

**Society of American Archivists  
Council Meeting  
June 11, 2021  
Virtual Meeting**

**Budget Assumptions and Values for the  
Proposed FY 2022 SAA Budget**  
(Prepared by Finance/Administration Director Peter Carlson)

**Fourteen months into the dislocations caused by the COVID-19 pandemic, SAA's business model continues to evolve to address the "new normal."**

Although SAA's revenue streams have been affected significantly by such external factors as restrictions on in-person events, limitations in mail and delivery services, a 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.

The guiding principles for the FY 2022 proposed budget are to: 1) maintain as much capacity as is possible, 2) minimize reliance on SAA's operating reserves, and 3) focus on evolving our education offerings and modalities, experimenting with new and different annual meeting approaches, and examining our book publishing program with an eye to sustainability.

The FY 2022 proposed budget reflects a projected net loss of \$42,623, which is \$11,637 less than the FY21 budgeted net loss of \$54,260.

Following are some important assumptions embedded in our proposed budget for FY22:

- Last year we froze salaries and left an opening unfilled. In the FY22 budget we propose a 3.84% increase in salaries distributed according to performance and internal equity as well as a market adjustment for two key staff positions, resulting in an overall increase of 6.4%.
- We have modeled an increase in health care costs of 12%, beginning in January 2022. Thus the budget reflects a 6% increase in the cost of benefits for the fiscal year.
- In Education, we will not fill a staff vacancy that we left unfilled in last year's budget (Education Coordinator), and we will retain an independent contractor to staff this program. Thus the budget includes 10 FTEs and one 75% contract position, compared with 12 FTEs in FY20.
- *Archival Outlook* will return to six printed issues in FY 2022, reflecting staff's judgment that the publication remains an important touch point to communicate with membership and that it offers unique opportunities for member participation.

- With the prospects for travel and in-person events improving but still uncertain, the FY '22 proposed budget includes funding for the May 2022 Council meeting, in-person media training, WIPO and ICA meeting attendance, advocacy meetings in Washington, D.C., and the VP/PE to come to Chicago for the CEO symposium. . All of these will be dependent on the circumstances extant at the time of these activities.

**The Society of American Archivists**  
**Income Statement**  
**Fiscal 2022 Budget**  
**Budget Master - Operations**

**Revenues**

|                             | Projected FY '21  |                   |                | FY '22 Budget v. FY '21 Budget |                     | FY '22 Budget v. FY '21 Actuals |                     |
|-----------------------------|-------------------|-------------------|----------------|--------------------------------|---------------------|---------------------------------|---------------------|
|                             | <u>Fiscal '22</u> | <u>Fiscal '21</u> | <u>Actuals</u> | <u>\$ Difference</u>           | <u>% Difference</u> | <u>\$ Difference</u>            | <u>% Difference</u> |
| Dues                        | \$ 964,759        | \$ 939,493        | \$ 987,637     | \$ 25,265.50                   | 2.69%               | \$ (22,878.21)                  | (2.32%)             |
| Subscriptions & Advertising | 177,750           | 136,214           | 174,539        | 41,536.14                      | 30.49%              | 3,211.54                        | 1.84%               |
| Education                   | 381,930           | 381,930           | 295,499        | -                              | (0.00%)             | 86,430.60                       | 29.25%              |
| Annual Meeting              | 445,500           | 347,000           | 440,604        | 98,500.00                      | 28.39%              | 4,896.00                        | 1.11%               |
| Publications                | 179,490           | 244,965           | 171,550        | (65,475.28)                    | (26.73%)            | 7,939.54                        | 4.63%               |
| Contributions               | -                 | -                 | -              | -                              | N/A                 | -                               | N/A                 |
| Investments                 | 18,767            | 16,785            | 21,795         | 1,982.49                       | 11.81%              | (3,027.86)                      | (13.89%)            |
| Other                       | 31,949            | 41,236            | 41,458         | (9,286.54)                     | (22.52%)            | (9,509.18)                      | (22.94%)            |
| Total Revenues              | \$ 2,200,145      | \$ 2,107,623      | \$ 2,133,082   | \$ 92,522.31                   | 4.39%               | \$ 67,062.43                    | 3.14%               |

**Expenses**

|                               | Projected FY '21  |                   |                | FY '22 Budget v. FY '21 Budget |                     | FY '22 Budget v. FY '21 Actuals |                     |
|-------------------------------|-------------------|-------------------|----------------|--------------------------------|---------------------|---------------------------------|---------------------|
|                               | <u>Fiscal '22</u> | <u>Fiscal '21</u> | <u>Actuals</u> | <u>\$ Difference</u>           | <u>% Difference</u> | <u>\$ Difference</u>            | <u>% Difference</u> |
| Personnel                     | \$ 1,076,500      | \$ 1,026,338      | \$ 1,016,517   | \$ 50,162.24                   | 4.89%               | \$ 59,982.85                    | 5.90%               |
| Office Occupancy & Utilities  | 119,571           | 117,242           | 112,403        | 2,329.16                       | 1.99%               | 7,168.26                        | 6.38%               |
| Services                      | 756,876           | 690,914           | 698,900        | 65,961.26                      | 9.55%               | 57,975.71                       | 8.30%               |
| Supplies                      | 8,226             | 8,502             | 13,490         | (276.23)                       | (3.25%)             | (5,263.30)                      | (39.02%)            |
| Travel                        | 38,135            | 750               | 940            | 37,385.00                      | 4984.67%            | 37,194.70                       | 3955.60%            |
| Leases, Rentals & Licenses    | 16,288            | 16,814            | 20,090         | (525.59)                       | (3.13%)             | (3,801.63)                      | (18.92%)            |
| Taxes, Dues and Subscriptions | 16,140            | 22,360            | 19,859         | (6,220.00)                     | (27.82%)            | (3,719.48)                      | (18.73%)            |
| Depreciation, COGS, and Other | 211,032           | 278,963           | 183,265        | (67,930.39)                    | (24.35%)            | 27,767.14                       | 15.15%              |
| Total Expenses                | \$ 2,242,768      | \$ 2,161,883      | \$ 2,065,464   | \$ 80,885.45                   | 3.74%               | \$ 177,304.25                   | 8.58%               |

**Gain / (Loss) from Operations**

|  |             |             |           |              |          |                 |           |
|--|-------------|-------------|-----------|--------------|----------|-----------------|-----------|
|  | \$ (42,623) | \$ (54,260) | \$ 67,618 | \$ 11,636.86 | (21.45%) | \$ (110,241.82) | (163.04%) |
|--|-------------|-------------|-----------|--------------|----------|-----------------|-----------|

**Replenishment of Council-Directed Funds**

|                   |             |             |           |  |  |  |  |
|-------------------|-------------|-------------|-----------|--|--|--|--|
|                   | \$ -        | \$ -        |           |  |  |  |  |
| Net Gain / (Loss) | \$ (42,623) | \$ (54,260) | \$ 67,618 |  |  |  |  |

**Society of American Archivists  
Council Meeting  
June 11, 2021  
Virtual Meeting**

**FY22 Proposed Budget Narrative:  
Membership (Program 120)  
(Prepared by Peter Carlson and Nancy Beaumont)**

The FY 2022 Membership budget projects a net gain of \$780,687. This is \$10,221 (1.33%) higher than the FY 2021 budgeted net gain of \$770,466.

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 1.3 FTEs or 12.95% of total salaries, taxes, operating costs, and benefits. We have modeled an increase in health care costs of 12%, beginning in January 2022. Thus the budget reflects a 6% increase in the cost of benefits for the fiscal year. Last year we froze salaries and left an opening unfilled. In the FY22 budget we propose a 3.84% increase in salaries distributed according to performance and internal equity as well as a market adjustment for two key staff positions, resulting in an overall increase of 6.4%.

In FY 2021 we had assumed that the impact of the COVID-19 pandemic would accelerate attrition, and thus modeled for a 3.97% decrease in membership. Instead we have realized a *gain* (to date) of about 0.62%. Out of an abundance of caution, the FY22 Membership budget assumes attrition of about 4%, anticipating that the pandemic will have a trailing impact on institutions' support for both individual and institutional memberships. 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 160. It is likely that other accommodations may be required as well.

The proposed budget assumes the following:

- Total dues revenue of \$964,759, an increase of 2.69% from the FY21 budgeted amount and a decrease of 2.3% from FY21 projected actuals.
- There will be no dues increase in FY 2022.
- Membership projections are based on reported March 2021 figures in conjunction with trend analysis by membership class from FY 2016 through FY 2021.

- Other budgeted activities in the Membership program include collection of revenue from mailing list rentals (Activity 2) and provision of such member services as mailing of complimentary publications to sustaining institutional members (Activity 4.a.) and administration of the awards program (Activity 4.b.).

**The Society of American Archivists**  
**Income Statement**  
**Fiscal 2022 Budget**  
**Membership**

**Revenues**

|                             | <u>Fiscal '22</u> | <u>Fiscal '21</u> | <u>Projected FY '21</u><br><u>Actuals</u> | <u>FY '22 Budget v. FY '21 Budget</u> |                     | <u>FY '22 Budget v. FY '21 Actuals</u> |                     |
|-----------------------------|-------------------|-------------------|---|---------------------------------------|---------------------|--|---------------------|
|                             |                   |                   |   | <u>\$ Difference</u>                  | <u>% Difference</u> | <u>\$ Difference</u>                   | <u>% Difference</u> |
| Dues                        | \$ 964,759        | \$ 939,493        | \$ 987,637                                | \$ 25,265                             | 2.69%               | \$ (22,878)                            | (2.32%)             |
| 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                       | 3,095.24          | 1,270.00          | 3,880.20                                  | \$ 1,825                              | 143.72%             | \$ (785)                               | (20.23%)            |
| Total Revenues              | \$ 967,854        | \$ 940,763        | \$ 991,517                                | \$ 27,091                             | 2.88%               | \$ (23,663)                            | (2.39%)             |

**Expenses**

|                               | <u>Fiscal '22</u> | <u>Fiscal '21</u> | <u>Projected FY '21</u><br><u>Actuals</u> | <u>FY '22 Budget v. FY '21 Budget</u> |                     | <u>FY '22 Budget v. FY '21 Actuals</u> |                     |
|-------------------------------|-------------------|-------------------|---|---------------------------------------|---------------------|--|---------------------|
|                               |                   |                   |   | <u>\$ Difference</u>                  | <u>% Difference</u> | <u>\$ Difference</u>                   | <u>% Difference</u> |
| Personnel                     | \$ 145,356.52     | \$ 118,578        | \$ 118,884                                | \$ 26,778                             | 22.58%              | \$ 26,473                              | 22.27%              |
| Office Occupancy & Utilities  | 15,865            | 13,321            | 12,942                                    | 2,544                                 | 19.10%              | \$ 2,923                               | 22.59%              |
| Services                      | 13,297            | 17,416            | 9,686                                     | (4,119)                               | (23.65%)            | \$ 3,611                               | 37.29%              |
| Supplies                      | 1,739             | 1,871             | 1,287                                     | (132)                                 | (7.06%)             | \$ 452                                 | 35.11%              |
| Travel                        | -                 | -                 | -   | -                                     | N/A                 | -                                      | N/A                 |
| Leases, Rentals & Licenses    | 1,573             | 1,410             | 1,449                                     | 163                                   | 11.53%              | \$ 124                                 | 8.54%               |
| Taxes, Dues and Subscriptions | -                 | -                 | -   | -                                     | N/A                 | -                                      | N/A                 |
| Depreciation, COGS, and Other | 9,337             | 17,702            | 13,216                                    | (8,365)                               | (47.26%)            | (3,879)                                | (29.35%)            |
| Total Expenses                | \$ 187,167        | \$ 170,298        | \$ 157,463                                | \$ 16,869                             | 9.91%               | \$ 29,704                              | 18.86%              |
| Gain / (Loss) from Operations | \$ 780,687        | \$ 770,466        | \$ 834,054                                | \$ 10,221                             | 1.33%               | \$ (53,367)                            | (6.40%)             |

**Transferred to Funds****Net Gain / (Loss)**

|  |                   |                   |                   |
|--|-------------------|-------------------|-------------------|
|  | <u>\$ 780,687</u> | <u>\$ 770,466</u> | <u>\$ 834,054</u> |
|--|-------------------|-------------------|-------------------|

The Society of American Archivists  
Program Planner  
Fiscal Year 2022

Program Name: Membership  
Program Number: 120

| Goal | Activity<br>No. | Narrative   | Account<br>No. | Account Description              | Proposed<br>FY22 Budget |                   |          |
|------|-----------------|---|----------------|----------------------------------|-------------------------|-------------------|----------|
|      |                 |   |                |                                  | Line<br>Amount          | Activity<br>Total |          |
|      | <b>1</b>        | <b>Collect membership dues.</b>   | 4000           | Membership Dues                  |                         | <b>\$964,759</b>  | <b>4</b> |
|      |                 | <b>Assumes the following growth rates per member category:</b>                                |                |                                  |                         |                   |          |
|      |                 | Associate Domestic : \$115 (-10.21%)  | 4000           |                                  | 13,583                  |                   | 4        |
|      |                 | Associate International : \$145 (-2.93%)  | 4000           |                                  | 5,150                   |                   | 4        |
|      |                 | Bridge : \$55 (7.81%)   | 4000           |                                  | 715                     |                   | 4        |
|      |                 | ID1 (Part-time) : \$80 (-9.76%)   | 4000           |                                  | 56,901                  |                   | 4        |
|      |                 | ID2 (\$20-29k/yr) : \$105 (-1.70%)  | 4000           |                                  | 21,697                  |                   | 4        |
|      |                 | ID3 (\$30-39k/yr) : \$140 (-1.65%)  | 4000           |                                  | 31,567                  |                   | 4        |
|      |                 | ID4 (\$40-49k/yr) : \$174 (1.31%)   | 4000           |                                  | 81,792                  |                   | 4        |
|      |                 | ID5 (\$50-59k/yr) : \$218 (-2.43%)  | 4000           |                                  | 124,782                 |                   | 4        |
|      |                 | ID6 (\$60-75k/yr) : \$250 (-0.11%)  | 4000           |                                  | 163,201                 |                   | 4        |
|      |                 | ID7 (\$75-89k/yr) : \$285 (-12.88%)   | 4000           |                                  | 85,627                  |                   | 4        |
|      |                 | ID8 (>\$90k/yr) : \$325 (1.5%)  | 4000           |                                  | 116,497                 |                   | 4        |
|      |                 | Lifetime : \$   | 4000           |                                  | 0                       |                   | 4        |
|      |                 | Honorary : \$   | 4000           |                                  | 0                       |                   | 4        |
|      |                 | Retired : \$77 (3.29%)  | 4000           |                                  | 19,390                  |                   | 4        |
|      |                 | Student : \$55 (-4.57%)   | 4000           |                                  | 56,166                  |                   | 4        |
|      |                 | Regular : \$340 (-1.35%)  | 4000           |                                  | 140,502                 |                   | 4        |
|      |                 | Sustaining : \$595 (-8.43%)   | 4000           |                                  | 47,188                  |                   | 4        |
|      | <b>2</b>        | <b>Collect revenue from member mailing list rental.</b>                                       | 4870           | Mailing Label Rental             | 3,095                   | <b>\$3,095</b>    | <b>4</b> |
|      | <b>3</b>        | <b>Increase retention of members.</b>   |                |                                  |                         | <b>\$0</b>        |          |
|      |                 | a. New Member Orientation and Forum at Joint Annual Meeting (coffee break).                   | 5290           | F & B (300p x \$10 incl svc/tax) |                         | <b>\$0</b>        | <b>5</b> |
|      | <b>4</b>        | <b>Deliver member services.</b>   |                |                                  |                         | <b>\$10,737</b>   |          |
|      |                 | a. Mail copies of new SAA books to sustaining institutional members. Assumes 7 books in FY20. | 5300           | Shipping/Related Fees (nominal)  | 300                     |                   | 5        |
|      |                 |   | 5940           | Cost of goods sold               | 9,337                   |                   | 5        |

The Society of American Archivists  
Program Planner  
Fiscal Year 2022

Program Name: Membership  
Program Number: 120

| Goal | Activity<br>No. | Narrative   | Account<br>No.                               | Account Description  | Proposed<br>FY22 Budget       |                            |
|------|-----------------|---|--|--|-------------------------------|----------------------------|
|      |                 |   |  |  | Line<br>Amount                | Activity<br>Total          |
|      |                 | b. Administer SAA Fellows, Awards, and Scholarship programs.<br>(See SAA Foundation program planner for details on<br>funding of awards and scholarships.)                      | 5570<br>5550<br>5350<br>5300<br>5290<br>5350 | Supplies (Plaques and Certificates)<br>Promotional Materials<br>Develop/Produce Promo Display<br>Postage (included in allocables)<br>F&B--Ceremony Toast<br>Graphic Design for Program | 150<br>750<br><br><br><br>200 | 5<br>5<br>5<br>5<br>5<br>5 |
|      |                 | c. Administer the Mentoring Program.<br>Mentor/Protégé Meet-and-Greet at Annual Meeting<br>Support online "Mentoring Directory."<br>Develop graphics to promote program online. | 5290<br>5350                                 | Food & Beverage<br>Graphic Design  |                               | \$0<br>5<br>5              |
|      |                 | d. Webcast and Virtual Job Fair Services at AM 2020   | 5226   | Computer Services  |                               | 5                          |
|      | 5               | <b>Membership staffing at Annual Meeting</b><br>Staffing to be provided by Beaumont, Salgado, others as<br>needed and appropriate (included in other program budgets).          | 5600   | Staff Travel   |                               | \$0<br>5                   |
|      |                 |   |  |  |                               | \$0                        |
|      | 6               | <b>Miscellaneous Database Support</b>   | 5226   | Computer Support   |                               | \$0 5                      |
|      | 7               | <b>General and Administrative Cost Allocation</b>   | 5XXX   |  |                               | 164,406                    |
|      | 8               | <b>IT Cost Allocation</b>   | 5XXX   |  |                               | 12,024                     |
|      |                 |   |  | <b>Total Income</b>  |                               | \$967,854                  |
|      |                 |   |  | <b>Total Expenses</b>  |                               | 187,166.90                 |
|      |                 |   |  | <b>Gain / (Loss) From Operations</b>   |                               | \$780,687                  |



**Society of American Archivists  
Council Meeting  
June 11, 2021  
Virtual Meeting**

**FY22 Proposed Budget Narrative:  
*American Archivist* (Program 102)  
(Prepared by Teresa Brinati)**

The proposed FY 2022 budget projects a net loss of \$3,821 in this program area, which is \$24,062 less than the FY 2021 budgeted net loss \$27,883.

Effort of all staff members is allocated across the budget based on management estimates. Personnel costs for *American Archivist* reflect 0.37 FTEs or 3.72% of total salaries, taxes, and benefits. We have modeled an increase in health care costs of 12% beginning in January 2022. Thus, the budget reflects a 6% increase in the cost of benefits for the fiscal year. Last year we froze salaries and left an open position unfilled. In the FY22 budget, we propose a 3.84% increase in salaries distributed according to performance and internal equity, as well as a market adjustment for two key staff positions, resulting in an overall increase of 6.4%.

***Relation of this program to Strategic Plan:*** Goal 2: Enhancing Professional Growth 2.1, 2.2.; Goal 3: Advancing the Field 3.2, 3.3; and Goal 4: Meeting Members' Needs 4.1.

The proposed budget assumes the following:

- 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 take into account the pivot to digital.
- The estimated JSTOR royalty is based on annual trends.

**The Society of American Archivists**  
**Income Statement**  
**Fiscal 2022 Budget**  
**American Archivist**

**Revenues**

|                             | Projected FY '21  |                   |                | FY '22 Budget v. FY '21 Budget |                     | FY '22 Budget v. FY '21 Actuals |                     |
|-----------------------------|-------------------|-------------------|----------------|--------------------------------|---------------------|---------------------------------|---------------------|
|                             | <u>Fiscal '22</u> | <u>Fiscal '21</u> | <u>Actuals</u> | <u>\$ Difference</u>           | <u>% Difference</u> | <u>\$ Difference</u>            | <u>% Difference</u> |
| Dues                        | \$ -              | \$ -              | \$ -           | \$ -                           | N/A                 | \$ -                            | N/A                 |
| Subscriptions & Advertising | \$ 95,000         | \$ 91,500         | \$ 93,836      | \$ 3,500                       | 3.83%               | \$ 1,164                        | 1.24%               |
| 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                       | \$ 7,600          | \$ 7,500          | \$ 7,712       | \$ 100                         | 1.33%               | \$ (112)                        | (1.45%)             |
| Total Revenues              | \$ 102,600        | \$ 99,000         | \$ 101,548     | \$ 3,600.00                    | 3.64%               | \$ 1,051.98                     | 1.04%               |

**Expenses**

|                               | Projected FY '21  |                   |                | FY '22 Budget v. FY '21 Budget |                     | FY '22 Budget v. FY '21 Actuals |                     |
|-------------------------------|-------------------|-------------------|----------------|--------------------------------|---------------------|---------------------------------|---------------------|
|                               | <u>Fiscal '22</u> | <u>Fiscal '21</u> | <u>Actuals</u> | <u>\$ Difference</u>           | <u>% Difference</u> | <u>\$ Difference</u>            | <u>% Difference</u> |
| Personnel                     | \$ 41,739         | \$ 40,294         | \$ 41,025      | \$ 1,445                       | 3.58%               | \$ 714                          | 1.74%               |
| Office Occupancy & Utilities  | 4,706             | 4,527             | 4,278          | 179                            | 3.97%               | 428                             | 10.01%              |
| Services                      | 59,283            | 81,337            | 78,660         | (22,055)                       | (27.12%)            | (19,378)                        | (24.63%)            |
| Supplies                      | 241               | 245               | -              | (4)                            | (1.65%)             | 241                             | N/A                 |
| Travel                        | -                 | -                 | -              | -                              | N/A                 | -                               | N/A                 |
| Leases, Rentals and Licenses  | 452               | 479               | 506            | (27)                           | (5.73%)             | (54)                            | (10.66%)            |
| Taxes, Dues and Subscriptions | -                 | -                 | -              | -                              | N/A                 | -                               | N/A                 |
| Depreciation, COGS, and Other | -                 | -                 | -              | -                              | N/A                 | -                               | N/A                 |
| Total Expenses                | \$ 106,421        | \$ 126,883        | \$ 124,469     | \$ (20,462)                    | (16.13%)            | \$ (18,049)                     | (14.50%)            |
| Gain / (Loss) from Operations | \$ (3,821)        | \$ (27,883)       | \$ (22,921)    | \$ 24,062                      | (86.30%)            | \$ 19,101                       | (83.33%)            |

**Transferred to Funds****Net Gain / (Loss)**

|  |            |             |             |              |  |
|--|------------|-------------|-------------|--------------|--|
|  | -          | -           | -           |              |  |
|  | \$ (3,821) | \$ (27,883) | \$ (22,921) | \$ 24,062.33 |  |

The Society of American Archivists  
Program Planner  
Fiscal Year 2022

Program Name: American Archivist  
Program Number: 102

| Goal | Activity No. | Narrative  | Account No. | Account Description                     | = Gen/Admin          |                 |
|------|--------------|--|-------------|---|----------------------|-----------------|
|      |              |  |             |   | Proposed FY21 Budget |                 |
|      |              |  |             |   | Line Amount          | Activity Total  |
|      | <b>1</b>     | <b>Management and Administration</b><br><br>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. |             |   |                      | <b>\$0</b>      |
|      |              | a. Editorial Board Quarterly Zoom Calls  | 5110        | Telecommunications                      | 150                  | <b>\$150</b>    |
|      | <b>2</b>     | <b>Production</b><br>Vol. 84, No. 2 (Fall/Winter 2021)<br>Vol. 85, No. 1 (Spring/Summer 2022)  |             |   |                      | <b>\$0</b>      |
|      |              | a. Manuscript Management   | 5480        | PeerTrack Essentials (\$33.77 x 45 mss) | 1,520                | <b>\$53,860</b> |
|      |              | b. Editorial Services  | 5370        | Editor Stipend                          | 34,000               |                 |
|      |              |  | 5370        | Copyeditor                              | 4,000                |                 |
|      |              |  | 5370        | Indexer                                 | 1,300                |                 |
|      |              | c. Composition Services  | 5350        | Composition                             | 3,800                |                 |

**The Society of American Archivists  
Program Planner  
Fiscal Year 2022**

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

| Goal | Activity<br>No. | Narrative   | Account<br>No. | Account Description                         | = Gen/Admin             |                   |
|------|-----------------|---|----------------|---|-------------------------|-------------------|
|      |                 |   |                |   | Proposed<br>FY21 Budget |                   |
|      |                 |   |                |   | Line<br>Amount          | Activity<br>Total |
|      |                 | d. Meridean (digital platform)                    | 5350           | XML; HTML5 (\$3.25/pg x 600pg)              | 1,950                   |                   |
|      |                 |   | 5226           | Online Journal Hosting (\$162/article x 45) | 7,290                   |                   |
|      | <b>3</b>        | <b>Archives in Context Podcast Production</b>     |                |   |                         | <b>\$1,750</b>    |
|      |                 | Sound Engineering                                 | 5480           | Miscellaneous Services                      | 1,500                   |                   |
|      |                 | Equipment Distribution                            | 5310           | Express Delivery                            | 250                     |                   |
|      |                 | Wordpress Hosting (G&A Allocation)                |                |   |                         |                   |
|      | <b>4</b>        | <b>Revenue</b>                                    |                |   |                         | <b>\$102,600</b>  |
|      |                 | a. Subscriptions                                  | 4100           | Subscriptions                               | 90,000                  |                   |
|      |                 | \$289 for subscription                            |                |   |                         |                   |
|      |                 | b. JSTOR (digital library)                        | 4860           | Royalties                                   | 7,600                   |                   |
|      |                 | (assumes plateau based on royalty trends)         |                |   |                         |                   |
|      |                 | c. Naylor advertising sales                       | 4150           | Advertising                                 | 5,000                   |                   |
|      | <b>5</b>        | <b>General and Administrative Cost Allocation</b> |                |   |                         | <b>47,210</b>     |
|      | <b>6</b>        | <b>Computer Support Cost Allocation</b>           |                |   |                         | <b>3,450</b>      |
|      |                 |   |                | <b>Total Income</b>                         |                         | <b>102,600</b>    |
|      |                 |   |                | <b>Total Expenses</b>                       |                         | <b>106,421</b>    |
|      |                 |   |                | <b>Gain / (Loss) From Operations</b>        |                         | <b>(3,821)</b>    |
|      |                 |   |                | <b>Net Operating Gain / (Loss)</b>          |                         | <b>(3,821)</b>    |

**Society of American Archivists  
Council Meeting  
June 11, 2021  
Virtual Meeting**

**FY22 Proposed Budget Narrative:  
*Archival Outlook / In the Loop* (Program 103)  
(Prepared by Teresa Brinati)**

The FY 2022 budget projects a net loss of \$84,176 in this program area. This is \$20,243 more than the FY 2021 budgeted net loss of \$63,933.

Effort of all staff members is allocated across the budget based on management estimates. Personnel costs reflect 0.35 FTEs or 3.51% of total salaries, taxes, and benefits. We have modeled an increase in health care costs of 12% beginning in January 2022. Thus, the budget reflects a 6% increase in the cost of benefits for the fiscal year. Last year we froze salaries and left an open position unfilled. In the FY22 budget, we propose a 3.84% increase in salaries distributed according to performance and internal equity, as well as a market adjustment for two key staff positions, resulting in an overall increase of 6.4%.

***Relation of this program to Strategic Plan:*** Goal 2: Enhancing Professional Growth (2.1, 2.2.); Goal 3: Advancing the Field (3.2, 3.3); and Goal 4: Meeting Members' Needs (4.1).

The proposed budget assumes the following:

- Restoring print publication of *Archival Outlook* back to six issues. The preceding fiscal year included only three print issues during the COVID-19 pandemic, both as a cost-saving measure and in recognition that many members were displaced from their typical mailing address. Based on a readership survey conducted in April 2021 to determine how and why members read the magazine, 52.19% of respondents prefer the print edition and another 26.22% prefer both print and digital editions. In addition, in light of the recent pivot to solely digital editions of *American Archivist*, the magazine remains the only membership communication in print. We believe it is critically important to have this physical “touchstone” with members.
- Digital publication of six issues of *Archival Outlook*.
- Digital publication of 26 issues of *In the Loop*.
- Advertising revenue estimate is based on trends.

**The Society of American Archivists**  
**Income Statement**  
**Fiscal 2022 Budget**  
**Archival Outlook**

**Revenues**

|                             | Projected FY '21  |                   |                | FY '22 Budget v. FY '21 Budget |                     | FY '22 Budget v. FY '21 Actuals |                     |
|-----------------------------|-------------------|-------------------|----------------|--------------------------------|---------------------|---------------------------------|---------------------|
|                             | <u>Fiscal '22</u> | <u>Fiscal '21</u> | <u>Actuals</u> | <u>\$ Difference</u>           | <u>% Difference</u> | <u>\$ Difference</u>            | <u>% Difference</u> |
| Dues                        | \$ -              | \$ -              | \$ -           | \$ -                           | N/A                 | \$ -                            | N/A                 |
| Subscriptions & Advertising | 32,670            | 34,000            | 27,418         | (1,330.33)                     | (3.91%)             | 5,251.86                        | 19.15%              |
| 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             | 500               | 1,120          | 500.00                         | 100.00%             | (120.00)                        | (10.71%)            |
| Total Revenues              | \$ 33,670         | \$ 34,500         | \$ 28,538      | \$ (830.33)                    | (2.41%)             | \$ 5,131.86                     | 17.98%              |

**Expenses**

|                               | Projected FY '21  |                   |                | FY '22 Budget v. FY '21 Budget |                     | FY '22 Budget v. FY '21 Actuals |                     |
|-------------------------------|-------------------|-------------------|----------------|--------------------------------|---------------------|---------------------------------|---------------------|
|                               | <u>Fiscal '22</u> | <u>Fiscal '21</u> | <u>Actuals</u> | <u>\$ Difference</u>           | <u>% Difference</u> | <u>\$ Difference</u>            | <u>% Difference</u> |
| Personnel                     | \$ 39,377         | \$ 38,756         | \$ 37,970      | \$ 621.19                      | 1.60%               | \$ 1,406.57                     | 3.70%               |
| Office Occupancy & Utilities  | 4,299             | 4,355             | 4,150          | (55.86)                        | (1.28%)             | 148.68                          | 3.58%               |
| Services                      | 73,515            | 54,626            | 45,843         | 18,889.86                      | 34.58%              | 27,672.89                       | 60.37%              |
| Supplies                      | 227               | 236               | 260            | (8.25)                         | (3.50%)             | (32.66)                         | (12.56%)            |
| Travel                        | -                 | -                 | -              | -                              | N/A                 | -                               | N/A                 |
| Leases, Rentals & Licenses    | 426               | 461               | 465            | (34.58)                        | (7.50%)             | (38.36)                         | (8.26%)             |
| Taxes, Dues and Subscriptions | -                 | -                 | -              | -                              | N/A                 | -                               | N/A                 |
| Depreciation, COGS, and Other | -                 | -                 | -              | -                              | N/A                 | -                               | N/A                 |
| Total Expenses                | \$ 117,845        | \$ 98,433         | \$ 88,688      | \$ 19,412.37                   | 19.72%              | \$ 29,157.12                    | 32.88%              |
| Gain / (Loss) from Operations | (84,176)          | (63,933)          | (60,150)       | \$ (20,242.70)                 | 31.66%              | \$ (24,025.26)                  | 39.94%              |

**Transferred to Funds**

|   |   |   |
|---|---|---|
| - | - | - |
|---|---|---|

**Net Gain / (Loss)**

|                 |                 |                 |
|-----------------|-----------------|-----------------|
| <b>(84,176)</b> | <b>(63,933)</b> | <b>(60,150)</b> |
|-----------------|-----------------|-----------------|

The Society of American Archivists  
Program Planner  
Fiscal Year 2022

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

|      |                 |  |                                      |   | = Gen/Admin                                |                       | =FY 21 Data for Reference                 |                       |        |
|------|-----------------|--|--------------------------------------|---|--|-----------------------|---|-----------------------|--------|
| Goal | Activity<br>No. | Narrative  | Account<br>No.                       | Account Description   | Proposed<br>FY22 Budget                    |                       | FY21 Budget                               |                       |        |
|      |                 |  |                                      |   | Line<br>Amount                             | Activity<br>Total     | Line<br>Amount                            | Activity<br>Total     |        |
|      | 1               | <b>Management and Administration</b><br><br>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               | <b>Publish <i>Archival Outlook</i> 6 times per year.</b><br>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.<br><br>Production assumptions:<br>- (5 issues@20 pages + cover, 4-color, 100#mpc text) x 4,500 copies<br>- (1 issue @ 32 pages + cover, 4-color, 100#mpc text) x 4,500 copies<br>- Digital conversion by Bluetoad. | 5350<br>5400<br>5335<br>5300<br>5335 | Graphic Design (\$2,100 x 5 issues + \$2,400 x 1 issue)<br>Printing (\$3,400 x 5 issues) + (\$4,200 x 1 issue)<br>Processing Labor / Materials for 6 Issues<br>Postage for 6 Issues<br>Digital Conversion (156pg @ \$4.75/pg) | 11,500<br>21,200<br>6,600<br>30,000<br>745 | 5<br>5<br>5<br>5<br>5 | 14200<br>17,500<br>3,150<br>15,000<br>800 | 5<br>5<br>5<br>5<br>5 |        |
|      | 3               | <b>Publish <i>In the Loop</i> 26 times per year.</b><br>In-house production allocated in G&A budget (Program 100).   |                                      |   |  |                       |   |                       |        |
|      | 4               | <b>Revenue:</b><br><br>a. Naylor ad sales for <i>Archival Outlook</i> and <i>In the Loop</i><br><br>b. <i>Archival Outlook</i> first-class and airmail service.  | 4150<br>4800                         | Advertising<br><br>First-Class + Airmail Revenue  | 32,670<br>1,000                            | 4<br>4                | 34000<br>500                              |                       | 4<br>4 |
|      | 5               | <b>General and Administrative Cost Allocation</b>  |                                      |   |  | 44,539                |   | 44,249                |        |
|      | 6               | <b>Computer Support Cost Allocation</b>  |                                      |   |  | 3,261                 |   | 3,534                 |        |
|      |                 |  |                                      | <b>Total Income</b>   |  | \$33,670              |   | \$34,500              |        |
|      |                 |  |                                      | <b>Total Expenses</b>   |  | 117,845               |   | 98,433                |        |
|      |                 |  |                                      | <b>Gain / (Loss) From Operations</b>  |  | (\$84,176)            |   | (\$63,933)            |        |

**Society of American Archivists  
Council Meeting  
June 11, 2021  
Virtual Meeting**

**FY22 Proposed Budget Narrative:  
Annual Meeting (Programs 191 and 192)  
(Prepared by Nancy Beaumont)**

The proposed FY 2022 budget projects a net gain of \$202,323 from the 2021 Virtual Annual Meeting. This is \$160,480 more than the FY 2021 budgeted net gain (of \$41,843) from the 2020 conference and \$63,967 more than the FY 2021 actual net gain (of \$138,356).

Effort of all staff members for FY 2022 is allocated across the budget based on management estimates. Personnel costs reflect 0.29 FTEs or 2.89% of total salaries, taxes, and benefits. We have modeled an increase in health care costs of 12%, beginning in January 2022. Thus the budget reflects a 6% increase in the cost of benefits for the fiscal year. Last year we froze salaries and left an opening unfilled. In the FY22 budget we propose a 3.84% increase in salaries distributed according to performance and internal equity, as well as a market adjustment for two key staff positions, resulting in an overall increase of 6.4%.

The shift in personnel costs reflects a decision to outsource production of the event to a firm that has experience with the platform, thus reducing significantly the staff time required to manage pre-recording, editing, captioning, and post-conference conversion to PathLMS.

The proposed budget for the 2021 Virtual 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” (appearing in blue boxes on the program planner) 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 2022 Annual Meeting (Program 192) reflects costs that will be booked as prepaid but not expensed until that conference takes place. (Activity 2)
- A total of 2,500 paid attendees at the same registration fees as implemented in FY21, which were reduced significantly to address both the nature of a virtual conference and the economic situation of many archivists. We have assumed that 20% of registrants in each registration category (SAA Member, Employee of Member Institution, and Nonmember) will choose the deeply discounted \$49 rate for unemployed/precariously employed archives workers. Our optimistic projection is based on the fact that we had 2,400 registrants in 2020 and we have more time to promote the 2021 conference. (Activity 4)



- Payment to DLPlan (logistics consultants) of \$38,880, 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. (Activities 2 and 4)
- An expense of \$20,250 for a conference platform (Pathable) and \$74,975 for a full-service production company to manage all speaker and facilitator training, pre-recording, editing, captioning, poster set-ups, sponsor pages and mini-theaters, awards, and live events for the virtual conference. (Activity 4)
- Two lead sponsors (Preservica and Lucidea) and 18 “regular” sponsors, with total revenue of \$72,000. (Activity 5)
- An in-person reception for individuals attending the live presentation of the Presidential Address. The address will be recorded at the Denver Public Library and presented as Plenary 2 of the conference on Thursday, August 5. (Activity 6, \$1,200)

**The Society of American Archivists**  
**Income Statement**  
**Fiscal 2022 Budget**  
**Annual Meeting - Virtual (Anaheim)**

**Revenues**

|                             | <u>Fiscal '22</u> | <u>Fiscal '21</u> | <u>Projected FY '21<br/>Actuals (Chi Virt)</u> | <u>FY '22 Budget v. FY '21 Budget<br/>\$ Difference</u> | <u>FY '22 Budget v. FY '21 Budget<br/>% Difference</u> | <u>FY '22 Budget v. FY '21 Actuals<br/>\$ Difference</u> | <u>FY '22 Budget v. FY '21 Actuals<br/>% Difference</u> |
|-----------------------------|-------------------|-------------------|--|---|--|--|---|
| Dues                        | \$ -              | \$ -              | \$ -   | \$ -  | N/A  | \$ -   | N/A   |
| Subscriptions & Advertising | -                 | -                 | 1,000  | -   | N/A  | (1,000.00)   | (100.00%)   |
| Workshops                   | -                 | -                 | -  | -   | N/A  | -  | N/A   |
| Annual Meeting              | 445,500.00        | 342,550.00        | 440,604.00                                     | 102,950.00  | 30.05%   | 4,896.00   | 1.11%   |
| Publications                | -                 | -                 | -  | -   | N/A  | -  | N/A   |
| Contributions               | -                 | -                 | -  | -   | N/A  | -  | N/A   |
| Investments                 | -                 | -                 | -  | -   | N/A  | -  | N/A   |
| Other                       | -                 | -                 | -  | -   | N/A  | -  | N/A   |
| <b>Total Revenues</b>       | <b>\$ 445,500</b> | <b>\$ 342,550</b> | <b>\$ 441,604</b>                              | <b>\$ 102,950.00</b>                                    | <b>30.05%</b>  | <b>\$ 3,896.00</b>                                       | <b>0.88%</b>  |

**Expenses**

|                               | <u>Fiscal '22</u> | <u>Fiscal '21</u> | <u>Projected FY '21<br/>Actuals (Chi Virt)</u> | <u>FY '22 Budget v. FY '21 Budget<br/>\$ Difference</u> | <u>FY '22 Budget v. FY '21 Budget<br/>% Difference</u> | <u>FY '22 Budget v. FY '21 Actuals<br/>\$ Difference</u> | <u>FY '22 Budget v. FY '21 Actuals<br/>% Difference</u> |
|-------------------------------|-------------------|-------------------|--|---|--|--|---|
| Personnel                     | \$ 32,013         | \$ 47,221         | \$ 68,727                                      | \$ (15,208.08)  | (32.21%)   | \$ (36,714.61)   | (53.42%)  |
| Office Occupancy & Utilities  | \$ 3,517          | \$ 5,288          | \$ 8,743                                       | (1,771.37)  | (33.49%)   | (5,226.02)   | (59.77%)  |
| Services                      | \$ 70,189         | \$ 105,741        | \$ 120,188                                     | (35,552.14)   | (33.62%)   | (49,998.42)  | (41.60%)  |
| Supplies                      | \$ 187            | \$ 290            | \$ 168   | (102.79)  | (35.44%)   | 19.23  | 11.44%  |
| Travel                        | \$ 2,500          | \$ -              | \$ -   | 2,500.00  | N/A  | 2,500.00   | N/A   |
| Leases, Rentals & Licenses    | \$ 351            | \$ 567            | \$ 851   | (216.19)  | (38.12%)   | (500.47)   | (58.78%)  |
| Taxes, Dues and Subscriptions | \$ -              | \$ -              | \$ -   | -   | N/A  | -  | N/A   |
| Depreciation, COGS, and Other | \$ 134,420        | \$ 141,599        | \$ 104,570                                     | (7,178.72)  | (5.07%)  | 29,849.94  | 28.55%  |
| <b>Total Expenses</b>         | <b>\$ 243,177</b> | <b>\$ 300,707</b> | <b>\$ 303,248</b>                              | <b>\$ (57,529.29)</b>                                   | <b>(19.13%)</b>  | <b>\$ (60,070.36)</b>                                    | <b>(19.81%)</b>   |

**Gain / (Loss) from Operations**

|            |           |            |               |         |              |        |
|------------|-----------|------------|---------------|---------|--------------|--------|
| \$ 202,323 | \$ 41,843 | \$ 138,356 | \$ 160,479.29 | 383.52% | \$ 63,966.36 | 46.23% |
|------------|-----------|------------|---------------|---------|--------------|--------|

**Transferred to Funds**

|      |      |      |
|------|------|------|
| \$ - | \$ - | \$ - |
|------|------|------|

**Net Gain / (Loss)**

|                   |                  |                   |                   |
|-------------------|------------------|-------------------|-------------------|
| <b>\$ 202,323</b> | <b>\$ 41,843</b> | <b>\$ 138,356</b> | <b>\$ 160,479</b> |
|-------------------|------------------|-------------------|-------------------|

The Society of American Archivists  
Program Planner  
Fiscal Year 2022

Program Name: Annual Meeting Virtual (Anaheim)  
Program Number: 191

| Goal | Activity<br>No. | Narrative  | Account<br>No. | Account Description                                      | = Gen/Admin<br>Proposed<br>FY22 Budget |                   |
|------|-----------------|--|----------------|--|--|-------------------|
|      |                 |  |                |  | Line<br>Amount                         | Activity<br>Total |
|      | <b>1</b>        | <b>Management and Administration</b><br>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. |                |  |  | <b>\$0</b>        |
|      | <b>2</b>        | <b>Provide for program development, planning, and evaluation implementation of the 2021 Virtual Annual Meeting.</b>  |                |  |  | <b>\$0</b>        |
|      |                 | a. Pre-meeting planning (site selection costs incurred in previous site selection costs incurred in previous year)   | 5200           | Consulting Fees (DLPlan) (\$4,445 x 7)                   | 31,115                                 | <b>5</b>          |
|      |                 |  | 5200           | Meeting Planner Expenses (DLPlan, site visit to Anaheim) | TK                                     | <b>5</b>          |
|      |                 |  | 5600           | Staff Travel (site visit to Anaheim)                     | TK                                     | <b>5</b>          |
|      |                 | b. Legal expenses for terminating agreement with Anaheim hotel.  | 5280           | Legal Expenses   | TK                                     | <b>5</b>          |
|      |                 | c. Partial payment for production management company (The Dynamic Communicator)  | 5360           | Audiovisual (Production Management)                      | 30,000                                 | <b>5</b>          |
|      |                 |  | 5360           | Audiovisual (Conference Platform)                        | 10,260                                 | <b>5</b>          |
|      |                 | <i>Note that no costs were incurred for Program or Host committee meetings for this virtual conference.</i>  |                |  |  |                   |
|      | <b>3</b>        | <b>Promote attendance at Annual Meeting.</b>   |                |  |  | <b>\$0</b>        |
|      |                 | <i>Note that no costs were incurred for graphic design, printing, or mailing for this virtual conference.</i>  |                |  |  |                   |
|      |                 |  |                |  |  |                   |

The Society of American Archivists  
Program Planner  
Fiscal Year 2022

Program Name: Annual Meeting Virtual (Anaheim)  
Program Number: 191

| Goal | Activity<br>No. | Narrative   | Account<br>No. | Account Description                                    | Proposed<br>FY22 Budget |                   |          |
|------|-----------------|---|----------------|--|-------------------------|-------------------|----------|
|      |                 |   |                |  | Line<br>Amount          | Activity<br>Total |          |
|      | <b>4</b>        | <b>Provide for management of a high-quality virtual conference.</b>   |                |  |                         | <b>\$373,500</b>  |          |
|      |                 | a. Registration income (2,500 paid attendees)   | 4300           | SAA Members (74% of total, or 1,480 @ \$149)           | 230,205                 | <b>\$68,104</b>   | <b>4</b> |
|      |                 |   | 4300           | Employees of Member Inst (9% of total, or 180 @ \$199) | 42,536                  |                   | <b>4</b> |
|      |                 | Registration fees cover attendance at all education sessions and events + access to all on-demand recordings.           | 4300           | Nonmembers (9% of total, or 180 @ \$299)               | 63,911                  |                   | <b>4</b> |
|      |                 |   | 4300           | Students (8% of total, or 160 @ \$49)                  | 9,800                   |                   | <b>4</b> |
|      |                 |   | 4300           | Precariously Employed                                  | 16,048                  |                   | <b>4</b> |
|      |                 | b. Post-conference Sales  | 4300           | Sale of Post-Conference Access (100 @ \$110 avg)       | 11,000                  |                   | <b>4</b> |
|      |                 | c. Logistics  |                |  |                         |                   |          |
|      |                 | Conference platform (Pathable).   | 5360           | Audiovisual (Conference Platform)                      | 9,990                   |                   | <b>5</b> |
|      |                 | Production management (The Dynamic Communicator).   | 5360           | Audiovisual (Production Management)                    | 44,975                  |                   | <b>5</b> |
|      |                 |   | 5260           | Event Cancellation Insurance                           | 1,750                   |                   | <b>5</b> |
|      |                 | Honorarium for keynote speaker (Luis Argueta).  | 5650           | Keynote Speaker Honorarium                             | 2,500                   |                   | <b>5</b> |
|      |                 | Logistics management (DL Plan).   | 5200           | Consulting Fees (DL Plan)                              | 8,889                   |                   | <b>5</b> |
|      | <b>5</b>        | <b>Provide for the International Archives and Information Technology Exposition.</b>                                    |                |  |                         | <b>\$72,000</b>   |          |
|      |                 | a. Sponsorship and advertising income.<br>(No virtual expo hall in 2021.)   | 4360           | Sponsorship Income                                     | 72,000                  | <b>\$500</b>      | <b>4</b> |
|      |                 | b. "Virtual Expo" software by Event Rebels to register sponsors.  | 5200           | Virtual Expo Setup                                     | 500                     |                   | <b>5</b> |
|      | <b>6</b>        | <b>Provide for a variety of networking, social, and business events.</b>  |                |  |                         | <b>\$1,200</b>    |          |
|      |                 | a. Presidents' Reception (at Denver Public Library, in conjunction with video-recording of 2021 Presidential IAddress). | 5290           | Food & Beverage  | 1,200                   |                   | <b>5</b> |

**The Society of American Archivists  
Program Planner  
Fiscal Year 2022**

**Program Name: Annual Meeting Virtual (Anaheim)**  
**Program Number: 191**

| Goal | Activity<br>No. | Narrative   | Account<br>No. | Account Description   | Proposed FY22 Budget |                |
|------|-----------------|---|----------------|---|----------------------|----------------|
|      |                 |   |                |   | Line Amount          | Activity Total |
|      | 7               | Provide attendees with meeting materials.   |                |   |                      | \$0            |
|      |                 | a. Promotional items (to be determined based on sponsorships).  | 4360           | Promotional Items   |                      |                |
|      | 8               | Provide space and assistance to various groups that meet during the Annual Meeting, including leader groups, sections, appointed groups, and allied groups. |                |   |                      | \$0            |
|      |                 | a. Sections (See Governance [108], Act. 7)  | 5360           | AV for Component Group Meetings                                 |                      | \$0            |
|      | 9               | Program-specific computer support for proposal submission, selection, display of program.   | 5226           | Computer Support (ER Speaker)                                   |                      |                |
|      |                 |   | 5226           | Computer Support (Sched for website and mobile app)             | 0                    |                |
|      | 10              | General and Administrative Cost Allocation  | 5XXX           | (Includes all ARCHIVES*RECORDS 2021 expenses incurred in FY21.) |                      | 170,661        |
|      | 11              | IT Cost Allocation  | 5XXX           |   |                      | 2,713          |
|      |                 |   |                | Total Income  | \$                   | 445,500        |
|      |                 |   |                | Total Expenses  |                      | 243,177        |
|      |                 |   |                | Gain / (Loss) From Operations                                   | \$                   | 202,323        |
|      |                 |   |                | Net Operating Gain / (Loss)                                     | \$                   | 202,323        |
|      |                 |   |                | chksum  |                      | -              |
|      |                 |   |                | ATTENDANCE =  | 2500                 |                |

**The Society of American Archivists**  
**Income Statement**  
**Fiscal 2022 Budget**  
**Annual Meeting - Boston**

**Revenues**

|                             | <u>Fiscal '22</u> | <u>Fiscal '21 (Ana)</u> | <u>Projected FY '21 Actuals (Ana)</u> | <u>FY '21 Budget v. FY '20 Budget</u> |                     | <u>FY '21 Budget v. FY '20 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 '22</u> | <u>Fiscal '21 (Ana)</u> | <u>Projected FY '21 Actuals (Ana)</u> | <u>FY '21 Budget v. FY '20 Budget</u> |                     | <u>FY '21 Budget v. FY '20 Actuals</u> |                     |
|-------------------------------|-------------------|-------------------------|---------------------------------------|---------------------------------------|---------------------|--|---------------------|
|                               |                   |                         |                                       | <u>\$ Difference</u>                  | <u>% Difference</u> | <u>\$ Difference</u>                   | <u>% Difference</u> |
| Personnel                     | \$ 55,081         | \$ 86,570               | \$ 38,582                             | \$ (31,489.61)                        | (36.37%)            | \$ 16,498.77                           | 42.76%              |
| Office Occupancy & Utilities  | \$ 5,999          | \$ 8,596                | \$ 4,333                              | (2,597.27)                            | (30.21%)            | 1,666.01                               | 38.45%              |
| Services                      | \$ 4,816          | \$ 5,096                | \$ 17,231                             | (279.98)                              | (5.49%)             | (12,415.64)                            | (72.05%)            |
| Supplies                      | \$ 316            | \$ 472                  | \$ 119                                | (156.02)                              | (33.06%)            | 197.40                                 | 166.59%             |
| Travel                        | \$ -              | \$ -                    | \$ -                                  | -                                     | N/A                 | -                                      | N/A                 |
| Leases, Rentals & Licenses    | \$ 592            | \$ 2,217                | \$ 481                                | (1,624.46)                            | (73.29%)            | 111.07                                 | 23.09%              |
| Taxes, Dues and Subscriptions | \$ -              | \$ -                    | \$ -                                  | -                                     | N/A                 | -                                      | N/A                 |
| Depreciation, COGS, and Other | (66,804)          | (102,951)               | (60,746)                              | 36,147.34                             | (35.11%)            | (6,057.61)                             | 9.97%               |
| Total Expenses                | \$ -              | \$ -                    | \$ -                                  | \$ -                                  | N/A                 | \$ (0.00)                              | N/A                 |

**Gain / (Loss) from Operations**

|      |      |      |      |      |     |         |     |
|------|------|------|------|------|-----|---------|-----|
| \$ - | \$ - | \$ - | \$ - | \$ - | N/A | \$ 0.00 | N/A |
|------|------|------|------|------|-----|---------|-----|

**Transferred to Funds**

|   |   |   |   |
|---|---|---|---|
| - | - | - | - |
|---|---|---|---|

**Net Gain / (Loss)**

|      |      |      |      |
|------|------|------|------|
| \$ - | \$ - | \$ - | \$ - |
|------|------|------|------|

**As Approved June 15, 2021**

**The Society of American Archivists  
Program Planner  
Fiscal Year 2022**

**Program Name: 2022 Annual Meeting - Boston**  
**Program Number: 192**

|                  |                             |   |                |  |                         |                   | =FY 21 Data    |                   |   |
|------------------|-----------------------------|---|----------------|--|-------------------------|-------------------|----------------|-------------------|---|
| Goal             | Activity<br>No.             | Narrative   | Account<br>No. | Account Description  | Proposed<br>FY22 Budget |                   | FY21 Budget    |                   |   |
|                  |                             |   |                |  | Line<br>Amount          | Activity<br>Total | Line<br>Amount | Activity<br>Total |   |
| DELETE<br>HIDE   | 1                           | <b>Management and Administration</b><br>Administer activities associated with the 2020 Annual Meeting in Chicago; Develop and monitor budgets; provide support to the Program and Host committees; research future meeting sites and vendors; monitor and evaluate current vendors; market exhibit space and sponsorship opportunities; and respond to general inquiries. |                |  |                         | \$0               |                | \$0               |   |
|                  |                             | a. Staff professional development   | 5640           | Association Forum Registrations  |                         | 5                 |                | 5                 |   |
|                  | 2                           | <b>Provide for program development, planning, and evaluation.</b>   |                |  |                         | \$0               |                | \$0               |   |
|                  |                             | a. Program Committee Co-Chairs (x 3)  | 5110           | Conference Calls   |                         | 5                 | 0              | 5                 |   |
|                  |                             | b. Pre-Meeting Planning   | 5600           | Staff Travel (site visit)  |                         | 5                 | 600            | 5                 |   |
|                  |                             |   | 5200           | Meeting Planner Expenses<br>(1p x \$350 airfare/ground) = \$350<br>(1p x \$150 x 1d lodging) = \$150<br>(1p x \$45 x 2d per diem) = \$90 |                         | 5                 | 640            | 5                 |   |
|                  |                             |   | 5350           | ID Development (design)  |                         | 5                 | 0              | 5                 |   |
|                  |                             |   | 5400           | ID Development (banner)  |                         | 5                 | 0              | 5                 |   |
|                  | 3                           | <b>General and Administrative Cost Allocation</b>   | 5XXX           |  |                         | 62,279            | 5              | 78,106            | 5 |
|                  | 4                           | <b>IT Cost Allocation</b>   | 5XXX           |  |                         | 4,524             | 5              | 6,160             | 5 |
| 5                | Allocation to Future Period | 5XXX  |                |  | (66,804)                |                   | (84,265.70)    |                   |   |
|                  |                             |   |                | <b>Total Income</b>  | -                       |                   | \$0            |                   |   |
|                  |                             |   |                | <b>Total Expenses</b>  | -                       |                   | -              |                   |   |
|                  |                             |   |                | <b>Net Result</b>  | -                       |                   | \$0            |                   |   |
| * Anaheim Budget |                             |   |                |  |                         |                   |                |                   |   |

**Society of American Archivists  
Council Meeting  
June 11, 2021  
Virtual Meeting**

**FY22 Proposed Budget Narrative:  
Publications (Program 104)  
(Prepared by Teresa Brinati)**

The FY22 proposed budget projects a net loss of \$118,478. This is \$11,482 more than the FY21 budgeted net loss of \$106,996.

Effort of all staff members is allocated across the budget based on management estimates. Personnel costs reflect .95 FTEs or 9.54% of total salaries, taxes, and benefits. We have modeled an increase in health care costs of 12% beginning in January 2022. Thus, the budget reflects a 6% increase in the cost of benefits for the fiscal year. Last year we froze salaries and left an open position unfilled. In the FY22 budget, we propose a 3.84% increase in salaries distributed according to performance and internal equity, as well as a market adjustment for two key staff positions, resulting in an overall increase of 6.4%.

***Relation of this program to Strategic Plan:*** Goal 2: Enhancing Professional Growth (2.1, 2.2.); Goal 3: Advancing the Field (3.1, 3.2, 3.3); and Goal 4: Meeting Members' Needs (4.1.).

The proposed budget assumes the following:

- Sale of 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.
- Four new titles slated for print and digital editions in the first 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.



**The Society of American Archivists**  
**Income Statement**  
**Fiscal 2022 Budget**  
**Publications**

**Revenues**

|                             | Projected FY '21  |                   |                | FY '22 Budget v. FY '21 Budget |                     | FY '22 Budget v. FY '21 Actuals |                     |
|-----------------------------|-------------------|-------------------|----------------|--------------------------------|---------------------|---------------------------------|---------------------|
|                             | <u>Fiscal '22</u> | <u>Fiscal '21</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              | -                 | 4,450.00          | -              | (4,450)                        | (100.00%)           | -                               | N/A                 |
| Publications                | 179,489.50        | 244,964.78        | 171,549.96     | (65,475)                       | (26.73%)            | 7,940                           | 4.63%               |
| Contributions               | -                 | -                 | -              | -                              | N/A                 | -                               | N/A                 |
| Investments                 | -                 | -                 | -              | -                              | N/A                 | -                               | N/A                 |
| Other                       | 17,804.06         | 29,515.83         | 27,096.54      | (11,712)                       | (39.68%)            | (9,292)                         | (34.29%)            |
| Total Revenues              | \$ 197,294        | \$ 278,931        | \$ 198,647     | \$ (81,637)                    | (29.27%)            | \$ (1,353)                      | (0.68%)             |

**Expenses**

|                               | Projected FY '21  |                   |                | FY '22 Budget v. FY '21 Budget |                     | FY '22 Budget v. FY '21 Actuals |                     |
|-------------------------------|-------------------|-------------------|----------------|--------------------------------|---------------------|---------------------------------|---------------------|
|                               | <u>Fiscal '22</u> | <u>Fiscal '21</u> | <u>Actuals</u> | <u>\$ Difference</u>           | <u>% Difference</u> | <u>\$ Difference</u>            | <u>% Difference</u> |
| Personnel                     | \$ 107,078        | \$ 115,630        | \$ 114,450     | \$ (8,551.6)                   | (7.40%)             | \$ (7,371.5)                    | (6.44%)             |
| Office Occupancy & Utilities  | 11,689.13         | 12,992.44         | 12,499.22      | (1,303)                        | (10.03%)            | (810)                           | (6.48%)             |
| Services                      | 122,023.25        | 106,772.42        | 119,042.03     | 15,251                         | 14.28%              | 2,981                           | 2.50%               |
| Supplies                      | 618.26            | 703.11            | 6,721.91       | (85)                           | (12.07%)            | (6,104)                         | (90.80%)            |
| Travel                        | -                 | -                 | -              | -                              | N/A                 | -                               | N/A                 |
| Leases, Rentals & Licenses    | 4,398.92          | 4,615.00          | 4,636.94       | (216)                          | (4.68%)             | (238)                           | (5.13%)             |
| Taxes, Dues and Subscriptions | -                 | -                 | -              | -                              | N/A                 | -                               | N/A                 |
| Depreciation, COGS, and Other | \$ 69,964         | \$ 140,764        | \$ 61,387      | (70,800)                       | (50.30%)            | 8,577                           | 13.97%              |
| Total Expenses                | \$ 315,772        | \$ 381,477        | \$ 318,737     | \$ (65,705)                    | (17.22%)            | \$ (2,965)                      | (0.93%)             |

**Gain / (Loss) from Operations**

|  |              |              |              |             |        |          |         |
|--|--------------|--------------|--------------|-------------|--------|----------|---------|
|  | \$ (118,478) | \$ (102,546) | \$ (120,091) | \$ (15,932) | 15.54% | \$ 1,612 | (1.34%) |
|--|--------------|--------------|--------------|-------------|--------|----------|---------|

**Transferred to Funds**

|  |      |      |      |  |  |  |  |
|--|------|------|------|--|--|--|--|
|  | \$ - | \$ - | \$ - |  |  |  |  |
|--|------|------|------|--|--|--|--|

**Net Gain / (Loss)**

|  |                     |                     |                     |  |  |  |  |
|--|---------------------|---------------------|---------------------|--|--|--|--|
|  | <u>\$ (118,478)</u> | <u>\$ (102,546)</u> | <u>\$ (120,091)</u> |  |  |  |  |
|--|---------------------|---------------------|---------------------|--|--|--|--|

**The Society of American Archivists  
Program Planner  
Fiscal Year 2022**

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

| Goal | Activity<br>No. | Narrative  | Account<br>No. | Account Description                | Proposed<br>FY22 Budget |                   |
|------|-----------------|--|----------------|------------------------------------|-------------------------|-------------------|
|      |                 |  |                |                                    | Line<br>Amount          | Activity<br>Total |
|      | <b>1</b>        | <b>Management and Administration</b><br>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. |                |                                    |                         | <b>\$32,250</b>   |
|      |                 | a. Publications Editor   | 5370           | Honorarium                         | 32,000                  |                   |
|      |                 | b. Quarterly Zoom meeting with Publications Board  | 5480           | Miscellaneous Services             | 250                     |                   |
|      | <b>2</b>        | <b>Sales and Distribution of Existing Publications</b><br>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.  |                |                                    |                         | <b>\$148,800</b>  |
|      |                 | a. Sale of Publications (Based on FY 2020 Actual Trend discounted by 18%.)   | 4400           | Sale of Existing Publications      | 120,000                 |                   |
|      |                 | b. Revenue from customers to offset shipping expense. (~9% of sales)   | 4800           | Shipping Revenue                   | 10,800                  |                   |
|      |                 | c. eBooks (estimated based upon FY 19 actuals and FY 20 estimates)   | 4450           | Sale of eBooks                     | 15,000                  |                   |
|      |                 |  | 5335           | E-Production, Storage, Fulfillment | 3,500                   |                   |
|      |                 |  |                |                                    |                         | <b>\$110,835</b>  |

**The Society of American Archivists  
Program Planner  
Fiscal Year 2022**

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

| Goal | Activity<br>No. | Narrative  | Account<br>No. | Account Description            | Proposed<br>FY22 Budget |                   |
|------|-----------------|--|----------------|--------------------------------|-------------------------|-------------------|
|      |                 |  |                |                                | Line<br>Amount          | Activity<br>Total |
|      |                 | d. Royalties earned from publishing/distribution partnerships:<br>- American Library Association ~ \$5,000<br>- Scarecrow Press (Rowman & Littlefield) ~ \$500<br>- Copyright Clearance Center ~ \$1,000                                       | 4860           | Royalty Income                 | 3,000                   |                   |
|      |                 | e. Cost of goods sold @ average of .35% of sales.  | 5940           | Cost of Goods Sold             | 41,564                  |                   |
|      |                 | f. Warehousing, packaging, and distribution<br>- Fulfillment via Diamond Communication Solutions   | 5700           | Warehouse (\$270/m x 12)       | 3,240                   |                   |
|      |                 |  | 5300           | Postage                        | 53,855                  |                   |
|      |                 |  | 5335           | Processing Labor / Materials   | 8,325                   |                   |
|      |                 | g. Royalties paid to authors of SAA books:<br><br>- Photographs: Archival Care and Management (\$1/book x 25)<br>- Preserving Archives and Manuscripts (\$1/book x 100)<br>- Understanding Archives and Manuscripts (\$1/bk x 2 authors x 125) | 5395           | Royalty Paid                   | -                       |                   |
|      |                 |  | 5395           | Royalty Paid                   | 100                     |                   |
|      |                 |  | 5395           | Royalty Paid                   | 250                     |                   |
|      |                 | h. Reserve set up to cover unsold assets.  | 5960           | Inventory Reserve Depreciation |                         |                   |
|      | <b>3</b>        | <b>New Publication Production, Distribution, and Sales</b>   | 4400           | Sale of New Publications       | 44,490                  | <b>\$48,494</b>   |
|      |                 | 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             | 28,400                  | <b>\$41,150</b>   |
|      |                 | Production Sponsor Revenue   | 4360           |                                |                         |                   |

**The Society of American Archivists  
Program Planner  
Fiscal Year 2022**

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

| Goal | Activity<br>No. | Narrative  | Account<br>No. | Account Description                  | Proposed<br>FY22 Budget |                    |
|------|-----------------|--|----------------|--------------------------------------|-------------------------|--------------------|
|      |                 |  |                |                                      | Line<br>Amount          | Activity<br>Total  |
|      |                 | Sustaining institutional member COGS reflected in Membership budget (sustaining members receive copy of each new book produced). |                |                                      |                         |                    |
|      |                 | Fulfillment via Diamond Fulfillment Solutions.   |                |                                      |                         |                    |
|      | <b>4</b>        | <b>Dictionary Working Group</b>  |                |                                      |                         | <b>1,560</b>       |
|      |                 | a. Elements Forge Software. MSA to exchange Software cost for advertising. Direct costs include monthly hosting fee.             | 5226           | Software Hosting                     | 1,560                   |                    |
|      | <b>5</b>        | <b>Marketing and Promotion</b>   |                |                                      |                         |                    |
|      |                 | Market and promote new and existing titles. Promote participation in SAA's publishing program.                                   |                |                                      |                         |                    |
|      | <b>6</b>        | <b>General and Administrative Cost Allocation</b>  | 5XXX           |                                      |                         | <b>121,115</b>     |
|      | <b>7</b>        | <b>Computer Support Cost Allocation</b>  | 5XXX           |                                      |                         | <b>8,863</b>       |
|      |                 |  |                |                                      |                         |                    |
|      |                 |  |                | <b>Total Income</b>                  |                         | <b>\$197,294</b>   |
|      |                 |  |                | <b>Total Expenses</b>                |                         | <b>\$315,772</b>   |
|      |                 |  |                | <b>Gain / (Loss) From Operations</b> |                         | <b>(\$118,478)</b> |

**Society of American Archivists  
Council Meeting  
June 11, 2021  
Virtual Meeting**

**FY22 Proposed Budget Narrative:  
Education (Program 105)  
(Prepared by Rana Salzmann)**

The projected net gain in this program for FY22 is \$96,858. This is an increase of 24.4% compared to the FY21 budgeted net gain of \$77,846.

For FY22, effort of all staff members is allocated across the budget based on management estimates. Personnel costs for Education reflect 1.22 FTEs or 12.16% of total salaries, taxes, and benefits. This budget retains the Education consultant role piloted in FY21. The move to all-online education has exceeded current staff capacity and we have begun cross-training a member of the Service Center team to provide additional administrative support to Education. In the coming year, we need to assess the desire for program expansion against the realities of staffing costs for the department. I am confident that we could fill more than the budgeted 40 online education programs per year, but we need a new staffing model to support that growth.

We have modeled an increase in health care costs of 12%, beginning in January 2022. Thus the budget reflects a 6% increase in the cost of benefits for the fiscal year. Last year we froze salaries and left an opening unfilled. In the FY22 budget we propose a 3.84% increase in salaries distributed according to performance and internal equity, as well as a market adjustment for two key staff positions, resulting in an overall increase of 6.4%.

**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 FY22 are optimistic in that they project a net gain for this upcoming, unprecedented year. Given continued COVID-19-related restrictions on meetings and travel, it is necessary to completely reimagine the SAA Education program in order to meet member needs and maintain solvency. We moved to a 100% online education model during FY21 and will continue innovating, iterating, and expanding online offerings into FY22 as the pandemic and its after-effects affect our members. Funding for in-person meetings of the DAS Subcommittee and the Committee on Education has been eliminated for the second year in a row. We have eliminated such “in-person” teaching expenses as travel, hotel, and meals and will persist with a streamlined, efficient education program development structure. The DEI Next Steps project will be complete by the end of August 2021 and we will continue with the second year of Management Track development (funded by NHPRC at \$25,000) in FY22.

## Activity Areas

**1. Management and Administration.** Due to the shift to a Virtual Annual Meeting, “pre-conference” education as we have known it has been eliminated in this budget for the second year in a row. Scheduling and staff bandwidth concerns make it necessary to reimagine the pre-conference concept. We plan to hold the four DEI Next Steps webinars funded by the SAA Foundation grant later in the month of August to avoid conflict with the Annual Meeting.

**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 100% online learning for the second year of the pandemic.

- No in-person courses and an estimated 40 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.
- Honoraria for instructors and “secondary” instructors, as we may need to employ moderators or teaching assistants to operationalize best practices for online learning.
- Additional stipends to support instructors converting courses to online.
- Completion of one “conversion to online” project that was planned for FY20 and faced continued unanticipated delays in production.
- An estimated 90 registrations for the online DAS Comprehensive Exam.
- Retaining the FY18 pricing structure for Education products for **the fifth consecutive year.**

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

- No funding for in-person course development. Stipends for conversion to online.
- Continued funding from NHPRC in the form of a \$25,000 cooperative agreement to develop Management Track programs over two years.
- Funding to develop a DEI Next Steps course in the form of a \$5,000 grant from the SAA Foundation. This project will conclude in August 2021 with the launch of four live-to-recorded webinars on various DEI topics.
- BlueSky/Path LMS remains our chosen LMS tool for the delivery of online programs. We have moved entirely to Zoom and cancelled our contract with Adobe MeetingOne.

**5. Marketing and Promotion.** This activity is funded at base levels for the coming year.

**The Society of American Archivists**  
**Income Statement**  
**Fiscal 2022 Budget**  
**Education**

**Revenues**

|                             | <u>Fiscal '22</u> | <u>Fiscal '21</u> | <u>Projected FY '21 Actuals</u> | <u>FY '22 Budget v. FY '21 Budget</u> |                     | <u>FY '22 Budget v. FY '21 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                   | 381,930           | 381,930           | 295,499                         | \$ -                                  | (0.00%)             | \$ 86,431                              | 29.25%              |
| Annual Meeting              | -                 | -                 | -                               | \$ -                                  | N/A                 | \$ -                                   | N/A                 |
| Publications & CD Sales     | -                 | -                 | -                               | \$ -                                  | N/A                 | \$ -                                   | N/A                 |
| Contributions               | -                 | -                 | -                               | \$ -                                  | N/A                 | \$ -                                   | N/A                 |
| Investments                 | -                 | -                 | -                               | \$ -                                  | N/A                 | \$ -                                   | N/A                 |
| Other                       | -                 | -                 | 150                             | \$ -                                  | N/A                 | \$ (150)                               | (100.00%)           |
| Total Revenues              | 381,930           | 381,930           | 295,649                         | \$ -                                  | (0.00%)             | \$ 86,281                              | 29.18%              |

**Expenses**

|                               | <u>Fiscal '22</u> | <u>Fiscal '21</u> | <u>Projected FY '21 Actuals</u> | <u>FY '22 Budget v. FY '21 Budget</u> |                     | <u>FY '22 Budget v. FY '21 Actuals</u> |                     |
|-------------------------------|-------------------|-------------------|---------------------------------|---------------------------------------|---------------------|--|---------------------|
|                               |                   |                   |                                 | <u>\$ Difference</u>                  | <u>% Difference</u> | <u>\$ Difference</u>                   | <u>% Difference</u> |
| Personnel                     | \$ 136,519        | \$ 139,518        | \$ 137,211                      | \$ (2,999)                            | (2.15%)             | \$ (692)                               | (0.50%)             |
| Office Occupancy & Utilities  | 16,101            | 16,877            | 15,242                          | \$ (776)                              | (4.60%)             | \$ 858                                 | 5.63%               |
| Services                      | 130,087           | 145,082           | 115,080                         | \$ (14,995)                           | (10.34%)            | \$ 15,007                              | 13.04%              |
| Supplies                      | 888               | 948               | 971                             | \$ (60)                               | (6.36%)             | \$ (82)                                | (8.49%)             |
| Travel                        | -                 | -                 | -                               | \$ -                                  | N/A                 | \$ -                                   | N/A                 |
| Leases, Rentals & Licenses    | 1,477             | 1,659             | 1,683                           | \$ (182)                              | (10.96%)            | \$ (205)                               | (12.21%)            |
| Taxes, Dues and Subscriptions | -                 | -                 | -                               | \$ -                                  | N/A                 | \$ -                                   | N/A                 |
| Depreciation, COGS, and Other | -                 | -                 | -                               | \$ -                                  | N/A                 | \$ -                                   | N/A                 |
| Total Expenses                | \$ 285,072        | \$ 304,084        | \$ 270,186                      | \$ (19,012)                           | (6.25%)             | \$ 14,886                              | 5.51%               |
| Gain / (Loss) from Operations | \$ 96,858         | \$ 77,846         | \$ 25,463                       | \$ 19,012                             | 24.42%              | \$ 71,394                              | 280.38%             |

**Transferred to Funds**

|   |   |   |
|---|---|---|
| - | - | - |
|---|---|---|

**Net Gain / (Loss)**

|                  |                  |                  |
|------------------|------------------|------------------|
| <b>\$ 96,858</b> | <b>\$ 77,846</b> | <b>\$ 25,463</b> |
|------------------|------------------|------------------|

The Society of American Archivists  
Program Planner  
Fiscal Year 2022

Program Name: Education  
Program Number: 105

| Goal | Activity<br>No. | Narrative  | Account<br>No. | Account Description                      | Proposed<br>FY22 Budget |                   | FY21 Budget    |                   |
|------|-----------------|--|----------------|--|-------------------------|-------------------|----------------|-------------------|
|      |                 |  |                |  | Line<br>Amount          | Activity<br>Total | Line<br>Amount | Activity<br>Total |
|      | 1               | <b>Management and administration.</b><br><br>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.<br><br>Professional Development<br>Lynda.com membership (\$360/year for TC and AR)<br><br>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 \$115/d x 7d) (RHS and AR)   |                         | 5                 |                | 5                 |
|      |                 |  | 5600           | Hotel (1p x \$115/d x 4d) (TC)           |                         | 5                 |                | 5                 |
|      |                 |  | 5600           | Per Diem (2p x \$65/d x 7d) (RHS and AR) |                         | 5                 |                | 5                 |
|      |                 |  | 5600           | Per Diem (1p x \$65/d x 4d) (TC)         |                         | 5                 |                | 5                 |
|      |                 |  | 5600           | Air/Ground (2p x \$350 + 1p x \$435)     |                         | 5                 |                | 5                 |
|      | 2               | <b>Support the work of the Committee on Education, DAS and GAE Subcommittees, and other groups as needed.</b><br><br>Conduct one Committee on Education meeting (Chicago):<br>- (13p x \$470 airfare/bags/ground) = 6110<br>- (13p x \$109/d x 2 days hotel) = 2834<br>- (13 p x \$45/d x 2 days meals) = 1170<br><br>- Room Rental (\$75/day x 2 days) = 150<br>- 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 2022

Program Name: Education  
Program Number: 105

| Goal   | Activity<br>No.  | Narrative   | Account<br>No.   | Account Description  | Proposed<br>FY22 Budget         |                       | FY21 Budget                     |                       |                            |
|--|--|---|--|--|---------------------------------|-----------------------|---------------------------------|-----------------------|----------------------------|
|  |  |   |  |  | Line<br>Amount                  | Activity<br>Total     | Line<br>Amount                  | Activity<br>Total     |                            |
|  |  |   |  |  |                                 |                       |                                 |                       |                            |
|  | 3  | Conduct one DAS Subcommittee meeting (Chicago, October)<br>- (9p x \$470 airfare/bags/ground) = 4230<br>- (9p x \$204/d x 2 days hotels) = 3672<br>- (9p x \$45/d x 2 days meals) = 810<br><br>- Room Rental (\$75/day) x2 days<br>- Catering (2 breakfasts, 2 lunches) = 650 | 5610<br>5620<br>5630<br>5295<br>5700<br>5630   | Member Travel<br>Member Lodging<br>Member Meals (Reimbursement)<br>Staff Travel (2p x 2d x \$16) = 64<br>Meeting Room Rental (SAA HQ)<br>Member Meals (Catering) |                                 |                       | 5<br>5<br>5<br>5<br>5<br>5      |                       | 5<br>5<br>5<br>5<br>5<br>5 |
|  |  | Plan and implement F2F courses, webcasts, and online courses.   |  |  |                                 | \$381,930<br>\$43,500 |                                 | \$381,930<br>\$45,500 |                            |
| 40 "in-person" Zoom classes x30x\$224 (avg. price)   |  | 4200  | Education Registration Revenue   | 268,800  | 4                               | 268,800               | 4                               |                       |                            |
| 30 purchases x 4 new live webcasts x \$89 (avg price).   |  | 4210  | Education Registration Revenue   | 10,680   | 4                               | 10,680                | 4                               |                       |                            |
| 25 purchases x 34 existing on-demand webcasts x \$109 (avg price).   |  | 4210<br>4210  | On-Demand Revenue<br>On-Demand Revenue   | 92,650   | 4<br>4                          | 92,650                | 4<br>4                          |                       |                            |
| Course/Webcast Exams: 20 exams x 40.<br>DAS Comprehensive Exam: 90 exams x \$100.  |  | 4215<br>4215  | DAS Challenge Exams Revenue<br>DAS Challenge Exams Revenue   | 800<br>9,000   | 4<br>4                          | 800<br>9,000          | 4<br>4                          |                       |                            |
| 40 "in person" Zoom instructors + secondary instructors (moderators) (\$500, \$100)  |  | 5380  | Instructor Honoraria   | 32,000   | 5                               | 32,000                | 5                               |                       |                            |
| Conversion/experiment stipends for instructors (20x\$500)  |  | 5380  | Instructor Honoraria   | 10,000<br>0  | 5                               | 10,000<br>1,000       | 5<br>5                          |                       |                            |
| DAS Instructor Exam Writing Honoraria (\$150 x 10)   |  | 5380  | Instructor Honoraria   | 1,500  | 5                               | 1,500                 | 5                               |                       |                            |
| 4 beverage breaks not covered in host negotiations @ \$200 each.<br>AV for 8 pre-conference courses.<br>Extra AV (mics) and supplies for Unconference.<br>F&B for 8 pre-conference courses.<br>Instructor travel, lodging, meals @ avg \$866 x 95 instructors. |  | 5290<br>5360<br>5360<br>5290<br>5610<br>5620<br>5630  | Business Meals<br>Audiovisual (\$610/room/day x 8 courses)<br>Audiovisual (Unconference)<br>Business Meals<br>Instructor Travel<br>Lodging<br>Meal Allowance |  | 5<br>5<br>5<br>5<br>5<br>5<br>5 |                       | 5<br>5<br>5<br>5<br>5<br>5<br>5 |                       |                            |
| Print and ship workbooks @ \$160/course x 2 courses.   | 5400   | Printing & Duplicating  | 0  | 5  | 1,000                           | 5                     |                                 |                       |                            |
| 4  | Develop new and revise existing educational offerings and maintain online platforms. |   |  |  | \$0<br>\$12,140                 |                       | \$0<br>\$22,140                 |                       |                            |

**The Society of American Archivists  
Program Planner  
Fiscal Year 2022**

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

| Goal | Activity<br>No. | Narrative   | Account<br>No. | Account Description                 | Proposed<br>FY22 Budget |                   | FY21 Budget    |                   |            |          |
|------|-----------------|---|----------------|-------------------------------------|-------------------------|-------------------|----------------|-------------------|------------|----------|
|      |                 |   |                |                                     | Line<br>Amount          | Activity<br>Total | Line<br>Amount | Activity<br>Total |            |          |
|      |                 | - BlueSky eLearn Path LMS   | 5226           | Computer Support                    | 7,140                   |                   | 5              | 7,140             |            | 5        |
|      |                 | - AdobeConnect.   | 5226           | Computer Support                    | 0                       |                   | 5              | 3,000             |            | 5        |
|      |                 | - Webcast development fee (4 new webcasts x \$500).   | 5380           | Honorarium (Webcast Development)    | 2,000                   |                   | 5              | 2,000             |            | 5        |
|      |                 | - Mgt Track: Convert online courses (1 x \$1,500). (carry over from 2020)   | 5200           | Consultant (Instructional Designer) | 1,500                   |                   | 5              | 3,000             |            | 5        |
|      |                 | - Mgt Track: Convert F2F courses to online (1 x \$500). (Carry over from 2020: Rosemary)  | 5380           | Honorarium (Instructor)             | 500                     |                   | 5              | 1,000             |            | 5        |
|      |                 | - DAS Comprehensive Exam question manager. (Tomaro Taylor and Sarah Shipley)  | 5200           | Consultant (DAS Comprehensive Exam) | 1,000                   |                   | 5              | 1,000             |            | 5        |
|      |                 |   |                |                                     | 0                       |                   |                | 5,000             |            | 5        |
|      | 5               | <b>Management Track (covered by NHPRC)</b><br>Program development will include Technology Management course and other soft skills topics TBD. |                |                                     |                         |                   |                |                   |            |          |
|      | 6               | <b>DEI Next Steps (covered by SAAF)</b><br>Four webinars to be developed by August 30, 2021   |                |                                     |                         |                   |                |                   |            |          |
|      | 7               | <b>Marketing and promotion.</b>   |                |                                     |                         |                   |                | \$600             |            | \$800    |
|      |                 | - Ad placement for courses, webcasts, and flash sales.  | 5285           | Advertising & Marketing             | 0                       |                   | 5              | 0                 |            | 5        |
|      |                 | - DAS and A&D magnets for certificate holders.  | 5550           | Promotional Items                   | 50                      |                   | 5              | 50                |            | 5        |
|      |                 | - Notecards.  | 5550           | Promotional Items                   | 50                      |                   | 5              | 50                |            | 5        |
|      |                 | - LMS images.   | 5350           | Graphic Design                      | 500                     |                   | 5              | 500               |            | 5        |
|      |                 | - Other printed marketing materials.  | 5285           | Advertising & Marketing             | 0                       |                   | 5              | 200               |            | 5        |
|      | 8               | <b>Miscellaneous.</b>   |                |                                     |                         |                   |                | \$0               |            | \$0      |
|      |                 |   |                |                                     |                         |                   |                | \$63,125          |            | \$63,625 |
|      |                 | - 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              | 1,000             |            | 5        |
|      |                 | - Educational consutling for Program Operations   | 5200           | Consulting                          | 61,425                  |                   | 5              | 61,425            |            | 5        |
|      |                 |   |                |                                     |                         |                   |                |                   |            | 4        |
| 9    |                 | <b>General and Administrative Allocation</b>  | 5XXX           |                                     | \$154,411               | 154,411.39        | 5              | 159,293           | 159,292.87 | 5        |

The Society of American Archivists  
Program Planner  
Fiscal Year 2022  
Program Name: Education  
Program Number: 105

| Goal | Activity<br>No. | Narrative     | Account<br>No. | Account Description           | Proposed<br>FY22 Budget |                   | FY21 Budget    |                   |
|------|-----------------|---------------|----------------|-------------------------------|-------------------------|-------------------|----------------|-------------------|
|      |                 |               |                |                               | Line<br>Amount          | Activity<br>Total | Line<br>Amount | Activity<br>Total |
|      | 10              | IT Allocation | 5XXX           |                               | \$11,296                | 11,295.84         | 12,726         | 12,726.41         |
|      |                 |               |                |                               |                         |                   |                |                   |
|      |                 |               |                | Total Income                  |                         | \$381,930         |                | \$381,930         |
|      |                 |               |                | Total Expenses                |                         | \$285,072         |                | \$304,084         |
|      |                 |               |                | Gain / (Loss) From Operations |                         | \$ 96,858         |                | \$ 77,846         |
|      |                 |               |                |                               |                         |                   |                |                   |
|      |                 |               |                | Net Operating Gain / (Loss)   |                         | \$ 96,858         |                | \$ 77,846         |

**Society of American Archivists  
Council Meeting  
June 11, 2021  
Virtual Meeting**

**FY22 Proposed Budget Narrative:  
Career Services (Program 115)  
(Prepared by Peter Carlson)**

The proposed FY 2022 budget projects a net gain for the Career Services program of \$26,320. This is \$21,872 (491.74%) higher than the FY 2021 budgeted net gain.

Effort of all staff members is allocated across the budget based on management estimates. Personnel costs for this program reflect 0.07 FTEs or 0.68% of total salaries, taxes, and benefits. We have modeled an increase in health care costs of 12% beginning in January 2022. Thus the budget reflects a 6% increase in the cost of benefits for the fiscal year. Last year we froze salaries and left an opening unfilled. In the FY22 budget we propose a 3.84% increase in salaries distributed according to performance and internal equity, as well as a market adjustment for two key staff positions, resulting in an overall increase of 6.4%

The proposed budget assumes the following:

- Revenues of \$44,081 for online job ads based on the volume of ads placed in the past 16 months. 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 2022 Budget**  
**Career Services**

**Revenues**

|                             | Projected FY '21  |                   |                | FY '22 Budget v. FY '21 Budget |                     | FY '22 Budget v. FY '21 Actuals |                     |
|-----------------------------|-------------------|-------------------|----------------|--------------------------------|---------------------|---------------------------------|---------------------|
|                             | <u>Fiscal '22</u> | <u>Fiscal '21</u> | <u>Actuals</u> | <u>\$ Difference</u>           | <u>% Difference</u> | <u>\$ Difference</u>            | <u>% Difference</u> |
| Dues                        | \$ -              | \$ -              | \$ -           | \$ -                           | N/A                 | \$ -                            | N/A                 |
| Subscriptions & Advertising | 50,081            | 10,714            | 52,285         | \$ 39,366                      | 367.43%             | \$ (2,204)                      | (4.22%)             |
| 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              | \$ 50,081         | \$ 10,714         | \$ 52,285      | \$ 39,366                      | 367.43%             | \$ (2,204)                      | (4.22%)             |

**Expenses**

|                               | Projected FY '21  |                   |                | FY '22 Budget v. FY '21 Budget |                     | FY '22 Budget v. FY '21 Actuals |                     |
|-------------------------------|-------------------|-------------------|----------------|--------------------------------|---------------------|---------------------------------|---------------------|
|                               | <u>Fiscal '22</u> | <u>Fiscal '21</u> | <u>Actuals</u> | <u>\$ Difference</u>           | <u>% Difference</u> | <u>\$ Difference</u>            | <u>% Difference</u> |
| Personnel                     | \$ 7,647          | \$ 3,295          | \$ 3,858       | \$ 4,352                       | 132.07%             | \$ 3,789                        | 98.23%              |
| Office Occupancy & Utilities  | 835               | 370               | 464            | \$ 466                         | 126.04%             | \$ 371                          | 80.06%              |
| Services                      | 15,151            | 2,542             | 11,950         | \$ 12,609                      | 496.02%             | \$ 3,202                        | 26.79%              |
| Supplies                      | 44                | 20                | -              | \$ 24                          | 120.24%             | \$ 44                           | N/A                 |
| Travel                        | -                 | -                 | -              | \$ -                           | N/A                 | \$ -                            | N/A                 |
| Leases, Rentals & Licenses    | 83                | 39                | 46             | \$ 44                          | 111.11%             | \$ 37                           | 81.02%              |
| Taxes, Dues and Subscriptions | -                 | -                 | -              | \$ -                           | N/A                 | \$ -                            | N/A                 |
| Depreciation, COGS, and Other | -                 | -                 | -              | \$ -                           | N/A                 | \$ -                            | N/A                 |
| Total Expenses                | \$ 23,761         | \$ 6,266          | \$ 16,317      | \$ 17,495                      | 279.19%             | \$ 7,443.82                     | 45.62%              |
| Gain / (Loss) from Operations | \$ 26,320         | \$ 4,448          | \$ 35,968      | \$ 21,872                      | 491.74%             | \$ (9,648)                      | (26.82%)            |

**Transferred to Funds****Net Gain / (Loss)**

|                  |                 |                  |
|------------------|-----------------|------------------|
| -                | -               | -                |
| <b>\$ 26,320</b> | <b>\$ 4,448</b> | <b>\$ 35,968</b> |

The Society of American Archivists  
Program Planner  
Fiscal Year 2022

Program Name: Career Services  
Program Number: 115

|      |                 |  |                |   |                               |                   | =FY 20 Data    |                   |   |
|------|-----------------|--|----------------|---|-------------------------------|-------------------|----------------|-------------------|---|
| Goal | Activity<br>No. | Narrative  | Account<br>No. | Account Description                         | Proposed<br>FY22 Budget       |                   | FY21 Budget    |                   |   |
|      |                 |  |                |   | Line<br>Amount                | Activity<br>Total | Line<br>Amount | Activity<br>Total |   |
|      | 1               | Online Career Center<br>Job board outsourced to Boxwood Technologies   |                |   |                               | \$44,081          |                | \$6,714           |   |
|      |                 |  | 4160           | Advertising Revenue                         | 44,081                        | \$14,475          | 4              | \$2,201           | 4 |
|      |                 | Boxwood revenue share avergaes ~ 28.86% of Gross Revenue   | 5200           | Consulting Fees (30% revenue sharing)       | 12,688.10                     |                   | 5              | 1,933             | 5 |
|      |                 | Boxwood service fee  | 5335           | Processing Fees (~ 4.05%)                   | 1,787                         |                   | 5              | 269               | 5 |
|      | 2               | Administer Career Center at Annual Meeting.<br>Staff Networking Café and Career Center. (C Salgado @ 6d)<br>(1p x \$365 air/ground + \$50/d x 6d per diem +<br>\$115/d x 6d lodging) = \$690 |                |   |                               | \$0               |                | \$0               |   |
|      |                 |  | 5600           | Staff Travel                                |                               |                   | 5              | -                 | 5 |
|      |                 |  | 5600           | Staff Travel                                |                               |                   | 5              | -                 | 5 |
|      |                 |  | 5400           | Signage for Networking Café / Career Center |                               |                   | 5              | -                 | 5 |
|      |                 | Career Center Resume Guide   | 5400           | Printing                                    |                               |                   | 5              | -                 | 5 |
|      |                 | Administer Mentoring Program Meet-and-Greet.(In Membership   | 5290           | F&B (coffee break for mentors/protégés)     |                               |                   | 5              | -                 | 5 |
|      | 3               | Online Consultants Directory<br>Annual listing fee.  | 4170           | Directory Listings (~35 members)            | 6,000                         | \$6,000           | 4              | \$4,000           | 4 |
|      | 4               | General and Administrative Cost Allocation   | 5XXX           |   |                               | 8,650             | 5              | 3,762             | 5 |
|      | 5               | Computer Support Cost Allocation   | 5XXX           |   |                               | 635               | 5              | 303               | 5 |
|      |                 |  |                |   |                               |                   |                |                   |   |
|      |                 |  |                |   | Total Income                  | \$50,081          |                | 10,714            |   |
|      |                 |  |                |   | Total Expenses                | 23,761            |                | 6,266             |   |
|      |                 |  |                |   | Gain / (Loss) From Operations | \$26,320          |                | 4,448             |   |

**Society of American Archivists  
Council Meeting  
June 11, 2021  
Virtual Meeting**

**FY22 Proposed Budget Narrative:  
General and Administrative (Program 100)  
(Prepared by Peter Carlson)**

The projected net loss in this area for FY 2022 is \$614,057. This is \$87,987 (16.73%) more than the FY 2021 budgeted net loss. This increase reflects increased staff effort devoted to core capacity-building projects, reduced Annual Meeting effort allocations, and increased effort to support the SAA Foundation.

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 29.42% of total salaries, taxes, operating costs, and benefits. We have modeled an increase in health care costs of 12% beginning in January 2022. Thus the budget reflects a 6% increase in the cost of benefits for the fiscal year. Last year we froze salaries and left an opening unfilled. In the FY22 budget we propose a 3.84% increase in salaries distributed according to performance and internal equity as well as a market adjustment for two key staff positions, resulting in an overall increase of 6.4%.

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

- Per Council direction, we have reinstated the staff professional development/training budget for FY 2022 at a cost of \$6,000. (Activities 1.b. and 1.c.)
- 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 FY22 budget includes \$45,000 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 7% compared with FY 2021. This depreciation figure includes depreciation resulting from PC upgrades and 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 2022, we estimate that this

will total \$49,715. This increase of \$6,951 (or 16.26%) results from the increased allocated costs necessary to support the Foundation's administration. (Activity 7)



**The Society of American Archivists**  
**Income Statement**  
**Fiscal 2022 Budget**  
**General & Administrative**

**Revenues**

|                             | Projected FY '21  |                   |                | FY '22 Budget v. FY '21 Budget |                     | FY '22 Budget v. FY '21 Actuals |                     |
|-----------------------------|-------------------|-------------------|----------------|--------------------------------|---------------------|---------------------------------|---------------------|
|                             | <u>Fiscal '22</u> | <u>Fiscal '21</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                 | 18,767            | 16,785            | 21,795         | \$ 1,982                       | 11.81%              | \$ (3,028)                      | (13.89%)            |
| Other                       | -                 | -                 | 1,500          | \$ -                           | N/A                 | \$ (1,500)                      | (100.00%)           |
| Total Revenues              | \$ 18,767.00      | \$ 16,784.51      | \$ 23,295      | \$ 1,982.49                    | 11.81%              | \$ (4,527.86)                   | (19.44%)            |

**Expenses**

|                                      | Projected FY '21  |                   |                | FY '22 Budget v. FY '21 Budget |                     | FY '22 Budget v. FY '21 Actuals |                     |
|--------------------------------------|-------------------|-------------------|----------------|--------------------------------|---------------------|---------------------------------|---------------------|
|                                      | <u>Fiscal '22</u> | <u>Fiscal '21</u> | <u>Actuals</u> | <u>\$ Difference</u>           | <u>% Difference</u> | <u>\$ Difference</u>            | <u>% Difference</u> |
| Personnel                            | \$ 328,237        | \$ 286,347        | \$ 290,443     | \$ 41,890                      | 14.63%              | \$ 37,793                       | 13.01%              |
| Office Occupancy & Utilities         | 36,035            | 32,384            | 31,447         | \$ 3,650                       | 11.27%              | \$ 4,588                        | 14.59%              |
| Services                             | 185,181           | 144,915           | 152,346        | \$ 40,267                      | 27.79%              | \$ 32,835                       | 21.55%              |
| Supplies                             | 2,906             | 2,752             | 3,114          | \$ 154                         | 5.60%               | \$ (208)                        | (6.68%)             |
| Travel                               | 6,000             | -                 | 490            | \$ 6,000                       | N/A                 | \$ 5,510                        | 1123.73%            |
| Leases, Rentals & Licenses           | 4,950             | 4,773             | 7,956          | \$ 177                         | 3.71%               | \$ (3,006)                      | (37.78%)            |
| Taxes, Dues and Subscriptions        | 5,400             | 8,520             | 2,322          | \$ (3,120)                     | (36.62%)            | \$ 3,078                        | 132.56%             |
| Depreciation, COGS, and Other        | 64,115            | 63,164            | 64,838         | \$ 951                         | 1.51%               | \$ (723)                        | (1.11%)             |
| Total Expenses                       | \$ 632,824        | \$ 542,855        | \$ 552,956     | \$ 89,969                      | 16.57%              | \$ 79,868                       | 14.44%              |
| <b>Gain / (Loss) from Operations</b> | \$ (614,057)      | \$ (526,070)      | \$ (529,661)   | \$ (87,987)                    | 16.73%              | \$ (84,395)                     | 15.93%              |

**Transferred to Funds**

|   |   |   |
|---|---|---|
| - | - | - |
|---|---|---|

**Net Gain / (Loss)**

|                     |                     |                     |
|---------------------|---------------------|---------------------|
| <b>\$ (614,057)</b> | <b>\$ (526,070)</b> | <b>\$ (529,661)</b> |
|---------------------|---------------------|---------------------|

The Society of American Archivists  
Program Planner  
Fiscal Year 2022  
Program Name: General & Administrative  
Program Number: 100

| Goal | Activity No. | Narrative  | Account No. | Account Description                                  | Proposed FY22 Budget |                  |
|------|--------------|--|-------------|--|----------------------|------------------|
|      |              |  |             |  | Line Amount          | Activity Total   |
|      | <b>1</b>     | <b>Staff an effective and efficient headquarters office.</b>   |             |  |                      | <b>\$334,925</b> |
|      |              | a. Personnel   | 5000        | Salaries & Wages                                     | 263,465              |                  |
|      |              | Amounts in this document are those allocated specifically to the General & Administrative (G&A) cost center. The program planners for other individual cost centers include appropriate G&A allocations based on staffing. Based on "anticipated effort" allocations, 22.8% of G&A expenses are allocated to the General & Administrative cost center. | 5000        | Decrease in Vacation Liability                       | -1,800               |                  |
|      |              |  | 5010        | Insurance Coverage                                   | 22,612               |                  |
|      |              |  | 5020        | Employer Payroll Taxes                               | 21,723               |                  |
|      |              |  | 5030        | Retirement Benefit                                   | 22,236               |                  |
|      |              |  | 5040        | Bonuses  |                      |                  |
|      | <b>1</b>     | b. Association Media & Publishing Membership \$810<br>ASAE Membership<br>LinkedIn.com membership (\$360/year for AR and TC) \$720<br>AFC Staff Membership \$2,700  | 5640        | Staff Professional Development                       | 6,000                |                  |
|      |              | c. Business meals and local transportation<br>- Staff Acknowledgments (included in monthly amount)   | 5290        | Various Occasions and Meetings @ \$225/m (G&A share) | 588                  |                  |
|      |              | e. Local transportation for various meetings.  | 5295        | Local Transportation and parking fees                | 100                  |                  |
|      | <b>2</b>     | <b>Overhead costs of SAA headquarters office.</b>  |             |  |                      | <b>\$70,894</b>  |
|      |              | a. Electricity   | 5120        | Electricity: Avg of \$355/m (G&A share)              | 635                  |                  |
|      |              | b. Postage   | 5300        | Postage: Avg of \$710/m (G&A share)                  | 1,045                |                  |
|      |              |  | 5310        | Express Mail Services: Avg of \$119.50/m             | 1,428                |                  |
|      |              | c. Insurance   | 5260        | Insurance (combined @ approx \$450/m)                | 5,406                |                  |
|      |              | - Workers Compensation   |             |  |                      |                  |
|      |              | - Commercial Umbrella Package  |             |  |                      |                  |
|      |              | - Professional Liability   |             |  |                      |                  |
|      |              | - Director's and Officer's   |             |  |                      |                  |

**The Society of American Archivists  
Program Planner  
Fiscal Year 2022**

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

| Goal     | Activity<br>No. | Narrative  | Account<br>No. | Account Description                                 | Proposed<br>FY22 Budget |                   |
|----------|-----------------|--|----------------|---|-------------------------|-------------------|
|          |                 |  |                |   | Line<br>Amount          | Activity<br>Total |
|          |                 | d. Rent  | 5100           | 7/21 - 1/21: \$9,276 x 7m                           | 32,971                  |                   |
|          |                 | - 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                                 | 0                       |                   |
|          |                 |  | 5500           | Office Supplies: Avg \$540/m @ 29.42%               | 1,906                   |                   |
|          |                 | e. Supplies  | 5570           | Miscellaneous Supplies                              |                         |                   |
|          |                 | f. Telephone   | 5110           | Telephone/Internet: \$8,256 annually @ 29.42%       | 2,429                   |                   |
|          |                 | g. Printing and duplication  | 5400           | Check Printing (2 @ \$125)                          | 200                     |                   |
|          |                 |  | 5400           | Monthly Printing (~\$35/m -- G&A share)             | 124                     |                   |
|          |                 | h. Equipment and depreciation  | 5250           | Maintenance and Repairs                             |                         |                   |
|          |                 |  | 5700           | Equipment Lease, Site Licenses                      | 4,950                   |                   |
|          |                 | - 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                              | 14,400                  |                   |
|          |                 | i. Tax payments (property tax included in rent)  | 5800           | Taxes (UBIT)  | 5,400                   |                   |
| <b>3</b> |                 | <b>Use outsource services as needed.</b>   |                |   |                         | <b>\$93,963</b>   |
|          |                 | a. Accounting  | 5240           | Payroll Processing (\$273/mo + 150)                 | 3,300                   |                   |
|          |                 | - Includes consultant to assist in analysis of new/<br>upgraded accounting and payables management system. | 5210           | Audit and Tax Preparation                           | 30,350                  |                   |
|          |                 |  | 5200           | Consultant  | 5,950                   |                   |
|          |                 | b. Bank charges  | 5230           | Investment Fees (Merrill Lynch and Bank of America) | 315                     |                   |
|          |                 | c. Merchant service costs, including Int'l Bancard and<br>Authorize.net                                    | 5236           | Credit Card Processing Fees: Avg \$4,125/m          | 45,338                  |                   |
|          |                 | c. Legal services (general)  | 5280           | Legal Services (\$1,250/qtr)                        | 7,500                   |                   |
|          |                 | d. 1099 software and processing  | 5335           | Renewal of 1099 Software License and Processing     | 650                     |                   |
|          |                 | e. Document disposal   | 5480           | Miscellaneous Services                              | 560                     |                   |

**The Society of American Archivists  
Program Planner  
Fiscal Year 2022**

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

| Goal | Activity<br>No. | Narrative  | Account<br>No.   | Account Description  | Proposed<br>FY22 Budget  |                    |
|------|-----------------|--|--|--|--|--------------------|
|      |                 |  |  |  | Line<br>Amount   | Activity<br>Total  |
|      | <b>4</b>        | <b>Miscellaneous Income</b><br>- Return on Merrill Lynch Operations Account  | 4700   | Interest / Dividends (Based upon ML Bond income estimate)  | 18,767   | <b>\$18,767</b>    |
|      | <b>5</b>        | <b>Provide Staff Support at 2019 Annual Meeting.</b><br>- Carlson, Black, Santiago, Valdez<br>- Salgado budgeted in Career Services, Program 115<br>@ \$149 x 6n x 2p (MS, RV) + \$125 x 7n x 2p (MB, PC)  | 5600<br>5600<br>5600<br>5600   | Staff Travel<br>- Airfare @ \$375/p + bags/ground @ \$50/p x 4 = \$1,700<br>- Lodging (Staff rate \$115 * 26 person-nights)<br>- Meal Allowance @ \$45/d x 6d x 2p + \$45/d x 7d x 2p = \$1,170  | -<br>-<br>-  | <b>\$0</b>         |
|      | <b>6</b>        | <b>Information Technology Expenses</b><br>a. Hardware, software, hosting, programming support.<br>- Commonplaces @ \$4,200<br>- Impact Solutions @ \$1,460<br>- General Support AZBS@ \$38,000<br>- Higher Logic @ \$9,000<br>- NimbleAMS @ \$33,000<br><br>b. Specify and replace SAA Website and CMS database<br>- Application design and needs analysis<br>- Project management and business process configuration<br>- Coding and development<br><br>c. Develop and refine reporting and payables processes<br><br>d. General office supplies for technology support<br>- Replacement of keyboards, mice, web-cameras, headsets, etc | 5226<br><br><br><br><br><br><br><br>5200<br>5200<br>5280<br><br>5200<br><br>5500 | Computer Support<br><br><br><br><br><br><br><br>Consulting Service (Commonplaces or RFP)<br>Consultant<br>Legal Review (Paid in Activity 3.c.)<br><br>Consulting Service (Great Plains configuration and report writing)<br><br>Supplies | 27,328<br><br><br><br><br><br><br><br>14,000<br>31,000<br>0<br><br>10,000<br><br>1,000 | <b>\$83,328</b>    |
|      | <b>7</b>        | <b>Administrative support of SAA Foundation.</b>   | 5915   | In-kind Donations from SAA to SAA Foundation   | 49,715   | <b>49,715.10</b>   |
|      |                 |  |  | <b>Total Income</b>  |  | <b>\$18,767</b>    |
|      |                 |  |  | <b>Total Expenses</b>  |  | <b>\$632,824</b>   |
|      |                 |  |  | <b>Gain / (Loss) From Operations</b>   |  | <b>(\$614,057)</b> |

**Society of American Archivists  
Council Meeting  
June 11, 2021  
Virtual Meeting**

**FY22 Proposed Budget Narrative:  
Governance (Program 108)  
(Prepared by Nancy Beaumont)**

The FY 2022 Governance budget projects a net loss of \$205,454, which is \$80,690 more than the FY21 budgeted net loss of \$124,765.

Effort of all staff members is allocated across the budget based on management estimates. Personnel costs for Governance reflect 1.02 FTEs or 10.18% of total salaries, taxes, and benefits. (This is an increase from FY21, when personnel costs reflected a previous high of 0.87 FTEs or 8.73% of total salaries, taxes, and benefits. Staff support for the Council, appointed groups, and sections has continued to increase over time.) We have modeled an increase in health care costs of 12%, beginning in January 2022. Thus the budget reflects a 6% increase in the cost of benefits for the fiscal year. Last year we froze salaries and left an opening unfilled. In the FY22 budget we propose a 3.84% increase in salaries distributed according to performance and internal equity, as well as a market adjustment for two key staff positions, resulting in an overall increase of 6.4%.

The proposed budget assumes the following:

- One in-person meeting of the SAA Council in May/June 2022 and up to 10 virtual meetings of the Council held via Zoom. (Activity 1, \$14,120)
- A paid consultant/facilitator to assist the Council as needed with development and implementation of a DEIA/cultural competency strategic work plan. (Activity 1, \$40,000)
- Honoraria for invited speakers/facilitators/consultants and Zoom webinar technology for four Council-led or -directed virtual events. (Activity 2, \$3,360)
- Use of Zoom webinar technology to support four Council-led or -directed town halls or forums throughout the year (i.e., \$340/month x 12 months = \$4,080). (Activity 2)
- Use of Zoom webinar technology to support six component-group-led virtual events (\$2,040) as well as conference call support for component groups (\$500). (Activity 3)
- No in-person meetings of appointed groups or task forces.

- Funding for one online election for Council and Nominating Committee positions. Should an all-member referendum be necessary and not time-sensitive, it will be conducted in conjunction with the annual election. (Activity 4, \$1,700)
- Continued funding for SAA's membership in the International Council on Archives (Activity 5, \$740). NOTE that the Finance Committee recommends not funding membership in the National Information Standards Organization (NISO). (Activity 5, \$3,100).
- Funding for attendance by the Vice President/President-Elect, executive director, and governance manager at the ASAE CEO Symposium in Chicago. (Activity 6, \$3,945)
- No funding for AV support of sections for the 2021 Annual Meeting. All meetings will be conducted via SAA's Zoom accounts in advance of the conference.
- Funding of section activities per the previously established "section funding pilot project" of \$250 per section. (Activity 7, \$11,250) NOTE that the Finance Committee recommends not funding this activity.
- Funding of two applications for "Component Group Funding" received by the March 1, 2021, deadline:
  - One from the Technical Subcommittee on Encoded Archival Standards for partial support of an in-person meeting, conducted in North America or Europe, to enable a major revision of the Encoded Archival Description standard. (Activity 7, \$10,000)
  - One from the Committee on Public Awareness to support honoraria of \$500 for each of two webcasts to build archivists' public awareness advocacy skills. (Activity 7, \$1,000)

NOTE that the Finance Committee recommends not funding these two requests. See the requests attached.

**The Society of American Archivists**  
**Income Statement**  
**Fiscal 2022 Budget**  
**Governance**

**Revenues**

|                             | <u>Fiscal '22</u> | <u>Fiscal '21</u> | <u>Projected FY '21 Actuals</u> | <u>FY '22 Budget v. FY '21 Budget</u> |                     | <u>FY '22 Budget v. FY '21 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 '22</u>      | <u>Fiscal '21</u>      | <u>Projected FY '21 Actuals</u> | <u>FY '22 Budget v. FY '21 Budget</u> |                     | <u>FY '22 Budget v. FY '21 Actuals</u> |                     |
|--------------------------------------|------------------------|------------------------|---------------------------------|---------------------------------------|---------------------|--|---------------------|
|                                      |                        |                        |                                 | <u>\$ Difference</u>                  | <u>% Difference</u> | <u>\$ Difference</u>                   | <u>% Difference</u> |
| Personnel                            | \$ 114,249.43          | \$ 92,981.72           | \$ 92,693.28                    | \$ 21,267.71                          | 22.87%              | \$ 21,556.15                           | 23.26%              |
| Office Occupancy & Utilities         | 12,969.58              | 10,946.75              | 10,430.10                       | 2,022.84                              | 18.48%              | 2,539.48                               | 24.35%              |
| Services                             | 60,634.66              | 15,324.91              | 19,057.68                       | 45,309.75                             | 295.66%             | 41,576.98                              | 218.16%             |
| Supplies                             | 659.40                 | 565.42                 | 849.18                          | 93.98                                 | 16.62%              | (189.78)                               | (22.35%)            |
| Travel                               | 14,965.00              | -                      | -                               | 14,965.00                             | N/A                 | 14,965.00                              | N/A                 |
| Leases, Rentals & Licenses           | 1,236.04               | 1,105.72               | 1,124.49                        | 130.32                                | 11.79%              | 111.55                                 | 9.92%               |
| Taxes, Dues and Subscriptions        | 740.00                 | 3,840.00               | 2,537.48                        | (3,100.00)                            | (80.73%)            | (1,797.48)                             | (70.84%)            |
| Depreciation, COGS, and Other        | -                      | -                      | -                               | -                                     | N/A                 | -                                      | N/A                 |
| Total Expenses                       | \$ 205,454.11          | \$ 124,764.51          | \$ 126,692.21                   | \$ 80,689.60                          | 64.67%              | 78,761.91                              | 62.17%              |
| <b>Gain / (Loss) from Operations</b> | <b>\$ (205,454.11)</b> | <b>\$ (124,764.51)</b> | <b>\$ (126,692.21)</b>          | <b>\$ (80,689.60)</b>                 | <b>64.67%</b>       | <b>(78,761.91)</b>                     | <b>62.17%</b>       |

**Transferred to Funds**

|   |   |   |
|---|---|---|
| - | - | - |
|---|---|---|

**Net Gain / (Loss)**

|                     |                     |                     |
|---------------------|---------------------|---------------------|
| <b>\$ (205,454)</b> | <b>\$ (124,765)</b> | <b>\$ (126,692)</b> |
|---------------------|---------------------|---------------------|

The Society of American Archivists  
Program Planner  
Fiscal Year 2022

Program Name: Governance  
Program Number: 108

| Goal | Activity<br>No. | Narrative  | Account<br>No. | Account Description   | Proposed<br>FY22 Budget |                   |
|------|-----------------|--|----------------|---|-------------------------|-------------------|
|      |                 |  |                |   | Line<br>Amount          | Activity<br>Total |
|      |                 |  |                |   |                         |                   |
|      | 1               | Conduct one in-person meeting and 10 virtual meetings of the SAA Council.<br><br>a. August meetings (2) in conjunction with 2021 Virtual Annual Meeting.<br>- Assumes use of SAA Zoom account for all virtual meetings.<br><br>b. Virtual meetings in September, October, and November 2021 and January, February, March, April, and May or June 2022.<br>- Assumes use of SAA Zoom account for all virtual meetings.<br>- Assumes paid facilitator for some portion of one or more meetings to address DEIA work plan.<br><br>c. May or June 2022 in-person meeting (Chicago).<br>- Assumes face-to-face meeting with two nights lodging.<br>- Assumes one dinner with all Council members and all staff. | 5226           | Zoom Fees   | 250                     | \$54,495          |
|      |                 |  | 5226           | Zoom Fees   | 125                     |                   |
|      |                 |  | 5200           | Consultant Fees (DEIA Facilitator)  | 40,000                  |                   |
|      |                 |  | 5610           | Member Travel (12p x \$400 [avg] air/ground) = \$4,800                            | 4,800                   |                   |
|      |                 |  | 5610           | Member Travel (Local Ground) (12p x \$50) = \$600                                 | 600                     |                   |
|      |                 |  | 5610           | Member Travel (12p x \$229 x 2n lodging) = \$5,495                                | 5,495                   |                   |
|      |                 |  | 5600           | Staff Travel--Local   | 125                     |                   |
|      |                 |  |                | Food and Beverage:  |                         |                   |
|      |                 |  | 5290           | (Breakfasts/breaks: 18p x \$15 x 2d) = \$540                                      | 540                     |                   |
|      |                 |  | 5290           | (Lunch: 18p x \$20 x 2d) = \$360  | 360                     |                   |
|      |                 |  | 5290           | (Dinner with staff: 22p x \$55 incl svc/tax) = \$1,210                            | 1,210                   |                   |
|      |                 |  | 5290           | (Dinner on own: 12p x \$45 x 1d) = \$540  | 540                     |                   |
|      |                 |  | 5300           | Room Rental (SAA HQ) = \$450  | 450                     |                   |
|      | 2               | Conduct four Council-led or -directed virtual town halls or forums.  | 5380           | Honoraria for invited speakers, consultants x 4 events.                           | 2,000                   | \$3,360           |
|      |                 |  | 5226           | Zoom webinars for 1,000 seats x 4 Council-led events.<br>(\$340/month x 4 months) | 1,360                   |                   |
|      | 3               | Provide funding for designated meetings and tasks of component groups.<br><br>Assumes no support for in-person meetings, full support for six Zoom meetings or webinars for appointed groups and sections.<br><br>Assumes conference call support for sections and appointed groups throughout the year.   | 5226           | Zoom webinars for 1,000 seats x 6 component groups.<br>(\$340/month x 6 months)   | 2,040                   | \$2,540           |
|      |                 |  | 5110           | Conference Calls  | 500                     |                   |
|      | 4               | Provide for balloting to elect VP, three Council members, three Nominating Committee members.<br><br>a. Post candidate statements on website; contract with vendor for online ballot; include referendum as needed.  | 5200           | Consultant (Online Voting Service)  | 1,700                   | \$1,700           |
|      | 5               | Dues for membership in related organizations.  |                | Institutional Membership Dues:  |                         | \$740             |



The Society of American Archivists  
Program Planner  
Fiscal Year 2022

Program Name: Governance  
Program Number: 108

| Goal | Activity<br>No. | Narrative   | Account<br>No. | Account Description   | Proposed<br>FY22 Budget |                   |
|------|-----------------|---|----------------|---|-------------------------|-------------------|
|      |                 |   |                |   | Line<br>Amount          | Activity<br>Total |
|      |                 |   |                |   |                         |                   |
|      | 6               | Fund VP/President-Elect, executive director, and governance manager to attend ASAE CEO Symposium (Chicago). | 5820           | ICA (600 Euros @ \$1.23) = \$740                            | 740                     |                   |
|      |                 |   | 5820           | NISO = \$3,100  | 0                       |                   |
|      |                 |   |                |   |                         | \$3,945           |
|      |                 |   | 5640           | Registration Fees (3p x \$995)                              | 2,985                   |                   |
|      |                 |   | 5610           | Member Travel   | 910                     |                   |
|      |                 |   |                | (1p x \$400 air/ground + \$225 lodging x 2 + \$60 per diem) |                         |                   |
|      |                 |   | 5600           | Staff Travel--Local   | 50                      |                   |
|      | 7               | Provide funding to support SAA sections, appointed groups, and others.                                      |                |   |                         | \$0               |
|      |                 | a. Per FY22 Component Group Funding Requests:   |                |   |                         |                   |
|      |                 | - TS-EAS: In-person meeting re major revision of EAD (partial support, North America or Europe).            | 5200           | Funding for TS-EAS in-person meeting. = \$10,000            | 0                       |                   |
|      |                 | - COPA: Honoraria of \$500 for each of two webinars to build archivists' public awareness advocacy skills.  | 5200           | Funding for COPA webinar series (honoraria). = \$1,000      | 0                       |                   |
|      |                 |   |                |   |                         |                   |
|      |                 | b. Continue allocation of fixed amount for each of 45 sections.   | 5390           | Section Funding (45 sections x \$250) = \$11,250            | 0                       |                   |
|      | 8               | General and Administrative Cost Allocation  | 5XXX           |   |                         | \$129,222         |
|      | 9               | Computer Support Cost Allocation  | 5XXX           |   |                         | \$9,452           |
|      |                 |   |                |   |                         |                   |
|      |                 |   |                | Total Expenses  |                         | \$205,454         |
|      |                 |   |                |   |                         |                   |
|      |                 |   |                | Net Operating Gain / (Loss)                                 |                         | (\$205,454)       |

**Society of American Archivists  
Council Meeting  
June 11, 2021  
Virtual Meeting**

**FY22 Proposed Budget Narrative:  
Advocacy (Program 107)  
(Prepared by Nancy Beaumont)**

The proposed FY 2022 budget projects a net loss of \$122,825 in this program area. This is \$19,159 more than the FY 2021 budgeted net loss of \$103,666.

Effort of all staff members is allocated across the budget based on management estimates. Personnel costs for this program reflect 0.62 FTEs or 6.17% 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 12% beginning in January 2022. Thus the budget reflects a 6% increase in the cost of benefits for the fiscal year. Last year we froze salaries and left an opening unfilled. In the FY22 budget we propose a 3.84% increase in salaries distributed according to performance and internal equity, as well as a market adjustment for two key staff positions, resulting in an overall increase of 6.4%.

***Relation of this program to Strategic Plan:*** This budget directly addresses Goal 1: Advocating for Archives and Archivists, Strategies 1.1., 1.2., and 1.4.

The proposed budget assumes the following:

- No in-person meetings of the Committee on Public Awareness or the Committee on Public Policy. The majority of the COPA and COPP work plans will be implemented by committee members (or other volunteers) and staff. Both committees meet at least monthly by phone/Zoom.
- Per Council discussions of the Strategic Plan in November and January, funding for five archivists/members to travel to Chicago (or other location) to receive professional media training from a consultant. (Activity 1.b., \$14,625)
- Conduct of a storytelling workshop in conjunction with the 2021 Annual Meeting by Micaela Blei, who led the storytelling workshop and event at the 2019 and 2020 conferences. Participants in the 3-hour virtual workshop will pay \$49, which will offset Blei's instructor fee. (Activity 1.e.)
- The storytelling events held at the 2018 and 2019 annual conferences and virtually on October 1, 2020, will be reprised as a virtual event on October 1, 2022, to launch American Archives Month. Blei will again coach the story-tellers and emcee the event for a nominal fee of \$500.

- 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 2.c., \$3,025)
- Continued support for the National Coalition for History at a level equal to FY20 and FY21 (i.e., \$10,000). No funding for representative(s) to attend Policy Board meetings in person. (Activity 2.d.)
- Funding for international travel for SAA's representative to the World Intellectual Property Organization (one of two meetings at \$1,990) and SAA's representative to the International Council on Archives Forum on Professional Associations (one of two meetings at \$2,000). (Activity 3.a., \$3,990)
- Funding of \$1,530 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). This activity also includes \$400 for sponsorship, advertising, and/or shipping of materials to other organizations' meetings. (Activity 4.b., \$1,930)

**The Society of American Archivists**  
**Income Statement**  
**Fiscal 2022 Budget**  
**Advocacy and Public Awareness**

**Revenues**

|                             | <u>Fiscal '22</u> | <u>Fiscal '21</u> | <u>Projected FY '21</u><br><u>Actuals</u> | <u>FY '22 Budget v. FY '21 Budget</u> |                     | <u>FY '22 Budget v. FY '21 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                       | 2,450             | 2,450             | -   | -                                     | 0.00%               | 2,450                                  | N/A                 |
| Total Revenues              | \$ 2,450.00       | \$ 2,450.00       | \$ -                                      | \$ -                                  | 0.00%               | \$ 2,450.00                            | N/A                 |

**Expenses**

|                               | <u>Fiscal '22</u> | <u>Fiscal '21</u> | <u>Projected FY '21</u><br><u>Actuals</u> | <u>FY '22 Budget v. FY '21 Budget</u> |                     | <u>FY '22 Budget v. FY '21 Actuals</u> |                     |
|-------------------------------|-------------------|-------------------|---|---------------------------------------|---------------------|--|---------------------|
|                               |                   |                   |   | <u>\$ Difference</u>                  | <u>% Difference</u> | <u>\$ Difference</u>                   | <u>% Difference</u> |
| Personnel                     | \$ 69,204         | \$ 75,324         | \$ 72,674                                 | \$ (6,120)                            | (8.12%)             | \$ (3,470)                             | (4.77%)             |
| Office Occupancy & Utilities  | \$ 7,555          | \$ 8,466          | \$ 7,874                                  | \$ (911)                              | (10.77%)            | \$ (319)                               | (4.05%)             |
| Services                      | \$ 22,698         | \$ 10,223         | \$ 9,817                                  | \$ 12,475                             | 122.03%             | \$ 12,881                              | 131.22%             |
| Supplies                      | \$ 400            | \$ 458            | \$ -                                      | \$ (58)                               | (12.75%)            | \$ 400                                 | N/A                 |
| Travel                        | \$ 14,670         | \$ 750            | \$ 450                                    | \$ 13,920                             | 1856.00%            | \$ 14,220                              | 3160.00%            |
| Leases, Rentals & Licenses    | \$ 749            | \$ 896            | \$ 892                                    | \$ (147)                              | (16.37%)            | \$ (143)                               | (16.06%)            |
| Taxes, Dues and Subscriptions | \$ 10,000         | \$ 10,000         | \$ 15,000                                 | \$ -                                  | 0.00%               | \$ (5,000)                             | (33.33%)            |
| Depreciation, COGS, and Other | \$ -              | \$ -              | \$ -                                      | \$ -                                  | N/A                 | \$ -                                   | N/A                 |
| Total Expenses                | \$ 125,275        | \$ 106,116        | \$ 106,707                                | \$ 19,159                             | 18.05%              | \$ 18,568                              | 17.40%              |
| Gain / (Loss) from Operations | \$ (122,825)      | \$ (103,666)      | \$ (106,707)                              | \$ (19,159)                           | 18.48%              | \$ (16,118)                            | 15.11%              |

**Transferred to Funds****Net Gain / (Loss)**

|  |              |              |              |  |             |  |  |
|--|--------------|--------------|--------------|--|-------------|--|--|
|  | -            | -            | -            |  |             |  |  |
|  | \$ (122,825) | \$ (103,666) | \$ (106,707) |  | \$ (19,159) |  |  |

**The Society of American Archivists  
Program Planner  
Fiscal Year 2022**

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

| Goal              | Activity No. | Narrative  | Account No.                                  | Account Description  | Proposed FY22 Budget  |                |
|-------------------|--------------|--|--|--|---|----------------|
|                   |              |  |  |  | Line Amount   | Activity Total |
| 1.1<br>1.3<br>1.4 | 1            | <b>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.</b>                       |  |  |   | <b>19,825</b>  |
|                   |              | a. Based on COPA workplan, implement ongoing publicity and media plan (including feature releases) and sponsor public awareness campaigns (including AAM).   | 5200<br>5350                                 | Consultant (Public Awareness)<br>Design/Photography/Production   | \$ -<br>\$ -  | <b>2,450</b>   |
|                   |              | b. Promote public relations competencies among archivists via mid-year media training (x 5p), online videos, web resources, and materials for distribution via periodicals and conferences; incorporate PA goals into SAA website. | 5200<br>5200<br>5290<br>5610<br>5620<br>5630 | Consultant / Trainer (Media Training)<br>Consultant (Public Awareness)<br>F&B<br>Member Travel / Airfare (5p x \$365 airfare/ground) = \$1,825<br>Member Travel / Lodging (5p x \$180 x 2d lodging) = \$1,800<br>Member Travel / F&B (5p x \$100 x 2d) = \$1,000 | \$ 10,000<br>\$ 2,000<br>\$ 200<br>\$ 1,825<br>\$ 1,800<br>\$ 1,000 |                |
|                   |              | c. Podcast series for community/public on keeping/donating materials.  | 5XXX   | Costs TBD based on Strategic Plan.   |   |                |
|                   |              | d. Exhibit at NGS, other appropriate venues to promote "Creating Family Archives," build allyship with genealogists.   | 5480   | Exhibit Fees   | \$ 500  |                |
|                   |              | e. Conduct story-telling workshop at 2021 Virtual Annual Meeting; workshop instructor (from Moth Radio Hour) to conduct storytelling event to launch American Archives Month in October 2021.                                      | 4900<br>5200                                 | Workshop Revenue (50p x \$49 = \$2,450)<br>Consultant/Instructor for Workshop and October Event  | \$ 2,450<br>\$ 2,500  |                |
| 1.2               | 2            | <b>Educate and influence decision makers about the importance of archives and archivists.</b>  |  |  |   | <b>15,525</b>  |
|                   |              |  |  |  |   | -              |

**The Society of American Archivists  
Program Planner  
Fiscal Year 2022**

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

| Goal                     | Activity No. | Narrative   | Account No. | Account Description                                       | Proposed FY22 Budget |                |
|--------------------------|--------------|---|-------------|---|----------------------|----------------|
|                          |              |   |             |   | Line Amount          | Activity Total |
| 1.1<br>1.2<br>1.3<br>3.3 | 3            | a. Determine members' resource needs; develop and disseminate practical resources to aid them in advocating for archives.<br>- Develop online Advocacy Toolkit for members' use.  | 5350        | Design/Photography/Production for Toolkit                 | \$ 500               | 5,920<br>-     |
|                          |              | - Develop graphics/interactive map to track district visits; participation "countdown" to all 50 states.  | 5350        | Design/Photography/Production for Graphics and Map        | \$ 500               |                |
|                          |              | b. Implement COPP work plan, 2020-2022.<br>- Continue development of issue briefs and policy statements.<br>- ID additional priorities for Public Policy/Legislative agendas.<br>- 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.  | 5600        | Staff Travel (1p x \$365 airfare/ground x 1m) = \$365     | \$ 365               |                |
|                          |              | - Draft legislation for national funding initiative; seek sponsors.   | 5600        | Staff Travel (1p x \$175 x 2d lodging x 1m) = \$350       | \$ 350               |                |
|                          |              | - Various opps on federal funding issues outlined in Legislative Agenda.  | 5600        | Staff Travel (1p x \$45 x 2d per diem x 1m) = \$90        | \$ 90                |                |
|                          |              | - Attendance at National Humanities Day.  | 5610        | Member Travel (2p x \$400 airfare/ground x 2m) = \$1,600  | \$ 1,600             |                |
|                          |              |   | 5620        | Member Lodging (2p x \$200 x 2d lodging x 2m) = \$1,600   | \$ 1,600             |                |
|                          |              |   | 5630        | Member Per Diem (2p x \$65 x 2d x 2m) = \$520             | \$ 520               |                |
|                          |              | d. Provide support and participate actively in NCH.   | 5820        | National Coalition for History Membership Dues            | \$ 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 \$365 airfare/ground x 1m) = \$365    |                      |                |
|                          |              |   | 5620        | Member Lodging (1p x \$175 x 2d lodging x 1m) = \$350     |                      |                |
|                          |              |   | 5630        | Member Per Diem (1p x \$65 x 2d per diem x 1m) = \$130    |                      |                |
|                          |              | <b>Provide funding for SAA representation at meetings of various organizations.</b>   |             |   |                      |                |
|                          |              | 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 |                      |                |
|                          |              |   | 5620        | Member Lodging (1p x \$130 x 12n lodging x 1m) = \$1,560  |                      |                |
|                          |              |   | 5630        | Member Per Diem (1p x \$60 x 12d per diem x 1m) = \$720   |                      |                |
|                          |              | - WIPO/SCCR (Geneva, Switzerland, Spring/Summer 2022) [IN PERSON]   | 5610        | Member Travel (1p x \$1,050 airfare/ground) = \$1,050     | \$ 1,050             |                |
|                          |              |   | 5620        | Member Lodging (1p x \$160 x 4n) = \$640                  | \$ 640               |                |
|                          |              |   | 5630        | Member Per Diem(1p x \$60 x 5d) = \$300                   | \$ 300               |                |

**The Society of American Archivists  
Program Planner  
Fiscal Year 2022**

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

| Goal | Activity<br>No. | Narrative  | Account<br>No. | Account Description                                       | Proposed<br>FY22 Budget |                   |        |
|------|-----------------|--|----------------|---|-------------------------|-------------------|--------|
|      |                 |  |                |   | Line<br>Amount          | Activity<br>Total |        |
|      |                 | - International Council on Archives Annual Congress<br>[VIRTUAL] (Cost previously shared 50/50 with ACA)   | 5610           | Member Travel (1p x \$1,000 airfare/ground) x .50 = \$500 |                         |                   |        |
|      |                 |  | 5620           | Member Lodging (1p x \$225 x 5d lodging) x .50 = \$560    |                         |                   |        |
|      |                 |  | 5630           | Member Per Diem (1p x \$100 per diem x 5d) x .50 = \$250  |                         |                   |        |
|      |                 |  | 5640           | Early-Bird Registration @ \$900 x .50 = \$450             |                         |                   |        |
|      |                 | - ICA Forum on Professional Associations (FPA) Steering Committee<br>(Location TBD, April/May 2022, SAA Rep chairs the group)<br>(Cost previously shared 50/50 with ACA) | 5610           | Member Travel (1p x \$1000 air/ground) = \$1,000          | \$                      | 1,000             |        |
|      |                 |  | 5620           | Member Lodging (1p x \$200 x 3d lodging) = \$600          | \$                      | 600               |        |
|      |                 |  | 5630           | Member Per Diem (1p x \$100 per diem x 4d) = \$400        | \$                      | 400               |        |
|      |                 |  | 5300           | Freight   | a                       |                   |        |
|      |                 | b. National, regional, and local organizations (eg, ATALM, CIMA, MAC,<br>MARAC, NEA, SCA, SSA).  | 5640           | Registration/Exhibit Fees (ATALM, October 2022)           | \$                      | 750               |        |
|      |                 |  | 5285           | Advertising / Sponsorship                                 | \$                      | 300               |        |
|      |                 |  | 5300           | Freight (ship display materials)                          | \$                      | 100               |        |
|      |                 |  | 5610           | Member Travel (1p x \$350 airfare/ground x 1m) = \$350    | \$                      | 350               |        |
|      |                 |  | 5620           | Member Lodging (1p x \$150 x 2d) = \$300                  | \$                      | 300               |        |
|      |                 |  | 5630           | Member Per Diem (1p x \$65 x 2d) = \$130                  | \$                      | 130               |        |
|      | 5               | General and Administrative Cost Allocation   | 5XXX           |   | \$                      | 78,276            | 78,276 |
|      | 6               | Computer Support Cost Allocation   | 5XXX           |   | \$                      | 5,729             | 5,729  |
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