

**Society of American Archivists  
Council Meeting  
October 31-November 1, 2023  
Hybrid Meeting  
Overall Budget Assumptions  
(Prepared by Cherie Newell)**

Two years or more post the dislocations caused by the COVID-19 pandemic, SAA’s business model continues to evolve to address the “new normal.”

Although SAA’s revenue streams have been affected significantly by such external factors as restrictions on in-person events, limitations in mail and delivery services, an unstable job market, and the general economy, expenses have increased compared to FY23.

The guiding principles for the FY24 proposed budget are to 1) maintain as much capacity as is possible, 2) minimize reliance on SAA’s operating reserves, and 3) focus on evolving our education offerings and modalities, experimenting with new and different annual meeting approaches, and examining our book publishing program with an eye to sustainability.

The FY24 proposed budget reflects a projected net loss of \$247,085, which is \$210,168 more than the FY23 budgeted net loss of \$36,917.

Following are some important assumptions embedded in our proposed budget for FY24:

**Staff Retention and Recruitment**

- This budget includes, at the request of the Council, a Project Manager to support the Strategic Plan and investigate new revenue streams.
- We have an increase of 46% in health care benefits, this includes, for the first-time short-term disability.
- The budget is reflective of an increase in employer taxes and retirement benefits as salaries are increased.

**Education**

- In Education budget includes a psychometrician to evaluate the rigor of our certificate programs.
- As we continue to navigate in-person vs. virtual education, the budget reflects a decrease in our virtual educational programs.

## **Governance**

- This budget includes funds to support and assess current trends to determine the future needs of the profession. Foresight gives an opportunity to define, plan, and prepare for the future. The Foundation budget also includes funds to support Foresight. Lastly, these funds will also assist with strategic planning as the current plan supports initiatives for the year ending 2025.
- The budget also includes funds to support DEIA initiatives, this is a carryover from the FY23 budget.

## **Technology**

- The budget includes funds to support a technology assessment. Drupal, which is content management platform utilized by website has not been updated since 2016.
- The Society file system infrastructure has exceeded space capacity. To ensure that data is protected, Cyber Security coverage needs to transition from basic to advanced.
- Funds are allocated to transition the Society from a 2015 legacy accounting system to a simplistic and audit friendly system.

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## Income Statement Summary

### Revenues

Accounts	<u>Fiscal '24</u>	<u>Fiscal '23</u>	<u>Difference</u>	<u>% Increase/ Decrease</u>
4000 Dues	1,019,299	999,299	20,000	2%
4100 Subscriptions & Advertising	217,038	216,156	882	0%
4200 Workshops	539,190	585,150	(45,960)	-8%
4300 Annual Meeting	789,980	692,915	97,065	14%
4400 Publications	165,771	208,538	(42,767)	-21%
4600 Contributions	-	-	-	
4700 Investments	51,683	22,476	29,207	130%
4800-4900 Other	27,866	34,122	(6,256)	-18%
<b>Total Revenues</b>	<b>2,810,828</b>	<b>2,758,656</b>	<b>52,172</b>	

### Expenses

	<u>Fiscal '24</u>	<u>Fiscal '23</u>	<u>% Increase/ Decrease</u>	
5000 Personnel	1,369,888	1,281,532	88,356	7%
5100 Office Occupancy & Utilities	76,964	122,044	(45,080)	-37%
5200-5400 Services	1,264,185	1,062,943	201,242	19%
5500 Supplies	4,050	8,488	(4,438)	-52%
5600 Travel	123,503	86,722	36,781	42%
5700 Leases, Rentals & Licenses	10,367	14,565	(4,198)	-29%
5800 Taxes, Dues and Subscriptions	20,300	19,340	960	5%
5900 Depreciation, COGS, and Other	188,657	199,939	(11,283)	-6%
Total Expenses	3,057,913	2,795,573	262,340	

<b>Gain / (Loss) from Operations</b>	(247,085)	(36,917)	(210,168)
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<b>Transferred to Funds</b>	-	-	-
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<b>Net Gain / (Loss)</b>			
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**Society of American Archivists  
Council Meeting  
October 31 – November 3  
Hybrid Meeting**

**FY24 Proposed Budget Narrative:  
General and Administrative (Program 100)  
(Prepared by Cherie Newell)**

The projected net loss in this area for FY24 is \$628,096 compared to FY23, which was net loss of \$649,168, which is a decrease of \$21,072. Significant points of interest in the proposed budget are as follows:

- Salary and benefits, including professional development.
- Technology assessment
- Accounting system
- Staff professional development/training budget for FY24 at a cost of \$24,440. (Activity 1b)
- The content management system (CMS) that hosts our main homepage and website is currently on the same version of the software on which we built the site, Drupal 6. Drupal 6 has not been officially supported since 2016. The FY24 budget includes \$100,000 to rebuild this site. (Activity 6b). These funds approved in the FY23 budget.
- We rent 3,807 square feet for SAA's offices at approximately \$10,000 per month. We also rent two storage spaces at a monthly cost of \$335. In 2017, we signed an amendment to our lease at 17 North State Street at approximately 20% below market for similar properties in Chicago. Our current lease runs through March 2025. (Activity 2d)
- Staff effort and associated expenses applied to the Foundation are refunded to the Foundation monthly as an in-kind donation. For FY24, we estimate that this will total \$101,406, which includes the Foundation Development Assistant Director. (Activity 7)

## Gen and Admin Income Statement

### Revenues

	<u>Fiscal '24</u>	<u>Fiscal '23</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				
<b>Total Revenues</b>	<b>51,683</b>	<b>22,476</b>	<b>29,207</b>	<b>130%</b>

### Expenses

	<u>Fiscal '24</u>	<u>Fiscal '23</u>	<u>% Increase/ Decrease</u>	
Personnel	261,149	330,855	(69,706)	-21%
Office Occupancy & Utilities	23,142	31,285	(8,143)	-26%
Services	240,609	216,460	24,149	11%
Supplies	1,700	1,610	90	6%
Travel	24,440	6,080	18,360	302%
Leases, Rentals & Licenses	4,767	3,954	813	21%
Taxes, Dues and Subscriptions	9,000	8,000	1,000	13%
Depreciation, COGS, and Other	114,657	73,400	41,257	56%
Total Expenses	679,464	671,644	7,820	1%

315

<b>Gain / (Loss) from Operations</b>	(628,096)	(649,168)	21,072	-3%
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<b>Transferred to Funds</b>	-	-	-	
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<b>Net Gain / (Loss)</b>	-----			
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**The Society of American Archivists  
Program Planner  
Fiscal Year 2024**

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

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY24 Budget	
					Line Amount	Activity Total
		<b>Staff an effective and efficient headquarters office.</b>				<b>\$286,133</b>
		a. Personnel	5000	Salaries & Wages	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	(1,800)	
			5010	Insurance Coverage	27,318	
			5020	Employer Payroll Taxes	15,217	
			5030	Retirement Benefit	16,316	
			5040	Bonuses (included in Salary & Wages)	-	
	<b>1</b>	b. Association Media & Publishing Membership \$810	5640	Staff Professional Development	24,440	
		ASAE Membership (\$350x3)				
		LinkedIn.com membership (\$360/year for Education) \$720				
		AFC Staff Membership \$2,700				
		Various webinars and trainings (ie: Sexual Harrassment, etc.) \$1,500				
		DEIA Initives including support for NAAS and Staff Training	5200	(Moved to Governance)		
		c. Business meals and local transportation	5290	Various Occasions and Meetings @ \$225/m (G&A share)	444	
		- Staff Acknowledgments (included in monthly amount)				
		e. Local transportation for various meetings.	5295	Local Transportation and parking fees	100	
	<b>2</b>	<b>Overhead costs of SAA headquarters office.</b>				<b>\$57,944</b>
		a. Electricity	5120	Electricity: Avg of \$355/m (G&A share)	441	
		b. Postage	5300	Postage: Avg of \$710/m (G&A share)	315	
			5310	Express Mail Services: Avg of \$119.50/m	254	
		c. Insurance	5260	Insurance (combined @ approx \$450/m)	5,406	

**The Society of American Archivists  
Program Planner  
Fiscal Year 2024**

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

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY24 Budget	
					Line Amount	Activity Total
		<ul style="list-style-type: none"> <li>- Workers Compensation</li> <li>- Commercial Umbrella Package</li> <li>- Professional Liability</li> <li>- Director's and Officer's</li> </ul>				
	d. Rent	<ul style="list-style-type: none"> <li>- Current 10-year lease expires 3/31/25.</li> <li>- Includes storage space rental</li> </ul>	5100	7/21 - 1/21: \$9,276 x 7m 2/22 - 6/22: \$9,434 x 5m (G&A share)	21,007	
	e. Supplies		5XXX	Services & Supplies	-	
			5500	Office Supplies: Avg \$540/m @ 29.42%	1,700	
			5570	Miscellaneous Supplies		
	f. Telephone		5110	Telephone/Internet: \$8,256 annually @ 29.42%	1,694	
	g. Printing and duplication		5400	Check Printing (2 @ \$125)	36	
			5400	Monthly Printing (~\$35/m -- G&A share)	75	
	h. Equipment and depreciation		5250	Maintenance and Repairs		
		<ul style="list-style-type: none"> <li>- Phone System: Avg \$644/m</li> <li>- Copier / Scanner / Fax / Printer: Avg \$320/m</li> <li>- Accounting Software License: \$1,377</li> <li>- Pitney Bowes: Avg \$230/qtr</li> </ul>	5700	Equipment Lease, Site Licenses	4,767	
		Depreciation: \$1,939/m	5900	Equipment Depreciation	13,250	
	i. Tax payments (property tax included in rent)		5800	Taxes (UBIT)	9,000	
<b>3</b>	<b>Use outsource services as needed.</b>					<b>\$100,835</b>
	a. Accounting		5240	Payroll Processing (\$273/mo + 150)	3,500	
		- Includes consultant to assist in analysis of new/ upgraded accounting and payables management system.	5210	Audit and Tax Preparation	30,350	
		- Compensation Analysis for SAA positions	5200	Consultant	11,450	

**The Society of American Archivists  
Program Planner  
Fiscal Year 2024**

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

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY24 Budget	
					Line Amount	Activity Total
		b. Bank charges	5230	Investment Fees (Merrill Lynch and Bank of America)	720	
		c. Merchant service costs, including Int'l Bancard and Authorize.net	5236	Credit Card Processing Fees: Avg \$4,125/m	51,000	
		c. Legal services (general)	5280	Legal Services (\$1,250/qtr)	3,500	
		d. 1099 software and processing	5335	Renewal of 1099 Software License and Processing	178	
		e. Document disposal	5480	Miscellaneous Services	138	
	<b>4</b>	<b>Miscellaneous Income</b>				<b>\$51,683</b>
		- Return on Merrill Lynch Operations Account	4700	Interest / Dividends (Based upon ML Bond income estimate)	51,683	
	<b>5</b>	<b>Provide Staff Support at 2023 Annual Meeting.</b>				<b>\$0</b>
		- Carlson, Black, Santiago, Valdez	5600	Staff Travel		
		- Salgado budgeted in Career Services, Program 115	5600	- Airfare @ \$375/p + bags/ground @ \$50/p x 4 = \$1,700	-	
		@ \$149 x 6n x 2p (MS, RV) + \$125 x 7n x 2p (MB, PC)	5600	- Lodging (Staff rate \$279 * 26 person-nights)	-	
			5600	- Meal Allowance @ \$45/d x 6d x 2p + \$45/d x 7d x 2p = \$1,170	-	
	<b>6</b>	<b>Information Technology Expenses</b>				<b>\$133,460</b>
		a. Hardware, software, hosting, programming support.	5226	Computer Support	25,960	
		- Commonplaces @ \$8400		G&A Share of allocable technology expenses		
		- Impact Solutions @ \$1,460				
		- General Support AZBS@ \$38,000				
		- Higher Logic @ \$9,000				
		- NimbleAMS @ \$33,000				
		b. Specify and replace SAA Website and CMS database				
		- Application design and needs analysis	5200	Consulting Service (Commonplaces or RFP)	35,000	
		- Project management and business process configuration				
		- Coding and development	5200	Consultant	65,000	
			5280	Legal Review (Paid in Activity 3.c.)	-	
		c. Develop and refine reporting and payables processes	5200	Consulting Service (Great Plains configuration and report writing)	7,500	
		d. General office supplies for technology support	5500	Supplies	0	
		- Replacement of keyboards, mice, web-cameras, headsets, etc				



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Program Planner  
Fiscal Year 2024**

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

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY24 Budget	
					Line Amount	Activity Total
	7	Administrative support of SAA Foundation.	5915	In-kind Donations from SAA to SAA Foundation	101,407	101,406.50
				<b>Total Income</b>		<b>\$51,683</b>
				<b>Total Expenses</b>		<b>\$679,779</b>
				<b>Gain / (Loss) From Operations</b>		<b>(\$628,096)</b>

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**Society of American Archivists  
Council Meeting  
October 31-November 1, 2023  
Hybrid Meeting**

**FY24 Proposed Budget Narrative:  
*American Archivist* (Program 102)  
(Prepared by Abigail Christian)**

The proposed FY24 budget projects a net loss of \$28,260 in this program area, which is an increase of \$7,322 compared to the FY23 budgeted net loss \$20,938.

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

The proposed budget assumes the following:

- Solely digital issues of the journal.
- No in-person meetings of the Editorial Board; only virtual meetings.
- The negotiated Editor honorarium is \$36,000.
- Revenues for Subscriptions, which after declining somewhat in recent years due to the Council's decision to transition to cease print publication of the journal as well as a decline in institutional membership overall as a result of the COVID-19 pandemic, is projected to hold steady from FY23.
- Increased content for special projects published in the journal, including publication of the ACENSUS II survey results and analysis over the course of FY23 and FY24 and the special section on Middle Eastern and North African Archives slated for Fall/Winter 2023 (vol. 86, issue 2).
- The estimated JSTOR royalty is based on annual trends.
- Advertising revenue moved to the *Archival Outlook* program planner in FY23.

AA Income Statement

**Revenues**

	<u>Fiscal '24</u>	<u>Fiscal '23</u>	<u>Difference</u>	<u>% Increase/ Decrease</u>
Dues		\$ -	-	
Subscriptions & Advertising	80,700.00	\$ 73,000.00	7,700.00	11%
Workshops		\$ -	-	
Annual Meeting		\$ -	-	
Publications		\$ -	-	
Contributions		\$ -	-	
Investments		\$ -	-	
Other		\$ 7,700.00	(7,700.00)	-100%
<b>Total Revenues</b>	<b>80,700</b>	<b>80,700</b>	<b>-</b>	<b>0</b>

**Expenses**

	<u>Fiscal '24</u>	<u>Fiscal '23</u>	<u>% Increase/ Decrease</u>	
Personnel	45,592	\$ 37,105	8,487	23%
Office Occupancy & Utilities	4,043	3,641	402	11%
Services	59,325	60,425	(1,100)	-2%
Supplies	-	180	(180)	-100%
Travel	-	-	-	
Leases, Rentals & Licenses	-	287	(287)	-100%
Taxes, Dues and Subscriptions	-	-	-	
Depreciation, COGS, and Other	-	-	-	
<b>Total Expenses</b>	<b>108,960</b>	<b>\$ 101,638</b>	<b>7,322</b>	<b>7%</b>
<b>Gain / (Loss) from Operations</b>	<b>(28,260)</b>	<b>(20,938)</b>	<b>(7,322)</b>	<b>35%</b>
<b>Transferred to Funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Net Gain / (Loss)</b>				

**The Society of American Archivists  
Program Planner  
Fiscal Year 2024**

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

Goal	Activity No.	Narrative	Account No.	Account Description	= Gen/Admin		=FY 22 Data	
					Proposed FY24 Budget		FY23 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
	<b>1</b>	<b>Management and Administration</b>  Administer activities of journal; develop and monitor budget; organize Editorial Board's virtual meetings; prepare reports and resource materials; manage all aspects of digital production; maintain journal website and assist with Reviews Portal; obtain professional literature as needed for reviews editor; facilitate copyright and permissions; consult with Service Center on monitoring of subscriptions and claims; respond to queries and feedback; participate in Editor's performance review.				<b>\$150</b>		<b>\$0</b> <b>\$150</b>
	a.	Editorial Board Quarterly Zoom Calls	5110	Telecommunications	150	5	150	
	<b>2</b>	<b>Production</b> Vol. 86, No. 2 (Fall/Winter 2023) Vol. 87, No. 1 (Spring/Summer 2024)				<b>\$56,900</b>		<b>\$0</b> <b>\$56,097</b>
	a.	Manuscript Management	5480	PeerTrack Essentials (\$33.77 x 32 mss)	1,100	5	1,722	
	b.	Editorial Services	5380	Editor Honorarium	36,000	5	34,000	
			5370	Copyeditor	5,000	5	4,500	
			5370	Indexer	0	5	1,500	
	c.	Composition Services	5350	Composition (layout)	4,500	5	4,000	

The Society of American Archivists  
Program Planner  
Fiscal Year 2024

Program Name: American Archivist  
Program Number: 102

Goal	Activity No.	Narrative	Account No.	Account Description	= Gen/Admin		=FY 22 Data	
					Proposed FY24 Budget		FY23 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
		d. Meridean (digital platform)	5350	XML; HTML5 (\$3.25/pg x 900pg)	3,000	5	2,113	
			5226	Online Journal Hosting (\$162/article x 45) Includes expenses for A*CENSUS II and Special Section content	7,300	5	8,262	
	<b>3</b>	<b>Archives in Context Podcast Production</b>				<b>\$750</b>		<b>\$1,600</b>
		Sound Engineering	5480	Miscellaneous Services	750	5	1,500	
		Equipment Distribution	5310	Express Delivery	0	5	100	
		Wordpress Hosting (G&A Allocation)						
	<b>4</b>	<b>Revenue</b>				<b>\$80,700</b>		<b>\$80,700</b>
		a. Subscriptions \$289 for subscription	4100	Subscriptions	73,000	4	73,000	
		b. JSTOR (digital library) (assumes plateau based on royalty trends)	4860	Royalties	7,700	4	7,700	
		c. Naylor advertising sales Moved to <i>Archival Outlook</i> program	4150	Advertising	0	4	0	
	<b>5</b>	<b>General and Administrative Cost Allocation</b>			49,727			41,229
	<b>6</b>	<b>Computer Support Cost Allocation</b>			1,433			2,563
				<b>Total Income</b>		<b>80,700</b>		<b>80,700</b>
				<b>Total Expenses</b>		<b>108,960</b>		<b>101,638</b>
				<b>Gain / (Loss) From Operations</b>		<b>(28,260)</b>		<b>(20,938)</b>
				<b>Net Operating Gain / (Loss)</b>		<b>(28,260)</b>		<b>(20,938)</b>

**Society of American Archivists  
Council Meeting  
October 31-November 1, 2023  
Hybrid Meeting**

**FY24 Proposed Budget Narrative:  
*Archival Outlook / In the Loop* (Program 103)  
(Prepared by Abigail Christian)**

The FY24 budget projects a net loss of \$97,455 in this program area. This is \$13,658 less than the FY23 budgeted net loss of \$111,113.

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

The proposed budget assumes the following:

- 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.

AO Income Statement

**Revenues**

	<u>Fiscal '24</u>	<u>Fiscal '23</u>	<u>Difference</u>	<u>% Increase/ Decrease</u>
Dues	-	-	-	
Subscriptions & Advertising	31,400	34,009	(2,609)	-8%
Workshops	-	-	-	
Annual Meeting	-	-	-	
Publications	-	-	-	
Contributions	-	-	-	
Investments	-	-	-	
Other	1,000	1,000	-	0%
<b>Total Revenues</b>	<b>32,400</b>	<b>1,000</b>	<b>31,400</b>	

**Expenses**

	<u>Fiscal '24</u>	<u>Fiscal '23</u>	<u>% Increase/ Decrease</u>	
Personnel	55,310	41,579	13,731	33%
Office Occupancy & Utilities	5,714	3,910	1,804	46%
Services	68,832	66,102	2,730	4%
Supplies	-	201	(201)	-100%
Travel	-	-	-	
Leases, Rentals & Licenses	-	322	(322)	-100%
Taxes, Dues and Subscriptions	-	-	-	
Depreciation, COGS, and Other	-	-	-	
Total Expenses	129,855	112,113	17,742	16%
<b>Gain / (Loss) from Operations</b>	<b>(97,455)</b>	<b>(111,113)</b>	<b>13,658</b>	<b>-12%</b>
<b>Transferred to Funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Net Gain / (Loss)</b>	<b>-----</b>			

The Society of American Archivists  
**Program Planner**  
**Fiscal Year 2024**

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

Goal	Activity No.	Narrative	Account No.	Account Description	= Gen/Admin Proposed FY24 Budget	
					Line Amount	Activity Total
	<b>1</b>	<b>Management and Administration</b> Administer activities of <i>Archival Outlook</i> and <i>In the Loop</i> . Develop and monitor budget; maintain resource materials; consult with staff, leaders, and members regarding content needs; manage multi-channel production; and respond to queries and feedback.				
	<b>2</b>	<b>Publish <i>Archival Outlook</i> 6 times per year.</b> Includes writing, editing, layout, design of house ads to promote SAA activities, digital conversion and posting, printing and distribution to members (excluding students), and comp copies to contributors.  Production assumptions: - (5 issues@20 pages + cover, 4-color, 100#mpc text) x 4,500 copies - (1 issue @ 32 pages + cover, 4-color, 100#mpc text) x 4,500 copies - Digital conversion by Bluetoad.	5350 5400 5335 5300 5335	Graphic Design (\$2,300 x 5 issues + \$2,600 x 1 issue) Printing Processing Labor / Materials for 6 Issues Postage for 6 Issues Digital Conversion (\$82.75 x 6 issues)	14,100 23,000 6,000 23,000 500	\$66,600
	<b>3</b>	<b>Publish <i>In the Loop</i> 26 times per year.</b> In-house production allocated in G&A budget (Program 100).				
	<b>4</b>	<b>Revenue:</b>  a. Naylor ad sales for website, periodicals ( <i>Archival Outlook</i> , <i>In the Loop</i> , <i>American Archivist</i> ), <i>Dictionary of Archives Terminology</i>  b. <i>Archival Outlook</i> first-class and airmail service.	4150 4800	Advertising  First-Class + Airmail Revenue	31,400 1,000	\$32,400
	<b>5</b>	<b>General and Administrative Cost Allocation</b>				61,378
	<b>6</b>	<b>Computer Support Cost Allocation</b>				1,877
				<b>Total Income</b>		\$32,400
				<b>Total Expenses</b>		129,855
				<b>Gain / (Loss) From Operations</b>		(\$97,455)



**Society of American Archivists  
Council Meeting  
October 31-November 1, 2023  
Hybrid Meeting**

**FY24 Proposed Budget Narrative:  
Publications (Program 104)  
(Prepared by Abigail Christian)**

The FY24 proposed budget projects a net loss of \$92,961. This is a \$11,864 increase compared to the FY23 budgeted of \$81,097.

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

The proposed budget assumes the following:

- Sale of SAA books only (includes books jointly published with the American Library Association and the Association of Canadian Archivists).
- Revenue projections on 80+ unique titles available in print and/or digital editions (pdf, e-pub, Kindle) based on trends.
- Three new titles slated for print and digital editions in the second quarter of the fiscal year, four 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. Because the current platform is being phased out by the vendor, *DAT*'s content will need to migrate to a new platform, which will incur a one-time cost (about \$4,600) as well as an increase (about \$2,000) in the yearly cost overall.

Publications Income Statement

**Revenues**

	<u>Fiscal '24</u>	<u>Fiscal '23</u>	<u>Difference</u>	<u>% Increase/ Decrease</u>
Dues	-	-	-	
Subscriptions & Advertising	-	-	-	
Workshops	-	-	-	
Annual Meeting	-	-	-	
Publications	165,771	208,538	(42,767)	
Contributions	-	-	-	
Investments	-	-	-	
Other	21,569	19,891		-
<b>Total Revenues</b>	<b>187,341</b>	<b>228,429</b>	<b>(41,089)</b>	

**Expenses**

	<u>Fiscal '24</u>	<u>Fiscal '23</u>	<u>% Increase/ Decrease</u>	
Personnel	79,164	108,411	(29,247)	(0)
Office Occupancy & Utilities	10,000	10,194	(194)	(0)
Services	122,338	116,519	5,819	0
Supplies	-	525	(525)	(1)
Travel	-	-	-	
Leases, Rentals & Licenses	4,200	4,078	122	0
Taxes, Dues and Subscriptions	-	-	-	
Depreciation, COGS, and Other	64,600	69,800	(5,200)	(0)
Total Expenses	280,302	309,526	(29,225)	(0)
<b>Gain / (Loss) from Operations</b>	<b>(92,961)</b>	<b>(81,097)</b>	<b>(11,864)</b>	<b>0</b>
<b>Transferred to Funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Net Gain / (Loss)</b>	<b>-</b>	<b>-</b>	<b>-</b>	

**The Society of American Archivists  
Program Planner  
Fiscal Year 2024**

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

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY24 Budget		
					Line Amount	Activity Total	
	<b>1</b>	<b>Management and Administration</b> Administer activities of the Publications Department: develop and monitor budget; prepare reports and resource materials for the Publications Board; organize and attend semi-annual Publications Board meetings; consult with Publications Editor; maintain microsite and listserv; liaise with strategic publishing partners; negotiate contracts with vendors, authors, and contributors; maintain stable of freelance copyeditors, designers, indexers; facilitate copyright and permissions; interact with persons within and outside the profession regarding association management and publishing-related issues; respond to feedback on publications; and prepare performance evaluation of Publications Editor. Liaise with Dictionary Working Group, publish and distribute Word of the Week; prepare reports and resource materials; organize annual meeting; consult with DWG chair; maintain microsite, and participate in semimonthly conference calls.					<b>\$36,150</b>
		a. Publications Editor	5370	Honorarium	36,000		
		b. Quarterly Zoom meeting with Publications Board	5480	Miscellaneous Services	150		
	<b>2</b>	<b>Sales and Distribution of Existing Publications</b> Work with Service Center regarding onsite order processing and third-party fulfillment of titles in bookstore. Add new SAA titles; reprint existing SAA titles as needed; monitor sales and remove underperforming titles; refresh and update online bookstore.					<b>\$137,450</b>
		a. Sale of Publications (Based on FY 2020 Actual Trend discounted by 18%.)	4400	Sale of Existing Publications	120,000		
		b. Revenue from customers to offset shipping expense. (~12% of sales)	4800	Shipping Revenue	14,400		
		c. eBooks (estimated based upon FY 19 actuals and FY 20 estimates)	4450	Sale of eBooks	-		
		d. University of Chicago distribution center (Bibliovault)	5335	E-Production, Storage, Fulfillment	2,500		
							<b>\$103,075</b>

**The Society of American Archivists  
Program Planner  
Fiscal Year 2024**

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

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY24 Budget	
					Line Amount	Activity Total
		d. Royalties earned from publishing/distribution partnerships: - American Library Association - Scarecrow Press (Rowman & Littlefield) - Copyright Clearance Center	4860	Royalty Income	3,050	
		e. Cost of goods sold @ average of .35% of sales.	5940	Cost of Goods Sold	42,000	
		f. Warehousing, packaging, and distribution - Fulfillment via Diamond Communication Solutions	5700	Warehouse (\$270/m x 12)	4,200	
			5300	Postage	45,000	
			5335	Processing Labor / Materials	9,000	
		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	Royalty Paid	75	
			5395	Royalty Paid	150	
			5395	Royalty Paid	150	
		h. Reserve set up to cover unsold assets.	5960	Inventory Reserve Depreciation	-	
<b>3</b>		<b>New Publication Production, Distribution, and Sales</b>	4400	Sale of New Publications	45,771	
		Manage print and digital production and distribution of new titles. Expenses include research and development; production; e-conversion; honoraria; and distribution.	5940	Cost of Goods Sold	22,600	
		Production Sponsor Revenue	4360			

**The Society of American Archivists  
Program Planner  
Fiscal Year 2024**

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

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY24 Budget	
					Line Amount	Activity Total
		Sustaining institutional member COGS reflected in Membership budget (sustaining members receive copy of each new book produced).				
		Fulfillment via Diamond Fulfillment Solutions.	4800	Shipping Revenue (~9% of sales)	4,119	
			5300	Postage	9,625	
			5335	Processing Labor / Materials	1,250	
	<b>4</b>	<b>Dictionary Working Group</b>				
		a. Elements Forge Software. MSA to exchange Software cost for advertising.	5226	Software Hosting	4,560	
		Direct costs include monthly hosting fee and access for 10 users				
		b. Migration to updated eForge platform and ingesting SAA Corpus		One-time cost for migration	4,600	
	<b>5</b>	<b>Marketing and Promotion</b>				
		Market and promote new and existing titles. Promote participation in SAA's publishing program on social outlets	5285	Marketing & Advertising	2,000	
	<b>6</b>	<b>General and Administrative Cost Allocation</b>	5XXX			<b>86,641</b>
	<b>7</b>	<b>Computer Support Cost Allocation</b>	5XXX			<b>7,488</b>
				<b>Total Income</b>		<b>\$187,341</b>
				<b>Total Expenses</b>		<b>\$277,989</b>
				<b>Gain / (Loss) From Operations</b>		<b>(\$90,649)</b>
				<b>Net Operating Gain / (Loss)</b>		<b>(\$90,649)</b>

**Society of American Archivists  
Council Meeting  
October 31-November 1, 2023  
Hybrid Meeting**

**FY24 Proposed Budget Narrative:  
Education (Program 105)  
(Prepared by Rana Salzmann)**

The projected net gain in this program for FY24 is \$108,341. This is a decrease of \$49,655 compared to the FY23 budgeted of \$157,995.

**Relation of this program to Strategic Plan:** Goal 2: Enhancing Professional Growth, Activity 2.1. Provide content, via education and publications, that reflects the latest thinking and best practices in the field; and Activity 2.2. Deliver information and education via methods that are accessible, affordable, and keep pace with technological change. Our calculations for FY24 are optimistic in that they project a net gain for this upcoming year of hybrid programming and a “new normal” as COVID continues. After adopting a 100% online education model during FY21 and FY22, we planned a modest return to face-to-face instruction in Spring of FY23. We were overly optimistic in our calculation that staffing and enrollments could justify the budget of 60 Zoom courses plus 4 face-to-face courses in FY23. We were instead able to execute a combined total of 38 Zoom and in-person courses last year. For the first time since the start of the pandemic, we cancelled courses (in-person and online) due to low enrollment. This FY24 budget represents an attempt to “right size” the number of DAS and A&D course offerings alongside continued development of the Management and DEIA curricula, recognizing the shifting desires for members to attend in person vs. online. This budget also includes acknowledgment of the special pricing we informally implemented for DEIA webcasts beginning in 2020. Keeping the DAS and A&D course prices at their usual levels should allow us to make DEIA and Management programming consistently available at a lower price point, thereby increasing accessibility.

## Activity Areas

**1. Management and Administration.** Due to the shift to a Hybrid Annual Meeting, “pre-conference” education as we have known it has been eliminated in this budget for the fourth year in a row. Scheduling and staff bandwidth concerns make it necessary to reimagine the pre-conference concept. This year, we will offer two webinars under the Annual Meeting program umbrella in July 2023, one on privacy issues (at a reduced cost of \$49) and one on fire protection in archives (free to community).

**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 calculations, intended to support continued robust online learning and a return to a modest face-to-face teaching schedule, focusing on regional presence and offering “boot camps”.

- 20 in-person courses staggered throughout the year and in strategically chosen locations and an estimated 30 Zoom courses, with an estimated 25 attendees in each. Although we may increase capacity limits for some courses as instructor and host agreements allow, we have found that most instructors prefer a limited class size to maintain best practices in online teaching. We are still working to understand the long-term effects of reduced in-person class attendance on the budget overall, and working with hosts to make space available in our onsite locations, according to attendee comfort level and evolving public health authority recommendations.
- Two new webcasts in *either* the DAS or A&D programs. Two webcasts each in the Management Track and DEIA areas. Six total.
- Continued stipends to support instructors converting courses to online formats. This budget recognizes that team teaching is a preferred model for both online and in-person teaching and allows for multiple honoraria per course offering. In addition, we acknowledge the heavy intellectual lift required to adapt to online teaching methods and include stipends to accommodate this work.
- An estimated 100 registrations for the online DAS Comprehensive Exam.
- After 5 years with no price increase, and a 10% increase for FY23, this budget assumes a further 10% increase in registration fees across the board.

#### **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 2015-17.
- BlueSky/Path LMS remains our chosen LMS tool for the delivery of online programs. During COVID, we negotiated the postponement of a 17% increase in our contract for the platform. For the second year, our annual cost is \$8,340 in FY24. We will face another round of negotiations and likely increases in FY25.
- Psychometrician services were an essential part of creating and launching the DAS program in 2012. For budgetary and platform reasons, in 2018, we began managing the exam in-house with member-volunteers. Now, we are facing difficulty recruiting and retaining appropriately skilled member-volunteer exam managers through the DAS Subcommittee. Because we need to ensure continued

validity of the exam as the DAS program matures, I am budgeting here for a professional psychometrician consultant to manage the DAS Comprehensive Exam. These costs will include management of item bank data in an external, secure system with expert oversight and continued assessment, essential to maintaining the integrity and security of the DAS Certificate program. The costs for this consulting work will be split between FY23 (\$7000) and FY24 (\$10,600), to ensure work is completed on time for the September exam administration window.

**5. Marketing and Promotion.** This activity is funded at estimated base levels for the coming year. The changes to DAS in the past year merit a significant investment in marketing and awareness, which will be part of the Education team's workplan in FY24.

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## Education Income Statement

### Revenues

	<u>Fiscal '24</u>	<u>Fiscal '23</u>	<u>Difference</u>	<u>% Increase/ Decrease</u>
Dues	-	-	-	
Subscriptions & Advertising	-	-	-	
Workshops	539,190	585,150	(45,960)	-8%
Annual Meeting	-	-	-	
Publications	-	-	-	
Contributions	-	-	-	
Investments	-	-	-	
Other	-	-	-	
<b>Total Revenues</b>	<b>539,190</b>	<b>585,150</b>	<b>(45,960)</b>	

### Expenses

	<u>Fiscal '24</u>	<u>Fiscal '23</u>	<u>% Increase/ Decrease</u>	
Personnel	257,526	283,436	(25,909)	-9%
Office Occupancy & Utilities	-	27,856	(27,856)	-100%
Services	150,223	104,092	46,131	44%
Supplies	-	1,572	(1,572)	-100%
Travel	23,100	8,000	15,100	
Leases, Rentals & Licenses	-	2,199	(2,199)	-100%
Taxes, Dues and Subscriptions	-	-	-	
Depreciation, COGS, and Other	-	-	-	
<b>Total Expenses</b>	<b>430,849</b>	<b>427,155</b>	<b>3,695</b>	<b>0</b>
<b>Gain / (Loss) from Operations</b>	<b>108,341</b>	<b>157,995</b>	<b>(49,655)</b>	
<b>Transferred to Funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Net Gain / (Loss)</b>	<b>-</b>	<b>-</b>	<b>-</b>	

**The Society of American Archivists  
Program Planner  
Fiscal Year 2024**

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

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY24 Budget	
					Line Amount	Activity Total
	<b>1</b>	<p><b>Management and administration.</b> 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.</p> <p>Professional Development Lynda.com membership (\$360/year)</p> <p>Provide staff support for Annual Meeting / pre-conference courses.</p>				<b>\$0</b>
	<b>2</b>	<p><b>Support the work of the Committee on Education, DAS and GAE Subcommittees, and other groups as needed.</b></p> <p>Conduct one Committee on Education meeting (Chicago):</p> <ul style="list-style-type: none"> <li>- (13p x \$470 airfare/bags/ground) = 6110</li> <li>- (13p x \$109/d x 2 days hotel) = 2834</li> <li>- (13 p x \$45/d x 2 days meals) = 1170</li> </ul>				<b>\$0</b>
			5640	Registration Fees (included in G&A)		
			5600	Staff Travel		
			5600	Hotel (2p x \$189/d x 5d) (RHS and AR)		
			5600	Per Diem (2p x \$75/d x 5d) (RHS and AR)		
			5600	Air/Ground (2p x \$500)		
			5610	Member Travel		
			5620	Member Lodging	-	
			5630	Member Meals (Reimbursement)	-	

**The Society of American Archivists  
Program Planner  
Fiscal Year 2024**

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

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY24 Budget	
					Line Amount	Activity Total
		- Room Rental (\$75/day x 2 days) = 150	5700	Meeting Room Rental (SAA HQ)	-	
		- Catering (2 breakfasts, 2 lunches) = 800	5630	Member Meals (Catering)	-	
		Conduct one DAS Subcommittee meeting (Chicago, October)				
		- (9p x \$470 airfare/bags/ground) = 4230	5610	Member Travel	-	
		- (9p x \$204/d x 2 days hotels) = 3672	5620	Member Lodging	-	
		- (9p x \$45/d x 2 days meals) = 810	5630	Member Meals (Reimbursement)	-	
			5295	Staff Travel (2p x 2d x \$16) = 64	-	
		- Room Rental (\$75/day) x2 days	5700	Meeting Room Rental (SAA HQ)	-	
		- Catering (2 breakfasts, 2 lunches) = 650	5630	Member Meals (Catering)	-	
	<b>3</b>	<b>Plan and implement F2F courses, webcasts, and online courses.</b>				
		<i>(Assumes 10% across the board fee increase.)</i>				
		50 F2F or Zoom classes x25x\$297 (avg. price + <b>10%increase</b> )	4200	Education Registration Revenue	371,250	
		30 purchases x 4 new DAS/AD/MGMT webcasts x \$107 (avg price + 10%	4210	Education Registration Revenue	12,840	
		Special PriceWebcasts (DEIA) @\$49 x 50 x 4	4210	Education Registration Revenue	9,800	
		Average 25 purchases x <b>40</b> existing on-demand webcasts x <b>\$131</b> (avg price +	4210	On-Demand Revenue	131,000	
			4210	On-Demand Revenue		
		Course/Webcast Exams: 20 exams x 60	4215	DAS Challenge Exams Revenue	1,200	
		DAS Comprehensive Exam: 100 exams x <b>\$131</b>	4215	DAS Challenge Exams Revenue	13,100	
		65 Zoom or F2F instructors + 16 webcast instructors (81 x \$600)	5380	Instructor Honoraria	48,600	
		Course conversion/experiment stipends for instructors (20x600)	5380	Instructor Honoraria	18,000	
		DAS Exam Management Consultant (Psychometrician)	5200	Consultant	17,600	
						<b>\$539,190</b>
						<b>\$108,100</b>

**The Society of American Archivists  
Program Planner  
Fiscal Year 2024**

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

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY24 Budget	
					Line Amount	Activity Total
		4 beverage breaks not covered in host negotiations @ \$200 each	5290	Business Meals	800	
			5360	Audiovisual (\$610/room/day x 8 courses)	-	
			5360	Audiovisual (Unconference)	-	
			5290	Business Meals	-	
		Instructor travel, lodging, meals (airfare \$400 each x 35)	5610	Instructor Travel	14,000	
		\$200/nightx35	5620	Lodging	7,000	
		Meals @ \$60/day per diem	5630	Meal Allowance	2,100	
	<b>4</b>	<b>Develop new and revise existing educational offerings and maintain online platforms.</b>				<b>\$0</b>
		- BlueSky eLearn Path LMS	5226	Computer Support	8,340	
			5226	Computer Support		
		- Webcast / online course development fee (4 new webcasts x \$1200).	5380	Honorarium (Webcast Development)	4,800	
		- Management Track and DEIA: Continued development (4 courses/year without NHPRC or SAAF dollars, \$1500 each)	5380	Honorarium (Instructor)	6,000	
		DAS and AD Special Projects (revise 5 foundational webcastsx1200)	5380	Honorarium (Instructor)	6,000	
	<b>5</b>	<b><del>Management Track (covered by NHPRC)</del></b>				
	<b>6</b>	<b><del>DEI Next Steps (covered by SAAF)</del></b>				

**The Society of American Archivists  
Program Planner  
Fiscal Year 2024**

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

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY24 Budget	
					Line Amount	Activity Total
	7	<b>Marketing and promotion.</b>  - Ad placement for courses, webcasts, and flash sales. <del>- DAS and A&amp;D magnets for certificate holders.</del> <del>- Notecards.</del> <del>- LMS images.</del> - Other printed marketing materials.	5285 5550 5550 5350 5285	Advertising & Marketing Promotional Items Promotional Items Graphic Design Advertising & Marketing	250   250	<b>\$500</b>
	8	<b>Miscellaneous.</b>  <del>- PGI conference call audio (\$100/m x 12).</del> - Postage for DAS exams and certificates.	5110 5310 5200	Telecommunications Express Mail Consulting	500 -	<b>\$500</b>
	9	<b>General and Administrative Allocation</b>	5XXX		\$276,092	<b>276,092.10</b>
	10	<b>IT Allocation</b>	5XXX		\$20,517	<b>20,517.12</b>
				<b>Total Income</b>		<b>\$539,190</b>
				<b>Total Expenses</b>		<b>\$430,849</b>
				<b>Gain / (Loss) From Operations</b>		<b>\$ 108,341</b>
				<b>Net Operating Gain / (Loss)</b>		<b>\$ 108,341</b>

**Society of American Archivists  
Council Meeting  
October 31-November 1, 2023**

**FY24 Proposed Budget Narrative:  
Advocacy (Program 107)  
(Prepared by Jackie Price Osafo)**

The proposed FY24 budget projects a net loss of \$174,883 in this program area. This is \$31,699 more than the FY23 budgeted net loss of \$143,244.

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

The proposed budget assumes the following:

- Funding for five archivists/members to receive virtual professional media training from a consultant. (Activity 1, \$10,000)
- Conduct of a storytelling workshop presented by Micaela Blei, who led the storytelling workshop in the past three years. Participants in the 3-hour virtual workshop will pay \$49, which will offset Blei's instructor fee. (Activity 1e, \$2,940 for revenue and \$2,500 for speaker)
- Hill Visit in Washington, DC, budget supports consultant to support/organize visits along with F&B, and information packets to be distributed to representatives. (Activity 2, \$8,000)
- Funding for two SAA members to attend/represent the Society at National Humanities Day. (Activity 2c, \$3,160)
- 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 \$2,425) and SAA's representative to the International Council on Archives Forum on Professional Associations (one of two meetings at \$2,700). (Activity 3a, \$5,125)
- Funding to support member travel to, and an exhibit table at, the Association of Tribal Archives, Libraries, and Museums in October 2023 (with raffle prizes and giveaways drawn from existing SAA products or services). (Activity 3b, \$2,170)

## Advocacy Income Statement

### Revenues

	<u>Fiscal '24</u>	<u>Fiscal '23</u>	<u>Difference</u>	<u>% Increase/ Decrease</u>
Dues	-		-	
Subscriptions & Advertising	-		-	
Workshops	-		-	
Annual Meeting	-		-	
Publications	-		-	
Contributions	-		-	
Investments	-			#DIV/0!
Other	2,940	2,940		-
<b>Total Revenues</b>	<b>2,940</b>	<b>2,940</b>	<b>-</b>	

### Expenses

	<u>Fiscal '24</u>	<u>Fiscal '23</u>	<u>% Increase/ Decrease</u>	
Personnel	129,335	94,766	34,569	36%
Office Occupancy & Utilities	-	8,912	(8,912)	-100%
Services	27,993	20,468	7,525	37%
Supplies	-	459	(459)	-100%
Travel	9,955	10,245	(290)	-3%
Leases, Rentals & Licenses	-	735	(735)	-100%
Taxes, Dues and Subscriptions	10,600	10,600	-	0%
Depreciation, COGS, and Other	-	-	-	
<b>Total Expenses</b>	<b>177,883</b>	<b>146,184</b>	<b>31,699</b>	<b>0</b>
<b>Gain / (Loss) from Operations</b>	<b>(174,943)</b>	<b>(143,244)</b>	<b>(31,699)</b>	<b>0</b>
<b>Transferred to Funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Net Gain / (Loss)</b>				

The Society of American Archivists  
Program Planner  
Fiscal Year 2024

Program Name: Advocacy and Public Awareness  
Program Number: 107

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY24 Budget		FY23 Budget		
					Line Amount	Activity Total	Line Amount	Activity Total	
1.1	1	<b>Promote the value of archives and archivists to institutions, communities, and society, and strengthen the ability of those who manage and use archival material to articulate the value of archives.</b>				13,000		\$13,000	
1.3						2,940		\$2,940	
1.4									
			a. Based on COPA workplan, implement ongoing publicity and media plan (including feature releases) and sponsor public awareness campaigns (including AAM).	5200	Consultant (Public Awareness)			5	0
				5350	Design/Photography/Production			5	0
			b. Promote public relations competencies among archivists via mid-year media training (x 5p), online videos, web resources, and materials for distribution via periodicals and conferences; incorporate PA goals into SAA website. To be conducted virtually.	5200	Consultant / Trainer (Media Training)	\$ 10,000		5	10,000
				5200	Consultant (Public Awareness)	\$ -		5	0
				5290	F&B	\$ -		5	0
				5610	Member Travel / Airfare (5p x \$365 airfare/ground) = \$1,825	\$ -		5	0
				5620	Member Travel / Lodging (5p x \$180 x 2d lodging) = \$1,800	\$ -		5	0
				5630	Member Travel / F&B (5p x \$100 x 2d) = \$1,000	\$ -		5	0
			c. Podcast series for community/public on keeping/donating materials.	5XXX	Not sure what the expenses are for this.			5	
			d. Exhibit at NGS, other appropriate venues to promote "Creating Family Archives," build allyship with genealogists.	5480	Exhibit/Sponsorship Fees (proposed date October, 2023)	\$ 500		5	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		4	2,940
		5200	Consultant/Instructor for Workshop and October Event	\$ 2,500		5	2,500		
1.2	2	<b>Educate and influence decision makers about the importance of archives and archivists.</b>				21,760		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)			5	
	Hill Visits to take place during annual meeting - funding request submitted to SA/	5200	Consultant and outside coordinator support (Hill Visit during Annual Meeting)	\$ 5,500		5			
			Supplies (buttons and printing)	\$ 2,500		5			





The Society of American Archivists  
Program Planner  
Fiscal Year 2024

Program Name: Advocacy and Public Awareness  
Program Number: 107

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY24 Budget		FY23 Budget		
					Line Amount	Activity Total	Line Amount	Activity Total	
			5640	Early-Bird Registration @ \$900 x .50 = \$450			5		
		- ICA Forum on Professional Associations (FPA) Steering Committee (Location TBD, April/May 2023, SAA Rep chairs the group) (Cost previously shared 50/50 with ACA)	5610	Member Travel (1p x \$1,300 air + \$300 ground) = \$1,600	\$ 1,600		5	1200	
			5620	Member Lodging (1p x \$200 x 4d lodging) = \$800	\$ 800		5	800	
			5630	Member Per Diem (1p x \$60 per diem x 5d) = \$300	\$ 300		5	300	
			5300	Freight			5		
		b. National, regional, and local organizations (eg, ATALM, CIMA, MAC, MARAC, NEA, SCA, SSA).	5640	Registration/Exhibit Fees (ATALM, October, 2023)	\$ 750		5	750	
			5285	Advertising / Sponsorship - 2022 fee is \$400	\$ 400		5	400	
			5300	Freight (ship display materials)	\$ 100		5	100	
			5610	Member Travel (1p x \$400 airfare/ground x 1m) = \$400	\$ 400		5	400	
			5620	Member Lodging (1p x \$200 x 2d) = \$600	\$ 400		5	400	
			5630	Member Per Diem (1p x \$60 x 2d) = \$120	\$ 120		5	120	
	5	General and Administrative Cost Allocation	50XX		\$ 129,335	129,335	5	78,276	105,294
	6	Computer Support Cost Allocation	5XXX		\$ 6,493	6,493	5	5,729	6,545
				<b>Total Income</b>		\$2,940			\$2,940
				<b>Total Expenses</b>		\$177,883			\$125,275
				<b>Net Gain / (Loss)</b>		(\$174,943)			(\$122,825)

**Society of American Archivists  
Council Meeting  
October 31-November 1, 2023  
Hybrid Meeting**

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

The FY24 Governance budget projects a net loss of \$311,236, which is \$117,834 more than the FY23 budgeted net loss of \$193,492.

The proposed budget assumes the following:

- DEIA leadership facilitation/training. (\$15,000)
- One in-person meeting of the SAA Council in May/June 2024 and up to three virtual meetings of the Council held via Zoom. (\$26,000)
- 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 (\$20,000). The Foundation budget also supports this initiative, \$15,000 has been allocated to support this initiative. This activity also supports funding (\$10,000) to support facilitated strategic planning and preparation discussion. The current plan runs through 2025.
- Continued funding for SAA's membership in the International Council on Archives (\$700).
- Funding for attendance by the Vice President/President-Elect, executive director, and governance manager at the ASAE CEO Symposium. (\$9,900). To meet the Strategic Planning collaboration goals, the president will represent the Society at ATALM \$2,113 includes: hotel and travel expenses) and Palau (\$1,900 includes: ½ the airfare, will seek a grant to cover hotel, remaining flight and travel expenses)
- Funding of section activities. (\$4,000)
  - International Archival Affairs Section – funding to support inclusion and equity in section programming. (\$4,000)

**Society of American Archivists  
Component Group Funding Request  
Fiscal Year 2024**

**(July 1, 2023 – June 30, 2024)**

**Deadline: March 1, 2023**

**International Archival Affairs Section: Funding to Support  
Inclusive programming**

**Prepared by: Ellen Engseth, Section Chair, for the Steering Committee**

**Submitted: March 1, 2023**

The International Archival Affairs Section (IAAS) Steering Committee requests that funding be included in SAA's FY 2024 budget to support inclusion and equity in section programming.

**BACKGROUND**

This project of Inclusive Programming is the vision of the leaders of the IAAS section, who are committed to engaging SAA colleagues on archives and archival workers globally, and while doing so, advance SAA's work towards equity, inclusion, and access.

The steering committee is comprised of individuals with interests in international education and professional engagement, human rights, and equity, diversity and inclusion, who formed the vision for a new programming series building on the strength of another section virtual series. This second series is to be centered on global archives and archivists in peril. With our heightened awareness of critical access and inclusivity issues within the profession and society at large, we envisaged a series which financially supports our guest speakers through honoraria, and provides support for all attendees' varied languages and language abilities. We feel that both the topic and these issues of access, equity and inclusion are all highly relevant; they are in fact increasingly expected in the current environment, and are the right actions to take.

We will use the funds to enhance our programs as described below during the next fiscal year.

**DISCUSSION**

With SAA's support for this Inclusive Programming project, the IAAS will *embrace inclusivity through improving equity in and building accessibility to IAAS programs*. We request \$4000.00 to enhance SAA member engagement with global issues relating to archives and respectfully engage with archivists outside of the USA. We propose to employ: global languages and American Sign Language (ASL) translators or interpreters; multilingual transcribers of spoken content; and honoraria for approximately 2 contributors (speakers). These would be integrated into our public programming. Our two program series are the established and successful *Archival Landscapes Seminar* series and a recently-launched *Archival Vistas Briefings* series; together, these interpreted programs will attract a more diverse audience, continue to bring positive attention to SAA, and will demonstrate our society's mission and values.

IAAS recognizes its responsibility to serve SAA as an ambassador for the society as we engage both national and international archivists. Our established series, *Archival Landscapes Seminars*, already attracts an international audience, some of whom are potential members of SAA. Participants, whether speakers or attendees, experience enriching lessons and diverse perspectives regarding our organization as well as the wider profession. In *Archival Landscapes Seminars* an international guest speaker describes the history, operating environment, and unique aspects of archival practice in their country. These are recorded and available through SAA's [YouTube channel](#), thus offering long-term, sustainable engagement. The section's *Archival Vistas Briefings* series is launching in spring 2023; these will also be recorded if appropriate and shared out for asynchronous viewing. Rather than having a geographical focus, this series will have a topical or thematic focus, starting in 2023 with archives in peril. With this new series, we seek to be as inclusive as possible from its start through providing language support to the attendees, improving access to those deaf and hard of hearing and to those for whom English is not their first language. We will center inclusive language/s in the programs of the section, and by extension, in SAA. We also wish to offer honoraria to our speakers, many of whom may come from areas in strife, as a method to build equity in the archival global world and honor the labor and expertise of all archivists.

This funding will directly and substantively advance the strategic goals of SAA. Our aims correspond to strategic planning priorities of SAA, and to many goals of the DEIA Work Plan, namely outreach and engagement including recruitment, the diversity within our discipline, and audience inclusivity. While, by definition, the IAAS is a very welcoming section as it represents many US archival and other traditions, this can be strengthened. Specific to the Strategic Plan Actions, we see strong connections between this funding request and:

- “Enhancing Professional Growth, particularly supporting career development and recruiting those with diverse backgrounds and identities” (2.1 G) : these series’ provide opportunity for members to enhance their global knowledge and global competency
- “Providing content via education of latest thinking and best practices” (2.2) : international (or projects based in other countries) are leading in some areas of best practice and theory
- “Deliver information and education via methods that are accessible, affordable, and keep pace with technological change” (2.3) : video meeting technologies offer accessible and affordable options for interpreting
- “Participate actively in relevant partnerships and collaborations to enhance professional knowledge” (3.3, and 3.3 c) : we will likely work with other SAA component groups, and other professional organizations around the world including in the global South and other underrepresented communities
- “Facilitate effective communication with and among members” (4.1) and “create opportunities for members to participate fully in the association” (4.2) : enhancing communication methods in our online programs will support fuller participation in SAA among those with varied language and communication skills
- “Ensure that leaders are accessible and that their work is transparent” (4.4) : these series are the section’s elected leaders’ vehicles to connect to our members, and they make us visible and accessible to them.

In regards to the question of significance, this project is the main project for the section this year and is the special project of this current Chair and Steering Committee. As we understand it, this project is innovative within SAA and thus would be significant to SAA: to our knowledge, live ASL interpretation is not yet happening in our virtual learning environments, and global language interpretation (nor programming in languages other than English) does not yet occur. Our section would lead by example and show that it is feasible to build, through these methods, equity, inclusion, and access. The audience will be section members as well as others not yet members who are interested in the topics or the geographical areas as they relate to archives. The series are open to the public, and the Steering Committee members can use their extensive networks to share out and invite others.

IAAS leaders are already working closely with two other SAA sections on a shared 2023 members meeting on the topic of a significant global project that fits into our 2023 theme. Our invited speakers for the *Archival Vistas Briefings* series relate to many other sections' areas of work, and we will be sure to invite them to join. Both the IAAS series foster collaboration with groups or individuals outside of SAA; for example, this spring's speakers will represent the International Committee of the Blue Shield, and work with the National Library and Archives in Iraq and the Archival Science and Special Branches of History Department, Taras Shevchenko National University of Kyiv, Ukraine.

The expected outcomes are to increase engagement with the section (and thus, with SAA) by members and non-members alike; to visibly and clearly take action towards funding experts for their time as well as to broaden the languages offered within our programs to improve access and to build inclusivity. Additionally, professional development and knowledge building will occur with all involved.

### **Budget**

The average cost for global language transcription for circa one hour's content is \$150.00. The average cost for global language translation/interpretation is circa \$250.00 per event [depending on length of presentation, the number of words, and the language(s) concerned]. The average cost for American Sign Language interpretation is \$50.00 per hour with a minimum two-hour commitment. We also propose offering a limited number of honoraria, beginning with two (2) at \$500.00 each to support two contributors who might not be able to participate otherwise. Peter Carlson, former SAA Treasurer, confirmed to us in 2022 that SAA is able to make payments to internationally-based individuals if their bank is part of the Swift System.

### **FUNDING REQUEST**

The International Archival Affairs Section (IAAS) requests that funding in the amount of \$4000 be included in SAA's FY 2024 budget to support Inclusive Programming.

Support Statement: The Inclusive Programming *embraces inclusivity, and improves equity in and accessibility to IAAS programs*. The steering committee seeks to provide interpretation and global language/s options for participants during our public programming during 2023 and 2024. We also seek to financially support our international guest speakers and collaborators.

Relation to SAA Strategic Plan: The project and our plans directly supports SAA’s goals as well as several areas of the DEIA Work Plan. These include “recruiting those with diverse backgrounds and identities,” as our programs do and will continue to reach students and those not yet members of SAA; and “deliver information and education via methods that are accessible, affordable, and keep pace with technological change,” through opportunities for inclusive interpreted programming which video meeting technologies now offer.

Fiscal Impact: The \$4000 is the estimated amount for: \$3000 for interpretation and transcription costs in global language/s and/or American Sign Language, as is feasible and appropriate, plus honoraria of \$500 each for 2 speakers. The SAA Zoom account and staff will likely provide the technical support, and the Steering Committee members will act as hosts and as moderators, as volunteers; our significant organization and planning time as well as our knowledge of archivists around the world are also without charge, and are part of our service to the organization.

DRAFT

## Governance Income Statement

### Revenues

	<u>Fiscal '24</u>	<u>Fiscal '23</u>	<u>Difference</u>	<u>% Increase/ Decrease</u>
Dues	-	-	-	
Subscriptions & Advertising	-	-	-	
Workshops	-	-	-	
Annual Meeting	-	-	-	
Publications	-	-	-	
Contributions	-	-	-	
Investments	-	-	-	
Other	-	-	-	
<b>Total Revenues</b>	-	-	-	

### Expenses

	<u>Fiscal '24</u>	<u>Fiscal '23</u>	<u>% Increase/ Decrease</u>	
Personnel	202,661	130,599	72,063	55%
Office Occupancy & Utilities	17,309	12,284	5,025	41%
Services	56,291	22,880	33,411	146%
Supplies	-	632	(632)	-100%
Travel	32,965	25,344	7,621	30%
Leases, Rentals & Licenses	1,400	1,013	387	38%
Taxes, Dues and Subscriptions	700	740	(40)	-5%
Depreciation, COGS, and Other	-	-	-	
<b>Total Expenses</b>	311,326	193,492	117,834	
<b>Gain / (Loss) from Operations</b>	(311,326)	(193,492)	(117,834)	
<b>Transferred to Funds</b>	-	-	-	
<b>Net Gain / (Loss)</b>	-	-	-	



The Society of American Archivists  
 Program Planner  
 Fiscal Year 2024

Program Name: Governance  
 Program Number: 108

= Gen/Admin =FY 23 Data

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY24 Budget		FY23 Budget	
					Line Amount	Activity Total	Line Amount	Activity Total
1		Conduct one in-person meeting and 10 virtual meetings of the SAA Council.				41,605		\$24,543
	a.	August meetings (2) in conjunction with 2023 Hybrid Annual Meeting. - Assumes use of SAA Zoom account for all virtual meetings.	5226	Zoom Fees			5	
		Coffee	5290	Business Meals	540		5	912
		Lunch	5290	Business Meals	2,700		5	1,892
	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			5	
			5200	Consultant Fees (DEIA Facilitator)	15,000		5	
	c.	May or June 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		5	6,000
			5610	Member Travel (Local Ground) (12p x \$50) = \$600	600		5	600
			5610	Member Travel (lodging)	10,800		5	8,244
			5600	Staff Travel--Local (\$125)	125		5	125
				Food and Beverage:				
			5290	Breakfasts/breaks	500		5	540
			5290	Lunch	500		5	900
			5290	Dinner with staff	1,500		5	1,430
			5290	Dinner on their own	500		5	540
			5700	Room Rental	1,400		5	1,920
			5610	Per Diem = \$60 per day x 12 x 2 days	1,440		5	1,440
2		Conduct two Council-led or -directed virtual town halls or forums.	5380	Honoraria for facilitator/consultant - The Future of the Profession	20,000		5	1,000
			5226	Zoom Meetings for 1,000 seats x 2 Council-led events. (\$100 per seat)	200		5	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		5	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)	3,700		5	3,635
5		Dues for membership in related organizations.		Institutional Membership Dues:		700		\$740
			5820	ICA	700		5	740
			5820	NISO = \$3,100 Propose no funding for this.			5	-
6		Fund VP/President-Elect, executive director, and governance manager to attend ASAE CEO Symposium (Site unknown), and President to attend ATALM and Palau.	5640	Registration Fees (4p x \$1,200) + ATALM	5,300		5	4,800
			5610	Travel (members and staff)	8,700		5	4,080
			5600	(4p x \$650 air/ground + \$250 lodging x 8 + \$60 per diem X8) + ATALM and Palau Staff Travel--Local			5	55
7		Provide funding to support SAA sections, appointed groups, and others.  a. Per FY22 Component Group Funding Requests: - Guidelines for Accessible Archives for People with Disabilities Revision - Major Revision of the Encoded Archival Description (EAD)	5200	International Arvhal Affairs Section	4,000		5	-
							5	-
8		General and Administrative Cost Allocation	5XXX			\$221,046		\$145,111
9		Computer Support Cost Allocation	5XXX			\$5,683		\$9,029
				Total Expenses		311,236		\$193,492
				Net Operating Gain / (Loss)		(\$311,236)		(\$193,492)

**Society of American Archivists  
Council Meeting  
October 31-November 1, 2023  
Hybrid Meeting**

**FY24 Proposed Budget Narrative:  
Career Services (Program 115)  
(Prepared by Cherie Newell)**

The proposed FY24 budget projects a net gain for the Career Services program of \$50,318. This is \$2,590 higher than the FY23 budgeted, which was \$50,003. The proposed budget assumes the following:

- The job board is outsourced to Naylor; they host the job board. This activity is a revenue share.
- Revenues of \$6,000 from the online Directory of Archival Consultants due to an increase in participation from SAA members resulting from a decrease in price.

Career Ctr Income Statement

**Revenues**

	<u>Fiscal '24</u>	<u>Fiscal '23</u>	<u>Difference</u>	<u>% Increase/ Decrease</u>
Dues	-	-	-	
Subscriptions & Advertising	94,938	92,348	2,590	3%
Workshops	-	-	-	
Annual Meeting	-	-	-	
Publications	-	-	-	
Contributions	-	-	-	
Investments	-	-	-	
Other	-	-	-	
<b>Total Revenues</b>	<b>94,938</b>	<b>92,348</b>	<b>2,590</b>	

**Expenses**

	<u>Fiscal '24</u>	<u>Fiscal '23</u>	<u>% Increase/ Decrease</u>	
Personnel	12,259	7,850	4,409	56%
Office Occupancy & Utilities	1,206	739	467	63%
Services	31,155	31,845	(691)	-2%
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	44,620	42,345	2,275	5%
<b>Gain / (Loss) from Operations</b>	<b>50,318</b>	<b>50,003</b>	<b>315</b>	<b>1%</b>
<b>Transferred to Funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Net Gain / (Loss)</b>	<b>-</b>	<b>-</b>	<b>-</b>	

**The Society of American Archivists  
Program Planner  
Fiscal Year 2024**

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

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY24 Budget	
					Line Amount	Activity Total
	1	Online Career Center Job board outsourced to Boxwood Technologies	4160	Advertising Revenue	88,938	
		Boxwood revenue share averages ~ 28.86% of Gross Revenue	5200	Consulting Fees (30% revenue sharing)	26,682	
		Boxwood service fee	5335	Processing Fees (~ 4.05%)	4,002	
	2	Administer Career Center at Annual Meeting. Staff Networking Café and Career Center. (C Salgado @ 6d) (1p x \$425 air/ground + \$65/d x 6d per diem + \$199/d x 6d lodging) = \$690	5600	Staff Travel		
			5600	Staff Travel		
			5400	Signage for Networking Café / Career Center		
			5400	Printing		
			5290	F&B (coffee break for mentors/protégés)		
	3	Online Consultants Directory Annual listing fee.	4170	Directory Listings (~50 members)	6,000	
4	<b>General and Administrative Cost Allocation</b>	5XXX			<b>13,540</b>	
5	<b>Computer Support Cost Allocation</b>	5XXX			<b>396</b>	
				<b>Total Income</b>	<b>\$94,938</b>	
				<b>Total Expenses</b>	<b>44,620</b>	
				<b>Gain / (Loss) From Operations</b>	<b>\$50,318</b>	

**Society of American Archivists  
Council Meeting  
October 31-November 1, 2023  
Hybrid Meeting**

**FY23 Proposed Budget Narrative:  
Membership (Program 120)  
(Prepared by Cherie Newell)**

The FY24 Membership budget projects a net gain of \$797,198. While there is a 2% increase in revenue and a 14% increase in expenses. When compared to FY23 budget, there is a decrease in net loss of \$8,234.

The proposed budget assumes the following:

- Total dues revenue of \$1,019,299, an increase of 2%% from the FY23 budgeted amount
- There will be no dues increase in FY24.
- Membership projections are based on reported March 2023 figures in conjunction with 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).

## Membership Income Statement

### Revenues

	<u>Fiscal '24</u>	<u>Fiscal '23</u>	<u>Difference</u>	<u>% Increase/ Decrease</u>
Dues	1,019,299	999,299	20,000	
Subscriptions & Advertising	-	-	-	
Workshops	-	-	-	
Annual Meeting	-	-	-	
Publications	-	-	-	
Contributions	-	-	-	
Investments	-	-		#DIV/0!
Other	2,356	2,356		0%
<b>Total Revenues</b>	<b>1,021,656</b>	<b>1,001,656</b>	<b>20,000</b>	<b>2%</b>

### Expenses

	<u>Fiscal '24</u>	<u>Fiscal '23</u>	<u>% Increase/ Decrease</u>	
Personnel	184,027	150,701	33,326	22%
Office Occupancy & Utilities	-	14,167	(14,167)	-100%
Services	30,080	19,118	10,962	57%
Supplies	950	1,679	(729)	-43%
Travel	-	-	-	
Leases, Rentals & Licenses	-	1,158	(1,158)	-100%
Taxes, Dues and Subscriptions	-	-	-	
Depreciation, COGS, and Other	9,400	9,400	-	0%
<b>Total Expenses</b>	<b>224,457</b>	<b>196,223</b>	<b>28,234</b>	<b>14%</b>
<b>Gain / (Loss) from Operations</b>	<b>797,199</b>	<b>805,433</b>	<b>(8,234)</b>	<b>-1%</b>
<b>Transferred to Funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Net Gain / (Loss)</b>				

The Society of American Archivists  
Program Planner  
Fiscal Year 2024

Program Name: Membership  
Program Number: 120

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY24 Budget	
					Line Amount	Activity Total
	1	<b>Collect membership dues.</b>	4000	Membership Dues	1,399,271	4
		<b>Assumes the following growth rates per member category:</b>				
		Associate Domestic : \$115 (-10.21%)	4000		14,585	
		Associate International : \$145 (-2.93%)	4000		5,253	
		Bridge : \$55 (7.81%)	4000		396	
		ID1 (Part-time) : \$80 (-9.76%)	4000		56,066	
		ID2 (\$20-29k/yr) : \$105 (-1.70%)	4000		21,965	
		ID3 (\$30-39k/yr) : \$140 (-1.65%)	4000		37,386	
		ID4 (\$40-49k/yr) : \$174 (1.31%)	4000		76,727	
		ID5 (\$50-59k/yr) : \$218 (-2.43%)	4000		113,399	
		ID6 (\$60-75k/yr) : \$250 (-0.11%)	4000		164,268	
		ID7 (\$75-89k/yr) : \$285 (-12.88%)	4000		92,277	
		ID8 (>\$90k/yr) : \$325 (1.5%)	4000		123,410	
		Lifetime : \$	4000		0	
		Honorary : \$	4000		0	
		Retired : \$77 (3.29%)	4000		21,261	
		Student : \$55 (-4.57%)	4000		59,540	
		Regular : \$340 (-1.35%)	4000		153,528	
		Sustaining : \$595 (-8.43%)	4000		59,238	
	2	<b>Collect revenue from member mailing list rental.</b>	4870	Mailing Label Rental	2,356	4
	3	<b>Increase retention of members.</b>				
		a. New Member Orientation and Forum at Annual Meeting (coffee break).	5290	F & B (300p x \$15 incl svc/tax)	4,500	5
	4	<b>Deliver member services.</b>				
		a. Mail copies of new SAA books to sustaining institutional members. Assumes 4 books in FY23.	5300	Shipping/Related Fees (nominal)	300	5
			5940	Cost of goods sold	9,400	5

The Society of American Archivists  
**Program Planner**  
**Fiscal Year 2024**

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

Goal	Activity <u>No.</u>	<u>Narrative</u>	Account <u>No.</u>	<u>Account Description</u>	Proposed FY24 Budget	
					<u>Line Amount</u>	<u>Activity Total</u>
		b. Administer SAA Fellows, Awards, and Scholarship programs. (See SAA Foundation program planner for details on funding of awards and scholarships.)	5570	Supplies (Plaques and Certificates)	200	5
			5550	Promotional Materials	750	5
			5350	Develop/Produce Promo Display		5
			5300	Postage (included in allocables)		5
			5290	F&B--Ceremony Toast	1,250	5
			5350	Graphic Design for Program	500	5
		c. Administer the Mentoring Program. Mentor/Protégé Meet-and-Greet at Annual Meeting Support online "Mentoring Directory." Develop graphics to promote program online.	5290	Food & Beverage		5
			5350	Graphic Design		5
		d. Webcast and Virtual Job Fair Services at AM 2020	5226	Computer Services	1,500	5
	5	<b>Membership staffing at Annual Meeting</b> Staffing to be provided by Beaumont, Salgado, others as needed and appropriate (included in other program budgets).	5600	Staff Travel		5
	6	<b>Miscellaneous Database Support</b>	5226	Computer Support		5
	7	<b>General and Administrative Cost Allocation</b>	5XXX			200,853.70
	8	<b>IT Cost Allocation</b>	5XXX			5,203.75
				<b>Total Income</b>		<b>\$1,021,656</b>
				<b>Total Expenses</b>		<b>224,457.46</b>
				<b>Gain / (Loss) From Operations</b>		<b>\$797,198.35</b>



**Society of American Archivists  
Council Meeting  
October 31-November 1, 2023  
Hybrid Meeting**

**FY24 Proposed Budget Narrative:  
Annual Meeting (Program 193)  
(Prepared by Jackie Price Osafo)**

The proposed FY24 budget projects a net gain of \$129,784 compared to FY23 budget net gain of \$116,497, which represents an increase of \$13,287. The proposed budget for the FY24 Hybrid Annual Meeting assumes the following:

- A significant amount of staff time to work with the Program and Host committees and to plan the conference schedule, as well as direct expenses for site visits and the logistics and production consultants, are invested prior to the start of the fiscal year in which the Annual Meeting occurs. These “prepaid expenses” are reflected in the income statement when the conference is implemented. (This generally accepted accounting procedure enables us to realize expenses in the proper period.) The income statement for the 2024 Annual Meeting (Program 193) reflects costs that will be booked as prepaid but not expensed until that conference takes place.
- Overall conference and committed expenses such as AV, decorating services, Food and Beverage along with staff travel are under - Activity 2. Contractual expenses such as F&B are listed per agreement, to avoid attrition, the room guarantee was re-negotiated, which resulted in an overall savings of \$130,000.
- Payment to DL Plan (logistics consultants) of \$65,000 which include pre-meeting management and site visit travel for the in-person conference. (Activity 2f)
- An expense of \$29,000 for a conference platform (Whova) and \$49,000 for a full-service production company to manage all speaker and facilitator training, pre-recording, editing, captioning, and management of in-person, virtual, and streaming programming. (Activity 2f)
- Traditionally, the Society has offered CoSA a \$20,000 revenue share, given the current economic climate and increase in expenses for a hybrid meeting, CoSA was offered and agreed to a \$10,000 revenue share. (Activity 2h)
- The budget represents a combination (in-person and virtual) of 1,853 paid attendees at the multiple price points/registrations fees. The budget represents an in-person early bird registration by 14% and 36% increase for virtual to support the cost of a hybrid meeting. We have assumed that 42% of registrants (members and non-members) for the in-person

meeting will choose the early bird or the advanced registration rate. Our optimistic projection is because we had 1,780 registrants in 2021. (Activity 3)

- Sponsorship revenue decreased by 23% (\$46,000) compared to FY23 budget as the 29% shortfall had a significant impact to budgeted revenue. (Activity 3d)

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AM23 Income Statement

**Revenues**

	<u>Fiscal '24</u>	<u>Fiscal '23</u>	<u>Difference</u>	<u>% Increase/ Decrease</u>
Dues	-	-	-	
Subscriptions & Advertising	10,000	16,800	(6,800)	
Workshops	-	-	-	
Annual Meeting	789,980	692,915	97,065	
Publications		-	-	
Contributions		-	-	
Investments		-	-	
Other		234		
<b>Total Revenues</b>	<b>799,980</b>	<b>709,949</b>	<b>90,031</b>	

**Expenses**

	<u>Fiscal '24</u>	<u>Fiscal '23</u>	<u>% Increase/ Decrease</u>	
Personnel	142,865	35,658	107,207	301%
Office Occupancy & Utilities	15,550	3,379	12,172	360%
Services	477,339	398,822	78,517	20%
Supplies	1,400	1,300	100	8%
Travel	33,043	35,243	(2,200)	-6%
Leases, Rentals & Licenses	-	334	(334)	-100%
Taxes, Dues and Subscriptions	-	-	-	
Depreciation, COGS, and Other	-	118,717	(118,717)	-100%
<b>Total Expenses</b>	<b>670,197</b>	<b>593,452</b>	<b>76,745</b>	<b>13%</b>
<b>Gain / (Loss) from Operations</b>	<b>129,784</b>	<b>116,497</b>	<b>13,287</b>	<b>11%</b>
<b>Transferred to Funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Net Gain / (Loss)</b>				

**The Society of American Archivists  
Program Planner  
Fiscal Year 2024**

**Program Name: Annual Meeting Washington DC  
Program Number: 193**

Goal	Activity No.	Narrative	Account No.	Account Description	= Gen/Admin Proposed FY24 Budget	
					Line Amount	Activity Total
	<b>1</b>	<b>Management and Administration</b> Administer activities associated with the 2023 Virtual Annual Meeting, originally scheduled for Anaheim, CA: Develop and monitor budgets; provide support to the Program and Host committees; promote the meeting via all available means; market sponsorship opportunities; research platform and production companies, issue RFP, and select best fit; and respond to general inquiries.				<b>\$0</b>
	<b>2</b>	<b>Execute Hybrid Archives 2024 Conference</b>				<b>\$522,223</b>
	a.	Audio-visual Services	5360	Audio Visual -- Markey's	129,000	
	-	Mini Theatre	5360	Audio Visual --(Conference Media - record over powerpoint)		
	-	Main Conference				
	-	Hotel Liaison (load in/load out)				
	-	Housing				
	b.	Decorator Services	5480	Miscellaneous Services (Alliance)	32,000	
		Delivery, set-up, tear down of all furniture, fixtures, kiosks for all activities.				
	c.	Food and Beverage				
	-	Hilton Hotel	5290	Food and Beverage (less SAAF \$6200)	133,028	
	d.	Housing for award winners and staff				
			5600	Staff Travel (includes program support personell)	20,043	
			5610	Member Travel (non-staff travel)	4,100	
	e.	Signage	5600	Airfare Staff	4,400	
			5400	Printing (Alliance)	5,000	
	f.	Logistics				
	-	Production management (The Dynamic Communicator including Hoova platform).	5360	Audiovisual (Production Management)	49,000	
	-	Closed Captioning	5360	Audiovisual (Conference Platform)	29,000	
			5360	Audiovisual (Closed Captioning) - In-person	7,000	

**The Society of American Archivists  
Program Planner  
Fiscal Year 2024**

**Program Name: Annual Meeting Washington DC  
Program Number: 193**

Goal	Activity No.	Narrative	Account No.	Account Description	= Gen/Admin	
					Proposed	
					FY24 Budget	
					Line Amount	Activity Total
		- Health and Safety	5480	Miscellaneous Services (EMT TK)		2,900
		- Security	5480	Miscellaneous Services (Security TK)		3,500
		- Internet	5226	Computer Support		1,000
		- Hotel Shipping services	5300	Postage and Freight (Sheraton)		500
		- Logistics management (DL Plan).	5200	Consulting Fees (DL Plan) (expo)		65,000
		- Insurance	5260	Event Cancellation Insurance		8,853
		- Shipping to AM site and back	5300	Radiant		4,400
		g. Marketing and niceties				
		- Furniture for keynote	5570	Miscellaneous Supplies		1,000
		- Graphic Designer for branding and signs	5350	Graphic Design		1,500
		- Printing and design (badges, lanyards, registration forms)	5400	Printing and Duplication		4,000
		- Flowers for plenary	5570	Miscellaneous Supplies		400
		- Honorarium for keynote speaker (two or three TBD).	5650	Keynote Speaker Honorarium		4,500
		- Videographer & photographs	5480	Branding 50/50 SAA & SAAF (\$4200)		2,100
		h.CoSA revenue share	5290	Food & Beverage		10,000
			5610	Housing		
	<b>3</b>	<b>Provide resources for management of a high-quality hybrid conference.</b>				<b>\$799,980</b>
		a. Registration income (In-Person assuming 853 paid attendees)				<b>\$0</b>
			4300	Early-bird Member (71.9% of total, or 640 @ \$399)		295,260
			4300	Early-Bird Employee / Member Inst (0.84% or 7 @ \$529 )		3,703
			4300	Early-Bird Nonmember (7.7% or 67 @ 689)		50,986
			4300	<b>Advance Member (3.13% or 28 @ \$489 )</b>		13,692
			4300	<b>Advance Employee / Member Inst (0.74% or 6 @ \$579)</b>		3,474
			4300	<b>Advance Nonmember (0.86% or 8 @ \$739)</b>		5,912

**The Society of American Archivists  
Program Planner  
Fiscal Year 2024**

**Program Name: Annual Meeting Washington DC  
Program Number: 193**

Goal	Activity No.	Narrative	Account No.	Account Description	= Gen/Admin	
					Proposed	
					FY24 Budget	
					Line Amount	Activity Total
			4300	<b>Regular Member (3.13% or 27 @ \$559)</b>	15,093	
			4300	<b>RegularEmployee / Member Inst (0.41% or 4 @ \$669)</b>	2,716	
			4300	RegularNonmember (0.89% or 8 @ \$809)	6,472	
			4300	<del>One Day Member (1.5% or 13 @ \$279)</del>		
			4300	<del>One Day Employee / Member Inst</del>		
			4300	<del>One Day Nonmember (0.84% or 7 @ \$449)</del>		
			4300	<del>RegularNonmember (0.89% or 8 @ \$859)</del>		
			4300	Student Member (6.27% or 54 @ \$229)	12,366	
			4300	<del>Student Nonmember (0.67% 6 @ 269)</del>	-	
			4300	Guest of Member (0.21% or 2 @ \$229)	458	
			4300	Guest of Nonmember (\$279)	558	
		b. Registration income (Virtual assuming 1,000 paid attendees)	4300	SAA Members (74% of total, or 740 @ \$229)	169,460	
			4300	Employees of Member Inst (9% of total, or 90 @ \$279)	25,110	
			4300	Nonmembers (9% of total, or 90 @ \$399)	35,910	
			4300	Students (8% of total, or 80 @ \$109)	8,720	
		c. Post-conference Sales	4300	Sale of Post-Conference Access (10 @ \$219 avg)	2,190	
		d. Exhibits, Sponsorship, and advertising income.				
		- 51 paid booths (avg \$ 1,900) / 3 comp booths (Ofc Hrs + SAAF)	4350	Exhibits Income	102,900	
			4360	Sponsorship Income	35,000	
		- On-line Advertising Income (\$2,500 Banner * 4/\$1,700 *4)	4150	Advertising in Prelim Flyer/Onsite/Web Programs	10,000	
			4900	Exhibit Hall ticket sales (assumes six)	-	
<b>4</b>	General and Administrative Cost Allocation		5XXX	(Includes all ARCHIVES*RECORDS 2023 expenses incurred in FY23.)		<b>142,865</b>
<b>5</b>	IT Cost Allocation		5XXX			<b>5,108</b>

**The Society of American Archivists  
Program Planner  
Fiscal Year 2024**

**Program Name: Annual Meeting Washington DC  
Program Number: 193**

Goal	Activity <u>No.</u>	Narrative	Account <u>No.</u>	Account Description	= Gen/Admin Proposed FY24 Budget	
					<u>Line Amount</u>	<u>Activity Total</u>
				<b>Total Income</b>		\$ 799,980
				<b>Total Expenses</b>		\$ 670,196
				<b>Gain / (Loss) From Operations</b>		\$ 129,784
				<b>Net Operating Gain / (Loss)</b>		<u>\$ 129,784</u>

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