

**Society of American Archivists
Council Meeting
May 18–20, 2021
Virtual Meeting**

**Budget Assumptions and Values for the
Proposed FY 2023 SAA Budget**
(Prepared by Finance/Administration Director Peter Carlson)

In the wake of the changes to operations necessitated by the COVID-19 pandemic, SAA's business model continues to evolve to address the uncertainty of the "new normal."

Over the past two fiscal years, SAA's revenue streams have been affected significantly by such external factors as restrictions on in-person events, limitations in mail and delivery services, an unstable job market, and general economy, expenses have also been reduced and SAA's staff members have transitioned operations to accommodate virtual programming in all areas.

This has come at a material cost to staff and membership, as we left vacant positions unfilled, added new duties and responsibilities to existing staff, and supported free memberships and courses. In addition, SAA has experienced significant staff attrition, with four staff (36%) members leaving from November 2021 through May of 2022. The proposed budget for FY 2023 looks to address the changing needs of the organization while maintaining our member-focused support services and operations.

The guiding principles for the FY 2023 proposed budget are to: 1) to return to the pre-pandemic staffing of level of 12 FTE, 2) minimize reliance on SAA's operating reserves, 3) continue to expand our education offerings and modalities, and 4) creating and delivering SAA's first truly hybrid annual meeting.

The FY 2023 proposed budget reflects a projected net loss of \$36,917, which is \$7,057 less than the FY22 budgeted net loss of \$43,973.

Following are some important assumptions embedded in our proposed budget for FY 2023:

- In the FY 2023 budget we propose returning to 12 FTE staff, as well as a 4% increase in salaries distributed according to performance and internal equity.
- We have modeled an increase in health care costs of 15%, beginning in January 2023.
- In the Membership program, we have modelled a slight increase for FY '22, with a particular focus on growing our institutional memberships back to 2018-19 levels through directed marketing and communications efforts. As a result, we anticipate a 1.61% increase in total membership income with no increase in membership dues for FY 2023.

- In Education, the FY 2023 budget plans for a return to pre-COVID levels of expenses and revenue. We are adding 20 Zoom courses and 4 face-to-face events, an increase in activity made possible by an additional 0.5 FTE hire in an education role. This position will absorb Annual Meeting responsibilities that are currently supported by multiple staff. Moving forward, staff will have the bandwidth to focus on respective priorities and strategic initiatives. This new position will be split 50/50 with Education and Annual meeting. This budget also converts the consultant role back to a full-time Assistant Director staff position. On the programming level, the operational budget absorbs the production costs of DEIA and Management Track content, in the absence of continued grant funding.
- With the prospects for travel and in-person events improving but still uncertain, the FY 2023 proposed budget includes funding for the May 2023 Council meeting, in-person media training, WIPO and ICA meeting attendance, advocacy meetings in Washington, D.C., and the VP/PE to come to travel for the ASAE CEO symposium. All of these will be dependent on the circumstances extant at the time of these activities.
- The Annual Meeting budget supports a hybrid meeting. Given that this is the Society's full hybrid meetings, comparable expenses are not applicable. To support this format, registration fees were increased by 8-20%. Given past registration trends, sensitivity related to registration fees was considered. The early bird in-person registration fee was increased by 6%, and the virtual registration fee was increased by 13.4%.
- Funds to support DEIA initiatives can be found in the General & Administrative budget. A total of \$41,000 have been allocated for leadership and staff training and FY 2023 strategic initiatives. Although SAA's educational programs are designed with DEIA as a component, the budget supports two dedicated DEIA offerings.

The Society of American Archivists
Income Statement
Fiscal 2023 Budget
Budget Master - Operations

Revenues

	Proposed		Projected FY '22	FY '23 Budget v. FY '22 Budget		FY '23 Budget v. FY '22 Actuals	
	<u>Fiscal '23</u>	<u>Fiscal '22</u>	<u>Actuals</u>	<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Dues	\$ 999,299	\$ 964,759	\$ 984,076	\$ 34,540.53	3.58%	\$ 15,223.04	1.55%
Subscriptions & Advertising	216,156	177,750	218,088	38,406.24	21.61%	(1,931.87)	(0.89%)
Education	585,150	381,930	446,111	203,220.00	53.21%	139,038.80	31.17%
Annual Meeting	692,915	445,500	377,688	247,415.00	55.54%	315,227.00	83.46%
Publications	208,538	179,490	174,519	29,048.30	16.18%	34,018.63	19.49%
Contributions	-	-	-	-	N/A	-	N/A
Investments	22,476	18,767	22,201	3,709.12	19.76%	274.89	1.24%
Other	34,122	31,949	27,122	2,172.41	6.80%	6,999.69	25.81%
Total Revenues	\$ 2,758,657	\$ 2,200,145	\$ 2,249,806	\$ 558,511.61	25.39%	\$ 508,850.19	22.62%

Expenses

			Projected FY '22	FY '23 Budget v. FY '22 Budget		FY '23 Budget v. FY '22 Actuals	
	<u>Fiscal '23</u>	<u>Fiscal '22</u>	<u>Actuals</u>	<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Personnel	\$ 1,281,532	\$ 1,077,806	\$ 1,125,823	\$ 203,725.79	18.90%	\$ 155,708.51	13.83%
Office Occupancy & Utilities	122,044	119,604	118,452	2,439.90	2.04%	3,592.58	3.03%
Services	1,062,943	756,903	670,248	306,040.78	40.43%	392,695.54	58.59%
Supplies	8,488	8,228	16,314	259.96	3.16%	(7,825.89)	(47.97%)
Travel	86,722	38,135	16,001	48,586.56	127.41%	70,720.35	441.97%
Leases, Rentals & Licenses	14,565	16,291	19,545	(1,726.31)	(10.60%)	(4,979.94)	(25.48%)
Taxes, Dues and Subscriptions	19,340	16,140	26,901	3,200.00	19.83%	(7,560.52)	(28.11%)
Depreciation, COGS, and Other	199,939	211,011	168,073	(11,071.78)	(5.25%)	31,866.20	18.96%
Total Expenses	\$ 2,795,573	\$ 2,244,118	\$ 2,161,356	\$ 551,454.90	24.57%	\$ 634,216.84	29.34%

Gain / (Loss) from Operations

	\$ (36,917)	\$ (43,973)	\$ 88,450	\$ 7,056.71	(16.05%)	\$ (125,366.65)	(141.74%)
Replenishment of Council-Directed Funds	\$ -	\$ -					
Net Gain / (Loss)	\$ (36,917)	\$ (43,973)	\$ 88,450			\$ 7,057	

**Society of American Archivists
Council Meeting
May 18–20, 2022
Virtual Meeting**

**FY23 Proposed Budget Narrative:
Membership (Program 120)
(Prepared by Peter Carlson)**

The FY 2023 Membership budget projects a net gain of \$805,433. This is \$24,745 (3.17%) higher than the FY 2022 budgeted net gain of \$780,687, and the same as our projected FY '22. We have budgeted assuming a small net increase in total membership, and 4.4% increase in institutional membership. While not entirely supported by recent trend data, we are devoting more staff effort to refining our membership services, marketing, and on-boarding, with the goal of “bending the curve upward.”

Effort of all staff members is allocated across the budget based on management estimates of expected effort by program area. Personnel costs for Membership reflect 1.35 FTEs or 11.25% of total salaries, taxes, operating costs, and benefits. We have modeled an increase in health care costs of 15%, beginning in January 2023. In the FY23 budget, we propose a 4% increase in salaries distributed according to performance and internal equity as well as a market adjustments as may be necessary.

In FY 2022, we had assumed that the continuing impact of the COVID-19 pandemic would result in modest attrition, and thus modeled for a 4.39% decrease in membership. Instead we have realized a small decline (to date) of about 1.66%. The FY23 Membership budget assumes no attrition overall, with an emphasis on renewing and reinstating institutional members. We are also assuming that SAA may need to continue to accommodate some members and groups with complimentary membership. Complimentary memberships (associated with the Archival Workers Emergency Fund) currently total 27, down from 163 at this time last year.

The proposed budget assumes the following:

- Total dues revenue of \$999,299, an increase of 3.58% from the FY22 budgeted amount and an increase of 1.55% from FY22 projected actuals.
- There will be no dues increase in FY 2023.
- Membership projections are based on reported March 2022 figures in conjunction with trend analysis by membership class from FY 2017 through FY 2022.

- 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.).

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The Society of American Archivists
Income Statement
Fiscal 2023 Budget
Membership

Revenues

	<u>Fiscal '23</u>	<u>Fiscal '22</u>	<u>Projected FY '22</u> <u>Actuals</u>	<u>FY '23 Budget v. FY '22 Budget</u>		<u>FY '23 Budget v. FY '22 Actuals</u>	
				<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Dues	\$ 999,299	\$ 964,759	\$ 984,076	\$ 34,541	3.58%	\$ 15,223	1.55%
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	2,356.40	3,095.24	1,664.53	\$ (739)	(23.87%)	\$ 692	41.57%
Total Revenues	\$ 1,001,656	\$ 967,854	\$ 985,741	\$ 33,802	3.49%	\$ 15,915	1.61%

Expenses

	<u>Fiscal '23</u>	<u>Fiscal '22</u>	<u>Projected FY '22</u> <u>Actuals</u>	<u>FY '23 Budget v. FY '22 Budget</u>		<u>FY '23 Budget v. FY '22 Actuals</u>	
				<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Personnel	\$ 150,701	\$ 145,414	\$ 139,899	\$ 5,287	3.64%	\$ 10,802	7.72%
Office Occupancy & Utilities	14,167	15,835	15,155	(1,669)	(10.54%)	(988)	(6.52%)
Services	19,118	13,273	11,237	5,844	44.03%	7,881	70.14%
Supplies	1,679	1,737	1,006	(58)	(3.35%)	673	66.87%
Travel	-	-	-	-	N/A	-	N/A
Leases, Rentals & Licenses	1,158	1,570	1,609	(412)	(26.24%)	(451)	(28.03%)
Taxes, Dues and Subscriptions	-	-	-	-	N/A	-	N/A
Depreciation, COGS, and Other	9,400	9,337	11,297	63	0.68%	(1,897)	(16.79%)
Total Expenses	\$ 196,223	\$ 187,167	\$ 180,203	\$ 9,056	4.84%	\$ 16,020	8.89%
Gain / (Loss) from Operations	\$ 805,433	\$ 780,687	\$ 805,538	\$ 24,745	3.17%	\$ (105)	(0.01%)

Transferred to Funds

Net Gain / (Loss)

-	-	-
\$ 805,433	\$ 780,687	\$ 805,538

**The Society of American Archivists
Program Planner
Fiscal Year 2023**

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

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY23 Budget	
					Line Amount	Activity Total
	1	Collect membership dues.	4000	Membership Dues		4
		Assumes the following growth rates per member category:				
		Associate Domestic : \$115 (-10.21%)	4000		14,585	4
		Associate International : \$145 (-2.93%)	4000		5,253	4
		Bridge : \$55 (7.81%)	4000		396	4
		ID1 (Part-time) : \$80 (-9.76%)	4000		56,066	4
		ID2 (\$20-29k/yr) : \$105 (-1.70%)	4000		21,965	4
		ID3 (\$30-39k/yr) : \$140 (-1.65%)	4000		37,386	4
		ID4 (\$40-49k/yr) : \$174 (1.31%)	4000		76,727	4
		ID5 (\$50-59k/yr) : \$218 (-2.43%)	4000		113,399	4
		ID6 (\$60-75k/yr) : \$250 (-0.11%)	4000		164,268	4
		ID7 (\$75-89k/yr) : \$285 (-12.88%)	4000		92,277	4
		ID8 (>\$90k/yr) : \$325 (1.5%)	4000		123,410	4
		Lifetime : \$	4000		0	4
		Honorary : \$	4000		0	4
		Retired : \$77 (3.29%)	4000		21,261	4
		Student : \$55 (-4.57%)	4000		59,540	4
		Regular : \$340 (-1.35%)	4000		153,528	4
		Sustaining : \$595 (-8.43%)	4000		59,238	4
	2	Collect revenue from member mailing list rental.	4870	Mailing Label Rental	2,356	4
	3	Increase retention of members.				
		a. New Member Orientation and Forum at Annual Meeting (coffee break).	5290	F & B (300p x \$15 incl svc/tax)	4,500	5
	4	Deliver member services.				
		a. Mail copies of new SAA books to sustaining institutional members. Assumes 4 books in FY23.	5300	Shipping/Related Fees (nominal)	300	5
			5940	Cost of goods sold	9,400	5

**The Society of American Archivists
Program Planner
Fiscal Year 2023**

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

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY23 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)	200	5
			5550	Promotional Materials	750	5
			5350	Develop/Produce Promo Display		5
			5300	Postage (included in allocables)		5
			5290	F&B--Ceremony Toast	1,250	5
			5350	Graphic Design for Program	500	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		5
			5350	Graphic Design		5
		d. Webcast and Virtual Job Fair Services at AM 2020	5226	Computer Services	1,500	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		5
	6	Miscellaneous Database Support	5226	Computer Support		5
	7	General and Administrative Cost Allocation	5XXX			167,427
	8	IT Cost Allocation	5XXX			10,396
				Total Income		\$1,001,656
				Total Expenses		196,222.87
				Gain / (Loss) From Operations		\$805,433

**Society of American Archivists
Council Meeting
May 18-20, 2022
Virtual Meeting**

**FY23 Proposed Budget Narrative:
American Archivist (Program 102)
(Prepared by Teresa Brinati)**

The proposed FY 2023 budget projects a net loss of \$20,938 in this program area, which is \$17,118 more than the FY 2022 budgeted net loss \$3,821.

Effort of all staff members is allocated across the budget based on management estimates. Personnel costs for *American Archivist* reflect 0.33 FTEs or 2.77% of total salaries, taxes, and benefits. We have modeled an increase in health care costs of 15% beginning in January 2023. In the FY23 budget, we propose a 4% increase in salaries distributed according to performance and internal equity, as well as a market adjustments. As necessary.

Relation of this program to Strategic Plan: Goal 2: Enhancing Professional Growth, Goal 3: Advancing the Field, and Goal 4: Meeting Members' Needs.

The proposed budget assumes the following:

- Solely digital issues of the journal.
- No in-person meetings of the Editorial Board; only virtual meetings.
- The negotiated Editor honorarium is \$34,000.
- Revenues for Subscriptions have experienced a 17% decline since January 2020. This is due in part to the response by customers to the Council's decision to cease printing physical issues as well as the decline in institutional memberships as a result of the COVID-19 pandemic. The elimination of the postage expenses resulting from print distribution has more than made up for this loss in revenue. Nonetheless, it represents a narrowing of influence. When comparing FY22 budget to FY23 proposed budget, expenses are overall slightly less, while projected revenue will experience a decrease of \$21,397 (of which \$5,000 for advertising will now appear in the *Archival Outlook* budget).
- ACENSUS II survey results and synthesis are projected to be published in *American Archivist* over the course of FY23 and FY24. The proposed budget includes related expense for six articles.
- The estimated JSTOR royalty is based on annual trends.
- Advertising revenue moved to the *Archival Outlook* program planner.

The Society of American Archivists
Income Statement
Fiscal 2023 Budget
American Archivist

Revenues

	Projected FY '22			FY '23 Budget v. FY '22 Budget		FY '23 Budget v. FY '22 Actuals	
	<u>Fiscal '23</u>	<u>Fiscal '22</u>	<u>Actuals</u>	<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Dues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Subscriptions & Advertising	73,000	95,000	86,889.42	\$ (22,000)	(23.16%)	\$ (13,889)	(15.99%)
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	7,700	7,600	160.00	\$ 100	1.32%	\$ 7,540	4712.50%
Total Revenues	\$ 80,700	\$ 102,600	\$ 87,049	\$ (21,900.00)	(21.35%)	\$ (6,349.42)	(7.29%)

Expenses

	Projected FY '22			FY '23 Budget v. FY '22 Budget		FY '23 Budget v. FY '22 Actuals	
	<u>Fiscal '23</u>	<u>Fiscal '22</u>	<u>Actuals</u>	<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Personnel	\$ 37,105	\$ 41,739	\$ 42,211	\$ (4,634)	(11.10%)	\$ (5,106)	(12.10%)
Office Occupancy & Utilities	3,641	4,706	4,604	\$ (1,066)	(22.64%)	\$ (964)	(20.93%)
Services	60,425	59,283	54,764	\$ 1,143	1.93%	\$ 5,662	10.34%
Supplies	180	241	-	\$ (61)	(25.46%)	\$ 180	N/A
Travel	-	-	-	\$ -	N/A	\$ -	N/A
Leases, Rentals and Licenses	287	452	488	\$ (164)	(36.38%)	\$ (201)	(41.12%)
Taxes, Dues and Subscriptions	-	-	-	\$ -	N/A	\$ -	N/A
Depreciation, COGS, and Other	-	-	-	\$ -	N/A	\$ -	N/A
Total Expenses	\$ 101,638	\$ 106,421	\$ 102,067	\$ (4,782)	(4.49%)	\$ (429)	(0.42%)

Gain / (Loss) from Operations

\$ (20,938)	\$ (3,821)	\$ (15,018)	\$ (17,118)	448.02%	\$ (5,920)	39.42%
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Transferred to Funds

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Net Gain / (Loss)

\$ (20,938)	\$ (3,821)	\$ (15,018)
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**The Society of American Archivists
Program Planner
Fiscal Year 2023**

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

Goal	Activity No.	Narrative	Account No.	Account Description	= Gen/Admin		=FY 22 Data	
					Proposed FY23 Budget		FY22 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
	1	Management and Administration Administer activities of journal; develop and monitor budget; organize Editorial Board's virtual meetings; prepare reports and resource materials; manage all aspects of digital 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.				\$0 \$150		\$0 \$150
		a. Editorial Board Quarterly Zoom Calls	5110	Telecommunications	150	5	150	
	2	Production Vol. 84, No. 2 (Fall/Winter 2021) Vol. 85, No. 1 (Spring/Summer 2022)				\$0 \$56,097		\$0 \$53,860
		a. Manuscript Management	5480	PeerTrack Essentials (\$33.77 x 51 mss) Includes 6 articles for A*CENSUS II content	1,722	5	1,520	
		b. Editorial Services	5380	Editor Honorarium	34,000	5	34,000	
			5370	Copyeditor Includes expenses for A*CENSUS II content	4,500	5	4,000	
			5370	Indexer Includes expenses for A*CENSUS II content	1,500	5	1,300	
		c. Composition Services	5350	Composition	4,000	5	3,800	

**The Society of American Archivists
Program Planner
Fiscal Year 2023**

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

Goal	Activity No.	Narrative	Account No.	Account Description	= Gen/Admin		=FY 22 Data	
					Proposed FY23 Budget		FY22 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
		d. Meridean (digital platform)	5350	XML; HTML5 (\$3.25/pg x 650pg)	2,113		5	1,950
			5226	Online Journal Hosting (\$162/article x 51) Includes expenses for A*CENSUS II content	8,262		5	7,290
	3	Archives in Context Podcast Production				\$1,600		\$1,750
		Sound Engineering	5480	Miscellaneous Services	1,500		5	1,500
		Equipment Distribution	5310	Express Delivery	100		5	250
	4	Revenue				\$80,700		\$102,600
		a. Subscriptions \$289 for subscription	4100	Subscriptions	73,000		4	90,000
		b. JSTOR (digital library) (assumes plateau based on royalty trends)	4860	Royalties	7,700		4	7,600
		c. Naylor advertising sales Moved to <i>Archival Outlook</i> program	4150	Advertising	0		4	5,000
	5	General and Administrative Cost Allocation				41,229		47,210
	6	Computer Support Cost Allocation				2,563		3,450
				Total Income		80,700		102,600
				Total Expenses		101,638		106,421
				Gain / (Loss) From Operations		(20,938)		(3,821)
				Net Operating Gain / (Loss)		(20,938)		(3,821)

**Society of American Archivists
Council Meeting
May 18–20, 2021
Virtual Meeting**

**FY23 Proposed Budget Narrative:
Archival Outlook / In the Loop (Program 103)
(Prepared by Abigail Christian)**

The FY 2023 budget projects a net loss of \$77,105 in this program area. This is \$7,054 less than the FY 2022 budgeted net loss of \$84,158.

Effort of all staff members is allocated across the budget based on management estimates. Personnel costs reflect 0.37 FTEs or 3.11% of total salaries, taxes, and benefits. We have modeled an increase in health care costs of 15%, beginning in January 2023. In the FY23 budget, we propose a 4% increase in salaries distributed according to performance and internal equity as well as market adjustments as may be necessary.

Relation of this program to Strategic Plan: Goal 2: Enhancing Professional Growth; Goal 3: Advancing the Field; and Goal 4: Meeting Members' Needs.

The proposed budget assumes the following:

- After a review of print vendors, *Archival Outlook* switched to a new print vendor in July 2021, which has resulted in cost-savings in printing, paper materials, and distribution.
- Digital publication of six issues of *Archival Outlook*.
- Digital publication of 26 issues of *In the Loop*.
- Advertising revenue estimate is based on trends and includes *Archival Outlook*, *In the Loop*, *American Archivist* website, and the *Dictionary of Archives Terminology*.

The Society of American Archivists
Income Statement
Fiscal 2023 Budget
Archival Outlook

Revenues

Revenues	Proposed		Projected FY '22		FY '23 Budget v. FY '22 Budget		FY '23 Budget v. FY '22 Actuals	
	Fiscal '23	Fiscal '22	Actuals	\$ Difference	% Difference	\$ Difference	% Difference	
Dues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A	
Subscriptions & Advertising	34,009	32,670	35,516	1,338.83	4.10%	(1,507.33)	(4.24%)	
Workshops	-	-	-	-	N/A	-	N/A	
Annual Meeting	-	-	-	-	N/A	-	N/A	
Publications	-	-	-	-	N/A	-	N/A	
Contributions	-	-	-	-	N/A	-	N/A	
Investments	-	-	-	-	N/A	-	N/A	
Other	1,000	1,000	1,210	-	0.00%	(210.00)	(17.36%)	
Total Revenues	\$ 35,009	\$ 33,670	\$ 36,726	\$ 1,338.83	3.98%	\$ (1,717.33)	(4.68%)	

Expenses

Expenses	Projected FY '22			FY '23 Budget v. FY '22 Budget		FY '23 Budget v. FY '22 Actuals	
	Fiscal '23	Fiscal '22	Actuals	\$ Difference	% Difference	\$ Difference	% Difference
Personnel	\$ 41,579	\$ 39,377	\$ 38,165	\$ 2,201.65	5.59%	\$ 3,413.93	8.95%
Office Occupancy & Utilities	3,910	4,299	4,156	(389.59)	(9.06%)	(246.83)	(5.94%)
Services	66,102	73,515	56,126	(7,413.56)	(10.08%)	9,975.68	17.77%
Supplies	201	227	-	(26.14)	(11.49%)	201.26	N/A
Travel	-	-	-	-	N/A	-	N/A
Leases, Rentals & Licenses	322	426	441	(104.46)	(24.51%)	(119.43)	(27.07%)
Taxes, Dues and Subscriptions	-	-	-	-	N/A	-	N/A
Depreciation, COGS, and Other	-	-	-	-	N/A	-	N/A
Total Expenses	\$ 112,113	\$ 117,845	\$ 98,889	\$ (5,732.10)	(4.86%)	\$ 13,224.60	13.37%

Gain / (Loss) from Operations	(77,105)	(84,176)	(62,163)	\$ 7,070.94	(8.40%)	\$ (14,941.93)	24.04%
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Transferred to Funds

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Net Gain / (Loss)	(77,105)	(84,176)	(62,163)
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**The Society of American Archivists
Program Planner
Fiscal Year 2023**

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

Goal	Activity No.	Narrative	Account No.	Account Description	= Gen/Admin		=FY 22 Data for		
					Proposed FY23 Budget		FY22 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 (excluding students), and comp copies to contributors. Production assumptions: - (5 issues@20 pages + cover, 4-color, 100#mpc text) x 4,500 copies - (1 issue @ 32 pages + cover, 4-color, 100#mpc text) x 4,500 copies - Digital conversion by Bluetoad.	5350 5400 5335 5300 5335	Graphic Design (\$2,300 x 5 issues + \$2,600 x 1 issue) Printing Processing Labor / Materials for 6 Issues Postage for 6 Issues Digital Conversion (156pg @ \$4.75/pg)	14,100 19,000 3,200 26,000 745	\$63,045	5 5 5 5 5	11,500 21,200 6,600 30,000 745	\$70,045
	3	Publish <i>In the Loop</i> 26 times per year. In-house production allocated in G&A budget (Program 100).							
	4	Revenue: a. Naylor ad sales for website, periodicals (<i>Archival Outlook</i> , In the Loop, <i>American Archivist</i>), <i>Dictionary of Archives Terminology</i> b. <i>Archival Outlook</i> first-class and airmail service.	4150 4800	Advertising First-Class + Airmail Revenue	34,009 1,000	\$35,009	4 4	32,670 1,000	\$33,670
	5	General and Administrative Cost Allocation				46,197			44,249
	6	Computer Support Cost Allocation				2,871			3,534
				Total Income		\$35,009			\$33,670
				Total Expenses		112,113			117,828
				Gain / (Loss) From Operations		(\$77,105)			(\$84,158)

**Society of American Archivists
Council Meeting
May 18-20, 2022**

**FY23 Proposed Budget Narrative:
Annual Meeting (Program 192)
(Prepared by Jackie Price Osafo)**

The proposed FY 2023 budget projects a net gain of \$116,497 for the Society's first Hybrid Annual Meeting. Effort of all staff members for FY22 is allocated across the budget based on management estimates. Personnel costs reflect 0.32 FTEs or 2.70% of total salaries, taxes, and benefits. We have modeled an increase in health care costs of 15%, beginning in January 2023. In the FY23 budget, we propose a 4% increase in salaries distributed according to performance and internal equity as well as market adjustments as may be necessary.

The proposed budget for the FY23 Hybrid Annual Meeting assumes the following:

- A significant amount of staff time to work with the Program and Host committees and to plan the conference schedule, as well as direct expenses for site visits and the logistics and production consultants, are invested prior to the start of the fiscal year in which the Annual Meeting occurs. These "prepaid expenses" are reflected in the income statement when the conference is implemented. (This generally accepted accounting procedure enables us to realize expenses in the proper period.) The income statement for the 2023 Annual Meeting (Program 192) reflects costs that will be booked as prepaid but not expensed until that conference takes place.
- Overall conference and committed expenses such as AV, decorator services, food/beverages, and staff travel are under - Activity 2.
- Payment to DLPlan (logistics consultants) of \$56,500, which includes pre-meeting management and site visit travel for the in-person conference and the pivot to issuing an RFP, interviewing, recommending, and managing a technology platform and production vendor. (Activity 2f)
- An expense of \$25,000 for a conference platform (Pathable) and \$49,000 for a full-service production company to manage all speaker and facilitator training, pre-recording, editing, captioning, and management of in-person, virtual, and streaming programming. (Activity 2f)
- The budget represents a combination (in-person and virtual) of 1,875 paid attendees at the multiple price points/registrations fees, which were increased by 15% to support the cost of a hybrid meeting. We have assumed that 80% of registrants (members and non-members) for the in-person meeting will choose the early bird registration rate. During the past two years, the Society implemented a significantly discounted rate for precariously

employed archives workers; for 2023, the Society will address the needs of this group on a case-by-case occurrence.

- Our optimistic projection is because we had 1,943 registrants in 2021. (Activity 3)
- Sponsorship revenue is based past performance and knowledge of current interest from common vendors. (Activity 3)

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The Society of American Archivists
Income Statement
Fiscal 2023 Budget
Annual Meeting - Hybrid Boston

Revenues

	<u>Fiscal '23</u>	<u>Fiscal '22</u>	<u>Projected FY '22 Actuals (Ana Virt)</u>	<u>FY '23 Budget v. FY '22 Budget</u>		<u>FY '23 Budget v. FY '22 Actuals</u>	
				<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Dues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Subscriptions & Advertising	16,800	-	2,000	16,800.00	N/A	14,800.00	740.00%
Workshops	-	-	-	-	N/A	-	N/A
Annual Meeting	692,915	445,500	377,688	247,415.00	55.54%	315,227.00	83.46%
Publications	-	-	-	-	N/A	-	N/A
Contributions	-	-	-	-	N/A	-	N/A
Investments	-	-	-	-	N/A	-	N/A
Other	234	-	-	234.00	N/A	234.00	N/A
Total Revenues	\$ 709,949	\$ 445,500	\$ 379,688	\$ 264,449.00	59.36%	\$ 330,261.00	86.98%

Expenses

	<u>Fiscal '23</u>	<u>Fiscal '22</u>	<u>Projected FY '22 Actuals (Ana Virt)</u>	<u>FY '23 Budget v. FY '22 Budget</u>		<u>FY '23 Budget v. FY '22 Actuals</u>	
				<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Personnel	\$ 35,658	\$ 32,013	\$ 58,263	\$ 3,645.27	11.39%	\$ (22,605.21)	(38.80%)
Office Occupancy & Utilities	3,379	3,517	6,317	(138.30)	(3.93%)	(2,938.14)	(46.51%)
Services	398,822	70,189	81,690	328,632.25	468.21%	317,131.80	388.21%
Supplies	1,300	187	-	1,112.81	594.36%	1,300.03	N/A
Travel	35,243	2,500	2,078	32,742.56	1309.70%	33,164.70	1596.10%
Leases, Rentals & Licenses	334	351	672	(16.97)	(4.83%)	(337.52)	(50.26%)
Taxes, Dues and Subscriptions	-	-	-	-	N/A	-	N/A
Depreciation, COGS, and Other	118,717	134,420	103,731	(15,703.30)	(11.68%)	14,986.03	14.45%
Total Expenses	\$ 593,452	\$ 243,177	\$ 252,750	\$ 350,274.32	144.04%	\$ 340,701.69	134.80%
Gain / (Loss) from Operations	\$ 116,497	\$ 202,323	\$ 126,938	\$ (85,825.32)	(42.42%)	\$ (10,440.69)	(8.23%)

Transferred to Funds

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

\$ 116,497	\$ 202,323	\$ 126,938	\$ (85,825)
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**The Society of American Archivists
Program Planner
Fiscal Year 2023**

**Program Name: Annual Meeting Hybrid Boston
Program Number: 192**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY23 Budget	
					Line Amount	Activity Total
	1	Management and Administration Administer activities associated with the 2021 Virtual Annual Meeting, originally scheduled for Anaheim, CA: Develop and monitor budgets; provide support to the Program and Host committees; promote the meeting via all available means; market sponsorship opportunities; research platform and production companies, issue RFP, and select best fit; and respond to general inquiries.				\$0
	2	Execute Hybrid Archives 2022 Conference				\$432,484
		a. Audio-visual Services	5360	Audio Visual -- Markey's	91,902	
		- Mini Theatre	5360	Audio Visual --(Conference Media - record over powerpoint)	6,950	
		- Main Conference				
		- Hotel Liaison (load in/load out)				
		- Housing				
		b. Decorator Services	5480	Miscellaneous Services (Alliance)	31,733	
		Delivery, set-up, tear down of all furniture, fixtures, kiosks for all activities.				
		c. Food and Beverage				
		- Hynes Convention Center	5290	Food and Beverage	58,946	
		- Sheraton Hotel	5290	Food and Beverage	26,971	
		d. Housing for award winners and staff				
			5600	Staff Travel (includes program support personell)	20,043	
			5610	Member Travel	4,100	
		e. Signage	5600	Airfare Staff	6,600	
			5400	Printing (Alliance)	6,915	
		f. Logistics				
		- Production management (The Dynamic Communicator including Pathable platform).	5360	Audiovisual (Production Management)	49,000	
		- Closed Captioning	5360	Audiovisual (Conference Platform)	25,000	
		- Health and Safety	5360	Audiovisual (Closed Captioning)	9,000	
		- Security	5480	Miscellaneous Services (EMT TK)	8,000	
			5480	Miscellaneous Services (Security TK)	4,000	

**The Society of American Archivists
Program Planner
Fiscal Year 2023**

**Program Name: Annual Meeting Hybrid Boston
Program Number: 192**

Goal	Activity No.	Narrative	Account No.	Account Description	= Gen/Admin Proposed FY23 Budget	
					Line Amount	Activity Total
		- Internet	5226	Computer Support	2,100	
		- Hotel Shipping services	5300	Postage and Freight (Sheraton)	500	
		- Logistics management (DL Plan).	5200	Consulting Fees (DL Plan)	56,500	
		- Insurance	5260	Event Cancellation Insurance	4,500	
		- Shipping to AM site and back	5300	Adcom	7,000	
		g. Marketing and niceties				
		- Furniture for keynote	5570	Miscellaneous Supplies	825	
		- Graphic Designer for branding and signs	5350	Graphic Design	3,500	
		- Printing and design (badges, lanyards, registration forms)	5400	Printing and Duplication	3,600	
		- Flowers for plenary	5570	Miscellaneous Supplies	300	
		- Honorarium for keynote speaker (two or three TBD).	5650	Keynote Speaker Honorarium	4,500	

**The Society of American Archivists
Program Planner
Fiscal Year 2023**

**Program Name: Annual Meeting Hybrid Boston
Program Number: 192**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY23 Budget	
					Line Amount	Activity Total
	3	Provide resources for management of a high-quality hybrid conference.				\$709,949
		a. Registration income (In-Person assuming 875 paid attendees)				\$0
			4300	Early-bird Member (71.9% of total, or 629 @ \$349)	219,521	
			4300	Early-Bird Employee / Member Inst (0.84% or 7 @ 479)	3,353	
			4300	Early-Bird Nonmember (7.7% or 67 @ 639)	42,813	
			4300	Advance Member (3.13% or 28 @ \$439)	12,292	
			4300	Advance Employee / Member Inst (0.74% or 6 @ 529)	3,174	
			4300	Advance Nonmember (0.86% or 8 @ \$689)	5,512	
			4300	Regular Member (3.13% or 27 @ \$509)	13,743	
			4300	RegularEmployee / Member Inst (0.41% or 4 @ \$599)	2,396	
			4300	RegularNonmember (0.89% or 8 @ \$759)	6,831	
			4300	One-Day Member (1.5% or 13 @ \$279)	3,627	
			4300	One-Day Employee / Member Inst	-	
			4300	One-Day Nonmember (0.84% or 7 @ \$449)	3,143	
			4300	RegularNonmember (0.89% or 8 @ \$759)	6,072	
			4300	Student Member (6.27% or 54 @ \$179)	9,666	
			4300	Student Nonmember (0.67% 6 @ 269)	1,614	
			4300	Guest of Member (0.21% or 2 @ \$179)	358	
			4300	Guest of Nonmember	-	
		b. Registration income (Virtual assuming 1,000 paid attendees)				
			4300	SAA Members (74% of total, or 740 @ \$169)	125,060	
			4300	Employees of Member Inst (9% of total, or 90 @ \$199)	20,610	
			4300	Nonmembers (9% of total, or 90 @ \$299)	26,910	
			4300	Students (8% of total, or 80 @ \$49)	4,720	
		c. Post-conference Sales	4300	Sale of Post-Conference Access (25 @ \$100 avg)	2,500	
		a. Exhibits, Sponsorship, and advertising income.				
		- 60 paid booths (avg \$ 1,900) / 3 comp booths (Ofc Hrs + SAAF)	4350	Exhibits Income	114,000	
			4360	Sponsorship Income	65,000	
		- On-line Advertising Income (\$2,500 Banner * 4/\$1,700 *4)	4150	Advertising in Prelim Flyer/Onsite/Web Programs	16,800	
			4900	Exhibit Hall ticket sales (assumes six)	234	
4		General and Administrative Cost Allocation	5XXX	(Includes all ARCHIVES*RECORDS 2021 expenses		158,424

Program Name: Annual Meeting Hybrid Boston
Program Number: 192

Program Name: Annual Meeting Hybrid Boston Program Number: 192		
<u>Narrative</u>	<u>Account No.</u>	<u>Account Description</u>
	5XXX	incurred in FY21.)
		Total Income
		Total Expenses
		Gain / (Loss) From Opera
		Net Operating Gain / (L

The Society of American Archivists
Income Statement
Fiscal 2023 Budget
Annual Meeting - Washington, D.C.

Revenues

	<u>Fiscal '23</u>	<u>Fiscal '22 (Bos)</u>	<u>Projected FY '22 Actuals (Bos)</u>	<u>FY '23 Budget v. FY '22 Budget</u>		<u>FY '23 Budget v. FY '22 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 '23</u>	<u>Fiscal '22 (Bos)</u>	<u>Projected FY '22 Actuals (Bos)</u>	<u>FY '23 Budget v. FY '22 Budget</u>		<u>FY '23 Budget v. FY '22 Actuals</u>	
				<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Personnel	\$ 60,573	\$ 55,081	\$ 52,598	\$ 5,492.19	9.97%	\$ 7,974.37	15.16%
Office Occupancy & Utilities	5,679	5,999	5,809	(320.53)	(5.34%)	(130.15)	(2.24%)
Services	4,412	4,816	3,942	(403.87)	(8.39%)	469.97	11.92%
Supplies	291	316	-	(24.76)	(7.84%)	291.15	N/A
Travel	-	-	-	-	N/A	-	N/A
Leases, Rentals & Licenses	422	592	606	(169.98)	(28.70%)	(184.19)	(30.38%)
Taxes, Dues and Subscriptions	-	-	-	-	N/A	-	N/A
Depreciation, COGS, and Other	(71,377)	(66,804)	(62,956)	(4,573.06)	6.85%	(8,421.14)	13.38%
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 2023

Program Name: 2022 Annual Meeting - Washinton, D.C.
Program Number: 193

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY22 Budget		FY21 Budget		
					Line Amount	Activity Total	Line Amount	Activity Total	
DELETE HIDE	1	Management and Administration Administer activities associated with the 2023 Annual Meeting in Washinton, D.C. 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/ Zoom Meetings		5		5	
		b. Pre-Meeting Planning	5600	Staff Travel (site visit)		5		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		5	
			5350	ID Development (design)		5		5	
			5400	ID Development (banner)		5		5	
	3	General and Administrative Cost Allocation	5XXX			67,233	5	62,279	5
	4	IT Cost Allocation	5XXX			4,143	5	4,524	5
	5	Allocation to Future Period	5XXX			(71,377)		(66,804)	
				Total Income		-		\$0	
				Total Expenses		-		-	
				Net Result		-		\$0	

**Society of American Archivists
Council Meeting
May 18–20, 2021
Virtual Meeting**

**FY23 Proposed Budget Narrative:
Publications (Program 104)
(Prepared by Abigail Christian)**

The FY23 proposed budget projects a net loss of \$81,097. This is \$38,621 less than the FY22 budgeted net loss of \$119,718, and \$9,270 (1026%) less than our FY '22 projected net loss.

Effort of all staff members is allocated across the budget based on management estimates. Personnel costs reflect 0.97 FTEs or 8.1% of total salaries, taxes, and benefits. We have modeled an increase in health care costs of 15% beginning in January 2023. In the FY23 budget, we propose a 4% increase in salaries distributed according to performance and internal equity, as well as necessary market adjustments (if needed).

Relation of this program to Strategic Plan: Goal 2: Enhancing Professional Growth; Goal 3: Advancing the Field; and Goal 4: Meeting Members' Needs.

The proposed budget assumes the following:

- Sale of SAA books only (includes books jointly published with the American Library Association and the Association of Canadian Archivists).
- Revenue projections on 80+ unique titles available in print and/or digital editions (pdf, epub, Kindle) based on trends.
- Two new titles slated for print and digital editions in the first two quarters of the fiscal year, four more new titles slated for print and digital editions in the last two quarters of the fiscal year.
- Digital printing (rather than “standard” ink-to-paper printing) to contain costs.
- Competitive (below-market) pricing of books for members.
- Commitment to remunerating editors/authors for their work.
- Marketing SAA products to relevant audiences.

The Society of American Archivists
Income Statement
Fiscal 2023 Budget
Publications

Revenues	Proposed		Projected FY '22		FY '23 Budget v. FY '22 Budget		FY '23 Budget v. FY '22 Actuals	
	<u>Fiscal '23</u>	<u>Fiscal '22</u>	<u>Actuals</u>		<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Dues	\$ -	\$ -	\$ -		\$ -	N/A	\$ -	N/A
Subscriptions & Advertising	-	-	-		-	N/A	-	N/A
Workshops	-	-	-		-	N/A	-	N/A
Annual Meeting	-	-	-		-	N/A	-	N/A
Publications	208,538	179,490	174,519		29,048	16.18%	34,019	19.49%
Contributions	-	-	-		-	N/A	-	N/A
Investments	-	-	-		-	N/A	-	N/A
Other	19,891	17,804	22,568		2,087	11.72%	(2,677)	(11.86%)
Total Revenues	\$ 228,429	\$ 197,294	\$ 197,087		\$ 31,136	15.78%	\$ 31,342	15.90%
Expenses	Proposed		Projected FY '22		FY '23 Budget v. FY '22 Budget		FY '23 Budget v. FY '22 Actuals	
	<u>Fiscal '23</u>	<u>Fiscal '22</u>	<u>Actuals</u>		<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Personnel	\$ 108,411	\$ 108,142	\$ 104,380		\$ 268.5	0.25%	\$ 4,030.8	3.86%
Office Occupancy & Utilities	10,194	11,779	11,376		(1,585)	(13.45%)	(1,182)	(10.39%)
Services	116,519	122,096	110,336		(5,577)	(4.57%)	6,182	5.60%
Supplies	525	623	4,484		(98)	(15.77%)	(3,959)	(88.30%)
Travel	-	-	465		-	N/A	(465)	(100.00%)
Leases, Rentals & Licenses	4,078	4,408	4,287		(330)	(7.48%)	(208)	(4.86%)
Taxes, Dues and Subscriptions	-	-	-		-	N/A	-	N/A
Depreciation, COGS, and Other	\$ 69,800	\$ 69,964	\$ 52,127		(164)	(0.23%)	17,673	33.90%
Total Expenses	\$ 309,526	\$ 317,011	\$ 287,455		\$ (7,485)	(2.36%)	\$ 22,072	7.68%
Gain / (Loss) from Operations	\$ (81,097)	\$ (119,718)	\$ (90,368)		\$ 38,621	(32.26%)	\$ 9,270	(10.26%)
Transferred to Funds	\$ -	\$ -	\$ -					
Net Gain / (Loss)	\$ (81,097)	\$ (119,718)	\$ (90,368)					

**The Society of American Archivists
Program Planner
Fiscal Year 2023**

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

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY23 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.				\$34,250
		a. Publications Editor	5370	Honorarium	34,000	
		b. Quarterly Zoom meeting with Publications Board	5480	Miscellaneous Services	250	
	2	Sales and Distribution of Existing Publications 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.				\$185,316
		a. Sale of Publications (Based on FY 2020 Actual Trend discounted by 18%)	4400	Sale of Existing Publications	147,573	
		b. Revenue from customers to offset shipping expense. (~12% of sales)	4800	Shipping Revenue	13,282	
		c. eBooks (estimated based upon FY 19 actuals and FY 20 estimates)	4450	Sale of eBooks	21,412	
		d. University of Chicago distribution center (Bibliovault)	5335	E-Production, Storage, Fulfillment	2,500	
						\$110,277

**The Society of American Archivists
Program Planner
Fiscal Year 2023**

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

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY23 Budget	
					Line Amount	Activity Total
		d. Royalties earned from publishing/distribution partnerships: - American Library Association - Scarecrow Press (Rowman & Littlefield) - Copyright Clearance Center	4860	Royalty Income	3,050	
		e. Cost of goods sold @ average of .35% of sales.	5940	Cost of Goods Sold	46,000	
		f. Warehousing, packaging, and distribution - Fulfillment via Diamond Communication Solutions	5700	Warehouse (\$270/m x 12)	3,240	
			5300	Postage	52,022	
			5335	Processing Labor / Materials	6,240	
		g. Royalties paid to authors of SAA books:				
		- Photographs: Archival Care and Management (\$1/book x 25)	5395	Royalty Paid	25	
		- Preserving Archives and Manuscripts (\$1/book x 100)	5395	Royalty Paid	100	
		- Understanding Archives and Manuscripts (\$1/bk x 2 authors x 75)	5395	Royalty Paid	150	
		h. Reserve set up to cover unsold assets.	5960	Inventory Reserve Depreciation	-	
	3	New Publication Production, Distribution, and Sales	4400	Sale of New Publications	39,553	
		Manage print and digital production and distribution of new titles. Expenses include research and development; production; e-conversion; honoraria; and distribution.	5940	Cost of Goods Sold	23,800	
		Production Sponsor Revenue	4360			

**The Society of American Archivists
Program Planner
Fiscal Year 2023**

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

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY23 Budget	
					Line Amount	Activity Total
		Sustaining institutional member COGS reflected in Membership budget (sustaining members receive copy of each new book produced).				
		Fulfillment via Diamond Fulfillment Solutions.				
	4	Dictionary Working Group				
		a. Elements Forge Software. MSA to exchange Software cost for advertising.	4800	Shipping Revenue (~9% of sales)	3,560	
		Direct costs include monthly hosting fee.	5300	Postage	10,450	
	5	Marketing and Promotion	5335	Processing Labor / Materials	1,250	
		Market and promote new and existing titles. Promote participation in SAA's publishing program on social outlets				
			5226	Software Hosting	1,560	
					3,500	
	6	General and Administrative Cost Allocation	5XXX			120,451
	7	Computer Support Cost Allocation	5XXX			7,488
				Total Income		\$228,429
				Total Expenses		\$309,526
				Gain / (Loss) From Operations		(\$81,097)

**Society of American Archivists
Council Meeting
May 18–20, 2022
Virtual Meeting**

**FY23 Proposed Budget Narrative:
Education (Program 105)
(Prepared by Rana Salzmann)**

The projected net gain in this program for FY23 is \$157,995. This is an increase of \$61,137 (63.12%) compared to the FY22 budgeted net gain of \$96,858, and \$41,847 (20.94%) *lower than* our estimated FY '22 actuals.

For FY23, effort of all staff members is allocated across the budget based on management estimates. Personnel costs for Education reflect 2.54 FTEs or 21.18% of total salaries, taxes, and benefits. This budget converts the Education consultant role back to a FT staff position, and adds a half FTE position for Education and Annual Meeting in order to support additional online programming and a return to a limited in-person course schedule.

We have modeled an increase in health care costs of 15%, beginning in January 2023. In the FY23 budget, we propose a 4% increase in salaries distributed according to performance and internal equity as well as a market adjustments as may be necessary.

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.

Our calculations for FY23 are optimistic in that they project a net gain for this upcoming year of hybrid programming and a “new normal” as COVID continues. We moved to a 100% online education model during FY21 and continued iterating, innovating, and expanding online offerings into FY22 as the pandemic and its after-effects affect our members. For FY23, we plan a modest return to in-person instruction with 4 regional events, and an increase in online courses from 40 to 60 for the year. Funding for in-person meetings of the DAS Subcommittee and the Committee on Education has been eliminated for the third year in a row. The DEI Next Steps project funded by the SAA Foundation is now complete and the NHPRC Cooperative Agreement for Management Track programs ended as of June 30, 2022. This budget incorporates continued development of these curricular tracks into the main operational budget.

Activity Areas

1. Management and Administration. Due to the shift to a Hybrid Annual Meeting, “pre-conference” education as we have known it has been eliminated in this budget for the third year in a row. Scheduling and staff bandwidth concerns make it necessary to reimagine the pre-conference concept.

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 calculations, intended to support continued robust online learning for the third year of the pandemic, as well as a trial run of 4 regional face-to-face education events.

- Four in-person courses staggered throughout the year and in strategically-chosen locations and an estimated 60 Zoom courses, with an estimated 30 attendees in each. Although we may increase capacity limits for some Zoom courses beyond the typical 35-40 that fit in a face-to-face setting, we have found that most instructors prefer a limited class size to maintain best practices in online teaching.
- Four new webcasts in either the DAS or A&D programs. Two webcasts each in the Management Track and DEIA areas.
- Honoraria for instructors and “secondary” instructors, as we may need to employ moderators or teaching assistants to operationalize best practices for online learning.
- A long-awaited increase in the standard honoraria rates, from \$500 to \$600, to ensure our instructor compensation is competitive.
- Additional stipends to support instructors converting courses to online.
- An estimated 90 registrations for the online DAS Comprehensive Exam.
- After 5 years with no price increase, this budget assumes a 10% increase in registration fees across the board.

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

- Funding to support 4 face-to-face education programs, details to be determined as we weigh COVID realities.
- BlueSky/Path LMS remains our chosen LMS tool for the delivery of online programs. During COVID, we negotiated the postponement of a 17% increase in our contract for the platform. That increase returns this year, bumping our annual cost to \$8,340.

5. Marketing and Promotion. This activity is funded at base levels for the coming year. With the addition of the Marketing/Communications role to staff, I will reassess the departments continuing marketing needs

The Society of American Archivists
Income Statement
Fiscal 2023 Budget
Education

Revenues

	Proposed		Projected FY '22	FY '23 Budget v. FY '22 Budget		FY '23 Budget v. FY '22 Actuals	
	<u>Fiscal '23</u>	<u>Fiscal '22</u>	<u>Actuals</u>	<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Dues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A
Subscriptions & Advertising	-	-	-	\$ -	N/A	\$ -	N/A
Workshops	585,150	381,930	446,111	\$ 203,220	53.21%	\$ 139,039	31.17%
Annual Meeting	-	-	-	\$ -	N/A	\$ -	N/A
Publications & CD Sales	-	-	-	\$ -	N/A	\$ -	N/A
Contributions	-	-	-	\$ -	N/A	\$ -	N/A
Investments	-	-	-	\$ -	N/A	\$ -	N/A
Other	-	-	467	\$ -	N/A	\$ (467)	(100.00%)
Total Revenues	585,150	381,930	446,578	\$ 203,220	53.21%	\$ 138,572	31.03%

Expenses

	<u>Fiscal '23</u>	<u>Fiscal '22</u>	<u>Actuals</u>	FY '23 Budget v. FY '22 Budget		FY '23 Budget v. FY '22 Actuals	
				<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Personnel	\$ 283,436	\$ 136,519	\$ 131,480	\$ 146,917	107.62%	\$ 151,956	115.57%
Office Occupancy & Utilities	27,856	16,877	14,339	\$ 10,980	65.06%	\$ 13,517	94.27%
Services	104,092	145,082	99,394	\$ (40,990)	(28.25%)	\$ 4,698	4.73%
Supplies	1,572	948	-	\$ 624	65.78%	\$ 1,572	N/A
Travel	8,000	-	-	\$ 8,000	N/A	\$ 8,000	N/A
Leases, Rentals & Licenses	2,199	1,659	1,522	\$ 539	32.52%	\$ 676	44.43%
Taxes, Dues and Subscriptions	-	-	-	\$ -	N/A	\$ -	N/A
Depreciation, COGS, and Other	-	-	-	\$ -	N/A	\$ -	N/A
Total Expenses	\$ 427,155	\$ 301,085	\$ 246,736	\$ 126,070	41.87%	\$ 180,419	73.12%
Gain / (Loss) from Operations	\$ 157,995	\$ 80,845	\$ 199,842	\$ 77,150	95.43%	\$ (41,847)	(20.94%)

Transferred to Funds

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Net Gain / (Loss)

\$ 157,995	\$ 80,845	\$ 199,842
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**The Society of American Archivists
Program Planner
Fiscal Year 2023**

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

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY23 Budget		FY22 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) Provide staff support for Annual Meeting / pre-conference courses.				\$0		\$0
			5640	Registration Fees (included in G&A)			5	5
			5600	Staff Travel			5	5
			5600	Hotel (2p x \$189/d x 5d) (RHS and AR)			5	5
			5600	Per Diem (2p x \$75/d x 5d) (RHS and AR)			5	5
			5600	Air/Ground (2p x \$500)			5	5
	2	Support the work of the Committee on Education, DAS and GAE Subcommittees, and other groups as needed. Conduct one Committee on Education meeting (Chicago): - (13p x \$470 airfare/bags/ground) = 6110 - (13p x \$109/d x 2 days hotel) = 2834 - (13 p x \$45/d x 2 days meals) = 1170 - Room Rental (\$75/day x 2 days) = 150 - Catering (2 breakfasts, 2 lunches) = 800				\$0		\$0
			5610	Member Travel			5	5
			5620	Member Lodging	-		5	5
			5630	Member Meals (Reimbursement)	-		5	5
			5700	Meeting Room Rental (SAA HQ)	-		5	5
			5630	Member Meals (Catering)	-		5	5

**The Society of American Archivists
Program Planner
Fiscal Year 2023**

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

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY23 Budget		FY22 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	-	5		5
		- (9p x \$204/d x 2 days hotels) = 3672	5620	Member Lodging	-	5		5
		- (9p x \$45/d x 2 days meals) = 810	5630	Member Meals (Reimbursement)	-	5		5
			5295	Staff Travel (2p x 2d x \$16) = 64	-	5		5
		- Room Rental (\$75/day) x2 days	5700	Meeting Room Rental (SAA HQ)	-	5		5
		- Catering (2 breakfasts, 2 lunches) = 650	5630	Member Meals (Catering)	-	5		5
	3	Plan and implement F2F courses, webcasts, and online courses.				\$585,150		\$381,930
		(Assumes 10% across the board fee increase.)				\$69,100		\$43,500
		60 Zoom classes x30x\$246 (avg. price + 10%increase)	4200	Education Registration Revenue	442,800	4	268,800	4
		30 purchases x 4 new live webcasts x \$97 (avg price).	4210	Education Registration Revenue	11,640	4	10,680	4
		25 purchases x 40 existing on-demand webcasts x \$119 (avg price).	4210	On-Demand Revenue	119,000	4	92,650	4
			4210	On-Demand Revenue		4		4
		Course/Webcast Exams: 20 exams x 50	4215	DAS Challenge Exams Revenue	1,000	4	800	4
		DAS Comprehensive Exam: 90 exams x \$119	4215	DAS Challenge Exams Revenue	10,710	4	9,000	4
								4
		60 "in person" Zoom instructors + 8 face to face instructors for the 4 events (\$600)	5380	Instructor Honoraria	40,800	5	32,000	5
		Course conversion/experiment stipends for instructors (20x600), Co-instructors (10x600)	5380	Instructor Honoraria	18,000	5	10,000	5
							0	5
		DAS Comprehensive and Course Exam Item Writing Honoraria (\$150 x 10)	5380	Instructor Honoraria	1,500	5	1,500	5
		4 beverage breaks not covered in host negotiations @ \$200 each. (for the 4 face-to face regional events)	5290	Business Meals	800	5		5
			5360	Audiovisual (\$610/room/day x 8 courses)	-	5		5
			5360	Audiovisual (Unconference)	-	5		5
			5290	Business Meals	-	5		5
		Instructor travel, lodging, meals @ avg \$1,000 x 8 instructors (4 "regional" fa	5610	Instructor Travel	8,000	5		5
			5620	Lodging		5		5
			5630	Meal Allowance		5		5
		Print and ship workbooks @ \$160/course x 2 courses.	5400	Printing & Duplicating		5	0	5
	4	Develop new and revise existing educational offerings and maintain online platforms.				\$0		\$0
						\$21,540		\$12,140

**The Society of American Archivists
Program Planner
Fiscal Year 2023**

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

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY23 Budget		FY22 Budget			
					Line Amount	Activity Total	Line Amount	Activity Total		
		- BlueSky eLearn Path LMS (new rates for FY23)	5226	Computer Support	8,340		5	7,140	5	
			5226	Computer Support			5	0	5	
		- Webcast / online course development fee (4 new webcasts x \$1500).	5380	Honorarium (Webcast Development)	6,000		5	2,000	5	
		- Management Track and DEIA: Continued development (4 courses/year without NHPRC or SAAF dollars, \$1500 each)	5380	Honorarium (Instructor)	6,000		5	1,500	5	
			5380	Honorarium (Instructor)			5	500	5	
		- DAS Comprehensive Exam question manager. (Tomaro Taylor and Sarah Shipley to step away, \$600pp)	5200	Consultant (DAS Comprehensive Exam)	1,200		5	1,000	5	
								0	5	
									5	
5		Management Track (covered by NHPRC) Program development will include Technology Management course and other soft skills topics TBD. Grant complete by EOY22. Will continue with 2 classes/year)								
6		DEI Next Steps (covered by SAAF) Four webinars to be developed by August 30, 2021 Grant complete by EOY22. Will continue with 2 classes/year. Agreed to "sunset" content by EOY22)								
7		Marketing and promotion.				\$300		\$600		
		- Ad placement for courses, webcasts, and flash sales.	5285	Advertising & Marketing			5	0	5	
		- DAS and A&D magnets for certificate holders.	5550	Promotional Items	100		5	50	5	
		- Notecards.	5550	Promotional Items	100		5	50	5	
		- LMS images.	5350	Graphic Design			5	500	5	
		- Other printed marketing materials.	5285	Advertising & Marketing	100		5	0	5	
									5	
8		Miscellaneous.				\$1,700		\$0		
		- PGI conference call audio (\$100/m x 12).	5110	Telecommunications	1,200		5	1,200	5	
		- Postage for DAS exams and certificates.	5310	Express Mail	500		5	500	5	
		- Educational consutling for Program Operations -- In staff budget	5200	Consulting	-		5	61,425	5	
									4	
9		General and Administrative Allocation	5XXX		\$314,928	314,927.55	5	154,411	154,411.39	5

**The Society of American Archivists
Program Planner
Fiscal Year 2023**

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

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY23 Budget		FY22 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
	10	IT Allocation	5XXX		\$19,587	19,587.19	11,296	11,295.84
				Total Income		\$585,150		\$381,930
				Total Expenses		\$427,155		\$285,072
				Gain / (Loss) From Operations	\$	157,995	\$	96,858
				Net Operating Gain / (Loss)	\$	157,995	\$	96,858

**Society of American Archivists
Council Meeting
May 18–20, 2021
Virtual Meeting**

**FY23 Proposed Budget Narrative:
Career Services (Program 115)
(Prepared by Peter Carlson)**

The proposed FY 2023 budget projects a net gain for the Career Services program of \$50,003. This is \$23,678 (89.95%) higher than the FY 2022 budgeted net gain, and \$4,530 (8.31%) lower than estimated FY '22 actuals.

Effort of all staff members is allocated across the budget based on management estimates. Personnel costs for this program reflect 0.07 FTEs or 0.59% of total salaries, taxes, and benefits. We have modeled an increase in health care costs of 15% beginning in January 2022. We have modeled an increase in health care costs of 15%, beginning in January 2023. In the FY23 budget, we propose a 4% increase in salaries distributed according to performance and internal equity as well as market adjustments as may be necessary.

The proposed budget assumes the following:

- Revenues of \$92,348 for online job ads based on the volume of ads placed in the past 16 months. This represents a 1.43% decrease from our FY '22 projected revenues of \$93,683, and is consistent with recent trends.
- The job board is outsourced to Boxwood; their “consulting” (sales and hosting) and processing fees are based on a percentage of revenue.
- Revenues of \$6,000 from the online Directory of Archival Consultants due to an increase in participation from SAA members resulting from a decrease in price.

The Society of American Archivists
Income Statement
Fiscal 2023 Budget
Career Services

Revenues

	Proposed		Projected FY '22	FY '23 Budget v. FY '22 Budget	FY '23 Budget v. FY '22 Actuals
	<u>Fiscal '23</u>	<u>Fiscal '22</u>	<u>Actuals</u>	<u>\$ Difference</u>	<u>% Difference</u>
Dues	\$ -	\$ -	\$ -	\$ -	N/A
Subscriptions & Advertising	92,348	50,081	93,683	\$ 42,267	84.40%
Workshops	-	-	-	\$ -	N/A
Annual Meeting	-	-	-	\$ -	N/A
Publications	-	-	-	\$ -	N/A
Contributions	-	-	-	\$ -	N/A
Investments	-	-	-	\$ -	N/A
Other	-	-	-	\$ -	N/A
Total Revenues	\$ 92,348	\$ 50,081	\$ 93,683	\$ 42,267	84.40%
				\$ (1,335)	(1.43%)

Expenses

	<u>Fiscal '23</u>	<u>Fiscal '22</u>	<u>Actuals</u>	<u>\$ Difference</u>	<u>% Difference</u>
Personnel	\$ 7,850	\$ 7,646	\$ 7,707	\$ 204	2.67%
Office Occupancy & Utilities	739	833	835	\$ (95)	(11.34%)
Services	31,845	15,150	30,520	\$ 16,696	110.21%
Supplies	38	44	-	\$ (6)	(13.71%)
Travel	1,810	-	-	\$ 1,810	N/A
Leases, Rentals & Licenses	63	83	89	\$ (20)	(24.24%)
Taxes, Dues and Subscriptions	-	-	-	\$ -	N/A
Depreciation, COGS, and Other	-	-	-	\$ -	N/A
Total Expenses	\$ 42,345	\$ 23,756	\$ 39,150	\$ 18,589	78.25%
				\$ 3,194.88	8.16%
Gain / (Loss) from Operations	\$ 50,003	\$ 26,325	\$ 54,533	\$ 23,678	89.95%
				\$ (4,530)	(8.31%)

Transferred to Funds

Net Gain / (Loss)

\$ 50,003 \$ 26,325 \$ 54,533

**The Society of American Archivists
Program Planner
Fiscal Year 2023**

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

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY23 Budget		FY22 Budget		
					Line Amount	Activity Total	Line Amount	Activity Total	
	1	Online Career Center Job board outsourced to Boxwood Technologies				\$86,348		\$44,081	
			4160	Advertising Revenue	86,348	\$29,790	4	44,081	4
		Boxwood revenue share averages ~ 28.86% of Gross Revenue	5200	Consulting Fees (30% revenue sharing)	25,904		5	12,688	5
		Boxwood service fee	5335	Processing Fees (~ 4.05%)	3,886		5	1,787	5
	2	Administer Career Center at Annual Meeting. Staff Networking Café and Career Center. (C Salgado @ 6d) (1p x \$425 air/ground + \$65/d x 6d per diem + \$199/d x 6d lodging) = \$690				\$3,285		\$0	
			5600	Staff Travel	815		5		5
			5600	Staff Travel	995		5		5
		Career Center Resume Guide	5400	Signage for Networking Café / Career Center	1,050		5		5
		Administer Mentoring Program Meet-and-Greet.(In Membership	5290	F&B (coffee break for mentors/protégés)	175		5		5
					250		5		5
	3	Online Consultants Directory Annual listing fee.				\$6,000		\$6,000	
			4170	Directory Listings (~50 members)	6,000		4	6,000	4
	4	General and Administrative Cost Allocation	5XXX			8,725	5	8,647	5
	5	Computer Support Cost Allocation	5XXX			545	5	634	5
						\$92,348		50,081	
						42,345		23,756	
						\$50,003		26,325	
				Total Income					
				Total Expenses					
				Gain / (Loss) From Operations					

**Society of American Archivists
Council Meeting
May 18–20, 2021
Virtual Meeting**

**FY23 Proposed Budget Narrative:
General and Administrative (Program 100)
(Prepared by Peter Carlson)**

The projected net loss in this area for FY 2023 is \$650,969. This is \$36,796 (5.99%) more than the FY 2022 budgeted net loss. This increase reflects increased staff effort devoted to core capacity-building projects, reduced Annual Meeting effort allocations, increased effort to support the SAA Foundation, and the inclusion of several DEIA plan initiatives in this program's budget.

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 2.9 FTEs, or 24.85% of total salaries, taxes, operating costs, and benefits. We have modeled an increase in health care costs of 15% beginning in January 2023. In the FY23 budget, we propose a 4% increase in salaries distributed according to performance and internal equity as well as a market adjustments as may be necessary.

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

- A paid consultant/facilitator to deliver DEIA Foundations training for SAA staff and leadership. A review of educational offerings to ensure all offer equitability, cover DEIA, and accessibility. Funds to support the Pathways to Diverse Archives Workers Program. Total funding - \$25,000.
- Staff professional development/training budget for FY 2023 at a cost of \$16,000. (Activity 1.b.)
- The content management system (CMS) that hosts our main homepage and website is currently on the same version of the software on which we built the site, Drupal 6. Drupal 6 has not been officially supported since 2016. The FY23 budget includes \$54,000 to rebuild this site. (Activity 6.b.)
- We rent 3,807 square feet for SAA's offices at a per-foot cost of \$29 per year (or approximately \$8,724 per month). We also rent two storage spaces at a monthly cost of \$335. In 2017, we signed an amendment to our lease at 17 North State Street at approximately 20% below market for similar properties in Chicago. Our current lease runs through March 2025. (Activity 2.d.)

- FY 2022 depreciation expenses are projected to decrease by 11.7% compared with FY 2022. This depreciation figure includes depreciation resulting from furniture and fixtures. (Activity 2.h.)
- Staff effort and associated expenses applied to the Foundation are refunded to the Foundation on a monthly basis as an in-kind donation. For FY 2023, we estimate that this will total \$60,680. This increase of \$10,985 (or 22.1%) results from the increased allocated costs necessary to support the Foundation's administration and the anticipation of new activities occasioned by the hiring of SAAF staff. (Activity 7)

The Society of American Archivists
Income Statement
Fiscal 2023 Budget
General & Administrative

Revenues	Proposed		Projected FY '22		FY '23 Budget v. FY '22 Budget		FY '23 Budget v. FY '22 Actuals	
	<u>Fiscal '23</u>	<u>Fiscal '22</u>	<u>Actuals</u>		<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Dues	\$ -	\$ -	\$ -		\$ -	N/A	\$ -	N/A
Subscriptions & Advertising	-	-	-		\$ -	N/A	\$ -	N/A
Workshops	-	-	-		\$ -	N/A	\$ -	N/A
Annual Meeting	-	-	-		\$ -	N/A	\$ -	N/A
Publications	-	-	-		\$ -	N/A	\$ -	N/A
Contributions	-	-	-		\$ -	N/A	\$ -	N/A
Investments	22,476	18,767	22,201		\$ 3,709	19.76%	\$ 275	1.24%
Other	-	-	1,053		\$ -	N/A	\$ (1,053)	(100.00%)
Total Revenues	\$ 22,476	\$ 18,767	\$ 23,254		\$ 3,709.12	19.76%	\$ (778.11)	(3.35%)
Expenses	Proposed		Projected FY '22		FY '23 Budget v. FY '22 Budget		FY '23 Budget v. FY '22 Actuals	
	<u>Fiscal '23</u>	<u>Fiscal '22</u>	<u>Actuals</u>		<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Personnel	\$ 330,855	\$ 328,480	\$ 366,929		\$ 2,375	0.72%	\$ (36,075)	(9.83%)
Office Occupancy & Utilities	31,285	35,980	35,750		\$ (4,695)	(13.05%)	\$ (4,465)	(12.49%)
Services	218,261	185,138	159,564		\$ 33,123	17.89%	\$ 58,697	36.79%
Supplies	1,610	2,903	10,824		\$ (1,293)	(44.53%)	\$ (9,213)	(85.12%)
Travel	6,080	6,000	6,282		\$ 80	1.33%	\$ (202)	(3.21%)
Leases, Rentals & Licenses	3,954	4,945	7,699		\$ (991)	(20.03%)	\$ (3,745)	(48.64%)
Taxes, Dues and Subscriptions	8,000	5,400	11,901		\$ 2,600	48.15%	\$ (3,901)	(32.78%)
Depreciation, COGS, and Other	73,400	64,094	63,874		\$ 9,305	14.52%	\$ 9,526	14.91%
Total Expenses	\$ 673,445	\$ 632,940	\$ 662,823		\$ 40,505	6.40%	\$ 10,622	1.60%
Gain / (Loss) from Operations	\$ (650,969)	\$ (614,173)	\$ (639,569)		\$ (36,796)	5.99%	\$ (11,400)	1.78%
Transferred to Funds	-	-	-					
Net Gain / (Loss)	\$ (650,969)	\$ (614,173)	\$ (639,569)					

**The Society of American Archivists
Program Planner
Fiscal Year 2023**

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

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY23 Budget	
					Line Amount	Activity Total
		Staff an effective and efficient headquarters office.				\$362,532
		a. Personnel 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	Salaries & Wages	262,987	
			5000	Decrease in Vacation Liability	(1,800)	
			5010	Insurance Coverage	26,897	
			5020	Employer Payroll Taxes	21,732	
			5030	Retirement Benefit	21,039	
			5040	Bonuses		
	1	b. Association Media & Publishing Membership \$810 ASAE Membership (\$350) LinkedIn.com membership (\$360/year for Education) \$720 AFC Staff Membership \$2,700 Various webinars and trainings (ie: Sexual Harrassment, etc.) \$1,500 DEIA Initives including support for NAAS and Staff Training	5640	Staff Professional Development	6,080	
		c. Business meals and local transportation - Staff Acknowledgments (included in monthly amount)	5200		25,000	
			5290	Various Occasions and Meetings @ \$225/m (G&A share)	497	
		e. Local transportation for various meetings.	5295	Local Transportation and parking fees	100	
	2	Overhead costs of SAA headquarters office.				\$65,591
		a. Electricity	5120	Electricity: Avg of \$355/m (G&A share)	617	
		b. Postage	5300	Postage: Avg of \$710/m (G&A share)	883	
			5310	Express Mail Services: Avg of \$119.50/m	1,428	
		c. Insurance - Workers Compensation - Commercial Umbrella Package - Professional Liability - Director's and Officer's	5260	Insurance (combined @ approx \$450/m)	5,406	

**The Society of American Archivists
Program Planner
Fiscal Year 2023**

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

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY23 Budget	
					Line Amount	Activity Total
		d. Rent	5100	7/21 - 1/21: \$9,276 x 7m	28,929	
		- Current 10-year lease expires 3/31/25.		2/22 - 6/22: \$9,434 x 5m (G&A share)		
		- Includes storage space rental	5XXX	Services & Supplies	-	
			5500	Office Supplies: Avg \$540/m @ 29.42%	1,610	
		e. Supplies	5570	Miscellaneous Supplies		
		f. Telephone	5110	Telephone/Internet: \$8,256 annually @ 29.42%	1,739	
		g. Printing and duplication	5400	Check Printing (2 @ \$125)	200	
			5400	Monthly Printing (~\$35/m -- G&A share)	104	
		h. Equipment and depreciation	5250	Maintenance and Repairs		
			5700	Equipment Lease, Site Licenses	3,954	
		- Phone System: Avg \$644/m				
		- Copier / Scanner / Fax / Printer: Avg \$320/m				
		- Accounting Software License: \$1,377				
		- Pitney Bowes: Avg \$230/qtr				
		Depreciation: \$1,939/m	5900	Equipment Depreciation	12,720	
		i. Tax payments (property tax included in rent)	5800	Taxes (UBIT)	8,000	
	3	Use outsource services as needed.				\$100,160
		a. Accounting	5240	Payroll Processing (\$273/mo + 150)	3,300	
		- Includes consultant to assist in analysis of new/ upgraded accounting and payables management system.	5210	Audit and Tax Preparation	30,350	
		- Compensation Analysis for SAA positions	5200	Consultant	11,450	
		b. Bank charges	5230	Investment Fees (Merrill Lynch and Bank of America)	315	
		c. Merchant service costs, including Int'l Bancard and Authorize.net	5236	Credit Card Processing Fees: Avg \$4,125/m	49,470	
		c. Legal services (general)	5280	Legal Services (\$1,250/qtr)	3,500	
		d. 1099 software and processing	5335	Renewal of 1099 Software License and Processing	1,000	
		e. Document disposal	5480	Miscellaneous Services	775	

**The Society of American Archivists
Program Planner
Fiscal Year 2023**

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

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY23 Budget	
					Line Amount	Activity Total
	4	Miscellaneous Income - Return on Merrill Lynch Operations Account	4700	Interest / Dividends (Based upon ML Bond income estimate)	22,476	\$22,476
	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	- - -	\$0
	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. Specify and replace SAA Website and CMS database - Application design and needs analysis - Project management and business process configuration - Coding and development c. Develop and refine reporting and payables processes d. General office supplies for technology support - Replacement of keyboards, mice, web-cameras, headsets, etc	5226 5200 5200 5280 5200 5500	Computer Support G&A Share of allocable technology expenses Consulting Service (Commonplaces or RFP) Consultant Legal Review (Paid in Activity 3.c.) Consulting Service (Great Plains configuration and report writing) Supplies	22,982 14,000 40,000 - 7,500 0	\$84,482
	7	Administrative support of SAA Foundation.	5915	In-kind Donations from SAA to SAA Foundation	60,680	60,679.52
				Total Income		\$22,476
				Total Expenses		\$673,445
				Gain / (Loss) From Operations		(\$650,969)

**Society of American Archivists
Council Meeting
May 18-20, 2022**

**FY23 Proposed Budget Narrative:
Governance (Program 108)
(Prepared by Jackie Price Osafo)**

The FY 2023 Governance budget projects a net loss of \$193,492, which is \$21,181 less than the FY22 budgeted net loss of \$205,454.

Effort of all staff members is allocated across the budget based on management estimates. Personnel costs for Governance reflect 1.17 FTEs or 9.76% of total salaries, taxes, and benefits.. We have modeled an increase in health care costs of 15%, beginning in January 2023. In the FY23 budget, we propose a 4% increase in salaries distributed according to performance and internal equity as well as market adjustments as may be necessary.

The proposed budget assumes the following:

- One in-person meeting of the SAA Council in May/June 2023 and up to three virtual meetings of the Council held via Zoom. (Activity 1, \$24,543)
- Use of Zoom webinar technology to support two Council-led or virtual town halls/forums. (Activity 2, \$1,200)
- Funding for one online election for Council and Nominating Committee positions. Should an all-member referendum be necessary and not time-sensitive, it may be conducted in conjunction with the annual election. (Activity 4, \$3,635)
- Continued funding for SAA's membership in the International Council on Archives (Activity 5, \$740).
- Funding for attendance by the Vice President/President-Elect, executive director, and governance manager at the ASAE CEO Symposium. (Activity 6, \$8,935)
- Funding of section activities. (Activity 7, \$15,700)
 - Accessibility & Disability Section – funding to support the Guidelines for Accessible Archives for People with Disabilities Revision. (\$3,500)
 - Archival History Section – funding to support:
 - Newsletter publication via WordPress (\$100)
 - Awards program (\$100)
 - Technical Subcommittee on Encoded Archival Standards – funding to support a major revision of the Encoded Archival Description (EAD). (\$12,000)

Component Group Funding Request
Fiscal Year 2023
(July 1, 2022 – June 30, 2023)
Deadline: March 1, 2022

Accessibility & Disability Section: Funding to Support the Guidelines for Accessible Archives for People with Disabilities Revision
Prepared by: Jessica Chapel and Lydia Tang
Submitted: February 28, 2022

The Accessibility & Disability Section Steering Committee requests that funding be included in SAA's FY 2023 budget to support the Guidelines for Accessible Archives for People with Disabilities Revisions Working Group.

BACKGROUND

The Guidelines for Accessible Archives for People with Disabilities were developed in 2010 and updated in 2019. Following the first revision, the Guidelines Task Force recommended that the guidelines be revised every three years. The Accessibility & Disability Section (ADS) has received approval from the Standards Committee and SAA Council to proceed with the revisions process in 2022. ADS is seeking \$3,500 to provide stipends to Guidelines Revisions Working Group members, guidelines reviewers, and a technical specialist.

The goal of the Revisions Working Group is to produce an updated, high-quality accessibility standard that allows repositories to address the needs of disabled users across physical spaces, public services, and digital resources. This is work that requires specialized knowledge, diverse perspectives, and a time commitment of up to two years. We anticipate many of the Revisions Working Group members will be drawn from ADS membership and allied professionals; we are seeking a diverse group of members and reviewers for the guidelines. We propose to provide the eight Working Group members with stipends of \$250 and six guidelines reviewers with stipends of \$150. We also propose a stipend of \$600 for a technical specialist to migrate the Guidelines into a GitHub repository, create a GitHub page for the Guidelines, and provide training on maintenance to ADS Steering Committee members. In this way, the Guidelines will be presented in a more accessible and discoverable format similar to the revised DACS website, and allow transparency through version control in future updates.

Our intention with the stipends is to provide compensation for specialized expertise that goes beyond what may be expected from volunteer SAA member labor and to provide support for archivists with disabilities who may not have institutional or other support for professional

development opportunities. The Standards Committee supports this ADS proposal, which furthers the purpose, strategic plan, and DEIA workplan of the SAA by supporting the inclusion, empowerment, and professional advancement of archivists with disabilities who participate in the the Guidelines revisions process. It creates opportunities for SAA members to fully participate in the organization's activities and ensures the development of inclusive accessibility guidelines and best practices.

DISCUSSION

The Accessibility & Disability Section is requesting funding for the vision of the Guidelines because we are in a changed world. The expectation of volunteer time and labor is out of sync with the realities of the current archival labor market, especially regarding labor and knowledge as specialized as accessibility guidelines for archives users. People with disabilities face additional challenges in gaining and retaining employment. Supporting and empowering SAA members with disabilities are among the goals of the DEIA work plan, including goals 1.2, 1.6, and 1.7. Supporting the inclusion of people with disabilities as working group members and reviewers in the Guidelines revision process also supports DEIA work plan goal 2.7, by ensuring that the expertise and experiences of people with disabilities are included in the development of accessibility guidelines.

This request is significant to the Guidelines revisions work because it will allow ADS to fully include working group members and reviewers who may have valuable expertise and insights to offer the revisions process but would otherwise be unable to participate in the development of accessibility standards due to professional marginalization or a lack of institutional support. While there is a traditional expectation of volunteer labor within professional organizations, that does not apply to this project due to the need for specialized knowledge of accessibility issues and frameworks in revising the standard.

The ADS is in itself innovative within the field because of the radical self-representation that it fosters in among its membership, and we believe that this approach of self-representation and empowerment is unique among its related organizations such as the American Library Association's Universal Access Interest Group or Digital Library Federation's Digital Accessibility Working Group. Often Guidelines and Standards for accessibility are authored from the perspective of abled (or not openly disabled) subject experts, often with an emphasis on legal compliance. By assembling a team of content creators and reviewers who identify as disabled, which could only be possible with this financial support, the SAA Guidelines would truly embrace the philosophy of "Nothing About Us Without Us."

The Archives for Black Lives in Philadelphia piloted a model for a non-extractive standards-producing initiative for developing a robust resource for archivists grappling with how to apply a

social justice framework, cultural humility, and reparative practices description and community relations. Similarly, we seek to engage with external reviewers for the Guidelines, drawing upon the expertise of people with disabilities and expertise that are not represented within the Working Group, including disabled researchers and other subject or disability perspectives.

We anticipate that the outcomes will be a revised, high-quality standard addressing a range of accessibility needs and issues that can be widely adopted by repositories and that working group funding will address issues of retention and professional development and advancement for archivists with disabilities by providing support for participation in professional organization activities.

Budget

We are requesting a total amount of \$3,500 for this revision process. This amount would provide the eight Working Group members with stipends of \$250 each and six Guidelines reviewers with stipends of \$150 each. We also propose a stipend of \$600 for a technical specialist to migrate the Guidelines into a GitHub repository, create a GitHub page for the Guidelines, and provide training on maintenance to ADS Steering Committee members.

FUNDING REQUEST

The Accessibility & Disability Section requests that funding in the amount of \$3,500 be included in SAA's FY 2023 budget to support the Guidelines for the Accessible Archives for People with Disabilities revision.

Support Statement: The Society of American Archivists is the national organization for archival workers. A part of the mission of the SAA is to advocate for the value of archival expertise and labor. Archival expertise and labor is required, in addition to a number of extremely more specialized knowledge areas as well for these Guidelines for Accessible Archives for People with Disabilities. SAA must invest in the labor that it advocates for, and thus invest in the knowledge the profession will gain by this initiative.

Relation to SAA Strategic Plan:

This proposal advances the SAA Strategic Plan in the following ways:

Goal 1.3 Provide leadership in ensuring the completeness, diversity, and accessibility of the historical record.

The current 2019 Guidelines don't address collection development and donor relationships for building a diverse and inclusive historical record, and this guidance is greatly needed. The revision seeks to incorporate this as one of the points of expansion.

3.1 Identify the need for new standards, guidelines, and best practices and lead or participate in their development.

The Guidelines for Accessible Archives is a necessary standard for advancing the inclusivity of the field and the historic record.

3.2 Foster and disseminate research in and about the field.

The current format for the Guidelines are only available as a Word or PDF document. This makes discovery difficult to organizations that could benefit from the Guidelines. By transitioning the Guidelines into a responsive GitHub page, the content will be search engine optimized, offer more fluent navigation and access, and provide better documentation and transparency as part of the revision process.

3.3 Participate actively in relevant partnerships and collaborations to enhance professional knowledge.

By engaging with external reviewers for the Guidelines, we seek to draw upon the expertise of people with disabilities and expertise that are not represented within the Working Group, including disabled researchers and other subject or disability perspectives.

3.4 Support the development of executive leadership skills and encourage the participation in leadership opportunities by archivists in all stages of their careers.

This funding would allow archivists, regardless of their current professional status or stage of career, to participate in the development of guidelines and best practices for accessible archives.

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

Projects such as the revisions to the Guidelines are a fundamental activity of a professional association such as the SAA. However, not all members are able to take advantage of the opportunity of participating in such a project because they lack institutional or other support to do so. Piloting stipends for working group activities creates greater opportunities for all members.

4.3 Foster an inclusive association and profession through educational and leadership opportunities.

Perhaps more importantly, by enabling the inclusion of working group members and reviewers who may not have institutional or other supports for service work, SAA ensures that the perspectives and knowledge of archivists who may otherwise be marginalized from the development of archival standards, guidelines, and practices can be represented within the revisions to the Guidelines for Accessible Archives for People with Disabilities. The impact of such inclusion is that the revised Guidelines can truly embody best practice within the archival field in content as well as process.

Fiscal Impact:

The Accessibility & Disability Section requests that funding in the amount of \$3,500 be included in SAA's FY 2023 budget to support the Guidelines for the Accessible Archives for People with Disabilities revision.

As communicated to us by the Standards Committee, a representative from the committee will be involved to stay abreast of our progress. Otherwise, SAA staff involvement will not be required beyond the extent usually expected. Since the GitHub expert would train the Accessibility & Disability Section for future iterations, we don't believe that this project will impact Matt Black's labor capacity.

**Society of American Archivists
Component Group Funding Request
Fiscal Year 2023
(July 1, 2022 – June 30, 2023)
Deadline: March 1, 2022**

**Archival History Section: Funding to Support Newsletter Publication via Wordpress
Prepared by: Susan Tucker and Eric Stoykovich**

Submitted: Feb. 28, 2022

The Archival History Group requests that funding be included in SAA's FY 2023 budget to support the online publication of the Archival History Newsletter on a Wordpress site.

BACKGROUND

Archival History News (archivalhistory.news or *AHN*), an authorized publication of the Archival History Section of the Society of American Archivists, serves as a means of communicating the value of archival history to a broad public through the publication of ongoing archival history research, documentary or biographical notes, book reviews, and announcements of interest to those writing about the history of archives, archivists, and archival practices.

AHN has been published online since 2017, on a Wordpress site. The publication allows for the Section to meet its charge in educating about our own professional history. It addresses goals of SAA's Strategic Plan to advocate for archives and archivists, to enhance professional growth, to advance the professional knowledge of our fellow archivists, and to foster a culture of inclusiveness and participation.

AHN, especially because it is created in a format that attractively invites contributions, connects members through the history of our profession. It serves as a resource for those looking for historical information on records and recordkeeping.

DISCUSSION

Archival History News was founded in 2017, after a decision was made within the section to develop a publishing platform to foster the writing and dissemination of archival history. As a freely-accessible Internet site driven by WordPress software, the website delivers timely discussions, news and notes, ongoing projects, précis of scholarly works-in-progress, book reviews, digests of conferences, and interviews.

Archival History News is now an ongoing and successful project supported by the members of the Archival History Section and the leadership of SAA through its funding. The editors have promoted the crowdsourced efforts of numerous members of SAA in such projects as the "Crowdsourced Special Collections and/or University Archives Histories' Web Review" and the "Bibliography of International Archival History Sources." These outreach efforts have been enabled by the WordPress web platform to grow into an international meeting place. Within two

years of its founding, *AHN* had received at least one visitor from 82 countries, rising to 105 countries by July 2021. Moreover, the website format allows for in-depth statistical analysis by the newsletter's editors of visitation and commentary relating to specific blog posts and news blasts. For example, the editors reported in 2022 that *Archival History Timeline: 2500 BCE – 1900 CE* is the most viewed content page, receiving 931 views since its posting in 2018.

The expense of an advertisement-free domain-registered WordPress site has remained flat for the past two years. The current rate is expected to be paid to WordPress.com upon renewal in June of this year.

We would be happy to consider more permanent funding for AHS if that is necessary, but we feel that the budget allotted serves all of SAA in a way that few other newsletters do. The coverage of ICHORA, for example, in 2021, meant that the newsletter devoted not only sessions online from the conference but also narrative comments from Section Members and their comments on the conference. The newsletter is also a very attractive one with appeal to viewers from many different types of backgrounds.

Budget

The funding requested allows for the annual fee of \$66 to be paid to WordPress. In this way, *Archival History News* remains an advertisement-free platform (\$48.00 for a personalized website) and (\$16.00 for domain registration, which eliminates the "wordpress" from the URL from archivalhistorynews.wordpress.com). As noted, the URL is **archivalhistory.news**.

FUNDING REQUEST

The Archival History Section requests that funding in the amount of \$66.00 be included in SAA's FY 2023 budget to support the publication of *Archival History News*.

Support Statement and Relation to SAA Strategic Plan: Openness, inclusivity, and diversification of the archival record—goals of the 2020-2022 SAA Strategic Plan—demand an awareness of the ways in which professional archivists, institutional archives, and traditional methods of archival practice have not always produced open and equitable access, inclusive description, or diverse collections. Archival history provides an important mode of analysis that uncovers the rationales and reasons why members of the archival profession may have fallen short or continue to do so in key benchmarks of representation and an awareness of community involvement in collecting practices. At a time when the preservation of knowledge of some human societies and cultures is under great threat, the history of how recordkeeping and archiving was conducted in moments of difficulty and conflict provides important stories useful to practicing archivists and academic scholars alike.

The co-editors serve without remuneration. They submit regular reports to the leadership of the Archival History Section. Their dedication to archival history in turn serves the whole membership of SAA as well as others outside our professional group.

Fiscal Impact:

- The total direct expenses is \$66, a modest amount for the newsletter that allows the promotion of our history and has a proven track record in doing so.

DRAFT

**Society of American Archivists
Component Group Funding Request
Fiscal Year 2023
(July 1, 2022 – June 30, 2023)
Deadline: March 1, 2022**

**Archival History Section: Funding to Support Archival History Award Program
Prepared by: Susan Tucker
Submitted: February 28, 2022**

The Archival History Section (AHS) requests that funding be included in SAA's FY 2023 budget to support the Archival History Award in the amount of 100 dollars.

BACKGROUND

The Archival History Award is chosen and presented annually by the Archival History Section (AHS). The award was established in 2017 and is meant to encourage and reward writing (in an article or other short piece) of superior excellence in the field of archival history, irrespective of subject, time period, or national focus. Stand-alone chapters in edited essay collections, journals, or anthologies will be considered. The works must be published in English during the previous calendar year. In 2020, it was decided that two awards would be made, one for scholars within the profession (practicing archivists, archival educators, retired archivists, students in archival programs), and one for scholars outside the profession (historians, political scientists, and others). This change was in recognition of our desire to reward archivists as well as non-archivists. There is a further division in that those in the category of archivists must be SAA members.

DISCUSSION

In the last twenty years, scholars of many disciplines have taken up the subject of archives. The Archival History awards come in recognition of these many different visions of archives, and the need always to maintain and support a view of our profession and the records in our care as more than symbols, as realities with which we and others work.

For our profession, the awards signal one place to know our own history, and to be cognizant of this history. For the Archival History Section, the awards are a primary means of acting for the profession as readers of this past.

The AHS also believes that the award fosters, and will foster even more in the coming years, collaboration with other groups within SAA. Through announcement of the award to SAA leadership and groups, we reach towards more networking between the Congressional Papers Section, Archives and Archivists of Color Section, Women's Collections Section, and other sections groups interested in the history of our profession.

Coverage of the award, including especially its announcement to other scholarly groups, also allows the profession to be more active in wider understandings of records in society as a whole. The call for submission and the announcement of winners both offer the chance to interact with

groups outside SAA. When last year's nonmember winner, Derek O'Leary, received his award on Zoom during the awards ceremony at the Annual Meeting online, he mentioned an intention to seek out more materials on the history of archives now that he had learned more about AHS's newsletter and SAA in general. He mentioned that the history of social problems themselves, a huge category of course, can be made known through efforts to recognize our own past. The award, in other words, broadens the audience for archival history. The award brings awareness to our work as archivists.

Winners have included:

For 2020, awarded in 2021

Anthea Josias (member category), "Archives, records, and land restitution in South Africa." In *Archives, Recordkeeping, and Social Justice*, edited by David A. Wallace et al., (New York: Routledge, 2020), 73-88.

Derek O'Leary (non-member category), "Deborah Norris Logan and the Archival Threshold in the Antebellum U.S.," *The New Americanist* 1, no. 4 (Summer 2020): 29-58.

For 2019, awarded in 2020

Greg Weideman (member category), "The Historical Hazards of Finding Aids," *American Archivist* 82, no. 2 (Fall/Winter 2019): 381-420.

Melanie Shell-Weiss (non-member category), "Good Intentions: Grappling with Legacies of Conflict and Distrust Surrounding a Native American Oral History Project One Generation Later," *Oral History Review* 46:1 (Winter/Spring 2019): 104-133.

For 2018, awarded in 2019

Heather Wolfe and Peter Stallybrass, "The Material Culture of Record-Keeping in Early Modern England." In *Archives and Information in the Early Modern World*, edited by Liesbeth Corens, Kate Peters, and Alexandra Walsham, (Oxford: Oxford University Press, 2018), chapter 7.

For 2017, awarded in 2018

Patricia Kennedy Grimsted, "Pan-European Displaced Archives in the Russian Federation: Still Prisoners of War on the 70th Anniversary of V-E Day." In *Displaced Archives*, edited by James Lowry (New York: Routledge, 2017), 130-156.

Budget

The AHS appoints a subcommittee in the group to read and select award winners. Of course, all members of the Section serve without remuneration.

As in the past, the budget involves funding for the award: \$100, or \$50 for each award. We create a modest certificate, with time and funds for this donated by committee members. We also, of course, involve SAA staff in a request for a check; we are unaware of the cost for this to SAA.

The Section is committed to the award and last year paid for it out of the pocket of the Chair, his donation.

The Section is willing to work with the Foundation or other groups to find a permanent funder and perhaps provide more money for the award. It seems to us, that it is well worth being made part of SAA's budget.

FUNDING REQUEST

The Archival History Section requests that funding in the amount of \$100 be included in SAA's FY 2023 budget to support the Archival History Award Program.

Support Statement: The Archival History Award honors our professional past and our professional future by seeking out means to celebrate our history. The modest awards of fifty dollars each to a member of the Society and to a scholar outside the Society allows us to promote those working in the field of archival history.

Relation to SAA Strategic Plan:

In the recent discussion of SAA's strategic plan (Dashboard Feedback), the Archival History Group noted the importance of the Committee on Public Policy, and social media of archivists. We believe that more publicity of our award will similarly bring attention to our part in the field of archival history. As mentioned above, the study of archives has, in recent years, become the territory of scholars in many different fields. And yet, archivists themselves are often left out of such scholarship. The Archival History Group's award is one means to reinsert our own expertise in this field of inquiry and to connect with others outside this field, to direct them to our work.

In addition, the award brings our imprimatur to the various articles, and expands knowledge about SAA in general. In one example of connections outside the field, for example, the winners for 2019, Stallybrasse and Wolfe, were announced on the Facebook site of ALA's Library History Roundtable.

The award also fills one of SAA's core goals in enhancing and supporting professional growth, and advancing professional knowledge. In addition, the award fosters a culture of inclusiveness and participation by supporting and rewarding one of our members as well as others who are interested in our history.

Fiscal Impact: The total direct expense of \$100 will do much to achieve these goals. The award is growing in its importance to SAA members and their networks among other cultural heritage practitioners.

Society of American Archivists
Component Group Funding Request
Fiscal Year 2023
(July 1, 2022 – June 30, 2023)
Deadline: March 1, 2022

**Technical Subcommittee on Encoded Archival Standards: Funding to Support the Major
Revision of the Encoded Archival Description (EAD)**

**Prepared by: Karin Bredenberg, Mark Custer / TS-EAS Co-chairs,
Kerstin Arnold / EAD Team lead**

Submitted: 25 February 2022

The Technical Subcommittee on Encoded Archival Standards (TS-EAS) requests that funding be included in SAA's FY 2023 budget to support two-day, face-to-face meetings of the international membership of the TS in the context of the major revision of the Encoded Archival Description (EAD). To ease travelling against the background of the global pandemic, the TS aims at two parallel "regional" meetings - one for TS-EAS' US-based members, one for its international members - rather than considering international, long-distance travels. This approach should also help in keeping overall costs involved in travelling and accommodation lower.

BACKGROUND

EAD has been around since the late 1990s translating and extending the International Council on Archives' (ICA) General International Standard Archival Description (ISAD(G))¹ into a machine-readable XML format. The initial release of EAD 1.0 in 1998 was superseded by EAD 2002, available in DTD, XSD, and RNG formats, four years later. While EAD 2002 is still widely used in the international archival community today, the current version of the standard, EAD3, was released in 2015². Following the rules set out by SAA Council and after approval of the Standards Committee, TS-EAS has now embarked on a review of the standard's status quo and potential future development.

As part of the initial steps, a call for comments has been issued towards the international community of the EAS, which will give TS-EAS the opportunity to start including active user feedback into the revision process from spring 2022 onwards. While most of the revision will happen in the context of virtual meetings, TS-EAS' experiences with the recent major revision of the second standard in its remit, the Encoded Archival Context - Corporate Bodies, Persons, and Families (EAC-CPF), has shown that it is essential to enable face-to-face discussions especially at the beginning of the revision cycle in order for the group to form a common understanding of topics, issues and potential challenges:

- Only based on this common understanding will additional virtual meetings be fruitful and support a smooth revision process.

¹ See <https://www.ica.org/en/isadg-general-international-standard-archival-description-second-edition>

² See EAD 2002 and EAD3: <https://www.loc.gov/ead>

- Only in the context of a face-to-face meeting will TS-EAS' international membership be able to access the knowledge and expertise of the professional community and the resources they need for a successful and effective revision.
- Only in the context of a face-to-face meeting will TS-EAS be in a position to lay the grounds for supporting advancements in the field by creating a new version of EAD as one of the central international archival standards.

Given the global pandemic and the expected continuation of its effect on international travels, TS-EAS is looking at arranging two "regional" meetings - one in Boston, hosted by the Harvard Business School, and one in The Hague, hosted by the National Archives of the Netherlands - in the broader context of the SAA Annual Meeting 2022. By acting as hosts, both institutions will support TS-EAS and its work for free so that no costs for meeting rooms will occur.

Furthermore, we expect that the participants will be supported by their own institutions with a per diem.

This two-pronged approach should not only increase the likelihood of unrestricted travels, but would also be expected to reduce overall costs. For connection between both regional efforts, online conferencing tools could be used during the mornings (ET) respectively afternoons (CET), when both time zones in question overlap. In terms of funding, financial support for travel costs would be most crucial seeing that the work with TS-EAS is voluntary and assignment to TS-EAS is done on a personal basis rather than based on any institutional affiliation.

DISCUSSION

In the six years since the publication of EAD3 in DTD, XSD, and RNG formats, there have been various developments in the international standards landscape with an effect on EAD, which need to be reflected in the revision of the standard:

- The publication of an update to EAC-CPF is imminent, including various aspects of alignment between the two EAS and following the TS-EAS design principles³;
- ICA's Expert Group on Archival Description (EGAD) is expected to publish v1.0 of Records in Contexts (RiC-CM⁴ and RiC-O⁵) as a successor to ISAD(G) and the related description standards on corporate bodies, persons, and families⁶, on functions⁷, and on institutions with archival holdings⁸ during the second half of 2022 and it has been made clear by EGAD that many other formal implementations of RiC-CM, next to RiC-O, may coexist in the future with one of these possibly being the EAS;
- Though not maintained by TS-EAS, but by one of its international partners, the Archives Portal Europe Foundation, the third current EAS, the Encoded Archival Guide (EAG)⁹ for encoded descriptions of institutions with archival holdings, is in the final steps of a major revision as well;

³ See <https://github.com/SAA-SDT/TS-EAS-subteam-notes/wiki/Design-Principles>

⁴ See https://www.ica.org/sites/default/files/ric-cm-0.2_preview.pdf

⁵ See <https://www.ica.org/standards/RiC/ontology> and <https://ica-egad.github.io/RiC-O/>

⁶ See https://www.ica.org/sites/default/files/CBPS_Guidelines_ISAAR_Second-edition_EN.pdf

⁷ See https://www.ica.org/sites/default/files/CBPS_2007_Guidelines_ISDF_First-edition_EN.pdf

⁸ See https://www.ica.org/sites/default/files/CBPS_2008_Guidelines_ISDIAH_First-edition_EN.pdf

⁹ See <https://www.archivesportaleurope.net/eag>

- schema.org v3.5 has been extended with suggestions of the W3C Schema Architypes Community Group to improve discovery of archives metadata¹⁰;
- Initiatives like the Wikidata Project Archival Description¹¹ are looking into opening up archival metadata even more and into linking it with existing Linked Data hubs such as Wikidata and others.

Similar to the changes with regards to related standards, the implementation landscape around the EAS has changed further since the release of EAD3:

- Next to the two biggest aggregation initiatives based on the EAS and established during the past decade, the Social Networks and Archival Context (SNAC) Cooperative¹² and the Archives Portal Europe¹³, new national archival portals have been created using EAD; this is the case especially in Europe but also includes the National Finding Aid Network (NAFAN) project¹⁴ in the US.
- Both EAS have seen an uptake as import and export formats for archival collection management systems (CMS) all around the world during the past few years, not only in the wake of the aggregation services mentioned above, but also in the context of archives acting in an approach towards open data. Integrating the EAS in archival CMS has played a vital role in their further promotion and use;
- The EU-funded European Archival Records and Knowledge Preservation project (E-ARK)¹⁵ supporting the Connecting Europe Building Block eArchiving has developed a common specification for Submission, Archival, and Distribution Information Packages (SIP-s, AIP-s, DIP-s) to be used in the digital preservation process along with the recommendation in the Content Information Type Specification for Archival Information to re-use the EAS profiles established for the Archives Portal Europe for the according metadata.

Last, but certainly not least, a revision of EAD also will need to look at the status quo with regard to the current parallel use of EAD 2002 and EAD3 in the community. A new version will need to bring benefits to those who have already moved to the current version EAD3 as well as to those who have - so far - not taken this step.

With all of these aspects to take into account, the revision process will present itself as a complex labyrinth to navigate, making it even more important to start out with a common plan and map.

The expected output of the revision process, EAD 4.0, will include the technical definition in form of a schema (XSD, RNG) along with an additional Schematron, the human-readable definition in form of a tag library with encoding examples (maintained in TEI, published in HTML and PDF, published in print via SAA Publications), a best practice guide, and other training materials and tooling where applicable (a joint venture with the EAS Section).

To support travels - either within North America or within Europe/Asia - TS-EAS requests that funding in the amount of \$12,000 be included in SAA's FY 2023 budget. This is based on the current membership of the EAD team of TS-EAS (five US-based, 7 international members), an

¹⁰ See <https://www.w3.org/community/architypes/> and <https://github.com/archival/schema-org>

¹¹ See https://www.wikidata.org/wiki/Wikidata:WikiProject_Archival_Description

¹² See <https://snaccooperative.org/>

¹³ See <https://www.archivesportaleurope.net/>

¹⁴ See <https://confluence.ucop.edu/display/NAFAN>

¹⁵ See <https://dilcis.eu/> (for the continuation of the work of the E-ARK project)

expected timeline of two full days (lunchtime on day 1 to lunchtime on day 3) in the second half of August, and currently available offers for flights/trains and accommodation. If granted, funds could cover most of the costs for travel and accommodation:

- Two nights in Boston (hotel near Harvard Business School) at an average cost of \$500 per night per person for four persons, i.e. \$4,000;
- Two nights in The Hague (hotel near National Archives of the Netherlands) at an average cost of \$250 per night per person for seven persons, i.e. \$3,500;
- Return travels to Boston from New York (two people, \$200 each), New Haven (\$200), and Plainfield, IN (\$500), i.e. \$1,100;
- Return travels to The Hague from France, Germany (two people), Sweden, and the United Kingdom (\$200 each), from Cyprus (\$500), and from India (\$2,000), i.e. \$3,500.

FUNDING REQUEST

The TS-EAS requests that funding in the amount of \$12,000 be included in SAA's FY 2023 budget to support the Major Revision of EAD.

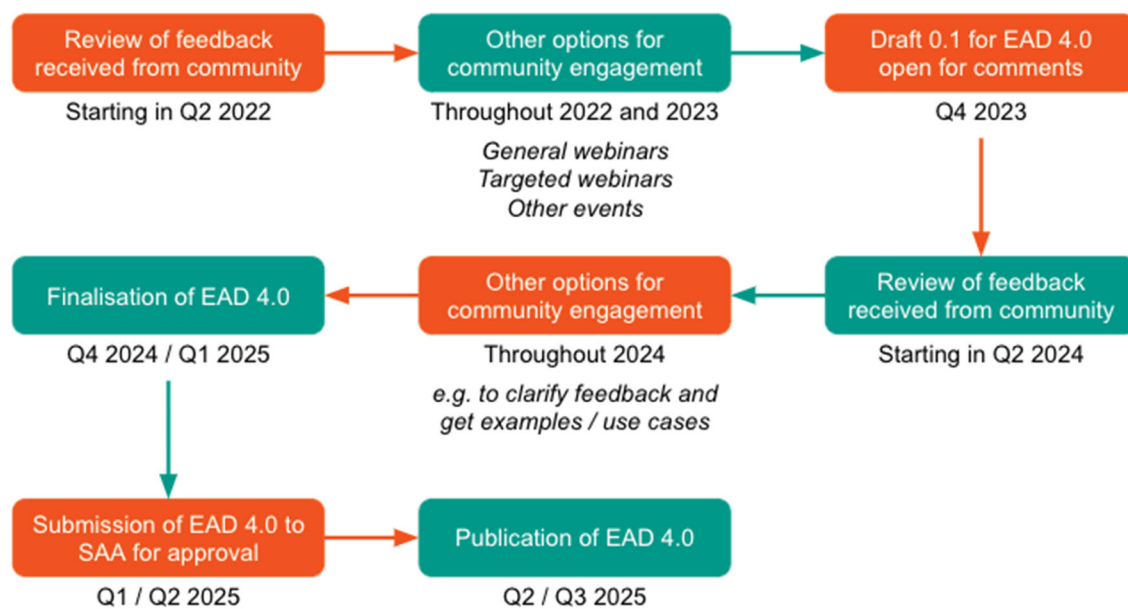
Support Statement: Following the rules set out by SAA Council, EAD3, the latest version of the standard, has been up for review since 2021. The Technical Subcommittee in Encoded Archival Standards (TS-EAS) has started this review after approval by the Standards Committee, and intends to use a face-to-face meeting in summer 2022 to pick up on feedback received via a call for comments and to confirm the main aspects and requirements of the revision before moving forward.

Relation to SAA Strategic Plan: Holding a face-to-face meeting will enable TS-EAS members to gain more complete and more vivid access to the knowledge and expertise of the professional community and will help laying the grounds for supporting advancements in the field by creating a new version of EAD that speaks to the demands of the current times.

Fiscal Impact: Support to travel expenses in the context of a face-to-face meeting with attendance of TS-EAS' international membership will amount to approximately \$12,000.

TIMELINE

The overall timeline for this major revision of EAD works with the baseline of having various points of community engagement alongside the more detailed revision work conducted by TS-EAS. Picking up from the current call for comments (open until 31 March 2022), we plan to be in a position to submit the draft for a new version of EAD to the Standards Committee, and following their approval, to the SAA Council during the first half of 2025.



EXPECTED PARTICIPANTS AND TENTATIVE AGENDA

Participants of both meetings will be the current members of the EAD team within TS-EAS. The meeting in Boston will be attended by TS-EAS Co-chair Mark Custer and by the TS-EAS members Alexander Duryee, Anna McCormick, Mary Samouelian, and Lori Lindberg. The meeting in The Hague will be attended by TS-EAS Co-chair Karin Bredenberg, EAD team lead Kerstin Arnold, the TS-EAS members Andrew Janes, Silke Jagodzinski, Venkat Srinivasan, and Ypapanti Kyttä, and TS-EAS' ex officio ICA-EGAD liaison Florence Clavaud. Given the background, experience and other tasks of each of these members within TS-EAS a tentative agenda could look like this:

Meeting in Boston

Day 1 afternoon - EAD in relation to DACS, BIBFRAME, and NAFAN
 Day 2 morning - Part 1 of community feedback review (tbc)
 Day 2 afternoon - EAD in the context of Archives Space and Oxygen
 Day 3 morning - Part 2 of community feedback review (tbc)

Meeting in The Hague

Day 1 afternoon - Part 3 of community feedback review (tbc)
 Day 2 morning - EAD in relation to RiC and PREMIS
 Day 2 afternoon - Part 4 of community feedback review (tbc)
 Day 3 morning - Multilinguality in EAD / EAD in the context of AtoM

The Society of American Archivists
Income Statement
Fiscal 2023 Budget
Governance

Revenues

	<u>Fiscal '23</u>	<u>Fiscal '22</u>	<u>Projected FY '22 Actuals</u>	<u>FY '23 Budget v. FY '22 Budget</u>		<u>FY '23 Budget v. FY '22 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 '23</u>	<u>Fiscal '22</u>	<u>Projected FY '22 Actuals</u>	<u>FY '23 Budget v. FY '22 Budget</u>		<u>FY '23 Budget v. FY '22 Actuals</u>	
				<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Personnel	\$ 130,598.82	\$ 114,249.43	\$ 108,843.51	\$ 16,349.38	14.31%	\$ 21,755.31	19.99%
Office Occupancy & Utilities	12,283.96	12,969.58	11,900.63	(685.63)	(5.29%)	383.33	3.22%
Services	22,880.20	60,634.66	43,730.79	(37,754.46)	(62.27%)	(20,850.59)	(47.68%)
Supplies	632.33	659.40	-	(27.07)	(4.10%)	632.33	N/A
Travel	25,344.00	14,965.00	6,576.16	10,379.00	69.36%	18,767.84	285.39%
Leases, Rentals & Licenses	1,013.15	1,236.04	1,260.80	(222.89)	(18.03%)	(247.65)	(19.64%)
Taxes, Dues and Subscriptions	740.00	740.00	-	-	0.00%	740.00	N/A
Depreciation, COGS, and Other	-	-	-	-	N/A	-	N/A
Total Expenses	\$ 193,492	\$ 205,454	\$ 172,312	\$ (11,961.65)	(5.82%)	21,180.58	12.29%
Gain / (Loss) from Operations	\$ (193,492)	\$ (205,454)	\$ (172,312)	\$ 11,961.65	(5.82%)	(21,180.58)	12.29%

Transferred to Funds

Net Gain / (Loss)

-	-	-
\$ (193,492)	\$ (205,454)	\$ (172,312)

**The Society of American Archivists
Program Planner
Fiscal Year 2023**

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

Goal	Activity No.	Narrative	Account No.	Account Description	= Gen/Admin		=FY 22 Data	
					Proposed FY23 Budget		FY22 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
	1	Conduct one in-person meeting and 10 virtual meetings of the SAA Council.				24,543		\$54,495
		a. August meetings (2) in conjunction with 2022 Virtual Annual Meeting. - Assumes use of SAA Zoom account for all virtual meetings. Breakfast (\$46 x 12 plus coffee at \$360) = 912 Lunch (\$86 *22 (includes all staff) = 1892	5226 5290 5290	Zoom Fees Business Meals Business Meals	 912 1,892	 \$ \$	250	
		b. Virtual meetings in Fall 2022 and Winter, 2023 - Assumes use of SAA Zoom account for all virtual meetings. - Assumes paid facilitator for some portion of one or more meetings to address DEIA work plan.	5226 5200	Zoom Fees Consultant Fees (DEIA Facilitator)	 	\$ \$	125 40,000	
		c. May or June 2023 in-person meeting (Chicago). - Assumes face-to-face meeting with three nights lodging. - Assumes one dinner with all Council members and all staff.	5610 5610 5610 5600 5290 5290 5290 5290 5300 5610	Member Travel (12p x \$500 [avg] air/ground) = \$6,000 Member Travel (Local Ground) (12p x \$50) = \$600 Member Travel (12p x \$229 x 3n lodging) = \$8,244 Staff Travel--Local (\$125) Food and Beverage: (Breakfasts/breaks: 18p x \$15 x 2d) = \$540 (Lunch: 18p x \$25 x 2d) = \$900 (Dinner with staff: 22p x \$65 incl svc/tax) = \$1,430 (Dinner on own: 12p x \$45 x 1d) = \$540 Room Rental = \$960 x 2 days Per Diem = \$60 per day x 12 x 2 days	6,000 600 8,244 125 540 900 1,430 540 1,920 1,440	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$	4,800 600 5,495 125 540 360 1,210 540 450	
	2	Conduct two Council-led or -directed virtual town halls or forums.	5380 5226	Honoraria for invited speakers, consultants x 2 events. Zoom Meetings for 1,000 seats x 2 Council-led events. (\$100 per event)	1,000 200	\$ \$	2,000 1,360	\$3,360
	3	Provide funding for designated meetings and tasks of component groups. Assumes no support for in-person meetings, full support for six Zoom meetings or webinars for appointed groups and sections.	5226	Zoom Meetings for 1,000 seats x 3 events (DEIA)	300	\$ \$	2,040 500	\$2,540
	4	Provide for balloting to elect VP, three Council members, three Nominating Committee members.				3,635		\$1,700
		a. Post candidate statements on website; contract with vendor for online ballot; include referendum as needed. Assumes one vote and one member referendum	5200	Consultant (Online Voting Service)	3,635	\$	1,700	
	5	Dues for membership in related organizations.				740		\$740
			5820 5820	Institutional Membership Dues: ICA (600 Euros @ \$1.23) = \$740 NISO = \$3,100 Propose no funding for this.	740 -	\$ \$	740 -	
	6	Fund VP/President-Elect, executive director, and governance manager to attend ASAE CEO Symposium (Site unknown).	5640 5610	Registration Fees (4p x \$1,200) Member Travel (4p x \$650 air/ground + \$250 lodging x 4 + \$60 per diem)	4,800 4,080	\$ \$	2,985 910	\$3,945

**The Society of American Archivists
Program Planner
Fiscal Year 2023**

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

Goal	Activity No.	Narrative	Account No.	Account Description	= Gen/Admin		=FY 22 Data	
					Proposed FY23 Budget		FY22 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
	7	Provide funding to support SAA sections, appointed groups, and others. a. Per FY22 Component Group Funding Requests: - Guidelines for Accessible Archives for People with Disabilities Revision - Funding to Support Newsletter Publication via Wordpress - Funding to Support Archival History Award Program - Major Revision of the Encoded Archival Description (EAD)	5600	Staff Travel--Local	55	-	50	\$0
			5200	The Accessibility & Disability Section = \$3,500	-	\$	-	
			5226	Archival History Section = \$100	-	\$	-	
			5385	Archival History Section = \$100	-	\$		
			5200	Technical Subcommittee on Encoded Archival Standards = \$12,000	-	\$		
	8	General and Administrative Cost Allocation	5XXX			\$145,111		\$129,222
	9	Computer Support Cost Allocation	5XXX			\$9,029		\$9,452
				Total Expenses		\$193,492		\$205,454
				Net Operating Gain / (Loss)		(\$193,492)		(\$205,454)

**Society of American Archivists
Council Meeting
May 18-20, 2022**

**FY22 Proposed Budget Narrative:
Advocacy (Program 107)
(Prepared by Jackie Price Osafo)**

The proposed FY23 budget projects a net loss of \$143,244 in this program area. This is \$20,419 more than the FY22 budgeted net loss of \$122,825.

Effort of all staff members is allocated across the budget based on management estimates. Personnel costs for this program reflect 0.85 FTEs or 7.08% of total salaries, taxes, and benefits (compared with 0.71 FTEs or 7.07% in FY21). We have modeled an increase in health care costs of 15%, beginning in January 2023. In the FY23 budget, we propose a 4% increase in salaries distributed according to performance and internal equity as well as market adjustments as may be necessary.

Relation of this program to Strategic Plan: This budget directly addresses Goal 1: Advocating for Archives and Archivists.

The proposed budget assumes the following:

- Funding for five archivists/members to receive virtual professional media training from a consultant. (Activity 1, \$10,000)
- Conduct of a storytelling workshop presented by Micaela Blei, who led the storytelling workshop in the past three years. Participants in the 3-hour virtual workshop will pay \$49, which will offset Blei's instructor fee. (Activity 1e, \$2,940 for revenue and \$2,500 for speaker)
- Face-to-face attendance by two members (at two meetings) and one staff member (at one meeting) to support in-person advocacy efforts in Washington, DC, or elsewhere. (Activity 2c, \$4,050)
- Continued support for the National Coalition for History at prior level with an anticipated 6% increase. No funding for representative(s) to attend Policy Board meetings in person. (Activity 2d, \$10,600)
- Funding for international travel for SAA's representative to the World Intellectual Property Organization (one of two meetings at \$2,225) and SAA's representative to the International Council on Archives Forum on Professional Associations (one of two meetings at \$2,300). (Activity 3a., \$4,525)

- Funding to support member travel to, and an exhibit table at, the Association of Tribal Archives, Libraries, and Museums in October 2022 (with raffle prizes and giveaways drawn from existing SAA products or services). (Activity 3b, \$2,170)

DRAFT

The Society of American Archivists
Income Statement
Fiscal 2023 Budget
Advocacy and Public Awareness

Revenues

	<u>Fiscal '23</u>	<u>Fiscal '22</u>	<u>Projected FY '22 Actuals</u>	<u>FY '23 Budget v. FY '22 Budget</u>		<u>FY '23 Budget v. FY '22 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	2,940	2,450	-	490.00	20.00%	2,940	N/A
Total Revenues	\$ 2,940.00	\$ 2,450.00	\$ -	\$ 490.00	20.00%	\$ 2,940.00	N/A

Expenses

	<u>Fiscal '23</u>	<u>Fiscal '22</u>	<u>Projected FY '22 Actuals</u>	<u>FY '23 Budget v. FY '22 Budget</u>		<u>FY '23 Budget v. FY '22 Actuals</u>	
				<u>\$ Difference</u>	<u>% Difference</u>	<u>\$ Difference</u>	<u>% Difference</u>
Personnel	\$ 94,766	\$ 69,204	\$ 75,348	\$ 25,562	36.94%	\$ 19,418	25.77%
Office Occupancy & Utilities	8,912	7,555	8,209	1,357	17.96%	702	8.56%
Services	20,468	22,698	18,944	(2,230)	(9.82%)	1,524	8.04%
Supplies	459	400	-	59	14.82%	459	N/A
Travel	10,245	14,670	600	(4,425)	(30.16%)	9,645	1607.50%
Leases, Rentals & Licenses	735	749	872	(14)	(1.87%)	(136)	(15.66%)
Taxes, Dues and Subscriptions	10,600	10,000	15,000	600	6.00%	(4,400)	(29.33%)
Depreciation, COGS, and Other	-	-	-	-	N/A	-	N/A
Total Expenses	\$ 146,184	\$ 125,275	\$ 118,973	\$ 20,909	16.69%	\$ 27,211	22.87%
Gain / (Loss) from Operations	\$ (143,244)	\$ (122,825)	\$ (118,973)	\$ (20,419)	16.62%	\$ (24,271)	20.40%

Transferred to Funds

	-	-	-
Net Gain / (Loss)	\$ (143,244)	\$ (122,825)	\$ (118,973)

**The Society of American Archivists
Program Planner
Fiscal Year 2023**

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

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY23 Budget		FY22 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
1.1	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.				13,000		\$19,825
1.3						2,940		\$2,450
1.4								
		a. Based on COPA workplan, implement ongoing publicity and media plan (including feature releases) and sponsor public awareness campaigns (including AAM).	5200	Consultant (Public Awareness)			5	0
			5350	Design/Photography/Production			5	0
		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. To be conducted virtually.	5200	Consultant / Trainer (Media Training)	\$ 10,000		5	10,000
			5200	Consultant (Public Awareness)	\$ -		5	2,000
			5290	F&B	\$ -		5	200
			5610	Member Travel / Airfare (5p x \$365 airfare/ground) = \$1,825	\$ -		5	1,825
			5620	Member Travel / Lodging (5p x \$180 x 2d lodging) = \$1,800	\$ -		5	1,800
			5630	Member Travel / F&B (5p x \$100 x 2d) = \$1,000	\$ -		5	1,000
		c. Podcast series for community/public on keeping/donating materials.	5XXX	Not sure what the expenses are for this.			5	
		d. Exhibit at NGS, other appropriate venues to promote "Creating Family Archives," build allyship with genealogists.	5480	Exhibit Fees (proposed date May, 2023)	\$ 500		5	500
		e. COPA conduct story-telling workshop in September, 2022; workshop instructor (Micaela Blei) to conduct storytelling event to launch American Archives Month in October 2022.	4900	Workshop Revenue (60p x \$49 = \$2,450)	\$ 2,940		4	2,450
			5200	Consultant/Instructor for Workshop and October Event	\$ 2,500		5	2,500
1.2	2	Educate and influence decision makers about the importance of archives and archivists.				14,650		15,525
						-		\$0
		Provide free member training in series of webcasts (COPP). (Subsidized fee to offset breaks, comp registration for instructors.)	5226	Web Events (x 3) (platform exp in Governance budget)			5	

**The Society of American Archivists
Program Planner
Fiscal Year 2023**

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

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY23 Budget		FY22 Budget		
					Line Amount	Activity Total	Line Amount	Activity Total	
1.1 1.2 1.3 3.3	3	a. Determine members' resource needs; develop and disseminate practical resources to aid them in advocating for archives. - Develop online Advocacy Toolkit for members' use. - Provide free webcast on advocacy techniques. - Develop graphics/interactive map to track district visits; participation "countdown" to all 50 states.	5350	Design/Photography/Production for Toolkit			5	500	
		5226	Zoom Fees for Webcast			5			
		5350	Design/Photography/Production for Graphics and Map			5	500		
		b. Implement COPP work plan, 2020-2022. - Continue development of issue briefs and policy statements. - ID additional priorities for Public Policy/Legislative agendas. - Develop letters/editorials on two key public policy issues for members' use.							
		c. Fund travel by SAA representatives to Washington, DC, for Hill visits and other meetings and briefings as needed. - Draft legislation for national funding initiative; seek sponsors. - Various opps on federal funding issues outlined in Legislative Agenda. - Attendance at National Humanities Day.	5600	Staff Travel (1p x \$400 airfare/ground x 1m) = \$400	\$ 400		5	365	
		5600	Staff Travel (1p x \$200 x 2d lodging x 1m) = \$400	\$ 400		5	350		
		5600	Staff Travel (1p x \$45 x 2d per diem x 1m) = \$90	\$ 90		5	90		
		5610	Member Travel (2p x \$400 airfare = \$200 ground x 2m) = \$1,600	\$ 1,200		5	1,600		
		5620	Member Lodging (2p x \$200 x 2d lodging x 2m) = \$1,600	\$ 1,600		5	1,600		
		5630	Member Per Diem (2p x \$45 x 2d x 2m) = \$360	\$ 360		5	520		
		d. Provide support and participate actively in NCH.	5820	National Coalition for History Membership Dues (6% increase)	\$ 10,600		5	10,000	
		e. Participate in meetings with coalition partners (eg, Joint Working Group on Issues and Awareness with CoSA/NAGARA/RAAC). [VIRTUAL]	5610	Member Travel (1p x \$400 airfare/ground x 1m) = \$400			5		
		5620	Member Lodging (1p x \$200 x 2d lodging x 1m) = \$400			5			
		5630	Member Per Diem (1p x \$45 x 2d per diem x 1m) = \$90			5			
		Provide funding for SAA representation at meetings of various organizations.					6,695	5,920	
							-	0	
		a. National and international organizations:							
		- World Intellectual Property Organization/SCCR (Geneva, Switzerland, November 2021) [VIRTUAL]	5610	Member Travel (1p x \$1500 airfare/ground x 1m) = \$1,500				5	
			5620	Member Lodging (1p x \$130 x 12n lodging x 1m) = \$1,560				5	
			5630	Member Per Diem (1p x \$60 x 12d per diem x 1m) = \$720				5	
		- WIPO/SCCR (Geneva, Switzerland, Spring/Summer 2022) [IN PERSON]	5610	Member Travel (1p x \$1,000 airfare + \$200 for ground) = \$1,400	\$ 1,200		5	1050	
			5620	Member Lodging (1p x \$200 x 4n) = \$800	\$ 800		5	640	
			5630	Member Per Diem(1p x \$45 x 5d) = \$225	\$ 225		5	300	
		- International Council on Archives Annual Congress [VIRTUAL] (Cost previously shared 50/50 with ACA)	5610	Member Travel (1p x \$1,000 airfare/ground) x .50 = \$500			5		
	5620	Member Lodging (1p x \$225 x 5d lodging) x .50 = \$560			5				
	5630	Member Per Diem (1p x \$100 per diem x 5d) x .50 = \$250			5				
	5640	Early-Bird Registration @ \$900 x .50 = \$450			5				
- ICA Forum on Professional Associations (FPA) Steering Committee (Location TBD, April/May 2022, SAA Rep chairs the group)	5610	Member Travel (1p x \$1,000 air + \$200 ground) = \$1,000	\$ 1,200		5	1000			
	5620	Member Lodging (1p x \$200 x 4d lodging) = \$800	\$ 800		5	600			

**The Society of American Archivists
Program Planner
Fiscal Year 2023**

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

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY23 Budget			FY22 Budget	
					Line Amount	Activity Total		Line Amount	Activity Total
		(Cost previously shared 50/50 with ACA)	5630	Member Per Diem (1p x \$60 per diem x 5d) = \$300	\$ 300		5	400	
			5300	Freight			5	a	
		b. National, regional, and local organizations (eg, ATALM, CIMA, MAC, MARAC, NEA, SCA, SSA).	5640	Registration/Exhibit Fees (ATALM, October 25-27 2022)	\$ 750		5	750	
			5285	Advertising / Sponsorship - 2022 fee is \$400	\$ 400		5	300	
			5300	Freight (ship display materials)	\$ 100		5	100	
			5610	Member Travel (1p x \$400 airfare/ground x 1m) = \$400	\$ 400		5	350	
			5620	Member Lodging (1p x \$200 x 2d) = \$600	\$ 400		5	300	
			5630	Member Per Diem (1p x \$60 x 2d) = \$120	\$ 120		5	130	
	5	General and Administrative Cost Allocation	5XXX		\$ 105,294	105,294	5	78,276	78,276
	6	Computer Support Cost Allocation	5XXX		\$ 6,545	6,545	5	5,729	5,729
				Total Income		\$2,940			\$2,450
				Total Expenses		\$146,184			\$125,275
				Net Gain / (Loss)		(\$143,244)			(\$122,825)