

**Society of American Archivists  
Council Meeting  
November 2-3, 2018  
Chicago, Illinois**

**Report: FY19 Year-to-Date Section Funding Allocations  
(Prepared by Felicia Owens, SAA Governance Manager)**

In March 2018, the SAA Council approved a Section Funding Pilot for Fiscal Year 2019 that allocated up to \$250 to each section for use per the guidelines stipulated by the Council:

**Section Annual Funding Pilot**

All SAA Sections have \$250 designated for their use in Fiscal Year 2019 (which will serve as a pilot test of this type of funding). This funding exists to support the ongoing work of Sections. Annual funding may be used at the discretion of the Section steering committee for a wide variety of purposes, including:

- Printing or postage;
- Mid-year meetings;
- Surveys and assessments;
- Travel expenses for non-archivists to travel to the Annual Meeting for Section-endorsed programs; and
- Other activities that support the strategic goals and mission of SAA.

Annual funding may not be used for items or activities that are already a part of the SAA annual budget; refreshments or social events; or honoraria or travel funds for SAA members or other United States-based archivists.

Annual funding is distributed via **direct invoicing** to the SAA office. Funding for one fiscal year will not carry over into the next fiscal year.

**[Section Funding Request Form](#)**

To request funds, complete the Section Funding Pilot Request Form (above), attaching a W-9 form for the payee and direct invoices as applicable. Section chairs should submit the completed forms to [fowens@archivists.org](mailto:fowens@archivists.org).

W-9s must be completed for all payees/vendors so that SAA remains IRS compliant. Any questions or concerns about W-9 forms can be directed to Rachel Valdez at [rvaldez@archivists.org](mailto:rvaldez@archivists.org) or (312) 606-0722 ext 211.

A summary of expenditures to date for both the pilot program and the existing component funding program is provided below.

## SECTION FUNDING PILOT REQUESTS

The following table indicates all of the section funding pilot requests that have been received by the SAA office as of October 23, 2018:

Section	Amount Requested	Date Requested	Description
<b>Records Management</b>	\$125	7/18/2018	Honorarium (total \$250) for Nate Jones, speaker for joint meeting with Acquisitions & Appraisal Section
<b>Acquisitions &amp; Appraisal</b>	\$125	7/18/2018	Honorarium (total \$250) for Nate Jones, speaker for joint meeting with Records Mgmt Section
<b>Independent Archivists</b>	\$130	7/23/2018	To purchase books from the SAA bookstore at the Annual Meeting in DC to give away during the section meeting.
<b>Human Rights Archives</b>	\$100	8/3/2018	Honorarium for speaker (Carlos Orsorio) at joint meeting with Privacy & Confidentiality.
<b>Privacy &amp; Confidentiality</b>	\$100	8/3/2018	Honorarium for speaker (Carlos Orsorio) at joint meeting with Human Rights Archives.
<b>Business Archives</b>	\$124.20	9/4/2018	Semplice software license, tool for design/layout of the section's regular newsletter.
<b>Business Archives</b>	\$35 [pending]	10/23/2018	Requested for domain host so that section can implement and use Semplice.
<b>Archival History</b>	\$50	9/27/2018	Monetary prize for Archival History Article Award.

## FY19 COMPONENT FUNDING REQUESTS

The following table indicates the Component Funding Requests approved by the SAA Council in May 2018 for the Fiscal Year 2019 budget. The funds for the Preservation Section and the Native American Archives Section were approved later in the spring at the discretion of Executive Director Nancy Beaumont.

Section	Amount Approved	Description
<b>Congressional Papers</b>	\$500	Section's Advocacy on the Hill Day: Printed advocacy manuals and light appetizers.
<b>International Archival Affairs</b>	\$1,966 (Final: \$2,582.43)	Speaker for 2018 Annual Meeting: Senior Archivist from the UN High Commissioner for Refugees Archives in Geneva, Switzerland (airfare, hotel).
<b>Latin American and Caribbean Cultural Heritage Archives</b>	\$995 (Final: 824.59)	Speaker for 2018 Annual Meeting: Hilda T. Ayala, University of Puerto Rico at Mayaguez and ArchiRED (airfare, hotel).

<b>Oral History</b>	\$2,000	Oral History Project
<b>Acquisitions &amp; Appraisal / Records Management</b>	\$329	Annual Meeting registration for Nathan Jones, George Washington University's National Security Archive (non-archivist, IT department).
<b>Preservation</b>	\$465 + \$325	Bookmark printing, NDRFA Silent Auction banner.
<b>Native American Archives</b>	\$825	ATALM conference booth (includes SAA representative's registration); shipping.