

**Society of American Archivists
Council Meeting
May 20–22, 2019
Chicago, Illinois**

**FY 2020 Approved Budget:
Annotations to Overview of Operations
(Prepared by Peter Carlson)**

Following is the SAA Council resolution passed on May 22, 2019:

MOTION 3

THAT the Fiscal Year 2020 Proposed Budget, as submitted by the Finance Committee and staff and modified by the Council, be approved, with revenues of \$2,805,696, expenses of \$2,843,162, and a projected net loss of \$37,465.

Support Statement: The approved budget reflects an investment in the future of the profession and the organization. This conservative approach to the future acknowledges SAA's continuing investment in development and marketing of new products and services for members, in several important member-led projects, and in technology to enhance the availability of Annual Meeting content.

Budget narratives herein have not been modified from the original proposed budget. All income statements and program planners are updated to reflect the changes agreed and incorporated in this final, approved FY 2020 budget, including:

1. Staff salary pool approved at 2.89%.
2. Human Rights Archives Section Funding restored to \$3,000.
3. June 2020 Council Meeting funding restored at \$10,620.
4. Promote and execute opt-out of printed *Archival Outlook*, saving 20% in postage and 10% in printing costs.

**Society of American Archivists
Council Meeting
May 20–22, 2019
Chicago, Illinois**

**FY20 Proposed Budget:
General Overview of Operations
(Prepared by Peter Carlson and Nancy Beaumont)**

The FY 2020 Proposed Budget projects a net loss of \$41,547. This is \$49,899 (597.47%) less than the FY 2019 budgeted net gain of \$8,352 and \$201,645 (125.95%) less than the FY 2019 projected net gain. The proposed budget projects a 1.42% decrease in revenues and a 0.34% increase in expenses as compared to the FY 2019 budget. For detailed information, see the individual program income statements and planners.

Under Revenues:

- FY 2020 will be the first year after the end of the three-year stepped dues increase approved by the membership in November 2015. The proposed budget anticipates a 1.54% increase in dues revenue compared with projected FY19 actuals, reflecting a cautious projection of membership trends. Overall, we expect membership levels to decrease by 1.55% but revenues to increase slightly as members renew at their appropriate ID levels. The important ID8 category is expected to increase by 14.58%. (Program 120)
- After a year of staff changes in Education, we are focused on developing a new Management Track, redeveloping several of our “fundamental” courses, increasing the number of online offerings, and implementing a coordinated marketing/advertising plan. The projected net gain in this program for FY20 is \$19,493, which is \$7,807 (66.81%) greater than the FY19 budgeted net gain and \$10,400 (114.37%) better than FY19 projected actual. (Program 105)
- The projected revenues for the 2019 Joint Annual Meeting in Austin are \$276,077 (26.96%) lower than we realized for the 2018 Joint Annual Meeting in Washington, DC—which was SAA’s largest-ever conference. We have based the proposed budget on an optimistic 1,779 paid attendees (compared with a budget of 2,120 paid attendees and our actual experience of more than 2,400 paid attendees in 2018). We expect expenses to be \$31,026 lower than for the 2018 conference and are therefore projecting a net gain that is \$245,051 (67.72%) less than was realized in Washington, DC. (Program 199)

- Based on analysis of trends, we expect another net loss (of \$122,754 in FY 2020) in the Publications program. This is a lower net loss than is projected for FY19, but larger than we budgeted for FY19. Activities in this program will focus on rolling out eight new titles—including several volumes in the Archival Fundamentals Series III and our first consumer market publication—while continuing to control costs and implementing a coordinated marketing/advertising plan. Expenses associated with a product’s launch (e.g., honorariums, editorial review, design and layout, print and digital output) are rolled into the initial press run. The ROI typically occurs in the subsequent press runs (i.e., in future years). (Program 104)

Under Expenses:

- The proposed increase in the Personnel expense reflects a projected increase of 12.48% in benefits costs compared with FY 2019 and includes a 4% placeholder (subject to Executive Committee review) in the salary budget for staff merit increases. (Program 100)
- In support of Goal 1 of SAA’s Strategic Plan (Advocating for Archives and Archivists), we anticipate an increase of 13.06% in SAA’s investment in advocacy and public awareness compared with the projected actual for FY19. This represents a \$12,598 (7.08%) decrease compared with the FY 19 budget, a necessary adjustment in the face of declining revenues and increasing costs, but also a vote of confidence in the abilities of the Committee on Public Awareness, the Committee on Public Policy, and the staff to implement their work plans without conducting face-to-face meetings. (Program 107)
- In keeping with Goal 2 of SAA’s Strategic Plan (Enhancing Professional Growth), the FY 20 Education program budget includes the development of four new live courses and two new online courses, as well as an investment in the revision of two courses essential to both of our Certificate Programs. In addition, the Education Program will be focusing on developing and deploying a Management Track (offered online). (Program 105)
- And in support of Goal 4 of SAA’s Strategic Plan (Meeting Members’ Needs), we have incorporated into the General and Administrative program budget \$15,450 in consulting fees for experts to assist staff with the enhancement of NimbleAMS, SAA’s new association management software, and improving SAA’s financial and decision support systems. (Activities 3.a., 6.a. and b.)

Summary of Major Activities Related to Operations (“Bricks and Mortar”)

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

- General and Administrative (Program 100): Administer activities related to staffing an effective and efficient headquarters office, including personnel administration (Service Center, staff benefits and coverage); financial management and audit; technical support;

facilities and equipment management; legal services; and investments. Conduct all activities to continue implementation of NimbleUser and continuously improve SAA's online presence.

- Periodicals (Programs 102 and 103): Publish two issues of *The American Archivist*; six issues of *Archival Outlook*; and *In The Loop* every other week.
- Publications (Program 104): Launch four new titles (including three volumes in the Archival Fundamentals Series III) at the start of the fiscal year, with four other new titles to follow across the year (including our first consumer market publication, *Creating Family Archives*); manage inventory of 45 unique print titles plus digital editions (71 pdfs and epub); and publish online the new *Dictionary of Archives Terminology*.
- Education (Program 105): Continue implementation of the DAS Curriculum and Certificate Program and Arrangement and Description Certificate Program, including individual course examinations and comprehensive examination; develop four new webcasts and two online courses utilizing the BlueSky platform to provide professional development offerings in new formats. Recruit course instructors for online offerings. Work with instructional designer to repurpose content from existing face-to-face courses into online products.
- Advocacy/Public Awareness (Program 107): Per the Strategic Plan, implement year 1 of media training for a small cohort of members that will be built up over time. Issue feature releases based on *Creating Family Archives* (consumer book). Sponsor a "Moth"-like story-telling event at the Joint Annual Meeting. Based on experience and materials created for the 2018 "Archives on the Hill" event, offer training, materials, and motivation for members to conduct congressional district visits. Provide funding for up to three member trips and one staff trip to represent SAA on advocacy issues. Continue support of the National Coalition for History at a slightly reduced level that will maintain a seat on the Policy Board.
- Governance (Program 108): Continuing an intentional shift of staff effort toward Advocacy and Public Awareness, the FY20 Governance budget is roughly flat at 3.9% lower than projected FY19 actual. However, note that in order not to have a significant increase in this program, we are proposing that the May/June 2020 meeting of the Council take place online, both to save funds and to model behavior for SAA's various appointed groups that will be foregoing face-to-face mid-year meetings. Staff support for SAA sections and appointed groups has increased significantly in the past two years, and we will be proposing an alternative to the current support structure for sections. Also includes conduct of one online election/referendum.
- Career Services (Program 115): Administer online Career Center and Consultants Directory. Develop career services information for access by members.
- Membership (Program 120): Develop and implement membership recruitment strategies. Administer all join/renew processes and update online membership information.

Administer the Awards, Scholarships, and Fellows selection programs [funded by the SAA Foundation].

- 2019 Joint Annual Meeting (Program 199): Administer all activities associated with the 2019 conference in Austin, from Program Committee selection of education sessions through advance planning, onsite logistics management, and post-conference evaluation.
- 2020 Joint Annual Meeting (Program 190): Provide funding and staff support for the Program Committee's work to solicit and select education sessions for the 2020 Joint Annual Meeting in Chicago; promote attendance and exhibits/sponsorships; select venues for various events.

The documents that follow provide detailed descriptions of the assumptions made and trends anticipated during FY 2020.

**The Society of American Archivists
Income Statement
Fiscal 2020 Budget
Budget Master - Operations**

Revenues

	Projected FY '19			FY '20 Budget v. FY '19 Budget		FY '20 Budget v. FY '19 Actuals	
	<u>Fiscal '20</u>	<u>Fiscal '19</u>	<u>Actuals</u>	<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Dues	\$ 1,050,768	\$ 1,020,794	\$ 1,034,837	\$ 29,973.67	2.94%	\$ 15,930.31	1.54%
Subscriptions & Advertising	238,200.00	204,295.25	220,944.06	33,904.75	16.60%	17,255.94	7.81%
Education	520,650.00	500,980.00	453,673.34	19,670.00	3.93%	66,976.66	14.76%
Annual Meeting	742,160.54	878,121.05	1,016,067.09	(135,960.51)	(15.48%)	(273,906.55)	(26.96%)
Publications	194,506.60	186,242.75	126,757.31	8,263.85	4.44%	67,749.29	53.45%
Contributions	-	-	-	-	N/A	-	N/A
Investments	24,712.00	16,408.00	26,941.63	8,304.00	50.61%	(2,229.63)	(8.28%)
Other	34,699.59	39,131.85	37,439.36	(4,432.25)	(11.33%)	(2,739.77)	(7.32%)
Total Revenues	\$ 2,805,696	\$ 2,845,973	\$ 2,916,660	\$ (40,276.49)	(1.42%)	\$ (110,963.74)	(3.80%)

Expenses

	Projected FY '19			FY '20 Budget v. FY '19 Budget		FY '20 Budget v. FY '19 Actuals	
	<u>Fiscal '20</u>	<u>Fiscal '19</u>	<u>Actuals</u>	<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Personnel	\$ 1,160,372	\$ 1,141,657	\$ 1,115,685	\$ 18,714.48	1.64%	\$ 44,687.25	4.01%
Office Occupancy & Utilities	120,821.65	117,274.71	107,794.46	3,546.94	3.02%	13,027.19	12.09%
Services	1,081,747.04	1,022,674.93	1,095,381.95	59,072.11	5.78%	(13,634.91)	(1.24%)
Supplies	9,300.61	9,315.81	27,656.19	(15.20)	(0.16%)	(18,355.58)	(66.37%)
Travel	153,288.00	211,474.00	160,199.59	(58,186.00)	(27.51%)	(6,911.59)	(4.31%)
Leases, Rentals & Licenses	46,051.30	65,490.71	40,668.46	(19,439.41)	(29.68%)	5,382.84	13.24%
Taxes, Dues and Subscriptions	42,500.00	64,500.00	17,355.05	(22,000.00)	(34.11%)	25,144.96	144.89%
Depreciation, COGS, and Other	229,081.41	205,233.66	191,822.21	23,847.75	11.62%	37,259.20	19.42%
Total Expenses	\$ 2,843,162	\$ 2,837,621	\$ 2,756,563	\$ 5,540.65	0.20%	\$ 86,599.37	3.14%

Gain / (Loss) from Operations

\$ (37,465)	\$ 8,352	\$ 160,098	\$ (45,817.14)	(548.60%)	\$ (197,563.11)	(123.40%)
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Replenishment of Council-Directed Funds

\$ -	\$ -					
\$ (37,465)	\$ 8,352	\$ 160,098				

Net Gain / (Loss)

**Society of American Archivists
Council Meeting
May 20–22, 2019
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**FY20 Proposed Budget Narrative:
Membership (Program 120)
(Prepared by Peter Carlson and Nancy Beaumont)**

The FY 2020 Membership budget projects a net gain of \$882,202. This is \$11,960 (1.37%) greater than the FY 2019 budgeted net gain.

Effort of all staff members is allocated across the budget based on management estimates. Personnel costs for Membership reflect 1.09 FTEs or 9.12% of total salaries, taxes, and benefits. The cost of benefits is expected to increase by 12.48% 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 \$1,050,768 -- an increase of 1.54% from the FY19.
- There will be no dues increase for FY 2020.
- Membership projections are based on reported March 2019 figures in conjunction with trend analysis by membership class over the period covering FY 2013 through FY 2018.
- SAA has budgeted to engage a Marketing Consultant to address the interrelated needs of Education, Publications, and Membership – the Membership budget as presented includes \$10,000 for this activity (Activity 4.d.).
- 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 2020 Budget
Membership

Revenues	Projected FY '19			FY '20 Budget v. FY '19 Budget		FY '20 Budget v. FY '19 Actuals	
	Fiscal '20	Fiscal '19	Actuals	\$ Difference	% Difference	\$ Difference	% Difference
Dues	\$ 1,050,768	\$ 1,020,794	\$ 1,034,837	\$ 29,974	2.94%	\$ 15,930.31	1.54%
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	800.00	1,250.00	725.60	(450.00)	(36.00%)	74.40	10.25%
Total Revenues	\$ 1,051,568	\$ 1,022,044	\$ 1,035,563	\$ 29,523.67	2.89%	\$ 16,004.71	1.55%
Expenses	Projected FY '19			FY '20 Budget v. FY '19 Budget		FY '20 Budget v. FY '19 Actuals	
	Fiscal '20	Fiscal '19	Actuals	\$ Difference	% Difference	\$ Difference	% Difference
Personnel	\$ 109,145.53	\$ 107,226	\$ 108,652.49	\$ 1,919	1.79%	\$ 493.05	0.45%
Office Occupancy & Utilities	10,790	10,677	10,223	114	1.07%	567.38	5.55%
Services	25,359	13,268	15,479	12,091	91.13%	9,879.77	63.83%
Supplies	1,740	1,539	1,671	201	13.08%	69.11	4.14%
Travel	-	-	-	-	N/A	-	N/A
Leases, Rentals & Licenses	1,154	1,152	1,160	3	0.22%	(6.17)	(0.53%)
Taxes, Dues and Subscriptions	-	-	-	-	N/A	-	N/A
Depreciation, COGS, and Other	20,249	17,940	-	2,309	12.87%	20,249	N/A
Total Expenses	\$ 168,438	\$ 151,801	\$ 137,186	\$ 16,637	10.96%	\$ 31,252.41	22.78%
Gain / (Loss) from Operations	\$ 883,129	\$ 870,243	\$ 898,377	\$ 12,886.57	1.48%	\$ (15,247.70)	(1.70%)
Transferred to Funds	-	-	-				
Net Gain / (Loss)	\$ 883,129	\$ 870,243	\$ 898,377				

**The Society of American Archivists
Program Planner
Fiscal Year 2020**

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

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY20 Budget		
					Line Amount	Activity Total	
	1	Collect membership dues.	4000	Membership Dues		\$1,050,768	4
		Assumes the following growth rates per member category:					
		Associate Domestic : \$115 (-10.21%)	4000		13,426		4
		Associate International : \$145 (-2.93%)	4000		6,066		4
		Bridge : \$55 (7.81%)	4000		7,009		4
		ID1 (Part-time) : \$80 (-9.76%)	4000		53,936		4
		ID2 (\$20-29k/yr) : \$105 (-1.70%)	4000		29,852		4
		ID3 (\$30-39k/yr) : \$140 (-1.65%)	4000		48,322		4
		ID4 (\$40-49k/yr) : \$174 (1.31%)	4000		114,493		4
		ID5 (\$50-59k/yr) : \$218 (-2.43%)	4000		147,474		4
		ID6 (\$60-75k/yr) : \$250 (-0.11%)	4000		154,529		4
		ID7 (\$75-89k/yr) : \$285 (-12.88%)	4000		72,650		4
		ID8 (>\$90k/yr) : \$325 (1.5%)	4000		133,784		4
		Lifetime : \$	4000		0		4
		Honorary : \$	4000		0		4
		Retired : \$77 (3.29%)	4000		19,866		4
		Student : \$55 (-4.57%)	4000		44,003		4
		Regular : \$340 (-1.35%)	4000		162,742		4
		Sustaining : \$595 (-8.43%)	4000		42,613		4
	2	Collect revenue from member mailing list rental.	4870	Mailing Label Rental	800	\$800	4
	3	Increase retention of members.				\$0	
		a. New Member Orientation and Forum at Joint Annual Meeting (coffee break).	5290	F & B (300p x \$10 incl svc/tax)	3,000	\$3,000	5
	4	Deliver member services.				\$32,149	
		a. Mail copies of new SAA books to sustaining institutional members. Assumes 7 books in FY20.	5300	Shipping/Related Fees (nominal)	250		5
			5940	Cost of goods sold	20,249		5

**The Society of American Archivists
Program Planner
Fiscal Year 2020**

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

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY20 Budget		
					Line Amount	Activity Total	
		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)	150		5
			5550	Promotional Materials	1,000		5
		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	250	\$10,500	5
			5350	Graphic Design	250		5
		d. Marketing Consultant Membership share of \$20,000 marketing effort).	5285	Marketing and Advertising	10,000		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	\$0	5
						\$0	
	6	Miscellaneous Database Support	5226	Computer Support	1,500	\$1,500	5
	7	General and Administrative Cost Allocation	5XXX			123,036.54	
	8	IT Cost Allocation	5XXX			8,752.66	
				Total Income		\$1,051,568	
				Total Expenses		168,438.46	
				Gain / (Loss) From Operations		\$883,129	

**Society of American Archivists
Council Meeting
May 20–22, 2019
Chicago, Illinois**

**FY20 Proposed Budget Narrative:
The American Archivist (Program 102)
(Prepared by Teresa Brinati)**

The proposed FY 2020 budget projects a net loss of \$40,670 in this program area, which is \$2,714 more than the FY 2019 budgeted net loss.

Effort of all staff members is allocated across the budget based on management estimates. Personnel costs for *The American Archivist* reflect 0.36 FTEs or 2.97% of total salaries, taxes, and benefits. We expect the cost of benefits to increase by 12.48% over the course of FY 2010. 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 Editorial Board will not meet at SAA HQ in 2020 but will hold quarterly conference calls. (Activity 1.b.)
- The negotiated Editor Honorarium is \$31,500. (Activity 2.b.)
- Opt out from print to be implemented. (Activity 2.d.)
- Revenues for Subscriptions + JSTOR royalty based on annual trends. (Activity 4.)

The Society of American Archivists
Income Statement
Fiscal 2020 Budget
American Archivist

Revenues	Projected FY '19			FY '20 Budget v. FY '19 Budget		FY '20 Budget v. FY '19 Budget		
	Fiscal '20	Fiscal '19	Actuals	\$ Difference	% Difference	\$ Difference	% Difference	
Dues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A	
Subscriptions & Advertising	104,900.00	99,140.00	100,210.00	5,760.00	5.81%	4,690.00	4.68%	
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	7,400.00	7,300.00	7,477.61	100.00	1.37%	(77.61)	(1.04%)	
Total Revenues	\$ 112,300	\$ 106,440	\$ 107,688	\$ 5,860.00	5.51%	\$ 4,612.39	4.28%	
Expenses								
	Fiscal '20	Fiscal '19	Actuals	FY '20 Budget v. FY '19 Budget		FY '20 Budget v. FY '19 Budget		
				\$ Difference	% Difference	\$ Difference	% Difference	
Personnel	\$ 35,536.67	\$ 39,738.73	\$ 42,101.78	\$ (4,202.06)	(10.57%)	\$ (6,565.11)	(15.59%)	
Office Occupancy & Utilities	3,671.46	3,959.77	3,969.80	(288.31)	(7.28%)	(298.34)	(7.52%)	
Services	112,898.80	98,911.30	98,163.24	13,987.50	14.14%	14,735.56	15.01%	
Supplies	191.99	218.57	12.92	(26.58)	(12.16%)	179.08	1386.60%	
Travel	-	-	240.00	-	N/A	(240.00)	(100.00%)	
Leases, Rentals and Licenses	375.46	427.43	431.39	(51.97)	(12.16%)	(55.92)	(12.96%)	
Taxes, Dues and Subscriptions	-	-	447.51	-	N/A	(447.51)	(100.00%)	
Depreciation, COGS, and Other	-	-	-	-	N/A	-	N/A	
Total Expenses	\$ 152,674	\$ 143,256	\$ 145,367	\$ 9,418.58	6.57%	\$ 7,307.76	5.03%	
Gain / (Loss) from Operations	\$ (40,374)	\$ (36,816)	\$ (37,679)	\$ (3,558.58)	9.67%	\$ (2,695.37)	7.15%	
Transferred to Funds	-	-	-					
Net Gain / (Loss)	\$ (40,374)	\$ (36,816)	\$ (37,679)					

**The Society of American Archivists
Program Planner
Fiscal Year 2020**

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

= Gen/Admin

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY20 Budget	
					Line Amount	Activity Total
	1	Management and Administration				\$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.				\$2,970
		a. Annual Meeting				
		- "Write Away" Forum	5290	Business Meals	1,875	5
		75p x \$50 (split 50/50 w/ Pubs)				
		- Editorial Board Working Dinner	5290	Business Meals	935	5
		b. Editorial Board Quarterly Conference Calls	5110	Telecommunications	160	5
	2	Production				\$0
		Vol. 82, No. 2 (Fall/Winter 2019) @ 300 pp				\$104,875
		Vol. 83, No. 1 (Spring/Summer 2020) @ 300 pp				
		a. Manuscript Management	5480	PeerTrack Essentials (\$32.78 x 45 mss)	1,475	5
		b. Editorial Services	5370	Editor Honorarium (Another word here?)	31,500	5
			5370	Copyeditor	4,500	5
			5370	Indexer (\$4/indexable page)	1,655	5
		c. Composition Services	5350	Composition	19,250	5

**The Society of American Archivists
Program Planner
Fiscal Year 2020**

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

= Gen/Admin

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY20 Budget		
					Line Amount	Activity Total	
		d. Print Production and Distribution (Student members receive online only.) (Assumes implementation of opt-out from print.)	5400	Print & Bind (\$5,950 x 2 issues)	11,900		5
			5400	Paper (\$5,515 x 2)	11,030		5
			5300	Postage (\$5,460 x 2)	10,920		5
		e. Pinnacle digital publishing of 2 issues.	5350	XML; HTML5 (\$3.25/pg x 600pg)	1,950		5
			5226	Online Journal Hosting (\$162/article x 66)	10,695		5
	3	Archives in Context Podcast Production				\$1,945	
		Sound Engineering	5480	Miscellaneous Services	1,680		5
		Equipment Distribution	5310	Express Delivery	265		5
		Wordpress Hosting (G&A Allocation)					
	4	Revenue				\$112,300	
		a. Subscriptions \$289 for "premium" subscription. \$239 for online edition only. \$239 for print edition only.	4100	Subscriptions	98,900		4
		b. JSTOR (digital library) (assumes plateau based on royalty trends)	4860	Royalties	7,400		4
		c. Advertising sales (new Naylor agreement)	4150	Display Ads	6,000		4
	5	General and Administrative Cost Allocation				\$40,057	
	6	Computer Support Cost Allocation				\$2,828	
				Total Income		112,300	
				Total Expenses		152,674	
				Gain / (Loss) From Operations		(40,374)	
				Net Operating Gain / (Loss)		(40,374)	

**Society of American Archivists
Council Meeting
May 20–22, 2019
Chicago, Illinois**

**FY20 Proposed Budget Narrative:
Archival Outlook / In the Loop (Program 103)
(Prepared by Teresa Brinati)**

The FY 2020 budget projects a net loss of \$111,805 in this program area. This is \$8,585 less than the FY 2019 budgeted net loss.

Effort of all staff members is allocated across the budget based on management estimates. Personnel costs reflect 0.51 FTEs or 4.29% of total salaries, taxes, and benefits. We expect the cost of benefits to increase by 12.48% over the course of FY 2020. 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 based on greater sales involvement by Naylor. (Activity 4.)

The Society of American Archivists
Income Statement
Fiscal 2020 Budget
Archival Outlook

Revenues	<u>Fiscal '20</u>	<u>Fiscal '19</u>	<u>Projected FY '19 Actuals</u>	<u>FY '20 Budget v. FY '19 Budget</u>		<u>FY '20 Budget v. FY '19 Budget</u>	
				<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Dues	-	-	-	\$ -	N/A	\$ -	N/A
Subscriptions & Advertising	44,000	26,200	26,081	17,800.00	67.94%	17,918.75	68.70%
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	1,675	2,100	1,675	(425.00)	(20.24%)	-	(0.00%)
Total Revenues	45,675	28,300	27,756	\$ 17,375.00	61.40%	\$ 17,918.75	64.56%
Expenses			<u>Projected FY '19 Actuals</u>	<u>FY '20 Budget v. FY '19 Budget</u>		<u>FY '20 Budget v. FY '19 Budget</u>	
	<u>Fiscal '20</u>	<u>Fiscal '19</u>		<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Personnel	51,295	50,736	49,803	\$ 559.08	1.10%	\$ 1,491.85	3.00%
Office Occupancy & Utilities	5,073	5,055	4,763	17.75	0.35%	309.68	6.50%
Services	90,282	92,075	95,331	(1,792.33)	(1.95%)	(5,048.30)	(5.30%)
Supplies	277	279	2	(1.39)	(0.50%)	275.72	16266.83%
Travel	-	-	518	-	N/A	(518.00)	(100.00%)
Leases, Rentals & Licenses	543	545	538	(2.72)	(0.50%)	4.15	0.77%
Taxes, Dues and Subscriptions	-	-	447	-	N/A	(447.50)	(100.00%)
Depreciation, COGS, and Other	-	-	-	-	N/A	-	N/A
Total Expenses	147,470	148,690	151,403	\$ (1,219.62)	(0.82%)	\$ (3,932.39)	(2.60%)
Gain / (Loss) from Operations	(101,795)	(120,390)	(123,647)	\$ 18,594.62	(15.45%)	\$ 21,851.14	(17.67%)
Transferred to Funds	-	-	-				
Net Gain / (Loss)	(101,795)	(120,390)	(123,647)				

The Society of American Archivists
Program Planner
Fiscal Year 2020

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

Goal	Activity No.	Narrative	Account No.	Account Description	= Gen/Admin		=FY 19 Data for Reference	
					Proposed FY20 Budget		FY19 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.						
	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 @ 24 pages + cover, 2-color, 80# text) x 4,800 copies. - (1 issue @ 36 pages + cover, 4-color, 100# mpc text) x 4,800 copies. - Digital conversion by Bluetoad.	5350 5400 5335 5300 5335	Graphic Design (\$2,000 x 5 issues + \$3,000 x 1 issue) Printing (\$5,700 x 5 issues + \$11,500 x 1 issue) Processing Labor / Materials Postage Digital Conversion (160pg @ \$4.75/pg)		\$85,522		\$88,260
					14,200 39,762 10,120 20,640 800	5 5 5 5 5	13000 40,000 8,500 26,000 760	5 5 5 5 5
	3	Publish <i>In the Loop</i> 26 times per year. In-house production allocated in G&A budget (Program 100).						
	4	Revenue: a. <i>Archival Outlook</i> display ads (sold by Naylor). b. <i>Archival Outlook</i> first-class and airmail service. c. <i>In the Loop</i> ads plus web advertising (sold by Naylor).	4150 4800 4150	Display Ads First-Class + Airmail Revenue Advertising		\$45,675		\$28,300
					24,000 1,675 20,000	4 4 4	16000 2100 10200	4 4 4
	5	General and Administrative Cost Allocation				57,825		57,259
	6	Computer Support Cost Allocation				4,123		3,172
				Total Income		\$45,675		\$28,300
				Total Expenses		147,470		148,690
				Gain / (Loss) From Operations		(\$101,795)		(\$120,390)

**Society of American Archivists
Council Meeting
May 20–22, 2019
Chicago, Illinois**

**FY20 Proposed Budget Narrative:
Annual Meeting (Programs 199, 190, and 191)
(Prepared by Nancy Beaumont)**

The proposed FY 2020 budget projects a net gain of \$116,826 from the 2019 Joint Annual Meeting in Austin, Texas. This is \$97,697 less than the FY 2019 budgeted net gain for the Washington, DC, conference (of \$214,523) and \$245,051 less than the FY 2019 actual net gain (of \$361,877).

Effort of all staff members for FY 2020 is allocated across the budget based on management estimates. Personnel costs reflect 0.87 FTEs or 7.27% of total salaries, taxes, and benefits. We expect the cost of benefits to increase by 12.48% over the course of FY 2020. A 4% placeholder has been included in the salary budget for staff merit increases.

The proposed budget for the 2019 Joint Annual Meeting assumes the following:

- Prepaid expenses (incurred during FY19 but related to the Austin meeting in FY20) are highlighted in blue in the program planner. These costs will be allocated in FY20 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 2020 and 2021 Annual Meetings (Programs 190 and 191) reflect costs that will be booked as prepaid expenses but not expensed until those conferences take place. (Activities 2 and 3)
- A total of 1,779 paid attendees (of total attendance of 1,950), spread per trends in the past eight years. This best-guess estimate is based on economic trends, registration patterns to date, and the political challenges associated with meeting in Texas. (Reference of paid attendees: 2018 = 2,487; 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.a.)
- Payment to DLPlan (replacing Conference and Logistics Consultants) of \$56,735, which includes pre-meeting and onsite management and travel, 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 10-page flyer (professionally designed and made available as a downloadable PDF only) highlighting aspects of the meeting and referring

to the conference website (in Sched.org) for detailed information. We have found that this approach satisfies the needs of individuals who want to show their employers an overview of the conference. (Activity 3.a.)

- An estimated expense of \$104,835 for AV (a new high for an SAA annual conference, which reflects equipment and labor provided by the in-house AV company plus IMAG projection of Plenaries 1 and 2 plus video capture of Plenary 1 plus audiotaping and real-time/synched slide capture of all section meetings and 99 education sessions. Not included in this operations budget is live-streaming of any sessions or events. (The estimated cost of live-streaming is \$5,500 per room per day. The Council has discussed tapping the Technology Fund should live-streaming be desirable.) AV expenses associated with pre-conference workshops appear in Program 105, Education; expenses associated with equipment (microphones, LCD projectors, and screens) and labor for section meetings appear in Program 108, Governance, Activity 7.
- An expense of \$1,000 to support child care for those individuals requesting it. Not included are costs associated with providing for an onsite child care center, as this option would carry with it both a guaranteed minimum expense and significant liability for SAA. (Activity 4.c.)
- An expense of \$5,000 for ASL interpreters for one or more conference attendees (based on our experience in 2016, 2017, and 2018). (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)
- For the all-attendee reception at the Moody Theater (home of Austin City Limits): A shift away from very high rental and food and beverage costs (although rental, lighting, sound, and staffing fees total \$29,250) so that we might support local music talent up to \$20,000. The Moody is a four-block walk from the JW Marriott; busing will not be required. (Activity 6.a.)
- Per a negotiated agreement, payment of \$20,000 to CoSA (less exhibit fees remitted back to SAA for CoSA sponsors) in lieu of co-sponsoring an annual conference with NAGARA. (Activity 10)

The Society of American Archivists
Income Statement
Fiscal 2020 Budget
Annual Meeting - Austin

Revenues	Fiscal '20	Fiscal '19	Projected FY '19 Actuals (D.C.)	FY '19 Budget v. FY '18 Budget		FY '19 Budget v. FY '18 Actuals	
				\$ Difference	% Difference	\$ Difference	% Difference
Dues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Subscriptions & Advertising	4,300.00	2,900.00	7,820	1,400.00	48.28%	(3,520.00)	(45.01%)
Workshops	-	-	-	-	N/A	-	N/A
Annual Meeting	742,160.54	878,121.05	1,016,067.09	(135,960.51)	(15.48%)	(273,906.55)	(26.96%)
Publications	-	-	-	-	N/A	-	N/A
Contributions	-	-	-	-	N/A	-	N/A
Investments	-	-	-	-	N/A	-	N/A
Other	1,350.00	1,350.00	-	-	0.00%	1,350.00	N/A
Total Revenues	\$ 747,811	\$ 882,371	\$ 1,023,887	\$ (134,560.51)	(15.25%)	\$ (276,076.55)	(26.96%)
Expenses			Projected FY '19 Actuals (D.C.)	FY '19 Budget v. FY '18 Budget		FY '19 Budget v. FY '18 Actuals	
	Fiscal '20	Fiscal '19		\$ Difference	% Difference	\$ Difference	% Difference
Personnel	\$ 62,347	\$ 55,442	\$ 55,194	\$ 6,904.54	12.45%	\$ 7,152.72	12.96%
Office Occupancy & Utilities	\$ 8,240	\$ 5,611	\$ 5,507	2,629.68	46.87%	2,733.13	49.63%
Services	\$ 339,224	\$ 352,467	\$ 407,601	(13,243.22)	(3.76%)	(68,377.50)	(16.78%)
Supplies	\$ 1,110	\$ 1,212	\$ 5,322	(101.63)	(8.39%)	(4,212.18)	(79.15%)
Travel	\$ 5,650	\$ 9,440	\$ 1,625	(3,790.00)	(40.15%)	4,024.77	247.64%
Leases, Rentals & Licenses	\$ 29,837	\$ 39,463	\$ 2,591	(9,626.43)	(24.39%)	27,246.23	1051.72%
Taxes, Dues and Subscriptions	\$ 20,000	\$ 40,000	\$ (19,233)	(20,000.00)	(50.00%)	39,233.38	(203.99%)
Depreciation, COGS, and Other	\$ 164,213	\$ 164,213	\$ 203,403	-	0.00%	(39,189.75)	(19.27%)
Total Expenses	\$ 630,621	\$ 667,848	\$ 662,011	\$ (37,227.06)	(5.57%)	\$ (31,389.20)	(4.74%)
Gain / (Loss) from Operations	\$ 117,189	\$ 214,523	\$ 361,877	\$ (97,333.45)	(45.37%)	\$ (244,687.35)	(67.62%)
Transferred to Funds	\$ -	\$ -	\$ -				
Net Gain / (Loss)	\$ 117,189	\$ 214,523	\$ 361,877				

**The Society of American Archivists
Program Planner
Fiscal Year 2020**

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

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY19 Budget	
					Line Amount	Activity Total
	1	Management and Administration Administer activities associated with the 2019 Joint Annual Meeting in Austin, Texas: Develop and monitor budgets; provide support to the Program and Host committees; collaborate with CoSA; 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
	2	Provide for program development, planning, and evaluation of the 2019 Joint Annual Meeting. a. Program Committee (15 members + 3 <i>ex officios</i> + CoSA executive director) EXPENSES APPEARING IN BLUE SCREENED BOXES WERE INCURRED IN FY19 AND ARE INCLUDED IN THE GENERAL/ADMINISTRATIVE ALLOCATION AT END OF PROGRAM PLANNER. b. Host Committee c. Pre-Meeting Planning - DLPlan				\$0
			5295	Staff--Local Travel (Meeting in Chicago)		5
			5610	Member Travel (19p x airfare/ground) (actual) (19p x \$160) (actual) (19p x \$45 x 1d per diem) (actual)	10,360	5
			5290	F&B--Breaks, lunches, dinners (actual)	3,015	5
			5200	Consulting Fees	0	5
			5130	Conference Calls (included in G&A)	0	5
			5300	Room Rental (SAA HQ)	150	5
			5290	F&B--Host Committee Meetings	100	5
			5200	Consulting Fees (DLPlan) (\$4,800 x 7)	33,600	5
			5200	Meeting Planner Expenses (DLPlan, site visit)		5
			5600	Staff Travel (site visit)	265	5
	3	Promote attendance at Joint Annual Meeting. a. Preliminary promotional flyer No printed preliminary program in 2019. Ten-page promo flyer posted on conference website with full online program.				\$0
			5350	Design/Layout/Prepress	1,350	5
			5400	Printing	0	5
			5300	Mail Services/Postage/Freight	0	5
			5310	Express Mail	0	5

= Gen/Admin

**The Society of American Archivists
Program Planner
Fiscal Year 2020**

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

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY19 Budget		
					Line Amount	Activity Total	
							= Gen/Admin
		b. Staffing		Staff Travel			
		- NPB and FO lodging @ staff rate (\$115).	5600	(NPB @ \$340 air/ground, FO @ \$140 air/ground) = \$480	480		5
		- Owens expenses split 50/50 with Program 108.	5600	(1p x \$45/d x 8d per diem) (NPB) = \$360	360		5
		- Three DLPlan staff rooms @ comp.	5600	(1p x \$45/d x 7d per diem) (FO @ .50) = \$155	155		5
			5600	(1p x \$115/d x 8n lodging) (NPB) = \$920	920		5
			5600	(1p x \$115/d x 6n lodging x .50) (FO) = \$345	345		5
			5200	Consulting Fees (DLPlan) (\$4,800 x 3)	14,400		5
			5200	Third Onsite DLPlan Staff Person (\$550/d x 4d)	2,200		5
			5200	Meeting Planner Expenses (DLPlan)	2,325		5
				(3p x \$375 air/ground) = \$1,125			
				(2 x \$60 x 8d + 1 x \$60 x 4d) = \$1,200			
			5610	Host Committee	300		5
				(6p x \$50 transportation/parking) = \$300			
		c. Logistics					
		- AV equipment + Internet provided by in-house vendor (Markey); assumes no additional cost for in-house sound.	4300	Audio/Slide Sales	500		4
			5360	Audiovisual (AV equipment/labor for education sessions)	53,080		5
			5360	Audiovisual (IMAG plenaries + video capture of Plenary 1)	32,515		5
			5360	Audiovisual (audiotaping + real-time/synched slide capture)	19,240		5
		- IMAG + video capture of Plenary 1, IMAG only of Plenary 2. Video of Plenary 1 keynote provided via SAA YouTube channel.	5500	Equipment (phones, computers)	300		5
			5110	Internet (custom network/password/SSID)	2,030		5
			5500	Supplies	300		5
		- All section meetings and education sessions will be audiotaped with real-time/synched slide capture. (Conference Media, including two double guest rooms x 4n.)	5340	Hotel Handling Fees	400		5
			5480	Floral	300		5
			5480	Photography	2,000		5
			5300	Postage/Freight (conference materials)	1,000		5
		- AV for pre-cons: See Education [105].	5400	Signs (Alliance Expo Services for meter panels + signs = \$2,500 + Madison Ave for 32 new headers/footers @ \$57 + art @ \$125 + shipping = \$2,100)	4,600		5
		- AV for section meetings: See Governance [108].					
			4360	Sponsor for Signs	0		4
			5480	Child Care	1,000		5
			5480	Gratuities (Hotel and AV staff)	300		5
			5385	Amenities and Awards	0		5
			5260	Event Cancellation Insurance	1,700		5
			5290	F&B--Staff Office/Reg Desk/Host Desk	0		5

**The Society of American Archivists
Program Planner
Fiscal Year 2020**

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

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY19 Budget		
					Line Amount	Activity Total	
			5400	Hotel Keycard Production	0		5
			5400	Lanyard/Badge Holder (2,000 x \$1.35 + set-up and freight)	2,900		5
		b. Onsite Program (1,700 cc) (Attendees given option to opt out of print program, assumes 15% opt out.)	5350	Onsite Program Design/Layout/Prepress	4,440		5
			5400	Printing (1,700 x \$1.90)	3,230		5
			5300	Postage/Freight	100		5
		c. Name badges/ribbons	5400	Printing (2,000 badges, 1,000 ribbons)	900		5
			5500	Supplies (badge stock)	100		5
			5350	Badge Design	160		5
		d. Registration / Miscellaneous display materials	5400	Printing/Duplicating	300		5
		e. Onsite registration forms (200)	5350	Layout/Production	110		5
			5400	Printing (multi-part form)	100		5
	8	Provide space and assistance to various groups that meet during the Annual Meeting, including leader groups, sections, appointed groups, and allied groups.					\$0
		a. Sections (See Governance [108], Act. 7)	5360	AV for Section Meetings	0		5
		b. SAA Leadership Forum (See Governance [108], Act. 6)	5290	F&B for Leadership Forum	0		5
		c. Honoraria as needed (See Governance [108], Act. 7)	5650	Honoraria	0		5
		d. Mosaic Fellows Leadership Forum (Paid by IMLS grant)	5290	F&B for Mosaic Fellows Forum	0		5
	9	Program-specific computer support for proposal submission, selection and display of program on website, and mobile app.	5226	Computer Support (ER Speaker)			5
			5226	Computer Support (Sched for website and mobile app)			5
	10	Negotiated agreement with partner organization(s).	5820	CoSA Agreement	20,000		5
	11	General and Administrative Cost Allocation	5XXX	(Includes all ARCHIVES*RECORDS 2019 expenses incurred in FY19.)			234,410
	12	IT Cost Allocation	5XXX				5,356
	Live Stream		44000				

= Gen/Admin

**The Society of American Archivists
Program Planner
Fiscal Year 2020**

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

Goal	Activity No.	Narrative	Account No.	Account Description	= Gen/Admin Proposed FY19 Budget	
					Line Amount	Activity Total
				Total Income		\$ 747,811
				Total Expenses		630,621
				Gain / (Loss) From Operations		\$ 117,189
				Net Operating Gain / (Loss)		\$ 117,189
			chksum			-
				ATTENDANCE =	1779	

**The Society of American Archivists
Income Statement
Fiscal 2020 Budget
Annual Meeting - Chicago**

Revenues		<u>Fiscal '20</u>	<u>Fiscal '19 (Aus)</u>	<u>Projected FY '19 Actuals (Aus)</u>	<u>FY '20 Budget v. FY '19 Budget</u>		<u>FY '20 Budget v. FY '19 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 '19	FY '20 Budget v. FY '19 Budget	FY '20 Budget v. FY '19 Actuals		
		<u>Fiscal '20</u>	<u>Fiscal '19 (Aus)</u>	<u>Actuals (Aus)</u>	<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Personnel	\$	87,828	\$ 86,570	\$ 49,099	\$ 1,257.71	1.45%	\$ 38,729.03	78.88%
Office Occupancy & Utilities	\$	8,668	\$ 8,596	\$ 4,631	71.18	0.83%	4,036.62	87.16%
Services	\$	7,970	\$ 5,096	\$ 28,133	2,873.95	56.40%	(20,163.39)	(71.67%)
Supplies	\$	472	\$ 472	\$ 445	0.00	0.00%	27.36	6.16%
Travel	\$	-	\$ -	\$ 15,123	-	N/A	(15,123.15)	(100.00%)
Leases, Rentals & Licenses	\$	923	\$ 2,217	\$ 20,803	(1,293.72)	(58.36%)	(19,880.20)	(95.56%)
Taxes, Dues and Subscriptions	\$	-	\$ -	\$ -	-	N/A	-	N/A
Depreciation, COGS, and Other		(105,860)	(102,951)	(118,234)	(2,909.13)	2.83%	12,373.73	(10.47%)
Total Expenses	\$	-	\$ -	\$ -	\$ (0.00)	N/A	\$ -	N/A
Gain / (Loss) from Operations	\$	-	\$ -	\$ -	\$ 0.00	N/A	\$ -	N/A
Transferred to Funds		-	-	-				
Net Gain / (Loss)	\$	-	\$ -	\$ -				

**The Society of American Archivists
Income Statement
Fiscal 2020 Budget
Annual Meeting - Chicago**

Revenues		<u>Fiscal '20</u>	<u>Fiscal '19 (Aus)</u>	<u>Projected FY '19 Actuals (Aus)</u>	<u>FY '20 Budget v. FY '19 Budget</u>		<u>FY '20 Budget v. FY '19 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 '20</u>	<u>Fiscal '19 (Aus)</u>	<u>Projected FY '19 Actuals (Aus)</u>	<u>FY '20 Budget v. FY '19 Budget</u>		<u>FY '20 Budget v. FY '19 Actuals</u>	
					<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Personnel	\$	87,828	\$ 86,570	\$ 49,099	\$ 1,257.71	1.45%	\$ 38,729.03	78.88%
Office Occupancy & Utilities	\$	8,668	\$ 8,596	\$ 4,631	71.18	0.83%	4,036.62	87.16%
Services	\$	7,970	\$ 5,096	\$ 28,133	2,873.95	56.40%	(20,163.39)	(71.67%)
Supplies	\$	472	\$ 472	\$ 445	0.00	0.00%	27.36	6.16%
Travel	\$	-	\$ -	\$ 15,123	-	N/A	(15,123.15)	(100.00%)
Leases, Rentals & Licenses	\$	923	\$ 2,217	\$ 20,803	(1,293.72)	(58.36%)	(19,880.20)	(95.56%)
Taxes, Dues and Subscriptions	\$	-	\$ -	\$ -	-	N/A	-	N/A
Depreciation, COGS, and Other		(105,860)	(102,951)	(118,234)	(2,909.13)	2.83%	12,373.73	(10.47%)
Total Expenses	\$	-	\$ -	\$ -	\$ (0.00)	N/A	\$ -	N/A
Gain / (Loss) from Operations	\$	-	\$ -	\$ -	\$ 0.00	N/A	\$ -	N/A
Transferred to Funds		-	-	-				
Net Gain / (Loss)	\$	-	\$ -	\$ -				

The Society of American Archivists
Program Planner
Fiscal Year 2020

Program Name: 2020 Annual Meeting - Chicago
Program Number: 190

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY20 Budget		=FY 19 Data		
					Line Amount	Activity Total	Line Amount	Activity Total	
DELETE HIDE	1	Management and Administration Administer activities associated with the 2020 Annual Meeting in Chicago: 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		\$0	
		a. Program Committee Co-Chairs (x 3)	5110	Conference Calls		5	0	5	
		b. Pre-Meeting Planning	5600	Staff Travel (site visit)		5	600	5	
			5200	Meeting Planner Expenses (1p x \$350 airfare/ground) = \$350 (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			98,975	5	97,650.09	5
	4	IT Cost Allocation	5XXX			6,885	5	5,300.84	5
5	Allocation to Future Period	5XXX			(105,860.06)		(102,950.93)		
				Total Income	-		\$0		
				Total Expenses	-		-		
				Net Result	-		\$0		

* Austin Budget

**The Society of American Archivists
Income Statement
Fiscal 2020 Budget
Annual Meeting - Anaheim**

Revenues		<u>Fiscal '20</u>	<u>Fiscal '19 (Chi)</u>	<u>Projected FY '19 Actuals (Chi)</u>	<u>FY '20 Budget v. FY '19 Budget</u>		<u>FY '20 Budget v. FY '19 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>Projected FY '19 Actuals (Chi)</u>	<u>FY '20 Budget v. FY '19 Budget</u>		<u>FY '20 Budget v. FY '19 Actuals</u>	
		<u>Fiscal '20</u>	<u>Fiscal '19 (Chi)</u>		<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Personnel	\$	811.56	\$ 7,899.20	\$ 2,762.99	\$ (7,087.64)	(89.73%)	\$ (1,951.43)	(70.63%)
Office Occupancy & Utilities		80.71	780.99	260.96	(700.28)	(89.67%)	(180.25)	(69.07%)
Services		74.19	1,096.72	169.98	(1,022.53)	(93.23%)	(95.79)	(56.35%)
Supplies		0.63	42.75	-	(42.13)	(98.54%)	0.63	N/A
Travel		-	600.00	-	(600.00)	(100.00%)	-	N/A
Leases, Rentals & Licenses		11.70	200.80	41.94	(189.10)	(94.18%)	(30.24)	(72.11%)
Taxes, Dues and Subscriptions		-	-	-	-	N/A	-	N/A
Depreciation, COGS, and Other		(978.78)	(10,620.46)	(3,235.86)	9,641.68	(90.78%)	2,257.08	(69.75%)
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 2020**

**Program Name: 2021 Annual Meeting - Anaheim
Program Number: 191**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY20 Budget		FY19 Budget				
					Line Amount	Activity Total	Line Amount	Activity Total			
DELETE HIDE	1	Management and Administration Administer activities associated with the 2021 Annual Meeting in Anaheim, California: 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	5		
	2	Provide for program development, planning, and evaluation.				\$0		\$1,240			
		a. Program Committee	5110	Conference Calls		5	0		5	5	
		b. Pre-Meeting Planning	5600	Staff Travel (site visit)		5	600		5	5	
			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	5	
			5350	ID Development (design)		5	0		5	5	
			5400	ID Development (banner)		5	0		5	5	
		3	General and Administrative Cost Allocation	5XXX		915	915.23	5	8,905	\$8,905	5
		4	IT Cost Allocation	5XXX		64	63.55	5	475	\$475	5
	5	Allocation to Future Period	5XXX			(978.78)	5	(10,620.46)	(10,620.46)	5	
				Total Income		\$0		\$0			
				Total Expenses		-		-			
				Net Result		0		\$0			

=FY 19 Data

**Society of American Archivists
Council Meeting
May 20–22, 2019
Chicago, Illinois**

**FY20 Proposed Budget Narrative:
Publications (Program 104)
(Prepared by Teresa Brinati)**

The FY20 proposed budget projects a net loss of \$122,754. This is \$35,476 more than the FY19 budgeted net loss.

Effort of all staff members is allocated across the budget based on management estimates. Personnel costs reflect 1.13 FTEs or 9.39% of total salaries, taxes, and benefits. We expect the cost of benefits to increase by 12.48% over the course of FY 2020. 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:

- Sale of only SAA books (no more distribution of books written by members but published by other outlets).
- Revenue projections based on existing print books (45 unique titles) and digital editions (71 pdfs and ebooks). (Activities 2.a. and 2.c.)
- Eight new titles projected for publication. (Activity 3.)
- Marketing Consultant to be shared with Education and Membership. (Activity 5.a.)
- No Publications Board mid-year meeting in FY20, but the current editor will meet with his successor at the SAA offices. (Activity 1.b.)

The Society of American Archivists
Income Statement
Fiscal 2020 Budget
Publications

Revenues				Projected FY '19	FY '20 Budget v. FY '19 Budget		FY '20 Budget v. FY '19 Actuals	
	Fiscal '20	Fiscal '19	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	\$ 194,507	\$ 186,243	\$ 126,657		8,264	4.44%	67,850	53.57%
Contributions	\$ -	\$ -	\$ -		-	N/A	-	N/A
Investments	\$ -	\$ -	\$ -		-	N/A	-	N/A
Other	\$ 23,475	\$ 27,132	\$ 22,619		(3,657)	(13.48%)	856	3.78%
Total Revenues	\$ 217,981	\$ 213,375	\$ 149,276		\$ 4,607	2.16%	\$ 68,706	46.03%
Expenses								
	Fiscal '20	Fiscal '19	Actuals		\$ Difference	% Difference	\$ Difference	% Difference
Personnel	\$ 112,367	\$ 101,466	\$ 102,817		\$ 10,901.1	10.74%	\$ 9,549.7	9.29%
Office Occupancy & Utilities	\$ 11,112	\$ 10,106	\$ 10,145		1,006	9.96%	967	9.53%
Services	\$ 119,752	\$ 96,980	\$ 103,274		22,772	23.48%	16,479	15.96%
Supplies	\$ 608	\$ 557	\$ 549		50	9.02%	58	10.60%
Travel	\$ 3,715	\$ 9,330	\$ 6,233		(5,615)	(60.18%)	(2,518)	(40.40%)
Leases, Rentals & Licenses	\$ 4,428	\$ 6,008	\$ 4,349		(1,580)	(26.29%)	80	1.83%
Taxes, Dues and Subscriptions	\$ -	\$ -	\$ 489		-	N/A	(489)	(100.00%)
Depreciation, COGS, and Other	\$ 87,772	\$ 76,205	\$ 47,170		11,567	15.18%	40,603	86.08%
Total Expenses	\$ 339,755	\$ 300,653	\$ 275,026		\$ 39,103	13.01%	\$ 64,729	23.54%
Gain / (Loss) from Operations	\$ (121,774)	\$ (87,278)	\$ (125,751)		\$ (34,496)	39.52%	\$ 3,977	(3.16%)
Transferred to Funds	\$ -	\$ -	\$ -					
Net Gain / (Loss)	\$ (121,774)	\$ (87,278)	\$ (125,751)					

**The Society of American Archivists
Program Planner
Fiscal Year 2020**

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

Activity No.	Narrative	Account No.	Account Description	Proposed FY20 Budget	
				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.				\$32,155
	a. Publications Editor	5370	Honorarium	29,750	5
	b. Meeting of Publications Editor and successor at SAA Headquarters	5610	Airfare / Ground Transport	500	5
		5620	Lodging	700	5
		5290	Business Meals	100	5
		5700	Meeting Room Rental	-	5
	c. Publications Board Working Dinner at Annual Meeting (10 members + 1 Council liaison + 1 staff @ \$91.95/person)	5290	Business Meals	1,105	5

**The Society of American Archivists
Program Planner
Fiscal Year 2020**

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

Activity No.	Narrative	Account No.	Account Description	Proposed FY20 Budget	
				Line Amount	Activity Total
2	Sales and Distribution of Existing Publications				\$143,337
	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; monitor sales and remove underperforming titles; refresh and update online bookstore.				\$71,309
	a. Sale of Publications (Based on FY 2018 Actual Trend discounted by 20%.)	4400	Sale of Existing Publications	120,126	4
	b. Revenue from customers to offset shipping expense. (~9% of sales)	4800	Shipping Revenue	10,811	4
	c. eBooks (estimated based upon FY 18 actuals and FY 19 estimates)	4450	Sale of eBooks	5,900	4
		5337	E-Production, Storage, Fulfillment	2,000	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
	e. Cost of goods sold @ average of .27 of sales.	5940	Cost of Goods Sold	32,986	5
	f. Warehousing, packaging, and distribution - Fulfillment via Diamond Communication Solutions	5700	Warehouse (\$270/m x 12)	3,240	5
		5300	Postage	27,500	5
		5335	Processing Labor / Materials	4,275	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 85) - Preserving Archives and Manuscripts (\$1/book x 150) - Providing Reference Services (\$1.50/book x 82) - Understanding Archives and Manuscripts (\$1/bk x 2 authors x 427)	5395	Royalty Paid	95	5
		5395	Royalty Paid	85	5
		5395	Royalty Paid	150	5
		5395	Royalty Paid	125	5
		5395	Royalty Paid	855	5
	h. Reserve set up to cover unsold assets.	5960	Inventory Reserve Depreciation		5

**The Society of American Archivists
Program Planner
Fiscal Year 2020**

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

Activity No.	Narrative	Account No.	Account Description	Proposed FY20 Budget		
				Line Amount	Activity Total	
3	New Publication Production, Distribution, and Sales Manage print and digital production and distribution of new titles. Expenses include research and development; production; e-conversion; honoraria; and distribution.	4400	Sale of New Publications	68,481	\$74,644	4
		5940	Cost of Goods Sold	54,787	\$77,787	5
	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)	6,163		4
		5300	Postage	20,900		5
		5335	Processing Labor / Materials	2,100		5
4	Dictionary Working Group				3,600	
	a. IDM Software.	5226	Software Licensing	3,600		5
5	Marketing and Promotion				\$0	
	Market and promote new and existing titles. Promote participation in SAA's publishing program.				\$19,215	
	a. Marketing Consultant (Publications' share of \$20,000 marketing budget).	5285	Marketing and Advertising	5,000		5
	b. Promotional Catalog for AM 19 + Regional Meetings	5350	Design	1,600		5
		5400	Printing	2,700		5
	c. Staff attendance at Annual Meeting - Brinati and Christian	5600	Staff Travel (2p x \$350)	700		5
		5600	Lodging (1p x 6n + 1p x 5n)	1,265		5
		5600	Per Diem (1p x 6d + 1p x 5d x \$50)	550		5
	d. Bookstore at Annual Meeting	5350	Graphics	500		5
		5400	Printing	1,500		5
		5300	Freight (RT warehouse to site)	3,000		5
	e. "Salute to Authors" Lemonade Toast at Annual Meeting	5290	Business Meals	550		5

**The Society of American Archivists
Program Planner
Fiscal Year 2020**

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

Activity No.	Narrative	Account No.	Account Description	Proposed FY20 Budget	
				Line Amount	Activity Total
	(5 gals of lemonade) @ \$110/gal f. "Write Away" Forum @ Annual Meeting (50/50 split w/ <i>American Archivist</i> : Continental Breakfast @ \$49.30 x 75p)	5290	Business Meals	1,850	5
6	General and Administrative Cost Allocation	5XXX			126,671 5
7	Computer Support Cost Allocation	5XXX			9,017 5
			Total Income		\$217,981
			Total Expenses		\$339,755
			Gain / (Loss) From Operations		(\$121,774)
			Net Operating Gain / (Loss)		(\$121,774)

**Society of American Archivists
Council Meeting
May 20-22, 2019
Chicago, Illinois**

**FY20 Proposed Budget Narrative:
Education (Program 105)
(Prepared by Rana Salzmann)**

The projected net gain in this program for FY20 is \$19,493. This is an increase of \$7,807 compared to the FY19 budgeted net gain of \$11,686.

For FY20, effort of all staff members is allocated across the budget based on management estimates. Personnel costs for Education reflect 2.51 FTEs or 20.89% of total salaries, taxes, and benefits. The slight increase from 2.44 to 2.51 FTE can be attributed to a greater allocation of new hire staff effort to Education activity and a reduction of effort previously allocated to General and Administrative for the AMS implementation in FY19.

The cost of benefits is expected to increase by 12.48% over FY20. 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 gain are removal of funding for in-person meetings of the DAS Subcommittee and the Committee on Education for the year (in order to balance the budget and support launching of a Management Track) and a modest increase in registration revenue coupled with reduction in instructor costs.

We continues to re-imagine programs and experiment with new formats, and are attempting to “right-size” our development pipeline and prioritize programs of greatest member need.

Activity Areas

1. Management and Administration. Support for pre-conference courses and other Education activities at the Annual Meeting continues at FY19 rates. We are experimenting with an Archives Managers Unconference (with related Consultant expenses) that we hope will generate enthusiasm and surface new ideas for the Management Track.

2. Support the work of the Committee on Education and the DAS and GAE subcommittees.

Support for these activities will continue via conference calls and using other technologies such as Zoom to maintain momentum with Committee and Subcommittee work while eliminating the significant costs associated with in-person meetings.

3. Plan and implement face-to-face courses, webcasts, and online courses. This area includes the following changes and adjustments from FY19 projections.

- A total of 85 in-person courses with an estimated 1,700 registrants, increased slightly from the 80 courses and 1,600 registrants in FY19.
- Four new webcasts with an estimated 100 registrants, identical to FY19 projections.
- Two new online courses (modular, multi-week programs) for the Management Track, with content repurposed and re-tooled from existing face-to-face courses with the help of an Instructional Design consultant.
- Thirty-two existing on-demand webcasts with an estimated 800 purchases.
- An estimated 80 a la carte purchases of course or webcast exams, down from 290. We no longer sell “group purchases” of webcasts and instead have moved to a 1:1 model (individuals purchase a webcast that includes the exam). “Retake” exams are sold separately.
- An estimated 140 registrations for the online DAS Comprehensive Exam and 80 registrations for the DAS Practice Exam.
- Retaining the FY18 pricing structure for Education products for the third consecutive year.

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

- Four new face-to-face courses developed for DAS and A&D in FY20, identical to FY19.
- Two new online courses for Management Track.
- Funding to undertake a significant revision of the Copyright in Digital Archives and Privacy and Confidentiality in Digital Archives (DAS and A&D) courses, perhaps into web courses.
- Funding to develop Management Track content depending on priorities and consultant availability. Possible projects to include IT Management for Archivists course with Carson Block, Career Development programming with Kim Dority, others TBD and discussed with Committee on Education.
- BlueSky/Path LMS remains our chosen LMS tool for the delivery of online programs.

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 and SAA as a whole.

- SAA has budgeted to engage a Marketing Consultant to address the interrelated needs of Education, Publications, and Membership.
- We will continue with the work plan established by AssociaDirect last fiscal year. The Management Unconference and Online Course Conversion projects are direct outgrowths of this investment.
- The SAA Education Program Specialists hired in FY19 have clearly defined roles (one specializing in Marketing, the other in Online Learning) that will help us develop and promote Education programming more effectively in FY20.

Summary

The FY19 budget reflected a necessary shift toward investment in the future of SAA Education programs and assessment of current market realities. We were able to accomplish many of the goals established in that budget, achieving healthy enrollments in face-to-face courses, anchoring the program with highly successful “boot camps” for A&D and DAS, and reducing our rate of course cancellations. The investment in marketing work has informed our programming focus on management, for which there is a clear member need. Staffing fluctuations again left Education producing fewer live webcasts than desired, but FY20 should see a return to increased webcast production. The FY20 budget allows continued investment in our core programming for the A&D and DAS Certificates and makes room for growth in the Management Track.

The Society of American Archivists
Income Statement
Fiscal 2020 Budget
Education

Revenues	<u>Fiscal '20</u>	<u>Fiscal '19</u>	<u>Projected FY '19 Actuals</u>	FY '20 Budget v. FY '19 Budget		FY '20 Budget v. FY '19 Actuals	
				<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Dues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Subscriptions & Advertising	-	-	-	\$ -	N/A	\$ -	N/A
Workshops	520,650	500,980	453,673	\$ 19,670	3.93%	\$ 66,977	14.76%
Annual Meeting	-	-	-	\$ -	N/A	\$ -	N/A
Publications & CD Sales	-	-	101	\$ -	N/A	\$ (101)	(100.00%)
Contributions	-	-	-	\$ -	N/A	\$ -	N/A
Investments	-	-	-	\$ -	N/A	\$ -	N/A
Other	-	-	716	\$ -	N/A	\$ (716)	(100.00%)
Total Revenues	520,650	500,980	454,489	\$ 19,670	3.93%	\$ 66,161	14.56%
Expenses			Projected FY '19 Actuals	FY '20 Budget v. FY '19 Budget		FY '20 Budget v. FY '19 Actuals	
	<u>Fiscal '20</u>	<u>Fiscal '19</u>	<u>Actuals</u>	<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Personnel	\$ 249,873	\$ 239,294	\$ 236,108	\$ 10,579	4.42%	\$ 13,765	5.83%
Office Occupancy & Utilities	25,913.10	25,044.26	24,350.99	\$ 869	3.47%	\$ 1,562	6.41%
Services	132,324.65	104,098.25	98,523.59	\$ 28,226	27.12%	\$ 33,801	34.31%
Supplies	1,451.42	1,415.11	2,923.02	\$ 36	2.57%	\$ (1,472)	(50.35%)
Travel	86,645.00	111,526.00	76,726.98	\$ (24,881)	(22.31%)	\$ 9,918	12.93%
Leases, Rentals & Licenses	2,642.83	7,916.99	5,977.64	\$ (5,274)	(66.62%)	\$ (3,335)	(55.79%)
Taxes, Dues and Subscriptions	-	-	-	\$ -	N/A	\$ -	N/A
Depreciation, COGS, and Other	-	-	785.99	\$ -	N/A	\$ (786)	(100.00%)
Total Expenses	\$ 498,850	\$ 489,294	\$ 445,396	\$ 9,556	1.95%	\$ 53,454	12.00%
Gain / (Loss) from Operations	\$ 21,800	\$ 11,686	\$ 9,093	\$ 10,114	86.55%	\$ 12,707	139.74%
Transferred to Funds	-	-	-				
Net Gain / (Loss)	\$ 21,800	\$ 11,686	\$ 9,093				

**The Society of American Archivists
Program Planner
Fiscal Year 2020**

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

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY20 Budget		FY19 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
	1	Management and administration. Administer activities of the Education Department: prepare and conduct performance appraisals; develop and monitor budgets; manage Comprehensive Examination processes, including interpretation of pass/fail ratios and statistical reports; interact with and prepare materials for the Education Committee and DAS and GAE Subcommittees 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 Lynda.com membership (\$360/year for TC and AR) Provide staff support for Annual Meeting / pre-conference courses.		Monday test laptop		\$4,375		\$5,325
			5640	Registration Fees (included in G&A)	0	5	0	5
			5600	Staff Travel		5		5
			5600	Hotel (2p x \$115/d x 7d) (RHS and AR)	1,610	5	1,575	5
			5600	Hotel (1p x \$115/d x 4d) (TC)	460	5	1,800	5
			5600	Per Diem (2p x \$65/d x 7d) (RHS and AR)	910	5	315	5
			5600	Per Diem (1p x \$65/d x 4d) (TC)	260	5	360	5
			5600	Air/Ground (2p x \$350 + 1p x \$435)	1,135	5	1,275	5
	2	Support the work of the Committee on Education, DAS and GAE Subcommittees, and other groups as needed.				\$0		\$20,576
		Conduct one Committee on Education meeting (Chicago):						
		- (13p x \$470 airfare/bags/ground) = 6110	5610	Member Travel	0	5	6,110	5
		- (13p x \$109/d x 2 days hotel) = 2834	5620	Member Lodging	0	5	2,834	5
		- (13 p x \$45/d x 2 days meals) = 1170	5630	Member Meals (Reimbursement)	0	5	1,170	5
					0			
		- Room Rental (\$75/day x 2 days) = 150	5700	Meeting Room Rental (SAA HQ)	0	5	150	5
		- Catering (2 breakfasts, 2 lunches) = 800	5630	Member Meals (Catering)	0	5	800	5

**The Society of American Archivists
Program Planner
Fiscal Year 2020**

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

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY20 Budget		FY19 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
		Conduct one DAS Subcommittee meeting (Chicago, October)						
		- (9p x \$470 airfare/bags/ground) = 4230	5610	Member Travel	0	5	4,230	5
		- (9p x \$204/d x 2 days hotels) = 3672	5620	Member Lodging	0	5	3,672	5
		- (9p x \$45/d x 2 days meals) = 810	5630	Member Meals (Reimbursement)	0	5	810	5
		- Room Rental (\$75/day) x2 days	5295	Staff Travel (2p x 2d x \$16) = 64	0	5	0	5
		- Catering (2 breakfasts, 2 lunches) = 650	5700	Meeting Room Rental (SAA HQ)	0	5	150	5
			5630	Member Meals (Catering)	0	5	650	5
	3	Plan and implement F2F courses, webcasts, and online courses.					\$505,650	\$469,400
		85 in-person courses x 20p x \$224 (avg member price).	4200	Education Registration Revenue	380,800	4	358,400	4
		25 purchases x 4 new webcasts x \$89 (avg price).	4210	Education Registration Revenue	8,900	4	8,900	4
		25 purchases x 32 existing on-demand webcasts x \$109 (avg price).	4210	On-Demand Revenue	87,200	4	65,400	4
		25 purchases x 2 new online courses (Proj Mgt, Grants) x \$199.	4210	On-Demand Revenue	9,950	4	12,500	4
							6,000	4
		Course/Webcast Exams: 20 exams x 40.	4215	DAS Challenge Exams Revenue	800	4		4
		DAS Comprehensive Exam: 140 exams x \$100.	4215	DAS Challenge Exams Revenue	14,000	4	11,600	4
		DAS Online Practice Exam: 80 exams x \$50.	4215	DAS Challenge Exams Revenue	4,000	4	3,000	4
							3,600	4
		85 F2F course instructors x \$500 + 10 second instructors x \$500.	5380	Instructor Honoraria	47,500	5	40,000	5
		7 Pre-conference course instructors x \$500.	5380	Instructor Honoraria	3,500	5	4,500	5
		Consultant for Management Unconference in Austin.	5200	Consultant	3,000	5	1,440	5
		4 beverage breaks not covered in host negotiations @ \$200 each.	5290	Business Meals	800	5	1,200	5
		AV for 8 pre-conference courses.	5360	Audiovisual (\$610/room/day x 8 courses)	4,880	5	8,100	5
		Extra AV (mics) and supplies for Unconference.	5360	Audiovisual (Unconference)	200	5	3,420	5
		F&B for 8 pre-conference courses.	5290	Business Meals	3,600	5	86,600	5
		Instructor travel, lodging, meals @ avg \$866 x 95 instructors.	5610	Instructor Travel	46,770	5	320	5
			5620	Lodging	30,000	5		
			5630	Meal Allowance	5,500	5		
		Print and ship workbooks @ \$160/course x 2 courses.	5400	Printing & Duplicating	320	5		5
	4	Develop new and revise existing educational offerings and maintain online platforms.					\$0	\$0
							\$27,640	\$20,040
							7,140	5

**The Society of American Archivists
Program Planner
Fiscal Year 2020**

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

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY20 Budget		FY19 Budget		
					Line Amount	Activity Total	Line Amount	Activity Total	
		- BlueSky eLearn Path LMS	5226	Computer Support	7,140		5		
		- AdobeConnect.	5226	Computer Support	4,500		5	4,500	5
		- Webcast development fee (4 new webcasts x \$500).	5380	Honorarium (Webcast Development)	2,000		5	2,000	5
		- Mgt Track: Convert online courses (2 x \$1,500).	5200	Consultant (Instructional Designer)	3,000		5	4,000	5
		- Mgt Track: Convert F2F courses to online (2 x \$500).	5380	Honorarium (Instructor)	1,000		5	1,200	5
		- DAS Comprehensive Exam question manager.	5200	Consultant (DAS Comprehensive Exam)	1,000		5	1,000	5
		- DAS and A&D course development (4 F2F classes x \$1,000).	5380	Honorarium (DAS and A&D Development)	4,000		5	200	5
		- Revise/update copyright and privacy courses for online.	5380	Honorarium (Revise Copyright and Privacy)	5,000		5		
5	Marketing and promotion.					\$6,800		\$10,550	
		- Ad placement for courses, webcasts, and flash sales.	5285	Advertising & Marketing	1,000		5	1,000	5
		- DAS and A&D magnets for certificate holders.	5550	Promotional Items	50		5	50	5
		- Notecards.	5550	Promotional Items	50		5	500	5
		- LMS images.	5350	Graphic Design	500		5	200	5
		- Other printed marketing materials.	5285	Advertising & Marketing	200		5	8,750	5
		- Marketing Consultant (Education share of \$20,000 marketing effort).	5285	Advertising & Marketing	5,000		5		
6	Miscellaneous.					\$15,000		\$31,580	
		- PGI and MeetingOne conference call audio (\$100/m x 12).	5110	Telecommunications	1,200		5		5
		- Postage for DAS exams and certificates.	5310	Express Mail	1,000		5	1,200	5
		- Management Track Development Fund (consultants, honoraria).	5200	Consultants	10,000		5	1,000	5
		- In House ("boutique") training @ Emory, Harvard, etc.	4200	Education Registration Revenue	15,000		4	14,580	4
								17,000	4
7	General and Administrative Allocation		5XXX		\$281,685	\$281,685	5	270,058	\$270,058
8	IT Allocation		5XXX		\$20,080	\$20,080	5	14,965	\$14,965
				Total Income		\$520,650		\$500,980	
				Total Expenses		\$498,850		\$489,294	
				Gain / (Loss) From Operations		\$ 21,800		\$ 11,686	
				Net Operating Gain / (Loss)		\$ 21,800		\$ 11,686	

**Society of American Archivists
Council Meeting
May 20–22, 2019
Chicago, Illinois**

**FY20 Proposed Budget Narrative:
Career Services (Program 115)
(Prepared by Peter Carlson)**

The proposed FY 2020 budget projects a net gain for the Career Services program of \$48,716. This is \$2,982 (10.99%) greater than the FY 2019 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 0.06 FTEs or 0.53% of total salaries, taxes, and benefits. The cost of benefits is expected to increase by 12.48% during FY 2020. A 4% placeholder has been included in the salary budget for staff merit increases.

The proposed budget assumes the following:

- Revenues of \$85,000 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 \$2,535 for the Annual Meeting Career Center/Networking Café to cover staffing, signage, and a Mentoring Program coffee break.
- Increase of the historical level of revenue (\$3,250) from the online Directory of Archival Consultants due to increase in participation from SAA members resulting from decrease in price.

The Society of American Archivists
Income Statement
Fiscal 2020 Budget
Career Services

Revenues	Projected FY '19			FY '20 Budget v. FY '19 Budget		FY '20 Budget v. FY '19 Actuals		
	Fiscal '20	Fiscal '19	Actuals	\$ Difference	% Difference	\$ Difference	% Difference	
Dues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A	
Subscriptions & Advertising	85,000.00	77,195.25	86,832.81	7,804.75	10.11%	(1,832.81)	(2.11%)	
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	\$ 85,000	\$ 77,195	\$ 86,833	\$ 7,805	10.11%	\$ (1,833)	(2.11%)	
Expenses								
	Fiscal '20	Fiscal '19	Actuals	FY '20 Budget v. FY '19 Budget		FY '20 Budget v. FY '19 Actuals		
				\$ Difference	% Difference	\$ Difference	% Difference	
Personnel	\$ 6,360.85	\$ 5,455.34	\$ 5,611.52	\$ 905.51	16.60%	\$ 749.34	13.35%	
Office Occupancy & Utilities	625.10	543.70	512.85	81.40	14.97%	112.25	21.89%	
Services	27,426.82	25,300.47	28,623.50	2,126.35	8.40%	(1,196.67)	(4.18%)	
Supplies	34.22	30.00	0.20	4.23	14.09%	34.03	17449.73%	
Travel	1,475.00	1,914.00	812.13	(439.00)	N/A	662.87	81.62%	
Leases, Rentals & Licenses	66.92	58.66	59.58	8.26	14.09%	7.34	12.33%	
Taxes, Dues and Subscriptions	-	-	-	-	N/A	-	N/A	
Depreciation, COGS, and Other	-	-	-	-	N/A	-	N/A	
Total Expenses	\$ 35,989	\$ 33,302	\$ 35,620	\$ 2,687	8.07%	\$ 369.15	1.04%	
Gain / (Loss) from Operations	\$ 49,011	\$ 43,893	\$ 51,213	\$ 5,118	11.66%	\$ (2,202)	(4.30%)	
Transferred to Funds	-	-	-					
Net Gain / (Loss)	\$ 49,011	\$ 43,893	\$ 51,213					

The Society of American Archivists
Program Planner
Fiscal Year 2020

Program Name: Career Services
Program Number: 115

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY20 Budget		=FY 19 Data	
					Line Amount	Activity Total	Line Amount	Activity Total
	1	Online Career Center Job board outsourced to Boxwood Technologies				\$79,500		\$73,945
			4160	Advertising Revenue	79,500	\$26,075	4	73,945
		Boxwood revenue share	5200	Consulting Fees (30% revenue sharing)	22,895		5	21,406
		Boxwood service fee	5335	Processing Fees (~ 3.9%)	3,180		5	2,884
	2	Administer Career Center at Annual Meeting. Staff Networking Café and Career Center. (C Salgado @ 6d) (1p x \$365 air/ground + \$50/d x 6d per diem + \$115/d x 6d lodging) = \$690				\$2,235		\$2,514
			5600	Staff Travel	785		5	450
			5600	Staff Travel	690		5	1,464
		Career Center Resume Guide	5400	Signage for Networking Café / Career Center	385		5	350
		Administer Mentoring Program Meet-and-Greet.(In Membership	5290	F&B (coffee break for mentors/protégés)	0		5	250
	3	Online Consultants Directory Annual listing fee.				\$5,500		\$3,250
			4170	Directory Listings (~35 members)	5,500		4	3,250
	4	General and Administrative Cost Allocation	5XXX			7,166	5	6,157
	5	Computer Support Cost Allocation	5XXX			513	5	342
				Total Income		\$85,000		77,195
				Total Expenses		35,989		33,302
				Gain / (Loss) From Operations		\$49,011		43,893

**Society of American Archivists
Council Meeting
May 20–22, 2019
Chicago, Illinois**

**FY20 Proposed Budget Narrative:
General and Administrative (Program 100)
(Prepared by Peter Carlson)**

The projected net loss in this area for FY 2020 is \$525,197. This is \$40,065 (7.09%) less than the FY 2019 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 2.84 FTEs or 23.66% of total salaries, taxes, and benefits. The cost of benefits is expected to increase by 12.48% over the course of FY 2020. 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 decrease of 37.46% due to the completion of the Nimble AMS implementation. In the FY20 budget, some technical service and accounting consulting is budgeted to evaluate a new general ledger accounting and reporting system. (Activities 6.a. and 6.b.)
- We have increased the staff professional development/training budget by \$805 (10.46%). This includes an institutional membership in Association Forum of Chicagoland (\$2,700 for five staff members to access information, education, and networking events at a preferred membership rate) and \$5,800 to cover various registration and travel costs for other staff and other professional development opportunities. (Activities 1.b. and 1.c.)
- We rent 3,807 square feet for SAA's offices at a per-foot cost of \$26.50 per year (or approximately \$8,250 per month). We also rent two storage spaces at a monthly cost of \$335. We recently signed an amendment to our lease at 17 North State Street at approximately 20% below market for similar properties in Chicago. (Activity 2.d.)
- FY 2020 depreciation expenses are projected to increase by 13.5% compared with FY 2019. This depreciation figure includes depreciation resulting from PC upgrades. (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 2020, we estimate that this

will total \$40,545. This increase of \$598 (or 1.5%) results from the increased allocated costs necessary to support the Foundation's administration. (Activity 7)

The Society of American Archivists
Income Statement
Fiscal 2020 Budget
General & Administrative

Revenues	Projected FY '19			FY '20 Budget v. FY '19 Budget		FY '20 Budget v. FY '19 Actuals	
	Fiscal '20	Fiscal '19	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	24,712.00	16,408.00	26,941.63	8,304.00	50.61%	(2,229.63)	(8.28%)
Other	-	-	3,531.96	-	N/A	(3,531.96)	(100.00%)
Total Revenues	\$ 24,712.00	\$ 16,408.00	\$ 30,473.59	\$ 8,304.00	50.61%	\$ (5,761.59)	(18.91%)
Expenses			Projected FY '19	FY '20 Budget v. FY '19 Budget		FY '20 Budget v. FY '19 Actuals	
	Fiscal '20	Fiscal '19	Actuals	\$ Difference	% Difference	\$ Difference	% Difference
Personnel	\$ 281,624	\$ 303,378	\$ 295,444	\$ (21,754.45)	(7.17%)	\$ (13,820.33)	(4.68%)
Office Occupancy & Utilities	\$ 28,029	\$ 30,403	\$ 28,523	(2,374.48)	(7.81%)	(494.29)	(1.73%)
Services	\$ 144,130	\$ 155,397	\$ 157,188	(11,267.05)	(7.25%)	(13,058.29)	(8.31%)
Supplies	\$ 2,532	\$ 2,757	\$ 15,953	(224.41)	(8.14%)	(13,421.03)	(84.13%)
Travel	\$ 14,260	\$ 15,739	\$ 15,781	(1,479.00)	(9.40%)	(1,520.63)	(9.64%)
Leases, Rentals & Licenses	\$ 4,343	\$ 4,599	\$ 3,201	(256.00)	(5.57%)	1,141.63	35.66%
Taxes, Dues and Subscriptions	\$ 8,950	\$ 8,950	\$ 11,661	-	0.00%	(2,710.96)	(23.25%)
Depreciation, COGS, and Other	\$ 63,685	\$ 60,447	\$ 61,933	3,238.50	5.36%	1,752.32	2.83%
Total Expenses	\$ 547,553	\$ 581,670	\$ 589,684	\$ (34,116.89)	(5.87%)	\$ (42,131.59)	(7.14%)
Gain / (Loss) from Operations	\$ (522,841)	\$ (565,262)	\$ (559,211)	\$ 42,421	(7.50%)	\$ 36,370	(6.50%)
Transferred to Funds	-	-	-				
Net Gain / (Loss)	\$ (522,841)	\$ (565,262)	\$ (559,211)				

**The Society of American Archivists
Program Planner
Fiscal Year 2020**

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

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY20 Budget	
					Line Amount	Activity Total
	1	Staff an effective and efficient headquarters office.				\$291,478
		a. Personnel	5000	Salaries & Wages	225,437	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
			5010	Insurance Coverage	20,226	5
			5020	Employer Payroll Taxes	18,712	5
			5030	Retirement Benefit	19,049	5
			5040	Bonuses		5
		Association Media & Publishing Membership \$810 <i>ASAE Membership</i> <i>LinkedIn.com membership (\$360/year for AR and TC) \$720</i> <i>AFC Staff Membership \$2,700</i>	5640	Staff Professional Development	8,500	5
		d. Business meals and local transportation - Staff Acknowledgments (included in monthly amount)	5290	Various Occasions and Meetings @ \$225/m (G&A share)	1,134	5
		e. Local transportation for various meetings.	5295	Local Transportation and parking fees	220	5
	2	Overhead costs of SAA headquarters office.				\$77,828
		a. Electricity	5120	Electricity: Avg of \$355/m (G&A share)	709	5
		b. Postage	5300	Postage: Avg of \$710/m (G&A share)	2,016	5
			5310	Express Mail Services: Avg of \$97/m	1,165	5
		c. Insurance - Workers Compensation - Commercial Umbrella Package - Professional Liability - Director's and Officer's	5260	Insurance (combined @ approx \$450/m)	5,406	5

**The Society of American Archivists
Program Planner
Fiscal Year 2020**

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

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY20 Budget	
					Line Amount	Activity Total
		d. Rent	5100	7/18 - 1/18: \$8,959 x 7m	25,617	5
		- Current 10-year lease expires 3/31/25.		2/19 - 6/19: \$9,117 x 5m (G&A share)		
		- Includes storage space rental	5XXX	Services & Supplies	2,500	5
			5500	Office Supplies: Avg \$540/m @ 23.66%	1,532	5
		e. Supplies	5570	Miscellaneous Supplies		5
		f. Telephone	5110	Telephone/Internet: \$7,200 annually @ 23.66%	1,703	5
		g. Printing and duplication	5400	Check Printing (2 @ \$125)	250	5
			5400	Monthly Printing (~\$130/m -- G&A share)	369	5
		h. Equipment and depreciation	5250	Maintenance and Repairs		5
			5700	Equipment Lease, Site Licenses	4,343	5
		- Phone System: Avg \$644/m				
		- Copier / Scanner / Fax / Printer: Avg \$469/m				
		- Accounting Software License: \$1,346				
		- Pitney Bowes: Avg \$230/qtr				
		Depreciation: \$1,939/m	5900	Equipment Depreciation	23,267	5
		i. Tax payments (property tax included in rent)	5800	Taxes (UBIT)	8,950	5
3	Use outsource services as needed.					\$93,855
	a. Accounting		5240	Payroll Processing (\$273/mo + 150)	3,280	5
	- Includes consultant to assist in analysis of new/ upgraded accounting and payables management system.		5210	Audit and Tax Preparation	26,950	5
			5200	Consultant	5,450	5
	b. Bank charges		5230	Investment Fees (Merrill Lynch and Bank of America)	240	5
	c. Merchant service costs, including Int'l Bancard and Authorize.net		5236	Credit Card Processing Fees: Avg \$4,500/m	53,975	5
	c. Legal services (general)		5280	Legal Services (\$1,250/qtr)	3,000	5
	d. 1099 software and processing		5335	Renewal of 1099 Software License	400	5
	e. Document disposal		5480	Miscellaneous Services	560	5

**The Society of American Archivists
Program Planner
Fiscal Year 2020**

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

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY20 Budget		
					Line Amount	Activity Total	
	4	Miscellaneous Income - Return on Merrill Lynch Operations Account	4700	Interest / Dividends (Based upon ML Bond income estimate)	24,712	\$24,712	4
	5	Provide Staff Support at 2019 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 (Staff rate \$115 * 26 person-nights) - Meal Allowance @ \$45/d x 6d x 2p + \$45/d x 7d x 2p = \$1,170	1,600 2,990 1,170	\$5,760	5 5 5 5
	6	Information Technology Expenses a. Hardware, software, hosting, programming support. - Commonplaces @ \$4,200 - Impact Solutions @ \$1,460 - General Support AZBS@ \$38,000 - Higher Logic @ \$9,000 - NimbleAMS @ \$33,000 b. Data Integration for New (TBD) AMS system. - Data extraction and cleaning - Project management and business process configuration d. General office supplies for technology support - Replacement of keyboards, mice, web-cameras, headsets, etc	5226 5200 5280 5500	Computer Support Consulting Service (Great Plains configuration and report writing) Legal Review (included in Activity 3.c.) Supplies	22,715 10,000 1,000	\$38,215	5 5 5 5
	7	Administrative support of SAA Foundation.	5915	In-kind Donations from SAA to SAA Foundation	40,418	\$40,418	5
				Total Income		\$24,712	
				Total Expenses		\$547,553	
				Gain / (Loss) From Operations		(\$522,841)	

**Society of American Archivists
Council Meeting
May 20–22, 2019
Chicago, Illinois**

**FY20 Proposed Budget Narrative:
Advocacy (Program 107)
(Prepared by Nancy Beaumont)**

The proposed FY 2020 budget projects a net loss of \$165,327 in this program area. This is \$12,598 less than the FY 2019 budgeted net loss of \$177,925.

Effort of all staff members is allocated across the budget based on management estimates. Personnel costs reflect 0.93 FTEs or 7.76% of total salaries, taxes, and benefits (compared with 0.91 FTEs or 7.61% in FY19). We expect the cost of benefits to increase by 12.48% over the course of FY 2020. A 4% placeholder has been included in the salary budget for staff merit increases.

Relation of this program to Strategic Plan: This budget 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 members will continue implementation of work plan activities approved by the Council as well as those outlined in the Strategic Plan. High-priority activities associated with building public relations competencies among members (primarily via small-cohort media training in Chicago) are reflected in Activity 1.b. (\$20,425), and the successful story-telling session at the 2018 Joint Annual Meeting will be reprised in 2019 with professional assistance from a Moth Radio Hour alumnus. (Activity 1.d., \$2,650). We plan also to issue one or more feature releases based on SAA's new consumer book, *Creating Family Archives*. (Activity 1.c.)
- No mid-year meeting of the Committee on Public Policy. Instead, COPP members will focus on the work plan developed at its in-person meeting in March 2019 and on executing the Legislative Action Plan approved by the Council in May 2019. Activities to that end include providing a day of training at the 2019 Joint Annual Meeting on how to conduct local/district advocacy visits, with follow-up instruction via a series of three webcasts. (Activities 2.a. and 2.b., \$1,900)
- Member (x 2 meetings) and staff (x 1 meeting) representation during the year, presumably in Washington, D.C., directed to SAA's advocacy priorities. This activity

may include travel by COPP members or others to attend the National Humanities Alliance's Advocacy Day (or other events) and travel by Intellectual Property Working Group members to advocate on copyright issues. (Activity 2.d.) (\$6,385)

- The desirability of continued support for the National Coalition for History, but at a slightly reduced level from FY19 (i.e., \$10,000 vs \$12,000) to enhance SAA's advocacy representation and guarantee a seat on the NCH Policy Board. (Activity 2.e.)
- Member travel to one meeting of coalition partners (e.g., Issues and Awareness Joint Working Group with CoSA and NAGARA). (Activity 2.e., \$845)
- Funding for SAA representatives to attend: two WIPO/SCCR meetings (a regional meeting in the Dominican Republic in July 2019 and a general meeting in Geneva in December 2019), and the ICA/SPA meeting (location TBD, April 2019). Note removal of attendance at the International Council on Archives Annual Conference (Adelaide, Australia, October 2019) due to budget cuts. The costs of the ICA and ICA/SPA meetings are shared at 50% with the Academy of Certified Archivists. (Activity 3.a., \$7,370)
- Funding to support local, state, or regional organizations via exhibiting, sponsorship or advertising in their conference materials, as well as member travel to one local, state, or regional meeting. (Activity 3.b., \$2,730)

The Society of American Archivists
Income Statement
Fiscal 2020 Budget
Advocacy and Public Awareness

Revenues	Projected FY '19			FY '20 Budget v. FY '19 Budget		FY '20 Budget v. FY '19 Actuals	
	Fiscal '20	Fiscal '19	Actuals	\$ Difference	% Difference	\$ Difference	% Difference
Dues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Subscriptions & Advertising	-	-	-	-	N/A	-	N/A
Workshops	-	-	-	-	N/A	-	N/A
Annual Meeting	-	-	-	-	N/A	-	N/A
Publications	-	-	-	-	N/A	-	N/A
Contributions	-	-	-	-	N/A	-	N/A
Investments	-	-	-	-	N/A	-	N/A
Other	-	-	-	-	N/A	-	N/A
Total Revenues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Expenses	Projected FY '19			FY '20 Budget v. FY '19 Budget		FY '20 Budget v. FY '19 Actuals	
	Fiscal '20	Fiscal '19	Actuals	\$ Difference	% Difference	\$ Difference	% Difference
Personnel	\$ 93,478.92	\$ 89,759.10	\$ 83,388.33	\$ 3,719.82	4.14%	\$ 10,090.59	12.10%
Office Occupancy & Utilities	9,241.94	8,934.33	8,054.78	307.60	3.44%	1,187.16	14.74%
Services	30,276.94	32,921.08	22,019.61	(2,644.14)	(8.03%)	8,257.33	37.50%
Supplies	505.12	492.42	482.48	12.70	2.58%	22.64	4.69%
Travel	20,655.00	31,505.00	13,380.71	(10,850.00)	(34.44%)	7,274.30	54.36%
Leases, Rentals & Licenses	987.80	2,312.88	901.52	(1,325.08)	(57.29%)	86.29	9.57%
Taxes, Dues and Subscriptions	10,000.00	12,000.00	18,000.00	(2,000.00)	(16.67%)	(8,000.00)	(44.44%)
Depreciation, COGS, and Other	-	-	-	-	N/A	-	N/A
Total Expenses	\$ 165,146	\$ 177,925	\$ 146,227	\$ (12,779.10)	(7.18%)	\$ 18,918.31	12.94%
Gain / (Loss) from Operations	\$ (165,146)	\$ (177,925)	\$ (146,227)	\$ 12,779.10	(7.18%)	\$ (18,918.31)	12.94%
Transferred to Funds	-	-	-				
Net Gain / (Loss)	\$ (165,146)	\$ (177,925)	\$ (146,227)				

**The Society of American Archivists
Program Planner
Fiscal Year 2020**

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

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY20 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.				23,075
		a. Based on COPA workplan, implement ongoing publicity and media plan (including feature releases) and sponsor public awareness campaigns (including AAM).	5200 5350 5400	Consultant (Public Awareness) Design/Photography/Production Printing	0 0 0	5 5 5
		b. Promote public relations competencies among archivists via mid-year media training (x 5p), online videos, web resources, and materials for distribution via periodicals and conferences; incorporate PA goals into SAA website.	5200 5200 5290 5610 5620 5630	Consultant / Trainer (Media Training) Consultant (Public Awareness) F&B Member Travel / Airfare (5p x \$365 airfare/ground) = \$1,825 Member Travel / Lodging (5p x \$180 x 2d lodging) = \$1,800 Member Travel / F&B (5p x \$100 x 2d) = \$1,000	10,000 3,000 200 1,825 1,800 1,000	5 5 5 5 5 5
		c. Issue feature releases based on "Creating Family Archives" book by Margot Note, published by SAA.	5350 5226	Design/Photography/Production Web Events (x 2)	2,000 600	5 5
		d. Conduct story-telling event at 2019 JAM (cash bar).	5290 5360 5200	F&B (Bartender) AV (Portable Microphone) Consultant (from Moth Radio Hour, honorarium + expenses)	250 400 2,000	5 5 5
1.2	2	Educate and influence decision makers about the importance of archives and archivists.				19,130
		a. At the 2019 Joint Annual Meeting in Austin, provide a day of training on how to conduct local/district visits. (Instructors are COPP members.) Capture training in series of webcasts. (Subsidized fee to offset breaks, comp registration for instructors.)	5226	Web Events (x 3)	900	5
		b. Determine members' resource needs and develop and disseminate practical resources to aid them in advocating for archives.	5350	Design/Photography/Production	1,000	5
		c. Implement COPP work plan, 2019-2022.		Expenses incorporated into Activities 2.b., 2.d, 2.f., and 3.b.	0	
		Conduct mid-year meeting of Committee on Public Policy	5610	Member Travel (8p x \$350 [avg] airfare/ground) = \$2,800		5

**The Society of American Archivists
Program Planner
Fiscal Year 2020**

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

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY20 Budget		
					Line Amount	Activity Total	
		to support work on Strategies 1.2. and 1.4.	5620	Member Lodging (8p x \$190 x 2d lodging) = \$3,040			5
			5630	Member Per Diem (8p x \$45 x 1d per diem) = \$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			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			5
			5290	(10p x 2 dinners x \$25) = \$500			5
			5300	Room Rental (SAA HQ)			5
		d. Fund travel by SAA representatives to Washington, DC, for Hill visits and other meetings and briefings as needed.	5600	Staff Travel (1p x \$365 airfare/ground x 1m) = \$365	365		5
			5600	Staff Travel (1p x \$175 x 2d lodging x 1m) = \$350	350		5
		- IPWG on copyright/intellectual property issues.	5600	Staff Travel (1p x \$45 x 2d per diem x 1m) = \$90	90		5
		- Various on federal funding issues outlined in Legislative Agenda.	5610	Member Travel (3p x \$400 airfare/ground x 2m) = \$2,400	2,400		5
		- Potential attendance at National Humanities Day	5620	Member Lodging (3p x \$200 x 2d lodging x 2m) = \$2,400	2,400		5
			5630	Member Per Diem (3p x \$65 x 2d x 2m) = \$780	780		5
		e. Provide support to the National Coalition for History.	5820	NCH Membership Dues	10,000		5
		f. Participate in meetings with coalition partners (eg, Joint Working Group on Issues and Awareness with CoSA/NAGARA/RAAC).	5610	Member Travel (1p x \$365 airfare/ground x 1m) = \$365	365		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
1.1	3	Provide funding for SAA representation at meetings of various organizations.					10,100
1.2							
1.3							
3.1		a. National and international organizations:					
		- World Intellectual Property Organization/SCCR t (Geneva, Switzerland, October 2019)	5610	Member Travel (1p x \$1500 airfare/ground x 1m) = \$1,500	1,500		5
			5620	Member Lodging (1p x \$130 x 12n lodging x 1m) = \$1,560	1,560		5
			5630	Member Per Diem (1p x \$60 x 12d per diem x 1m) = \$720	720		5
NEW		- WIPO/SCCR Regional Meeting (Dominican Republic, July 2019)	5610	Member Travel (1p x \$1,050 airfare/ground) = \$1,050	1050		5
			5620	Member Lodging (1p x \$160 x 4n) = \$640	640		5
			5630	Member Per Diem(1p x \$60 x 5d) = \$300	300		5
		- International Council on Archives Annual Conference (Adelaide, Australia, October 2019) (Cost shared 50% with ACA)	5610	Member Travel (1p x \$1,000 airfare/ground) x .50 = \$500	0		5
			5620	Member Lodging (1p x \$225 x 5d lodging) x .50 = \$560	0		5
			5630	Member Per Diem (1p x \$100 per diem x 5d) x .50 = \$250	0		5
			5640	Early-Bird Registration @ \$900 x .50 = \$450	0		5

**The Society of American Archivists
Program Planner
Fiscal Year 2020**

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

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY20 Budget		
					Line Amount	Activity Total	
		- ICA Section on Professional Associations (SPA) (Location TBD, April/May 2020) (Cost shared 50% with ACA)	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. National, regional, and local organizations (eg, ATALM, CIMA, MAC, MARAC, NEA, SCA, SSA.	5640	Registration/Exhibit Fees (ATALM, October 2020)	750		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		105,374	105,374	5
	6	Computer Support Cost Allocation	5XXX		7,467	7,467	5
				Total Income			\$0
				Total Expenses			\$165,146
				Net Gain / (Loss)			(\$165,146)

**Society of American Archivists
Council Meeting
May 20–22, 2019
Chicago, Illinois**

**FY20 Proposed Budget Narrative:
Governance (Program 108)
(Prepared by Nancy Beaumont)**

The FY 2020 Governance budget projects a net loss of \$143,325. This is \$143 more than the FY 2019 budgeted net loss.

Effort of all staff members is allocated across the budget based on management estimates. Personnel costs reflect 0.70 FTEs or 5.81% of total salaries, taxes, and benefits. (This is an increase from FY19, when the costs reflected 0.56 FTEs and 4.65% of total salaries, taxes, and benefits. This change reflects an increase in staff support for sections and appointed groups. We expect the cost of benefits to increase by 12.48% over the course of FY 2020. A 4% placeholder has been included in the salary budget for staff merit increases.

The proposed budget assumes the following:

- Funding for one hotel night for each 2018-2019 Council member (except the President, who receives a complimentary suite per the hotel contract) and each of the three newly elected Council members to attend the August 1 Council meeting. This creates a “pool” of funding from which we are able to support Council members who may not have full funding from their employers. (Activity 1.a., \$7,905)
- An early fall meeting of the Council will be held in Chicago, with a half day on Monday, a full day on Tuesday, and a half day on Wednesday (and thus two hotel nights). The primary purpose of the meeting will be to provide good orientation, to get to know each other as a group, and to address two to three internal and/or external “mega” issues, with an eye toward conducting periodic virtual meetings of the Council for the remainder of the fiscal year. (That is, we have recommended cutting the May face-to-face meeting of the Council in favor of a virtual meeting, both to serve as a model for other groups and to test the feasibility of this option.) (Activities 1.b. and 1.c.)
- Not included in this proposed budget is funding for an appointed group (TBD) to meet during the year. Instead we have included \$800 for four virtual meetings conducted via Adobe Connect and conference call support for sections and appointed groups. (Activities 2.a., 2.b., and 2.c., \$2,000)

- 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, \$3,895)
- Continued funding for SAA’s membership in the International Council on Archives (\$740) and the National Information Standards Organization NISO (\$2,810). (Activity 4)
- No funding in FY20 for the Vice President/President-Elect, executive director, and governance manager to attend the ASAE CEO Symposium as a team in Chicago. In 2019, Rachel Vagts (incoming VP), Amy Fitch (Treasurer), and Felicia and Nancy attended the CEO Symposium. (Activity 5)
- Funding for AV support for all sections at *ARCHIVES*RECORDS 2019*. All sections will meet on Saturday of the annual conference, requiring 10 rooms at \$700 per room. (Activity 6.a., \$7,000).
- Continuation of a pilot test of funding for section activities (\$250/section). The budget assumes that all 45 sections will participate at the \$250 level. (Activity 6.b., \$11,250)
- SAA received “Component Group Funding” requests from six groups for consideration in this budget cycle. (Activity 6.c.) All requests are appended to this narrative document and summarized below. The Finance Committee discussed these funding requests during its May 1 and 2 conference calls and provides comments below for the Council’s consideration. The current draft budget assumes concurrence with the Finance Committee recommendations.

1. **Human Rights Archives Section** (Appendix A): Funding for a four-webcast series on “Rights and Records,” a “free, remote, and section driven set of online live videos [that] looks to highlight new and ongoing initiatives and research on Human Rights issues and records and their presence in various archival settings and situations.”

Amount requested: \$5,000.

Amount recommended by the Finance Committee: None.

Finance Committee comments: Although this appears to be a worthy project, the proposal is unclear about both the proposed programs and the funding required (eg, the numbers don’t add up). In addition, majority of proposed expenses are for webcast speakers.

2. **Independent Archivists Section** (Appendix B): Funding to pay seminar leaders for a series of webinars and information exchanges on “Independent-contractor specific programming” (eg, how to set up a business, insurance and liability issues, accounting and taxes, ethics and best practices, and other business concerns).

Amount requested: \$2,000.

Amount recommended by the Finance Committee: None.

Finance Committee comments: The proposal is unclear and incomplete. Majority of expenses are for webcast speakers. Not yet ready for funding.

3. **International Archival Affairs Section and Latin American and Caribbean Cultural Heritage Archives Section** (Appendix C): Funding to support attendance by two speakers in the

2019 Annual Meeting education session (407) entitled “[Transnational Archives: A Special Focus Session on Borderlands Archive Cartography](#).” Fernandez and Alvarez, both of whom are at the University of Houston, “created the project to make the history of border communities visible, and confront the current discourse about the US-Mexican border, which continues to generalize, stereotype and make invisible the history of the communities along the US-Mexico border.”

Amount requested: \$460 for one hotel night for two persons. IAAS and LACCHA intend to combine their \$250 section funding allocations to support an additional hotel night for each of the speakers.

Amount recommended by the Finance Committee: \$460.

Finance Committee comments: The proposal fits nicely with SAA’s education and DEI goals and demonstrates clear value for a small cost.

4. [Reference, Access, and Outreach Section](#) (Appendix D): Funding to cover the cost of supplies and shipping for the annual Teaching with Primary Sources (TPS) Unconference held in conjunction with the Annual Meeting.

Amount requested: \$350.

Amount recommended by the Finance Committee: \$100 (with the suggestion that RAO use its \$250 section allocation for the remainder of the expenses).

Finance Committee comments: RAO’s TPS unconference is well-attended and adds value to the annual meeting. The proposed expenditure is nominal and appropriately transfers this expense from the volunteers who have been covering it.

5. [Technical Subcommittee on Encoded Archival Standards](#) (Appendix E): Funding to support a portion of the travel expenses associated with a March 2020 meeting of the technical subcommittee in Berlin, Germany, to work on “Phase 2” revisions of the EAC-CPF standard.

Amount requested: \$6,000.

Amount recommended by the Finance Committee: None.

Finance Committee comments: Although it is clear that the work of the TS-EAS is important, the Finance Committee believes that the subcommittee can complete its work via virtual meetings—as are a number of groups in FY20, given SAA’s very tight budget. In addition, the budget request was received after the March 1 deadline.

6. [Tragedy Response Initiative Task Force](#) (Appendix F): Funding to support a “Tragedy Response Volunteer Force Planning Think Tank,” including a meeting held in conjunction with the Joint Annual Meeting in Austin and a second follow-up meeting in Chicago in the Fall of 2019.

Amount requested: \$25,000.

Amount recommended by the Finance Committee: \$6,430.

Finance Committee comments: The Task Force has given a great deal of thought to this proposal but, given that the Council has not yet received a report from the group, the plans for two “think tank” sessions may be premature. The Finance Committee recommends that the session held in conjunction with the Annual Meeting (for \$6,430) will advance the work of the Task Force and demonstrate to the Council whether a second session is advisable/necessary. The Council may then decide to provide additional funding in FY20 if this work is deemed to be a strategic and financial priority.

Staff Note: The draft budget does not include full funding of all the requests outlined in the Appendixes; only those recommended by the Finance Committee (above) are included in this draft. If the Council were to approve all funding requests, the impact on the budget would be an additional \$31,570 in expenses.

**Society of American Archivists
Component Group Funding Request
Fiscal Year 2020
(July 1, 2019 – June 30, 2020)
Deadline: March 1, 2019**

**Human Rights Archives Section: Funding to Support
Rights and Records Webinar Series**

**Prepared by: Itza A. Carbajal
Submitted: February 28, 2019**

The Human Rights Archives section requests that funding [\$5,000] be included in SAA's FY 2020 budget to support the Rights and Records webinar series.

BACKGROUND

After almost 10 years of conversations and relationship building focused on Human Rights issues and the role of archives and archivists within these issues, the Human Rights Archives (HRA) Section steering committee seeks new ways to engage and promote these increasingly relevant topics for both current and new audiences. As a relatively new section in SAA with a seemingly narrow scope, the HRA has for years struggled to reach a wider audience beyond those already working on human rights related archival issues. The proposed "Rights and Records" webinar series, a free, remote, and section driven set of online live videos, looks to highlight new and ongoing initiatives and research on Human Rights issues and records and their presence in various archival settings and situations. These webinars each a collaboration between the HRA section and various other sections including the Native American Archives, Latin American and Caribbean Cultural Heritage Archives, and the Students and New Archives Professionals will function as a dynamic and interactive online dialogue between prominent speakers on topics such as Human Rights documentation practices, use of records, and various approaches or barriers to the preservation and long-term access of these created materials.

As the Human Rights Archives section strives to increase awareness of human rights archives and practices, we recognize a need for a concurrent focus on supporting and creating opportunities for learning and growth on these issues for a variety of archivists and archival fields especially given the current SAA strategic goals. Webinars provide a way for those looking to learn and get involved in the advancement of Human Rights and the preservation of these documentarian records. These curated and recorded discussions can be used and reused as resources for the continued discussion on how Human Rights archives and records can be found in a variety of formats and repositories and how archivists regardless of collection scope can

engage. By using a webinar approach, the HRA and collaborating sections can provide affordable, accessible, and collaborative opportunities that incorporate international and national archival scholars and practitioners and their groundbreaking research and work. Webinars, we believe, are able to better reach a wider audience of archivists, archival students, scholars, and potential archival users not bound to a space or one time event. Webinars are also attractive as they can be recorded for later viewing or distribution, which the collaborating sections hoping to utilize the recordings for future learning initiatives. Collaboration among sections also provides an excellent approach for cross-pollination and community building across areas of interests and work. These foci on partnerships and emphasis on learning not only align with the 2018-2020 SAA Strategic Goals of professional growth and advancing the field, but also foster experimentation across the association and other fields as well provide excellent services to SAA member.

If granted funding, the webinar series would launch in the summer of 2019 with four webinars scheduled roughly 3 months apart. The following general topics will be covered: potential pitfalls of unpaid internships in archives as exploitative labor, right to recover, preserve, and access disbursed Native American Boarding School records, rights to remembering diverse cultural and historic memories such as Black history in Latin America, and the significance of preserving digital video recordings from citizen journalists or human rights observers. Upon completion of the 2019-2020 webinar series, the collaborating sections would then like to provide long term access to the recordings as well as expand accessibility to new audiences with an emphasis on non-English speaking populations. These costs would not be covered in this grant cycle, but may be a future initiative of the sections.

DISCUSSION

Since 2010 the Human Rights Archives section has functioned as a communication platform between the Society of American Archivists members and the public including archivists, human rights advocates, scholars, government officials, and non-governmental organization workers. Communication efforts have included initiatives such as a newsletter and an open listserv for sharing commentary, news, articles, and resources. In order to continue building a community dedicated to the discussion of Human Rights issues and the role of archives and archivists within these issues, the current Steering Committee aims to grow the HRA membership and expand perspectives of human rights archival work and records.

The proposed webinar series, a first for the HRA section, affirms our section's own goal of fostering rich, relevant, and meaningful conversations on the role and responsibility of archivists working towards the adoption of ethical and moral practices. As a learning opportunity, these webinars aim to attract audience members from the following populations: archivists working with sensitive materials especially those documenting period of turmoil, conflict, or forced change, archivists seeking to reimagine uses for their collections, as well as archivists, educators, and students seeking to learn more about preservation, usage, access considerations, and challenges of human rights related records. Another unique aspect of the proposed project focuses on the collaboration between SAA sections. These collaborations aim to enhance the quality of the webinar content as well expand perceptions on the diverse impact Human Rights records have on multiple archival settings and repositories beyond a strictly Human Rights

Archives context. Additionally by collaborating the HRA section believes the webinar series will attract audiences from various sectors, groups, and populations.

The proposed project also centers collaboration between the HRA section and other SAA sections including the Native American Archives, Latin American and Caribbean Cultural Heritage Archives, and the Students and New Archives Professionals sections. These collaborations specifically aim to enhance the quality of the webinar content as well expand perceptions on the diverse impact Human Rights records have on multiple archival settings and repositories beyond the HRA section and its membership. Additionally by collaborating the HRA section believes the webinar series will attract audiences from various sectors, groups, and populations. Identified topics include Native American boarding schools' records and efforts around identifying and providing access to them, best practices around student labor in archival institutions, refugee records and citizen journalist audiovisual records.

Latin American & Caribbean Cultural Heritage Archives Section no with over 10 webinars under their belt looks forward to sharing and collaborating with other SAA sections on this exciting new webinar series. Started in 2015 the Desmantelando Fronteras LACCHA sponsored webinar series has provided a way for archival professionals across the Americas to communicate and foster dialogue over a variety of issues and topics. This new series on records, human rights, and the protection of community's well-being neatly aligns with our section goals and will provide additional insights into archival practice and perspectives. By working with a variety of sections and their membership, LACCHA anticipates being able to both share learned skills as well as gain new approaches.

The Students and New Professionals (SNAP) Section hopes to partner with the Human Rights Archives Section to host a webinar on creating equitable internships. A webinar on creating equitable internships ties into SNAP's current goal on advocating for paid and fair internships for students. The webinar plans on bringing in a series of speakers to discuss how they have formed internships that meet federal regulations while bridging the gap between archival education and hands-on experience. Internships serve as a vital component for bringing new archivists into the profession. In an effort to provide growth, inclusivity, and wellbeing to student archivists hold a responsibility to create fair internship programs. The webinar hopes to serve as a resource for archivists creating internships for the first time to those looking to revamp their current program.

The Native American Archives Section (NAAS) as a forum to educate archivists on the complexities and beauty of Native American archives of the Western Hemisphere, also wishes to experiment with webinars in hopes of continue the method for other NAAS topics of interests. For this series, NAAS looks to highlight practices that center culturally responsible care and use of Native American archival materials, particularly materials that are housed in non-tribal institutions, is one of the section's primary goals. The NAAS also seeks to help archivists and Native communities build relationships based on mutual trust and respect. The HRA section's planned webinar on Native American boarding school records relates directly to NAAS's goals. By raising awareness of efforts to identify and provide appropriate access to boarding school records--which are often scattered throughout multiple public and private archives and subject to different access policies--this webinar will demonstrate to section members how they can collaborate with Native communities to address historical trauma documented and perpetuated in

their records. The webinar will also help section members begin to frame issues related to Native American archives more broadly as human rights issues.

Collaborating sections hope these webinars will support the continued growth and development of archivists and the archival field at large. In particular the webinars provide a way for those looking to learn and get involved in the advancement of Human Rights and the preservation of these documentarian records. These curated and recorded discussions can be used and reused as resources for the continued discussion on how Human Rights archives and records can be found in a variety of formats and repositories and how archivists regardless of collection scope can engage. Lastly while not all the speakers will be archivists, webinar speakers will also shed a light on the use and application of human rights recordkeeping, the archival profession, its practice in relation to the protection of Human Rights, and the various practitioners involved. By funding this project, the Society of American Archivists can catapult new dialogue around the potential impact of archives, archivists, and the profession on the defense of human rights, well being of people and their communities, and the betterment earth and society.

The attached budget outlines costs associated with the webinar series as well as in-kind contributions. Primary costs includes speaker honorariums for a maximum of two speakers per webinar to compensate for preparation work and speaking time. Upon completion of the webinar series, collaborating sections would like to purchase transcription and caption services for the videos in order to increase access for the deaf and hard of hearing. In the future, the section will utilize the transcription files to acquire translation services in order to expand the audience reach beyond just English speaking populations. This increased access through language would also allow for collaboration and outreach beyond SAA sections with international groups such as International Council on Archives, Asociación Latinoamericana de Archivos, South African Society of Archivists, and Association of Tribal Archives, Libraries, and Museums. Lastly while not reflected in the budget, the HRA section also looks to preserve recorded webinar content either through short term access sites such as Vimeo and potentially in long term preservation storage.

BUDGET

See below.

PROPOSED BUDGET - PROJECT EXPENSES				
EXPENSES	CORE REQUEST AMOUNT	IN-KIND MATCH	TOTAL	DESCRIPTION
Administrative Fees	\$0.00	\$180.00		Post grant administration work priced at \$30/hr for 6 hours for 1 person
Speaker Fees	\$3,000.00	\$0.00		webinar. \$100/hr x3hrs for a total of \$300 per speaker.
Telecommunications Services	\$0.00	\$6,297.00		that includes webinar capabilities for a max of 100 people per session
Supplies and Materials	\$0.00	\$200.00		mailed checks.
Accessibility services	\$1,000.00	\$0.00		estimated costs \$250/per video 4x videos
Equipment	\$400.00	\$0.00		videoconferencing equipment such as microphones, headset, or camera
Moderator stipend	\$0.00	\$600.00		\$150 per speaker. Identified speakers are from the collaborating section steering committees
Marketing and Promotion	\$600.00	\$0.00		Includes graphic design work valued at \$25/hr for 8 hours
Other		\$0.00		
TOTAL	\$5,000.00	\$7,277.00	\$12,277.00	

FUNDING REQUEST

The Human Rights Archives section requests that funding in the amount of [\$5,000] be included in SAA's FY 2020 budget to support a Rights and Records Webinar Series.

Support Statement: The Human Rights Archives section in collaboration Native American Archives, Latin American and Caribbean Cultural Heritage Archives, and the Students and New Archives Professionals sections proposes to host a new and compelling webinar series titled Rights and Records. If awarded funding, the collaborating sections will host four webinars each covering unique topics related to human rights recordkeeping, memory retrieval, and ethical work practices.

Relation to SAA Strategic Plan: This project addresses the following saa strategic goals including enhancing professional growth of archivists both working within or outside Human Rights collections, promoting the value of Human Rights archives and archivists to internal and external communities, and society at large, delivering outstanding service and educational content, disseminating latest research and best practices, as well as participate in active and equal collaborations.

Fiscal Impact: \$5,000

- \$3,000 covers 2 hrs prep time and 1 hr for webinar for a max of 8 speakers, 2 speakers for each webinar. \$100/hr x3hrs for a total of \$300 per speaker.
- \$1,000 covers transcription, review, and synchronizing for 90 minutes of video per webinar. Total estimated costs \$250/per video 4x videos
- \$400 covers the purchase of (8) \$50 gift cards that can be used to purchase a high quality videoconferencing equipment such as microphones, headset, or camera
- \$600 covers costs for online promotions that uses an average of .28 CPC (cost per click) for both Facebook and Twitter platforms. Includes graphic designer work valued at \$25/hr for 8 hours

**Society of American Archivists
Component Group Funding Request
Fiscal Year 2020
(July 1, 2019 – June 30, 2020)
Deadline: March 1, 2019**

**Independent Archivists Section: Funding to Support
Webinar Series**

**Prepared by: MG, KB
Submitted: February 27, 2019**

The Independent Archivist Section requests that funding be included in SAA's FY 2020 budget to support Independent-contractor specific programing.

BACKGROUND [Should not exceed 3 paragraphs.]

Describe origin of project or program for which you are seeking funding from SAA.

- Is the request in response to a charge from the Council?
 - We are providing educational opportunities to meet the unique needs of the section members
- How does it address a priority from the SAA Strategic Plan?
 - Meets Goals 2 and 4
- How does it further the purpose of SAA?
 - The Independent Archivist Section is make up of independent contractors who have special needs traditional archivists do not. Like taxes and liability insurance.
- What makes this project relevant to your Section or to the profession at this time?
 - This is the number one request from our members
- Please indicate the time period during which the activity is expected to take place if funded, and continuing programs or projects that will imply future funding needs.
 - Program will run 1 webinar a month for 1 year. At the conclusion of the year the steering committee will reassess member needs to determine if the program needs to continue.

DISCUSSION [Should not exceed 1 to 2 pages.]

Describe the project or program more fully, providing a balanced discussion of the benefits to the profession and/or SAA resulting from the project or program. Be sure to indicate clearly the outcomes and/or products you expect from the activity.

- In line with the Society of American Archivists 2018-2020 strategic plan, the Independent Archivists Section of the Society of American Archivists advocates for professional growth of archivists, specifically by meeting the needs of archivists who find themselves in unusual archives or working independently, and/or those who wish to start working independently but have no guidance. To better serve these diverse section members we want to host a series of webinars and information exchanges on basics like how to run a personal archival consulting business, insurance issues, accounting, contracts, and other business concerns. We are looking at turning this into a regular series that would be expanded to cover things like how to get professional development on a budget, certification and other topics of interest as expressed by the membership. As a way to pilot test the program we want to focus on Business Basics for our first series. We realize a lot of members do not have the foundational knowledge to begin their own business without understanding the specific ethics, professional standards, and financial information that goes along with archival consultation. In addition, many archivists are setting themselves up for a disastrous outcome by attempting these businesses on their own having no information about insurance, taxes and or other liabilities. By providing members with the assistance and guidance they need, we will be generating new multi-functional archivists and consultants who wish to list their business in the SAA directory, providing longtime revenue for SAA.

The webinars will cover:

- How to set up a business-basics
- Insurance and liability
- Accounting and taxes
- Ethics and best practices
- Advocacy in a private collection
- Guide for certification credits and how to get them
- Resources, examples and templates for microsite
- Ways to connect section members with legal assistance
- Establishing WBE certification (Women owned business)
- Becoming a government contractor
- Expanding your network
- Advertising

Budget

Within the Discussion section, provide an estimated budget for the project or program, including as much detail as possible. Provide background for your analysis and any alternatives that were considered. Are there other ways to accomplish this project that would reduce the budget?

- We are looking for people willing to lead a webinar for free, but most professionals like accountants or tax professionals, request some compensation.

FUNDING REQUEST

The [component group] requests that funding in the amount of [\$TK] be included in SAA's FY 2020 budget to support [project/program name].

Support Statement: The support statement provides a very brief rationale for or summary of the recommendation. The naïve reader should be able to glean much of the intent of the request by reading the support statement, without having to read the background and discussion.

- This professional development proposal meets SSA strategic plan standards in that we are advocating for an underserved, growing, and perhaps overlooked area in the Society of American Archivists. These independent archivists often feel isolated without the support of other professionals they come in to contact with in organizations such as SAA. We are giving an opportunity for professional growth in an area of archival professionalism that is quite esoteric to most archivists, as this is not a course offered through masters degrees programs or through other continuing education courses offered by any other organization. We are advancing the field by creating more avenues for professional archivists to utilize their skills in a “real-world” setting, where many people are unaware of what an archivist actually does. The ultimate outcome of a certification in this area would perhaps prevent many people who are not archivists from taking up these consulting jobs, and perhaps giving out misinformation. Finally, this helps offer a more inclusive setting for all archivists in the field, not just those tied to academic, corporate, or cultural institutions. It adds diversity to SAA and increases the value of the organization to those who become members.

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

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

- Requesting \$2000 to pay webinar leaders

**Society of American Archivists
Component Group Funding Request
Fiscal Year 2020
(July 1, 2019 – June 30, 2020)
Deadline: March 1, 2019**

[International Archival Affairs Section, Latin American and Caribbean Cultural Heritage Archives]: Funding to Support [Transnational Archives: A special focus session on Borderlands Archives Cartography (BAC) Session at the SAA meeting 2019]

**Prepared by: [Katharina Hering, khering23@gmail.com;
Amanda Moreno, a.moreno8@umiami.edu]**

Submitted: [March 1, 2019]

The **[International Archival Affairs Section, Latin American and Caribbean Cultural Heritage Archives]** request that funding be included in SAA's FY 2020 budget to support the **[Borderland Archives Cartography Session at the SAA meeting 2019]**.

BACKGROUND [Should not exceed 3 paragraphs.]

The SAA, IAAS and LACCHA jointly proposed the session: **Transnational Archives: A special focus session on Borderlands Archives Cartography (BAC)**, which was approved by the program committee. We request supplemental funding to support the attendance of the two guest speakers and BAC co-creators, Sylvia Fernández and Maira Álvarez, at the session and SAA meeting at large.

Sylvia Fernández and Maira Álvarez created the project to make the history of border communities visible, and confront the current discourse about the US-Mexican border, which continues to generalize, stereotype and make invisible the history of communities along the US-Mexico border. The session about the project is relevant for members of LACCHA, IAAS, and the Human Rights Archives Section alike. On the one hand, it provides an example and a model for the integration of primary source material (newspapers) in an interdisciplinary digital humanities project. On the other, it highlights one professional strategy of confronting the divisive discourse about the US-Mexico border.

As a widely publicized digital humanities project, the session about BAC addresses at least three SAA priorities:

- It highlights the vital role of archives and archivists in society;
- it enhances professional growth and advances the field since a particular focus will be on the pedagogical value of the project and its use of DH tools;
- and it fosters collaboration between digital humanists and archivists, as well as collaboration between SAA sections.

DISCUSSION [Should not exceed 1 to 2 pages.]

Describe the project or program more fully, providing a balanced discussion of the benefits to the profession and/or SAA resulting from the project or program. Be sure to indicate clearly the outcomes and/or products you expect from the activity.

The current national discourse about southern border security continues to generalize, stereotype and make invisible the history of communities along the US-Mexico border. However, borderlands' identities have emerged throughout history as a result of the loss of territory, immigrations, exile, deterritorialization, and transborder dynamics. [Borderlands Archives Cartography](#) (BAC) was created with the objective to visualize, document, and analyze the junction of various cultures and histories of the border region before and after it became the current division line.

BAC uses a digital map to display the U.S.-Mexico borderlands by recording geographic locations of 19th and mid-20th century newspapers. The use of archival material allows understanding of border transitions and migration flows found in borderlands' histories, identities, and cultures. By putting together these newspapers in a digital map, it makes this history transparent while creating a counter discourse in order to resist the continuing attacks to this region and its communities.

In this special focus session, jointly organized by LACCHA and IAAS and chaired by Amanda T. Moreno, MSLIS/MA, Cuban Heritage Collection Archivist, University of Miami Libraries, we will facilitate an inspired discussion with the creators of BAC. A particular focus will be on the pedagogical value of the project, including the project's incorporation of primary materials and its use of GIS to document and navigate the journalistic production of 19th to mid-20th century borderland communities. The project offers an opportunity to question territory, border transitions, migration, and cartography, among other things, that static maps do not allow.

The potential audience for the session is large, including members of LACCHA, IAAS, and the Human Rights Archives section. Attendees may include those colleagues who are interested for political, historical, technical, or methodological reasons. It will be particularly interesting for archivists, digital humanists, and historians who teach with primary sources or colleagues who are hoping to develop similar projects highlighting the history of borderlands in the US, Mexico, and elsewhere.

The BAC co-creators are interested in publishing an article about the session and their project in *Archival Outlook*, benefiting the profession at large.

Budget

Within the Discussion section, provide an estimated budget for the project or program, including as much detail as possible. Provide background for your analysis and any alternatives that were considered. Are there other ways to accomplish this project that would reduce the budget?

FUNDING REQUEST

The [IAAS and LACCHA] request that funding in the amount of [\$460] be included in SAA’s FY 2020 budget to support [project/program name].

The IAAS and LACCHA request supplemental funding to support the attendance of two guest speakers and co-creators of the Borderlands Archives cartography project, Sylvia Fernández and Maira Álvarez, at the session “Transnational Archives: A special focus session on Borderlands Archives” at the SAA meeting in 2019. The session is highly relevant for members of both sections and for the profession at large and has a large potential audience. The session addresses at least three SAA priorities: It highlights the vital role of archives and archivists in society; it enhances professional growth and advances the field, and it fosters collaboration between digital humanists and archivists, as well as collaboration between SAA sections.

While we will use our combined section funding to support the lodging of both speakers for one night, we request supplemental component funding to support lodging for an additional night at the conference rate of \$199 per room, plus taxes.

Requested budget:

\$460 total for one night for two persons (\$230 each), hotel plus tax.

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

See above.

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

The total expense will be \$460 total for one night for two persons (\$230 each), hotel plus tax.

Society of American Archivists
Component Group Funding Request
Fiscal Year 2020
(July 1, 2019 – June 30, 2020)
Deadline: March 1, 2019

Reference, Access, and Outreach Section: Funding to Support 2019
Teaching with Primary Sources Unconference
 (Prepared by Rebecca Peterson May, RAO Chair, and
 TPS Committee Co-chairs JoyEllen Williams and Heather Oswald)

The Teaching with Primary Sources (TPS) Committee requests that funding be included in the Society of American Archivist (SAA) FY 2020 budget to support the 2019 TPS Unconference that will take place during the SAA Annual Meeting.

BACKGROUND [Should not exceed 3 paragraphs.]

Describe origin of project or program for which you are seeking funding from SAA.

- Is the request in response to a charge from the Council?
- How does it address a priority from the SAA Strategic Plan?
- How does it further the purpose of SAA?
- What makes this project relevant to your Section or to the profession at this time?
- Please indicate the time period during which the activity is expected to take place if funded, and continuing programs or projects that will imply future funding needs.

The annual Teaching with Primary Sources (TPS) Unconference began in 2015 as an initiative of the TPS Committee. The TPS Committee is part of the Reference, Access, and Outreach section of the Society of American Archivists (SAA). The overall goal of the TPS Committee is to advocate for the active and interactive use of primary sources as a core component of archival work. Hence, the TPS Unconference was developed to provide an open, free, and flexible environment for archivists and non-archivists to discuss issues and ideas related to teaching with primary sources during the annual SAA Meeting. This year will mark the fifth consecutive year of the TPS Unconference.

The Unconference helps archivists and educators to promote archives in a variety of classroom settings, which directly relates to the SAA mission to “promote the value and diversity of archives.” The Unconference also aligns with SAA’s 2018 – 2020 Strategic Plan by enhancing professional growth (Goal #2) and expanding professional

knowledge to keep pace with an increasingly diverse archival record (Goal #3). The TPS Unconference is critical in an age where archives, digitization, education standards, and document-based learning are all converging. For archivists interested in reference, access, and outreach, the TPS Unconference is a necessary space for brainstorming and creativity. This year, the TPS Unconference will be held on Friday, August 2, 2019, at the Harry Ransom Center in Austin, Texas. The TPS Committee anticipates continuing to host the Unconference on an annual basis and having similar funding needs each fiscal year.

DISCUSSION [Should not exceed 1 to 2 pages.]

Describe the project or program more fully, providing a balanced discussion of the benefits to the profession and/or SAA resulting from the project or program. Be sure to indicate clearly the outcomes and/or products you expect from the activity.

- How is this project significant to the component group(s)? How is this project significant to SAA overall? Who is the audience for this project?
- Does the project foster collaboration between SAA component groups? Does it foster collaboration with groups outside of SAA?
- What is special about this project? How is it innovative?
- What or who will this project fund? Is it to bring in a consultant or outside speaker? Is it in support of a task force? *[Please note that the Council is reluctant to fund requests for annual meeting registration or related travel expenses for archivists who are located in North America.]*
- What are the expected outcomes? How will the outcomes benefit SAA? How do the outcomes support work that is fundamental to the archives profession?

The annual Teaching with Primary Sources (TPS) Unconference is a major ongoing initiative of the Teaching with Primary Sources Committee, which was established as a working group of the Reference, Access, and Outreach Section in 2010 to reflect the interests of membership. Following its approval as a standing committee in 2013, the TPS Unconference became one of the group's first priorities, and was developed to provide an open, free, and flexible environment for archivists and non-archivists to discuss issues and ideas related to the teaching with primary sources during the annual SAA Meeting. The need to equip archivists with the appropriate skills to teach with and engage diverse audiences with primary sources has continued to grow; the Unconference provides an important training and professional development opportunity for all SAA members.

Each year, the TPS Unconference draws more than 100 attendees from institutions across the country. Since this event occurs in coordination with the CoSA-NAGARA-SAA joint annual meeting, the majority of the Unconference attendees are archivists; however, the event is open to anyone interested in teaching with primary sources, regardless of

affiliation. Educators, community members, and graduate students are all examples of non-archivists who attend the Unconference. Community participation has grown each year of the Unconference, and Unconference planners continue to devise innovative methods for reaching new communities.

The Unconference supports and promotes the use of archives in a variety of classroom settings, which directly relates to the SAA mission to “promote the value and diversity of archives.” The Unconference also aligns with SAA’s 2018 – 2020 Strategic Plan by enhancing professional growth (Goal #2) and expanding professional knowledge to keep pace with an increasingly diverse archival record (Goal #3). Specifically, the Unconference allows archivists to exchange ideas and best practices within inspiring environments such as the Library of Congress and the Portland Art Museum. Networking, partnership creation, and skill development are all part of the TPS Unconference each year, and participants receive these benefits free of charge. Most other archival conferences charge participants registration fees and maintain a high level of structure; however, the annual Unconference is participant driven in terms of topic and overall structure. Participants can take charge of their own learning during the breakout sessions and maintain the flexibility to enjoy sessions as their day allows. Downloadable slides, a list of breakout session topics, and other notes are compiled and freely available to those who could not attend the Unconference.

This year, the TPS Unconference will be held on Friday, August 2, 2019, at the Harry Ransom Center in Austin, Texas. Now that the Unconference is in its fifth year, the TPS Committee has learned that a small amount of funding is necessary to offset the costs of materials used at the TPS Unconference. Although the TPS Committee is proud that it can provide participants with an Unconference experience that is free, it is not always free for Unconference committee members. For the past four years, Unconference Committee members have been absorbing the cost of supplies such as markers, Post-It notes, pencils, nametags, printed worksheets etc. Although these costs are minimal, the TPS Committee feels that it would be within reason for SAA to assist with the cost of supplies for the TPS Unconference. The TPS Unconference has become a widely anticipated event during the SAA annual meeting, and the TPS Committee strives to continue serving the archival and non-archival community by offering a cost-effective, productive, and sustainable Unconference each year. In order to accomplish this mission, the TPS Committee would like to request a total of \$350.00 for the cost of supplies. These supplies include Sharpies, poster-size flip charts, name tags, Post-it notes, pencils, printed sign-in sheets, ice-breaker resources and other worksheets. Last year, the TPS Unconference team kept track of all supplies used and the cost of these supplies. The total was \$284.00. The TPS Committee would like to request an additional \$66.00 to cover costs that may incur from shipping supplies to the Unconference venue. Last year, many Unconference team members found that it was cumbersome to travel to the SAA meeting

with TPS supplies in their luggage bags. Funds for shipping would allow the Unconference team to send the materials to the Harry Ransom Center prior to the Unconference. This brings the total to \$350.00.

Budget

Within the Discussion section, provide an estimated budget for the project or program, including as much detail as possible. Provide background for your analysis and any alternatives that were considered. Are there other ways to accomplish this project that would reduce the budget?

FUNDING REQUEST

The [component group] requests that funding in the amount of [\$TK] be included in SAA's FY 2020 budget to support [project/program name].

Support Statement: The support statement provides a very brief rationale for or summary of the recommendation. The naïve reader should be able to glean much of the intent of the request by reading the support statement, without having to read the background and discussion.

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

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

- [Ex: "The total direct expenses for hiring a consultant to assist with development of X will be approximately \$2,000."]
- [Ex: "The estimated staff time associated with this project/program is 1 staff member @ 20 hours plus 1 staff member @ 40 hours."]

In summary, the TPS Committee would like to request \$350.00 to cover the cost of supplies and shipping for the annual TPS Unconference that takes place during the SAA Annual Meeting. The goal of the TPS Unconference is to bring together archivists and non-archivists for a free, all-day program that promotes the use of primary sources in classroom settings. The TPS Unconference provides archivists with networking and idea-sharing experiences related to primary source instruction, which aligns with SAA's strategic goal to "enhance professional growth" (Goal #2). The Unconference also provides a space where participants can discuss changing standards in the TPS world and brainstorm methods for implementing diversity and inclusion in classroom settings. This aligns with SAA's goal to "expand professional knowledge to keep pace with an increasingly diverse archival record" (Goal #3). The supplies needed for the Unconference include typical office items such as Post-It notes, flip charts, pencils, nametags, printed worksheets etc.

This chart indicates the supply/printing list from the 2018 Unconference:

Category	Item -- Supplies and Print-outs/Signage/Info	Quantity
Supplies	Sharpies - black Fine point	2-3 dozen
Supplies	Sharpies - black Chisel or Medium point	1 dozen
Supplies	Poster-size, flipchart giant post-it pads (at least 6 pads, maybe 8)	
Supplies	Write-on nametag labels (blank not "hello my name is")	200
Supplies	Multi-color stickers or post-its	possibly 800-1000
Supplies	Special or color-coded nametags	
Print-job	Print-out of attendee names; check-off list	3 sets
Print-job	Sheets to record info from walk-in attendees (ample row-height for big writing)	
Print-job	Exit tickets	500 (250 sheets)
Print-job	Facilitator tips sheet	150
Print-job	Icebreaker primary sources	90
Print-job	Icebreaker question sheet	30
Supplies	Golf pencils with erasers	288
Total spent: \$284.00		

In total, the TPS Unconference team spent \$284.00 on supplies for the Unconference in 2018. In addition to requesting \$284.00 for the 2019 Unconference, the TPS Committee would like to request an additional \$66.00 to cover the cost of shipping supplies to the Unconference venue.

**Society of American Archivists
Component Group Funding Request
Fiscal Year 2020
(July 1, 2019 – June 30, 2020)
Deadline: March 1, 2019**

**Technical Subcommittee for Encoded Archival Standards: Funding
to Support EAC-CPF Major Revision**

Prepared by: Katherine M. Wisser

Submitted: March 17, 2019

The Technical Subcommittee for Encoded Archival Context requests that funding be included in SAA's FY 2020 budget to support the EAC-CPF Major Revision.

BACKGROUND [Should not exceed 3 paragraphs.]

The Technical Subcommittee for Encoded Archival Standards (TS-EAS) is "responsible for the ongoing maintenance of EAD and EAC-CPF, including all schemas and related code, as well as the development of future companion standards, such as the proposed Encoded Archival Context for Functions."¹ As such, it is organized into a series of teams that focus on individual standards. For the past two years, the EAC-CPF team has been working on the revision of the standard based on input from the community and logged bugs and innovations from the archival description community. The 2019-2020 year will constitute a significant effort to conduct a complete revision of the standard based on that input as well as reconciliation with the companion standard EAD and the potential development of a second companion standard for encoding descriptions of functions.

The Encoded Archival Context - Corporate Bodies, Persons and Families (EAC-CPF) standard was initially released in 2010 and was formally accepted by SAA Council in January 2011. Over the course of the next six years, the TS-EAC-CPF and then TS-EAS gathered input from the community regarding bugs and suggested innovations to the encoding standard. At the same time, TS-EAD was focused on the revision of Encoded Archival Description, resulting in EAD3. These two efforts (gathering input and revising the companion standard) governed the decision to delay revisions to EAC-CPF. EAD3 was released in 2016 and the team leading the efforts around EAC-CPF took up the question of revision in earnest.

¹ Technical Subcommittee on Encoded Archival Standards, "Purpose"
<https://www2.archivists.org/governance/handbook/section7/groups/Standards/TS-EAS>.

Based on an analysis of the suggestions and issues logged at the EAC-CPF Github repository², a phased strategy from the revision process was developed. Phase 1 revisions were considered to be minor and were handled through annual meeting time and monthly virtual meetings. A revised standard was released in December 2018. The Phase 2 revisions are considered to be significant and complex and require more direct engagement with the EAC-CPF team. This funding request is in support of the Phase 2 revision process.

DISCUSSION [Should not exceed 1 to 2 pages.]

The funding request submitted here is in support of a second face to face meeting for the EAC-CPF team of the Technical Subcommittee for Encoded Archival Standards (TS-EAS) to conduct a significant revision of the standard. In conjunction with a face to face meeting in Austin in August 2019 at the annual meeting of SAA, the EAC-CPF team intends to hold a second, significant face to face meeting in March 2020 in Berlin, Germany. This meeting will be hosted jointly by the Staatsbibliothek zu Berlin and the Bundesarchiv. The goals of this concentrated effort in 2019-2020 is to release a revised standard for review and input to the archival description community prior to the 2020 annual meeting in Chicago.

Revisions to EAC-CPF follow the standard revision processes developed through the EAD revision completed from 2010 through 2015 resulting in the EAD3 standard released in 2016. Based on an analysis of the suggestions and issues logged at the EAC-CPF Github repository, a phased strategy was developed. Phase 1 revisions constituted nine minor adjustments to the existing schema including a bug fixes, enhancing repeatability of elements, addition of new elements and attributes, and additional values for existing elements. All of the revisions in this first phase are considered to be minor. That revision process was handled through the face to face opportunities at the annual meeting and in monthly virtual meetings of the team.

The second phase, however, constitutes significant and complex theoretical changes to the existing standard and will constitute a major revision. Standards development and revision requires consistent team communication which has been accomplished through virtual monthly meetings. Over the past few months, however, it has become apparent that significant headway cannot be made on issues as complex as we are struggling with without significant face-to-face time.

The first face to face meeting will take place preceding the annual Technical Subcommittee meeting in Austin at the annual meeting this August. Significant preparations are underway at this time. Team members have taken on issues to prepare for that meeting. The preparation includes research on the various dimension of the issue, presentation and discussion leadership.

The face to face meeting in Berlin is scheduled for March 2020. This meeting will be halfway between the annual meetings for SAA. The meeting will start at lunch on the first day, run through a full second and third days, and be completed at midday on the fourth. The co-chairs of TS-EAS, Team lead for EAC-CPF and EAC-CPF web support liaison will take care of planning the meeting.

² <https://github.com/SAA-SDT/eac-cpf-schema/issues?q=is%3Aopen>.

Funding for the meeting is being sought through a variety of venues. Team members will seek support from their home institutions, and ICA has a funding stream that is appropriate for this kind of work (maximum 3,000 €). The hosting institutions will cover meeting space and equipment costs. Funding is needed for travel, including accommodations, and meeting expenses. The largest expense will be travel from the United States and Australia.

Team members currently planning to attend the Berlin meeting:

US Travelers

- Kathy Wisser (co-chair, TS-EAS)
- Erica Boudreau
- Mark Custer
- Regine Heberlein
- Aaron Rubinstein

Australian Traveler:

- Ailie Smith

European Traveler:

- Silke Jagodzinski (EAC-CPF Team lead)
- Gerhard Mueller
- Joost van Kootrik
- Karin Bredenberg
- Anila Angjeli

We are seeking some support to diffuse the travel costs.

Budget

Estimated budget:

(all travel costs are estimates)

Expenditure	Cost	Total
Air travel, US to Europe roundtrip	\$800	\$4,000 (5 total)
Air travel, Australia to Europe roundtrip	\$1,200	\$1,200
Travel within Europe roundtrip	\$250	\$750 (3 total)
Accommodations	\$175/night	\$7,875 (9 people for 5 nights)
Meals	\$40/per person per day	\$2,200
Total	----	\$16,025

FUNDING REQUEST

The Technical Subcommittee for Encoded Archival Standards requests that funding in the amount of \$6,000 be included in SAA's FY 2020 budget to support of the EAC-CPF Major Revision.

Support Statement: This funding request is in support of the on-going responsibilities of the Technical Subcommittee for Encoded Archival Standards major revision effort of EAC-CPF through a face-to-face meeting in Berlin, Germany in March 2020.

Relation to SAA Strategic Plan: The standards revision and maintenance efforts that are part of the goals and objectives of the TS-EAS are part of the SAA strategic plan in advancing the field and meeting members' needs.

Fiscal Impact: We are requesting \$6,000 to diffuse the costs of travel for the meeting in March 2020 in Berlin, Germany. Other sources of funding will also be sought, including funding from ICA, hosting institutions and individual participant home institutions. Members have all agreed to seek funding support where possible. In addition, they will have the support to attend the meeting from their institutions.

**Society of American Archivists
Component Group Funding Request
Fiscal Year 2020
(July 1, 2019 – June 30, 2020)
Deadline: March 1, 2019**

**Tragedy Response Task Force: Funding to Support a Tragedy
Response Volunteer Force Planning Think Tank**

**Prepared by: Lisa Calahan, Kara McClurken, Susan Tucker
Submitted: March 1, 2019**

The Tragedy Response Initiative Task Force requests that funding be included in SAA's FY 2020 budget to support a Tragedy Response Volunteer Force Planning Thinking Tank.

BACKGROUND

In 2018, the Tragedy Response Initiative Task Force was established by SAA leadership. It was charged with 1) creating and/or compiling material for ready accessibility by archivists who are facing a sudden tragedy and 2) exploring the feasibility of creating a standing body within SAA that would update documentation as needed and serve as a volunteer tragedy response team. The request is in response both to this charge and to the findings of the Task Force thus far. In brief, the Task Force has found widespread need for materials to be readily available to archivists in the event of a disaster, and critically for archivists to coordinate efforts with other cultural institutions. Moreover, there is a great need to have ready a larger understanding of the use of electronic means of capturing memories, and policies written out in template form for quick use. Never before have archivists been called to participate in an environment that demands such immediate response.

The Think Tank meeting as proposed is aligned with three of the four goals in SAA's Strategic Task Force. In terms of Goal One, advocating for archives and archivists, the Think Tank will be one step in ensuring that archivists' professional expertise speaks for itself among a group of diverse stakeholders. By taking a leadership role in bringing together professional and allied colleagues to plan this effort, we will be able also to expand archival thinking itself, thus meeting Goal Three, advancing the field. We will then be able to add to the knowledge base of other archivists and allied professionals to assist in the Strategic Plan's Goal Four, meeting members' needs. Perhaps most importantly the proposed Think Tank will allow an extension of SAA in addressing the immediate needs of both its members and the larger society in which we all live. Little work has been done that recognizes the immediacy and the quantity of documentation happening within minutes of tragedies. Similarly little work has been done on the place of cultural institutions in helping a society heal, in promoting recognition of diverse viewpoints,

and in understanding the resources needed to comprehensively collect the various types of documentation created in the aftermath of tragedies.

Sadly, what makes the Think Tank so relevant is the recurring nature of both human-made tragedies and disasters of weather. This recurrence combined with the great speed of technology lead archivists to a new role in society, as stewards of contemporary information. In a survey last summer funded by a LYRASIS Catalyst grant, 57% of the 78 respondents had experienced a tragic event, yet 70% of the respondents felt ill prepared to properly respond due to lack of tools, training, time, and policies/workflows for documentation.³ The Think Tank will provide the opportunity for these stewards to come together and examine obstacles as well as explore how they might best support each other in this new role. The Think Tank will occur on Saturday, August 3rd; and the follow up meeting with stakeholders will occur in the Fall of 2019.

DISCUSSION

To fulfill the collaborative charge of this Task Force, this project will fund the travel of stakeholders from outside the archival community and support the virtual participation of those unable to attend the meeting in person. The Task Force has identified seven guest presenters to participate at the event, the funding request below includes a request to cover their travel and registration fees in order to participate in the conference.

The Tragedy Response Initiative Task Force, responsible for organizing the Think Tank, is comprised of SAA members from across SAA, representing various perspectives and sharing their particular interests/expertise in responding to tragic events and the role of archival staff. Along with the Task Force members, the invited Think Tank presenters will include representatives from cultural heritage groups outside of SAA, including the American Alliance of Museums, American Association for State and Local History, Oral History Association, American Library Association, National Heritage Responders, and Documenting the Now.

This Think Tank brings cultural heritage stakeholders together for the first time to talk about how best to support those documenting natural and human-created disasters, particularly in the early hours/days after a response. In the past, these groups have come together to talk about disaster recovery for collections after a disaster, but now we are focused on the documentation and creation of collections related specifically to the disaster itself. Rapid changes in technology and how information is shared and distributed require new and innovative tools and technologies to effectively document these events. While the particular focus is new, the efforts to provide collaborative and sustainable support wisely builds on successful sustainable models in other areas of emergency preparedness, such as the National Heritage Responders network. The outcome of our event will be to garner stakeholders from allied professions in building a sustainable volunteer network for tragedy response.

Over and over again, archivists and other cultural heritage members have indicated that they need assistance responding to these events. The Think Tank not only provides the Task Force an opportunity to solicit feedback on the work we have done so far regarding our documentation

³ Kara McClurken and Jeremy Boggs, "Digital Collecting in Times of Crisis," Lyrisis Member meeting, Nashville, TN: 28 October 2018. <http://lyrisisnow.org/wp-content/uploads/2018/11/Digital-Collecting-in-Times-of-Crisis.pdf>

toolkit (part 1 of the Task Force's charge), but will also allow us to collaborate with experts and practitioners across cultural heritage disciplines to determine the feasibility of a sustainable volunteer framework to assist those experiencing tragedies in their communities and at their institutions (part 2 of the Task Force's charge.) The Think Tank will benefit SAA by leading the cultural community in a collaborative sustainable approach to support and response for those documenting communities in crisis. By reaching outside of our own organization and working with partners, we not only reduce the financial and personnel load placed upon the archival community, but we create a more inclusive network that can better support more communities.

The seven guests are not archivists but are integral to the conversation on responding and preserving experiences post-tragedy. Each invitee has direct experience responding to human-made and/or natural disasters and subsequently leading formative projects to archive and preserve the post-tragedy experience in their community. The guest speakers will include representatives from The National Council on Public History, Oral History Association, FEMA Heritage Emergency National Task Force, and Documenting Ferguson project managers, and a filmmaker librarian. The critical involvement of these folks who have not only responded to tragedies within their own communities, but also used that experience to help other communities struggling to respond to tragedies will be formative in the creation of a sustainable and inclusive volunteer network that considers the needs of responders outside of "traditional" archival backgrounds.

Task Force members have talked and built a collaborative network, but the ability to have an in-person conversation with stakeholders will be invaluable and cannot be easily replicated in other ways. The funding will also pay for a qualified facilitator to ensure that our time is used effectively. The Task Force members planning this event are personally aware of the emotional and cultural implications of having these shared conversations - community members, archivists, oral historians, digital preservationists - all bring different points of view and personal connections to tragedies that have occurred in their communities. Additionally, participants will have different ideas of what a volunteer network should look like and collaborative project ideas (some of which are already in production). Having a professional facilitator to help the group find common themes in our experiences and projects will be critical to meeting our end goal of creating a framework for a volunteer network and help frame concrete next-steps to focus on for the Fall Follow-up Meeting. The Task Force determined that planning the Think Tank in conjunction with SAA's annual meeting would save money for location fees and also ensure that more archivists would be able to attend.

Budget

SAA ANNUAL MEETING THINK TANK

Travel for Guest Presenters:

\$6,699.77

- Hotel: \$1617 [7 x 231 (199 plus taxes)] Used the SAA rate at the conference hotel.
- Airfare/train average:\$4445 [7 x \$635] Average airfare travel was calculated using Kayak.com rates based on the location of the 6 pre-rsvp'd presenters.
- Per diem for 1.5 days: \$472.5 [7 x \$67.5] Used SAA standard per diem rate.
- Parking/transport to/from airport: \$165.27 [7 x 23.61] Used uber fare estimate from airport to conference hotel.

One-day Registration Fees:

Early bird for non-members: \$1673 [7 x \$239]

Virtual Participation: Estimate \$2,000. Funding is dependent on availability of technology and rates set by SAA

Staff Update: Ethernet line for strong internet connection: \$102

Snack/beverage options for participants: \$506 [\$482 + 5% service fee and tax]

- 1 gallon coffee, \$109
- 1 gallon tea, \$109
- 3 dozen cookies, \$168
- 2 dozen seasonal whole fruit, \$96

Facilitator: \$1,600 [4 hours at \$400 an hour]. Estimate based on hourly fee range.

FALL FOLLOW UP

The Think Tank follow up meeting will be held in Chicago at SAA headquarters. We considered other locations, including the potential of a Task Force members' institution hosting but determined that the central travel location to Chicago would be more equitable and the ability to use SAA Headquarters as a location for the meeting would save a significant amount of money. We would like to provide funding for 15 participants, this request includes funding for Task Force members as well.

Travel for participants:
\$10,537.5

- Hotel: \$3750 [15 x 250] Average hotel rate based on SAA Headquarter location
- Airfare/train average: \$6000 [15 x 400]. Average based on regional airfare to O'hare airport.
- Per diem: \$675 [15 x 45] Used SAA standard per diem rate
- Transportation to/from airport: \$112.50 [15 x 7.50] Used CTA fare to/from airport.

Breakfast/coffee or lunch: \$300 [15 x \$20] Average based on per-person cost for meal, delivery cost, and tip for basic breakfast/sandwich options. Used ezcater.com for price estimates.

Facilitator: TBD. Estimate \$1,600 [4 hours at \$400 an hour]

FUNDING REQUEST

The Tragedy Response Initiative Task Force requests that funding in the amount of \$25,000 be included in SAA's FY 2020 budget to support the Tragedy Response Initiative Task Force Think Tank and Fall follow-up events.

Support Statement:

The funding request is to provide travel funding for non-archivists to ensure that the broad spectrum of stakeholders in the preservation of cultural memory are able to participate and collaborate for the creation of a volunteer network to respond to tragedies affecting communities that are both human made and natural disasters. In order for our efforts to be effective and sustainable, it needs to include critical conversations with allied professionals, whose work and opinions are not always present in archival conversations. The request also includes funding to hire a skilled facilitator to help the diverse group determine actionable next steps in the formation of the volunteer network.

Relation to SAA Strategic Plan:

The Think Tank meeting as proposed is aligned with three of the four goals in SAA's Strategic Task Force. In terms of Goal One, advocating for archives and archivists, the Think Tank will be one step in ensuring that archivists' professional expertise speaks for itself among a group of diverse stakeholders. By taking a leadership role in bringing together professional and allied colleagues to plan this effort, we will be able also to expand archival thinking itself, thus meeting Goal Three, advancing the field. We will then be able to add to the knowledge base of other archivists and allied professionals to assist in the Strategic Plan's Goal Four, meeting members' needs.

Fiscal Impact:

- The total direct expenses for providing funding for 7 non-archivist presenters will be approximately \$18,910.27.
- The estimated cost to pay for a facilitator will be approximately \$3,200.
- The estimated staff time associated with this project/program is 1 SAA staff member @ 40 hours to assist with coordinating venue for both events. 3 Task Force member volunteers for event content planning and coordinating day of both events @ 168 hours.

The Society of American Archivists
Income Statement
Fiscal 2020 Budget
Governance

Revenues

	<u>Fiscal '20</u>	<u>Fiscal '19</u>	<u>Projected FY '19 Actuals</u>	<u>FY '20 Budget v. FY '19 Budget</u>		<u>FY '20 Budget v. FY '19 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	-	-	695.00	-	N/A	(695.00)	(100.00%)
Total Revenues	\$ -	\$ -	\$ 695.00	\$ -	N/A	\$ (695.00)	(100.00%)

Expenses

	<u>Fiscal '20</u>	<u>Fiscal '19</u>	<u>Projected FY '19 Actuals</u>	<u>FY '20 Budget v. FY '19 Budget</u>		<u>FY '20 Budget v. FY '19 Actuals</u>	
				<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Personnel	\$ 69,762.55	\$ 54,692.67	\$ 54,701.84	\$ 15,069.87	27.55%	\$ 15,060.71	27.53%
Office Occupancy & Utilities	9,378.54	7,563.74	6,852.36	1,814.79	23.99%	2,526.18	36.87%
Services	52,029.96	45,064.70	40,876.04	6,965.26	15.46%	11,153.92	27.29%
Supplies	377.70	301.50	295.22	76.20	25.27%	82.48	27.94%
Travel	20,888.00	31,420.00	29,760.00	(10,532.00)	(33.52%)	(8,872.00)	(29.81%)
Leases, Rentals & Licenses	738.62	589.60	613.56	149.02	25.27%	125.06	20.38%
Taxes, Dues and Subscriptions	3,550.00	3,550.00	5,543.39	-	0.00%	(1,993.39)	(35.96%)
Depreciation, COGS, and Other	-	-	-	-	N/A	-	N/A
Total Expenses	\$ 156,725.35	\$ 143,182.21	\$ 138,642.40	\$ 13,543.15	9.46%	18,082.96	13.04%

Gain / (Loss) from Operations

Gain / (Loss) from Operations	\$ (156,725.35)	\$ (143,182.21)	\$ (137,947.40)	\$ (13,543.15)	9.46%	(18,777.96)	13.61%
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Transferred to Funds

Transferred to Funds	-						
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Net Gain / (Loss)

Net Gain / (Loss)	\$ (156,725)	\$ (143,182)	\$ (137,947)	\$ (13,543.15)	9.46%	(18,777.96)	13.61%
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The Society of American Archivists
Program Planner
Fiscal Year 2020

Program Name: Governance
Program Number: 108

= Gen/Adm

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY20 Budget			
					Line Amount	Activity Total		
	1	Conduct four in-person meetings of the SAA Council.					\$34,138	
		a. August meetings (2) at 2019 Joint Annual Meeting (Austin)		Food and Beverage				
		- Assumes SAA President has comp room.	5290	(Breakfast 8/1: 21p x \$15) (on your own, reimbursed)	315			5
		- Assumes one room night paid for each 2018-2019 Council member (except President) + each newly elected Council member to cover early arrival for Thursday, 8/1 meeting (@ \$230).	5290	(Lunch: 21p x \$50 + 35% tax/svc) = \$1,415	1,415			5
		- Hotel F&B svc charge + tax = 35%.	5290	(Breaks: 21p x \$21 + 35% tax/svc) = \$595	595			5
		- Owens travel expenses split 50/50 with Program 199.	5290	(Dinner 8/5: 20p x \$70 inclusive) = \$1,400	1,400			5
			5620	Council Member Travel (15p x \$230)	3,450			5
			5600	Staff Travel (1p x \$350 air/ground + \$60/d x 7d per diem + \$115/n x 6n lodging x .50) = \$730	730			5
		b. Fall 2019 meeting (Chicago)						
		- Assumes Monday (1/2)/Tuesday/Wednesday (1/2) meeting at SAA HQ.	5610	Member Travel (12p x \$365 [avg] air/ground) = \$4,380	4,380			5
		- Assumes use of facilitator for some portion of meeting.	5610	Member Travel (Local Ground) = \$100	100			5
			5620	Member Travel (12p x \$200 x 2n lodging) = \$4,800	4,800			5
			5295	Staff Travel--Local	120			5
				Food and Beverage:				
			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: 18p x \$60) = \$1,080	1,080			5
			5300	Room Rental (SAA HQ)	225			5
			5200	Consultant Fees (Facilitator)	2,500			5
		c. May/June 2020 meeting (Chicago)						
		- Assumes face-to-face meeting with one night lodging.	5610	Member Travel (12p x \$365 [avg] air/ground) = \$4,380	4,380			5
			5610	Member Travel (Local Ground)	200			5
			5620	Memb Travel (12p x \$229 x 1n lodging) = \$2,748	2,748			5
			5600	Staff Travel--Local	100			5
				Food and Beverage:				
			5290	(Bkfst/breaks: 18p x \$15 x 2d) = \$540	540			5
			5290	(Lunch: 18p x \$20 x 1d) = \$360	360			5
			5290	(Dinner with Staff: 18p x \$55 incl svc/tax) = \$990	990			5
			5300	Room Rental (Assn Forum: \$100/hr x 16) = \$1,600	1,300			5
		d. Meeting support						
			5385	Awards & Recognition	500			5
			5110	Conference Calls/Virtual Meeting Technology	475			5

**The Society of American Archivists
Program Planner
Fiscal Year 2020**

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

= Gen/Adm

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY20 Budget			
					Line Amount	Activity Total		
	2	Provide funding for designated meetings and tasks of appointed groups.					\$2,000	
	a.	Group TBD.	5610	Member Travel	0			5
			5290	Food and Beverage	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.	5300	Room Rental (SAA HQ)	0			5
	b.	Substitute virtual meetings for face-to-face.	5110	AdobeConnect Audio for Virtual Meetings	800			5
	c.	Conference call support for section steering committees and appointed groups throughout the year.	5110	Conference Calls	1,200			5
	3	Provide for balloting to elect VP, 3 Council members, 3 Nominating Committee members.					\$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
			5300	Postage (included in G&A)	0			5
			5400	Printing/Duplicating (included in G&A)	0			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	
			5820	Institutional Membership Dues: ICA (600 Euros @ \$1.23) = \$740	740			5
			5820	NISO = \$2,810	2,810			5
	5	Fund VP/President-Elect, executive director, and governance manager to attend ASAE CEO Symposium.					\$0	
		Not needed for FY20 because current leaders have attended. (Savings of \$3,930.)	5640	Registration Fees (3p x \$995)	0			5
			5610	Member Travel (1p x \$365 air/ground + \$225 lodging x 2 + \$60 per diem)	0			5
			5600	Staff Travel--Local	0			5

**The Society of American Archivists
Program Planner
Fiscal Year 2020**

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

= Gen/Adm

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY20 Budget	
					Line Amount	Activity Total
	6	Provide funding to support SAA sections, appointed groups, and others.				\$28,850
		a. Provide AV support for sections at 2019 Joint Annual Meeting (all on Saturday).	5360	AV Support (10 rooms @ \$700/room)	7,000	5
		b. Implement Year 2 of pilot test of section funding. (Assumes full participation.)	5200	Section Funding (45 sections x \$250)	11,250	5
		c. SAA Leadership Orientation and Forum.	5290	F&B	700	5
		d. Provide funding for section and appointed group projects per official requests:		Funding requested for:		
		1) Human Rights Archives Section: Rights and Records Webinar Series (various expenses).	5200	Human Rights Archives Section (Req: \$5,000 FC: No)	3,000	5
		2) Independents Archivists Section: Webinar Series (honoraria).	5200	Independent Archivists Section (Req: \$2,000 FC: No)	0	5
		3) International/LACCHA Sections: "Borderlands Archives Cartography" Session at 2019 JAM (hotel).	5200	International / LACCHA Sections (Req: \$460 FC: Yes)	460	5
		4) RAO Section: TPS Unconference (supplies and shipping).	5200	Reference, Access, and Outreach Section (Req: \$350 FC: Yes \$100.)	100	5
		5) Technical Subcommittee-EAS: Major Revision of EAC-CPF (portion of estimated \$16,025 total for travel to Berlin in March 2020).	5200	TS-EAS (Req: \$3,000 FC: No.)	0	5
		6) Tragedy Response Initiative TF: Volunteer Force Planning Think Tank + follow-up activities.	5200	Tragedy Response Initiative Task Force (Req: \$25,000 FC: Yes \$6,340.)	6,340	5
	7	General and Administrative Cost Allocation	5XXX			\$78,650
	8	Computer Support Cost Allocation	5XXX			\$5,642
				Total Expenses		\$156,725
				Net Operating Gain / (Loss)		(\$156,725)