- Travel and lodging (Nimble staff onsite at SAA HQ)	5601	Non-Staff Travel (Funded by Technology Fund)	\$15,250	
		- Third-party integration costs	5226	Computer Support (Funded by Technology Fund)	\$22,200	
		- Legal fees (contract negotiation)	5280	Legal Fees (Funded by Technology Fund)	\$4,500	
		- Pre-paid expenses from prior year	5200	Consulting (Funded by Technology Fund)	\$44,482	
	2	Replace PCs every four years, per predetermined schedule.				\$4,500
		- Replace two machines (CS and NPB).	1300	Equipment	\$3,200	
		- Purchase two wide-screen monitors.	1300	Equipment	\$500	
		- Additional phone headsets	1300	Equipment	\$800	
	3	Upgrade staff work stations.				\$39,641
		- Replace four task chairs.	1300	Equipment	\$2,000	
		- Upgrade work spaces.	1300	Equipment	\$3,700	
		- Upgrade workstations and seating for five staff.				
		- Convert Conference Room into multi-purpose meeting area.	1300		\$33,941	
				Total Income		
				Total Expenses		\$493,933
				(Gain) / Loss From Operations		\$493,933