

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

Revenues	Projected FY '18			FY '19 Budget v. FY '18 Budget		FY '19 Budget v. FY '18 Actuals	
	Fiscal '19	Fiscal '18	Actuals	\$ Difference	% Difference	\$ Difference	% Difference
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			Projected FY '18	FY '19 Budget v. FY '18 Budget		FY '19 Budget v. FY '18 Actuals	
	Fiscal '19	Fiscal '18	Actuals	\$ Difference	% Difference	\$ Difference	% Difference
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				

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

**FY18 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	
	Fiscal '19	Fiscal '18	Actuals	\$ Difference	% Difference	\$ Difference	% Difference
Dues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Subscriptions & Advertising	-	-	-	-	N/A	-	N/A
Workshops	-	-	-	-	N/A	-	N/A
Annual Meeting	-	-	-	-	N/A	-	N/A
Publications	-	-	-	-	N/A	-	N/A
Contributions	-	-	-	-	N/A	-	N/A
Investments	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	
	Fiscal '19	Fiscal '18	Actuals	\$ Difference	% Difference	\$ Difference	% Difference
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	-	-	-				
Net Gain / (Loss)	\$ (563,924)	\$ (518,607)	\$ (504,283)				

**The Society of American Archivists
Program Planner
Fiscal Year 2019
Program Name: General & Administrative
Program Number: 100**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY19 Budget		FY18 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
	1	Staff an effective and efficient headquarters office.				\$311,922		265,397
		a. Personnel	5000	Salaries & Wages	238,426	5	204,270	5
		Amounts in this document are those allocated specifically to the General & Administrative (G&A) cost center. The program planners for other individual cost centers include appropriate G&A allocations based on staffing. Based on "anticipated effort" allocations, 22.8% of G&A expenses are allocated to the General & Administrative cost center.	5000	Decrease in Vacation Liability	-1,800	5	(1,800)	5
			5010	Insurance Coverage	26,498	5	20,153	5
			5020	Employer Payroll Taxes	19,733	5	16,928	5
			5030	Retirement Benefit	20,147	5	17,261	5
			5040	Bonuses		5	-	5
		Association Media & Publishing Membership \$810 ALA membership (Rana) ALA annual meeting registration (Rana) ALA travel, food, lodging (Washington, DC) Lynda.com membership (\$360/year for MC and BD) \$720 AFC Staff Membership \$2,700	5640	Staff Professional Development	7,695	5	2,695	5
							5,000	
		d. Business meals and local transportation - Staff Acknowledgments (included in monthly amount)	5290	Various Occasions and Meetings @ \$225/m (G&A share)	1,223	5	614	5
		e. Local transportation for various meetings.	5295	Local Transportation and parking fees		5	275	5
	2	Overhead costs of SAA headquarters office.				\$84,664		79,977
		a. Electricity	5120	Electricity: Avg of \$355/m (G&A share)	994	5	897	5
		b. Postage	5300	Postage: Avg of \$700/m (G&A share)	2,173	5	1,931	5
			5310	Express Mail Services: Avg of \$81/m	1,010	5	991	5
		c. Insurance - Workers Compensation - Commercial Umbrella Package - Professional Liability	5260	Insurance (combined @ approx \$430/m)	5,229	5	5,168	5

**The Society of American Archivists
Program Planner
Fiscal Year 2019
Program Name: General & Administrative
Program Number: 100**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY19 Budget		FY18 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
		d. Rent	5100	7/18 - 1/18: \$8,440 x 7m	27,112	5	22,933	5
		- Current 10-year lease expires 3/31/25.		2/19 - 6/19: \$8,599 x 5m (G&A share)				
		- Office space renovation or moving expenses	5XXX	Services & Supplies	10,000	5	10,000	5
			5500	Office Supplies: Avg \$667/m @ 22.8%	1,651	5	1,468	5
		e. Supplies	5570	Miscellaneous Supplies		5		5
		f. Telephone	5110	Telephone/Internet: \$8,900 annually @ 22.8%	1,835	5	2,033	5
		g. Printing and duplication	5400	Check Printing (2 @ \$150)	250	5	350	5
			5400	Monthly Printing (~\$135/m -- G&A share)	413	5	367	5
		h. Equipment and depreciation	5250	Maintenance and Repairs		5		5
			5700	Equipment Lease, Site Licenses	4,549	5	4,389	5
		- Phone System: Avg \$644/m						
		- Copier / Scanner / Fax / Printer: Avg \$469/m						
		- Accounting Software License: \$1,320						
		- Pitney Bowes: Avg \$230/qr						
		Depreciation: \$1,708/m	5900	Equipment Depreciation	20,500	5	20,500	5
		i. Tax payments (property tax included in rent)	5800	Taxes (UBIT)	8,950	5	8,950	5
3		Use outsource services as needed.					\$88,958	\$100,677
		a. Accounting	5240	Payroll Processing (\$250/mo + 150)	3,138	5	3,057	5
		- Includes consultant to provide analysis for GL account mapping in new AMS.	5210	Audit and Tax Preparation	26,950	5	26,000	5
			5200	Consultant	4,900	5	3,500	5
		b. Bank charges	5230	Investment Fees (Merrill Lynch)	210	5	210	5
		c. Merchant service costs, including BAMS and Authorize.net	5236	Credit Card Processing Fees: Avg \$4,000/m	48,025	5	59,500	5
		c. Legal services (general)	5280	Legal Services (\$1,250/qr)	5,000	5	7,750	5
		d. 1099 software and processing	5335	Renewal of 1099 Software License	450	5	450	5
		e. Document disposal	5480	Miscellaneous Services	285	5	210	5

**The Society of American Archivists
Program Planner
Fiscal Year 2019
Program Name: General & Administrative
Program Number: 100**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY19 Budget		FY18 Budget			
					Line Amount	Activity Total	Line Amount	Activity Total		
	4	Miscellaneous Income - Return on Merrill Lynch Operations Account	4700	Interest / Dividends (Based upon ML Bond income estimate)	16,408	\$16,408	4	11,203	11,203	4
	5	Provide Staff Support at 2015 Annual Meeting. - Carlson, Black, Santiago, Valdez - Salgado budgeted in Career Services, Program 115 @ \$149 x 6n x 2p (MS, RV) + \$125 x 7n x 2p (MB, PC)	5600 5600 5600 5600	Staff Travel - Airfare @ \$375/p + bags/ground @ \$50/p x 4 = \$1,700 - Lodging - Meal Allowance @ \$45/d x 6d x 2p + \$45/d x 7d x 2p = \$1,170	1,700 5,174 1,170	\$8,044	5 5 5 5	2,000 3,874 1,170	7,044	5 5 5 5
	6	Information Technology Expenses a. Hardware, software, hosting, programming support. - Commonplaces @ \$3,850 - Impact Solutions @ \$8,764 - General Support AZBS@ \$38,040 - Higher Logic @ \$9,000 b. Data Integration for New (TBD) AMS system. - Data extraction and cleaning - Project management and business process configuration - Salesforce training d. General office supplies for technology support - Replacement of keyboards, mice, web-cameras, headsets, etc	5226 5200 5200 5280 5500	Computer Support Consulting Service (Salesforce Configuration and Customization) Consultant (Training Service) Legal Review (included in Activity 3.c.) Supplies	18,792 16,000 11,000 1,080	\$46,872	5 5 5 5 5	15,259 13,800 12,000 1,000	44,009	5 5 5 5 5
	7	Administrative support of SAA Foundation.	5915	In-kind Donations from SAA to SAA Foundation	39,872	\$39,872	5	32,706	\$32,706	5
				Total Income		\$16,408			\$11,203	
				Total Expenses		\$580,332			\$524,810	
				Gain / (Loss) From Operations		(\$563,924)			(\$513,607)	

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

**FY18 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		
	Fiscal '19	Fiscal '18	Actuals	\$ Difference	% Difference	\$ Difference	% Difference	
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								
	Fiscal '19	Fiscal '18	Actuals	FY '19 Budget v. FY '18 Budget		FY '19 Budget v. FY '18 Actuals		
				\$ Difference	% Difference	\$ Difference	% Difference	
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					

The Society of American Archivists
Program Planner
Fiscal Year 2019

Program Name: Membership
Program Number: 120

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY19 Budget		=FY 18 Data for Reference		
					Line Amount	Activity Total	FY18 Budget		
							Line Amount	Activity Total	
	1	Collect membership dues.	4000	Membership Dues		\$1,020,794	4	\$967,120	4
		Assumes the following growth rates per member category:							
		Associate Domestic : \$115 (-10.21%)	4000		12,700		4	14,371	4
		Associate International : \$145 (-2.93%)	4000		5,771		4	6,012	4
		Bridge : \$55 (7.81%)	4000		7,293		4	5,417	4
		ID1 (Part-time) : \$80 (-9.76%)	4000		55,225		4	58,492	4
		ID2 (\$20-29k/yr) : \$105 (-1.70%)	4000		31,482		4	32,498	4
		ID3 (\$30-39k/yr) : \$140 (-1.65%)	4000		53,151		4	59,722	4
		ID4 (\$40-49k/yr) : \$174 (1.31%)	4000		122,514		4	125,218	4
		ID5 (\$50-59k/yr) : \$218 (-2.43%)	4000		130,174		4	110,832	4
		ID6 (\$60-75k/yr) : \$250 (-0.11%)	4000		148,590		4	132,876	4
		ID7 (\$75-89k/yr) : \$285 (-12.88%)	4000		72,746		4	99,163	4
		ID8 (>\$90k/yr) : \$325 (1.5%)	4000		113,147		4	61,568	4
		Lifetime : \$	4000		0		4	0	4
		Honorary : \$	4000		0		4	0	4
		Retired : \$77 (3.29%)	4000		19,326		4	15,926	4
		Student : \$55 (-4.57%)	4000		46,398		4	46,896	4
		Regular : \$340 (-1.35%)	4000		160,327		4	153,199	4
		Sustaining : \$595 (-8.43%)	4000		41,951		4	44,929	4
	2	Collect revenue from member mailing list rental.				\$1,250		\$1,000	
			4870	Mailing Label Rental	1,250		4	1,000	4
	3	Increase retention of members.				\$0		\$0	
		a. New Member Orientation and Forum at Joint Annual Meeting (coffee break).	4360	Sponsor	0		4		4
			5290	F & B (300p x \$10 incl svc/tax)	3,000		5	2,700	5
	4	Deliver member services.				\$19,590		\$11,300	
		a. Mail copies of new SAA books to sustaining institutional members. Assumes 5 books in FY18.	5300	Shipping/Related Fees (nominal)			5		5
			5940	Cost of goods sold (5 @ \$19.73 ea. x 100)	17,940		5	9,500	5
		b. Administer SAA Fellows, Awards, and Scholarship programs. (See SAA Foundation program planner for details on funding of awards and scholarships.)	5570	Supplies (Plaques and Certificates)	950		5	1,000	5

The Society of American Archivists
Program Planner
Fiscal Year 2019

Program Name: Membership
Program Number: 120

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY19 Budget			FY18 Budget		
					Line Amount	Activity Total		Line Amount	Activity Total	
		c. Administer the Mentoring Program. Mentor/Protégé Meet-and-Greet at Annual Meeting Support online "Mentoring Directory." Develop graphics to promote program online.	5290	Food & Beverage	450	\$700	5	300	\$800	5
			5350	Graphic Design	250		5	500		5
			5400	Printing			5			5
	5	Membership staffing at Annual Meeting Staffing to be provided by Beaumont, Salgado, others as needed and appropriate (included in other program budgets).	5600	Staff Travel		\$0	5		\$0	
						\$0			\$0	
	6	Miscellaneous Database Support	5226	Computer Support	1,500	\$1,500	5	1,500	\$0	
	7	General and Administrative Cost Allocation	5XXX			121,411.79			\$102,523	
	8	IT Cost Allocation	5XXX			6,648.18			\$5,363	
				Total Income		\$1,022,044			\$968,120	
				Total Expenses		152,149.98			\$121,885	
				Gain / (Loss) From Operations		\$869,894			\$846,235	

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

**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		
	Fiscal '19	Fiscal '18	Actuals	\$ Difference	% Difference	\$ Difference	% Difference	
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								
	Fiscal '19	Fiscal '18	Actuals	FY '19 Budget v. FY '18 Budget		FY '19 Budget v. FY '18 Actuals		
	Fiscal '19	Fiscal '18	Actuals	\$ Difference	% Difference	\$ Difference	% Difference	
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)					

The Society of American Archivists
Program Planner
Fiscal Year 2019

Program Name: American Archivist
Program Number: 102

Goal	Activity No.	Narrative	Account No.	Account Description	= Gen/Admin		=FY 18 Data		
					Proposed FY19 Budget		FY18 Budget		
					Line Amount	Activity Total	Line Amount	Activity Total	
	1	Management and Administration				\$0		\$0	
		Administer activities of journal; develop and monitor budget; organize Editorial Board's annual meeting (and mid-year meeting, if needed); prepare reports and resource materials; manage all aspects of multi-channel production; maintain journal website and assist with Reviews Portal; obtain professional literature as needed for reviews editor; facilitate copyright and permissions; consult with Service Center on monitoring of subscriptions and claims; respond to queries and feedback; participate in Editor's performance review.				\$1,100		\$8,727	
	a.	"Write Away" Forum @ Annual Meeting 75p x Cost + Svc (split 50/50 w/ Pubs)	5290	Business Meals	1,100		5	600	5
	b.	Editorial Board Meeting at Headquarters (12 members -- Airfare, etc.) Lodging (\$130 x 2n x 12p)	5610	Member Travel			5	3,420	
			5610	Member Travel			5	3,000	
			5290	Business Meals			5	1,557	
			5700	Meeting Room Rental			5	150	
	2	Production				\$0		\$0	
		Vol. 80, No. 2 (Fall/Winter 2017) @ 300 pp Vol. 81, No. 1 (Spring/Summer 2018) @ 300 pp				\$94,810		\$109,830	
	a.	Manuscript Management	5480	PeerTrack Essentials (\$32.78 x 25 mss)	800		5	600	5
	b.	Editorial Services	5370	Editor Honorarium	30,500		5	37,000	5
			5370	Copyeditor	3,500		5	3,500	5
			5370	Indexer (\$4/indexable page)	1,500		5	1,900	5
	c.	Composition Services	5350	Composition	15,000		5	18,000	5

The Society of American Archivists
 Program Planner
 Fiscal Year 2019

Program Name: American Archivist
 Program Number: 102

Goal	Activity No.	Narrative	Account No.	Account Description	= Gen/Admin		=FY 18 Data		
					Proposed FY19 Budget		FY18 Budget		
					Line Amount	Activity Total	Line Amount	Activity Total	
		d. Print Production and Distribution ~ 5,500 copies x 2 issues (Student members receive online only.)	5400	Print & Bind (\$5,500 x 2 issues)	11,000		5	11,400	5
			5400	Paper Costs (\$5,300 x 2)	10,600		5	12,600	5
			5300	Postage (\$7,000 x 2)	14,000		5	19,000	5
		e. Pinnacle digital publishing of 2 issues.	5350	Annual Maintenance Fee	0		5	800	5
			5350	XML; HTML5 (\$3.25/pg x 600pg)	1,950		5	1,950	5
			5226	Online Journal Hosting (\$144/article x 40)	5,760		5	2,880	5
			5390	FirstCite Fee (20 articles @ \$10)	200		5	200	5
								0	
	3	Revenue				\$105,300		\$106,440	
		a. Subscriptions \$279 for "premium" subscription (print and online); \$229 (print or online)	4100	Subscriptions	96,900		4	98,040	4
		b. JSTOR (digital library) (assumes plateau based on last two royalties)	4860	Royalties	7,300		4	7,300	4
		c. Advertising sales	4150	Display Ads (\$550 x 1 ad x 2 issues)	1,100		4	1,100	4
	4	General and Administrative Cost Allocation				44,658		41,525	
	5	Computer Support Cost Allocation				2,457		2,195	
				Total Income	105,300			106,440	
				Total Expenses	143,025			162,277	
				Gain / (Loss) From Operations		(37,725)		(55,837)	
				Net Operating Gain / (Loss)		(37,725)		(55,837)	

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

**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	
	Fiscal '19	Fiscal '18	Actuals	\$ Difference	% Difference	\$ Difference	% Difference
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	
	Fiscal '19	Fiscal '18	Actuals	\$ Difference	% Difference	\$ Difference	% Difference
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)	\$ (119,937.28)	\$ (120,763.96)	\$ (116,774.53)				

The Society of American Archivists
Program Planner
Fiscal Year 2019

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

Goal	Activity No.	Narrative	Account No.	Account Description	= Gen/Admin		=FY 18 Data for Reference	
					Proposed FY19 Budget		FY18 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
	1	Management and Administration						
		Administer activities of <i>Archival Outlook</i> and <i>In the Loop</i> . Develop and monitor budget; maintain resource materials; consult with staff, leaders, and members regarding content needs; manage multi-channel production; and respond to queries and feedback.				\$0		\$300
	2	Publish <i>Archival Outlook</i> 6 times per year. Includes writing, editing, layout, design of house ads to promote SAA activities, digital conversion and posting, printing and distribution to members, and comp copies to contributors. Production assumptions: - (5 issues @ 20 pages + cover, 2-color, 80# text) x 6,000 copies. - (1 issue @ 40 pages + cover, 4-color, 100# mpc text) x 6,000 copies. - Digital conversion by Bluetoad.				\$88,260		\$91,160
			5350	Graphic Design (\$2,000 x 5 issues + \$3,000 x 1 issue)	13,000	5	12300	5
			5400	Printing (\$5,700 x 5 issues + \$11,500 x 1 issue)	40,000	5	42,800	5
			5335	Processing Labor / Materials	8,500	5	6,300	5
			5300	Postage	26,000	5	29,000	5
			5335	Digital Conversion (160pg @ \$4.75/pg)	760	5	760	5
	3	Publish <i>In the Loop</i> 26 times per year. Inhouse production allocated in G&A budget (Program 100).					0	
	4	Revenue:				\$28,300		\$28,100
	a.	<i>Archival Outlook</i> display ads (5.5 pages x 6 issues)	4150	Display Ads	16,000	4	16000	4
	b.	<i>Archival Outlook</i> first-class and airmail service	4800	First-Class + Airmail Income	2,100	4	2100	4
	c.	<i>In the Loop</i> ads plus web advertising (sold by Naylor).	4150	Advertising	10,200	4	10000	4
	5	General and Administrative Cost Allocation				\$6,868		\$4,554
	6	Computer Support Cost Allocation				3,110		2,850
				Total Income		\$28,300		\$28,100
				Total Expenses		\$148,237		148,864
				Gain / (Loss) From Operations		(\$119,937)		(\$120,764)

**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	
	Fiscal '19	Fiscal '18	Actuals	\$ Difference	% Difference	\$ Difference	% Difference
Dues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Subscriptions & Advertising	-	-	-	-	N/A	-	N/A
Workshops	-	-	-	-	N/A	-	N/A
Annual Meeting	-	-	-	-	N/A	-	N/A
Publications	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	
	Fiscal '19	Fiscal '18	Actuals	\$ Difference	% Difference	\$ Difference	% Difference
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)				

The Society of American Archivists
Program Planner
Fiscal Year 2019

Program Name: Publications
Program Number: 104

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY19 Budget		=FY 18 Data	
					Line Amount	Activity Total	Line Amount	Activity Total
	1	Management and Administration Administer activities of the Publications Department: develop and monitor budget; prepare reports and resource materials for the Publications Board; organize and attend semi-annual Publications Board meetings; consult with Publications Editor; maintain microsite and listserv; liaise with strategic publishing partners; negotiate contracts with vendors, authors, and contributors; maintain stable of freelance copyeditors, designers, indexers; facilitate copyright and permissions; interact with persons within and outside the profession regarding association management and publishing-related issues; respond to feedback on publications; and prepare performance evaluation of Publications Editor. Liaise with Dictionary Working Group, publish and distribute Word of the Week; prepare reports and resource materials; organize annual meeting; consult with DWG chair; maintain microsite, and participate in semimonthly conference calls.				\$38,486		\$37,057
	a.	Publications Editor	5370	Honorarium	31,736	5	30,000	5
	b.	Publications Board at SAA Headquarters (10 members + 1 Council liaison + 2 staff)	5610	Airfare / Ground Transport	2,600	5	2,850	5
			5620	Lodging	2,500	5	2,500	5
			5290	Business Meals	1,500	5	1,557	5
			5700	Meeting Room Rental	150	5	150	5
	2	Sales and Distribution Work with Service Center regarding onsite order processing and third-party fulfillment of titles in bookstore. Add new SAA titles; reprint existing SAA titles as needed; acquire titles from other publishing outlets for distribution based on criteria established by Publications Board; reorder titles from other publishing outlets as needed (3- to 6-month inventory); monitor sales and remove underperforming titles; refresh and update online bookstore.				\$172,780 \$92,175		\$146,296 \$74,395

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

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

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY19 Budget		=FY 18 Data				
					Line Amount	Activity Total	FY18 Budget		Line Amount	Activity Total	
							Line Amount	Activity Total			
		a. Sale of Publications (Based on FY 2018 Actual Trend discounted by 20%.)	4400	Sale of Existing Publications	144,000		4	120,800		4	
		b. Revenue from customers to offset shipping expense. (~9% of sales)	4800	Shipping Revenue	17,280		4	14,496		4	
		c. eBooks (estimated based upon FY 17 actuals and FY 18 estimates)	4450	Sales	5,000		4	3,100		4	
			5337	E-Production, Storage, Fulfillment	1,000		5	1,100		5	
		d. Royalties earned from publishing/distribution partnerships: - American Library Association ~ \$5,000 - Scarecrow Press (Rowman & Littlefield) ~ \$500 - Copyright Clearance Center ~ \$1,000	4860	Royalty Income	6,500		4	7,900		4	
			5940	Cost of Goods Sold	53,280		5	39,260		5	
			f. Warehousing, packaging, and distribution - Fulfillment via Diamond Communication Solutions	5700	Warehouse (\$270/m x 12)	3,240		5	3,240		5
			5300	Postage	28,000		5	25,000		5	
			5335	Processing Labor / Materials	5,300		5	4,350		5	
		g. Royalties paid to authors of SAA books: - Managing Archival and Manuscript Repositories (\$1/book x 95) - Photographs: Archival Care and Management (\$1/book x 250) - Preserving Archives and Manuscripts (\$1/book x 260) - Providing Reference Services (\$1.50/book x 160) - Understanding Archives and Manuscripts (\$1/bk x 2 authors x 300)	5395	Royalty Paid	50		5	95		5	
			5395	Royalty Paid	250		5	250		5	
			5395	Royalty Paid	260		5	260		5	
			5395	Royalty Paid	195		5	240		5	
			5395	Royalty Paid	600		5	600		5	
		h. Reserve set up to cover unsold assets.	5960	Inventory Reserve Depreciation			5	-		5	
3	New Publication Production, Distribution, and Sales		4400	New Publications--Sales	37,243	\$40,595	4	68,720	\$75,798	4	
	Manage print and digital production and distribution of new titles. Expenses include research and development; production; e-conversion; honoraria; and distribution.		5940	New Publications--Cost of Sales	22,925	\$32,050	5	26,225	\$46,325	5	

The Society of American Archivists
Program Planner
Fiscal Year 2019

Program Name: Publications
Program Number: 104

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY19 Budget		FY18 Budget			
					Line Amount	Activity Total	Line Amount	Activity Total		
		Sustaining institutional member COGS reflected in Membership budget (sustaining members receive copy of each new book produced).								
		Fulfillment via Diamond Communication Solutions.	4800	Shipping Revenue (~9% of sales)	3,352	4	7,078	4		
			5300	Postage	7,975	5	18,000	5		
			5335	Processing Labor / Materials	1,150	5	2,100	5		
	4	Dictionary Working Group					4,380		\$4,260	
		a. Working dinner meeting during Annual Meeting (12p x \$65).	5290	Business Meals	780	5	660	5		
		b. IDM Software.	5226	Software Licensing	3,600	5	3,600	5		
	5	Marketing and Promotion					\$0		\$0	
		Market and promote new and existing titles. Promote participation in SAA's publishing program.					\$12,710		\$7,955	
		a. Promotional Catalog for AM 18 Bookstore	5350	Design	1,000	5	-	4		
			5400	Printing	2,000	5		4		
		b. Staff attendance at Annual Meeting	5600	Staff Travel	900	5	900	5		
		- Brinati and Christian (\$450 x 2p)	5600	Lodging (6n x \$225 x 2p)	2,700	5	1,800	5		
			5600	Per Diem (1p x 7d + 1p x 7d x \$45)	630	5	630	5		
		c. Bookstore at Annual Meeting	5350	Graphics		5	600	5		
			5400	Printing (25 signs @ \$35)	1,050	5	1,000	5		
			5300	Freight (RT warehouse to site)	2,650	5	2,200	5		
		d. "Salute to Authors" Lemonade Toast at Annual Meeting (5 gals of lemonade) Priced @ \$136/Gal	5290	Business Meals	680	5	225	5		
		e. "Write Away" Forum @ Annual Meeting (50/50 split w/ <i>The American Archivist</i> : Continental Breakfast x 75p)	5290	Business Meals	1,100	5	600	5		
	6	General and Administrative Cost Allocation	5XXX				114,160	5	100,250	5
	7	Computer Support Cost Allocation	5XXX				6,246	5	5,242	5
				Total Income			\$213,375		222,094	
				Total Expenses			300,207		275,483	
				Gain / (Loss) From Operations			(\$86,833)		(\$53,390)	
				Net Operating Gain / (Loss)			(\$86,833)		(\$53,390)	

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

**FY18 Proposed Budget Narrative:
Education (Program 105)
(Prepared by Rana Salzmann)**

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	Projected FY '18			FY '19 Budget v. FY '18 Budget		FY '19 Budget v. FY '18 Actuals	
	Fiscal '19	Fiscal '18	Actuals	\$ Difference	% Difference	\$ Difference	% Difference
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			Projected FY '18	FY '19 Budget v. FY '18 Budget	FY '19 Budget v. FY '18 Actuals		
	Fiscal '19	Fiscal '18	Actuals	\$ Difference	% Difference	\$ Difference	% Difference
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	-	-	-				
Net Gain / (Loss)	\$ (9,044.86)	\$ 34,837.54	\$ (89,559.02)				

**The Society of American Archivists
Program Planner
Fiscal Year 2019
Program Name: Education
Program Number: 105**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY19 Budget	
					Line Amount	Activity Total
	1	Management and administration.				\$5,325
		Administer activities of the Education Department: prepare and conduct performance appraisals; develop and monitor budgets; manage Comprehensive Examination processes, including interpretation of pass/fail ratios and statistical reports; interact with and prepare materials for the Education Committee and DAS Subcommittee and attend committee and task force meetings; research and develop new education programs and new faculty; solicit, plan, market, and provide education programs; monitor and evaluate existing faculty, program content, and delivery methods; interact with Education Directory providers, potential course/workshop hosts, and education program participants; secure alternative sources of funding; and respond to general inquiries.				
		Professional Development				
		ALA membership (Rana)	5640	Registration Fees (included in G&A)	0	5
		ALA annual meeting registration (Rana)	5640	Registration Fees (included in G&A)	0	5
		ALA travel, food, lodging (Washington, DC)	5600	Staff Travel (included in G&A)	0	5
		Lynda.com membership (\$360/year for MC and BD)	5640	Registration Fees (included in G&A)	0	5
		Provide staff support for Annual Meeting / pre-conference courses.	5600	Staff Travel		5
		- (1p x \$225/d x 7 days hotel) (RHS) = 1575	5600	Staff Travel	1,575	5
		- (2p x \$225/d x 4 days hotel) (BD/MC) = 1800	5600	Staff Travel	1,800	5
		- (1p x \$45/d x 7 days meals) (RHS) = 315	5290	Business Meals	315	5
		- (2p x \$45/d x 4 days meals) (BD/MC) = 360	5290	Business Meals	360	5
		- (3p RT airfare & ground = \$375+50 = 425 x3) (BD/MC/RHS) = 1275	5600	Staff Travel	1,275	5
	2	Support the work of the Committee on Education, DAS and GAE Subcommittees, and other groups as needed.				\$20,576
		Conduct one Committee on Education meeting (Chicago):				
		- (13p x \$470 airfare/bags/ground) = 6110	5610	Member Travel	6,110	5
		- (13p x \$109/d x 2 days hotel) = 2834	5620	Member Lodging	2,834	5
		- (13 p x \$45/d x 2 days meals) = 1170	5630	Member Meals (Reimbursement)	1,170	5
		- Room Rental (\$75/day x 2 days) = 150	5700	Meeting Room Rental (SAA HQ)	150	5
		- Catering (2 breakfasts, 2 lunches) = 800	5630	Member Meals (Catering)	800	5
		Conduct one DAS Subcommittee meeting (Chicago, October)				
		- (9p x \$470 airfare/bags/ground) = 4230	5610	Member Travel	4,230	5
		- (9p x \$204/d x 2 days hotels) = 3672	5620	Member Lodging	3,672	5
		- (9p x \$45/d x 2 days meals) = 810	5630	Member Meals (Reimbursement)	810	5
			5295	Staff Travel (2p x 2d x \$16) = 64	0	5
		- Room Rental (\$75/day) x2 days	5700	Meeting Room Rental (SAA HQ)	150	5
		- Catering (2 breakfasts, 2 lunches) = 650	5630	Member Meals (Catering)	650	5

The Society of American Archivists
Program Planner
Fiscal Year 2019
Program Name: Education
Program Number: 105

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY19 Budget		
					Line Amount	Activity Total	
	3	Plan and implement F2F courses, webcasts, and online courses.				\$469,400	
		80 in-person courses x 20 registrants @ avg member price of \$224.	4200	Education Registration	358,400	\$145,580	4
		25 purchases per new 60-min webcast (4 new in FY19) @ avg of \$89.	4210	Education Registration	8,900		4
		25 purchases per existing 90-min on-demand webcast (24 available) @ average \$109.	4210	On-Demand Revenue	65,400		4
		25 purchases per 2 new online courses @ \$250.	4210	On-Demand Revenue	12,500		4
		2 Education Flash Sales for online products (assumes \$3,000 each sale).	4210	On-Demand Revenue	6,000		4
		Course/Webcast Exams: 290 exams x \$40.	4215	DAS Challenge Exams	11,600		4
		DAS Comprehensive Exam: 30 exams x \$100.	4215	DAS Challenge Exams	3,000		4
		DAS Online Practice Exam: 72 exams x \$50. = 3600	4215	DAS Challenge Exams	3,600		4
		Honoraria (80 F2F courses @ \$500).	5380	Honorarium	40,000		5
		Honoraria (\$500 x9 pre-conference instructors= \$4500)	5380	Honorarium	4,500		5
		Space rental to host DAS series at Association Forum (Chicago) (\$45/hr x 8 hours x 4 courses)	5700	Meeting Room Rental (Association Forum, Chicago)	1,440		5
		Six beverage breaks not covered in host negotiations @ \$200 each.	5290	Business Meals	1,200		5
		A/V for 9 pre-conference courses. (\$900/room/day)	5360	Audiovisual	8,100		5
		F&B for 9 pre-conference courses.	5290	Business Meals	3,420		5
		Instructor travel, lodging, meals @ avg \$866 x 100 instructors.	5610	Instructor Travel, Lodging, Meals	86,600		5
		Print and ship workbooks @ \$160/course x 2 courses	5400	Printing & Duplicating	320		5
	4	Develop new and revise existing educational offerings and maintain online platforms.				\$0	
						\$50,460	

The Society of American Archivists
Program Planner
Fiscal Year 2019
Program Name: Education
Program Number: 105

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY19 Budget		
					Line Amount	Activity Total	
		- BlueSky eLearn Path LMS	5226	Computer Support	7,140		5
		- Abila Freestone LMS (\$2,535/mo) until June 14, 2019	5226	Computer Support	30,420		5
		- AdobeConnect.	5226	Computer Support	4,500		5
		- Webcast development fee (4 new webcasts x \$500).	5380	Honorarium	2,000		5
		- Course development fee (4 new in-person or online courses x \$1,000).	5380	Honorarium	4,000		5
		- Course/exam revision fee (4 courses/exams x \$300).	5380	Honorarium	1,200		5
		- DAS Comprehensive Exam question manager.	5200	Consultant	1,000		5
		- On-demand webcast view royalties.	5395	Royalties	200		5
5		Marketing and promotion.				\$10,550	
		- Ad placement for courses, webcasts and flash sales.	5285	Advertising & Marketing	1,000		5
		- DAS and A&D magnets for certificate holders.	5550	Promotional Items	50		5
		- Notecards.	5550	Promotional Items	50		5
		- LMS images.	5350	Graphic Design	500		5
		- Other printed marketing materials.	5285	Advertising & Marketing	200		5
		- Marketing project: AssociaDirect (half in FY18, half in FY19)	5200	Consultants	8,750		5
		- Feasibility Study: MMCARP (Prasuk, all costs in FY18)	5200	Consultants	0		5
6		Miscellaneous.				\$62,000	
		- PGI and MeetingOne conference call audio (\$100/mo x 12).	5110	Telecommunications	1,200		5
		- Postage for DAS Exams and Certificates	5310	Express Mail	1,000		5
		- Hong Kong DAS Program (TBD)	4200	Education Registration	45,000		4
		- Library of Congress DAS series (TBD)	4200	Education Registration	17,000		4
7		General and Administrative Allocation	5XXX		289,890	\$289,890	5
8		IT Allocation	5XXX		15,863	\$15,863	5
				Total Income		\$531,400	
				Total Expenses		\$540,445	
				Gain / (Loss) From Operations		\$ (9,045)	
				Net Operating Gain / (Loss)		\$ (9,045)	

**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	-	-	-				
Net Gain / (Loss)	\$ (177,738)	\$ (142,434)	\$ (122,003)				

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

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

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY19 Budget	
					Line Amount	Activity Total
1.1 1.4	1	Promote the value of archives and archivists to institutions, communities, and society, and strengthen the ability of those who manage and use archival material to articulate the value of archives.				26,850
		a. Based on COPA workplan, implement ongoing publicity and media plan (including feature releases) and sponsor public awareness campaigns (including AAM). (Strategic Plan 1.1.3.)	5200 5350 5400	Consultant (Public Awareness) Design/Photography/Production Printing	5,000 2,500 2,000	5 5 5
		b. Promote public relations competencies among archivists via 2018 JAM workshop (x 15p), mid-year media training (x 5p), online videos, web resources, and materials for distribution via periodicals and conferences; incorporate PA goals into SAA website. (Strategic Plan 1.1.3. and 1.4.)	5200 5360 5290 5200 5610 5620 5630 5350 5226	Consultant / Trainer (Workshop) AV F&B Consultant / Trainer (Media Training) Member Travel / Airfare (5p x \$400 airfare/ground) = \$2,000 Member Travel / Lodging (5p x \$180 x 2d lodging) = \$1,800 Member Travel / F&B (5p x \$100 x 2d) = \$1,000 Design/Photography/Production Web Events (x 2)	3,500 750 200 5,000 2,000 1,800 1,000 2,000 600	5 5 5 5 5 5 5 5 5
		c. Conduct story-telling event at 2018 JAM (cash bar).	5290 5360	F&B (Bartender) AV (Portable Microphone)	250 250	5 5
1.2	2	Educate and influence decision makers about the importance of archives and archivists.				32,855
		a. Implement "Archives on the Hill" event in conjunction with 2018 Joint Annual Meeting in Washington, DC; provide materials and training for member use onsite and in district offices. - Paid intern to assist with matching members to legislators, prepping materials, logistics communications. - Conduct two half-hour web events: 1) how to make a Hill visit and 2) specific messages on federal funding of archives/archivists. - Room rental for training and debriefing (Hall of the States). - Design/production of leave-behind materials.	5200 5226 5300 5350	Consultant (Paid Intern) Web Events (x 2) Room Rental Design/Photography/Production	1,000 600 500 1,000	5 5 5 5

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

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

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY19 Budget		
					Line Amount	Activity Total	
		b. Conduct mid-year meeting of Committee on Public Policy to support work on Strategies 1.2. and 1.4.	5610	Member Travel (8p x \$350 [avg] airfare/ground) = \$2,800	2,800		5
			5620	Member Lodging (8p x \$190 x 2d lodging) = \$3,040	3,040		5
			5630	Member Per Diem (8p x \$45 x 1d per diem) = \$360	360		5
		- Continue development of issue briefs and policy statements.		Food and Beverage			
		- ID additional priorities for Public Policy/Legislative agendas. (1.2.2.)	5290	(10p x 2 breakfasts x \$10) = \$200	200		5
		- Determine members' resource needs and develop and disseminate practical resources to aid them in advocating for archives. (1.2.2.)	5290	(10p x 2 lunches x \$12) = \$240	240		5
			5290	(10p x 2 dinners x \$25) = \$500	500		5
			5300	Room Rental (SAA HQ)	150		5
		c. Fund travel by SAA representatives to Washington, DC, for Hill visits and other meetings and briefings as needed.		Staff Travel			
			5600	(1p x \$375 airfare/ground x 1m) = \$375	375		5
			5600	(1p x \$175 x 2d lodging x 1m) = \$350	350		5
		- IPWG on copyright/intellectual property issues.	5600	(1p x \$45 x 2d per diem x 1m) = \$90	90		5
		- Various on federal funding issues outlined in Public Policy Agenda.	5610	Member Travel (3p x \$450 airfare/ground x 3m) = \$4,050	4,050		5
			5620	Member Lodging (3p x \$200 x 2d lodging x 3m) = \$3,600	3,600		5
			5630	Member Per Diem (3p x \$65 x 2d x 3m) = \$1,170	1,170		5
		d. Provide support to the National Coalition for History.	5820	NCH Membership Dues	12,000		5
		e. Participate in meetings with coalition partners (eg, Joint Working Group on Issues and Awareness with CoSA/NAGARA/RAAC). (1.2.1.)	5610	Member Travel (1p x \$350 airfare/ground x 1m) = \$350	350		5
			5620	Member Lodging (1p x \$175 x 2d lodging x 1m) = \$350	350		5
			5630	Member Per Diem (1p x \$65 x 2d per diem x 1m) = \$130	130		5
	3	Provide funding for SAA representation at meetings of various organizations.					11,340
		a. National and international organizations:					
		- World Intellectual Property Organization/SCCR (Geneva, Switzerland, July and December 2018)	5610	Member Travel (1p x \$1500 airfare/ground x 2m) = \$3,000	3,000		5
			5620	Member Lodging (1p x \$130 x 8n lodging x 2m) = \$2,080	2,080		5
			5630	Member Per Diem (1p x \$45 x 8d per diem x 2m) = \$720	720		5
		- International Council on Archives Annual Conference (Yaounde, Cameroon, November 2018) (Cost shared 50% with ACA) ENOUGH FUNDING FOR THIS TRIP?	5610	Member Travel (1p x \$1000 airfare/ground) x .50 = \$500	500		5
			5620	Member Lodging (1p x \$225 x 5d lodging) x .50 = \$560	560		5
			5630	Member Per Diem (1p x \$100 per diem x 5d) x .50 = \$250	250		5
			5640	Early-Bird Registration @ \$900 x .50 = \$450	450		5

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

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

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY19 Budget		
					Line Amount	Activity Total	
		- ICA Section on Professional Associations (SPA) (Santiago, Chile, April 2019) (Cost shared 50% with ACA) ENOUGH FUNDING FOR THIS TRIP?	5610	Member Travel (1p x \$1500 air/ground) x .50 = \$750	750		5
			5620	Member Lodging (1p x \$200 x 5d lodging) x .50 = \$500	500		5
			5630	Member Per Diem (1p x \$100 per diem x 5d) x .50 = \$250	250		5
			5300	Freight	100		5
		b. Regional and local organizations, such as CIMA, MAC, MARAC, NEA, SCA, SSA.	5640	Registration Fees	200		5
			5285	Advertising / Sponsorship	1,000		5
			5300	Freight (ship display materials)	200		5
			5610	Member Travel (1p x \$350 airfare/ground x 1m) = \$350	350		5
			5620	Member Lodging (1p x \$150 x 2d) = \$300	300		5
			5630	Member Per Diem (1p x \$65 x 2d) = \$130	130		5
	5	General and Administrative Cost Allocation	5XXX		101,172	101,172	5
	6	Computer Support Cost Allocation	5XXX		5,522	5,522	5
				Total Income			\$0
				Total Expenses			\$177,738
				Net Gain / (Loss)			(\$177,738)

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

**FY18 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	
	Fiscal '19	Fiscal '18	Actuals	\$ Difference	% Difference	\$ Difference	% Difference
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	
	Fiscal '19	Fiscal '18	Actuals	\$ Difference	% Difference	\$ Difference	% Difference
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	-	-	-				
Net Gain / (Loss)	\$ 43,903.10	\$ 41,894.65	\$ 45,047.56				

The Society of American Archivists
Program Planner
Fiscal Year 2019

Program Name: Career Services
Program Number: 115

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY19 Budget		FY18 Budget		
					Line Amount	Activity Total	Line Amount	Activity Total	
	1	Online Career Center Job board outsourced to Boxwood Technologies				\$73,945		\$67,500	
			4160	Advertising Revenue	73,945	\$24,290	4	67,500	4
		Boxwood revenue share	5200	Consulting Fees (30% revenue sharing)	21,406		5	19,784	5
		Boxwood service fee	5335	Processing Fees (~ 3.9%)	2,884		5	1,553	5
	2	Administer Career Center at Annual Meeting.				\$2,514		\$2,764	
		Staff Networking Café and Career Center. (C Salgado @ 6d)	5600	Staff Travel	450		5	1,614	5
		(1p x \$450 air/ground + \$45/d x 6d per diem +	5600	Staff Travel	1,464		5		5
		\$149/d x 6d lodging) = \$900	5360	Signage for Networking Café / Career Center	350		5	650	5
		Administer Mentoring Program Meet-and-Greet.	5290	F&B (coffee break for mentors/protégés)	250		5	500	5
	3	Online Consultants Directory Annual listing fee.	4170	Directory Listings (14 members)	3,250	\$3,250	4	3,000	\$3,000
	4	General and Administrative Cost Allocation	5XXX			6,152	5	4,280	5
	5	Computer Support Cost Allocation	5XXX			337	5	225	5
				Total Income		\$77,195			70,500
				Total Expenses		33,292			28,605
				Gain / (Loss) From Operations		\$43,903			41,895

**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
Component Group Funding Request
Fiscal Year 2019
(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 all 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.

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

**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.

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

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?

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

**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 and 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

	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	-	-	-	-	N/A	-	N/A
Other	-	-	-	-	N/A	-	N/A
Total Revenues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A

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	\$ 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

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Net Gain / (Loss)

\$ (144,753.29)	\$ (191,098.23)	\$ (179,939.31)
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The Society of American Archivists
Program Planner
Fiscal Year 2019

Program Name: Governance
Program Number: 108

Goal	Activity No.	Narrative	Account No.	Account Description	= Gen/Admin		=FY 18 Data	
					Proposed FY19 Budget		FY18 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
	1	Conduct four in-person meetings of the SAA Council.				\$40,000		\$34,915
		a. August meetings (2) at 2018 Joint Annual Meeting (Washington, DC)	5290	Food and Beverage			5	2,535
		- Assumes SAA President has comp room.	5290	(Breakfast 8/13: 23p x \$15) (on your own, reimbursed)	345		5	
		- Assumes one room night paid for each 2017-2018 Council member (except President) + each newly elected Council member to cover early arrival for Monday meeting (@ \$225).	5290	(Lunch: 23p x \$50 + 35% tax/svc) = \$1,550	1,550		5	
		- Hotel F&B svc charge + tax = 35%.	5290	(Breaks: 23p x \$21 + 35% tax/svc) = \$650	650		5	
		- Owens travel expenses split 50/50 with Program 198.	5290	(Breakfast 8/18: 18p x \$34 + 35% tax/svc) = \$830	830		5	
			5620	Council Member Travel (16p x \$225)	3,600		5	1,880
			5290	Food and Beverage: Leadership Forum	800		5	300
			5600	Staff Travel (1p x \$425 air/ground + \$45/d x 7d per diem + \$225/n x 6n lodging x .50) = \$1,045	1,045		5	900
		b. November 2018 meeting (Chicago)						
		- Assumes Tuesday/Wednesday/Thursday meeting.	5610	Member Travel (11p x \$375 [avg] air/ground) = \$4,125	4,125		5	3,850
		- Includes joint dinner of Council and Foundation Board (@ 50% each)	5610	Member Travel (Local Ground) = \$100	100		5	6,800
			5620	Member Travel (12p x \$200 x 3n lodging) = \$7,200	7,200		5	
			5295	Staff Travel--Local	120		5	150
			5290	Food and Beverage			5	1,905
			5290	(Bkfst/breaks: 18p x \$15 x 2d) = \$540	540		5	
			5290	(Lunch: 19p x \$15 x 2d) = \$570	570		5	
			5290	(Working Dinner: 18p x \$18) = \$325	325		5	
			5290	(Dinner with SAAF Board: 30p x \$60 x .50) = \$900	900		5	
			5300	Room Rental (SAA HQ)	225		5	225
			5200	Consultant Fees (Facilitator)	3,000		5	3,000
		c. May/June 2019 meeting (Chicago)						
		- Assumes Tuesday/Wednesday meeting.	5610	Member Travel (11p x \$375 [avg] air/ground) = \$4,125	4,125		5	3,850
		- Assumes that newly elected Council members will <u>not</u> attend.	5610	Member Travel (Local Ground)	100		5	6,180
		- Assumes one dinner with all (12) staff.	5620	Memb Travel (9p x \$229 x 2n + 3p x \$229 x 3n lodging)	6,180		5	100
			5600	Staff Travel--Local	120		5	2,330
			5290	Food and Beverage			5	
			5290	(Bkfst/breaks: 18p x \$15 x 2d) = \$540	540		5	
			5290	(Lunch: 18p x \$15 x 2d) = \$540	540		5	
			5290	(Dinner with Staff: 24p x \$55 incl svc/tax) = \$1,320	1,320		5	150
			5300	Room Rental (SAA HQ)	150		5	
		d. Meeting support	5385	Awards & Recognition	900		5	700
			5110	Conference Calls	100		5	60

The Society of American Archivists
Program Planner
Fiscal Year 2019

Program Name: Governance
Program Number: 108

Goal	Activity No.	Narrative	Account No.	Account Description	= Gen/Admin		=FY 18 Data	
					Proposed FY19 Budget		FY18 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
	2	Provide funding for designated meetings and tasks of appointed groups.				\$2,000		\$2,150
	a.	Group TBD.	5610	Member Travel	0		5	-
			5290	Food and Beverage	0		5	
			5300	Room Rental (SAA HQ)	0		5	
		Examples: - TS-DACS funded in FY 17 and FY 13. - Dictionary Working Group funded in FY 14. - Annual Meeting TF funded in FY 12.						-
	b.	Substitute virtual meetings for face-to-face.	5110	AdobeConnect Audio for Virtual Meetings	800		5	875
	c.	Conference call support for section steering committees and appointed groups throughout the year.	5110	Conference Calls	1,200		5	1,275
	3	Provide for balloting to elect VP, 3 Council members, 3 Nominating Committee members.				\$3,895		\$3,895
	a.	Post candidate statements on website; contract with VoteNet for online ballot; send paper ballot to individuals upon request only.	5200	Consultant (VoteNet)	3,895		5	3,895
			5300	Postage (included in G&A)			5	
			5400	Printing/Duplicating (included in G&A)			5	
	b.	Conduct one all-member referendum as needed. (Assume that this will be combined with general ballot, per Council action in October 2016.)	5200	Consultants (VoteNet)	0		5	-
	4	Dues for membership in related organizations.				\$3,550		\$3,460
				Institutional Membership Dues: Assn of Canadian Archivists = 0 Heritage Preservation = 0				3,460
			5820	ICA (600 Euros @ \$1.23) = \$740	740		5	
			5820	NISO = \$2,810	2,810		5	
	5	Fund VP/President-Elect, Treasurer, executive director, and governance coordinator to attend ASAE CEO Symposium.				\$4,825		\$5,370
		Assumes attendance at Chicago offering.	5640	Registration Fees (3p x \$995)	2,985		5	3,980
			5610	Member Travel (2p x \$400 air/ground + \$225 lodging x 2 + \$45 per diem)	1,790		5	1,340
			5600	Staff Travel--Local	50		5	50

The Society of American Archivists
Program Planner
Fiscal Year 2019

Program Name: Governance
Program Number: 108

Goal	Activity No.	Narrative	Account No.	Account Description	= Gen/Admin		=FY 18 Data	
					Proposed FY19 Budget		FY18 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
	6	Provide funding to support SAA sections, appointed groups, and others.				\$25,990		\$9,714
		a. Provide AV support for sections at 2018 Joint Annual Meeting (additional for Tues/Wed only).	5360	AV Support (10 rooms @ \$750/room/day)	7,500		5 7,995	
		b. Implement pilot test of allocation of funding to each section. (Assumes full participation.)	5200	Section Funding (46 sections x \$250)	11,500		5	
		c. Provide funding for section and appointed group projects per official requests:		Funding requested for:				
		- Congressional Papers Section: Printing and f&b support for half-day advocacy training session in conjunction with pre-conference program at 2018 Joint Annual Meeting.	5200	Congressional Papers Section	500		5 1,330	
		- International Archival Affairs: Support JAM speaker from UN High Commissioner on Refugees.	5200	International Archival Affairs	1,995		5 -	
		- LACCHA: Support speaker from Puerto Rico on cultural rescue efforts following Hurricane Maria.	5200	LACCHA Section	995		5	
		- Commissioner for Refugees to speak at two sessions.	5200	Oral History Section	3,000		5	
		- Oral History Section: Support for SAA Leadership Oral History Program. (Note: Request is for annual allocation of \$3,000.)	5200	Records Mgt / A&A Sections	500		5 389	
		- Records Management/Acquisitions and Appraisal Sections: \$500 in honoraria for 2 JAM speakers.						
	7	General and Administrative Cost Allocation	5XXX		61,145	\$61,145		\$124,870
	8	Computer Support Cost Allocation	5XXX		3,348	\$3,348		\$6,525
				Total Expenses		\$144,753		\$190,898
				Net Operating Gain / (Loss)		(\$144,753)		(\$190,898)

**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

				Projected FY '18		FY '19 Budget v. FY '18 Budget		FY '19 Budget v. FY '18 Actuals	
	Fiscal '19	Fiscal '18	Actuals (Portland)	\$ Difference	% Difference	\$ Difference	% Difference		
Revenues									
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									
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	\$ -	\$ -	\$ -						
Net Gain / (Loss)	\$ 214,862	\$ 162,768	\$ 336,832						

The Society of American Archivists
Program Planner
Fiscal Year 2019

Program Name: Annual Meeting Washington
Program Number: 198

Goal	Activity No.	Narrative	Account No.	Account Description	= Gen/Admin Proposed FY19 Budget		* =FY 18 Data FY18 Budget*	
					Line Amount	Activity Total	Line Amount	Activity Total
	1	Management and Administration Administer activities associated with the 2018 Joint Annual Meeting in Washington, DC: Develop and monitor budgets; provide support to the Program and Host committees; collaborate with CoSA and NAGARA; promote the meeting via all available means; monitor and evaluate current vendors; market exhibit space and sponsorship opportunities; research future meeting sites and vendors; and respond to general inquiries.				\$0		\$0
	2	Provide for program development, planning, and evaluation of the 2018 Joint Annual Meeting.				\$0		\$0
	a.	Program Committee (15 members + 2 <i>ex officios</i> + CoSA ED + NAGARA ED)	5295	Staff--Local Travel (Meeting in Chicago)	10	5	50	5
			5610	Member Travel (19p x airfare/ground) (actual)	11,815	5	7,270	5
		EXPENSES APPEARING IN BLUE SCREENED BOXES WERE INCURRED IN FY18 AND ARE INCLUDED IN THE GENERAL/ADMINISTRATIVE ALLOCATION AT END OF PROGRAM PLANNER.						
			5290	F&B--Breaks, lunches, dinners (actual)	2,020	5	1,325	5
			5200	Consulting Fees	0	5	0	5
			5130	Conference Calls (included in G&A)	0	5	0	5
			5300	Room Rental (SAA HQ)	325	5	0	5
	b.	Host Committee	5290	F&B--Host Committee Meetings	100	5	0	5
	c.	Pre-Meeting Planning	5200	Consulting Fees (CLC) (\$4,800 x 7)	33,600	5	33,600	5
		- Conference & Logistics Consultants (CLC)	5200	Meeting Planner Expenses (CLC, site visit)	100	5	350	5
			5600	Staff Travel (site visit)	695	5	445	5
	3	Promote attendance at Joint Annual Meeting.				\$0		\$0
	a.	Preliminary promotional flyer	5350	Design/Layout/Prepress	1,575	5	1,700	5
			5400	Printing	0	5	1,600	5
		No printed preliminary program in 2018. Twelve-page promo flyer posted on conference website with full online program.	5300	Mail Services/Postage/Freight	0	5	600	5
			5310	Express Mail	0	5	0	5
	b.	No targeted mailing in 2018.	5300	Postage	0	5	85	5
			5335	Mail Services	0	5	65	5
	c.	Banner, web button, ads, calendar submissions	5350	Flyers for Regional Meetings (photocopies / G&A)	0	5	50	5
			5350	ID/Banner Development, Ads for AO / AA	225	5	325	5
			5400	Banner Production	250	5	250	5

The Society of American Archivists
Program Planner
Fiscal Year 2019

Program Name: Annual Meeting Washington
Program Number: 198

Goal	Activity No.	Narrative	Account No.	Account Description	= Gen/Admin Proposed FY19 Budget		* =FY 18 Data FY18 Budget*		
					Line Amount	Activity Total	Line Amount	Activity Total	
		d. Email blasts to nonmembers		Assumes Use of Higher Logic	0		0		
		e. Web version	5350	Web-formatted Graphics	100		150		5
		f. Press release via Bacon's (or other) online service	5285	Press Release	500		0		5
	4	Provide on-site management of a high-quality conference.				\$710,146		\$511,314	
		a. Registration income (2,120 paid attendees of total 2,300)	4300	Early-Bird Member (Approx. 67%)	468,358		319,407		4
			4300	Early-Bird Employee / Member Inst (0.84%)	47,524		31,854		4
		Registration fees cover attendance at all education sessions and events + access to MP3 recordings of all sessions.	4300	Early-Bird Nonmember (7.7%)	66,914		54,247		4
			4300	Advance Member (3.13%)	25,199		18,658		4
			4300	Advance Employee / Member Inst (0.74%)	6,431		4,303		4
			4300	Advance Nonmember (0.86%)	10,901		6,964		4
			4300	Onsite Member (3.13%)	29,085		26,201		4
			4300	Onsite Employee / Member Inst (0.41%)	4,517		4,151		4
			4300	Onsite Nonmember (0.89%)	12,089		10,413		4
			4300	One-Day Member (1.5%)	7,497		7,989		4
			4300	One-Day Employee / Member Inst	0		0		4
			4300	One-Day Nonmember (0.84%)	6,922		7,163		4
			4300	Student Member (6.27%)	19,821		13,625		4
			4300	Student Member One-Day	0		0		4
			4300	Student Nonmember (0.67%)	3,271		4,109		4
			4300	Student Nonmember One-Day	0		0		4
			4300	Guest of Member (0.21%)	666		1,180		4
			4300	Guest of Nonmember	0		0		4
			4300	Complimentary Registrations	0		0		4
			4300	Research Forum (15 x \$50)	750		750		4
		b. Staffing	5600	Staff Travel	2,540		1,710		5
		- NPB and FO lodging @ staff rate (\$125).		(NPB @ \$425 air/ground, FO @ \$225 air/ground) = \$650					
		- Owens expenses split 50/50 with Program 108.		(1p x \$45/d x 8d per diem) (NPB) = \$360					
		- Three CLC staff rooms @ comp.		(1p x \$45/d x 7d per diem) (FO @ .50) = \$155					
				(1p x \$125/d x 8n lodging) (NPB) = \$1,000					
				(1p x \$125/d x 6n lodging x .50) (FO) = \$375			0		
			5200	Consulting Fees (CLC) (\$4,800 x 3)	14,400		14,400		5
			5200	Third Onsite CLC Staff (\$550/d x 4d)	2,200		2,200		5
			5200	Meeting Planner Expenses (CLC)	980		2,150		5
				(3p x \$60 ground) = \$180					
				(2 x \$40 x 8d + 1 x \$40 x 4d) = \$800					
			5610	Host Committee	300		150		5
				(6p x \$50 transportation/parking) = \$300					
		c. Logistics	4300	MP3 Sales	200		300		4

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

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

Goal	Activity No.	Narrative	Account No.	Account Description	= Gen/Admin		* =FY 18 Data		
					Proposed FY19 Budget		FY18 Budget*		
					Line Amount	Activity Total	Line Amount	Activity Total	
		- AV services provided by PSAV in-house staff; assumes no additional cost for in-house sound.	5360	Audiovisual (basic for all sessions)	61,500		5	31,000	5
			5360	Audiovisual (IMAG of plenaries)	8,000		5	6,165	5
			5360	Audiovisual (special track)	0		5	0	5
		- IMAG + video capture of Plenary 1, IMAG only of Plenary 2.	5500	Equipment (phones, computers)	500		5	750	5
		Video of Plenary 1 keynote provided via SAA YouTube channel.	5110	Credit card machines	0		5	0	5
		Plenary 2 presidential speech will be pre-recorded and made available on SAA website.	5500	Supplies	400		5	400	5
			5340	Hotel Handling Fees	300		5	200	5
			5480	Floral	300		5	300	5
		- AV for pre-cons: See Education [105].	5480	Photography	2,300		5	2,200	5
			5300	Postage/Freight (conference materials)	1,300		5	900	5
		- AV for section meetings: See Governance [108].	5400	Signs (Alliance Expo Services for meter panels + signs = \$1,700 + Madison Ave for 32 new headers/footers @ \$36 + art @ \$125 + shipping = \$1,575)	3,275		5	3,275	5
			4360	Sponsor for Signs	0		4	0	4
			5480	Child Care	500		5	500	5
			5480	Gratuities (Hotel and AV staff)	500		5	500	5
			5385	Amenities and Awards	700		5	700	5
			5260	Event Cancellation Insurance	1,700		5	2,200	5
			5290	F&B--Staff Office/Reg Desk/Host Desk	500		5	1,300	5
		- Honorarium/donation to research for keynote speaker Zeynep Tufekci, PhD.	5650	Keynote Speaker Honorarium	6,000		5	3,500	5
			5610	Keynote Speaker Expenses (air, hotel, per diem)	600		5	2,045	5
			5480	Security (reg desk, staff office, locks)	600		5	1,055	5
			5200	ASL Interpreter (for individual attendee[s])	2,000		5		5
			5200	ASL Interpreter (for plenaries)	0		5	2,000	5
	5	Provide for the International Archives and Information Technology Exposition.				\$170,975			\$119,050
		a. Exhibits and sponsorship income				\$150,605			\$106,740
		- 75 paid booths (avg \$1,725) / 3 comp booths (Ofc Hrs + SAAF)	4350	Exhibits Income (75 booths x \$1,725 avg) = \$129,375	129,375		4	88,000	4
		- Ancestry (Gold) @ \$15,000 (less booths @ \$3,600)							
		- Atlas Systems (Gold) @ \$15,000 (less booths @ \$3,600)	4360	Sponsorship Income	38,600		4	26,500	4
		- Feith Systems (Bronze) @ \$5,000 (less booth @ \$1,900)							
		- Preservation Tech (Bronze) @ \$5,000 (less \$1,600 booth)	4150	Advertising in Prelim Flyer/Onsite/Web Programs	2,900		4	4,350	4
		- Preservica (Silver) @ \$10,000 (less \$1,800 booth)							
		- University Prod @ \$5,000 (less \$1,800 booth, \$2,100 food)	4900	Exhibit Hall Ticket Sales	100		4	200	4

The Society of American Archivists
Program Planner
Fiscal Year 2019

Program Name: Annual Meeting Washington
Program Number: 198

Goal	Activity No.	Narrative	Account No.	Account Description	= Gen/Admin		* =FY 18 Data			
					Proposed FY19 Budget		FY18 Budget*			
					Line Amount	Activity Total	Line Amount	Activity Total		
		b. Promote exhibits/sponsorships via online prospectus, calls. - Prospectus is web-only. - "Virtual Expo" provided by CLC/Event Rebels.	5350 5300 5335 5400 5200	Design/Layout/Web Graphics Postage/Freight (two mailings) Mail Processing/Labor Printing (300 sets) Virtual Expo Setup	0 0 0 0 600		5 5 5 5 5	0 0 0 0 500	5 5 5 5 5	
		c. Implement the Expo Hall	5200 5480 5200	Decorator (Alliance Expo Services) (Set up booths @ \$15,210 + labor/mats for mini theater, reg desk, special set-ups/kiosks, posterboards [20 @ \$75], easels, meter panels, etc) (Floor plan to fire marshall = \$0) Security (expo hall, badge checkers) Consulting Fees (CLC) (78 booths x \$67)	21,515 1,200 5,225		5 5 5	17,580 2,160 3,685	5 5 5	
		Food and Beverage: - Opening Happy Hour (Thurs, 90 min): Assume 1800p, light food + open soft bar + cash bar (bartenders) + 35% svc/tax. - Coffee Break (Friday, 30 minutes): Assume 15 gallons @ \$99 + 35% svc/tax. - Lunch (Friday, 90 minutes): Assume 1,500p @ \$33 + 35% svc/tax. - Afternoon Break (Friday, 45 minutes): Assume 600p x \$7 + 35% svc/tax.	5290 5290 5290 5290	F&B--Expo Hall Grand Opening (1,800p x \$22 + labor @ \$3,500 + soft bar @ \$5,000 + 35% s/t) F&B--Coffee Break (15 gallons @ \$99 + 35% svc/tax) F&B--Lunch (1,500p x \$33 + 35% svc/tax) F&B--Afternoon Break (600p x \$7 + 35% svc/tax)	48,100 2,040 66,825 5,700		5 5 5 5	35,990 1,200 43,150 2,975	5 5 5 5	
6		Provide for a variety of networking, social, and business events.						\$1,250		\$1,250
		a. All-Attendee Reception (National Museum of Natural History) - Assumes 1,840 people (80% of projected attendance). - F&B = Dessert only. - Includes open soft bar, "mocktails." (No sale or cash bar with paid beverage bands or tickets permitted.) - Includes museum rental fees (\$38,000), required museum staffing, security.	4900 4900 5480 5300 5290 5700 5295	Adult Guest Tickets (25 x \$40) Child Guest Tickets (12 and under) (25 x \$10) Entertainment Wrist Bands (in stock) F&B Facility Rental/Labor/Security Transportation (Buses)	1,000 250 0 0 57,570 38,000 13,000			\$115,570		\$37,285
		b. Presidents' Reception (Marriott Wardman Park)	5290	F&B	6,500		5	4,500	5	
		c. SAA Annual Membership (Business) Meeting	5200	Parliamentarian Fees/Expenses	500		5	350	5	

The Society of American Archivists
Program Planner
Fiscal Year 2019

Program Name: Annual Meeting Washington
Program Number: 198

Goal	Activity No.	Narrative	Account No.	Account Description	= Gen/Admin		* =FY 18 Data		
					Proposed FY19 Budget		FY18 Budget*		
					Line Amount	Activity Total	Line Amount	Activity Total	
	7	Provide attendees with meeting materials.				\$18,330		\$16,340	
		a. Promotional items and sponsor income	4360	Badge Holder/Lanyard Sponsorship	0		4	0	4
			5400	Hotel Keycard Production	0		5	0	5
			5400	Lanyard/Badge Holder (2,400 x \$1.35 + set-up and freight)	3,375		5	2,360	5
		b. Onsite Program (1,955 cc) (Attendees given option to opt out of print program, assumes 15% opt out.)	5350	Onsite Program Design/Layout/Prepress	4,995		5	4,995	5
			5400	Printing (1,955 x \$2.30)	4,500		5	3,450	5
			5300	Postage/Freight	400		5	475	5
		c. Name badges/ribbons	5400	Printing (2,300 badges, 1,000 ribbons)	900		5	900	5
			5500	Supplies (badge stock)	0		5	0	5
			5350	Badge Design	150		5	150	5
		d. Registration / Miscellaneous display materials	5400	Printing/Duplicating	200		5	200	5
		e. Onsite registration forms (200)	5350	Layout/Production	110		5	110	5
			5400	Printing (multi-part form)	100		5	100	5
		f. Record and make available downloadable MP3 files of sessions	5360	Convention Recordings (MP3s)	3,600		5	3,600	5
	8	Provide space and assistance to various groups that meet during the Annual Meeting, including leader groups, sections, appointed groups, and allied groups.				\$960		\$0	
		a. Sections (See Governance [108], Act. 7)	5360	AV for Section Meetings	0		5	0	5
		b. SAA Leadership Forum	5290	F&B for Leadership Forum (120 x \$6 + 35% svc/tax)	960		5	0	5
		c. Honoraria as needed (See Governance [108], Act. 7)	5380	Honoraria	0		5	0	5
		d. Mosaic Fellows Leadership Forum (Paid by IMLS grant)	5290	F&B for Mosaic Fellows Forum	0		5	0	5
						\$40,000		\$4,700	
	9	Program-specific computer support for proposal submission, selection and display of program on website, and mobile app.	5226	Computer Support (ER Speaker)			5	2,200	5
			5226	Computer Support (Scheduled for website and mobile app)			5	2,500	5
	10	Negotiated agreement with partner organization(s).	5820	NAGARA Agreement	25,000		5	0	5
			5820	CoSA Agreement	15,000		5		5

The Society of American Archivists
Program Planner
Fiscal Year 2019

Program Name: Annual Meeting Washington
Program Number: 198

Goal	Activity No.	Narrative	Account No.	Account Description	= Gen/Admin Proposed FY19 Budget		* =FY 18 Data FY18 Budget*		
					Line Amount	Activity Total	Line Amount	Activity Total	
	11	General and Administrative Cost Allocation	5XXX	(Includes all ARCHIVES*RECORDS 2018 expenses incurred in FY18.)		226,655	5	221,121	2
	12	IT Cost Allocation	5XXX			3,494	5	3,061	3
						\$ 882,371		631,614	
						667,509		467,847	
						\$ 214,862		\$ 163,768	
						\$214,862		\$163,768	
				chksum		-		1,000	
				ATTENDANCE =	2120			* Portland Budget	

**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
Transferred to Funds		-	-	-				
Net Gain / (Loss)	\$	-	\$ -	\$ -				

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

**Program Name: 2019 Annual Meeting - Austin
Program Number: 199**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY19 Budget		=FY 18 Data		
					Line Amount	Activity Total	Line Amount	Activity Total	
	1	Management and Administration Administer activities associated with the 2019 Annual Meeting in Austin, Texas: Develop and monitor budgets; provide support to the Program and Host committees; research future meeting sites and vendors; monitor and evaluate current vendors; market exhibit space and sponsorship opportunities; and respond to general inquiries.				\$0		\$0	
		a. Staff professional development	5640	Association Forum Registrations		5		5	
	2	Provide for program development, planning, and evaluation.				\$0		\$1,240	
		a. Program Committee	5110	Conference Calls		5	0	5	
		b. Pre-Meeting Planning	5600	Staff Travel (site visit)		5	600	5	
		- Conference & Logistics Consultants (CLC)	5200	Meeting Planner Expenses (1p x \$400 airfare/ground) = 400 (1p x \$150 x 1d lodging) = 150 (1p x \$45 x 2d per diem) = 90		5	640	5	
			5350	ID Development (design)		5	0	5	
			5400	ID Development (banner)		5	0	5	
	3	General and Administrative Cost Allocation	5XXX			97,475	5	-	5
	4	IT Cost Allocation	5XXX			5,237	5	-	5
	5	Allocation to Future Period	5XXX			(102,712.05)		(1,240.00)	5
				Total Income		-		\$0	
				Total Expenses		-		-	
				Net Result		\$0		\$0	

* Austin Budget

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

Revenues	Projected FY '18			FY '19 Budget v. FY '18 Budget		FY '19 Budget v. FY '18 Actuals	
	Fiscal '19	Fiscal '18 (Austin)	Actuals (Austin)	\$ Difference	% Difference	\$ Difference	% Difference
Dues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Subscriptions & Advertising	-	-	-	-	N/A	-	N/A
Workshops	-	-	-	-	N/A	-	N/A
Annual Meeting	-	-	-	-	N/A	-	N/A
Publications	-	-	-	-	N/A	-	N/A
Contributions	-	-	-	-	N/A	-	N/A
Investments	-	-	-	-	N/A	-	N/A
Other	-	-	-	-	N/A	-	N/A
Total Revenues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Expenses	Projected FY '18			FY '19 Budget v. FY '18 Budget		FY '19 Budget v. FY '18 Actuals	
	Fiscal '19	Fiscal '18 (Austin)	Actuals (Austin)	\$ Difference	% Difference	\$ Difference	% Difference
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	-	-	-				
Net Gain / (Loss)	\$ -	\$ -	\$ -				

The Society of American Archivists
Program Planner
Fiscal Year 2019

Program Name: 202 Annual Meeting - Chicago
Program Number: 190

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY19 Budget		=FY 18 Data		
					Line Amount	Activity Total	FY18 Budget		
							Line Amount	Activity Total	
	1	Management and Administration Administer activities associated with the 2019 Annual Meeting in Austin, Texas: Develop and monitor budgets; provide support to the Program and Host committees; research future meeting sites and vendors; monitor and evaluate current vendors; market exhibit space and sponsorship opportunities; and respond to general inquiries.				\$0		\$0	0
		a. Staff professional development	5640	Association Forum Registrations			5		5
	2	Provide for program development, planning, and evaluation.				\$1,240		\$1,240	
		a. Program Committee	5110	Conference Calls	0		5	0	
		b. Pre-Meeting Planning	5600	Staff Travel (site visit)	600		5	600	5
		- Conference & Logistics Consultants (CLC)	5200	Meeting Planner Expenses (1p x \$400 airfare/ground) = 400 (1p x \$150 x 1d lodging) = 150 (1p x \$45 x 2d per diem) = 90	640		5	640	5
			5350	ID Development (design)	0		5	0	
			5400	ID Development (banner)	0		5	0	
	3	General and Administrative Cost Allocation	5XXX		8,962	8,962.40	5	\$0	
	4	IT Cost Allocation	5XXX		474	473.73	5	\$0	
	5	Allocation to Future Period	5XXX			(10,676.13)	5	(1,240.00)	-
				Total Income		\$0		\$0	0
				Total Expenses		-		-	0
				Net Result		\$0		\$0	0