

**Society of American Archivists Council
Meeting
August 2024
Chicago, IL (Hybrid)**

**Overall Budget Assumptions
(Prepared by Cherie Newell)**

SAA's business model is adapting to current economic conditions, influenced by inflation. The FY '25 proposed budget aims to:

1. Maintain as much operational capacity as possible.
2. Reduce dependence on SAA's reserves.
3. Explore new approaches for annual meetings and book publishing to ensure long-term sustainability.

The revenue outlook for FY '24 showed several variances from the approved budgets, with some categories exceeding expectations and others falling short. Proposed budgets for FY '25 reflect both increases and decreases, with notable adjustments in certain categories to address performance and forecasted changes.

Financial Highlights:

- **Revenue:** Expected to rise by 9% compared to FY '24, with significant changes in various revenue categories.
- **Expenses:** Projected to increase by only 1% from FY '24, with notable changes in expense categories.
- **Financial Outcome:** The budget forecasts a net gain of \$74,920, a turnaround from the FY '24 projected net loss of \$184,085.

Key Revenue Details:

- **Dues:** Slight decrease.
- **Annual Meeting:** Projected revenue up by 24%, reflecting increased rates and attendance. \$150k of deferred revenue and expenses from the previous year are included and recognized over time.
- **Other Revenue:** Includes \$150k in-kind support from SAAF; due to new staff hired for the Foundation.

Key Expense Details:

- **Overall Personnel:** No merit increases were included in the planner; 23% decrease in insurance costs
- **Return to Office Costs:** Increased utilities; staff occupancy rate at 60% in-office, 49% increase.
- **Work-From-Home Stipends:** Not included in G&A planner; stipends are \$65 per FTE and \$125 per FTE for directors.
- **Supplies:** Increased due to new equipment purchases (laptops, monitors) and reclassification of some items.
- **Annual Meeting Expenses:** Actual costs increased by 27%, aligned with higher rates and attendance.

- **Travel:** Increased by 38% due to inflation, totaling an additional \$20k.
- **Taxes:** Estimated at \$12k, not yet accrued or prepaid.
- **Other Expenses:** In-kind reconciliation at \$101,174; admin effort allocations to be reconciled.

Changes and updates:

- This budget was presented to the Finance Committee for review on April 15th, April 26th, for the May 2024 Council Meeting, however it was not final until the meeting on August 2nd for the August 2024 Council Meeting.
- The program planners used to project the FY '25 proposed budget are for internal planning and considered for general guidance and not considered to be 100% accurate due to incomplete data links resulting from a transition to cloud storage and transition between accounting systems during FY24.
- Request that Foresight move to Strategic Planning; the budget allocates \$15,000 for hiring a facilitator to help develop a revised or new strategic plan. Although the current plan, updated in 2021, extends through 2025, it is crucial for SAA leaders and members to participate in creating a new or updated plan to address future opportunities and challenges facing Society and the profession.

Funding Request - The updates reflect changes in the budget from the time it was originally presented in April 2024 to this August 2024.

- TS-EAS request was handled by the council separately due to timing constraints; the agreement was to fund \$2500
- Membership Committee canceled their request due to the change from in-person to virtual
- IPWG has been funded by operation; travel is \$1400, lodging \$800
- NAAS request was covered by the Mellon grant

FY '25 Budget Proposed

Revenues

	Prelim Actual as of Dec 2024	Anticipated* Revenue FY '24	Approved Budget FY '24	FY '24 Anticipated vs Budget	% of Increase/ Decrease	Proposed Budget for FY '25	FY '24 Approved vs FY '245 Proposed	% of Increase/ Decrease
Dues	503,880	1,007,760	1,019,299	(11,539)	-1%	1,018,548	(751)	0%
Subscriptions & Advertising	100,000	100,000	217,038	(117,038)	-117%	222,783	5,745	3%
Workshops	255,914	511,828	539,190	(27,362)	-5%	564,580	25,390	4%
Annual Meeting	884,561	884,561	789,980	94,581	11%	982,820	192,840	20%
Publications	60,000	120,000	165,771	(45,771)	-38%	140,000	(25,771)	-18%
Contributions			-			-		
Investments	24,000	48,000	51,683	(3,683)	-8%	51,683	-	0%
Other	13,250	26,500	27,866	(1,366)	-5%	179,500	151,634	84%
Total Revenues	1,841,605	2,698,649	2,810,827	(112,178)	-4%	3,159,914	349,087	11%

Expenses

	Prelim Actual as of Dec 2024	Anticipated Expense FY '24	Approved Budget FY '24	FY '24 Anticipated vs Budget	Increase/ Decrease	Proposed Budget for FY '25	Difference	Increase/ Decrease
Personnel	684,944	1,369,888	1,334,888	35,000	3%	1,269,339	(65,549)	-5%
Office Occupancy & Utilities	67,516	135,032	76,964	58,068	43%	114,525	37,561	49%
Services	472,000	944,000	1,236,185	-292,185	-31%	1,172,258	(63,927)	-5%
Supplies	9,800	19,600	4,050	15,550	79%	9,400	5,350	132%
Travel	120,000	150,000	123,503	26,497	18%	157,130	33,627	27%
Leases, Rentals & Licenses	3,500	7,000	10,367	-3,367	-48%	10,692	325	3%
Taxes, Dues and Subscriptions	9,500	19,000	20,300	-1,300	-7%	20,800	500	2%
Depreciation, COGS, and Other	179,000	158,000	188,657	-30,657	-19%	330,849	142,192	75%
Total Expenses	1,546,260	2,802,520	2,994,914	(192,394)	-7%	3,084,994	90,080	3%

Gain / (Loss) from Operations	295,345	(103,871)	(184,087)		3%	74,920	259,007	8%
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Transferred to Funds

Net Gain / (Loss)

* Anticipated if the revenue continues to follow the cash flow trend.

Society of American Archivists Council Meeting
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**FY25 Proposed Budget Narrative: (General
and Administrative: Program 100)**
(Prepared by Cherie Newell)

For FY 2025, the projected net loss in this area is \$572,822, which represents a 2% increase compared to the FY 2024 budgeted net loss. This area constitutes only 2% of the proposed revenue but 17% of the proposed expenses. In FY 2025, the overall net loss is expected to be \$572,822, up from the \$563,097 net loss in FY 2024.

Staff efforts are distributed across the budget based on management's estimates of expected contributions by program area. Personnel costs for General & Administrative (G&A) include 2.18 Full-Time Equivalents (FTEs), accounting for 25% of the total salaries, taxes, operating costs, and benefits.

In the FY 2025 budget, we propose a 4% increase in salaries, reflecting performance-based adjustments, internal equity, and market adjustments for key staff positions.

Key points of interest in the General and Administrative budget include:

- For the second fiscal year, the budget incorporates a strategic planning FTE increase of 8% that affects personnel estimates based on actual expenses to date.
- We rent 3,807 square feet for SAA's offices at approximately \$10,000 per month and two storage spaces for \$335 per month. Our current lease is valid through March 2025. The estimated G&A allocation is \$17,069.
- The content management system (CMS) for our main homepage and website is still on Drupal 6, which has not been officially supported since 2016. The FY 2025 budget includes a \$30,000 increase in the cost of design and development due to timing and delays resulting in increased cost.
- Staff effort and associated expenses applied to the Foundation are refunded monthly with the newly defined intercompany month-end processing. For FY 2025, this is estimated to total \$150,000, covering the Assistant Director of Foundation and other staff efforts.

The Society of American Archivists
Program Planner
Fiscal Year 2025

Program Name: General & Administrative
Program Number: 100

Activity No.	Narrative	Account No.	Account Description	Proposed FY25 Budget		FY24 Budget	
				Line Amount	Activity Total	FY24 Budget FY24 Budget	Activity Total
	Staff an effective and efficient headquarters office.				\$252,274	c	\$286,132
	a. Personnel	5000	Salaries & Wages	184,308		5	204,097
	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	-		5	(1,800)
		5010	Insurance Coverage	1,374		5	27,318
		5020	Employer Payroll Taxes	13,271		5	15,217
		5030	Retirement Benefit	14,251		5	16,316
		5040	Bonuses (included in Salary & Wages)	-		5	
1	b. Association Media & Publishing Membership \$810 ASAE Membership (\$350x3) LinkedIn.com membership (\$360/year for Education) \$720 AFC Staff Membership \$2,700 Various webinars and trainings (ie: Sexual Harrassment, etc.) \$2000 DEIA Initives including support for NAAS and Staff Training	5640	Staff Professional Development	31,330		5	24,440
	c. Business meals and local transportation - Staff Acknowledgments (included in monthly amount)	5290	(Moved to Governance) Various Occasions and Meetings @ \$225/m (G&A shar	-		5	444
	d. Quarterly reimbursement WFH stipends	5202				5	
	e. Local transportation for various meetings.	5295	Local Transportation and parking fees	-		5	100
	f. Annual Staff Retreat					5	
	Hybrid staff travel (AE,ST,JP, CN, AK) Airfare	5600	Staff Travel	3,000		5	
	Hybrid staff travel (AE,ST,JP, CN, AK) Hotel	5600		1,500		5	
	All staff ground transportation & per diem	5600		3,240		5	
2	Overhead costs of SAA headquarters office.				62,068	c	\$57,945
	a. Electricity	5120	Electricity: Avg of \$292/m (G&A share)	491		5	441
	b. Postage	5300	Postage: Avg of \$710/m (G&A share)	875		5	315
		5310	Express Mail Services: Avg of \$119.50/m	-		5	254
	c. Insurance	5260	Insurance (combined @ approx \$450/m)	5,400		5	5,406

The Society of American Archivists
Program Planner
Fiscal Year 2025

Program Name: General & Administrative
Program Number: 100

Activity No.	Narrative	Account No.	Account Description	Proposed FY25 Budget		FY24 Budget		
				Line Amount	Activity Total	FY24 Budget FY24 Budget	Activity Total	
	- Return on Merrill Lynch Operations Account	4700	Interest / Dividends (Based upon ML Bond income esti	51,683		4	51,683	4
5	Provide Staff Support at 2023 Annual Meeting.	5600	Staff Travel		\$0	5		\$0
	— Carlson, Black, Santiago, Valdez	5600	- Airfare @ \$375/p + bags/ground @ \$50/p x 4 = \$1,70	-			-	
	— Salgado budgeted in Career Services, Program 115	5600	- Lodging (Staff rate \$279 * 26 person-nights)	-			-	
	— @ \$149 x 6n x 2p (MS, RV) + \$125 x 7n x 2p (MB, PC)	5600	- Meal Allowance @ \$45/d x 6d x 2p + \$45/d x 7d x 2p	-			-	
6	Information Technology Expenses				59,050	c		\$133,460
	a. Hardware, software, hosting, programming support.	5226	Computer Support	16,050		5	25,960	5
	- Commonplaces		G&A Share of allocable technology expenses			5		
	- Impact Solutions @ \$1,460					5		
	- FutureLinksIT @ \$38,000					5		
	- Higher Logic @ \$9,000					5		
	- NimbleAMS @ \$33,000					5		
	b. Specify and replace SAA Website and CMS database							
	- Application design and needs analysis	5200	Consulting Service (Commonplaces or RFP)	30,000		5	35,000	5
	- Project management and business process configuration					5	65,000	
	- Coding and development	5280	Legal Review (Paid in Activity 3.c.)	-			-	5
	c. Develop and refine reporting and payables processes	5200	Consulting Service (Great Plains configuration and repo	5,000		5	7,500	5
	d. General office supplies for technology support	5500	Supplies	8,000		5	0	5
	- Replacement of keyboards, mice, web-cameras, headsets, etc							
7	Administrative support of SAA Foundation.	5915	In-kind Donations from SAA to SAA Foundation	150,000		5	101,407	60,679.52
			Total Income		\$51,683			\$51,683
			Total Expenses		\$624,505			\$614,780
			Gain / (Loss) From Operations		(\$572,822)			(\$563,097)

Revenues

	<u>Fiscal '25</u>	<u>Fiscal '24</u>	<u>Difference</u>	<u>% Increase/ Decrease</u>
Dues	-	-	-	
Subscriptions & Advertising	-	-	-	
Workshops	-	-	-	
Annual Meeting	-	-	-	
Publications	-	-	-	
Contributions	-	-	-	
Investments	51,683	22,476	29,207	130%
Other				
Total Revenues	<u>51,683</u>	<u>22,476</u>	<u>29,207</u>	<u>130%</u>

Expenses

	<u>Fiscal '25</u>	<u>Fiscal '24</u>	<u>% Increase/ Decrease</u>	
Personnel	219,379	207,818	11,561	6%
Office Occupancy & Utilities	35,000	18,963	16,037	85%
Services	135,000	137,525	(2,525)	-2%
Supplies	8,000	8,000	-	0%
Travel	44,820	38,320	6,500	17%
Leases, Rentals & Licenses	4,562	4,562	-	0%
Taxes, Dues and Subscriptions	9,000	9,000	-	0%
Depreciation, COGS, and Other	168,744	161,385	7,359	5%
Total Expenses	<u>624,505</u>	<u>585,574</u>	<u>38,931</u>	<u>7%</u>
Gain / (Loss) from Operations	<u>(572,822)</u>	<u>(563,097)</u>	<u>(9,725)</u>	<u>2%</u>
Transferred to Funds	<u>-</u>	<u>-</u>	<u>-</u>	
Net Gain / (Loss)	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>-</u></u>	

**Society of American Archivists
Council Meeting
May 1 – 2, 2024
Chicago, IL (Virtual)**

**FY25 Proposed Budget Narrative (*American Archivist*)
(Prepared by Savannah Tiffany)**

The American Archivist area makes up 2% of the proposed revenue and 4% of the proposed expenses. The proposed FY25 budget projects a net loss of \$36,612.

Relation of this program to Strategic Plan:

- Goal 2: Enhancing Professional Growth
- Goal 3: Advancing the Field
- Goal 4: Meeting Members’ Needs.

The proposed budget assumes the following:

- Solely digital issues of the journal.
- No in-person meetings of the Editorial Board; only virtual meetings.
- The negotiated Editor honorarium is \$36,000, and we are in the first year of this three-year contract.
- Revenues for Subscriptions is projected to decline slightly by 3%.
- Content for special projects published in the journal is expected to stay consistent with FY24 with no additional increases in content.
- The estimated JSTOR royalty is based on annual trends.

**The Society of American Archivists
Program Planner
Fiscal Year 2025**

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

Activity No.	Narrative	Account No.	Account Description	Proposed		FY24 Budget	
				FY25 Budget Line Amount	Activity Total	Line Amount	Activity Total
1	Management and Administration				\$192		\$150
	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.						
	a. Editorial Board Quarterly Zoom Calls	5110	Telecommunications	192.3	5	150	5
2	Production				\$109,479		\$56,900
	Vol. 86, No. 2 (Fall/Winter 2023) Vol. 87, No. 1 (Spring/Summer 2024)						
	a. Manuscript Management	5480	PeerTrack Essentials (\$33.77 x 32 mss)	1,090	5	1,100	5
	b. Editorial Services	5380	Editor Honorarium	36,000	5	36,000	5
		5370	Copyeditor	5,000	5	5,000	5
	c. Composition Services	5350	Composition (layout)	4,500	5	4,500	5
	d. Meridean (digital platform)	5350	XML; HTML5 (\$3.25/pg x 900pg)	3,000	5	3,000	5
		5226	Online Journal Hosting (\$162/article x 45) Includes expenses for Special Section content	7,300	5	7,300	5
			Payroll	\$45,457			
			Rent & Electric	\$7,232			
3	Archives in Context Podcast Production				\$1,840		\$750
	Sound Engineering	5480	Miscellaneous Services	1,840	5	750	5
	Wordpress Hosting (G&A Allocation)						
4	Revenue				\$74,900		\$80,700
	a. Subscriptions	4100	Subscriptions	67,200	4	73,000	4
	\$289 for subscription						
	b. JSTOR (digital library)	4860	Royalties	7,700	4	7,700	4
	(assumes plateau based on royalty trends)						
5	General and Administrative Cost Allocation			54,086	5		41,229
6	Computer Support Cost Allocation			4,110	5		2,563
			Total Income			74,900	80,700
			Total Expenses			111,512	101,591
			Gain / (Loss) From Operations			(36,612)	(20,891)

The Society of American Archivists
 Program Planner
 Fiscal Year 2025

Program Name: American Archivist
 Program Number: 102

Activity No.	Narrative	Account No.	Account Description	Proposed		FY24 Budget	
				FY25 Budget Line Amount	Activity Total	Line Amount	Activity Total
			Net Operating Gain / (Loss)		(36,612)		(20,891)

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Revenues

	<u>Fiscal '25</u>	<u>Fiscal '24</u>	<u>Difference</u>	<u>% Increase/ Decrease</u>
American Archivist				
Dues		\$ -	-	
Subscriptions & Advertising	67,200.00	\$ 73,000.00	(5,800.00)	-8%
Workshops		\$ -	-	
Annual Meeting		\$ -	-	
Publications		\$ -	-	
Contributions		\$ -	-	
Investments		\$ -	-	
Other	7,700.00	\$ 7,700.00	-	0%
Total Revenues	74,900	80,700	(5,800.00)	-7%

Expenses

	<u>Fiscal '25</u>	<u>Fiscal '24</u>	<u>% Increase/ Decrease</u>	
Personnel	45,457	\$ 37,105	8,352	23%
Office Occupancy & Utilities	7,425	3,641	3,784	104%
Services	58,630	60,425	(1,795)	-3%
Supplies	-	180	(180)	-100%
Travel	-	-	-	
Leases, Rentals & Licenses	-	287	(287)	-100%
Taxes, Dues and Subscriptions	-	-	-	
Depreciation, COGS, and Other	-	-	-	
Total Expenses	111,512	\$ 101,638	9,874	10%
Gain / (Loss) from Operations	(36,612)	(20,938)	(15,674)	75%
Transferred to Funds	-	-	-	
Net Gain / (Loss)				

**Society of American Archivists
Council Meeting
May 1 – 2, 2024
Chicago, IL (Virtual)**

**FY25 Proposed Budget Narrative
(*Archival Outlook/In the Loop*)
(Prepared by Savannah Tiffany)**

The Archival Outlook area makes up only 1% of the proposed revenue and 4% of the proposed expenses. The FY25 budget projects a net loss of \$87,686.

Relation of this program to Strategic Plan:

- Goal 2: Enhancing Professional Growth
- Goal 3: Advancing the Field
- Goal 4: Meeting Members' Needs.

Print vendors are staying consistent, and we are in the first year of a new three-year editor honorarium contract, reflected in the budget.

The proposed budget assumes the following:

- Print and digital publication of six issues of *Archival Outlook*.
- Digital publication of 26 issues of *In the Loop*.
- Advertising revenue estimate is based on trends and includes *Archival Outlook*, *In the Loop*, SAA's website, *American Archivist* website, and the *Dictionary of Archives Terminology*.
- Three staff contributing to production.

The Society of American Archivists
Program Planner
Fiscal Year 2025

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

Activity No.	Narrative	Account No.	Account Description	= Gen/Admin		=FY 23 Data for Ref	
				Proposed FY25 Budget		FY24 Budget	
				Line Amount	Activity Total	Line Amount	Activity Total
1	Publish Archival Outlook 6 times per year. Includes writing, editing, layout, design of house ads to promote SAA activities, digital conversion and posting, printing and distribution to members (excluding students), and comp copies to contributors. Production assumptions: - (5 issues@20 pages + cover, 4-color, 100#mpc text) x 4,500 copies - (1 issue @ 32 pages + cover, 4-color, 100#mpc text) x 4,500 copies - Digital conversion by Bluetoad.				\$120,686		66,600
		5350	Graphic Design (\$2,300 x 5 issues + \$2,600 x 1 issue)	14,100	5	14,100	5
		5400	Printing	23,000	5	23,000	5
		5335	Processing Labor / Materials for 6 Issues	6,500	5	6,000	5
		5300	Postage for 6 Issues	23,000	5	23,000	5
		5335	Digital Conversion (\$82.75 x 6 issues)		5	500	5
		5226	Computer Support		5		
2	Publish In the Loop 26 times per year. In-house production allocated in G&A budget (Program 100).						
3	Revenue:				\$33,000		32,400
	a. Naylor ad sales for website, periodicals (Archival Outlook, In the Loop, American Archivist), Dictionary of Archives Terminology	4150	Advertising	33,000	4	31,400	4
	b. Archival Outlook first-class and airmail service.	4800	First-Class + Airmail Revenue office occupancy	5,714	4	1,000	4
4	General and Administrative Cost Allocation			54,086	5		44,249
5	Computer Support Cost Allocation			4,110	5		3,534
			Total Income		\$33,000		\$32,400
			Total Expenses		120,686		114,383
			Gain / (Loss) From Operations		(\$87,686)		(\$81,983)

Revenues

	<u>Fiscal '25</u>	<u>Fiscal '24</u>	<u>Difference</u>	<u>% Increase/ Decrease</u>
Dues	-	-	-	
Subscriptions & Advertising	33,000	34,009	(1,009)	-3%
Workshops	-	-	-	
Annual Meeting	-	-	-	
Publications	-	-	-	
Contributions	-	-	-	
Investments	-	-	-	
Other	-	1,000	(1,000)	-100%
Total Revenues	33,000	35,009	(2,009)	

Expenses

	<u>Fiscal '25</u>	<u>Fiscal '24</u>	<u>% Increase/ Decrease</u>	
Personnel	48,485	41,579	6,906	17%
Office Occupancy & Utilities	4,308	3,910	399	10%
Services	67,893	66,102	1,791	3%
Supplies	-	201	(201)	-100%
Travel	-	-	-	
Leases, Rentals & Licenses	-	322	(322)	-100%
Taxes, Dues and Subscriptions	-	-	-	
Depreciation, COGS, and Other	-	-	-	
Total Expenses	120,686	112,113	8,573	8%
Gain / (Loss) from Operations	(87,686)	(77,105)	(10,581)	14%
Transferred to Funds	-	-	-	
Net Gain / (Loss)				

ProgPlanner-FY25-ArchOutlook

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FY25 Proposed Budget Narrative (Publications)
(Prepared by Savannah Tiffany)

Relation of this program to Strategic Plan:

- Goal 2: Enhancing Professional Growth
- Goal 3: Advancing the Field
- Goal 4: Meeting Members’ Needs

The Publications area makes up 5% of the proposed revenue and 8% of the proposed expenses. The FY25 proposed budget projects a net loss of \$94,421, compared to FY24 \$63,559. The proposed budget assumes the following:

- Sale of SAA books (includes books jointly published with the American Library Association).
- Revenue projections on 80+ unique titles available in print and/or digital editions (pdf, e-pub, Kindle) based on trends.
- Two new titles slated for print and digital editions in the second quarter of the fiscal year, two titles slated for print and digital editions in the last quarter of the fiscal year.
- Digital printing (rather than “standard” ink-to-paper printing) to contain costs.
- Competitive (below-market) pricing of books for members.
- Marketing SAA products to relevant audiences.
- Hosting the *Dictionary of Archives Terminology (DAT)* and supporting the Dictionary Working Group.
- The negotiated Editor honorarium is \$36,000, and we are in the first year of this three-year contract.

The Society of American Archivists
Program Planner
Fiscal Year 2025

Program Name: Publications
Program Number: 104

Activity No.	Narrative	Account No.	Account Description	Proposed FY25 Budget		FY24 Budget		
				Line Amount	Activity Total	Line Amount	Activity Total	
1	Management and Administration Administer activities of the Publications Department: develop and monitor budget; prepare reports and resource materials for the Publications Board; organize and attend semi-annual Publications Board meetings; consult with Publications Editor; maintain microsite and listserv; liaise with strategic publishing partners; negotiate contracts with vendors, authors, and contributors; maintain stable of freelance copyeditors, designers, indexers; facilitate copyright and permissions; interact with persons within and outside the profession regarding association management and publishing-related issues; respond to feedback on publications; and prepare performance evaluation of Publications Editor. Liaise with Dictionary Working Group, publish and distribute Word of the Week; prepare reports and resource materials; organize annual meeting; consult with DWG chair; maintain microsite, and participate in semimonthly conference calls.				\$36,150		\$32,250	
	a. Publications Editor	5370	Honorarium	36,000	5	36,000	5	5
	b. Quarterly Zoom meeting with Publications Board	5480	Miscellaneous Services	150	5	150	5	5
2	Sales and Distribution of Existing Publications Work with Service Center regarding onsite order processing and third-party fulfillment of titles in bookstore. Add new SAA titles; reprint existing SAA titles as needed; monitor sales and remove underperforming titles; refresh and update online bookstore.				\$156,800 \$107,380		\$148,800 \$110,835	
	a. Sale of Publications (Based on FY 2020 Actual Trend discounted by 18%.)	4400	Sale of Existing Publications	140,000	4	120,000	4	4
	b. Revenue from customers to offset shipping expense. (~12% of sales)	4800	Shipping Revenue	16,800	4	14,400	4	4
	c. eBooks (estimated based upon FY 19 actuals and FY 20 estimates)	4450	Sale of eBooks	-	4	-	4	4
	d. University of Chicago distribution center (Bibliovault)	5335	E-Production, Storage, Fulfillment	-	5	2,500	5	5
	d. Royalties earned from publishing/distribution partnerships: - American Library Association - Scarecrow Press (Rowman & Littlefield) - Copyright Clearance Center	4860	Royalty Income	-	4	3,050	4	4
	e. Cost of goods sold @ average of .35% of sales.	5940	Cost of Goods Sold	49,000	5	42,000	5	5
	f. Warehousing, packaging, and distribution - Fulfillment via Diamond Communication Solutions	5700 5300 5335	Warehouse (\$270/m x 12) Postage Processing Labor / Materials	4,380 45,000 9,000	5 5 5	4,200 45,000 9,000	5 5 5	5 5 5
	g. Royalties paid to authors of SAA books: - Photographs: Archival Care and Management (\$1/book x 25) - Preserving Archives and Manuscripts (\$1/book x 100) - Understanding Archives and Manuscripts (\$1/bk x 2 authors x 75)	5395 5395 5395	Royalty Paid Royalty Paid Royalty Paid	- - -	5 5 5	75 150 150	5 5 5	5 5 5
	h. Reserve set up to cover unsold assets.	5960	Inventory Reserve Depreciation	-	5		5	5
3	New Publication Production, Distribution, and Sales Manage print and digital production and distribution of new titles. Expenses include research and development; production; e-conversion; honoraria; and distribution.	4400 5940	Sale of New Publications Cost of Goods Sold	- -	4 5	45,771 2,260	\$48,494 \$41,150	4 5
	Production Sponsor Revenue	4360			4			
	Sustaining institutional member COGS reflected in Membership budget (sustaining members receive copy of each new book produced).	4800	Shipping Revenue (~9% of sales)	5,000	4	4,119	4	4
	Fulfillment via Diamond Fulfillment Solutions.	5300	Postage	3,500	5	9,625	5	5

The Society of American Archivists
Program Planner
Fiscal Year 2025

Program Name: Publications
Program Number: 104

Activity No.	Narrative	Account No.	Account Description	Proposed FY25 Budget			FY24 Budget		
				Line Amount	Activity Total		Line Amount	Activity Total	
		5335	Processing Labor / Materials	1,200		5	1,250		5
4	Dictionary Working Group								
	a. Elements Forge Software. MSA to exchange Software cost for advertising. Direct costs include monthly hosting fee and access for 10 users	5226	Software Hosting	4,560		5	4,560		5
	b. Migration to updated eForge platform and ingesting SAA Corpus		One-time cost for migration from FY24	-		5	4,600		
5	Marketing and Promotion Market and promote new and existing titles. Promote participation in SAA's publishing program on social outlets	5285	Marketing & Advertising	2,000		5	2,000		
6	General and Administrative Cost Allocation	5XXX				5			86,641
7	Computer Support Cost Allocation	5XXX				5			7,488
			Total Income				\$161,800		\$187,340
			Total Expenses				256,221		\$250,899
			Gain / (Loss) From Operations				(\$94,421)		(\$63,559)
			Net Operating Gain / (Loss)				(\$94,421)		(\$63,559)

Revenues	<u>Fiscal '25</u>	<u>Fiscal '24</u>	<u>Difference</u>	<u>% Increase/ Decrease</u>
Dues	-	-	-	
Subscriptions & Advertising	-	-	-	
Workshops	-	-	-	
Annual Meeting	-	-	-	
Publications	140,000	208,538	(68,538)	-33%
Contributions	-	-	-	
Investments	-	-	-	
Other	21,800	19,891		0%
Total Revenues	161,800	228,429	(66,629)	

Expenses	<u>Fiscal '25</u>	<u>Fiscal '24</u>	<u>% Increase/ Decrease</u>
Personnel	91,695	108,411	(16,716) -15%
Office Occupancy & Utilities	9,736	10,194	(458) -4%
Services	101,410	116,519	(15,109) -13%
Supplies	-	525	(525) -100%
Travel	-	-	-
Leases, Rentals & Licenses	4,380	4,078	302 7%
Taxes, Dues and Subscriptions	-	-	-
Depreciation, COGS, and Other	49,000	69,800	(20,800) -30%
Total Expenses	256,221	309,526	(53,306) -17%
Gain / (Loss) from Operations	(94,421)	(81,097)	(13,323) 0
Transferred to Funds	-	-	-
Net Gain / (Loss)			

Society of American Archivists
Council Meeting
May 1 – 2, 2024
Chicago, IL (Virtual)

FY25 Proposed Budget Narrative (Education: Program 105)
(Prepared by Rana Salzmann)

Relation of this program to Strategic Plan: Goal 2: Enhancing Professional Growth, Activity 2.1. Provide content, via education and publications, that reflects the latest thinking and best practices in the field; and Activity 2.2. Deliver information and education via methods that are accessible, affordable, and keep pace with technological change.

The Education area makes up 18% of the proposed revenue and 13% of the proposed expenses. The proposed net gain is \$157,346.

Our calculations for FY25 are optimistic in that they project a net gain for this upcoming year of hybrid programming and a “new normal” post-COVID. After adopting a 100% online education model during FY21 and FY22, we saw a modest return to face-to-face instruction in Spring of FY23 through FY24. This FY25 budget represents a refinement of FY24’s estimations about member willingness to return to in-person education. We are using actuals from FY24 to inform our projections about enrollment numbers in for 3 categories of courses: synchronous in-person, synchronous via Zoom, and on-demand (asynchronous) webcasts. Here, we include a new line item for Strategic Plan Support, specifically referencing the key role Education will play to support sections and component groups developing DEIA-related educational programming. FY25 includes an across-the-board 10% increase in product pricing to keep pace with increased costs for the PATH LMS platform, instructor travel and lodging, and overall inflation.

Activity Areas

- 1. Management and Administration.** This year, we are offering the first in-person Annual Meeting Pre-Conference Education course since 2019. Due to the reduced hotel footprint and astronomical F&B costs associated with holding the pre-con onsite in the hotel, we will hold the event offsite to reduce costs.
- 2. Support the work of the Committee on Education and the DAS and GAE subcommittees.** Support for these activities will continue using 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 line items, intended to support continued robust online learning and a modest face-

to-face teaching schedule, focusing on regional presence and offering “boot camps” in strategically-chosen, geographically-diverse areas.

- 20 in-person courses 30 Zoom courses, with an estimated 23 attendees in each. We continue to see lower levels of enrollment for in-person courses than we enjoyed pre-pandemic. The calculations in the FY25 budget address the reality that we do not typically reach max registration for any of our program categories (in-person, synchronous Zoom course, or webcast).
- Two new webcasts in each of the DAS and A&D programs. Two webcasts each in the Management Track and DEIA areas. Eight total.
- An estimated 100 registrations for the online DAS Comprehensive Exam.

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

- Funding to support full revision and re-recording of the DAS Foundational Webinars that were originally produced in 2014-17 (continued from FY24).
- BlueSky/Path LMS remains our chosen tool for the delivery of online Education programs. The budget reflects an increase in costs to \$9540 for the first year of a new 3-year contract in FY25.
- Psychometrician services are now a standing cost of doing business to ensure that the DAS Certificate program remains competitive and current to the work performed by archivists. FY25 proposes a \$25,000 engagement with consultants to perform a Job Task Analysis which will inform course development in subsequent years.

5. Marketing and Promotion. This activity is funded at a modest level for the coming year. The changes to DAS, A&D, and the Management Track in the past year merit an increased investment in marketing and awareness, which will be part of the SAA staff workplan in FY25.

**The Society of American Archivists
Program Planner
Fiscal Year 2025**

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

Activity No.	Narrative	Account No.	Account Description	Proposed FY25 Budget		FY24 Budget		
				Line Amount	Activity Total	Line Amount	Activity Total	
1	Management and administration. Administer activities of the Education Department: prepare and conduct performance appraisals; develop and monitor budgets; manage Comprehensive Examination processes, including interpretation of pass/fail ratios and statistical reports; interact with and prepare materials for the Education Committee and DAS and GAE Subcommittees and attend committee and task force meetings; research and develop new education programs and new faculty; solicit, plan, market, and provide education programs; monitor and evaluate existing faculty, program content, and delivery methods; interact with Education Directory providers, potential course/workshop hosts, and education program participants; secure alternative sources of funding; and respond to general inquiries.				\$0		\$0	
	Professional Development							
	Provide staff support for Annual Meeting / pre-conference courses.	5640	Registration Fees (included in G&A)			5	5	
		5600	Hotel (3p x \$216/d x 5d) (RHS, AR, MS)	0		5	5	
		5600				5	5	
		5600	Per Diem (3p x \$75/d x 5d) (RHS, AR, MS)	0		5	5	
		5600				5	5	
		5600	Air/Ground (1p x \$500for AR to Chicago)	0		5	5	
3	Plan and implement F2F courses, webcasts, and online courses. <i>(Assumes 10% across the board fee increase and sales at member price.)</i>				\$564,580		\$529,390	
	50 Synchronous (F2For Zoom) One-Day classes (289x1.1x23 average	4200	Education Registration Revenue	365,585		4	371,250	4
	35 purchases x 4 new live DAS/AD/MGMT webcasts (4x149x1.1x35)	4210	Education Registration Revenue	22,946		4	12,840	4
	Special PriceWebcasts (Strategic Plan Support 4x25x49)	4210	Education Registration Revenue	4,900		4	9,800	4
	On-Demand Webcast Sales (Average 10 purchases x 88 existing on-demand	4210	On-Demand Revenue	144,232		4	131,000	4
	"Online Course" Sales (5 purchases x 5 products at 289 member rate x 1.1)	4210	On-Demand Revenue	7,947		4		4
	"Test Out" Foundational Course Exams: 30 purchases x 69	4215	DAS Challenge Exams Revenue	2,070		4	1,200	4
					\$99,070		\$108,100	

**The Society of American Archivists
Program Planner
Fiscal Year 2025**

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

Activity No.	Narrative	Account No.	Account Description	Proposed FY25 Budget		FY24 Budget			
				Line Amount	Activity Total	Line Amount	Activity Total		
	DAS Comprehensive Exam: 100 exams x \$169	4215	DAS Challenge Exams Revenue	16,900		4	13,100	4	4
	One Education Precon @ Annual Meeting (289x20x1.1)	4200	Education Registration Revenue			4			
	2 Pre-Con Instructors for August 14, 2024	5380	Instructor Honoraria	1,200		5			5
	65 Zoom or F2F instructors + 6 webcast instructors (71 x \$600)	5380	Instructor Honoraria	42,600		5	48,600		5
		5380				5	18,000		5
							0		5
	DAS Exam Management Consultant (Psychometrician Job Task Analysis Project for DAS)	5200	Consultant	25,000		5	17,600		5
	4 beverage breaks not covered in host negotiations @ \$200 each	5290	Business Meals	740		5	800		5
		5360	Audiovisual (\$610/room/day x 8 courses)	-		5			5
		5360	Audiovisual (Unconference)	-		5			5
		5290	Business Meals	-		5			5
	Instructor travel, lodging, meals for 20 in-person courses	5610	Instructor Travel	10,280		5	14,000		5
	\$250 per night x 2 nightsx25	5620	Lodging	12,500		5	7,000		5
	Meals @ \$90day per diem x 3 daysx25	5630	Meal Allowance	6,750		5	2,100		5
	Flights (500x25)	5610	Instructor Travel			5	0		5
4	Develop new and revise existing educational offerings and maintain online platforms.						\$0		\$0
							\$29,940		\$25,140
	- BlueSky eLearn Path LMS (Year 1 of 3 year contract)	5226	Computer Support	9,540		5	8,340		5
	- Strategic Plan Webcast Support (6 x 600)	5380	Honorarium (Webcast Development)	3,600		5	0		5
	-DAS and A&D Webcast / online course development fee (4 new webcasts x \$1200).	5380	Honorarium (Webcast Development)	4,800		5	4,800		5
	- Management Track and DEIA: Continued development (4 courses @ \$1200 each)	5380	Honorarium (Instructor)	4,800		5	6,000		5
							0		5
							0		5
	DAS Foundational Webinar Revision Project (4 webinars x 3 instructors x600)	5380	Honorarium (Instructor)	7,200		5	6,000		5
						5	0		5
7	Marketing and promotion.						\$1,000		\$500

Education Income Statement

Revenues

	<u>Fiscal '25</u>	<u>Fiscal '24</u>	<u>Difference</u>	<u>% Increase/ Decrease</u>
Dues	-	-	-	
Subscriptions & Advertising	-	-	-	
Workshops	564,580	539,190	25,390	5%
Annual Meeting	-	-	-	
Publications	-	-	-	
Contributions	-	-	-	
Investments	-	-	-	
Other	-	-	-	
Total Revenues	564,580	539,190	25,390	5%

Expenses

	<u>Fiscal '25</u>	<u>Fiscal '24</u>	<u>% Increase/ Decrease</u>	
Personnel	224,822	257,526	(32,704)	-13%
Office Occupancy & Utilities	19,997	-	19,997	#DIV/0!
Services	132,886	150,223	(17,337)	-12%
Supplies	-	-	-	#DIV/0!
Travel	29,530	23,100	6,430	
Leases, Rentals & Licenses	-	-	-	#DIV/0!
Taxes, Dues and Subscriptions	-	-	-	
Depreciation, COGS, and Other	-	-	-	
Total Expenses	407,234	430,849	(23,615)	(0)

Gain / (Loss) from Operations	157,346	108,341	49,005	45%
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Transferred to Funds	-	-	-	
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Net Gain / (Loss)	157,346	108,341	49,005	45%
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Society of American Archivists
Council Meeting
May 1 – 2, 2024
Chicago, IL (Virtual)

FY25 Proposed Budget Narrative
(Advocacy: Program 107)
(Prepared by Jackie Price Osafo)

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

The Advocacy has no impact on the proposed revenue and makes up 5% of the proposed expenses. The FY25 proposed net loss is \$151,660. The proposed budget assumes the following:

- Conduct of a storytelling workshop presented by a presenter yet to be identified, the proposed honorarium is \$500.
- Funding for two SAA members to attend/represent the Society at National Humanities Day. (Activity 2c, \$3,520)
- Continued support for the National Coalition for History at board participation level. No funding for representative(s) to attend Policy Board meetings in person. (Activity 2d, \$10,600)
- Funding for international travel for SAA’s representative to the World Intellectual Property Organization (one of two meetings at \$2,650) and SAA’s representative to the International Council on Archives Forum on Professional Associations (two meetings at \$2,700). (Activity 3a, \$5,500)
- Funding to support member travel to, and an exhibit table at, the Association of Tribal Archives, Libraries, and Museums in November 2024 (with raffle prizes and giveaways drawn from existing SAA products or services). (Activity 3b, \$2,820)

The Society of American Archivists
Program Planner
Fiscal Year 2025

Program Name: Advocacy and Public Awareness
Program Number: 107

Activity No.	Narrative	Account No.	Account Description	Proposed FY25 Budget		FY24 Budget	FY24 Budget
				Line Amount	Activity Total	Line Amount	Activity Total
1	Promote the value of archives and archivists to institutions, communities, and society, and strengthen the ability of those who manage and use archival material to articulate the value of archives.				500		\$13,000
					-		\$2,940
a.	Based on COPA workplan, implement ongoing publicity and media plan (including feature releases) and sponsor public awareness campaigns (including AAM).	5200	Consultant (Public Awareness)			0	\$
		5350	Design/Photography/Production			0	\$
b.	Promote public relations competencies among archivists via mid-year media training (x 5p), online videos, web resources, and materials for distribution via periodicals and conferences; incorporate PA goals into SAA website. To be conducted virtually.	5200	Consultant / Trainer (Media Training)	\$ -		10,000	\$
		5200	Consultant (Public Awareness)	\$ -		0	\$
		5290	F&B	\$ -		0	\$
		5610	Member Travel / Airfare (5p x \$365 airfare/ground) = \$1,825	\$ -		0	\$
		5620	Member Travel / Lodging (5p x \$180 x 2d lodging) = \$1,800	\$ -		0	\$
		5630	Member Travel / F&B (5p x \$100 x 2d) = \$1,000	\$ -		0	\$
c.	Podcast series for community/public on keeping/donating materials.	5XXX	Not sure what the expenses are for this.				
d.	Exhibit at NGS, other appropriate venues to promote "Creating Family Archives," build allyship with genealogists.	5480	Exhibit/Sponsorship Fees (proposed date October, 2023)	\$ -		500	\$
e.	COPA conduct story-telling workshop in September, 2023; workshop instructor (Micaela Blei) to conduct storytelling event to launch American Archives Month in October 2023.	4900	Workshop Revenue (60p x \$49 = \$2,450)	\$ -		2,940	\$
		5200	Consultant/Instructor for Workshop and October Event	\$ 500		2,500	\$
2	Educate and influence decision makers about the importance of archives and archivists.				14,120		14,650
					-		\$0
	Provide free member training in series of webcasts (COPP). (Subsidized fee to offset breaks, comp registration for instructors.)	5226	Web Events (x 3) (platform exp in Governance budget)				\$
	Hill Visits to take place during annual meeting - funding request submitted to SAA	5200	Consultant and outside coordinator support (Hill Visit during Annual Meeting)				\$
			Supplies (buttons and printing)	\$ -			\$
a.	Determine members' resource needs; develop and disseminate practical resources to aid them in advocating for archives. - Develop online Advocacy Toolkit for members' use. - Provide free webcast on advocacy techniques. - Develop graphics/interactive map to track district visits; participation "countdown" to all 50 states.	5350	Design/Photography/Production for Toolkit			0	\$
		5226	Zoom Fees for Webcast			0	\$
		5350	Design/Photography/Production for Graphics and Map			0	\$
b.	Implement COPP work plan, 2023-2024. - Continue development of issue briefs and policy statements. - ID additional priorities for Public Policy/Legislative agendas. - Develop letters/editorials on two key public policy issues for members' use.						
c.	Fund travel by SAA representatives to Washington, DC, for Hill visits and other meetings and briefings as needed. - Draft legislation for national funding initiative; seek sponsors. - Various opps on federal funding issues outlined in Legislative Agenda. - Attendance at National Humanities Day.	5600	Staff Travel (1p x \$400 airfare/ground x 1m) = \$400	\$ -		400	\$
		5600	Staff Travel (1p x \$200 x 2d lodging x 1m) = \$400	\$ -		400	\$
		5600	Staff Travel (1p x \$45 x 2d per diem x 1m) = \$90	\$ -		90	\$
		5610	Member Travel (2p x \$400 airfare + \$200 ground x 2m) = \$1,200	\$ 1,200		1,200	\$
		5620	Member Lodging (2p x \$200 x 2d lodging x 2m) = \$1,600	\$ 1,600		1,600	\$
		5630	Member Per Diem (2p x \$90 x 2d x 2m) = \$720	\$ 720		360	\$
d.	Provide support and participate actively in NCH.	5820	National Coalition for History Membership Dues	\$ 10,600		10,600	\$
e.	Participate in meetings with coalition partners (eg, Joint Working Group on Issues and Awareness with CoSA/NAGARA/RAAC). [VIRTUAL]	5610	Member Travel (1p x \$400 airfare/ground x 1m) = \$400				\$
		5620	Member Lodging (1p x \$200 x 2d lodging x 1m) = \$400				\$
		5630	Member Per Diem (1p x \$45 x 2d per diem x 1m) = \$90				\$
3	Provide funding for SAA representation at meetings of various organizations.				17,653		6,895
					-		0
a.	National and international organizations: - World Intellectual Property Organization/SCCR - WIPO/SCCR (Spring/Summer 2024) [IN PERSON] - International Council on Archives Annual Congress	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				\$
		5610	Member Travel (1p x \$1,200 airfare + \$200 for ground) = \$1,400	\$ 1,400		1,400	\$
		5620	Member Lodging (1p x \$200 x 4n) = \$800	\$ 800		800	\$
		5630	Member Per Diem (1p x \$90 x 5d) = \$450	\$ 450		225	\$
		5610	Member Travel (1p x \$1,200 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				\$
	National Humanities	5640	Early-Bird Registration @ \$250 X 2 = \$500 (National Humanities)	\$ -			\$
		5640	Member Travel (2p x \$400 airfare/ground + 100 (4)) = \$1200	\$ -			\$
		5640	Member Lodging (2p x \$250 x 3d) = \$1500	\$ -			\$
		5640	Member Per Diem (2p x \$90 x 3d) = \$360	\$ -			\$
		5610	Member Travel (1p x \$1,200 air + \$300 ground) = \$1,600 X 2 Meetings	\$ 3,000		1200	\$
		5620	Member Lodging (1p x \$200 x 4d lodging) = \$800 X 2 Meetings	\$ 1,600		800	\$
		5630	Member Per Diem (1p x \$90 per diem x 5d) = \$450 X 2 Meetings	\$ 900		300	\$

The Society of American Archivists
 Program Planner
 Fiscal Year 2025

Program Name: Advocacy and Public Awareness
 Program Number: 107

Activity No.	Narrative	Account No.	Account Description	Proposed FY25 Budget		FY24 Budget	FY24 Budget
				Line Amount	Activity Total	Line Amount	Activity Total
	b. National, regional, and local organizations (eg, ATALM, CIMA, MAC, MARAC, NEA, SCA, SSA).	5300	Freight				\$
		5100	Office Rent	\$ 6,683			\$
		5640	Registration/Exhibit Fees (ATALM, November, 2024)	\$ 600		750	\$
		5285	Advertising / Sponsorship - 2024 fee is \$500 (1/2 page)	\$ 500		400	\$
		5300	Freight (ship display materials)	\$ 100		100	\$
		5610	Member Travel (1p x \$400 airfare/ground + 100 (2)) = \$600	\$ 600		400	\$
		5620	Member Lodging (1p x \$250 x 3d) = \$750	\$ 750		400	\$
		5630	Member Per Diem (1p x \$90 x 3d) = \$180	\$ 270		120	\$
5		General and Administrative Cost Allocation	50XX	General and Administrative Cost Allocation	\$ 109,797		78,276
6	Computer Support Cost Allocation	5XXX	Computer Support Cost Allocation	\$ 9,590	-	5,729	6,545
			Total Income		\$0		\$2,940
			Total Expenses		\$ 151,660		\$125,275
			Net Gain / (Loss)		(\$151,660)		(\$122,825)

Revenues	Proposed			
	<u>Fiscal '25</u>	<u>Fiscal '24</u>	<u>Difference</u>	<u>% Increase/ Decrease</u>
Advocacy				
Dues	-		-	
Subscriptions & Advertising	-		-	
Workshops	-		-	
Annual Meeting	-		-	
Publications	-		-	
Contributions	-		-	
Investments	-		-	
Other	-	2,940		-
Total Revenues	-	2,940	(2,940)	

Expenses	<u>Fiscal '25</u>	<u>Fiscal '24</u>	<u>% Increase/ Decrease</u>	
	Personnel	98,328	94,766	3,562
Office Occupancy & Utilities	6,683	8,912	(2,229)	-25%
Services	22,159	20,468	1,691	8%
Supplies	-	459	(459)	-100%
Travel	13,890	10,245	3,645	36%
Leases, Rentals & Licenses	-	735	(735)	-100%
Taxes, Dues and Subscriptions	10,600	10,600	-	0%
Depreciation, COGS, and Other	-	-	-	
Total Expenses	151,660	146,184	5,476	0
Gain / (Loss) from Operations	(151,660)	(143,244)	(8,416)	6%
Transferred to Funds	-	-	-	
Net Gain / (Loss)				

ProgPlanner-FY25-Advocacy

Society of American Archivists
Council Meeting
May 1 – 2, 2024
Chicago, IL (Virtual)

FY25 Proposed Budget Narrative
(Governance: Program 108)
Prepared by Jackie Price Osafo

The Governance area has no impact on the proposed revenue and makes up 11% of the proposed expenses. The FY25 proposed net loss is \$338,444. The proposed budget assumes the following:

- One in-person meeting of the SAA Council in October/November 2024 and up to three virtual meetings of the Council held via Zoom. (\$24,500)
- Funding for Foresight: Planning for the Future of the Profession. This supports the development of a Task Force to identify future challenges, strategies, and goals (\$15,000). The Foundation budget also supports this initiative, \$15,000 has been allocated to support this initiative.
- Continued funding for SAA’s membership in the International Council on Archives (\$700).
- Funding for attendance by the President, Vice President/President-Elect, and CEO, at the ASAE CEO Symposium. (\$8,620). To meet the Strategic Planning collaboration goals, the president will represent the Society at a meeting \$2,080 includes: hotel and travel expenses (\$10,700)
- Funding of section activities. (\$22,235)
 - NAAS – Travel and hotel for five participants - \$9,125; *covered by Mellon*
 - BASS – Word Press - \$210
 - IPWG – Second meeting (see budget) - \$6,000 – Duplicate budgeted in Advocacy
 - Reference Access and Outreach – Honorarium - \$2,500
 - Membership Committee - \$1,600 - *Moved to virtual*
 - Career Commons - \$1,300
 - Mentoring - \$300
 - Technical Sub-Committee – Meeting at Annual Meeting (Chicago) - \$2,550; *final amount is expected to be more than.*
 - Issue and Advocacy – Honorarium - \$250

The Society of American Archivists
 Program Planner
 Fiscal Year 2025

Program Name: Governance
 Program Number: 108

= Gen/Admin =FY 23 Data

Activity No.	Narrative	Account No.	Account Description	Proposed FY25 Budget		FY24 Budget	
				Line Amount	Activity Total	Line Amount	Activity Total
1	Conduct one in-person meeting and 10 virtual meetings of the SAA Council.				24,500		\$41,605
	a. August meetings (2) in conjunction with 2024 Hybrid Annual Meeting. - Assumes use of SAA Zoom account for all virtual meetings.	5226	Zoom Fees			\$	
	Coffee	5290	Business Meals			\$	540
	Lunch	5290	Business Meals			\$	2,700
	b. Virtual meetings in Fall 2022 and Winter, 2023 - Assumes use of SAA Zoom account for all virtual meetings. - Assumes paid facilitator for some portion of one or more meetings to address DEIA work plan.	5226	Zoom Fees			\$	
		5200	Consultant Fees (DEIA Facilitator)			\$	15,000
	c. October/Novembe 2024 in-person meeting (Chicago). - Assumes face-to-face meeting with three nights lodging. - Assumes one dinner with all Council members and all staff.	5610	Member Travel (12p x \$500 [avg] air/ground) = \$6,000	6,000		\$	6,000
		5610	Member Travel (Local Ground) (12p x \$50) X 2 = \$120	1,200		\$	600
		5610	Member Travel (lodging)	10,800		\$	10,800
		5600	Staff Travel--Local (\$125)			\$	125
			Food and Beverage:				
		5290	Breakfasts/breaks	500		\$	500
		5290	Lunch	500		\$	500
		5290	Dinner with staff	1,500		\$	1,500
		5290	Dinner on their own	500		\$	500
		5700	Room Rental	1,400		\$	1,400
		5610	Per Diem = \$90 per day x 12 x 2 days	2,100		\$	1,440
2	Conduct two Council-led or -directed virtual town halls or forums.	5380	Honoraria for facilitator/consultant - The Future of the Pr	15,000		\$	20,000
		5226	Zoom Meetings for 1,000 seats x 2 Council-led events. (\$	200
3	Provide funding for designated meetings and tasks of component groups. Assumes no support for in-person meetings, full support for six Zoom meetings or webinars for appointed groups and sections.	5226	Zoom Meetings for 1,000 seats x 3 events (DEIA)			\$	300
4	Provide for balloting to elect VP, three Council members, three Nominating Committee members. a. Post candidate statements on website; contract with vendor for online ballot; include referendum as needed. Assumes one vote and one member referendum	5200	Consultant (Online Voting Service - one election)	2,000		\$	3,700
5	Dues for membership in related organizations.		Institutional Membership Dues:		700		700
		5820	ICA	700		\$	700
		5820	NISO = \$3,100 Propose no funding for this.			\$	-
6	Fund President, VP/President-Elect, and CEO, to attend ASAE CEO Symposium (Site unknown), and President to attend a meeting	5640	Registration Fees (3pp x \$1,200) + President Meeting	4,000		\$	5,300
		5610	Travel (members and staff) \$400 X 4 (includes one meet	1,600		\$	8,700
		5610	4p x \$100 X 2 days for ground + \$300 lodging x 11 + \$	5,100		\$	
		5600	Staff Travel--Local			\$	
7	Provide funding to support SAA sections, appointed groups, and others. a. Per FY25 Component Group Funding Requests: -NAAS Travel and Hotel BASS - Word Press IPWG Second Meeting Reference Access and Outreach - honorarium Membership Committee - Career Commons Membership Committee - Mentoring Technical Sub-Committee - Meeting at FY25 (Chicago) Annual Meeting Issue and Advocacy - honorarium	5200	NAAS	9,125		\$	4,000
			BASS	210		\$	-
			IPWG	6,000			
			RAO	2,500			
			Membership Committee	1,300			
			Membership Committee	300			
			Technical Sub-Committee	2,550			
			Issue and Advocacy	250			
8	General and Administrative Cost Allocation	5XXX			\$267,234		\$221,046
9	Computer Support Cost Allocation	5XXX			\$21,920		\$5,685
			Total Income				
			Total Expenses		338,444		\$311,236
			Net Operating Gain / (Loss)		(\$338,444)		\$311,236

Governance Income Statement

Revenues

	<u>Fiscal '25</u>	<u>Fiscal '24</u>	<u>Difference</u>	<u>% Increase/ Decrease</u>
Governance				
Dues	-	-	-	
Subscriptions & Advertising	-	-	-	
Workshops	-	-	-	
Annual Meeting	-	-	-	
Publications	-	-	-	
Contributions	-	-	-	
Investments	-	-	-	
Other	-	-	-	
Total Revenues	-	-	-	

Expenses

	<u>Fiscal '24</u>	<u>Fiscal '24</u>	<u>% Increase/ Decrease</u>	
Personnel	240,774	233,274	7,500	3%
Office Occupancy & Utilities	22,861	22,553	308	1%
Services	44,968	35,436	9,532	27%
Supplies	-	-	-	#DIV/0!
Travel	26,890	25,700	1,190	5%
Leases, Rentals & Licenses	1,750	1,400	350	25%
Taxes, Dues and Subscriptions	1,200	700	500	71%
Depreciation, COGS, and Other	-	-	-	
Total Expenses	338,444	319,063	19,380	
Gain / (Loss) from Operations	(338,444)	(319,063)	(19,380)	
Transferred to Funds	-	-	-	
Net Gain / (Loss)				

**Society of American Archivists
Council Meeting
May 1 – 2, 2024
Chicago, IL (Virtual)**

**FY25 Proposed Budget Narrative:
(Career Services: Program 115)
(Prepared by Cherie Newell)**

The Career Services makes up 3% of the FY 25 proposed revenue and 2 % of the proposed expenses. The proposed FY25 budget projects a net gain for the Career Services program of \$36,977. This is lower than budgeted in FY24, due to the FY24 actual vs budgeted projected. The proposed decrease is 26%, and due to the increase in efforts allocated.

- The job board is outsourced to Naylor; they host the job board. This activity is a revenue share and Naylor has increased their rates by 10% to offset the increase in service costs.

**The Society of American Archivists
Program Planner
Fiscal Year 2025**

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

Activity No.	Narrative	Account No.	Account Description	Proposed FY25 Budget		Proposed FY24 Budget		
				Line Amount	Activity Total	Line Amount	Activity Total	
1	Online Career Center				\$94,983		\$86,348	
	Job board outsourced to Boxwood Technologie				\$32,501		\$29,790	
		4160	Advertising Revenue	94,983		4	86,348	4
	Boxwood revenue share averages ~ 28.86% of Gross Revenue	5200	Consulting Fees (30% revenue sharing)	28,495		5	25,904	5
	Boxwood service fee	5335	Processing Fees (~ 4.05%)	4,006		5	3,886	5
2	Administer Career Center at Annual Meeting. Staff Networking Café and Career Center. (C Salgado @ 6d)				\$0		\$3,285	
	(1p x \$425 air/ground + \$65/d x 6d per diem + \$199/d x 6d lodging) = \$690	5600	Staff Travel	0		5	815	5
		5600	Staff Travel	0		5	995	5
		5400	Signage for Networking Café / Career Center	0		5	1,050	5
	Career Center Resume Guide	5400	Printing	0		5	175	5
Administer Mentoring Program Meet-and-Greet.(In Membership	5290	F&B (coffee break for mentors/protégés)	0		5	250	5	
3	Online Consultants Directory				\$6,600		\$6,000	
	Annual listing fee.	4170	Directory Listings (~50 members)	6,600		4	6,000	4
4	General and Administrative Cost Allocation	5XXX		13,367.46		5	8,725	
5	Computer Support Cost Allocation	5XXX		1,370.00		5	545	
			Total Income		\$ 97,582.78		\$92,348	
			Total Expenses		\$ 60,605.98		42,345	
			Gain / (Loss) From Operations		\$36,977		\$50,003	

Career Ctr Income Statement

Revenues

	<u>Fiscal '25</u>	<u>Fiscal '24</u>	<u>Difference</u>	<u>% Increase/ Decrease</u>
Dues		-	-	
Subscriptions & Advertising	97,583	92,348	5,235	6%
Workshops		-	-	
Annual Meeting		-	-	
Publications		-	-	
Contributions		-	-	
Investments		-	-	
Other		-	-	
Total Revenues	97,583	92,348	5,235	

Expenses

	<u>Fiscal '25</u>	<u>Fiscal '24</u>	<u>% Increase/ Decrease</u>	
Personnel	14,728	7,850	6,878	88%
Office Occupancy & Utilities	1,056	739	317	43%
Services	44,821	31,845	12,976	41%
Supplies	-	38	(38)	-100%
Travel	-	1,810	(1,810)	-100%
Leases, Rentals & Licenses	-	63	(63)	-100%
Taxes, Dues and Subscriptions	-	-	-	
Depreciation, COGS, and Other	-	-	-	
Total Expenses	60,605	42,345	18,260	43%
Gain / (Loss) from Operations	36,977	50,003	(13,026)	-26%
Transferred to Funds	-	-	-	
Net Gain / (Loss)				

Society of American Archivists
Council Meeting
May 1 – 2, 2024
Chicago, IL (Virtual)

FY25 Proposed Budget Narrative
(Membership: Program 120)
(Prepared by Cherie Newell)

The Membership makes up 33% of the proposed revenue and 8% of the proposed expenses. The FY25 Membership budget projects a net gain of \$774,777. The FY25 budget presentation includes a new model proposal that will be considered and added as a budget addendum upon modifications, approvals, or deferment.

The proposed budget assumes the following:

- Total dues revenue \$1,018,548, an increase of 0.07% from the FY24 budgeted amount.
- Membership projections are based on actuals as of December 2023 figures and trend analysis by membership class from FY18 through FY 2023.
- 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 4a) and administration of the awards program (Activity 4b).

**The Society of American Archivists
Program Planner
Fiscal Year 2025**

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

=FY 24 Data for Reference

Activity No.	Narrative	Account No.	Account Description	Proposed FY25 Budget		Proposed FY24 Budget		
				Line Amount	Activity Total	Line Amount	Activity Total	
1	Collect membership dues.	4000	Membership Dues	1,018,548			999,299	4
	Assumes the following growth rates per member category:							
	Associate Domestic : \$115 (-10.21%)	4000		22,195		4	14,585	4
	Associate International: \$145 (-2.93%)	4000		0		4	5,253	4
	Bridge : \$55 (7.81%)	4000		385		4	396	4
	ID1 (Part-time) : \$80 (-9.76%)	4000		49,040		4	56,066	4
	ID2 (\$20-29k/yr) : \$105 (-1.70%)	4000		15,645		4	21,965	4
	ID3 (\$30-39k/yr) : \$140 (-1.65%)	4000		24,640		4	37,386	4
	ID4 (\$40-49k/yr) : \$174 (1.31%)	4000		67,512		4	76,727	4
	ID5 (\$50-59k/yr) : \$218 (-2.43%)	4000		109,218		4	113,399	4
	ID6 (\$60-75k/yr) : \$250 (-0.11%)	4000		181,750		4	164,268	4
	ID7 (\$75-89k/yr) : \$285 (-12.88%)	4000		117,705		4	92,277	4
	ID8 (>\$90k/yr) : \$325 (1.5%)	4000		153,075		4	123,410	4
	Lifetime : \$	4000		0		4	0	4
	Honorary : \$	4000		0		4	0	4
	Retired : \$77 (3.29%)	4000		21,483		4	21,261	4
	Student : \$55 (-4.57%)	4000		55,825		4	59,540	4
	Regular : \$340 (-1.35%)	4000		149,600		4	153,528	4
	Sustaining : \$595 (-8.43%)	4000		62,475		4	59,238	4
2	Collect revenue from member mailing list rental.							\$2,356
		4870	Mailing List Rental			4	2,356	4
3	Increase retention of members.							\$4,500
	a. New Member Orientation and Forum at Annual Meeting (coffee break).	5290	F & B (300p x \$15 incl svc/tax)	0		5	4,500	5
4	Deliver member services.							\$18,400

**The Society of American Archivists
Program Planner
Fiscal Year 2025**

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

=FY 24 Data for Reference

Activity No.	Narrative	Account No.	Account Description	Proposed FY25 Budget		Proposed FY24 Budget		
				Line Amount	Activity Total	Line Amount	Activity Total	
	a. Mail copies of new SAA books to sustaining institutional members. Assumes 2 books in FY23.	5300	Shipping/Related Fees (nominal)	400		5	300	5
		5940	Cost of goods sold	5,000		5	9,400	5
	b. Administer SAA Fellows, Awards, and Scholarship programs. (See SAA Foundation program planner for details on funding of awards and scholarships.)	5570	Supplies (Plaques and Certificates)	0		5	200	5
		5550	Promotional Materials	0		5	750	5
		5350	Develop/Produce Promo Display			5		5
		5300	Postage (included in allocables)			5		5
		5290	F&B--Ceremony Toast	0		5	1,250	5
		5350	Graphic Design for Program	0		5	500	5
	c. Administer the Mentoring Program. Mentor/Protégé Meet-and-Greet at Annual Meeting Support online "Mentoring Directory." Develop graphics to promote program online.	5290	Food & Beverage			5	4,500	5
		5350	Graphic Design			5		5
	d. Webcast and Virtual Job Fair Services at AM 2020	5226	Computer Services	0		5	1,500	5
5	Membership staffing at Annual Meeting Staffing to be provided by Beaumont, Salgado, others as needed and appropriate (included in other program budgets).	5600	Staff Travel			5		5
			Consultants			5		

**The Society of American Archivists
Program Planner
Fiscal Year 2025**

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

=FY 24 Data for Reference

Activity No.	Narrative	Account No.	Account Description	Proposed FY25 Budget		Proposed FY24 Budget		
				Line Amount	Activity Total	Line Amount	Activity Total	
6	Miscellaneous Database Support	5226	Computer Support	30,000		5		5
7	General and Administrative Cost Allocation	5999		\$ 203,930.93		5	198461	5
8	IT Cost Allocation	5226		\$ 16,440.00		5	12840	5
			Total Income		1,030,548.00			1,001,655.80
			Total Expenses		255,770.93			234,201.00
			Gain / (Loss) From Operations		774,777.07			767,454.80

Revenues

	<u>Fiscal '25</u>	<u>Fiscal '24</u>	<u>Difference</u>	<u>% Increase/ Decrease</u>
Dues	1,018,548	999,299	19,249	
Subscriptions & Advertising	-	-	-	
Workshops	-	-	-	
Annual Meeting	-	-	-	
Publications	-	-	-	
Contributions	-	-	-	
Investments	-	-		#DIV/0!
Other	-	2,356		0%
Total Revenues	1,018,548	1,001,656	16,892	2%

Expenses

	<u>Fiscal '25</u>	<u>Fiscal '24</u>	<u>% Increase/ Decrease</u>	
Personnel	203,931	150,701	53,230	35%
Office Occupancy & Utilities		14,167	(14,167)	-100%
Services	30,400	19,118	11,282	59%
Supplies	-	1,679	(1,679)	-100%
Travel	-	-	-	
Leases, Rentals & Licenses	-	1,158	(1,158)	-100%
Taxes, Dues and Subscriptions	-	-	-	
Depreciation, COGS, and Other	9,440	9,400	40	0%
Total Expenses	243,771	234,201	47,548	20%
Gain / (Loss) from Operations	774,777	767,455	7,322	1%
Transferred to Funds	-	-	-	
Net Gain / (Loss)				

ProgPlanner-FY25-Membership

Society of American Archivists
Council Meeting
May 1 – 2, 2024
Chicago, IL (Virtual)

FY25 Proposed Budget Narrative
(Annual Meeting: Program 194)
(Prepared by Jackie Price Osafo)

The Annual Meeting makes up 33% of the proposed revenue and 27% of the proposed expenses. The net gain is projected at \$122,292. The budget assumptions are as follows:

- Overall conference and committed expenses such as AV, decorating services, Food and Beverage along with staff travel are under - Contractual expenses like F&B are specified in the agreement. To mitigate attrition costs, we renegotiated the room guarantee, leading to total savings of \$100,000. This budget is reflective of a significant increase in F&B and AV. Based on trends, this will continue as hotels are attempting to re-cover losses from the pandemic.
- Payment to DL Plan (logistics consultants) of \$75,000 which includes pre-meeting management and site visit travel for the in-person conference along with site visits for future meetings.
- An expense of \$10,000 for a conference platform (Whova) and \$57,000 (Dynamic Communicator) for a full-service production company to manage all speaker and facilitator training, pre-recording, editing, captioning, and management of in-person, virtual, and streaming programming. This budget reflects SAA's commitment to accessibility, in total, this budget support closed captioning expenses for both F2F and virtual in the amount of \$23,000.
- The budget includes 1,810 paid attendees (1,225 in-person and 585 virtual) with varying registration fees. We've increased early bird registration fees by \$60 for in-person and \$100 for virtual to cover the costs of a hybrid event. We expect 54% of in-person registrants to select early bird or advanced rates. In 2023, we had 1,959 paid registrants (1,326 in-person, 622 virtual, and 11 guests), compared to 1,780 in 2022 (892 in-person, 874 virtual, and 14 guests).
- Sponsorship revenue is \$180,100, which is an increase compared to FY23 actual \$140,000.

Revenues

	<u>Fiscal '25</u>	<u>Fiscal '24</u>	<u>Difference</u>	<u>% Increase/ Decrease</u>
Annual Meeting				
Dues	-	-	-	
Subscriptions & Advertising	25,000	16,800	8,200	
Workshops	-	-	-	
Annual Meeting	982,820	692,915	289,905	
Publications		-	-	
Contributions		-	-	
Investments		-	-	
Other		234		
Total Revenues	1,007,820	709,949	297,871	

Expenses

	<u>Fiscal '25</u>	<u>Fiscal '24</u>	<u>% Increase/ Decrease</u>	
Personnel	81,740	35,658	46,082	129%
Office Occupancy & Utilities	7,459	3,379	4,080	121%
Services	534,091	398,822	135,270	34%
Supplies	1,400	1,300	100	8%
Travel	42,000	35,243	6,757	19%
Leases, Rentals & Licenses	-	334	(334)	-100%
Taxes, Dues and Subscriptions	-	-	-	
Depreciation, COGS, and Other	218,838	118,717	100,121	84%
Total Expenses	885,529	593,452	292,077	49%
Gain / (Loss) from Operations	122,292	116,497	5,795	5%
Transferred to Funds	-	-	-	
Net Gain / (Loss)				

ProgPlanner-FY25-AnnualMtg

The Society of American Archivists
Program Planner
Fiscal Year 2025

Program Name: Annual Meeting Chicago
Program Number: 194

Activity	Account	= Gen/Admin				= Gen/Admin	
		Proposed		FY25 Budget		FY24 Budget	
		Line	Activity	Line	Activity	Line	Activity
No.	Narrative	No.	Account Description	Amount	Total	Amount	Total
1	Execute Hybrid Archives 2024 Conference				\$660,415		\$522,223
a.	Audio-visual Services	5360	Audio Visual -- Encore	195,000	5	129,000	5
	- Mini Theatre	5360	Audio Visual --(Conference Media - record over powerpoint)		5		5
	- Main Conference						
	- Hotel Liaison (load in/load out)						
	- Housing						
b.	Decorator Services	5480	Miscellaneous Services (Alliance) includes \$1500 for floor plan	\$24,500.00	5	32,000	5
	Delivery, set-up, tear down of all furniture, fixtures, kiosks for all activities.						
c.	Food and Beverage						
	- Hilton Hotel	5290	Food and Beverage (SAA only)	\$194,000.00	5	133,028	5
d.	Housing for award winners and staff						
		5600	Staff Housing (includes program support personell and re-keys)	28,000	5	20,043	5
		5610	Member Travel (non-staff travel)	9,100	5	4,100	5
e.	Signage	5600	Airfare Staff - \$2000 (\$500X5) and Airfare and Ground Transport	4,900	5	4,400	5
		5400	Printing (Alliance)	\$6,500.00	5	5,000	5
f.	Logistics						
	- Production management (The Dynamic Communicator)	5360	Audiovisual (Production Management)	\$57,000	5	49,000	5
	Whova platform	5360	Audiovisual (Conference Platform)	\$10,000	5	29,000	5
		5360	Audiovisual (Closed Captioning) - In-person (\$10K) and Virtual (\$23,000.00	5	7,000	5
		5480	Miscellaneous Services (EMT)	\$2,000	5	2,900	5
		5480	Miscellaneous Services (Security)	\$3,600	5	3,500	5
	- Internet	5226	Computer Support - Internet	2,700	5	1,000	5
	- Hotel Shipping services	5300	Postage and Freight	500	5	500	5
	- Logistics management (DL Plan).	5200	Consulting Fees (DL Plan) (expo) - includes \$65,000 for contract a	75,000	5	65,000	5
	- Insurance	5260	Event Cancellation Insurance (paid 1/2 in 2023 for 2024)	4,215	5	8,853	5
	- Shipping to AM site and back	5300	Radiant (Freight)	2,000	5	4,400	5
g.	Marketing and niceties						
	- Furniture for keynote	5570	Miscellaneous Supplies	1,400	5	1,000	5
	- Graphic Designer for branding and signs	5350	Graphic Design	1,800	5	1,500	5
	- Printing and design (badges, lanyards, registration forms)	5400	Printing and Duplication	7,500	5	4,000	5
	- Flowers for plenary	5570	Miscellaneous Supplies	400	5	400	5
	- Honorarium for keynote speaker (two or three TBD).	5650	Keynote Speaker Honorarium	5,000	5	4,500	5
	- Videographer & photographs	5480	Branding 50/50 SAA & SAAF (\$4200)	2,300	5	2,100	5
							\$5
						10,000	\$5
3	Provide resources for management of a high-quality hybrid conference.				1,007,820		\$799,980
					\$0		\$0
a.	Registration income (In-Person assuming 1225 paid attendees)						
		4300	Early-bird Member (700 @ \$459)	321,300	4	295,260	4
		4300	Early-Bird Employee / Member Inst (121 @ \$589)	71,269	4	3,703	4
		4300	Early-Bird Nonmember (85 @ \$749)	63,665	4	50,986	4
		4300	Advance Member (99 @ \$549)	54,351	4	13,692	4
		4300	Advance Employee / Member Inst (31 @ \$639)	19,809	4	3,474	4
		4300	Advance Nonmember (20 @ \$799)	15,980	4	5,912	4
		4300	Regular Member (46 @ \$619)	28,474	4	15,093	4
		4300	RegularEmployee / Member Inst (11 @ \$739)	8,129	4	2,716	4
		4300	RegularNonmember (20 @ \$919)	18,380	4	6,472	4
		4300	Student Member (85 @ \$289)	24,565	4	12,366	4
		4300	Guest of Member (6 @ \$289)	1,734	4	458	4
		4300	Guest of Nonmember (\$339)	339	4	558	4
b.	Registration income (Virtual assuming 585 paid attendees)						
		4300	Early Bird (275 @ \$319)	87,725	4	169,460	4
		4300	Regular (119 @ \$349)	41,531			
		4300	Employees of Member Inst (37 @ \$379)	14,023	4	25,110	4
		4300	Regular Inst (23 @ \$409)	9,407			
		4300	Nonmembers (38 @ \$499)	18,962	4	35,910	4
		4300	Nonmembers (27 @ \$529)	14,283			
		4300	Students (66 @ \$209)	13,794	4	8,720	4
c.	Post-conference Sales	4300	Sale of Post-Conference Access (10 @ \$219 avg)		4	2,190	4
d.	Exhibits, Sponsorship, and advertising income.						
	- 51 paid booths (avg \$2,100) / 3 comp booths (Ofc Hrs + SAAF)	4350	Exhibits Income + 8,000 for Mini Theatres	115,100	4	102,900	4
		4360	Sponsorship Income	40,000	4	35,000	4
	- On-line Advertising Income (\$2,500 Banner * 4/\$1,700 *4)	4150	Advertising in Prelim Flyer/Onsite/Web Programs	25,000	4	10,000	4
		4900	Exhibit Hall ticket sales (assumes six)	-	4	-	4
4	General and Administrative Cost Allocation	5XXX	(Includes all ARCHIVES*RECORDS 2023 expenses incurred in FY23.)		216,893	5	142,865
5	IT Cost Allocation	5XXX			8,220	5	5,108

**Society of American Archivists
Component Group Funding Request
Fiscal Year 2024
(July 1, 2024 – June 30, 2025)
Deadline: March 1, 2024**

**Native American Archives Section: Funding to Support
Travel Funding for Tribal Scholarship Recipients**

Prepared by: Melissa Stoner (Chair), Vina Begay (Vice Chair),
(Past Chair), Diana Marsh (Past Chair)

Submitted: March 1, 2024

The **Native American Archives Section** requests that funding be included in SAA's FY 2024 budget to support travel funding for the **SAA Tribal Scholarship** recipients.

BACKGROUND

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

Is the request in response to a charge from the Council? No

How does it address a priority from the SAA Strategic Plan? Supporting the financial assistance request for the professional development of Tribal and Indigenous archivists can significantly advance the public standing of archivists in a number of ways:

- Publicly supporting initiatives that aim to address financial barriers and promote inclusivity reflects social responsibility. It contributes to the public standing of archivists, portraying them as professionals who are dedicated to their craft but also actively engaged in addressing societal inequalities.
- By supporting initiatives related to Indigenous records stewardship and the preservation of cultural heritage, Tribal and Indigenous archivists are able to showcase their role in safeguarding and promoting diverse histories as guardians of cultural memory.
- For Tribal archivist and Archive institutions to fully engage towards Protocol of Native American Archival Materials

How does it further the purpose of SAA? By providing financial assistance to underrepresented groups, SAA is actively promoting diversity and inclusion. Financial support for conference attendance enables archivists to network, collaborate, and exchange ideas with professionals also from diverse backgrounds. This aligns with SAA's purpose of fostering collaboration and creating a supportive community where archivists can share knowledge, resources, and best practices.

What makes this project relevant to your Section or to the profession at this time? The goal of the Native American Archives Section is to advocate for the interests of Native American archivists and promote the preservation of Indigenous records. Supporting financial assistance aligns with these objectives. NAAS's success in bringing in Indigenous leadership is attributed in part to past initiatives including virtual programming, and the creation of the *Indigenizing Archival Training Project* (IAT). Financial assistance for in-person programs continues this trajectory, fostering leadership development within the Native American archival community. These supportive measures provide additional professional resources for Tribal and Indigenous archivists, conversely, connect non- Indigenous archivists with Tribal and Indigenous archivists for future consultations.

Please indicate the time period during which the activity is expected to take place if funded, and continuing programs or projects that will imply future funding needs:

88th Annual Meeting of the Society of American Archivists - August 12th - 17th, 2024 - Chicago, IL

DISCUSSION

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

How is this project significant to the component group(s)? Supporting initiatives relevant to SAA component groups enhances their relevance within the broader archival community. It demonstrates a commitment to addressing the unique challenges faced by professionals within these specialized domains, reinforcing the importance and value of SAA component groups.

How is this project significant to SAA overall?

Supporting Tribal and Indigenous archivists could help SAA as an organization demonstrate that it is committed to its stated goals of diversity and inclusion, including its commitment to the Protocols of Native American Archival Materials. Despite these well-meaning goals, SAA membership is still largely white and middle class. Providing full support for Tribal and Indigenous archivists to attend the 2024 Annual Meeting would be a tangible contribution that SAA could highlight to show that the organization is actively working to diversify its membership.

Moreover, providing travel support for Tribal and Indigenous archivists would support the call for reciprocal education and training between Tribal and Indigenous archivists and archivists working at non-Tribal institutions outlined in the *Protocols for Native American Archival Materials* (First Archivist Circle, 2007). Now that SAA has officially endorsed the *Protocols* as an external standard, SAA has an even greater responsibility to engage Native communities—and Tribal and Indigenous archivists in particular—on salient issues in the field and seek out those communities' perspectives in turn.

Who is the audience for this project? The funding would be extended to aid the 5 Tribal Scholarship recipients who are receiving conference and membership funding in attending the 2024 SAA Annual Meeting by covering travel and accommodation costs.

Does the project foster collaboration between SAA component groups? Providing the funding and opportunity for a Tribal archivist to attend a conference in-person provides a potential catalyst for collaboration between component groups through shared advocacy goals, promoting diversity and inclusion, fostering efforts in professional development, providing networking platforms, pooling resources, enhancing relevance, and contributing to the overall strength of the archival community.

Does it foster collaboration with groups outside of SAA?

By engaging with Indigenous communities, NAAS continues to foster collaboration between archival organizations and Tribal communities. Collaborating with outside funding organizations or philanthropic entities interested in supporting the professional development of underrepresented voices can strengthen the financial assistance initiative.

Collaboration with educational institutions, particularly those with programs focused on Indigenous studies, archival studies, or related fields, can enhance the professional development and networking opportunities for Tribal and Indigenous archivists. Partnering with professional associations representing Indigenous professionals, archivists, or cultural heritage experts can amplify the impact of collaborative efforts between communities and PWIs.

What is special about this project? How is it innovative? By providing the funding for Tribal and Indigenous archivists to travel and attend a professional conference demonstrates innovation by reflecting on the response to changing professional landscapes, particularly in the context of the evolving needs and demographics within the archival community. It addresses the financial barriers faced by underrepresented groups, in this case, Tribal and Indigenous archivists. The innovative approach is to raise awareness and aid to the disparities in access to professional development opportunities.

What or who will this project fund? N/A

Is it to bring in a consultant or outside speaker? No

Is it in support of a task force? No

What are the expected outcomes? Increased participation at conferences and within SAA as a whole. Cultural relevance in professional training that will result in initiatives that better align with the cultural needs and practices of Tribal and Indigenous archivists and communities.

How will the outcomes benefit SAA? By broadening the 2024 Annual Meeting audience, SAA will be increasing its engagement within the field so that it includes those voices that are often not heard. This will benefit its current members by helping them learn from new specialized professionals and help SAA recruit new professionals that can help diversify SAA's membership. Additionally, supporting these new audiences has the potential of bringing new educators to the field. A prime example of this is that one of our 2020 Native scholarship recipients, now an SAA

Council member, will be presenting at this year's conference. Her participation in SAA was initiated and made possible through SAA's previous Native scholarship support.

How do the outcomes support work that is fundamental to the archives profession?

Throughout much of NAAS' programming we have learned that there is a great need to learn more regarding the stewardship of Indigenous materials specifically in the areas of Tribal consultation, and collections care and management. However, many non-Native professionals do not have opportunities to network or learn directly from Native professionals. By increasing the presence of Native archivists at the Annual Meeting, SAA is providing these attendees and the broader archival community a new opportunity for Native engagement where they can learn and implement this new knowledge at their own institutions.

Budget

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

FUNDING REQUEST

The Native American Archives Section requests that funding in the amount of \$9,125 to be included in SAA's FY 2025 budget to support SAA Tribal Scholarship Recipients.

Support Statement: The challenges that were highlighted in the Proposal for Travel funding, such as limited staffing, unfilled archivist positions, and constrained training budgets, underscore the need for targeted support. By providing financial assistance for travel, and conference attendance, SAA and NAAS can bridge the gaps and promote inclusivity within the archival community.

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

Two of SAA's core organizational values are "ensuring the diversity of its membership and leaders, the profession, and the archival record," and "fostering an open and inclusive culture of creativity, collaboration, and experimentation across the association." Goal 4.3 of its strategic plan is to "foster an inclusive association and profession through educational and leadership opportunities," while Goal 3.4 is to "support the development of executive leadership skills and encourage the participation in leadership opportunities by archivists in all stages of their careers." (SAA, 2022). Supporting Tribal archivist attendance at the 2024 Annual Meeting would further demonstrate SAA's commitment to these values and goals as it brings new voices to the table who can help further ongoing conversations regarding the growth, development and diversification of the field.

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

Five Travel Scholarships for 2024

Conference registration ($\$399 \times 5$) = \$1995 (based on last year's rates)

Complimentary SAA membership ($\$325 \times 5$) = \$1625 (if based on highest median salaries above)

Current Total = \$3620

Requested Additional Travel Funds

Estimated travel return flight (est. $\$1000 \times 5$) = \$5000

Estimated hotel (3 nights x est. $\$275/\text{night} \times 5$) = \$4125

Requested Total = \$9125

**Society of American Archivists
Mid-Cycle Funding Request
Fiscal Year 2025
(July 1, 2024 – June 30, 2025)**

**Business Archives Section: Funding to Support
basnewsonline.com
(Prepared by Jennifer Henderson)
Submitted: October 27, 2023**

The Business Archives Section requests that funding be reallocated in SAA's FY 2023 budget to support a mid-cycle request for domain name renewals and hosting of the basnewsonline.com website.

BACKGROUND

BAS has been using basnewsonline.com since late-2018 as a dynamic way to publish our quarterly newsletter. Each year, the Section Chair is asked to bear the burden of cost for domain name renewals and hosting fees. As my parent organization is a non-profit, I do not have access to funding to support this cost.

While the current BAS Steering Committee has agreed that we will move away from a paid model like this, we will need time to transition off of the current platform. The idea is that we will not need to request funding for this project in the future.

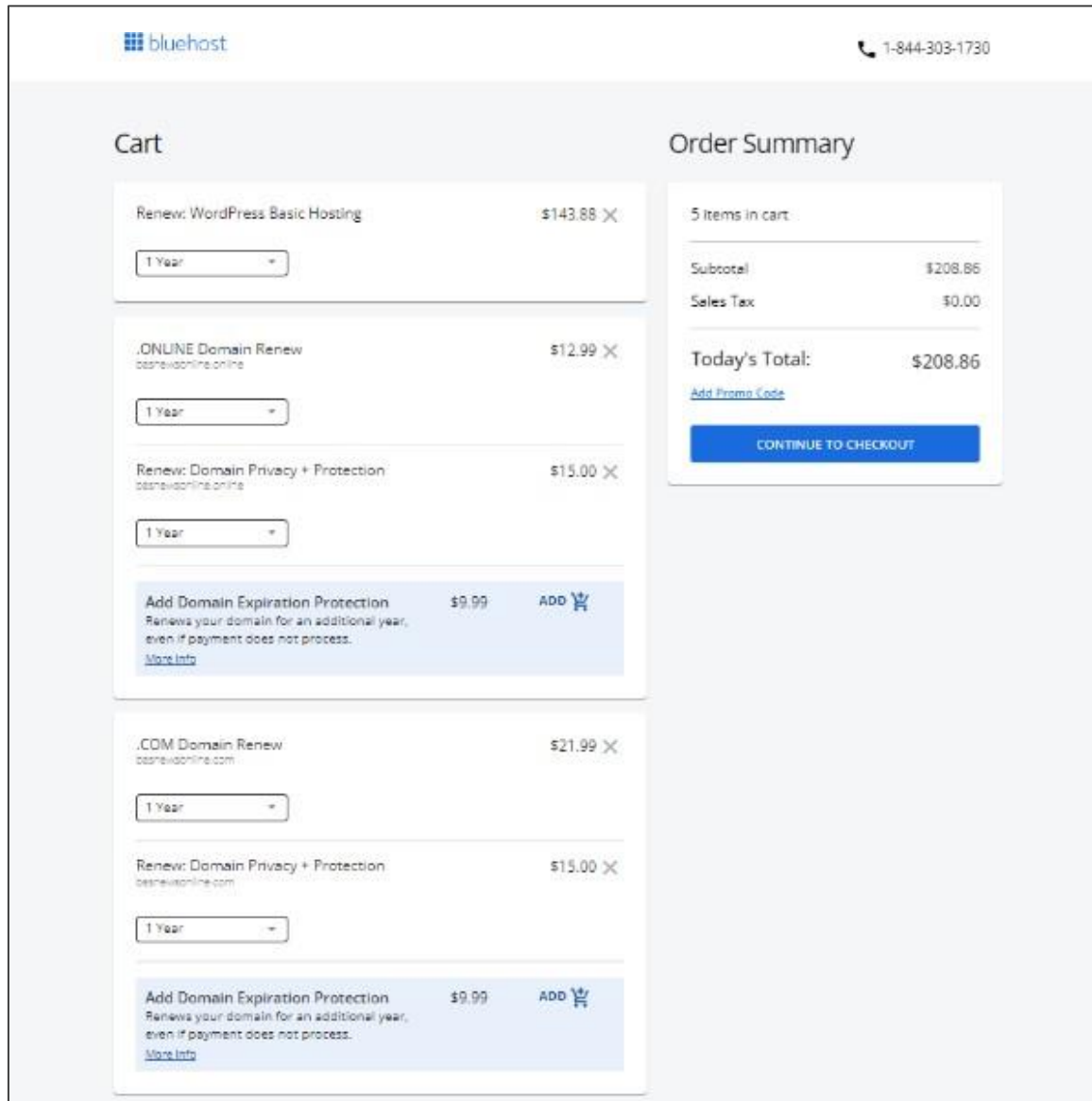
DISCUSSION

Members of BAS often face challenges that archivists in other sectors do not. We are a fairly tight-knit community, with many members doing incredibly interesting things. basnewsonline.com has allowed our section to share these unique experiences with each other in a way that is both robust and engaging.

While the current platform has served us well, the BAS Steering Committee would like to investigate more sustainable options for future publications. However, our current website expires on November 19, 2023. We are asking for funding to bridge the time from when the website expires to later this fiscal year when we can transition to a more sustainable option.

The one-time funding requested is \$208.86 (please see screenshot below).

This funding would help the BAS to continue our growth and development within the larger archival profession.



Screenshot of current fees for domain name renewal and website hosting.

FUNDING REQUEST

The Business Archives Section requests that funding in the amount of \$208.86 be reallocated in SAA's FY 2025 budget to support basnewsonline.com.

Support Statement: The Business Archives Section is requesting funding in the amount of \$208.86 to maintain our newsletter website for the next year, while our editors transition to a more sustainable platform.

Relation to SAA Strategic Plan: basnewsonline.com furthers the second goal of SAA’s current strategic plan, which is to “enhance professional growth.” The current website is a way for business archivists to share projects and ideas that support their parent organizations. Particularly, sub-goals 2.2, 2.3, and 2.4, which relate to the dissemination of new trends (specific to business archivists) and the creation of accessible communities for interaction.

Fiscal Impact: \$208.86

**Society of American Archivists Component
Group Funding Request
Fiscal Year 2025 (July 1, 2024 – June 30, 2025)**

Deadline: March 1, 2024

**Intellectual Property Working Group
Funding to Support Representation of SAA at World Intellectual Property
Organization, Geneva, Switzerland
Submitted by: IPWG Co-Chair William Maher
Submitted: March 1, 2024**

The Intellectual Property Working Group (IPWG) requests that funding be included in SAA's FY 2024/25 budget to support copyright advocacy at the World Intellectual Property Organization in Geneva, Switzerland.

BACKGROUND

This proposal requests funding to represent American archivists at the international policy-making body focused on copyright. In particular, the funding would support in-person presence of IPWG's representative to collaborate and speak on behalf of the distinctive needs of archives and their users for an international standard for copyright exceptions. Although IPWG is not making this proposal in response to specific Council requests, it reflects a major long-term policy concern that IPWG has shared with Council. IPWG was established by Council in 2001 to provide specialized advice on intellectual property issues implicating every archivist's ability to preserve and make available archival materials.

With SAA's support, IPWG member William Maher has been representing SAA at week-long sessions of the Standing Committee on Copyright and Related Rights (SCCR) at the World Intellectual Property Organization (WIPO) since 2011 (generally twice each year) to advocate for international action to create exceptions and limitations to copyright. Since 2010/11, and with greater attention from 2013 to the present, SCCR has been considering a proposal that would standardize library, archives, and museum (LAM) exceptions to the copyright laws of signatories, thus enabling the effective access to archival materials across borders of WIPO member states. Because the nature of archives, archival materials, and our users' needs is not familiar to the ministerial policy makers at WIPO, obtaining their support for LAM exceptions has required the archivist's voice to explain our work and how it is hindered by currently unbalanced copyright law. Without SAA's advocacy, many false assumptions about our mission and needs would leave policy formulation in the hands of commercial publishers or fee-based rights management organizations or of librarians who, while allied with us, have different copyright challenges. This request asks that SAA continue to support attending these meetings and working directly in collaboration with coalition partners, especially in the international library and museum community.

DISCUSSION:

WIPO's SCCR is actively debating the creation of an international written instrument, possibly a treaty, in support of library, archives, and museums exceptions for copyright. Protections for archives, rights to make preservation and user copies, and to allow for the digitization and use of orphan works are key topics of ongoing discussion. WIPO is a specialized agency of the United Nations, and the sole international agency that can establish a baseline standard so that exceptions would be interoperable across borders and enable all archivists to serve users globally. Former SAA president and IPWG member William Maher has attended 20 (17 in person and 3 "virtually") SCCR meetings (2011-2023). His regular reports to the Council communicate the significant influence he has been able to exert on the debate. Progressively, he has participated in several significant side-meetings in which strategy was disclosed and has developed important relationships with other NGO Member State attendees, gaining their trust and respect. Although the SCCR meetings to occur in SAA's 2024/25 fiscal year have not yet been scheduled (as of late February 2024), based on the best information currently available among our coalition partners we believe SCCR will be returning to its pre-pandemic schedule of two sessions per year.

Further Background: *as abstracted from IPWG's January 2024 request for funding to represent SAA at the April 2204 SCCR Session.*

The exclusive rights of copyright serve as a control over the material archivists curate, but those controls have become increasingly constraining with the development of digital technology and the internet. Since the 1990s, SAA has actively advocated regarding US copyright reform because of the copyright industry's interest in extending the length of copyright and its efforts to lock in revenue streams through aggressive technological control protections as authorized by the WIPO Copyright Treaty (WCT) of 1996.

Unfortunately, we were unsuccessful in countering big media's lobbying of Congress on copyright term extension in 1998. To make matters worse, term extension coincided with the draconian 1998 Digital Millennium Copyright Act (DMCA), which like term extension, was a product of an international treaty. Thus, if the cultural heritage sector was to have a say on mitigating the worst restrictions on the use of copyright material, archivists needed to be advocating in the international arena with an ongoing in-person presence at WIPO's SCCR.

While the work is not yet completed, SAA has had multiple impacts in SCCR from 2011 through 2023 (IPWG was represented in-person in 2011, 2013-19, and 2023. During the 2020-22 pandemic years attendance was "virtual.") At each session, SAA's presence has made a formative difference. For example, we were early in calling attention to how a proposed treaty for broadcasters posed a threat to preservation of A/V records of modern events. We demonstrated the need for exceptions and limitations to enable the basic archival steps of appraisal, ingest, and backup copying of born digital personal archives. We provided an analytical tool that a new WIPO Deputy Director General had made a precondition for SCCR to take next steps on exceptions. SAA played a key role, along with ICA's delegate, in rescuing a scholarly study of archives that WIPO needed to produce to respond to Member States' call for explaining the nature of archives and their copyright problems. By our focusing on the distinctive nature of archival materials and our users' needs, the SCCR has come to understand that neither fee-based licensing systems nor one-size-fits-all exceptions and limitations can solve the challenges archivists face.

Crucially, having an actual archivist as SAA's representative over several years also enabled SCCR's sessions to benefit from presentation of multiple examples of specific collections and user needs. As a result, the cross-border copyright challenges to the archival mission were made vivid and compelling to WIPO Member States.

No library organization or other NGO at SCCR could have done this. For many years, NGOs and Member States have known that SAA is a voice to listen to for the archival perspective. SAA is also uniquely able to serve as the American archivist's voice by making clear that that the *official* US delegation to SCCR does not fully reflect the needs of American archivists and the role our repositories should play in preserving and making accessible global memory. That can only happen if international copyright norms include exceptions and limitations for beneficiaries such as archives, libraries, and museums.

FUNDING REQUEST

The Intellectual Property Working Group requests that funds of up to \$6,000 be included in SAA's FY 2025 budget to support SAA representation at WIPO SCCR during the July 2024 through June 2025 period.

This amount is based on the known costs for attending two SCCR sessions during calendar year 2025. The first of those two sessions resulted in \$2,951.50 in expenses submitted to SAA (not including meals costs, which the delegate absorbed personally). The second, which was for a shortened SCCR session, resulted in \$1,984.24 in expenses (including meals costs), with the average of the two being \$2,467.87. If current airfares and other transportation costs hold, then perhaps only about \$5,000 would be needed in Fiscal 2025. However, it is getting increasingly difficult to find manageable flight itineraries at reasonable rates. Further, should our longstanding (10 years) lodging arrangements with a host apartment close to the WIPO complex no longer be possible, lodging costs could increase.

Support Statement: SAA funds are needed to support the presence of an IPWG member, ~~for~~ with copyright law and the dynamics of international deliberations. Progress, albeit incremental, has been made moving toward an international instrument to create the base for consistent global policy on exceptions and limitations for archives.

RELATION TO 2022-25 STRATEGIC PLAN

The Intellectual Property Working Group's request for funds to support attendance at two sessions of WIPO's Standing Committee on Copyright and Related Rights in 2024/25 directly addresses the following strategic goals of the Society:

Goal 1: Advocating for Archives and Archivists, Activities 1.1 and 1.2

The IPWG representative to past meetings of WIPO has effectively provided “leadership in promoting the value of archives and archivists to institutions, communities, and society” and educated and influenced international decision makers about the importance of archives and archivists.

Goal 3: Advancing the Field

By representing the SAA in collaboration with the International Council on Archives (ICA), International Council of Museums (ICOM), and International Federation of Library Associations and Institutions (IFLA), among others, IPWG's presence at WIPO SCCR contributes to a global understanding of best archival practices the full implementation of which is hampered by the lack of international standards for the minimal archives exceptions and limitations needed to enable archivists to fulfill our public missions.

Fiscal Impact: Up to \$6,000. Time of IPWG representative is volunteered.

Society of American Archivists
Component Group Funding Request
Fiscal Year 24/25
(July 1, 2024 – June 30, 2025)
Deadline: March 1, 2024

Reference, Access, and Outreach (RAO) Steering Committee
Funding to Support the
RAO Collaborative Webinar Speakers Program

Prepared by: Jay-Marie Bravent, RAO chair/past-chair
Submitted: March 1, 2024

The Reference, Access, and Outreach (RAO) Steering Committee requests that funding in the amount of **\$2,500** be included in SAA's FY 2024 budget to support our section's *Collaborative Webinar Speakers Program*.

BACKGROUND

The Reference, Access, and Outreach (RAO) Steering Committee and Subcommittees regularly plan and sponsor webinars, community calls, and other online networking, training, and professional development events. These events are central to sharing diverse expertise and knowledge across and within the membership and archives profession, as well as building SAA section membership and community. Collaboration with other internal and external groups has also been a hallmark and objective of these events. As such, the events are directly connected to the [aspirational values and core principles](#) of SAA listed in the overview of SAA's purpose and goals to strive towards, especially:

- Actively contribute ideas and resources to our field's body of theoretical and practical scholarship.
- Recognize the importance of professional education and development by supporting lifelong learning for themselves and others.
- Actively share their knowledge and expertise with creators, users, and colleagues.

In the past, these events were held by professionals volunteering their time. However, in recent years, recruitment of speakers and expert presenters has become increasingly difficult without the ability to offer an honorarium. We hope to use the funds requested to improve our quality and quantity of programming, collaborate more closely with other SAA sections, and reinvigorate the topics and focus of RAO events.

DISCUSSION

Public services roles at many archival repositories have suffered during the pandemic and we are continually hearing from our membership that they are overwhelmed, burned out, understaffed, and having their spaces repurposed. Current trends downplaying reference and outreach work, removing information desks, and cutting staff and funding have taken a toll. Now, more than ever, reference, outreach, and teaching archivists need events and spaces that offer open and free dialog about challenges and opportunities, new ways for sharing fresh ideas and methods, and mutual emotional and psychological support.

The RAO has made several calls for presenters and webinars over the last few years and have not been able to recruit dynamic and beneficial speakers from both in and outside the group without offering an honorarium. We are seeking funding to offer speaker honorariums for 2-4 webinar events in FY24/25, explore participation in the currently developing “Reading Room Futures” Collaborative, enhanced on-going collaboration with the Teaching with Primary Sources TPS Collective, and to support the group’s long-running annual Marketplace of Ideas. We hope this will also encourage other SAA groups to collaborate more with us, as recent efforts and bids for collaboration have not resulted in a reciprocal response. We also hope this will re-invigorate the internal Teaching with Primary Sources (TPS) subcommittee and its previously highly collaborative relationship with the TPS Collective, as many teaching archivists have dropped their SAA membership in exchange for the free TPS Collective. Additionally, the Reading Room Futures Collaborative session proposal was accepted to the RBMS annual conference but not to SAA’s annual meeting, so we hope to use our Marketplace of Ideas to connect the partnership. We are also in the midst of a developing collaboration with CODA.

Funding for the RAO Collaborative Webinar Speakers Program will support the initiatives outlined in the [SAA Research and Innovation Roadmap, adopted version 1.4](#) (adopted by SAA Council & Updated July 2023) through collaboration, including the following:

Theme II: Metrics & Institutions, II.b. Standardized Usage metrics

- Collaboration with CODA on the development of webinars, training, and educational content related to research, data, and best practice.
- Promotion of the use of the *Standardized Public Services Measures and Metrics*.
- Development of a data system for the long-term collection of profession-wide comparison data on public services.

Theme V: Inclusive Collaboration & Convergence, V.a. Teaching with Primary Sources: K-12 and Higher Education

- Collaboration with the TPS Collective and/or the RBMS-IOC on the development of webinars, training, and educational content related to teaching and archives.
- Promotion of the use of the *Guidelines for Primary Source Literacy*.
- Promotion of the Case Studies on Teaching With Primary Sources (TWPS) Series.

- Development of materials for deposit in the TPS Collective teaching material resource bank

Theme VI: Audience Building

- Collaboration with other organizations on the development of webinars, training and educational content related to archival exhibits and events.
- On-going support of the E2 Subcommittee's events and development of the E2 Resource Bank.

OUTCOMES

Outcomes include:

1. Increased networking among public services archivists.
2. Increased financial support for public service archivists to present their ideas.
3. Encourage archivists to gather and share data, teaching methods, and public services metrics.
4. Professional development opportunities specifically related to public services from speakers outside SAA.
5. A specific forum for sharing innovation, concerns, solutions, and challenges in public services.

BUDGET

RAO has attempted to recruit speakers solely based on volunteers for many years. Providing quality and substantive speakers and training requires funding for honorarium. We are seeking funding to offer speaker honorariums for 2-4 webinar events in FY24/25 and the Marketplace of Ideas Annual Section meeting.

FUNDING REQUEST

The Reference, Access, and Outreach (RAO) Steering Committee requests that funding in the amount of \$2,500 be included in SAA’s FY 2025 budget to support the *RAO Collaborative Webinar Speakers Program*.

Support Statement: We are seeking funding to offer speaker honorariums for 2-4 webinar events in FY24/25, explore participation in the currently developing “Reading Room Futures” Collaborative, enhanced on-going collaboration with the Teaching with Primary Sources TPS Collective, and to support the group’s long-running annual Marketplace of Ideas. We hope this will also encourage other SAA groups to collaborate more with us and sponsor joint events.

Relation to SAA Strategic Plan: Funding for the RAO Collaborative Webinar Speakers Program will support the initiatives outlined in the [SAA Research and Innovation Roadmap, adopted version 1.4](#) (adopted by SAA Council & Updated July 2023) through collaboration, including Theme II: Metrics & Institutions, Theme V: Inclusive Collaboration & Convergence, and Theme VI: Audience Building.

Fiscal Impact: \$2,500 for FY24/25 to support our section’s *Collaborative Webinar Speakers Program*.

Society of American Archivists
Component Group Funding Request
Fiscal Year 2024
(July 1, 2024 – June 30, 2025)

Deadline: March 1, 2024

Issues & Advocacy Section: Funding to Support
[Project/Program]

Prepared by: Elizabeth Call, Chair of the Issues & Advocacy Section

Submitted: March 1, 2024

The Issues & Advocacy Section requests that funding be included in SAA's FY 2024 budget to support *Archivists Organizing* (tentative program name for I&A's annual business meeting/program to happen in early June).

BACKGROUND

Every year the I&A Section organizes and runs a public program during the second half of its business meeting. Last year, we had our program take the format of our *Hive Mind* series to brainstorm what subjects attendees wanted us to develop and run events on. By far the biggest area of interest was around labor organizing. We would like to have a representative from the [AFSCME Cultural Workers United](#) attend this year's annual program and lead a discussion around the various ways of organizing within the workforce.

We believe this topic is of importance to the profession as it ties directly into at least three of the four goals fleshed out in SAA's current strategic plan: advocating for archives and archivists, enhancing professional growth, and meeting members' needs. Further it is clear this topic is of great interest as evidenced by SAA's formation of the Archival Worker Labor Task Force last year.

DISCUSSION

As mentioned above, we would like to have our annual program be centered around archivists organizing in the workplace. Recognizing the wide range of settings that archivists work in, we will work with the AFSCME Cultural Workers United representative to develop a conversation around scaffolded approaches, since there isn't a one-size fits all solution. We expect a rich dialogue and hope attendees will learn new ways they might approach organizing in their specific context. Organizing does not have to be a huge thing – it starts small. At its core it is about building relationships, empathy, and consensus with colleagues. Some great examples have emerged since COVID, including the [Archival Workers Emergency Fund](#) (AWE).

We expect the audience for this program will be made up largely of archivists and librarians, but we hope that it will appeal to those employed in a whole host of environments, as that will only make for a richer and more complex dialogue. We are hoping to plan and offer this program jointly with SAA's Committee on Public Policy (COPP).

We are requesting funds to be able to offer an honorarium to the AFSCME Cultural Workers United representative.

Budget

We are seeking \$250 in order to give an honorarium to AFSCME Cultural Workers United representatives.

FUNDING REQUEST

The Issues & Advocacy Section requests that funding in the amount of \$250 be included in SAA's FY 2025 budget to support *Archivists Organizing*.

Support Statement:

I&A is planning on having a representative from AFSCME Cultural Workers United lead a conversation about archivists organizing as our annual program in early June. We hope to partner with COPP to organize and run this program. We are seeking funding in order to pay an honorarium to the representative.

Relation to SAA Strategic Plan:

We believe this topic to be of importance to the profession as It ties directly into at least three of the four goals fleshed out in SAA's current strategic plan: advocating for archives and archivists, enhancing professional growth, and meeting members' needs. Further it is clear this topic is of great interest as evidenced by SAA's formation of the Archival Worker Labor Task Force last year.

Fiscal Impact:

The total direct expenses for an honorarium will be \$250.

**Society of American Archivists
Component Group Funding Request
Fiscal Year 2025
(July 1, 2024 – June 30, 2025)
Deadline: March 1, 2024**

**Membership Committee: Funding to Support In-Person
Career Commons at Annual Meeting**

**Prepared by: Natalie Johnson Pearmain, Membership Committee Chair
Submitted: March 1, 2024**

The Membership Committee requests that funding be included in SAA's FY 2025 budget to support staffing an in-person Career Center at the annual meeting.

BACKGROUND

The Career Center was established to offer career advice, counseling, and mock interviews for members to advance their careers and for volunteers to give back to the community. This was a solely in-person offering held in conjunction with SAA's annual meeting until 2020. After the success of the virtual Career Center in 2020, the Career Development Subcommittee created a year-round virtual Career Services Commons to serve members' needs.

The online Commons now requires full engagement from the Career Development Subcommittee year-round. Due to popular demand, the subcommittee has also offered a few services in person at the annual meeting. Providing in-person services has proven to be a challenge over the past few years, primarily due to staffing shortages.

Many members of the subcommittee are unable to attend the annual meeting due to financial burden or uncertainty. We propose that complimentary conference registration and a small stipend be provided to two individuals from the Membership Committee to attend the annual meeting in order to manage the in-person Commons.

DISCUSSION

The Career Development Subcommittee works year-round to recruit counselors that provide general career counseling, mock interviews, and resume review. The online Commons has been a huge success, making hundreds of appointments each year. With the success of the year-round Commons, the Membership Committee has been unsure of the demand for an in-person offering at the annual meeting. Since running an in-person Commons requires recruiting more counselors, scheduling appointments, matching up counselors with attendees, handling walk-ins, and managing the physical space, there is a concern about the committee's bandwidth to provide this service. Additionally, we are at

the mercy of each committee member's (or their employer's) ability to pay their way to the annual meeting in order to staff the Commons.

In order to gain information about prospective attendee demand for an in-person Commons, the Membership Committee is currently drafting a survey to be distributed in early March 2024 to gauge the needs and interests of members to participate in an in-person Career Commons, and which specific services members prefer to use in person. If interest is relatively low, we may decide that an in-person Commons is not necessary, and this funding request may be withdrawn. However, if the demand is high, we need to ensure that we can provide the needed services.

If the Membership Committee determines that we need to provide an on-site Commons, we will need to expand personnel to adequately meet members' needs. We hope to collaborate with the Host Committee and other groups to recruit some short-term counselors to staff the Commons. We may also recruit volunteer greeters to help answer in-person questions. This is a huge operation that may over-extend our existing subcommittee. We have discussed creating a whole new subcommittee that can focus on running the in-person Commons while the existing subcommittee continues to manage ongoing virtual Commons services but want to gather feedback about demand for the in-person services before exploring this possibility further.

Whether the existing Career Development Subcommittee chair(s) or new subcommittee chair(s) manage the in-person Commons, we must ensure that a leader is in attendance to train, answer questions, and address complex situations in real time. Unfortunately, due to rising registration and travel costs, it is difficult for many to attend the annual meeting in person. This means that the success of the in-person Commons could be dependent upon one or two people's financial situations.

We think that offering complimentary or discounted registration and a small stipend will help make our committee's efforts to provide this service a little less burdensome. We would like whichever committee member takes the lead to have an opportunity to enjoy other aspects of the annual meeting, which is why we are asking for funding for two individuals. Many committee members make sacrifices to serve SAA; I hope that providing this funding will demonstrate our gratitude for their efforts and provide an incentive for future service.

Budget

Based on the 2023 registration rate, we estimate that registration will be approximately \$400. Fully complimentary registration for two people would cost approximately \$800 (noting that this is more akin to potential lost revenue, rather than a cost to the organization). However, as an alternative, we would be grateful for a discounted rate instead.

We suggest a stipend of \$250 each, or \$500 for two people. This could pay for a night's stay at a local hotel or for other travel-related expenses.

FUNDING REQUEST

The Membership Committee and Career Development Subcommittee requests that funding in the amount of \$1,300 be included in SAA's FY 2025 budget to support an in-person Career Commons.

Support Statement: In order to provide an in-person Career Commons at the annual meeting, two Membership Committee members will need to attend the annual meeting in person. To reduce the financial burden on these individuals, we are requesting complimentary registration and a small stipend for each individual.

Relation to SAA Strategic Plan: Offering an in-person Career Commons will support goals 2 and 4 of the Strategic Plan (Enhancing Professional Growth and Meeting Members' Needs).

Fiscal Impact:

- The total cost for providing a \$250 stipend to two people is \$500.
- The total cost (or potential revenue loss) for providing complimentary registration for two people is approximately \$800.
- Not providing funding may result in an inability to provide onsite career services, which may be seen by some attendees as an included benefit for paying to attend the annual meeting.

Society of American Archivists
Component Group Funding Request
Fiscal Year 2025
(July 1, 2024 – June 30, 2025)
Deadline: March 1, 2024

**Mentoring Subcommittee: Funding to Support Mentoring
Cohort Program**

Prepared by: Anastasia Karel, Mentoring Subcommittee Chair
Submitted: March 1, 2024

The Mentoring Subcommittee requests that funding be included in SAA's FY 2025 budget to support CART captions for the Accessibility and Disability Mentoring Cohort Program.

BACKGROUND

The Mentoring Subcommittee began offering thematic mentoring cohorts in 2021 and since then has completed 3 rounds of them. These cohorts allow for a group of 6-10 people with similar needs, backgrounds, or interests to meet virtually with two co-mentors present to guide the discussion. Each cohort also has a liaison with a member of the subcommittee, and a session runs for 6 months. Most of the feedback collected via the end-of-program survey suggests that the program is well-received, but one mentor's comment stood out about a need to provide CART captions for the Accessibility and Disability themed cohort group.

The following is a quote from this person's survey response: "Overall my experience was good. However, we didn't have any available funds for accessibility which is CRUCIAL if we are supporting disabled mentees."

The current chair of SAA's Accessibility and Disability Section, Zachary Tumlin, reached out to the Mentoring Subcommittee to inquire about offering another cohort in 2024-2025, and mentioned the need for CART captioning as a minimum requirement. Being able to offer this service to our members directly fulfills the diversity aspect of SAA's mission.

DISCUSSION

The Mentoring Cohort Program is an additional offering from the subcommittee that supplements the traditional 1-1 matching service that began in 2009. Because the program is relatively new, the subcommittee continues to experiment with different subjects and processes that will garner the best results. This project funding will allow the

subcommittee to better support a traditionally underserved group of archivists, and it will help us understand if CART captioning is a necessary add-on for cohorts in general.

This project has the potential to strengthen the cohort program, but more directly it will strengthen the collaboration between the Mentoring Subcommittee and the Accessibility and Disability Section of SAA. The expected outcomes include greater participation from disabled archivists, both in the cohort itself and potentially also within the broader field, as the cohort will provide a forum to discuss and grow their professional development.

The estimated budget to provide third-party CART captioning is \$300. This amount would allow for at least 6 months of a monthly subscription to Rev.com's app for Zoom meetings, which costs \$20/month. Because there are 2 co-mentors, each mentor should have the ability to add captioning to their own account. This assumes that the mentors will have their own Zoom accounts; if they do not, the budget will allow one of them to sign up for a Zoom Pro account.

The Mentoring Subcommittee Chair also looked into a captioning company called Interprefy but learned that their pricing plans did not include a non-profit rate. Their hourly rate was \$215 and required a minimum commitment of 12 hours, which seemed like more than what we need.

Lastly, platforms such as Zoom, Microsoft Teams, and Google Meet all offer captioning as a free tool to provide greater accessibility for users, but studies have shown that the free version does not accurately capture every word being spoken. This matches the survey and ADS feedback we received about the importance of providing CART specifically, due to its higher quality output. In the interest of meeting the needs of our members, we should not rely on a free tool.

FUNDING REQUEST

The Mentoring Subcommittee requests that funding in the amount of \$300 be included in SAA's FY 2025 budget to support the Mentoring Cohort Program.

Support Statement: The Mentoring Subcommittee believes it is necessary to provide third-party CART captioning for the benefit of its intended cohort dedicated to disabled archivists.

Relation to SAA Strategic Plan: The proposed project supports Goal 4 of the strategic plan.

Fiscal Impact: \$300.00 is the total being requested for captioning services.

**Society of American Archivists
Component Group Funding Request
Fiscal Year 2024
(July 1, 2024 – June 30, 2025)
Deadline: March 1, 2024**

**Technical Subcommittee on Encoded Archival Standards:
Funding to Support annual hybrid meeting of the group
following the group by-laws**

**Prepared by: Karin Bredenberg, Mary Samouelian TS-EAS Co-chairs
Submitted: November 1, 2023**

The Technical Subcommittee on Encoded Archival Standards (TS-EAS) requests funding from SAA for an audiovisual setup to facilitate TS-EAS's 2024 annual meeting in Chicago. TS-EAS also requests that SAA consider sustained funding for future meetings based on the revision cycles for the various standards.

BACKGROUND

The Technical Subcommittee on Encoded Archival Standards (TS-EAS) was formed in 2016 to ensure the ongoing maintenance of Encoded Archival Standards and also to evaluate, revise, and develop future companion standards and archival description and technologies as they evolve. The members of the group include members from SAA and international members which reflect the international nature of the standards it is responsible to maintain and develop. The group is responsible for EAD (Encoded Archival Description) and EAC-CPF (Encoded Archival Context – Corporate bodies, Persons and Families). The group is also investigating and preparing a possible third standard with the current name suggestion EAF (Encoded Archival Functions). All of these are based upon standards from the International Council on Archives (ICA).

The by-laws of TS-EAS, approved by council in 2015 and revised in May 2023 (<https://www2.archivists.org/governance/handbook/section7/groups/Standards/TS-EAS>) states:

“VI. Meetings TS-EAS shall carry out its charge primarily via electronic mail, regular mail, and on-line meetings. To ensure the inclusion of all members, TS-EAS shall meet in a hybrid setting at the SAA annual meeting and as necessary with funding from SAA or from extramural sources (with prior approval by the SAA Council).”

TS-EAS has consistently fulfilled this guideline since 2016, with no additional funding from SAA to cover audiovisual equipment.

DISCUSSION

The members of TS-EAS gather, both in-person and virtually, three days before the SAA annual meeting to fulfill what is stated in the above-mentioned by-laws. The timing of the meeting is intentional as it affords sub committee members the opportunity to attend both annual meetings asynchronously. Securing a meeting room equipped with the appropriate audiovisual setup for effective communication and collaboration has been and continues to be a challenge for the TS-EAS annual meeting. During the pandemic we relied heavily on TS-EAS member's institutions to host meetings, including the 2022 meetings in Boston and in The Hague. In these cases, the member's institution provided both the audiovisual and hosting setup for the hybrid meeting. When this is not possible, TS-EAS has turned to securing a meeting room at the conference hotel. Because there is no funding to pay for the appropriate audiovisual setup, there is a reliance on TS-EAS co-chairs to bring their own personal audiovisual equipment (e.g. miniature projector, power strips, etc.) to support a hybrid meeting.

When a major revision of a standard is actively being worked on, it is essential for the group to be able to have a meeting room with full audiovisual capabilities to support the hybrid setting. A meeting room fully equipped with an audiovisual setup:

- Fosters communication and collaboration, supports creative development, and maximizes productivity for both onsite and virtual participants.
- Makes the meeting and interaction more personable, which builds unity. Onsite and virtual participants can see and talk to each other, which can lead to the development of new ideas, improved problem-solving, and faster decision-making.
- Allows TS-EAS to seamlessly and effectively host an open meeting which is part of its annual meeting. The meeting is open to all SAA members and is TS-EAS' opportunity to communicate its progress and to engage with the broader community. A proper audiovisual setup will make presentations more engaging and effective for the virtual audience.

The meeting room will need to be able to accommodate up to 15 people attending the meeting physically and 10 people attending virtually. The final 1.5 hours of the meeting will be the open meeting. The setup will need to accommodate approximately 50 participants attending virtually.

The audiovisual setup should include a projector (or LCD screen), power strips to accommodate the ability to plug in member's laptops, and the appropriate technology (including wireless connectivity) to support a video conferencing platform.

Budget

At this time the budget for an audiovisual setup for the Chicago meeting and future meetings cannot be predicted as we do not have direct contact with conference hotels. We

anticipate that SAA staff will be able to provide this number as the annual meetings shape up.

FUNDING REQUEST

TS-EAS requests that funding be included in SAA's FY 2025 budget to support an audiovisual setup to facilitate TS-EAS's 2024 annual meeting in Chicago. TS-EAS also requests that SAA consider sustained funding for future meetings based on the revision cycles for the various standards.

Support Statement:

When a major revision of a standard is actively being worked on, it is essential for TS-EAS to be able to have a meeting room with full audiovisual capabilities to support its annual meeting. An appropriate audiovisual setup fosters optimal communication and collaboration, supports creative development, builds unity, and maximizes productivity for both onsite and virtual participants.

Relation to SAA Strategic Plan:

The Technical Subcommittee on Encoded Archival Standards (TS-EAS) ensures the ongoing maintenance of Encoded Archival Standards and also evaluates, revises, and develops future companion standards and archival description and technologies as they evolve. As outlined in the *Procedures for Review and Approval of an SAA-Developed Standard*, all adopted SAA standards will be assigned a review cycle of no more than five years (V.C.2.).

Society of American Archivists
Component Group Funding Request
Fiscal Year 2025
(July 1, 2024 – June 30, 2025)
Deadline: March 1, 2024

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

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

Submitted: February 27, 2024

The Technical Subcommittee on Encoded Archival Standards (TS-EAS) requests funding from SAA to cover the one-time cost of meals and refreshments for TS- EAS members attending and participating in TS-EAS’s 2024 annual meeting to be held in Chicago, August 12-14, 2024. The annual meeting’s main focus will be on the current major revision of the Encoded Archival Description (EAD 4.0), but the agenda will also include the annual all-committee meeting as well as an open session for anyone interested in the work of TS-EAS. The draft agenda of the meeting including a preliminary participant list is included in the *Discussion* section below.

BACKGROUND

The Technical Subcommittee on Encoded Archival Standards (TS-EAS) was formed in 2016 to ensure the ongoing maintenance of Encoded Archival Standards and also to evaluate, revise, and develop future companion standards and archival description and technologies as they evolve. The members of the group include members from SAA and international members which reflect the international nature of the standards it is responsible to maintain and develop. The group is responsible for EAD (Encoded Archival Description) and EAC-CPF (Encoded Archival Context – Corporate bodies, Persons, and Families). The group is also investigating and preparing a possible third standard with the current name suggestion EAF (Encoded Archival Functions). All of these are based upon standards from the International Council on Archives (ICA).

EAD has been in active use since the late 1990s translating and extending the International Council on Archives’ (ICA) General International Standard Archival

Description (ISAD(G))¹ into a machine-readable XML format. The initial release of EAD 1.0 in 1998 was superseded by EAD 2002, four years later. While EAD 2002 is still widely used in the international archival community today, the current version of the standard, EAD3, was released in 2015². Following the rules set out by SAA Council and after approval by the Standards Committee, TS-EAS has been reviewing the standard's status quo and potential future development since spring 2021.

An initial call for comments for the major revision of EAD was issued between November 2021 and March 2022 and TS-EAS started including the user feedback received into the revision process from early summer 2022 onwards. A public call for comments on the draft of EAD 4.0 will be open between March and June 2024 with various engagement activities in place to gather feedback from both SAA members and the international community of EAD users. While most of the revision has happened and will continue to happen in the context of virtual meetings, TS-EAS' experiences with this current as well as previous revisions have shown that it is essential to enable face-to-face discussions - especially in the crucial phase of reviewing the feedback received:

- Only based on this common understanding of the need for physical meetings will additional virtual meetings be fruitful and support a smooth revision process.
- Only in the context of a face-to-face meeting will TS-EAS' SAA and international membership be able to access the knowledge and expertise of the professional community and the resources they need for a successful and effective revision.
- Only in the context of a face-to-face meeting will TS-EAS be in a position to lay the grounds for supporting advancements in the field by creating a new version of EAD as one of the central international archival standards.

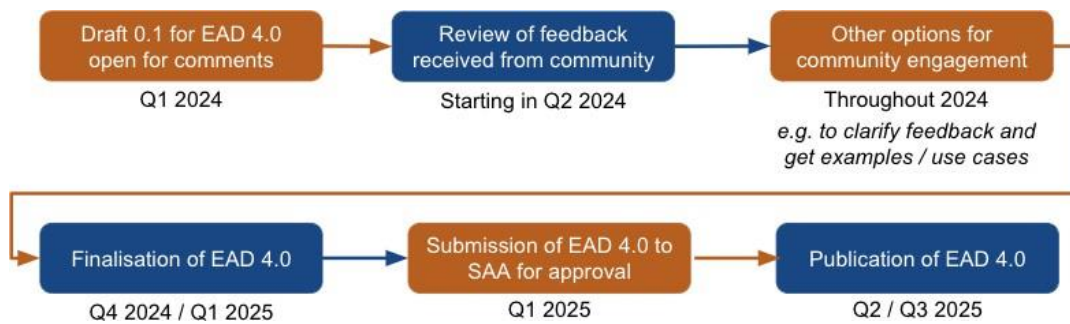
DISCUSSION

The members of TS-EAS gather, both in-person and virtually, three days before the SAA annual meeting to fulfill what is stated in our by-laws (<https://www2.archivists.org/governance/handbook/section7/groups/Standards/TS-EAS>). The timing of the meeting is intentional as it affords subcommittee members the opportunity to attend both annual meetings asynchronously.

A main focus of the TS-EAS annual meeting in 2024 will be the ongoing major revision of EAD. The overall timeline for this revision of EAD works with the baseline of having various points of community engagement alongside the more detailed revision work conducted by TS-EAS. After two calls for comments, we plan to be in a position to submit the final draft for a new version of EAD to the Standards Committee, and following their approval, to the SAA Council during the first half of 2025.

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

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



At what will be a pivotal time for the EAD revision process, it is even more important to bring as many members as possible of TS-EAS together in summer 2024. With all of these aspects to consider, the revision process has and will continue to present itself as a complex labyrinth to navigate, making a common plan and map even more important.

Being a member of TS-EAS involves a deep commitment and engagement not only for the members but also from their home institutions. First of all, their institutions support members with the time needed for participating in the work and the on-line meetings being part of that work. We can see that the time a member devotes to participation in TS-EAS is substantial and can be calculated to approximately a minimum of four hours a week, without any form of repayment to either the member or their home institution. With the added challenge of the cost of traveling we see that offering the possibility to get some of the cost to participate in the face-to-face meeting covered by SAA and TS-EAS will make it possible for TS-EAS to gather the amount of members to the meeting that will make sure it is a fruitful meeting.

Not only is TS-EAS' work in line with SAA's Strategic Goal 3 of Advancing the Field, but its global membership represents SAA's mission of promoting the diversity of archives and archivists in best practice. Working with members from around the globe, TS-EAS is exemplary of SAA's core values to ensure the diversity of the profession and the archival record and foster an open and inclusive culture of creativity, collaboration, and experimentation. As such, TS-EAS and its revision of EAD also fit the overarching aim of this year's conference in bringing together a multitude of opinions and perspectives from a variety of regions and institutions about the state of the field and its future.

The request for funding for the cost of catered meals and refreshments for TS- EAS members attending and participating in TS-EAS's 2024 annual meeting centers around two challenges:

- All those who are able to attend in person receive various levels of financial support from their home institutions. For many members, the cost of travel and hotel is funded, but following the rules in each and every member's context they

are in many cases responsible for meals out-of-pocket. Particularly for our international members and for those members from smaller institutions, this creates a financial burden that may be the deciding factor whether to attend in person or virtually.

- The three-day meeting is intense, many times cutting into the early mornings and the late evenings to accommodate virtual members of the team who are in time zones book-ending the 14 time zones' spread that the team covers. Additionally, as there is much to cover in these meetings, having in-house catered meals and refreshments will allow us to maintain momentum throughout the day.

EXPECTED PARTICIPANTS AND TENTATIVE AGENDA

All members of TS-EAS will be invited to attend the annual meeting. Additionally, ex officio members Gerhard Müller, Glenn Gardner and Silke Jagodzinski, and liaisons, Kelly Revak and Janaya Kizze (EAS Section), Jodi Allison-Bunnell and Lara Michels (Standards Committee), and Lydia Tang (SAA Council) will also be invited to attend. We are expecting that not all will be able to attend in person. As such, we are estimating that 15 will attend in person and 10 will attend virtually.

The tentative agenda for this meeting is as follows:

- August 12-13, 2024: 2 full day meetings for the EAD 4.0 major revision with EAD Team lead Kerstin Arnold.
 - Review, discussion, and decision on feedback received during call for comments.
 - Discuss future EAD 4.0 uptake with software providers (perhaps open meeting).
 - Next steps based on the decisions taken (GitHub updates, schema updates, starting to prepare updates the Tag Library and Best Practices Guide)
- August 14, 2024:
 - ½ day focused sub-team meetings including EAC-CPF, Schema, Outreach, and Functions (hybrid).
 - TS EAS annual meeting including introduction to new members and updates from the various sub-teams
 - Open session for all SAA members and international users of the EAS standards

Budget

The following is based on the following assumptions:

- Costs of approximately \$20/person for lunch (multiplied by 3 days of meeting)
- Costs of approximately \$40/person for dinner to \$50 for dinner (multiplied by 2 for the first two days of the meeting)
- Costs of approximately \$10/person for refreshments (multiplied by 3 days of meeting).

- A calculation of approximately 15 of TS-EAS members, ex-officios and liaisons being able to attend in person.

Lunch:

- \$20 x 15 people x 3 days = \$900

Dinner:

- \$40 x 15 people x 2 days = \$1,200

Refreshments:

- \$10 x 15 people x 3 days = \$450

Costs for meals and refreshments are expected to be approximately \$2,550.

FUNDING REQUEST

To support its attending members in costs for meals and refreshments during a three-day in-person revision meeting in Chicago, August 12-14, 2024, the TS-EAS requests that funding in the amount of \$2,550 be included in SAA's FY 2025 budget.

Support Statement:

Following the rules set out by the SAA Council and Standards Committee, EAD3, the latest version of the standard, has been up for review since 2021. The Technical Subcommittee in Encoded Archival Standards (TS-EAS) has started this review after approval by the Standards Committee and will be running a public call for comments between March and June 2024. TS-EAS intends to use a face-to-face meeting in summer 2024 to review the feedback received and to prepare the final version of EAD 4.0 for submission to Standards Committee and SAA Council in 2025.

Relation to SAA Strategic Plan:

Holding a face-to-face meeting will enable TS-EAS members to gain more complete and more vivid access to the knowledge and expertise of the professional community and will help lay the groundwork for supporting advancements in the field by creating a new version of EAD that speaks to the demands of the current times. Support by SAA will be in line with SAA's drive for diversity by facilitating "broad participation from archivists working in various locations, repository types and sizes, employment classifications and rank, and professional specializations".

Fiscal Impact:

The fiscal impact will be \$2,550 for SAA's FY 2025 budget.