Agenda Item IV.A.2.

Society of American Archivists
Council Meeting
May 16–17, 2017
Chicago, Illinois

FY18 Proposed Budget:
General Overview of Operations

(Prepared by Peter Carlson and Nancy Beaumont)

The FY 2018 Proposed Budget projects a balanced budget, with a nominal net gain of $1,048. This is $22,754 (95.6%) less than the FY 2017 budgeted net gain and $7,868 (115.36%) greater than the FY 2017 projected net loss. The proposed budget projects a 6.32% decrease in revenues and a 5.56% decrease in expenses as compared to the FY 2017 budget. For detailed information, see the individual program income statements and planners.

Under Revenues:

- FY 2018 will be the second year of the stepped dues increase approved by the membership in November 2015. The proposed budget reflects a 1.67% increase in dues revenue from projected FY17 actuals, reflecting a cautious projection of membership trends. Overall we expect membership levels to go down by 2.83%, but revenues to increase slightly as members renew at their appropriate ID levels. The important ID8 category is expected to increase by 3.5 %. (Program 120)

- After a year of contraction, we have begun to reconfigure the Education program based on changing membership preferences. Product pricing has been simplified and prices reduced in order to enhance the value of SAA membership. The budget includes a new learning management system that will enhance SAA's ability to offer dynamic web events. The projected net gain in this program for FY18 is $35,368, which is $19,464 (122%) more than the FY17 budgeted net gain. (Program 105)

- The projected revenues for the 2017 Annual Meeting in Portland are $68,224 (9.75%) lower than we realized for the 2016 Joint Annual Meeting in Atlanta. We have based the proposed budget on 1,500 paid attendees (compared with a budget of 1,700 paid attendees and our actual experience of 1,659 paid attendees in 2016). We are projecting a net gain that is $39,188 (19.41%) less than was realized in Atlanta. (Program 197)

- Based on year-to-date experience, we expect another net loss (of $53,617 in FY 2018) in the Publications program. This is a smaller loss than is projected for FY17, but larger than we budgeted for FY17. Activities in this program will focus on controlling costs,

rolling out five new titles in the *Trends in Archives Practice* and *Archival Fundamentals* series, and ending the practice of reselling other publishers' books. (Program 104)

Under Expenses:

- The proposed increase in the Personnel expense reflects a projected increase of 6.96% in benefits costs over the course of FY 2018 and includes a 3% placeholder in the salary budget for staff merit increases. (Program 100)

- In support of Goal 1 of SAA's Strategic Plan (Advocating for Archives and Archivists), we anticipate an increase of 16.97% in SAA's investment in advocacy and public awareness compared with the projected actual for FY 17. This is a $27,852 (16.33%) decrease compared with the FY 17 budget and is a more realistic plan given the capacity of member volunteers and staff. (Program 107)

- In keeping with Goal 2 of SAA's Strategic Plan (Enhancing Professional Growth), the Education program budget includes funding in the amount of $41,000 to develop and enhance the Education program's online learning programs (including DAS and A&D) by providing technologies to improve member experience and more easily develop and deliver content. To offset the reduction in pricing of the programs, the SAA Education department has improved administrative processes, leading to cost savings in course development, webcast royalties, meeting costs, printing, and postage and shipping. (Program 105)

- And in support of Goal 4 of SAA's Strategic Plan (Meeting Members' Needs), we have incorporated into the General and Administrative program budget $25,800 in consulting fees for experts to assist staff with needs analysis and implementation of SAA's new association management software (AMS) and financial and decision support systems. Audit fees also have been reduced as a result of going to market for these services. (Activities 6.a. and b.)

Summary of Major Activities Related to Operations ("Bricks and Mortar")

The following activities require significant expenditure of staff time and, while not directed to the Strategic Priorities *per se*, are critical in meeting member needs and/or supporting the mission of the Society.

- General and Administrative (Program 100): Administer activities related to staffing an effective and efficient headquarters office, including personnel administration (Service Center, staff benefits and coverage); financial management and audit; technical support; facilities and equipment management; legal services; and investments. Conduct all activities needed to select and implement a new association management software system (AMS) and continuously improve SAA's online presence.

- Periodicals (Programs 102 and 103): Oversee transition to a new Editor of *The American Archivist* and publish two issues of the journal. Publish six issues of *Archival Outlook*; solicit member-written articles and prepare staff-written articles. Publish *In The Loop* every other week.

- Publications (Program 104): Begin to roll out volumes in the *Archival Fundamentals III* series; continue to develop new modules in the *Trends in Archives Practice* series; and manage inventory of approximately 59 book titles. Explore production and distribution collaborations. Disseminate Word of the Week every Tuesday and publish online the new *Dictionary of Archives Terminology*.

- Education (Program 105): Continue implementation of DAS Curriculum and Certificate Program and Arrangement and Description Certificate Program, including individual course examinations and comprehensive examination; develop 12 new webcasts and 3 online courses utilizing new Learning Management System to provide professional development offerings in new formats. Recruit course instructors for online offerings. Work toward partnerships with related organizations, including Society of Rocky Mountain Archivists, Association of Canadian Archivists, and Hong Kong Government Records Office.

- Advocacy/Public Awareness (Program 107): Fund a face-to-face mid-year meeting of the Committee on Public Awareness to ensure strategic thinking and continued work in this high-priority area. Provide funding for up to four member trips and one staff trip to represent SAA on advocacy issues. Continue support of the National Coalition for History at a level consistent with FY 2017.

- Governance (Program 108): Conduct four in-person meetings of the SAA Council; prepare materials to aid in deliberation; prepare and distribute meeting minutes. Provide support to SAA committees, boards, task forces, and sections. Conduct one online election/referendum.

- Career Services (Program 115): Administer online Career Center and Consultants Directory. Develop career services information for access by members.

- Membership (Program 120): Develop and implement membership recruitment strategies. Administer all join/renew processes and update online membership information. Administer the Awards, Scholarships, and Fellows selection programs [funded by SAA Foundation].

- 2017 Annual Meeting (Program 197): Administer all activities associated with the 2017 Annual Meeting, from Program Committee selection of education sessions through advance planning, onsite logistics management, and post-conference evaluation.

- 2018 Joint Annual Meeting (Program 198): Provide funding and staff support for the Program Committee's work to solicit and select education sessions; promote attendance and exhibits/sponsorships; select venues for various events.

The documents that follow provide detailed descriptions of the assumptions made and trends anticipated during FY 2018.

The Society of American Archivists
Income Statement
Fiscal 2018 Budget
Budget Master - Operations

Revenues	Fiscal '18	Fiscal '17	Projected FY '17 Actuals	FY '18 Budget v. FY '17 Budget $ Difference	FY '18 Budget v. FY '17 Budget % Difference	FY '18 Budget v. FY '17 Actuals $ Difference	FY '18 Budget v. FY '17 Actuals % Difference
Dues	$ 967,120.06	$ 931,016.41	$ 951,240.84	$ 36,103.66	3.88%	$ 15,879.22	1.67%
Subscriptions & Advertising	199,990.00	211,168.00	206,446.47	(11,178.00)	(5.29%)	(6,456.47)	(3.13%)
Education	589,345.00	685,228.00	471,612.38	(95,883.00)	(13.99%)	117,732.62	24.96%
Annual Meeting	625,514.17	699,690.20	672,330.25	(74,176.03)	(10.60%)	(46,816.08)	(6.96%)
Publications	192,919.75	213,525.54	157,325.07	(20,605.79)	(9.65%)	35,594.68	22.62%
Contributions	-	-	20.00	-	N/A	(20.00)	(100.00%)
Investments	11,203.00	11,246.00	12,959.85	(43.00)	(0.38%)	(1,756.85)	(13.56%)
Other	41,324.13	52,937.43	73,939.94	(11,613.30)	(21.94%)	(32,615.80)	(44.11%)
Total Revenues	$ 2,627,416.11	$ 2,804,811.57	$ 2,545,874.80	$ (177,395.46)	(6.32%)	$ 81,541.32	3.20%

Expenses	Fiscal '18	Fiscal '17	Projected FY '17 Actuals	FY '18 Budget v. FY '17 Budget $ Difference	FY '18 Budget v. FY '17 Budget % Difference	FY '18 Budget v. FY '17 Actuals $ Difference	FY '18 Budget v. FY '17 Actuals % Difference
Personnel	$ 1,110,800.83	$ 1,073,539.55	$ 1,065,387.80	$ 37,261.28	3.47%	$ 45,413.03	4.26%
Office Occupancy & Utilities	114,714.14	110,069.11	$ 103,603.24	4,645.03	4.22%	11,110.90	10.72%
Services	982,714.57	1,102,774.69	$ 1,016,564.46	(120,060.12)	(10.89%)	(33,849.89)	(3.33%)
Supplies	9,565.17	15,010.89	$ 17,233.64	(5,445.72)	(36.28%)	(7,668.46)	(44.50%)
Travel	210,042.00	243,665.33	$ 166,388.18	(33,623.33)	(13.80%)	43,653.82	26.24%
Leases, Rentals & Licenses	46,359.08	49,985.08	$ 38,127.00	(3,626.00)	(7.25%)	8,232.08	21.59%
Taxes, Dues and Subscriptions	24,910.00	41,015.00	$ 45,532.50	(16,105.00)	(39.27%)	(20,622.50)	(45.29%)
Depreciation, COGS, and Other	127,262.54	144,950.15	99,858.14	(17,687.61)	(12.20%)	27,404.41	27.44%
Total Expenses	$ 2,626,368.33	$ 2,781,009.80	$ 2,552,694.94	$ (154,641.47)	(5.56%)	$ 73,673.39	2.89%
Gain / (Loss) from Operations	$ 1,047.79	$ 23,801.78	$ (6,820.14)	$ (22,753.99)	(95.60%)	$ 7,867.93	(115.36%)
Replenishment of Council-Directed Funds	-	-					
Net Gain / (Loss)	**$ 1,047.79**	**$ 23,801.78**	**$ (6,820.14)**				

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FY18 Proposed Budget Narrative:
General and Administrative (Program 100)
(Prepared by Peter Carlson)

The projected net loss in this area for FY 2018 is $519,371. This is $4,405 (0.84%) more than the FY 2017 budgeted net loss and $33,687 (6.78%) greater than the FY 2017 projected net loss.

Effort of all staff members is allocated across the budget based on management estimates of expected effort by program area. Personnel costs for G&A reflect 2.72 FTEs or 22.7% of total salaries, taxes, and benefits. The cost of benefits is expected to increase by 6.96% over the course of FY 2018. A 3% placeholder has been included in the salary budget for staff merit increases.

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

- The line item for Consultants shows a significant increase ($10,802, or 52.83%) due to inclusion of funding for experts to assist Black and Carlson with the business analysis required to conduct needs assessment, produce a request for proposal, and select a new Association Management System (AMS). In addition, some technical service and accounting consulting is budgeted to continue the simplification of the financial accounting and reporting functions. (Activities 6.a. and b.)

  Of particular note, and related to these activities, is the $367,000 in software and service expense shown in the Capital Budget Program Planner (Activity 1). Using funds currently held in the Council-designated Technology Fund, SAA staff will purchase, install, integrate, and customize an a comprehensive member data management and community collaboration system in FY 18. See the Capital Budget Planner and Narrative for additional information.

- We have maintained the same total expense but modified the staff professional development/training budget to include an institutional membership in Association Forum of Chicagoland ($2,695, which gives five staff members access to information, education, and networking events at a preferred membership rate) as well as $5,000 to cover registration and travel for other staff and other professional development opportunities. (Activities 1.b. and c.)

- We rent 3,807 square feet for SAA's offices at a per-foot cost of $24 per year (or approximately $7,614 per month). We also rent two storage spaces at a monthly cost of $335. We have estimated that this will increase to $24.50/sf as of February 1, 2018, upon expiration of our current lease. This figure is based on current rates for properties like the one SAA occupies. We are exploring options for a different suite of offices in our current building as well as in other buildings in the Chicago Loop. (Activity 2.d.)

- FY 2018 depreciation expenses are projected to decrease by $2,414 (10.5%) compared with FY 2017 as the result of retiring several desktop computers, and due to the retirement of assets during the fiscal year-end close of FY 2016. This depreciation figure includes depreciation resulting from $16,220 in PC upgrades, staff workstation upgrades (furniture and fixtures), and the upgrade of our disaster recovery capability for two virtual servers. (Activity 2.h.)

- Staff effort and associated expenses applied to the Foundation are refunded to the Foundation on a monthly basis as an in-kind donation. For FY 2018, we estimate that this will total $32,788. This decrease of $7,018 (or 17.63%) results from the simplification of administration (especially accounting and banking) of Foundation accounts. (Activity 7)

The Society of American Archivists
Income Statement
Fiscal 2018 Budget
General & Administrative

Revenues	Fiscal '18	Fiscal '17	Projected FY '17 Actuals	FY '18 Budget v. FY '17 Budget $ Difference	FY '18 Budget v. FY '17 Budget % Difference	FY '18 Budget v. FY '17 Actuals $ Difference	FY '18 Budget v. FY '17 Actuals % Difference
Dues	$ -	$ -	$ -	$ -	N/A	$ -	N/A
Subscriptions & Advertising	-	-	-	-	N/A	-	N/A
Workshops	-	-	-	-	N/A	-	N/A
Annual Meeting	-	-	-	-	N/A	-	N/A
Publications	-	-	-	-	N/A	-	N/A
Contributions	-	-	20.00	-	N/A	(20.00)	(100.00%)
Investments	11,203.00	11,246.00	12,959.85	(43.00)	(0.38%)	(1,756.85)	(13.56%)
Other	-	-	26.48	-	N/A	(26.48)	(100.00%)
Total Revenues	$ 11,203.00	$ 11,246.00	$ 13,006.33	$ (43.00)	(0.38%)	$ (1,803.33)	(13.87%)

Expenses	Fiscal '18	Fiscal '17	Projected FY '17 Actuals	FY '18 Budget v. FY '17 Budget $ Difference	FY '18 Budget v. FY '17 Budget % Difference	FY '18 Budget v. FY '17 Actuals $ Difference	FY '18 Budget v. FY '17 Actuals % Difference
Personnel	$ 257,384.23	$ 251,581.16	$ 260,300.43	$ 5,803.06	2.31%	$ (2,916.20)	(1.12%)
Office Occupancy & Utilities	25,922.10	$ 25,906.97	24,129.17	15.13	0.06%	1,792.93	7.43%
Services	163,423.49	$ 155,247.44	133,120.58	8,176.05	5.27%	30,302.91	22.76%
Supplies	2,470.87	$ 3,227.83	5,724.99	(756.95)	(23.45%)	(3,254.12)	(56.84%)
Travel	14,739.00	$ 13,349.00	4,086.78	1,390.00	10.41%	10,652.22	260.65%
Leases, Rentals & Licenses	4,396.40	$ 4,316.40	3,128.72	80.00	1.85%	1,267.68	40.52%
Taxes, Dues and Subscriptions	8,950.00	$ 9,820.00	12,590.00	(870.00)	(8.86%)	(3,640.00)	(28.91%)
Depreciation, COGS, and Other	53,287.72	62,720.34	53,806.07	(9,432.63)	(15.04%)	(518.35)	(0.96%)
Total Expenses	$ 530,573.80	$ 526,169.13	$ 496,886.73	$ 4,404.67	0.84%	$ 33,687.07	6.78%
Gain / (Loss) from Operations	$ (519,370.80)	$ (514,923.13)	$ (483,880.40)	$ (4,447.67)	0.86%	$ (35,490.40)	7.33%
Transferred to Funds	-	-	-				
Net Gain / (Loss)	**$ (519,371)**	**$ (514,923)**	**$ (483,880)**				

The Society of American Archivists
Program Planner
Fiscal Year 2018

Program Name: General & Administrative
Program Number: 100

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY18 Budget Line Amount	Proposed FY18 Budget Activity Total		FY17 Budget Line Amount	FY17 Budget Activity Total	
	1	**Staff an effective and efficient headquarters office.**				**$265,970**			**261,263**	
		a. Personnel	5000	Salaries & Wages	204,720		5	201,764		5
		Amounts in this document are those allocated	5000	Decrease in Vacation Liability	(1,800)		5	(1,800)		5
		specifically to the General & Administrative (G&A) cost	5010	Insurance Coverage	20,199		5	17,837		5
		center. The program planners for other individual cost	5020	Employer Payroll Taxes	16,966		5	16,731		5
		centers include appropriate G&A allocations based on	5030	Retirement Benefit	17,299		5	17,049		5
		staffing. Based on "anticipated effort" allocations,	5040	Bonuses	-		5	-		5
		22.8% of G&A expenses are allocated to the General & Administrative cost center.								
								-		
		b. Staff professional development and training	5640	ASAE (NPB @ $400 - Kara @ $325) Association Foundation Group (NPB @ $120) Association Forum (NPB, KA, PDC TB, CS, FO) @ $1,850	2,695		5	870		5
		c. Registration/travel for professional development offerings	5640	Staff Professional Development	5,000		5	8,019		5
		d. Business meals and local transportation - Staff Acknowledgments (included in monthly amount)	5290	Various Occasions and Meetings @ $225/m (G&A share)	616		5	643		5
		e. Local Transportation for various meetings	5295	Local Transportation and parking fees	275		5	150		5
	2	**Overhead costs of SAA headquarters office.**				**$80,052**			**72,677**	
		a. Electricity	5120	Electricity: Avg of $355/m (G&A share)	899		5	1,026		5
		b. Postage	5300	Postage: Avg of $700/m (G&A share)	1,935		5	1,944		5
			5310	Express Mail Services: Avg of $81/m	991		5	991		5
		c. Insurance - Workers Compensation - Commercial Umbrella Package - Professional Liability	5260	Insurance (combined @ approx $430/m)	5,168		5	5,100		5
		d. Rent - Current 10-year lease expires 1/31/18.	5100	7/17 - 1/17: $8,373 x 7m 2/18 - 6/18: $8,532 x 5m (G&A share)	22,986		5	22,654		5
		- Office space renovation or moving expenses	5XXX	Services & Supplies	10,000		5			5
		e. Supplies	5500	Office Supplies: Avg $667/m @ 22.8%	1,471		5	1,783		5

The Society of American Archivists
Program Planner
Fiscal Year 2018

Program Name: General & Administrative
Program Number: 100

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY18 Budget Line Amount	Proposed FY18 Budget Activity Total		FY17 Budget Line Amount	FY17 Budget Activity Total	
			5570	Miscellaneous Supplies			5	-		5
		f. Telephone	5110	Telephone/Internet: $8,900 annually @ 22.8%	2,037		5	2,227		5
		g. Printing and duplication	5400	Check Printing (2 @ $150)	350		5	470		5
			5400	Monthly Printing (~$135/m -- G&A share)	368		5	301		5
		h. Equipment and depreciation	5250	Maintenance and Repairs			5	-		5
			5700	Equipment Lease, Site Licenses	4,396		5	4,316		5
		- Phone System: Avg $748/m - Copier / Scanner / Fax / Printer: Avg $469/m - Accounting Software License: $1,320 - Pitney Bowes: Avg $230/qtr								
		Depreciation: $1,909.58/m	5900	Equipment Depreciation	20,500		5	22,915		5
		i. Tax payments (property tax included in rent)	5800	Taxes (UBIT)	8,950		5	8,950		5
	3	Use outsource services as needed.				**$100,677**			**$108,432**	
		a. Accounting	5240	Payroll Processing ($242/mo + 150)	3,057		5	3,123		5
		- Includes consultant to provide QA on planned account	5210	Audit and Tax Preparation	26,000		5	34,001		5
		consolidation.	5200	Consultant	3,500		5	3,000		5
								30		5
		b. Bank charges	5233	Service Charges (Merrill Lynch Annual Fee)	210		5	233		5
		c. Merchant Service costs, including Amex, International Bancard, & Authorize.net	5236	Credit Card Processing Fees: Avg $5,500/m	59,500		5	60,300		5
		c. Legal services (general)	5280	Legal Services ($1,000/qtr + AMS RFP Review)	7,750		5	6,500		5
		d. 1099 software and processing	5335	Renewal of 1099 Software License	450		5	795		5
		e. Document Disposal	5480	Miscellaneous Services	210		5	450		5
	4	**Miscellaneous Income**				**$11,203**			**11,246**	
		- Return on Merrill Lynch General Fund	4700	Interest / Dividends (Assumes $266.25/m)	11,203		4	11,246		4
	5	**Provide staff support at 2015 Annual Meeting.**	5600	Staff Travel		**$7,044**	5		**5,330**	5
		- Carlson, Black, Santiago, Gonzalez	5600	- Airfare @ $450/p + bags/ground @ $50/p x 4 = $2,000	2,000		5	1,700		5
		- Salgado budgeted in Career Services, Program 115	5600	- Lodging	3,874		5	2,750		5
		@ $149 x 6n x 2p (LG, MS) + $125 x 7n x 2p (MB, PC)	5600	- Per Diem @ $45/d x 6d x 2p + $45/d x 7d x 2p = $1,170	1,170		5	880		5
	6	**Information Technology Expenses**				**$44,044**			**38,662**	
		a. Hardware, software, hosting, programming support.	5226	Computer Support	15,294		5	15,314		5

The Society of American Archivists
Program Planner
Fiscal Year 2018

Program Name: General & Administrative
Program Number: 100

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY18 Budget Line Amount	Proposed FY18 Budget Activity Total		FY17 Budget Line Amount	FY17 Budget Activity Total	
		- Commonplaces @ $3,850								
		- Impact Solutions @ $8,764 (assume 2% increase)								
		- General Support AZBS@ $38,040								
		- Various Software@ $13,089								
		b. Research and discovery for new AMS/ERP system(s).								
		- RFI development						5,250		5
		- Contract development, review, and negotiation.	5200	Consultant (Business Needs Analysis & Proposal Development)	13,800		5	10,800		5
		- Vendor evaluation	5200	Consultant (IT Services)	12,000		5	5,000		5
			5280	Legal Review (included in Activity 3.c.)			5			5
		c. Archives and Archivists List Coordinator	5200	A&A List Consultant	1,950		5	1,648		5
		d. General office supplies for technology support	5500	Supplies	1,000		5	650		5
		- Replacement of keyboards, mice, web-cameras, headsets, etc								
	7	**Administrative support of SAA Foundation**	5915	In-kind Donations from SAA to SAA Foundation	32,788	**$32,788**	5	39,805	**$39,805**	5
				Total Income		**$11,203**			**$11,246**	
				Total Expenses		**$530,574**			**$526,169**	
				Gain / (Loss) From Operations		**($519,371)**			**($514,923)**	

Agenda Item IV.A.2.

Society of American Archivists
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May 16–17, 2017
Chicago, Illinois

FY18 Proposed Budget Narrative:
The American Archivist (Program 102)
(Prepared by Teresa Brinati)

The proposed FY 2018 budget projects a net loss of $55,676 in this program area, which is 24.26% (or $17,835) less than the FY 2017 budgeted net loss and an 11.72% (or $7,393) improvement over the FY 2017 projected net loss.

Effort of all staff members is allocated across the budget based on management estimates. Personnel costs for *The American Archivist* reflect 0.39 FTEs or 3.22% of total salaries, taxes, and benefits. The cost of benefits is expected to increase by 6.96% over the course of FY 2018. A 3% placeholder has been included in the salary budget for staff merit increases.

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

The proposed budget assumes the following:

- The new Editor and Editorial Board will meet at SAA HQ in 2018. (Activity 1.b.)
- The new Editor's Honorarium (for six months, beginning January 2018) will be $30,000 per year.
- Adjusting to Allen Press on manuscript management and print production. (Activity 2.a. and 2.d.)
- Subscription revenue plateau. (Activity 3.a.)
- A 9% decrease in JSTOR royalty based on annual trends. (Activity 3.b.)

The Society of American Archivists
Income Statement
Fiscal 2018 Budget
American Archivist

Revenues	Fiscal '18	Fiscal '17	Projected FY '17 Actuals	FY '18 Budget v. FY '17 Budget $ Difference	FY '18 Budget v. FY '17 Budget % Difference	FY '18 Budget v. FY '17 Actuals $ Difference	FY '18 Budget v. FY '17 Actuals % Difference
Dues	$ -	$ -	$ -	$ -	N/A	$ -	N/A
Subscriptions & Advertising	99,140.00	99,768.00	102,028.00	(628.00)	(0.63%)	(2,888.00)	(2.83%)
Workshops	-	-	-	-	N/A	-	N/A
Annual Meeting	-	-	-	-	N/A	-	N/A
Publications	-	-	-	-	N/A	-	N/A
Contributions	-	-	-	-	N/A	-	N/A
Investments	-	-	-	-	N/A	-	N/A
Other	7,300.00	8,084.50	7,348.96	(784.50)	(9.70%)	(48.96)	(0.67%)
Total Revenues	$ 106,440.00	$ 107,852.50	$ 109,376.96	$ (1,412.50)	(1.31%)	$ (2,936.96)	(2.69%)

Expenses	Fiscal '18	Fiscal '17	Projected FY '17 Actuals	FY '18 Budget v. FY '17 Budget $ Difference	FY '18 Budget v. FY '17 Budget % Difference	FY '18 Budget v. FY '17 Actuals $ Difference	FY '18 Budget v. FY '17 Actuals % Difference
Personnel	$ 36,632.22	$ 41,657.39	$ 42,286.34	$ (5,025.17)	(12.06%)	$ (5,654.11)	(13.37%)
Office Occupancy & Utilities	3,671.74	4,271.07	4,283.52	(599.33)	(14.03%)	(611.78)	(14.28%)
Services	114,198.81	134,044.20	125,304.31	(19,845.39)	(14.81%)	(11,105.50)	(8.86%)
Supplies	208.66	296.74	15.54	(88.08)	(29.68%)	193.12	1242.70%
Travel	6,420.00	-	-	6,420.00	N/A	6,420.00	N/A
Leases, Rentals and Licenses	984.21	1,093.92	556.35	(109.71)	(10.03%)	427.86	76.91%
Taxes, Dues and Subscriptions	-	-	-	-	N/A	-	N/A
Depreciation, COGS, and Other	-	-	-	-	N/A	-	N/A
Total Expenses	$ 162,115.65	$ 181,363.32	$ 172,446.06	$ (19,247.67)	(10.61%)	$ (10,330.41)	(5.99%)
Gain / (Loss) from Operations	$ (55,675.65)	$ (73,510.82)	$ (63,069.10)	$ 17,835.17	(24.26%)	$ 7,393.45	(11.72%)
Transferred to Funds	-	-	-				
Net Gain / (Loss)	**$ (55,675.65)**	**$ (73,510.82)**	**$ (63,069.10)**				

The Society of American Archivists
Program Planner
Fiscal Year 2018

Program Name: American Archivist
Program Number: 102

= Gen/Admin **=FY 17 Data**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY18 Budget Line Amount	Proposed FY18 Budget Activity Total		FY17 Budget Line Amount	FY17 Budget Activity Total	
	1	**Management and Administration**				**$0**			**$0**	
						$8,727			**$1,148**	
		Administer activities of journal; develop and monitor budget; organize Editorial Board's annual meeting (and mid-year meeting, if needed); prepare reports and resource materials; manage all aspects of multi-channel 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. "Write Away" Forum @ Annual Meeting						139		
		60p x Cost + Svc (split 50/50 w/ Pubs)	5290	Business Meals	600		**5**	1,148		**5**
		b. Editorial Board Meeting at Headquarters								
		(12 members + 2 staff)	5610	Airfare / Ground Transport	3,420		**5**			
			5620	Lodging ($125 x 2n x 12p)	3,000		**5**			
			5290	Business Meals	1,557		**5**			
			5700	Meeting Room Rental	150		**5**			
	2	**Production**				**$0**			**$0**	
		Vol. 80, No. 2 (Fall/Winter 2017) @ 300 pp				**$109,830**			**$130,427**	
		Vol. 81, No. 1 (Spring/Summer 2018) @ 300 pp								
		a. Manuscript Management	5480	PeerTrack Essentials ($30 x 20 mss)	600		**5**	750		**5**
		b. Editorial Services	5370	Editor Honorarium	37,000		**5**	44,000		**5**
			5370	Copyeditor	3,500		**5**	4,000		**5**
			5370	Indexer ($4/indexable page)	1,900		**5**			**5**
		c. Composition Services	5350	Composition	18,000		**5**	15,465		**5**

The Society of American Archivists
Program Planner
Fiscal Year 2018

Program Name: American Archivist
Program Number: 102

= Gen/Admin **=FY 17 Data**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY18 Budget Line Amount	Proposed FY18 Budget Activity Total		FY17 Budget Line Amount	FY17 Budget Activity Total	
		d. Print Production and Distribution								
		~ 5,500 copies x 2 issues	5400	Print & Bind ($5,700 x 2 issues)	11,400		5	29,142		5
		(Student members receive online only.)	5400	Paper Costs ($6,300 x 2)	12,600		5	15,200		5
			5300	Postage ($9,500 x 2)	19,000		5			5
		e. Pinnacle digital publishing of 2 issues.								
			5390	Annual Maintenance Fee	800		5			5
			5350	XML; HTML5 ($3.25/pg x 600pg)	1,950		5	1,800		5
			5480	Online Journal Hosting ($144/article x 20)	2,880		5	4,400		5
			5390	FirstCite Fee (20 articles @ $10)	200		5	200		5
			5480	Mobile Option Fee (30 "chunks" @18.90 each)	0		5	570		5
	3	**Revenue**								
						$106,440			**$107,853**	
		a. Subscriptions	4100	Subscriptions	98,040		4	98,300		4
		$279 for "premium" subscription								
		(print and online); $229 (print or online)								
		b. JSTOR (digital library)	4860	Royalties	7,300		4	8,085		4
		(assumes plateau based on last two royalties)								
		c. Advertising sales	4150	Display Ads	1,100		4	1,468		4
				($550 x 1 ad x 2 issues)						
	4	**General and Administrative Cost Allocation**				**41,371**			**47,177**	
	5	**Computer Support Cost Allocation**				**2,188**			**2,611**	
				Total Income		**106,440**			**107,853**	
				Total Expenses		**162,116**			**181,363**	
				Gain / (Loss) From Operations		**(55,676)**			**(73,511)**	
				Net Operating Gain / (Loss)		**(55,676)**			**(73,511)**	

Agenda Item IV.A.2.

Society of American Archivists
Council Meeting
May 16–17, 2017
Chicago, Illinois

FY18 Proposed Budget Narrative:
Archival Outlook / In the Loop (Program 103)
(Prepared by Teresa Brinati)

The FY 2018 budget projects a net loss of $120,433 in this program area. This is $12,913 (12.01%) more than the FY 2017 budgeted net loss and $709.07 (0.59%) less than the FY 2017 projected net loss.

Effort of all staff members is allocated across the budget based on management estimates. Personnel costs reflect 0.50 FTEs or 4.1% of total salaries, taxes, and benefits. The cost of benefits is expected to increase by 6.96% over the course of FY 2018. A 3% placeholder has been included in the salary budget for staff merit increases.

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

The proposed budget assumes the following:

- Print and digital publication of 6 issues of *Archival Outlook.* (Activity 2)
- Digital publication of 26 issues of *In the Loop*. (Activity 3)
- Advertising revenue estimated to remain the same as preceding fiscal year based on trends for both periodicals. (Activities 2.b. and 4.c.)

The Society of American Archivists
Income Statement
Fiscal 2018 Budget
Archival Outlook

Revenues	Fiscal '18	Fiscal '17	Projected FY '17 Actuals	FY '18 Budget v. FY '17 Budget $ Difference	FY '18 Budget v. FY '17 Budget % Difference	FY '18 Budget v. FY '17 Actuals $ Difference	FY '18 Budget v. FY '17 Actuals % Difference
Dues	$ -	$ -	$ -	$ -	N/A	$ -	N/A
Subscriptions & Advertising	26,000.00	32,400.00	31,095.24	(6,400.00)	(19.75%)	(5,095.24)	(16.39%)
Workshops	-	-	-	-	N/A	-	N/A
Annual Meeting	-	-	-	-	N/A	-	N/A
Publications	-	-	-	-	N/A	-	N/A
Contributions	-	-	-	-	N/A	-	N/A
Investments	-	-	-	-	N/A	-	N/A
Other	2,100.00	1,900.00	1,920.00	200.00	10.53%	180.00	9.38%
Total Revenues	$ 28,100.00	$ 34,300.00	$ 33,015.24	$ (6,200.00)	(18.08%)	$ (4,915.24)	(14.89%)

Expenses	Fiscal '18	Fiscal '17	Projected FY '17 Actuals	FY '18 Budget v. FY '17 Budget $ Difference	FY '18 Budget v. FY '17 Budget % Difference	FY '18 Budget v. FY '17 Actuals $ Difference	FY '18 Budget v. FY '17 Actuals % Difference
Personnel	$ 48,050.44	$ 45,130.39	$ 44,381.18	$ 2,920.05	6.47%	$ 3,669.27	8.27%
Office Occupancy & Utilities	4,805.91	4,615.19	4,278.68	190.72	4.13%	527.23	12.32%
Services	94,013.32	90,091.01	104,865.45	3,922.30	4.35%	(10,852.13)	(10.35%)
Supplies	272.68	317.11	22.14	(44.43)	(14.01%)	250.54	1131.64%
Travel	-	-	-	-	N/A	-	N/A
Leases, Rentals & Licenses	1,090.20	1,171.27	556.92	(81.06)	(6.92%)	533.28	95.76%
Taxes, Dues and Subscriptions	300.00	495.00	52.50	(195.00)	(39.39%)	247.50	471.43%
Depreciation, COGS, and Other	-	-	-	-	N/A	-	N/A
Total Expenses	$ 148,532.55	$ 141,819.97	$ 154,156.86	$ 6,712.58	4.73%	$ (5,624.31)	(3.65%)
Gain / (Loss) from Operations	$ (120,432.55)	$ (107,519.97)	$ (121,141.62)	$ (12,912.58)	12.01%	$ 709.07	(0.59%)
Transferred to Funds	-	-	-				
Net Gain / (Loss)	**$ (120,432.55)**	**$ (107,519.97)**	**$ (121,141.62)**				

The Society of American Archivists
Program Planner
Fiscal Year 2018

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

= Gen/Admin **=FY 17 Data for Reference**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY18 Budget Line Amount	Proposed FY18 Budget Activity Total		FY17 Budget Line Amount	FY17 Budget Activity Total	
	1	**Management and Administration** Administer activities of *Archival Outlook* and *In the Loop* . 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.				**$300**			**$495**	
		a. Membership dues - Association Media & Publishing	5820	Membership Fee	300		**5**	495		**5**
	2	**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, and comp copies to contributors.								
		Production assumptions: - (5 issues @ 20 pages + cover, 2-color, 80# text) x 6,000 copies. - (1 issue @ 40 pages + cover, 4-color, 100# mpc text) x 6,000 copies.				**$91,160**			**$87,413**	
		- Digital conversion by Bluetoad.	5350	Graphic Design ($1,800 x 5 issues + $3,200 x 1 issue)	12,300		**5**	13770		**5**
			5400	Printing ($6,100 x 5 issues + $12,300 x 1 issue)	42,800		**5**	37,273		**5**
			5335	Processing Labor / Materials	6,300		**5**	6,400		**5**
			5300	Postage	29,000		**5**	29,000		**5**
			5335	Digital Conversion (160pg @ $4.75/pg)	760		**5**	970		**5**
	3	**Publish *In the Loop* 26 times per year.** Inhouse production allocated in G&A budget (Program 100).			0					
	4	**Revenue:**				**$28,100**			**$34,300**	
		a. *Archival Outlook* display ads (5.5 pages x 6 issues)	4150	Display Ads	16,000		**4**	16000		**4**
		b. *Archival Outlook* first-class and airmail service	4800	First-Class + Airmail Income	2,100		**4**	1900		**4**
		c. *In the Loop* ads plus web advertising (sold by Naylor).	4150	Advertising	10,000		**4**	6400		**4**
	5	**General and Administrative Cost Allocation**				**54,239**			**51,127**	
	6	**Computer Support Cost Allocation**				**2,834**			**2,785**	
				Total Income		**$28,100**			**$34,300**	
				Total Expenses		**$148,533**			**141,820**	
				Gain / (Loss) From Operations		**($120,433)**			**($107,520)**	

Agenda Item IV.A.2.

Society of American Archivists
Council Meeting
May 16–17, 2017
Chicago, Illinois

FY18 Proposed Budget Narrative: Publications (Program 104)

(Prepared by Teresa Brinati)

The FY18 proposed budget projects a net loss of $53,617. This is $33,213 (162.77%) greater than the FY17 budgeted net loss and $15,901 (22.87%) less than the FY17 projected net loss.

Effort of all staff members is allocated across the budget based on management estimates. Personnel costs reflect 0.93 FTEs or 7.77% of total salaries, taxes, and benefits. The cost of benefits is expected to increase by 6.96% over the course of FY 2018. A 3% placeholder has been included in the salary budget for staff merit increases.

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

The proposed budget assumes the following:

- Ending immediately the "clearinghouse" service of distributing other publishers' books.
- Revenue projections based on books published only by SAA:

  59 existing print titles (Activity 2.a.)
  54 e-books (Activity 2.c.)
  5 new titles (Activity 3.)
- Shipping revenue offsets 49.4% of postage and processing labor/materials associated with third-party fulfillment. (Activities 2.b. and 2.f.)
- The Publications Board will hold a meeting at SAA HQ. (Activity 1.b.)

The Society of American Archivists
Income Statement
Fiscal 2018 Budget
Publications

Revenues	Fiscal '18	Fiscal '17	Projected FY '17 Actuals	FY '18 Budget v. FY '17 Budget $ Difference	FY '18 Budget v. FY '17 Budget % Difference	FY '18 Budget v. FY '17 Actuals $ Difference	FY '18 Budget v. FY '17 Actuals % Difference
Dues	$ -	$ -	$ -	$ -	N/A	$ -	N/A
Subscriptions & Advertising	-	-	-	-	N/A	-	N/A
Workshops	-	-	-	-	N/A	-	N/A
Annual Meeting	-	-	-	-	N/A	-	N/A
Publications	192,619.75	213,185.54	157,230.07	(20,565.79)	(9.65%)	35,389.68	22.51%
Contributions	-	-	-	-	N/A	-	N/A
Investments	-	-	-	-	N/A	-	N/A
Other	29,474.13	40,502.93	40,962.25	(11,028.80)	(27.23%)	(11,488.11)	(28.05%)
Total Revenues	$ 222,093.88	$ 253,688.47	$ 198,192.32	$ (31,594.59)	(12.45%)	$ 23,901.57	12.06%

Expenses	Fiscal '18	Fiscal '17	Projected FY '17 Actuals	FY '18 Budget v. FY '17 Budget $ Difference	FY '18 Budget v. FY '17 Budget % Difference	FY '18 Budget v. FY '17 Actuals $ Difference	FY '18 Budget v. FY '17 Actuals % Difference
Personnel	$ 88,693.35	$ 84,025.13	$ 85,115.25	$ 4,668.22	5.56%	$ 3,578.10	4.20%
Office Occupancy & Utilities	8,865.32	8,595.64	$ 8,589.35	269.68	3.14%	275.97	3.21%
Services	94,482.37	95,111.29	101,015.03	(628.92)	(0.66%)	(6,532.66)	(6.47%)
Supplies	503.21	586.31	4,404.39	(83.11)	(14.17%)	(3,901.18)	(88.57%)
Travel	8,680.00	7,565.40	9,158.88	1,114.60	14.73%	(478.88)	(5.23%)
Leases, Rentals & Licenses	9,001.84	9,181.38	10,534.76	(179.54)	(1.96%)	(1,532.92)	(14.55%)
Taxes, Dues and Subscriptions	-	-	-	-	N/A	-	N/A
Depreciation, COGS, and Other	65,485.00	69,027.83	48,892.77	(3,542.83)	(5.13%)	16,592.23	33.94%
Total Expenses	$ 275,711.08	$ 274,092.98	$ 267,710.42	$ 1,618.10	0.59%	$ 8,000.66	2.99%
Gain / (Loss) from Operations	$ (53,617.19)	$ (20,404.51)	$ (69,518.10)	$ (33,212.68)	162.77%	$ 15,900.91	(22.87%)
Transferred to Funds	-	-	-				
Net Gain / (Loss)	**$ (53,617.19)**	**$ (20,404.51)**	**$ (69,518.10)**				

The Society of American Archivists
Program Planner
Fiscal Year 2018

Program Name: Publications
Program Number: 104

Activity No.	Narrative	Account No.	Account Description	Proposed FY18 Budget Line Amount	Proposed FY18 Budget Activity Total		FY17 Budget Line Amount	FY17 Budget Activity Total	
1	**Management and Administration**				**$37,057**			**$35,900**	
	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. With regard to the Dictionary Working Group, publish and distribute Word of the Week; prepare reports and resource materials; organize meeting; consult with DWG chair; maintain microsite, listserv, and sandbox; participate in weekly conference calls.								
	a. Publications Editor	5370	Honorarium	30,000		**5**	28,500		**5**
	b. Publications Board at SAA Headquarters (9 members + 1 Council liaison + 2 staff)	5610	Airfare / Ground Transport	2,850		**5**	2,850		**5**
		5620	Lodging ($125 x 2n x 10p)	2,500		**5**	2,700		**5**
		5290	Business Meals	1,557		**5**	1,700		**5**
		5700	Meeting Room Rental	150		**5**	150		**5**
2	**Sales and Distribution**				**$146,296**			**$183,076**	
					$74,395			**$83,312**	

The Society of American Archivists
Program Planner
Fiscal Year 2018

Program Name: Publications
Program Number: 104

Activity No.	Narrative	Account No.	Account Description	Proposed FY18 Budget Line Amount	Proposed FY18 Budget Activity Total		FY17 Budget Line Amount	FY17 Budget Activity Total	
	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; acquire titles from other publishing outlets for distribution based on criteria established by Publications Board; reorder titles from other publishing outlets as needed (3- to 6-month inventory); monitor sales and remove underperforming titles; refresh and update online bookstore.								
	a. Sale of Publications (See worksheet for details.)	4400	Sale of Existing Publications	120,800		**4**	151,060		**4**
	b. Revenue from customers to offset shipping expense.	4800	Shipping Revenue (~12% of sales)	14,496		**4**	20,516		**4**
	c. eBooks	4450	Sales	3,100		**4**	1,500		**4**
		5337	E-Production, Storage, Fulfillment	1,100		**5**	250		**5**
	d. Royalties earned from publishing/distribution partnerships: - American Library Association ~ $6,000 - Scarecrow Press (Rowman & Littlefield) ~ $1,000 - Copyright Clearance Center ~ $900	4860	Royalty Income	7,900		**4**	10,000		**4**
	e. Cost of goods sold @ average of .325 of sales.	5940	Cost of Goods Sold	39,260		**5**	49,095		**5**
	f. Warehousing, packaging, and distribution	5700	Warehouse ($270/m x 12)	3,240		**5**	3,240		**5**
	- Fulfillment via Diamond Communication Solutions	5300	Postage	25,000		**5**	25,000		**5**
		5335	Processing Labor / Materials	4,350		**5**	4,350		**5**

The Society of American Archivists
Program Planner
Fiscal Year 2018

Program Name: Publications
Program Number: 104

Activity No.	Narrative	Account No.	Account Description	Proposed FY18 Budget Line Amount	Proposed FY18 Budget Activity Total		FY17 Budget Line Amount	FY17 Budget Activity Total	
	g. Royalties paid to authors of SAA books:								
	- Managing Archival and Manuscript Repositories ($1/book x 95)	5395	Royalty Paid	95		**5**	1,378		**5**
	- Photographs: Archival Care and Management ($1/book x 250)	5395	Royalty Paid	250		**5**			**5**
	- Preserving Archives and Manuscripts ($1/book x 260)	5395	Royalty Paid	260		**5**			**5**
	- Providing Reference Services ($1.50/book x 160)	5395	Royalty Paid	240		**5**			**5**
	- Understanding Archives and Manuscripts ($1/bk x 2 authors x 300)	5395	Royalty Paid	600		**5**			**5**
	h. Reserve set up to cover unsold assets.	5960	Inventory Reserve Depreciation	-		**5**			**5**
3	**New Publication Production, Distribution, and Sales**	4400	New Publications--Sales	68,720	**$75,798**	**4**	60,626	**$66,870**	**4**
	Manage print and digital production and distribution of new titles. Expenses include	5940	New Publications--Cost of Sales	26,225	**$46,325**	**5**	19,933	**$40,033**	**5**
	Sustaining institutional member COGS reflected in Membership budget								**4**
	(sustaining members receive copy of each new book produced).	4800	Shipping Revenue (~10% of sales)	7,078		**4**	6,244		**4**
	Fulfillment via Diamond Communication Solutions.	5300	Postage	18,000		**5**	18,000		**5**
		5335	Processing Labor / Materials	2,100		**5**	2,100		**5**
4	**Dictionary Working Group**				**4,260**			**$4,706**	
	a. Working dinner meeting during Annual Meeting (11p x $60).	5290	Business Meals	660		**5**	1,106		**5**
				-					
	b. IDM Software.	5700	Software Licensing	3,600		**5**	3,600		**5**
5	**Marketing and Promotion**								
	Market and promote new and existing titles. Promote participation in SAA's publishing program.				**$0**			**$3,743**	
					$8,330			**$9,759**	
	a. SAA promo for regional meetings + free periodicals (from overage).	5350	Design (flyer)	75		**5**	400		**5**
		5300	Postage and freight	300		**5**	1,800		**5**
	b. Promotional items @ Annual Meeting (giveaways).	5550	Promo items	-		**5**	3,743		**4**
									4

The Society of American Archivists
Program Planner
Fiscal Year 2018

Program Name: Publications
Program Number: 104

Activity No.	Narrative	Account No.	Account Description	Proposed FY18 Budget Line Amount	Proposed FY18 Budget Activity Total		FY17 Budget Line Amount	FY17 Budget Activity Total	
	c. Staff attendance at Annual Meeting	5600	Staff Travel ($450 x 2p)	900		5	600		5
	- Brinati and Christian	5600	Lodging (6n x $150 x 2p)	1,800		5	975		5
		5600	Per Diem (1p x 7d + 1p x 7d x $45)	630		5	440		5
	d. Bookstore at Annual Meeting	5350	Graphics	600		5	700		5
		5400	Printing (25 signs @ $35)	1,000		5	1,000		5
		5300	Freight (RT warehouse to site)	2,200		5	2,200		5
	e. "Salute to Authors" Lemonade Toast at Annual Meeting (4 gals of lemonade)	5290	Business Meals	225		5	495		5
	f. "Write Away" Forum @ Annual Meeting (50/50 split w/ *The American Archivist*) (Continental Breakfast x 60p @ 50%)	5290	Business Meals	600		5	1,148		5
6	**General and Administrative Cost Allocation**	5XXX			**100,110**	5		**95,186**	5
7	**Computer Support Cost Allocation**	5XXX			**5,235**	5		**5,197**	5
			Total Income		**$222,094**			**253,688**	
			Total Expenses		**$275,711**			**274,093**	
			Gain / (Loss) From Operations		**($53,617)**			**($20,405)**	
			Net Operating Gain / (Loss)		**($53,617)**			**($20,405)**	

Agenda Item IV.A.2.

Society of American Archivists
Council Meeting
May 16–17, 2017
Chicago, Illinois

FY18 Proposed Budget Narrative:
Education (Program 105)
(Prepared by Kara Adams)

The projected net gain in this program for FY18 is $35,368. This is $19,464 (122%) more than the FY17 budgeted net gain. The major factors contributing to an increase in projected net gain from FY17 to FY18 reside primarily in cost-savings outlined below.

For FY18, effort of all staff members is allocated across the budget based on management estimates. Personnel costs for Education reflect 2.75 FTEs or 22.93% of total salaries, taxes, and benefits. The cost of benefits is expected to increase by 6.96% over the course of FY18. A 3% placeholder has been included in the salary budget for staff merit increases.

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 proposed budget assumes the following:

- A total of 100 in-person courses with an estimated 2,000 registrants, 66 of which are already scheduled as a result of the "Call for Course Hosts" (co-sponsors) held in March.
- 12 new or revised live webcasts with an estimated 300 registrants.
- 29 existing on-demand webcasts with an estimated 725 purchases.
- 3 new online courses with an estimated 75 purchases.
- 2 "flash sales" to promote online education products.
- An estimated 37 purchases of course or webcast exams.
- An estimated 75 registrations for the DAS Comprehensive Exam.
- Introduction of an online Practice Exam for DAS certificate seekers, with an estimated 38 purchases.
- Two committee meetings in Chicago, one for the Committee on Education and one for the DAS Subcommittee.
- New education product pricing that enhances the value of SAA membership:

Education Product Pricing
FY18

	Member EB	Member Regular	Employee of Member Institution EB	Employee of Member Institution Regular	Non-Member EB	Non-Member Regular
Course Pricing						
1/2 Day Course	$129	$159	$169	$189	$179	$219
1-Day Course	$199	$249	$239	$299	$279	$349
2-Day Course	$299	$369	$359	$449	$419	$529
3-Day Course	$399	$499	$479	$599	$559	$699
Pre-Conference Course Pricing						
1/2 Day Course	$149	$179	$169	$199	$199	$239
1-Day Course	$219	$269	$239	$289	$299	$369
2-Day Course	$329	$389	$349	$409	$439	$549
Special Course Pricing						
Digital Forensics, EAD 3	$319	$399	$379	$479	$449	$559
Online Learning Pricing						
30-Min Webcast*	N/A	$69	N/A	$79	N/A	$99
60-Min Webcast*	N/A	$89	N/A	$109	N/A	$129
90-Min Webcast*	N/A	$109	N/A	$129	N/A	$159
Online Course	N/A	TBD	N/A	TBD	N/A	TBD
Exams						
DAS Comprehensive Exam	$100	$100	$100	$100	$100	$100
Course and Webcast Exams	$40	$40	$60	$60	$60	$60

The proposed budget assumes the following program cost-savings:

- Elimination of the majority of printed course workbooks, reducing costs by $14,000.
- Elimination of one (of two) in-person DAS Subcommittee meeting, reducing costs by $8,000.
- Elimination of on-demand webcast royalties (pay per view), reducing costs by $4,800.
- Elimination of printing and mailing name badges for courses, reducing costs by $1,580.
- Reduction of Course/Exam Revision fees by $200, reducing costs by $2,400.
- Reduction of Course Development fees by $300, reducing costs by $1,800.

The chart below summarizes SAA Education offerings during the last 10 years:

Summary of Education Offerings, FY07 – FY17

Fiscal Year	Total In-Person Events	New Courses	In-Person Registrations	Collabs.	Live Webcasts	Live Webcast Registrations	On-Demand Webcast Registrations	DAS Comp Exams	Revenue
2007	54	10	1,463	5	2	225/1,120	20	NA	$391,339
2008	57	10	1,422	6	2	68/ 395	43	NA	$329,309
2009	71	14	1,412	10	2	52/ 292	49	NA	$402,577
2010	58	13	1,166	13	4	188/ 570	53	NA	$279.752
2011	58	11	1,190	11	4	168/518	105	NA	$315,884
2012	78	14	1,711	17	5	281/660	539	NA	$428,466
2013	87	7	1,995	18	2	100/110	625	NA	$469,000
2014	115	6	2,729	9	2	12/180	768	94	$571,186
2015	114	7	2,766	8	9	360/600	780	89	$622,953
2016	105	5	2,000	5	7	72/225	773	122	$563,514
2017	*107	5	*1,622	-	9	439	562	75	$589,345**

**Scheduled as of 4/25/2017, **Projected*

Summary

Continuing to offer high-quality in-person courses by partnering with hosts across the country will ensure that SAA members' demonstrated interest in traditional classroom-style education is met. Seven locations have been identified as being able to offer the entire Digital Archives Specialist (DAS) or Arrangement & Description (A&D) certificate curriculums in FY 2018, providing a unique opportunity for members in these areas to earn a certificate in a timely and convenient manner.

Increasing the quality and quantity of online education opportunities will diversify SAA's education product catalog. Reducing product costs and making these offerings more accessible to members will help SAA's continuing education program remain relevant and competitive in the professional development space. For this reason, SAA is acquiring two new educational technology platforms. The AdobeConnect virtual meeting platform allows SAA to manage its own webcasts at no additional expense per event, and provides the option of replacing some in-person committee meetings with virtual committee meetings. SAA will also be acquiring a new Learning Management System (BlueSky Path LMS) for FY18. This platform will feature single sign-on (SSO) integration with SAA's AMS, allowing for simple live webcast registration and product purchases as well as the application of discount codes for "flash sales" and group purchases. The platform is more flexible, more visually approachable, and more "aware" of the end user's experience, which will allow SAA to meet members in their comfort zone versus struggling to train members to utilize cumbersome and non-intuitive technology.

Despite the additional cost of the new BlueSky Path LMS ($10,700 for year one, $6,600 for consecutive years assuming no additional integration) and the continuing monthly maintenance fee of $2,535 for the current Abila Freestone LMS, careful consideration of process eliminations, fee reductions, and strategic product pricing points to an improved projected net gain of $35,368 in FY18.

The Society of American Archivists
Income Statement
Fiscal 2018 Budget
Education

Revenues	Fiscal '18	Fiscal '17	Projected FY '17 Actuals	FY '18 Budget v. FY '17 Budget $ Difference	FY '18 Budget v. FY '17 Budget % Difference	FY '18 Budget v. FY '17 Actuals $ Difference	FY '18 Budget v. FY '17 Actuals % Difference
Dues	$ -	$ -	$ -	$ -	N/A	$ -	N/A
Subscriptions & Advertising	-	3,500.00	-	(3,500.00)	(100.00%)	-	N/A
Workshops	589,345.00	685,228.00	471,612.38	(95,883.00)	(13.99%)	117,732.62	24.96%
Annual Meeting	-	-	-	-	N/A	-	N/A
Publications & CD Sales	-	240.00	95.00	(240.00)	(100.00%)	(95.00)	(100.00%)
Contributions	-	-	-	-	N/A	-	N/A
Investments	-	-	-	-	N/A	-	N/A
Other	-	-	2,085.00	-	N/A	(2,085.00)	(100.00%)
Total Revenues	$ 589,345.00	$ 688,968.00	$ 473,792.38	$ (99,623.00)	(14.46%)	$ 115,552.62	24.39%

Expenses	Fiscal '18	Fiscal '17	Projected FY '17 Actuals	FY '18 Budget v. FY '17 Budget $ Difference	FY '18 Budget v. FY '17 Budget % Difference	FY '18 Budget v. FY '17 Actuals $ Difference	FY '18 Budget v. FY '17 Actuals % Difference
Personnel	$ 261,830.28	$ 251,963.48	$ 242,320.80	$ 9,866.79	3.92%	$ 19,509.48	8.05%
Office Occupancy & Utilities	27,386.58	25,735.77	24,120.27	1,650.81	6.41%	3,266.31	13.54%
Services	140,805.54	234,978.89	143,067.62	(94,173.35)	(40.08%)	(2,262.07)	(1.58%)
Supplies	1,585.69	4,889.65	1,447.07	(3,303.97)	(67.57%)	138.62	9.58%
Travel	112,754.00	147,927.10	93,625.46	(35,173.10)	(23.78%)	19,128.55	20.43%
Leases, Rentals & Licenses	9,614.82	7,569.03	3,637.73	2,045.79	27.03%	5,977.09	164.31%
Taxes, Dues and Subscriptions	-	-	-	-	N/A	-	N/A
Depreciation, COGS, and Other	-	-	2,492.10	-	N/A	(2,492.10)	(100.00%)
Total Expenses	$ 553,976.90	$ 673,063.93	$ 510,711.03	$ (119,087.03)	(17.69%)	$ 43,265.87	8.47%
Gain / (Loss) from Operations	$ 35,368.10	$ 15,904.07	$ (36,918.65)	$ 19,464.03	122.38%	$ 72,286.75	(195.80%)
Transferred to Funds	-	-	-				
Net Gain / (Loss)	**$ 35,368.10**	**$ 15,904.07**	**$ (36,918.65)**				

The Society of American Archivists
Program Planner
Fiscal Year 2018

Program Name: Education
Program Number: 105

=FY 17 Data

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY18 Budget Line Amount	Proposed FY18 Budget Activity Total		FY17 Budget Line Amount	FY17 Budget Activity Total	
	1	**Management and administration.**				**$4,360**			**$3,767**	
		ASAE Membership	5820	Membership Dues (included in G&A)	0		**5**			**5**
		Association Forum "Forum Plus" Membership	5820	Membership Dues (included in G&A)	0		**5**			**5**
		ASAE Meeting Registration	5640	Registration Fees (included in G&A)	0		**5**			**5**
		Provide staff support for Annual Meeting / pre-conference courses.	5600	Staff Travel			**5**	3,767		**5**
		- (1p x $149/d x 8 days hotel) (KA) = 1,190	5600	Staff Travel	1,190		**5**			**5**
		- (2p x $149/d x 4 days hotel) (BD/MC) = 1,190	5600	Staff Travel	1,190		**5**			**5**
		- (1p x $45/d x 8 days meals) (KA) = 360	5290	Business Meals	360		**5**			**5**
		- (2p x $45/d x 4 days meals) (BD/MC) = 360	5290	Business Meals	360		**5**			**5**
		- (3p RT airfare) (BD/MC/KA) = 1,260	5600	Staff Travel	1,260		**5**			**5**
	2	**Support the work of the Committee on Education, DAS and GAE Subcommittees, and other groups as needed.**				**$19,350**			**$26,528**	
		Conduct one Committee on Education meeting (Chicago):						6,000		**5**
		- (13p x $450 airfare/bags/ground) = 5,850	5610	Member Travel	5,850		**5**			**5**
		- (13p x $125/d x 2 days hotel) = 3,250	5620	Member Lodging	3,250		**5**	3,000		**5**
		- (13 p x $50/d x 2 days meals) = 1,300	5630	Member Meals (Reimbursement)	1,300		**5**	1,200		**5**
		- Room Rental ($75/day x 2 days) = 150	5700	Meeting Room Rental (SAA HQ)	150		**5**	150		**5**
		- Catering (2 breakfasts, 2 lunches) = 800	5630	Member Meals (Catering)	800		**5**			**5**
		Conduct one DAS Subcommittee meeting (Chicago):						8,100		**5**
		- (9p x $450 airfare/bags/ground) = 4,050	5610	Member Travel	4,050		**5**			**5**
		- (9p x $125/d x 2 days hotels) = 2,250	5620	Member Lodging	2,250		**5**	5,850		**5**
		- (9p x $50/d x 2 days meals) = 900	5630	Member Meals (Reimbursement)	900		**5**	1,800		**5**
		- Room Rental ($75/day x 2 days) = 150	5700	Meeting Room Rental (SAA HQ)	150		**5**	300		**5**
		- Catering (2 breakfasts, 2 lunches) = 650	5630	Member Meals (Catering)	650		**5**			**5**

The Society of American Archivists
Program Planner
Fiscal Year 2018

Program Name: Education
Program Number: 105

=FY 17 Data

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY18 Budget Line Amount	Proposed FY18 Budget Activity Total		FY17 Budget Line Amount	FY17 Budget Activity Total	
	3	**Plan and implement F2F courses, webcasts and online courses.**				**$589,345**			**$685,228**	
						$144,889			**$290,160**	
		100 in-person courses x 20 registrants @ avg member price of $224.	4200	Education Registration	448,000		**4**	685,228		**4**
								290,160		**5**
		25 purchases per new 60-min webcast (12 new in FY18) @ avg of $89.	4210	Education Registration	26,700		**4**			**4**
		25 purchases per existing 90-min on-demand webcast (29 available) @ average $109.	4210	On-Demand Revenue	79,025		**4**			
		25 purchases per 3 new online courses @ $250.	4210	On-Demand Revenue	18,750		**4**			**4**
		2 Education Flash Sales for online products (assumes $3,000 each sale).	4210	On-Demand Revenue	6,000		**4**			**4**
		Course/Webcast Exams: 37 exams x $50.	4215	DAS Challenge Exams	1,850		**4**			
		DAS Comprehensive Exam: 75 exams x $100.	4215	DAS Challenge Exams	7,500		**4**			**4**
		DAS Online Practice Exam: 38 exams x $40. = 1,520	4215	DAS Challenge Exams	1,520		**4**			**4**
		Honoraria (92 F2F courses @ $400).	5380	Honorarium	36,800		**5**			
		Honoraria ($400 x10 pre-conference instructors= $4,000)	5380	Honorarium	4,000		**5**			
		Space rental to host DAS series at Association Forum (Chicago) ($45/hr x 8 hours x 9 courses + 3-hour comp exam)	5700	Meeting Room Rental (Association Forum, Chicago)	3,375		**5**			**5**
		Six beverage breaks not covered in host negotiations @ $200 each.	5290	Business Meals	1,200		**5**			**5**
		A/V for 9 pre-conference courses.	5360	Audiovisual	5,535		**5**			**5**
		F&B for 9 pre-conference courses.	5290	Business Meals	1,995		**5**			**5**
		Instructor travel, lodging, meals @ avg $866 x 104 instructors.	5610	Instructor Travel, Lodging, Meals	90,064		**5**			**5**
		Print and ship workbooks @ $160/course x 12 courses = $1920	5400	Printing & Duplicating	1,920		**5**			**5**
	4	**Develop new and revise existing educational offerings and maintain online platforms.**				**$0**			**$0**	
						$70,800			**$48,775**	
		BlueSky eLearn Path LMS ($3,500 set-up, $5,940 Path, $600 integration, $1,200 integration maintenance + 3-yr discount of $540). Totals $10,700	5226	Computer Support	10,700		**5**	25,000		**5**
		Abila Freestone LMS ($2,535/mo).	5226	Computer Support	30,420		**5**			**5**
		AdobeConnect.	5226	Computer Support	4,500		**5**			**5**
		Adobe e-Sign for contracts ($14.95/mo).	5480	Miscellaneous Services	180		**5**			**5**
		Webcast development fee (12 webcasts x $500).	5200	Consultant	6,000		**5**	1,600		**5**
		Course development fee (6 new in-person courses x $1,300).	5200	Consultant	7,800		**5**			**5**
		Course/exam revision fee (12 courses/exams x $300).	5200	Consultant	3,600		**5**	2,400		**5**
		Classmarker Test Service.	5480	Miscellaneous Services (Classmarker)	400		**5**	400		**5**
		Psychometrician.	5200	Consultant (Psychometrician)	6,000		**5**	6,000		**5**
		DAS Comprehensive Exam Question Manager.	5200	Consultant	1,000		**5**	1,000		**5**
		On-demand webcast view royalties.	5395	Royalties	200		**5**			**5**

The Society of American Archivists
Program Planner
Fiscal Year 2018

Program Name: Education
Program Number: 105

=FY 17 Data

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY18 Budget Line Amount	Proposed FY18 Budget Activity Total		FY17 Budget Line Amount	FY17 Budget Activity Total	
	5	**Marketing and promotion.**				**$1,700**			**$1,750**	
		LinkedIn ads for courses, webcasts and flash sales.	5285	Advertising & Marketing	900		**5**			**5**
		DAS and A&D magnets for certificate holders.	5550	Promotional Items	50		**5**	1,000		**5**
		Notecards.	5550	Promotional Items	50		**5**	750		**5**
		LMS images.	5350	Graphic Design	500		**5**			**5**
		Other printed marketing materials.	5285	Advertising & Marketing	200		**5**			**5**
	6	**Miscellaneous.**				**$0**				
						$1,900			**$240**	
		PGI and MeetingOne conference call audio ($100/mo x 12).	5110	Telecommunications	1,200		**5**	600	**$1,200**	**5**
		Postage for DAS Exams and Certificates	5310	Express Mail	700		**5**			
	7	**General and Administrative Allocation**	5XXX		**295,546**		**5**	**285,388**		**5**
	8	**IT Allocation**	5XXX		**15,431**		**5**	**15,496**		**5**
				Total Income		**$589,345**			**$688,968**	
				Total Expenses		**$553,977**			**$673,064**	
				Gain / (Loss) From Operations		**$ 35,368**			**$ 15,904**	
				Net Operating Gain / (Loss)		**$ 35,368**			**$ 15,904**	

Agenda Item IV.A.2.

Society of American Archivists
Council Meeting
May 16–17, 2017
Chicago, Illinois

FY18 Proposed Budget Narrative:
Advocacy (Program 107)
(Prepared by Nancy Beaumont)

The proposed FY 2018 budget projects a net loss of $142,682 in this program area. This is $27,851 (16.33%) less than the FY 2017 budgeted net loss and $20,510 (16.8%) greater than the FY 2017 projected net loss.

Effort of all staff members is allocated across the budget based on management estimates. Personnel costs reflect 0.81 FTEs or 6.79% of total salaries, taxes, and benefits. The cost of benefits is expected to increase by 6.96% over the course of FY 2018. A 3% placeholder has been included in the salary budget for staff merit increases.

Relation of this program to Strategic Plan: This budget, which directly addresses Goal 1: Advocating for Archives and Archivists, Strategies 1.1., 1.2., and 1.4., represents a slight decrease in expenditures (particularly for PR counsel) and a shifting of activities when compared with the FY17 budget.

The proposed budget assumes the following:

- A funded meeting of the Committee on Public Awareness (Activity 1.a.) in Chicago in the fall of 2017, including interaction with PR counsel/facilitator, to further develop a strategic work plan. (With significant changes in the leadership and membership of this group, we believe that a face-to-face meeting is necessary to build a common vision and momentum.) (Activity 1.a.)

- A decrease in funding (from $15,000 budgeted – but not expended – in FY17 to $10,000 in FY18) for professional PR counsel to work with COPA and staff to accomplish COPA's Council-approved work plan regarding ongoing publicity and media plans. (Activity 1.b.)

- No funding for a meeting of the Committee on Public Policy (COPP). We will rely on AdobeConnect as a means of bringing the group together. (Activity 2.a.)

- Member (x 3 meetings) and staff (x 1 meeting) representation during the year, presumably in Washington, D.C., directed to SAA's advocacy priorities. (Activity 2.b.)

- The desirability of continued support for the National Coalition for History at the same level as in FY17 (i.e., $12,000) to enhance SAA's advocacy representation and guarantee a seat on the NCH Policy Board. (Activity 2.c.)

- Member travel to one meeting of coalition partners (e.g., Issues and Awareness Joint Working Group with CoSA and NAGARA). (Activity 2.e.)

- Development of resources to strengthen the ability of archivists to articulate the value of archives. (Activity 3.a.)

- Funding for SAA representatives to attend: two WIPO/SCCR meetings in Geneva (July and December 2017), the International Council on Archives Annual Conference (Mexico City, November 2017), and the ICA Section on Professional Associations meeting (Location in Europe TBD, April 2018). The costs of the ICA and ICA/SPA meetings are shared at 50% with the Academy of Certified Archivists. (Activity 4.a.)

- Funding to support local, state, or regional organizations via sponsorship or advertising in their conference materials, as well as member travel to one local, state, or regional meeting. (Activity 4.b.)

The Society of American Archivists
Income Statement
Fiscal 2018 Budget
Advocacy and Public Awareness

Revenues	Fiscal '18	Fiscal '17	Projected FY '17 Actuals	FY '18 Budget v. FY '17 Budget $ Difference	FY '18 Budget v. FY '17 Budget % Difference	FY '18 Budget v. FY '17 Actuals $ Difference	FY '18 Budget v. FY '17 Actuals % Difference
Dues	$ -	$ -	$ -	$ -	N/A	$ -	N/A
Subscriptions & Advertising	-	-	-	-	N/A	-	N/A
Workshops	-	-	-	-	N/A	-	N/A
Annual Meeting	-	-	-	-	N/A	-	N/A
Publications	-	-	-	-	N/A	-	N/A
Contributions	-	-	-	-	N/A	-	N/A
Investments	-	-	-	-	N/A	-	N/A
Other	-	-	-	-	N/A	-	N/A
Total Revenues	$ -	$ -	$ -	$ -	N/A	$ -	N/A

Expenses	Fiscal '18	Fiscal '17	Projected FY '17 Actuals	FY '18 Budget v. FY '17 Budget $ Difference	FY '18 Budget v. FY '17 Budget % Difference	FY '18 Budget v. FY '17 Actuals $ Difference	FY '18 Budget v. FY '17 Actuals % Difference
Personnel	$ 77,542.96	$ 76,703.37	$ 77,685.29	$ 839.59	1.09%	$ (142.32)	(0.18%)
Office Occupancy & Utilities	7,754.27	$ 7,063.89	7,476.75	690.38	9.77%	277.52	3.71%
Services	24,400.31	$ 45,337.55	12,658.75	(20,937.25)	(46.18%)	11,741.56	92.75%
Supplies	439.97	$ 544.07	35.16	(104.10)	(19.13%)	404.81	1151.35%
Travel	18,785.00	$ 26,600.00	11,340.60	(7,815.00)	(29.38%)	7,444.40	65.64%
Leases, Rentals & Licenses	1,759.03	$ 2,284.50	974.45	(525.48)	(23.00%)	784.58	80.52%
Taxes, Dues and Subscriptions	12,000.00	$ 12,000.00	12,000.00	-	0.00%	-	0.00%
Depreciation, COGS, and Other	-	-	-	-	N/A	-	N/A
Total Expenses	$ 142,682	$ 170,533	$ 122,171	$ (27,851.85)	(16.33%)	$ 20,510.54	16.79%
Gain / (Loss) from Operations	$ (142,682)	$ (170,533)	$ (122,171)	$ 27,851.85	(16.33%)	$ (20,510.54)	16.79%
Transferred to Funds	-	-	-				
Net Gain / (Loss)	**$ (142,682)**	**$ (170,533)**	**$ (122,171)**				

The Society of American Archivists
Program Planner
Fiscal Year 2018

Program Name: Advocacy and Public Awareness
Program Number: 107

=FY 16 Data

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY18 Budget Line Amount	Proposed FY18 Budget Activity Total		FY17 Budget Line Amount	FY17 Budget Activity Total	
1.1	**1**	**Promote the value of archives and archivists to institutions, communities, and society.**				**24,150**			**$31,650**	
		a. Conduct mid-year meeting of Committee on Public Awareness to support work on Strategy 1.1.:	5200	Consultant / Facilitator (Public Awareness)	3,500		**5**	5,000		**5**
				Member Travel				5,560		**5**
			5610	(8p x $350 [avg] airfare/ground) = $2,800	2,800		**5**			**5**
		- Work plan development and refinement.	5620	(8p x $150 x 2d lodging) = $2,400	2,400		**5**			**5**
		- Draft plan for American Archives Month, including evaluation.	5630	(8p x $45 x 1d per diem) = $360	360		**5**			**5**
		- Create and distribute PA resources via SAA website.	5290	Food and Beverage	940		**5**	940		**5**
		- Increase visibility of archives within existing PA campaigns.		(10p x 2 breakfasts x $10) = $200						
				(10p x 2 lunches x $12) = $240						
				(10p x 2 dinners x $25) = $500						
			5300	Room Rental (SAA HQ)	150		**5**	150		**5**
		b. Implement ongoing publicity and media plan and sponsor public awareness campaigns (including AAM). (1.1.3.)	5200	Consultant (Public Awareness)	10,000		**5**	15,000		**5**
			5300	Postage/Freight (online/co-mail with AO)	0		**5**	0		**5**
			5350	Design/Photography/Production	2,000		**5**	3,000		**5**
			5400	Printing	2,000		**5**	2,000		**5**
		c. Promote public relations competencies among archivists via web resources; incorporate PA goals into SAA website. (1.1.3.)	5200	Consultant (Public Awareness)	0		**5**	0		**5**
			5350	Design/Photography/Production	0		**5**	0		**5**
1.2	**2**	**Educate and influence decision makers about the importance of archives and archivists.**				**15,630**			**$16,730**	
		a. Conduct mid-year meeting of Committee on Public Policy to support work on Strategy 1.2.		Member Travel				5,560		
			5610	(8p x $350 [avg] airfare/ground) = $2,800	0		**5**			**5**
			5620	(8p x $150 x 2d lodging) = $2,400	0		**5**			**5**
		- Continue development of issue briefs.	5630	(8p x $45 x 1d per diem) = $360	0		**5**			**5**
		- ID additional priorities for Advocacy Agenda. (1.2.2.)	5290	Food and Beverage	0		**5**	940		**5**
		- Develop work plan for determining members' resource needs and developing and disseminating practical resources to aid them in advocating for archives. (1.2.2.)		(10p x 2 breakfasts x $10) = $200						
				(10p x 2 lunches x $12) = $240						
				(10p x 2 dinners x $25) = $500						
		b. Fund travel by SAA representatives to Washington, DC, for Hill visits and other meetings and briefings as needed.	5600	Staff Travel	790		**5**	790		**5**
				(1p x $350 airfare/ground x 1m) = $350						
				(1p x $175 x 2d lodging x 1m) = $350						
				(1p x $45 x 2d per diem x 1m) = $90						
				Member Travel				2,370		
			5610	(1p x $350 airfare/ground x 3m) = $1,050	1,050		**5**			**5**
			5620	(1p x $175 x 2d lodging x 3m) = $1,050	1,050		**5**			**5**
		c. Provide support to the National Coalition for History.	5820	NCH Membership Dues	12,000		**5**	12,000		**5**

The Society of American Archivists
Program Planner
Fiscal Year 2018

Program Name: Advocacy and Public Awareness
Program Number: 107

=FY 16 Data

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY18 Budget Line Amount	Proposed FY18 Budget Activity Total		FY17 Budget Line Amount	FY17 Budget Activity Total	
		d. Develop and distribute, via the website and other means, materials that explain to policymakers the relevance and importance of archives and archivists.	5350	Design/Production	0		5	3,000		5
		e. Participate in meetings with coalition partners (eg, Joint Working Group on Issues and Awareness with CoSA and NAGARA). (1.2.1.)		Member Travel				740		
			5610	(1p x $300 airfare/ground x 1m) = $300	300		5			5
			5620	(1p x $175 x 2d lodging x 1m) = $350	350		5			5
			5630	(1p x $45 x 2d per diem x 1m) = $90	90		5			5
1.4	**3**	**Strengthen the ability of those who manage and use archival material to articulate the value of archives.**				-			**$3,400**	
		a. Develop resources designed to meet member needs~~,~~	5350	Design/Production	0		5	500		5
	4	**Provide funding for SAA representation at meetings of various organizations.**				**11,245**			**$18,980**	
		a. National and international organizations:		Member Travel				5,800		
			5610	(1p x $1500 airfare/ground x 2m) = $3,000	3,000		5			5
		- World Intellectual Property Organization/SCCR	5620	(1p x $130 x 8n lodging x 2m) = $2,080	2,080		5			5
		(Geneva, Switzerland, July and December 2017)	5630	(1p x $45 x 8d per diem x 2m) = $720	720		5			5
		- International Council on Archives Annual Conference		Member Travel--ICA Annual Conference				2,260		
		(Mexico City, November 2017) (Cost shared 50% with ACA)	5610	(1p x $1000 airfare/ground) x .50 = $500	500		5			5
			5620	(1p x $225 x 5d lodging) x .50 = $560	560		5			5
			5630	(1p x $100 per diem x 5d) x .50 = $250	250		5			5
				Early-Bird Registration @ $900 x .50 = $450	450					
		- ICA Section on Professional Associations (SPA)		Member Travel--ICA SPA				1,500		
		(TBD-Europe, April 2018) (Cost shared 50% with ACA)	5610	(1p x $1500 air/ground) x .50 = $750	750		5			5
			5620	(1p x $200 x 5d lodging) x .50 = $500	500		5			5
			5630	(1p x $100 per diem x 5d) x .50 = $250	250		5			5
			5300	Freight	100		5	100		5
		b. Regional and local organizations, such as:	5640	Registration Fees	200		5	500		5
		- CIMA	5285	Advertising / Sponsorship	1,000		5	1,000		5
		- MAC	5300	Freight (ship display materials)	100		5	100		5
		- MARAC	5600	Staff Travel	0		5	735		5
		- NEA		(1p x $300 airfare/ground x 1m) = $300						
		- SSA		(1p x $150 x 2d lodging) = $300						
		- SCA		(1p x $45 x 3d per diem) = $135						
				Member Travel				785		
			5610	(1p x $350 airfare/ground x 1m) = $350	350		5			5
			5620	(1p x $150 x 2d) = $300	300		5			5
			5630	(1p x $45 x 3d) = $135	135		5			5
								6,200		

The Society of American Archivists
Program Planner
Fiscal Year 2018

Program Name: Advocacy and Public Awareness
Program Number: 107

=FY 16 Data

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY18 Budget Line Amount	Proposed FY18 Budget Activity Total		FY17 Budget Line Amount	FY17 Budget Activity Total	
	5	**General and Administrative Cost Allocation**	5XXX		87,532	**87,532**	**5**	86,318	**86,318**	5
	6	**Computer Support Cost Allocation**	5XXX		4,575	**4,575**	**5**	4,786	**4,786**	5
				Total Income		**$0**			**$0**	
				Total Expenses		**$142,682**			**$170,533**	
				Net Gain / (Loss)		**($142,682)**			**($170,533)**	
				chksum		-			-	

Agenda Item IV.A.2.

Society of American Archivists
Council Meeting
May 16–17, 2017
Chicago, Illinois

FY18 Proposed Budget Narrative:
Career Services (Program 115)
(Prepared by Peter Carlson)

The proposed FY 2018 budget projects a net gain for the Career Services program of $41,888. This is $1,474 (3.65%) greater than the FY 2017 budgeted net gain and $2,408 (6.10%) greater than the FY 2017 projected net gain.

Effort of all staff members is allocated across the budget based on management estimates of expected effort by program area. Personnel costs for Career Services reflect 0.04 FTEs or 0.33% of total salaries, taxes, and benefits. The cost of benefits is expected to increase by 6.96% over the course of FY 2018. A 3% placeholder has been included in the salary budget for staff merit increases.

The proposed budget assumes the following:

- Net revenues of $67,500 for online job ads based on the volume of ads placed in the past 12 months. The job board is outsourced to Boxwood Technologies; Boxwood's "consulting" (sales and hosting) and processing fees are based on a percentage of revenue.

- A total expense of $2,764 for the Annual Meeting Career Center/Networking Café to cover staffing, signage, and a Mentoring Program coffee break.

- Maintenance of the current level of revenue ($3,000) from the online Directory of Archival Consultants.

The Society of American Archivists
Income Statement
Fiscal 2018 Budget
Career Services

Revenues	Fiscal '18	Fiscal '17	Projected FY '17 Actuals	FY '18 Budget v. FY '17 Budget $ Difference	FY '18 Budget v. FY '17 Budget % Difference	FY '18 Budget v. FY '17 Actuals $ Difference	FY '18 Budget v. FY '17 Actuals % Difference
Dues	$ -	$ -	-	$ -	N/A	$ -	N/A
Subscriptions & Advertising	70,500.00	68,000.00	66,040.23	2,500.00	3.68%	4,459.77	6.75%
Workshops	-	-	-	-	N/A	-	N/A
Annual Meeting	-	-	-	-	N/A	-	N/A
Publications	-	-	-	-	N/A	-	N/A
Contributions	-	-	-	-	N/A	-	N/A
Investments	-	-	-	-	N/A	-	N/A
Other	-	-	-	-	N/A	-	N/A
Total Revenues	$ 70,500.00	$ 68,000.00	$ 66,040.23	$ 2,500.00	3.68%	$ 4,459.77	6.75%

Expenses	Fiscal '18	Fiscal '17	Projected FY '17 Actuals	FY '18 Budget v. FY '17 Budget $ Difference	FY '18 Budget v. FY '17 Budget % Difference	FY '18 Budget v. FY '17 Actuals $ Difference	FY '18 Budget v. FY '17 Actuals % Difference
Personnel	$ 3,796.20	$ 4,391.95	$ 4,766.39	$ (595.76)	(13.56%)	$ (970.19)	(20.35%)
Office Occupancy & Utilities	380.20	450.41	458.94	(70.21)	(15.59%)	(78.74)	(17.16%)
Services	22,714.19	21,813.23	19,997.95	900.95	4.13%	2,716.24	13.58%
Supplies	21.58	31.44	1.40	(9.86)	(31.37%)	20.18	1446.65%
Travel	1,614.00	783.83	1,276.61	830.17	N/A	337.39	26.43%
Leases, Rentals & Licenses	86.26	115.59	59.55	(29.33)	(25.37%)	26.71	44.85%
Taxes, Dues and Subscriptions	-	-	-	-	N/A	-	N/A
Depreciation, COGS, and Other	-	-	-	-	N/A	-	N/A
Total Expenses	$ 28,612.42	$ 27,586.45	$ 26,560.83	$ 1,025.97	3.72%	$ 2,051.59	7.72%
Gain / (Loss) from Operations	$ 41,887.58	$ 40,413.55	$ 39,479.40	$ 1,474.03	3.65%	$ 2,408.18	6.10%
Transferred to Funds	-	-	-				
Net Gain / (Loss)	**$ 41,887.58**	**$ 40,413.55**	**$ 39,479.40**				

The Society of American Archivists
Program Planner
Fiscal Year 2018

Program Name: Career Services
Program Number: 115

=FY 17 Data

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY18 Budget Line Amount	Proposed FY18 Budget Activity Total		FY17 Budget Line Amount	FY17 Budget Activity Total
	1	Online Career Center				**$67,500**			**$65,000**
		Job board outsourced to Boxwood Technologies	4160	Advertising Revenue	67,500	**$21,337**	**4**	65,000	**$20,547**
		Boxwood revenue share	5200	Consulting Fees (30% revenue sharing)	19,784		**5**	19,052	
		Boxwood service fee	5335	Processing Fees (~ 2.3%)	1,553		**5**	1,495	
	2	Administer Career Center at Annual Meeting.							
						$2,764			**$1,784**
		Staff Networking Café and Career Center. (C Salgado @ 6d)	5600	Staff Travel	1,614		**5**	784	
		(1p x $450 air/ground + $45/d x 6d per diem +							
		$149/d x 6d lodging) = $900	5360	Signage for Networking Café / Career Center	650		**5**	600	
		Administer Mentoring Program Meet-and-Greet.	5290	F&B (coffee break for mentors/protégés)	500		**5**	400	
	3	Online Consultants Directory							**$3,000**
		Annual listing fee ($396 list; $198 members).	4170	Directory Listings (14 members)	3,000		**4**	3,000	
		All listings run from Jan 1 to Dec 31.	4170	Directory Listings (Nonmembers)			**4**	-	
	4	**General and Administrative Cost Allocation**	5XXX			**4,287**	**5**		**4,980**
	5	**Computer Support Cost Allocation**	5XXX			**225**	**5**		**276**
				Total Income		**$70,500**			**68,000**
				Total Expenses		**$28,612**			**27,586**
				Gain / (Loss) From Operations		**$41,888**			**40,414**

Agenda Item IV.A.2.

Society of American Archivists
Council Meeting
May 16–17, 2017
Chicago, Illinois

FY18 Proposed Budget Narrative:
Governance (Program 108)
(Prepared by Nancy Beaumont)

The FY 2018 Governance budget projects a net loss of $193,297. This is $3,709 (1.96%) more than the FY 2017 budgeted net loss and $2,112 (1.08%) less than the FY 2017 projected net loss.

Effort of all staff members is allocated across the budget based on management estimates. Personnel costs reflect 1.16 FTEs or 9.68% of total salaries, taxes, and benefits. (This is an increase from FY17, when the costs reflected 1.08 FTEs and 9.01% of total salaries, taxes, and benefits.) The cost of benefits is expected to increase by 6.96% over the course of FY 2018. A 3% placeholder has been included in the salary budget for staff merit increases.

Relation of this program to Strategic Plan: Goal 4: Meeting Members' Needs, Strategies 4.1. – 4.3.

The proposed budget assumes the following:

- Funding for one hotel night for 11 Council members at the July 24, 2017, Council meeting to account for the meeting occurring on Monday. (The President's room is complimentary per the hotel contract.) (Activity 1.a.)

- Both the November 2017 and May/June 2018 Council meetings will be held in Chicago, eliminating the possibility of meeting jointly with the CoSA and/or NAGARA boards during those times. Both meetings will be held during the week; the November meeting will be 2 to 2.5 days (to allow time for strategic planning); and the May/June meeting will be 1.5 days, per FY17. (Activities 1.b. and 1.c.)

- Orientation of the four Council members elected in April 2018 will take place via Adobe Connect; these individuals will not be funded to attend the May/June 2018 Council meeting in Chicago. (Activity 1.c.)

- Not included in this proposed budget is funding for an appointed group (TBD) to meet during the year. (Previous examples: Dictionary Working Group [FY14], TS-DACS [FY13], and Annual Meeting Task Force [FY12]. A mid-year request for $11,000 from TS-DACS in

FY17 was funded, although it was not budgeted.) Instead we have included $875 for four virtual meetings conducted via Adobe Connect. (Activity 3.a.)

- Funding for one online election. Per vote of the membership in 2015, should an all-member referendum be necessary, it will be conducted in conjunction with the annual election. (Activity 4)

- Continued funding for SAA's membership in the International Council on Archives ($650) and the National Information Standards Organization NISO ($2,810). (Activity 5)

- Funding for the President, Vice President/President-Elect, executive director, and governance coordinator to attend the ASAE CEO Symposium as a team in September 2017. (Activity 6)

- Funding for AV support for all sections at *ARCHIVES 2017* ($7,995) Activity 7.a.).

- Funding to accommodate formal requests from component groups (Activity 7.b.):

  - Acquisitions and Appraisal and Privacy and Confidentiality Sections: Funding for one speaker to present at the joint section meeting in Portland on the subject of the WITNESS Project. (Appendix A) ($1,330)

  - Archival History Section: Funding for creation and annual awarding of an Archival History Article Award. (Appendix B) ($250 in FY18 and annually thereafter) [See Agenda Item 0517-IV-C-ArchHistArticleAward for recommendation to create this award.]

  - Women Archivists Section: Funding for four speakers to present at the section meeting in Portland on the subject of the Women's March Archives Project. (Appendix C) ($2,500)

PLEASE NOTE: The Finance Committee discussed these funding requests on its April 28 conference call and had the following comments for Council consideration:

- A&A / P&C Request: Recommend no funding. Funding for section meeting speakers raises the prospect of setting a precedent that could lead to funding for 45 section meetings. Planned speaker is an SAA member.

- Archival History Section: Recommend no funding. Creation of new awards is a Council prerogative. Only if/when an award is created would it be funded, and that funding would come from the SAA Foundation's Awards fund. The nominal amount of the award ($250) could likely be accommodated.

- Women Archivists Section: Pending response to questions posed by Beaumont to co-chairs on April 28: It may be appropriate to waive registration fee for non-archivist speaker(s), applying same principle as is used for education sessions. Reimbursement of travel expenses, waiving of registration fees for member participants, and payment of honorariua may set an unsustainable precedent for 45 sections.

Appendix A

Society of American Archivists
Component Group Funding Request
Fiscal Year 2018
(July 1, 2017 – June 30, 2018)
Deadline: March 1, 2017

Acquisitions & Appraisal Section and Privacy & Confidentiality Section: Funding to Support Combined Section Program at 2017 SAA Annual Meeting

Prepared by: Cliff Hight, Bethany Anderson, and Jeremy Brett

Submitted: March 1, 2017

The steering committees of the Acquisitions & Appraisal Section and the Privacy & Confidentiality Section request that funding be included in SAA's FY 2018 budget to support the combined section program at the 2017 SAA Annual Meeting.

BACKGROUND

In June 2016, the Acquisitions & Appraisal Section disseminated a survey to its members to gather information about the membership's interests and needs. In the survey, members identified the Privacy & Confidentiality Section as the component group they would most like to see the Acquisitions & Appraisal Section to collaborate with. The steering committees of the above sections thus agreed to have a joint program at the 2017 Annual Meeting that would address the ways in which issues of privacy and confidentiality inform the acquisition and appraisal of records and personal papers.

For the 2017 Annual meeting, the above sections will be featuring WITNESS (https://witness.org/)—an organization that trains and supports activists and citizens using video to depict human rights violations. WITNESS provides guidance and best practices for not only the capture and livestreaming of video, but also for archiving and preserving this A/V documentation. The work of WITNESS straddles the concerns of both sections—namely, the acquisition and appraisal of video documentation that captures vulnerable communities and human rights violations. Grace Lile, Chief Operating Officer and Archivist at WITNESS will be the sections' keynote speaker at our joint program.

We believe the challenges and opportunities that are discussed among the WITNESS community will highlight some of the very same issues archivists encounter as they acquire and appraise any material. Thus, we believe this joint program aligns with both Goal 3 "Advancing the Field" and Goal 4 "Meeting Members' Needs" in the SAA 2014-2018 Strategic Plan.

Time Period

This one-time funding request would cover travel expenses for one speaker to attend the 2017 SAA Annual Meeting and provide program content for the combined section meeting of the Acquisitions & Appraisal Section and the Privacy & Confidentiality Section. Expenses include conference registration, transportation, lodging, and incidentals.

DISCUSSION

Discussions about collecting and appraising sensitive records that document human subjects—often in sensitive and precarious contexts—will only continue to grow, given the ease with which citizens can use video to document protest, human rights violations, etc., on a daily basis. Stewarding and preserving this content must be front and center in discussions among archival professionals. This will allow archivists and allies to advance professional knowledge in the field as the archival record evolves and more born-digital content created by activists and citizens is preserved. Likewise, we believe the challenges and opportunities that are discussed among the WITNESS community will highlight some of the very issues archivists encounter as they acquire and appraise in their daily work.

This joint program between the Acquisitions & Appraisal Section and the Privacy & Confidentiality Section will explore these issues. Grace Lile, Chief Operating Officer and Archivist at WITNESS, will discuss data security and ethical concerns that pertain to the acquisition and appraisal of video documentation of vulnerable communities and human rights violations. Using the work of WITNESS as an example, Lile will guide members in a timely and important discussion about what to collect—and what not to collect—as we preserve eyewitness accounts.

Budget

The two sections respectfully request to waive the conference registration fee and provide $1,000 to defray travel expenses for the invited guest speaker. A detailed listing of this amount is below.

Expense	**Amount**
Registration:	~~$329~~ (waived)
Transportation:	$500 (flight & to hotel)
Lodging:	$440 (2 nights @ $220 per night w/ tax)
Incidentals:	$60
Total:	**$1,000**

FUNDING REQUEST

The Acquisitions & Appraisal Section and Privacy & Confidentiality Section request that funding in the amount of $1,000 be included in SAA's FY 2018 budget to support Funding to Support Combined Section Program at 2017 SAA Annual Meeting.

Support Statement: The proposed program will provide an expert—Grace Lile—in the creation, management, and preservation of born-digital A/V records. She will share lessons learned from the WITNESS program (https://witness.org/), an organization that trains and supports activists and citizens using video to depict human rights violations. Further, it provides guidance and best practices for capturing, livestreaming, and preserving video documentation. The work of WITNESS straddles the concerns of both sections—namely, the acquisition and appraisal of video documentation that shows vulnerable communities and human rights violations. Membership of both sections seek to improve skill sets relative to the acquisition and appraisal of these types of materials, as well as a deeper understanding of ethical and legal considerations when obtaining documentation of vulnerable communities.

Relation to SAA Strategic Plan

We believe the challenges and opportunities that are discussed among the WITNESS community will highlight some of the very same issues archivists encounter as they acquire and appraise any material. Thus, we believe this joint program aligns with both Goal 3 "Advancing the Field" and Goal 4 "Meeting Members' Needs" in the SAA 2014-2018 Strategic Plan.

This program applies to Goal 3 by providing a broad audience of interested professionals with additional acquisitions and appraisal skills relative to born-digital A/V records, as well as ethical and legal considerations when pursuing the acquisition of documentation of vulnerable communities.

The program relates to Goal 4 by directly meeting the stated interests of the Acquisitions & Appraisal Section membership in a 2016 survey. They responded that the component group with which they would most like to collaborate was the Privacy & Confidentiality Section. Thus, this program would help section leadership meet the needs of section membership.

Fiscal Impact

The total direct expenses for this funding request is $1,000. It will help ease the financial travel burden of the invited guest speaker for the joint section meeting of the Acquisitions & Appraisal Section and the Privacy & Confidentiality Section. Lile is graciously sharing her time and expertise with our sections on this important and timely topic, and we strongly support any financial assistance that SAA is able to provide to her.

The estimated staff time associated with this program would be very minimal: whatever length of time necessary to process the request and the monies associated with it. Potentially, it would require 1 staff member @ 2 hours.

Appendix B

Society of American Archivists
Component Group Funding Request
Fiscal Year 2018
(July 1, 2017 – June 30, 2018)
Deadline: March 1, 2017

Archival History Section:
Funding to Support "Archival History Article Award"

Prepared by: Eric Stoykovich, Chair of Archival History Section

Submitted: December 7, 2016

The Archival History Section requests that funding be included in SAA's FY 2018 budget to support a new SAA award to be given out each year for the best article on archival history within the previous calendar year.

BACKGROUND

Chair of the Archival History Section, Eric Stoykovich, opened the discussion of this proposal in October 2016. The members of the AHS Steering Committee gave a majority of votes in support of pursuing this proposal during a conference call on November 10, 2016.

DISCUSSION

SAA can support archival history by the creation of an award specifically focused on rewarding excellent short peer-reviewed pieces. In doing so, SAA would acknowledge that archives support historical studies of many kinds, including the history of the archival profession. From an analysis of works published between 1898 and 2015, the Archival History Section Steering Committee suggests that the majority of published archival histories have taken the form of article-length pieces, rather than books. Indeed, approximately 2/3rds of the entries on the "AHS Bibliography of Archival History" are journal articles.

The SAA Awards Competition does not currently acknowledge the importance of history of archives and the archival profession. While the Waldo Gifford Leland Award is given for writing of superior excellence and usefulness in the field of *archival history*, theory, or practice, it rewards only monographs, finding aids, or documentary publications. At the same time, the Ernest Posner Award and the Theodore Calvin Pease Award are given to articles, which may include archival history, but which often are not primarily historical in purpose.

A public outlet of monetary recognition would encourage greater scholarship and wider participation in the writing of high-quality archival history of journal length.

Budget

FUNDING REQUEST

The Archival History Section requests that funding in the amount of $250 be included in SAA's FY 2018 budget to support an Archival History Article Award.

Support Statement: The Steering Committee of the Archival History Section supports the creation of a new annual award to be given out under the aegis of the SAA Awards Competition.

Relation to SAA Strategic Plan: The proposed Archival History Article Award supports the following sections of SAA's Strategic Plan, 2014-2018:
1.3. Provide leadership in ensuring the completeness, diversity, and accessibility of the historical record.
3.2. Foster and disseminate research in and about the field.

Fiscal Impact: The SAA Foundation could be the source of the $250 requested on an annual basis. Additionally, the designated Subcommittee of the SAA Awards Committee, composed of the current chair of the Archival History Section, the vice chair of the Committee on Education, and the SAA Reviews Editor, would have to devote time to make its decision for which article merited the prize. Office supplies and an award certificate may also be required.

[Staff note: See Agenda Item 0517-TK-TK-ArchivalHistoryAward for a recommendation to create the award that this request would fund.]

Appendix C

Society of American Archivists
Component Group Funding Request
Fiscal Year 2018
(July 1, 2017 – June 30, 2018)
Deadline: March 1, 2017

Women Archivists Section: Funding to Support Section Program at 2017 SAA Annual Meeting

Prepared by: Stacie Williams and Bethany Anderson
Submitted: March 1, 2017

The Women Archivists Section steering committee respectfully requests that funding be included in SAA's FY 2018 budget to support the section's program at the 2017 SAA Annual Meeting.

BACKGROUND

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

During the 2017 Annual meeting, the Women Archivists Section (WArS) will feature the Women's March on Washington Archives Project—a grassroots project that grew out of WArS' membership to document and preserve evidence of the Women's March.[1] Solely developed and implemented by two WArS members—Katrina Vandeven and Danielle Russell—the project facilitated the capture and preservation of the diverse voices of women across the world who participated in the march; Vandeven and Russell created guidelines for oral history interviews and coordinated with archivists and repositories to steward ephemera and interviews collected. This impressive large-scale effort to coordinate the preservation of a record the Women's March has been highlighted by national and local news outlets (such as by *Library Journal*, http://lj.libraryjournal.com/2017/02/academic-libraries/libraries-preserve-protest-posters/#_; and "Lost in the Stacks" WREK Atlanta, https://www.wrek.org/2017/02/playlist-for-lost-in-the-stacks-from-friday-february-3rd-this-is-what-democracy-sounds-like-episode-332/).

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.

This one-time funding request would subsidize some travel expenses and honoraria for four speakers to attend the 2017 SAA Annual Meeting and participate in the Women Archivists Section meeting. The funding would go toward conference registration, transportation, lodging, and an honorarium.

[1] For more information on the project, see: https://www.facebook.com/wmwarchivesproject/; and https://womenarchivistsroundtable.wordpress.com/2017/01/10/project-spotlight-womens-march-on-washington-archives-project/.

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.

Since its inception and various incarnations, the Women Archivists Section (WArS) has sought to actively monitor the status of women and advocate for their involvement in the archival profession, looking toward the future while highlighting the past accomplishments of women who have shaped the profession and the historical record. WArS' commitment to promoting women in the profession includes highlighting the work of our members. We want to promote the Women's March on Washington Archives Project's goals and outcomes—especially since so many of the members of our section participated nationally—and the work of its chief organizers; a repository that participated in the project and collected materials from the march; and an activist from the Portland, Oregon, area with relevant commentary on that local Portland sister march—as part of a timely discussion about how documented history has or has not accurately and thoroughly captured women's lived experiences.

We believe the challenges and opportunities that are discussed by the Women's March Archives Project and its stakeholders will both serve to inspire and educate SAA members about how to implement or scale similar projects and do so in a way that is inclusive of women across intersections of race, class, or gender identity.

Budget

Within the Discussion section, provide an estimated budget for the project or program, including as much detail as possible.

WArS respectfully requests that SAA waive the conference registration fee for all four participants, provide $500 to defray travel expenses for three of the participants and a $500 honorarium for the local Portland activist:

Expense	**Amount**
Registration:	$329 + $149 guest registration (to be waived/indirect costs)
Travel expenses:	$500 x 3 (to be used toward flight, hotel, etc.)
Honorarium:	$500 x 1
Total:	**$2,500**

FUNDING REQUEST

The Women Archivists Section requests that funding in the amount of [$2000] be included in SAA's FY 2018 budget to support the Women Archivists Section meeting programming

Support Statement: The Women Archivists Section is requesting funding for programming related to our focus on the Women's March on Washington Archives Project, as it will allow us

to bring together a diverse group of stakeholders to discuss the implications of documenting a large-scale, historically significant event.

Relation to SAA Strategic Plan:

The Women's March on Washington Archives Project brings front and center one of the central goals the SAA 2014-2018 Strategic Plan—namely Goal 1, advocating for archivists and archives. The project demonstrated to those who marched worldwide, the importance of archives in capturing and preserving evidence and the diverse voices of the march. It also aligns with Goal 4 in meeting members' needs—the organizers created an opportunity for any member to participate regardless of their role; for example, even if a member worked at a repository that could not collect materials from the Women's March, whether due to collecting scope or resources. Vandeven and Russell contacted repositories in every state (and abroad) to ask them to serve as the steward of materials collected from local marches. By further exposing members at the annual meeting to this project and the strategies it employed to document an event as large-scale as the Women's March, we believe it will continue to enrich the profession by creating opportunities for and inspiring members to participate in/create similar documentation projects.

Fiscal Impact: The total funding request of $2,000 and additional indirect costs of $478 for waived registration would allow our program participants to attend the Women Archivists' Section meeting. The processing of this request by SAA should hopefully take a minimal amount of time (2-3 hours) to ensure that registration fees are waived and to arrange for the reimbursement/payment of some travel expenses for WArS guest speakers.

The Society of American Archivists
Income Statement
Fiscal 2018 Budget
Governance

Revenues	Fiscal '18	Fiscal '17	Projected FY '17 Actuals	FY '18 Budget v. FY '17 Budget $ Difference	FY '18 Budget v. FY '17 Budget % Difference	FY '18 Budget v. FY '17 Actuals $ Difference	FY '18 Budget v. FY '17 Actuals % Difference
Dues	$ -	$ -	$ -	$ -	N/A	$ -	N/A
Subscriptions & Advertising	-	-	-	-	N/A	-	N/A
Workshops	-	-	-	-	N/A	-	N/A
Annual Meeting	-	-	-	-	N/A	-	N/A
Publications	-	-	-	-	N/A	-	N/A
Contributions	-	-	-	-	N/A	-	N/A
Investments	-	-	-	-	N/A	-	N/A
Other	-	-	-	-	N/A	-	N/A
Total Revenues	$ -	$ -	$ -	$ -	N/A	$ -	N/A

Expenses	Fiscal '18	Fiscal '17	Projected FY '17 Actuals	FY '18 Budget v. FY '17 Budget $ Difference	FY '18 Budget v. FY '17 Budget % Difference	FY '18 Budget v. FY '17 Actuals $ Difference	FY '18 Budget v. FY '17 Actuals % Difference
Personnel	$ 110,470.16	$ 100,096.19	$ 93,690.62	$ 10,373.97	10.36%	$ 16,779.55	17.91%
Office Occupancy & Utilities	13,270.73	10,939.67	10,413.36	2,331.06	21.31%	2,857.37	27.44%
Services	33,829.99	38,473.89	53,256.55	(4,643.90)	(12.07%)	(19,426.56)	(36.48%)
Supplies	627.39	704.21	900.38	(76.82)	(10.91%)	(272.98)	(30.32%)
Travel	28,930.00	33,080.00	31,714.17	(4,150.00)	(12.55%)	(2,784.17)	(8.78%)
Leases, Rentals & Licenses	2,508.33	2,593.13	1,219.34	(84.80)	(3.27%)	1,288.99	105.71%
Taxes, Dues and Subscriptions	3,660.00	3,700.00	4,215.00	(40.00)	(1.08%)	(555.00)	(13.17%)
Depreciation, COGS, and Other	-	-	-	-	N/A	-	N/A
Total Expenses	$ 193,296.61	$ 189,587.10	$ 195,409.41	$ 3,709.51	1.96%	(2,112.80)	(1.08%)
Gain / (Loss) from Operations	$ (193,296.61)	$ (189,587.10)	$ (195,409.41)	$ (3,709.51)	1.96%	2,112.80	(1.08%)
Transferred to Funds	-	-	-				
Net Gain / (Loss)	**$ (193,296.61)**	**$ (189,587.10)**	**$ (195,409.41)**				

The Society of American Archivists
Program Planner
Fiscal Year 2018

Program Name: Governance
Program Number: 108

= Gen/Admin **=FY 17 Data**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY18 Budget Line Amount	Proposed FY18 Budget Activity Total		FY17 Budget Line Amount	FY17 Budget Activity Total
	1	**Conduct four in-person meetings of the SAA Council.**				**$35,115**			**$42,745**
		a. July meetings (2) at 2017 Joint Annual Meeting (Portland)	5290	Food and Beverage	2,535		5	3,485	
				(Breakfast on 7/24: 21p x $23 + 22% svc) = $620					
		- Assumes SAA President has comp room.		(Lunch: 21p x $40 + 22% svc) = $1,025					
		- Assumes one room night paid for each 2016-2017 Council member		(Breaks: 21p x $15 + 22% svc) = $385					
		(except President) to cover early arrival for Monday meeting (@ $149 + 15% tax).		(Breakfast on 7/29: 18p x $23 + 22% svc) = $505					
		- OCC F&B svc charge = 22%.	5620	Council Member Travel (11p x $171)	1,880		5	2,200	
		- Owens travel expenses split 50/50 with Program 197.	5290	Food and Beverage: Leadership Forum	300		5	250	
			5600	Staff Travel (1p x $450 air/ground + $45/d x 7d per diem +	900		5	645	
				$149/d x 7d lodging x .50) = $900					
		b. November 2017 meeting (Chicago)		Member Travel				11,000	
			5610	(11p x $350 [avg] airfare/ground) = $3,850	3,850		5		
			5620	(12p x $189 x 3d lodging) = $6,800	6,800		5		
		- Assumes Tuesday/Wednesday/Thursday meeting.							
			5295	Staff Travel--Local	150		5	200	
			5290	Food and Beverage	1,905		5	1,870	
				(Bkfst/breaks: 18p x $13 x 2d) = $470					
				(Lunch: 19p x $15 x 2d) = $570					
				(Working Dinner: 18p x $18) = $325					
				(Dinner: 18p x $30) = $540					
			5300	Room Rental (SAA HQ)	225		5	225	
			5200	Consultant Fees (Facilitator)	3,000		5	2,500	
		c. May/June 2018 meeting (Chicago)		Member Travel				15,555	
			5610	(11p x $350 [avg] airfare/ground) = $3,850	3,850		5		
		- Assumes Tuesday/Wednesday meeting.	5620	(9p x $229 x 2d + 3p x $229 x 3d lodging) = $6,180	6,180		5		
		- Assumes that newly elected Council members will <u>not</u> attend.	5600	Staff Travel--Local	100		5	200	
		- Assumes one dinner with all (12) staff.	5290	Food and Beverage	2,330		5	3,715	
				(Bkfst/breaks: 18p x $13 x 2d) = $470					
				(Lunch: 18p x $15 x 2d) = $540					
				(Dinner with Staff: 24p x $55 incl svc/tax) = $1,320					
			5300	Room Rental (SAA HQ)	150		5		
		d. Meeting support	5385	Awards & Recognition	700		5	500	
			5810	Books/ASAE Leadership Issue	200		5	200	
			5110	Conference Calls	60		5	200	
	2	**Provide funding for activities related to Strategic Plan that are not included in other budgets.**							
		To be determined.	5610	Activity(ies) to be determined.	0		5	-	
			5200	Activity(ies) to be determined.	0		5	-	

The Society of American Archivists
Program Planner
Fiscal Year 2018

Program Name: Governance
Program Number: 108

= Gen/Admin **=FY 17 Data**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY18 Budget Line Amount	Proposed FY18 Budget Activity Total		FY17 Budget Line Amount	FY17 Budget Activity Total
	3	**Provide funding for designated meetings and tasks of appointed groups**				**$2,150**			**$500**
		a. Group TBD.	5610	Member Travel	0		5	-	
				(5p x $350 [avg] airfare/ground) = $1,750					
		Examples:		(5p x $150 x 2d lodging) = $1,500					
		- TS-DACS funded in FY 17 and FY 13.		(5p x $45 x 1d per diem) = $225					
		- Dictionary Working Group funded in FY 14.	5290	Food and Beverage	0		5	-	
		- Annual Meeting TF funded in FY 12.		(6p x 2 cont x $10) = $120					
				(6p x 2 lunches x $12) = $145					
				(6p x 2 dinners x $23) = $275					
			5300	Room Rental (SAA HQ)	0		5	-	
		b. Substitute virtual meetings for face-to-face.	5110	Adobe Connect Audio for Virtual Meetings	875				
		c. Conference call support for section steering committees and appointed groups throughout the year.	5110	Conference Calls	1,275		5	500	
	4	**Provide for balloting to elect VP, 3 Council members, 3 Nominating Committee members**				**$3,895**			**$7,790**
		a. Post candidate statements on website; contract with VoteNet for online ballot; send paper ballot	5200	Consultants (VoteNet)	3,895		5	3,895	
		to individuals upon request only.	5300	Postage (included in G&A)			5	-	
			5400	Printing/Duplicating (included in G&A)			5	-	
		b. Conduct one all-member referendum as needed.	5200	Consultants (VoteNet)	0		5	3,895	
		(Assume that this will be combined with general ballot beginning in 2017.)							
	5	**Dues for membership in related organizations**				**$3,460**			**$3,500**
			5820	Institutional Membership Dues:	3,460		5	3,500	
				Assn of Canadian Archivists = 0					
				Heritage Preservation = 0					
				ICA (600 Euros @ $1.06) = $650					
				NISO = $2,810					
	6	**Fund President, VP/President-Elect, executive director, and governance coordinator to attend ASAE CEO Symposium.**				**$5,370**			**$3,480**
			5640	Registration Fees	3,980		5	1,890	
		Assumes attendance at Chicago offering in September 2017.		(4p x $995)					
			5610	Member Travel	1,340		5	845	
				(2p x $400 air/ground + $225 lodging x 2 + $45 per diem)					
			5600	Staff Travel--Local	50		5	745	

The Society of American Archivists
Program Planner
Fiscal Year 2018

Program Name: Governance
Program Number: 108

= Gen/Admin **=FY 17 Data**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY18 Budget Line Amount	Proposed FY18 Budget Activity Total		FY17 Budget Line Amount	FY17 Budget Activity Total
	7	**Provide funding to support SAA sections, appointed groups, and others.**				**$12,075**			**$12,000**
		a. Provide AV support for sections at 2017 Annual Meeting (additional for Tuesday/Wednesday only).	5360	AV Support (13 rooms @ $615/room/day)	7,995		5	9,700	
		b. Provide funding for section and appointed group projects per official requests:		Funding requested for:					
		- Acquisitions & Appraisal and Privacy & Confidentiality Sections: Funding for one speaker at 2017 Annual Meeting on subject of the WITNESS Project.	5200	Acquisitions & Appraisal / P & C Sections	1,330		5	1,900	
		- Archival History Section: Archival History Article Award (to be given annually).	5200	Archival History Section	250		5	400	
		- Women Archivists Section: Funding for four speakers at 2017 Annual Meeting on subject of Women's March Archives Project.	5200	Women Archivists Section	2,500		5		
	8	**General and Administrative Cost Allocation**	5XXX			**$124,715**			**$113,401**
	9	**Computer Support Cost Allocation**	5XXX			**$6,517**			**$6,171**
				Total Expenses		**$193,297**			**$189,587**
				Net Operating Gain / (Loss)		**($193,297)**			**($189,587)**

Agenda Item IV.A.2.

Society of American Archivists
Council Meeting
May 16–17, 2017
Chicago, Illinois

FY18 Proposed Budget Narrative: Membership (Program 120)

(Prepared by Peter Carlson and Nancy Beaumont)

The FY 2018 Membership budget projects a net gain of $845,761. This is $24,580 (2.99%) greater than the FY 2017 budgeted net gain and $1,879 (0.22%) more than the FY 2017 projected net gain.

Effort of all staff members is allocated across the budget based on management estimates. Personnel costs for Membership reflect 0.96 FTEs or 7.96% of total salaries, taxes, and benefits. The cost of benefits is expected to increase by 6.96% over the course of FY 2018. A 3% placeholder has been included in the salary budget for staff merit increases.

The proposed budget assumes the following:

- Total dues revenue of $951,241—an increase of 3.88% from the FY17 budget and 1.67% from projected FY17 actuals.

- With passage of a dues increase via an all-member referendum in November 2015, the second year of the new dues schedule goes into effect on July 1, 2017.

- Membership projections are based on reported March 2017 figures in conjunction with trend analysis by membership class over the period covering FY 2011 through FY 2016.

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

The Society of American Archivists
Income Statement
Fiscal 2018 Budget
Membership

Revenues	Fiscal '18	Fiscal '17	Projected FY '17 Actuals	FY '18 Budget v. FY '17 Budget $ Difference	FY '18 Budget v. FY '17 Budget % Difference	FY '18 Budget v. FY '17 Actuals $ Difference	FY '18 Budget v. FY '17 Actuals % Difference
Dues	$ 967,120.06	$ 931,016.41	$ 951,240.84	$ 36,103.66	3.88%	$ 15,879.22	1.67%
Subscriptions & Advertising	-	-	-	-	N/A	-	N/A
Workshops	-	-	-	-	N/A	-	N/A
Annual Meeting	-	-	-	-	N/A	-	N/A
Publications	-	-	-	-	N/A	-	N/A
Contributions	-	-	-	-	N/A	-	N/A
Investments	-	-	-	-	N/A	-	N/A
Other	1,000.00	1,000.00	1,372.00	-	(0.00%)	(372.00)	(27.11%)
Total Revenues	$ 968,120.06	$ 932,016.41	$ 952,612.84	$ 36,103.66	3.87%	$ 15,507.22	1.63%

Expenses	Fiscal '18	Fiscal '17	Projected FY '17 Actuals	FY '18 Budget v. FY '17 Budget $ Difference	FY '18 Budget v. FY '17 Budget % Difference	FY '18 Budget v. FY '17 Actuals $ Difference	FY '18 Budget v. FY '17 Actuals % Difference
Personnel	$ 90,914.05	$ 82,866.04	$ 84,557.78	$ 8,048.01	9.71%	$ 6,356.27	7.52%
Office Occupancy & Utilities	9,089.78	8,469.17	$ 8,125.14	620.61	7.33%	964.64	11.87%
Services	8,909.96	8,035.74	$ 12,082.95	874.23	10.88%	(3,172.99)	(26.26%)
Supplies	1,515.88	2,333.33	247.04	(817.45)	(35.03%)	1,268.84	513.63%
Travel	-	-	-	-	N/A	-	N/A
Leases, Rentals & Licenses	2,062.50	2,161.45	1,058.72	(98.95)	(4.58%)	1,003.78	94.81%
Taxes, Dues and Subscriptions	-	-	-	-	N/A	-	N/A
Depreciation, COGS, and Other	9,500.00	6,969.67	2,659.20	2,530.33	36.30%	6,840.80	257.25%
Total Expenses	$ 121,992.17	$ 110,835.40	$ 108,730.82	$ 11,156.77	10.07%	$ 13,261.36	12.20%
Gain / (Loss) from Operations	$ 846,127.89	$ 821,181.01	$ 843,882.03	$ 24,946.88	3.04%	$ 2,245.86	0.27%
Transferred to Funds	-	-	-				
Net Gain / (Loss)	**$ 846,127.89**	**$ 821,181.01**	**$ 843,882.03**				

The Society of American Archivists
Program Planner
Fiscal Year 2018

Program Name: Membership
Program Number: 120

=FY 17 Data for Referenc

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY18 Budget Line Amount	Proposed FY18 Budget Activity Total		FY17 Budget Line Amount	FY17 Budget Activity Total	
	1	**Collect membership dues.**	4000	Membership Dues		**$967,120**	**4**		**$931,016**	**4**
		Assumes the following growth rates per member category:								
		Associate International : $135	4000		14,371		**4**	18,252		**4**
		Bridge : $53	4000		6,012		**4**	5,236		**4**
		ID1 (Part-time) : $80	4000		5,417		**4**	2,631		**4**
		ID2 ($20-29k/yr) : $105	4000		58,492		**4**	89,994		**4**
		ID3 ($30-39k/yr) : $136	4000		32,498		**4**	24,918		**4**
		ID4 ($40-49k/yr) : $169	4000		59,722		**4**	67,154		**4**
		ID5 ($50-59k/yr) : $212	4000		125,218		**4**	116,463		**4**
		ID6 ($60-75k/yr) : $241	4000		110,832		**4**	104,118		**4**
		ID7 ($75-89k/yr) : $275	4000		132,876		**4**	115,812		**4**
		ID8 (>$90k/yr) : $310	4000		99,163		**4**	130,237		**4**
		Lifetime : $	4000		61,568		**4**	584		**4**
		Honorary : $	4000		0		**4**	0		**4**
		Retired : $75	4000		0		**4**	0		**4**
		Student : $53	4000		15,926		**4**	15,501		**4**
		Regular : $330	4000		46,896		**4**	46,011		**4**
		Sustaining : $580	4000		153,199		**4**	149,932		**4**
		0	4000		44,929		**4**	44,172		**4**
	2	**Collect revenue from member mailing list rental.**				**$1,000**			**$1,000**	
			4870	Mailing Label Rental	1,000		**4**	1,000		**4**
	3	**Increase retention of members.**				**$0**			**$0**	
						$2,700			**$2,000**	
		a. New Member Orientation and Forum at Annual Meeting	4360	Sponsor			**4**			**4**
		(Coffee break)	5290	F & B (200p x $10 incl svc/tax)	2,700		**5**	2,000		**5**
	4	**Deliver member services.**				**$11,300**			**$9,820**	
		a. Mail copies of new SAA books to sustaining inst. members								
		Assumes 5 books in FY18.	5300	Shipping/Related Fees (nominal)			**5**			**5**
			5940	Cost of goods sold (5 New books @ $19.73ea. x 100)	9,500		**5**	6,970		**5**
		b. Administer SAA Fellows, Awards & Scholarship Programs								
		(See SAA Foundation program planner for details on	5570	Supplies (Plaques and Certificates)	1,000		**5**	1,750		**5**
		funding of awards and scholarships.)								

The Society of American Archivists
Program Planner
Fiscal Year 2018

Program Name: Membership
Program Number: 120

=FY 17 Data for Referenc

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY18 Budget Line Amount	Proposed FY18 Budget Activity Total		FY17 Budget Line Amount	FY17 Budget Activity Total	
		c. Administer the Mentoring Program.				**$800**			**$1,100**	
		Mentor/Protégé Meet-and-Greet at Annual Meeting	5290	Food & Beverage	300		**5**	300		**5**
		Support online "Mentoring Directory"								
		Develop graphics to promote program online	5350	Graphic Design	500		**5**	800		**5**
			5400	Printing			**5**			**5**
	5	**Membership staffing at Annual Meeting**	5600	Staff Travel		**$0**			**$0**	**5**
		Staffing to be provided by Beaumont, Salgado, others as needed and appropriate (included in other program budgets).								
						$0			**$0**	
	6	**Miscellaneous Database Support**	5226	Computer Support	1,500	**$0**			**$0**	**5**
	7	**General and Administrative Cost Allocation**	5XXX			**102,623.82**			**$93,879**	
	8	**IT Cost Allocation**	5XXX			**5,368.35**			**$5,137**	
				Total Income		**$968,120**			**$932,016**	
				Total Expenses		**$121,992**			**$110,835**	
				Gain / (Loss) From Operations		**$846,128**			**$821,181**	

Agenda Item IV.A.2.

Society of American Archivists
Council Meeting
May 16–17, 2017
Chicago, Illinois

FY18 Proposed Budget Narrative:
Annual Meeting (Programs 197, 198, and 199)
(Prepared by Nancy Beaumont)

The proposed FY 2018 budget projects a net gain of $162,739 from the 2017 Annual Meeting in Portland, Oregon. This is $60,043 (26.9%) less than the FY 2017 budgeted net gain (for the Atlanta conference) and $39,187 (19.4%) less than the FY 2017 actual net gain.

Effort of all staff members is allocated across the budget based on management estimates. Personnel costs reflect 0.54 FTEs or 4.47% of total salaries, taxes, and benefits. The cost of benefits is expected to increase by 6.96% over the course of FY 2018. A 3% placeholder has been included in the salary budget for staff merit increases.

The proposed budget for the 2017 Annual Meeting assumes the following:

- Prepaid expenses (incurred during FY17 but related to the Portland meeting in FY18) are highlighted in the program planner. These costs will be allocated in FY18 via the General/Administrative Cost Allocation. This generally accepted accounting procedure, implemented beginning in FY08, enables us to reflect staff effort and related expenses more accurately. Program planners for the 2018 and 2019 Annual Meetings (Programs 198 and 199) reflect costs that will be booked as prepaid expenses but not expensed until those conferences take place. (Activities 2 and 3)

- A total of 1,500 paid attendees, spread per trends in the past eight years. This best-guess estimate is based on economic trends and registration patterns to date. (Reference of paid attendees: 2016 = 1,635; 2015 = 1,705; 2014 = 2,316; 2013 = 1,644; 2012 = 1,519; 2011 = 1,664; 2010 = 1,909; 2009 = 1,452; 2008 = 1,754; 2007 = 1,699.) We also are assuming no additional revenue from the Liberated Archive Forum, as LAF is included in the full conference registration fees and those who are not attending the conference are invited to contribute whatever they can to attend the Forum. (Activity 4)

- Payment to Conference & Logistics Consultants of $56,885, which includes pre-meeting and onsite management and travel/per diem, creation of the "Virtual Expo" for exhibitor sign-up, and exhibit hall management. (Activities 2.c., 4.b., 5.b., and 5.c.)

- Promotion of the conference via a 16-page flyer (professionally designed and made available as a downloadable PDF only) highlighting various aspects of the meeting and

referring to the conference website (now in Sched.org) for detailed information. (Activity 3.a.)

- An estimated expense of $37,165 for AV, which reflects coverage of five education tracks, two plenary sessions, and the full-day Liberated Archive Forum (Activity 4.c.) by Oregon Convention Center AV staff. This includes the estimated impact of labor costs for minimums and overtime hours (e.g., Wednesday evening and all day on Saturday). Expenses associated with pre-conference workshop AV appear in Program 105, Education; expenses associated with section meeting AV appear in Program 108, Governance, Activity 7.

- An expense of $500 to support child care for those individuals requesting it. Not included are costs associated with providing for an onsite child care center, as this option would carry with it both a guaranteed minimum expense and significant liability for SAA. (Activity 4.c.)

- An expense of $2,000 for ASL interpreters for the two plenary sessions. This expense may be spread differently if one or more attendees request an individual ASL interpreter. (Activity 4)

The Society of American Archivists
Income Statement
Fiscal 2018 Budget
Annual Meeting - Portland

Revenues	Fiscal '18	Fiscal '17	Projected FY '17 Actuals (Atl)	FY '18 Budget v. FY '17 Budget $ Difference	FY '18 Budget v. FY '17 Budget % Difference	FY '18 Budget v. FY '17 Actuals $ Difference	FY '18 Budget v. FY '17 Actuals % Difference
Dues	$ -	$ -	$ -	$ -	N/A	$ -	N/A
Subscriptions & Advertising	4,350.00	7,500.00	7,283.00	(3,150.00)	(42.00%)	(2,933.00)	(40.27%)
Workshops	-	-	-	-	N/A	-	N/A
Annual Meeting	625,514.17	699,690.20	672,330.25	(74,176.03)	(10.60%)	(46,816.08)	(6.96%)
Publications	300.00	100.00	-	200.00	200.00%	300.00	N/A
Contributions	-	-	-	-	N/A	-	N/A
Investments	-	-	-	-	N/A	-	N/A
Other	1,450.00	1,450.00	20,225.25	-	0.00%	(18,775.25)	(92.83%)
Total Revenues	$ 631,614.17	$ 708,740.20	$ 699,838.50	$ (77,126.03)	(10.88%)	$ (68,224.33)	(9.75%)

Expenses	Fiscal '18	Fiscal '17	Projected FY '17 Actuals (Atl)	FY '18 Budget v. FY '17 Budget $ Difference	FY '18 Budget v. FY '17 Budget % Difference	FY '18 Budget v. FY '17 Actuals $ Difference	FY '18 Budget v. FY '17 Actuals % Difference
Personnel	$ 50,418.88	$ 48,334.06	$ 45,991.40	$ 2,084.82	4.31%	$ 4,427.48	9.63%
Office Occupancy & Utilities	5,067.99	5,018.96	$ 4,678.73	49.03	0.98%	389.26	8.32%
Services	229,438.00	222,683.87	$ 256,088.51	6,754.13	3.03%	(26,650.51)	(10.41%)
Supplies	1,439.57	1,454.19	$ 3,928.33	(14.62)	(1.01%)	(2,488.76)	(63.35%)
Travel	5,360.00	4,130.00	$ 3,380.59	1,230.00	29.78%	1,979.41	58.55%
Leases, Rentals & Licenses	12,937.71	16,337.06	$ 15,602.82	(3,399.36)	(20.81%)	(2,665.11)	(17.08%)
Taxes, Dues and Subscriptions	-	15,000.00	$ 16,675.00	(15,000.00)	(100.00%)	(16,675.00)	(100.00%)
Depreciation, COGS, and Other	164,213.48	173,000.00	151,566.43	(8,786.52)	(5.08%)	12,647.05	8.34%
Total Expenses	$ 468,875.62	$ 485,958.14	$ 497,911.81	$ (17,082.52)	(3.52%)	$ (29,036.19)	(5.83%)
Gain / (Loss) from Operations	$ 162,738.55	$ 222,782.06	$ 201,926.69	$ (60,043.51)	(26.95%)	$ (39,188.14)	(19.41%)
Transferred to Funds	-	-	-				
Net Gain / (Loss)	**$ 162,738.55**	**$ 222,782.06**	**$ 201,926.69**				

The Society of American Archivists
Program Planner
Fiscal Year 2018

Program Name: Annual Meeting Portland
Program Number: 197

= Gen/Admin * =FY 17 Data

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY18 Budget Line Amount	Proposed FY18 Budget Activity Total		FY17 Budget* Line Amount	FY17 Budget* Activity Total	
	1	**Management and Administration** Administer activities associated with the 2017 Annual Meeting in Portland: Develop and monitor budgets; provide support to the Program and Host committees; promote the meeting via all available means; monitor and evaluate current vendors; market exhibit space and sponsorship opportunities; research future meeting sites and vendors; and respond to general inquiries.				**$0**			**$0**	
	2	**Provide for program development, planning, and evaluation of the 2017 Annual Meeting + Liberated Archive Forum.**				**$0**			**$42,425**	
		a. Program Committee (12 members)	5295	Staff--Local Travel (Meeting in Chicago)	50		5	70		5
			5610	Member Travel (12p x airfare/ground) (actual) (12p x $160) (actual) (12p x $45 x 1d per diem) (actual)	7,270		5	7,085		5
		EXPENSES APPEARING IN BLUE SCREENED BOXES WERE INCURRED IN FY17 AND ARE INCLUDED IN GENERAL/ADMINISTRATIVE ALLOCATION AT END OF PROGRAM PLANNER.	5290	F&B--Breaks, lunches, dinners (actual)	1,325		5	2,075		5
			5200	Consulting Fees	0		5	0		5
			5130	Conference Calls (included in G&A)	0		5	0		5
			5360	Audiovisual	0		5	0		5
		b. Host Committee	5290	F&B--Host Committee Meetings	0		5	200		5
		c. Pre-Meeting Planning - Conference & Logistics Consultants (CLC)	5200	Consulting Fees (CLC) ($4,800 x 7)	33,600		5	32,200		5
			5200	Meeting Planner Expenses (CLC, site visit)	350		5	350		5
			5600	Staff Travel (site visit)	445		5	445		5
			5700	Nonrefundable deposit to OCC	1,000		5			5
	3	**Promote attendance at Annual Meeting.**				**$0**			**$8,140**	
		a. Preliminary promotional flyer	5350	Design/Layout/Prepress	1,700		5	1,665		5
			5400	Printing (flyer only)	1,600		5	2,545		5
		No printed preliminary program in 2017. Sixteen-page promo flyer prints and mails to approximately 2,000 SAA and NWA members; posted on conference website with full online program.	5300	Mail Services/Postage/Freight (flyer)	600		5	950		5
			5310	Express Mail (advance copies)	0		5	0		5
		b. Flyer mailed to other targeted audiences (500 cc)	5300	Postage	85		5	155		5
			5335	Mail Services	65		5	0		5
		c. Banner, web button, ads, calendar submissions	5350	Flyers for Regional Meetings	50		5	50		5
			5350	ID/Banner Development, Ads for AO / AA	325		5	2,295		5
			5400	Banner Production	250		5	230		5

The Society of American Archivists
Program Planner
Fiscal Year 2018

Program Name: Annual Meeting Portland
Program Number: 197

= Gen/Admin * **=FY 17 Data**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY18 Budget Line Amount	Proposed FY18 Budget Activity Total		FY17 Budget* Line Amount	FY17 Budget* Activity Total	
		d. Email blasts to nonmembers		Assumes Use of Lyris List Product	0					
		e. Web version	5350	Web-formatted Graphics	150		5	150		5
		f. Press release via Bacon's (or other) online service	5285	Press Release	0		5	100		5
	4	**Provide on-site management of a high-quality conference.**				**$511,314**			**$577,690**	
						$79,600			**$72,330**	
		a. Registration income (1,500 paid attendees)	4300	Early-Bird Member (Approx. 64%)	319,407		4	359,673		4
			4300	Early-Bird Employee / Member Inst (0.84%)	31,854		4	12,172		4
		Registration fees cover attendance at Liberated Archive Forum	4300	Early-Bird Nonmember (6.8%)	54,247		4	59,565		4
		+ access to MP3 recordings of all sessions.	4300	Advance Member (3.3%)	18,658		4	17,379		4
			4300	Advance Employee / Member Inst (0.62%)	4,303		4	5,508		4
			4300	Advance Nonmember (0.18%)	6,964		4	3,807		4
			4300	Onsite Member (4.5%)	26,201		4	33,904		4
			4300	Onsite Employee / Member Inst (0.06%)	4,151		4	3,936		4
			4300	Onsite Nonmember (1.1%)	10,413		4	11,048		4
			4300	One-Day Member (2.23%)	7,989		4	19,884		4
			4300	One-Day Employee / Member Inst	0		4	0		4
			4300	One-Day Nonmember (1.23%)	7,163		4	15,929		4
			4300	Student Member (6.1%)	13,625		4	21,440		4
			4300	Student Member One-Day	0		4	0		4
			4300	Student Nonmember (1.2%)	4,109		4	8,972		4
			4300	Student Nonmember One-Day	0		4	0		4
			4300	Guest of Member) (0.53%)	1,180		4	2,452		4
			4300	Guest of Nonmember)	0		4	920		4
			4300	Complimentary Registrations	0		4	0		4
			4300	Research Forum (15 x $50)	750		4	1,000		4
		b. Staffing	5600	Staff Travel	1,710		5	2,080		5
		- NPB lodging @ negotiated comp.		(NPB @ $450 air/ground, FO @ $225 air/ground) = $675						
		- Owens expenses split 50/50 with Program 108.		(1p x $45/d x 8d per diem) (NPB) = $360						
		- Three CLC staff rooms @ comp.		(1p x $45/d x 7d per diem) (FO @ .50) = $155						
				(1p x $149/d x 7d lodging x .50) = $520						
			5650	Meeting Assistants	0		5	0		5
			5200	Consulting Fees (CLC) ($4,800 x 3)	14,400		5	13,800		5
			5200	Third Onsite CLC Staff ($550/d x 4d)	2,200		5	2,200		5
			5200	Meeting Planner Expenses (CLC)	2,150		5	1,850		5
				(3p x $450 air/ground) = $1,350						
				(2 x $40 x 8d + 1 x $40 x 4d) = $800						
			5610	Host Committee	150		5	150		5
				(6p x $25 transportation/parking) = $150						
		c. Logistics								

The Society of American Archivists
Program Planner
Fiscal Year 2018

Program Name: Annual Meeting Portland
Program Number: 197

= Gen/Admin * **=FY 17 Data**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY18 Budget Line Amount	Proposed FY18 Budget Activity Total		FY17 Budget* Line Amount	FY17 Budget* Activity Total	
			4450	MP3 Sales	300		4	100		4
		- AV services provided by OCC in-house AV staff;	5360	Audiovisual (basic for all sessions)	31,000		5	34,000		5
		assumes no additional cost for in-house sound.	5360	Audiovisual (IMAG of plenaries)	6,165		5	3,000		5
			5360	Audiovisual (special track)	0		5	0		5
		- Includes IMAG but not video capture of two plenaries. Plenary	5500	Equipment (phones, computers)	750		5	750		5
		1 keynoter and Plenary 2 presidential speech will be pre-recorded	5110	Credit card machines	0		5	0		5
		and provided on SAA website via YouTube channel.	5500	Supplies	400		5	400		5
			5340	OCC Handling Fees	200		5	200		5
			5480	Floral	300		5	200		5
			5480	Photography	2,200		5	1,750		5
			5300	Postage/Freight (conference materials)	900		5	900		5
			5400	Signs (Alliance Expo Services for meter panels + signs = $1,700 + Madison Avenue for 32 new headers/footers @ $36 + art @ $125 + shipping = $1,575)	3,275		5	1,800		5
			4360	Sponsor for Signs	0		4	0		4
			5480	Child Care	500		5	1,000		5
			5480	Gratuities (OCC and AV staff)	500		5	500		5
			5385	Amenities and Awards	700		5	700		5
			5260	Insurance	2,200		5	2,200		5
			5290	F&B--Staff Office/Reg Desk/Host Desk	1,300		5	2,100		5
		- Honoraria for two keynote speakers at	5650	Keynote Speakers Honoraria	3,500		5	1,900		5
		Liberated Archive Forum.	5480	Security (office, reg desk, locks, overnight)	2,045		5	850		5
			5480	EMTs (required by OCC per 1,000 attendees)	1,055		5	0		5
			5200	ASL interpreter for individual attendee(s)			5	0		5
			5200	ASL interpreter for plenaries	2,000		5	0		5
	5	**Provide for the International Archives and Information Technology Exposition.**				**$119,050**			**$129,800**	
						$106,740			**$90,185**	
		a. Exhibits and sponsorship income	4350	Exhibits Income	88,000		4	99,000	.	4
		- 55 paid booths (avg $1,600) / 3 comp booths (Ofc Hrs + SAAF)		(55 booths x $1,600 avg) = $88,000						
		- HP @ $7,500 (mobile app)								
		- Atlas Systems @ $7,300	4360	Sponsorship Income	26,500		4	23,100		4
		- Preservica @ $5,700 (General)								
		- Preservation Tech @ $3,000 (President's Reception)	4150	Advertising in Prelim Flyer/Onsite/Web Programs	4,350		4	7,500		4
		- AV Preserve @ $1,500 (in lieu of booth)								
		- Hollinger Metal Edge @ $1,500 (President's Reception)	4900	Exhibit Hall Ticket Sales	200		4	200		4

The Society of American Archivists
Program Planner
Fiscal Year 2018

Program Name: Annual Meeting Portland
Program Number: 197

= Gen/Admin * **=FY 17 Data**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY18 Budget Line Amount	Proposed FY18 Budget Activity Total		FY17 Budget* Line Amount	FY17 Budget* Activity Total	
		b. Promote exhibits/sponsorships via online prospectus, targeted calls.	5350	Design/Layout/Web Graphics	0		5	0		5
		- Prospectus is web-only.	5300	Postage/Freight (two mailings)	0		5	0		5
		- "Virtual Expo" provided by CLC/Event Rebels.	5335	Mail Processing/Labor	0		5	0		5
			5400	Printing (300 sets)	0		5	0		5
			5200	Virtual Expo Setup	500		5	500		5
		c. Implement the Expo Hall	5200	Decorator (Alliance Expo Services) (Set up booths @ $11,275 + labor/materials for mini theater, reg desk, special set-ups/kiosks, posterboards [20 @ $75], easels, meter panels, etc) (Floor plan to fire marshall = $0)	17,580		5	9,800		5
			5480	Security	2,160		5	1,700		5
			5200	Consulting Fees (CLC) (55 booths x $67)	3,685		5	3,685		5
		Food and Beverage:								
		- Grand Opening Happy Hour (Thursday, 2 hours): Assume 1200p, light food + open soft bar + cash bar (bartenders) + 22% svc.	5290	F&B--Expo Hall Grand Opening (1,200p x $30 incl bartenders/svc)	35,990		5	30,000		5
		- Coffee Break (Friday, 60 minutes): Assume 17 gallons @ $55 + 22% svc.	5290	F&B--Coffee Break (17 gallons @ $55 + svc)	1,200		5	4,800		5
		- Lunch (Friday, 75 minutes) Assume 1,200p @ $25 + 22% svc.	5290	F&B--Lunch (1,200p x $25 + svc)	43,150		5	33,000		5
		- Afternoon Break (Friday, 60 minutes): Assume 600p @ $4 + 22% svc.	5290	F&B--Afternoon Break (600p x $4 + svc)	2,975		5	7,200		5
	6	**Provide for a variety of networking, social, and business events.**				**$1,250**			**$1,250**	
		a. All-Attendee Reception				**$37,285**			**$55,340**	
		- Assumes 1,200 people (80% of projected attendance).	4900	Adult Guest Tickets (25 x $40)	1,000		4	1,000		4
		- Held at OCC with food trucks.	4900	Child Guest Tickets (12 and under) (25 x $10)	250		4	250		4
		- Includes open soft bar, cash bar (with bartenders) for alcohol.								
		- Includes OCC Plaza rental fees ($1,650), food cart buyout fee ($500), liquor license ($100), bartenders and bussers ($2,550), table/linen/tent/fencing rental ($1,925), labor, 11 food trucks ($19,155), food truck consulting fee ($1,500), security.	5480	Entertainment	0		5	0		5
			5300	Wrist Bands (in stock)	0		5	0		5
			5290	F&B	20,655		5	33,000		5
			5700	Facility Rental/Labor/Security	11,780		5	15,000		5
			5295	Transportation (Buses)	0		5	2,500		5
		b. President's Reception (Hilton Portland)	5290	F&B	4,500		5	4,340		5
		c. SAA Annual Membership Meeting	5200	Parliamentarian Fees/Expenses	350		5	500		5

The Society of American Archivists
Program Planner
Fiscal Year 2018

Program Name: Annual Meeting Portland
Program Number: 197

= Gen/Admin * **=FY 17 Data**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY18 Budget Line Amount	Proposed FY18 Budget Activity Total		FY17 Budget* Line Amount	FY17 Budget* Activity Total	
	7	**Provide attendees with meeting materials.**				**$16,340**			**$16,980**	
		a. Promotional items and sponsor income	4360	Totebag Sponsorship	0		**4**	0		**4**
			4360	Badge Holder/Lanyard Sponsorship	0		**4**	0		**4**
			5400	Hotel Keycard Production	0		**5**	0		**5**
			5400	Lanyard/Badge Holder (1,600 x $1.35 + set-up and freight)	2,360		**5**	2,430		**5**
		b. Onsite Program (1,500 cc)	5350	Onsite Program Design/Layout/Prepress	4,995		**5**	5,180		**5**
		(Attendees given option to opt out of print	5400	Printing (1,500 x $2.30)	3,450		**5**	3,725		**5**
		program, assumes 10% opt out.)	5300	Postage/Freight	475		**5**	400		**5**
		c. Name badges/ribbons	5400	Printing (1,600 badges, 1,000 ribbons)	900		**5**	900		**5**
			5500	Supplies (badge stock)	0		**5**	0		**5**
			5350	Badge Design	150		**5**	150		**5**
		d. Registration Packet materials	5400	Printing/Duplicating	200		**5**	500		**5**
		e. Onsite registration forms (200)	5350	Layout/Production	110		**5**	95		**5**
			5400	Printing (multi-part form)	100		**5**	100		**5**
		f. Record and make available downloadable MP3 files of sessions	5360	Convention Recordings (MP3s)	3,600		**5**	3,500		**5**
	8	**Provide space and assistance to various groups that meet during the Annual Meeting, including leader groups, sections, appointed groups, and allied groups.**				**$0**			**$0**	
		a. Sections (See Governance [108], Act. 7)	5360	AV for Section Meetings	0		**5**	0		**5**
		b. SAA Leadership Forum (See Governance [108], Act. 7)	5290	F&B for Leadership Forum (100 x $5)	0		**5**	0		**5**
		c. Honoraria as needed (See Governance [108], Act. 7)	5380	Honoraria	0		**5**	0		**5**
		d. Mosaic Fellows Leadership Forum (See Governance [108], Act. 7)	5290	F&B for Mosaic Fellows Forum	0		**5**	0		**5**
						$4,700			**$20,250**	
	9	**Program-specific computer support for proposal submission/ selection and display of program on website and mobile app.**	5226	Computer Support (ER Speaker)	2,200		**5**	2,500		**5**
			5226	Computer Support (Sched for website and mobile app)	2,500		**5**	2,750		**5**
	10	**Negotiated agreement with partner organization(s).**	5820	Not applicable for 2017	0		**5**	15,000		**5**

The Society of American Archivists
Program Planner
Fiscal Year 2018

Program Name: Annual Meeting Portland
Program Number: 197

= Gen/Admin * **=FY 17 Data**

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY18 Budget Line Amount	Proposed FY18 Budget Activity Total		FY17 Budget* Line Amount	FY17 Budget* Activity Total	
	11	General and Administrative Cost Allocation	5XXX	(Includes all *ARCHIVES 2017* expenses incurred in FY17.)		**221,148**	**5**		**$227,788**	**5**
	12	IT Cost Allocation	5XXX			**3,062**	**5**		**$3,085**	**5**
				Total Income		**$ 631,614**			**708,740**	
				Total Expenses		**468,876**			**485,958**	
				Gain / (Loss) From Operations		**$ 162,739**			**$ 222,782**	
				Net Operating Gain / (Loss)		**$162,739**			**$222,782**	
				chksum		-			-	
				ATTENDANCE =	1500			*	Atlanta Budget	

The Society of American Archivists
Income Statement
Fiscal 2018 Budget
Annual Meeting - Washington

Revenues	Fiscal '18	Fiscal '17 (Ptl)	Projected FY '17 Actuals (Ptl.)	FY '18 Budget v. FY '17 Budget $ Difference	FY '18 Budget v. FY '17 Budget % Difference	FY '18 Budget v. FY '17 Actuals $ Difference	FY '18 Budget v. FY '17 Actuals % Difference
Dues	$ -	$ -	$ -	$ -	N/A	$ -	N/A
Subscriptions & Advertising	-	-	-	-	N/A	-	N/A
Workshops	-	-	-	-	N/A	-	N/A
Annual Meeting	-	-	-	-	N/A	-	N/A
Publications	-	-	-	-	N/A	-	N/A
Contributions	-	-	-	-	N/A	-	N/A
Investments	-	-	-	-	N/A	-	N/A
Other	-	-	-	-	N/A	-	N/A
Total Revenues	$ -	$ -	$ -	$ -	N/A	$ -	N/A

Expenses	Fiscal '18	Fiscal '17 (Ptl)	Projected FY '17 Actuals (Ptl.)	FY '18 Budget v. FY '17 Budget $ Difference	FY '18 Budget v. FY '17 Budget % Difference	FY '18 Budget v. FY '17 Actuals $ Difference	FY '18 Budget v. FY '17 Actuals % Difference
Personnel	$ 85,068.07	$ 83,937.69	$ 81,593.75	$ 1,130.38	1.35%	$ 3,474.32	4.26%
Office Occupancy & Utilities	8,499.52	8,532.68	6,787.26	(33.16)	(0.39%)	1,712.26	25.23%
Services	55,858.60	56,061.83	54,936.22	(203.23)	(0.36%)	922.38	1.68%
Supplies	479.68	608.45	505.99	(128.77)	(21.16%)	(26.30)	(5.20%)
Travel	12,160.00	10,230.00	11,805.09	1,930.00	18.87%	354.91	3.01%
Leases, Rentals & Licenses	1,917.79	2,068.82	763.32	(151.04)	(7.30%)	1,154.47	151.24%
Taxes, Dues and Subscriptions	-	-	-	-	N/A	-	N/A
Depreciation, COGS, and Other	(163,983.66)	(161,439.47)	(156,391.62)	(2,544.18)	1.58%	(7,592.04)	4.85%
Total Expenses	$ -	$ -	$ -	$ (0.00)	N/A	$ (0.00)	N/A
Gain / (Loss) from Operations	$ -	$ -	$ -	$ 0.00	N/A	$ 0.00	N/A
Transferred to Funds	-	-	-				
Net Gain / (Loss)	**$ -**	**$ -**	**$ -**				

The Society of American Archivists
Program Planner
Fiscal Year 2018

Program Name: 2018 Annual Meeting - Washington D.C.
Program Number: 198

= Gen/Admin **=FY 17 Data**

Narrative	Account No.	Account Description	Proposed FY18 Budget Line Amount	Proposed FY18 Budget Activity Total		FY17 Budget * Line Amount	FY17 Budget * Activity Total	
Management & Administration				**$0**			**$0**	
Administer activities associated with the 2018 Joint Annual Meeting in Washington, DC: Develop and monitor budgets; provide support to the Program and Host committees; research meeting sites and vendors; select, monitor, and evaluate vendors; market exhibit space and sponsorship opportunities; and respond to general inquiries.								
a. Staff professional development	5640	Association Forum Registrations	0		5	0		5
Provide for program development, planning, and evaluation of the 2018 Joint Annual Meeting.				**$48,460**			**$40,080**	
a. Program Committee	5295	Local Staff Travel	100		5	105		5
- PC meeting to be held at SAA HQ in Chicago		(Meeting in Chicago)						
- 15 Committee members (including 3 co-chairs) + 1 *ex officio*		Member Travel				9,460		5
(2019 chair) -- assumes joint meeting with CoSA and NAGARA	5610	(16p x $400 airfare/ground) = $6,400	6,400		5			5
	5620	(16p x $150 lodging x 2d) = $4,800	4,800		5			5
	5630	(8p x $45 x 1d per diem) = $360	360		5			5
	5290	F&B--Breaks, lunches, dinners	1,700		5	1,340		5
	5130	Conference Calls	0		5	0		5
	5360	Audiovisual	0		5	0		5
b. Host Committee	5290	F&B--Host Committee meetings	200		5	205		5
c. Pre-Meeting Planning	5200	Consulting Fees (CLC) ($4,900 x 7)	34,300		5	28,200		5
- Conference & Logistics Consultants (CLC)	5650	Meeting Planner Expenses (site visit--local travel)	100		5	360		5
	5600	Staff Travel (site visit)	500		5	410		5
Promote attendance, exhibits, and sponsorships.							**$21,345**	
a. Preliminary program and/or print promotional materials.	5350	Design/Layout/Prepress	1,700		5	5,355		5
	5400	Printing (flyer only)	1,600		5	3,605		5
Preliminary program will be online only, supplemented by	5300	Mail Services/Postage/Freight (flyer)	600		5	1,380		5
12- to 16-page flyer that prints and mails.	5310	Express Mail (approvals/advance copies)	0		5	20		5
b. Mailing to lapsed SAA members + members of state	5300	Postage	470		5	470		5
and regional orgs proximate to DC + other targets (1,000 cc).	5335	Mail Services	200		5	200		5
c. Banner, flyers, advertising, calendar submissions	5350	Flyers for Regional/Affiliate Meetings	150		5	310		5
	5350	ID/Banner/Ad Development (Web, AO, Banner)	3,000		5	3,400		5
	5400	Banner Production	385		5	385		5

d. Promote exhibits/sponsorships via prospectus, calls.	5350	Web Graphics	200		**5**	205		**5**
- Prospectus is web-only	5300	Postage/Freight	0		**5**	0		**5**
- "Virtual Expo" provided by CLC/Event Rebels	5335	Mail Processing/Labor	0		**5**	0		**5**
	5400	Printing	0		**5**	0		**5**
	5200	Virtual Expo Setup	550		**5**	515		**5**
e. Program-specific computer support to assist in proposal and speaker	5226	Computer Support (Speaker Software)	2,900		**5**	2,750		**5**
management and online display of program.	5226	Computer Support (Sched for Website/Mobile App)	2,900		**5**	2,750		**5**
General and Administrative Cost Allocation	5XXX			**95,984.26**			**$95,024**	**5**
Computer Support Cost Allocation	5XXX			**4,884.39**			**$4,990**	**5**
Allocation to Future Period	5XXX			**(163,983.66)**			**($161,439)**	**5**
		Total Income		-			-	
		Total Expenses		-			-	
		Net Result		-			-	
							-	

The Society of American Archivists
Income Statement
Fiscal 2018 Budget
Annual Meeting - Austin

Revenues	Fiscal '18	Fiscal '17 (Wash)	Projected FY '17 Actuals (Wash)	FY '18 Budget v. FY '17 Budget $ Difference	FY '18 Budget v. FY '17 Budget % Difference	FY '18 Budget v. FY '17 Actuals $ Difference	FY '18 Budget v. FY '17 Actuals % Difference
Dues	$ -	$ -	$ -	$ -	N/A	$ -	N/A
Subscriptions & Advertising	-	-	-	-	N/A	-	N/A
Workshops	-	-	-	-	N/A	-	N/A
Annual Meeting	-	-	-	-	N/A	-	N/A
Publications	-	-	-	-	N/A	-	N/A
Contributions	-	-	-	-	N/A	-	N/A
Investments	-	-	-	-	N/A	-	N/A
Other	-	-	-	-	N/A	-	N/A
Total Revenues	$ -	$ -	$ -	$ -	N/A	$ -	N/A

Expenses	Fiscal '18	Fiscal '17 (Wash)	Projected FY '17 Actuals (Wash)	FY '18 Budget v. FY '17 Budget $ Difference	FY '18 Budget v. FY '17 Budget % Difference	FY '18 Budget v. FY '17 Actuals $ Difference	FY '18 Budget v. FY '17 Actuals % Difference
Personnel	$ -	$ 2,852.70	$ 2,698.61	$ (2,852.70)	(100.00%)	$ (2,698.61)	(100.00%)
Office Occupancy & Utilities	-	469.68	262.08	(469.68)	(100.00%)	(262.08)	(100.00%)
Services	640.00	895.75	170.55	(255.75)	(28.55%)	469.45	275.26%
Supplies	-	17.56	1.23	(17.56)	(100.00%)	(1.23)	(100.00%)
Travel	600.00	-	-	600.00	N/A	600.00	N/A
Leases, Rentals & Licenses	-	1,092.53	34.35	(1,092.53)	(100.00%)	(34.35)	(100.00%)
Taxes, Dues and Subscriptions	-	-	-	-	N/A	-	N/A
Depreciation, COGS, and Other	(1,240.00)	(5,328.22)	(3,166.82)	4,088.22	(76.73%)	1,926.82	(60.84%)
Total Expenses	$ -	$ -	$ -	$ -	N/A	$ -	N/A
Gain / (Loss) from Operations	$ -	$ -	$ -	$ -	N/A	$ -	N/A
Transferred to Funds	-	-	-				
Net Gain / (Loss)	**$ -**	**$ -**	**$ -**				

The Society of American Archivists
Program Planner
Fiscal Year 2018

Program Name: 2019 Annual Meeting - Austin
Program Number: 199

=FY 17 Data

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY17 Budget Line Amount	Proposed FY17 Budget Activity Total		FY16 Budget Line Amount	FY16 Budget Activity Total	
	1	**Management and Administration** Administer activities associated with the 2019 Annual Meeting in Austin, Texas: Develop and monitor budgets; provide support to the Program and Host committees; research future meeting sites and vendors; monitor and evaluate current vendors; market exhibit space and sponsorship opportunities; and respond to general inquiries.				**$0**			**$0**	
		a. Staff professional development	5640	Association Forum Registrations			**5**	0		**5**
	2	**Provide for program development, planning, and evaluation.**				**$1,240**			**$500**	
		a. Program Committee	5110	Conference Calls	0		**5**			**5**
		b. Pre-Meeting Planning	5600	Staff Travel (site visit)	600		**5**	400		**5**
		- Conference & Logistics Consultants (CLC)	5200	Meeting Planner Expenses (1p x $400 airfare/ground) = 400 (1p x $150 x 1d lodging) = 150 (1p x $45 x 2d per diem) = 90	640		**5**	100		**5**
			5350	ID Development (design)	0		**5**			**5**
			5400	ID Development (banner)	0		**5**			**5**
	3	**General and Administrative Cost Allocation**	5XXX			**$0**	**5**		**3,418.65**	**5**
	4	**IT Cost Allocation**	5XXX			**$0**	**5**		**1,909.56**	**5**
	5	Allocation to Future Period	5XXX			**(1,240.00)**	**5**		**(5,328.22)**	**5**
				Total Income		**$0**			**$0**	
				Total Expenses		**-**			**-**	
				Net Result		**$0**			**$0**	

* Washington Budget

Agenda Item IV.A.2.

Society of American Archivists Council Meeting
May 16–17, 2017
Chicago, Illinois

FY18 Proposed Budget Narrative:
Capital Budget
(Prepared by Peter Carlson)

Capital expenditures for equipment are defined as those having a cost in excess of $500 and a useful life of more than two years. Capital expenditures represent significant cash commitments as well as the organization's investment in its infrastructure.

The income statement effect of capital expenditures can be seen as depreciation expense in the General and Administrative program planner (Program 100). Depreciation expense is spread across fiscal years over the useful life of the purchased furniture, fixtures, and equipment (FF&E), and custom software development expenses.

As of March 31, 2017, net property and equipment totaled $10,644.

Budgeted capital expenses for FY 2018 include the normal replacement of staff computers, upgrades to staff workstations and seating, and the upgrade of one mission-critical server. The anticipated cost for these investments is $16,220.

The FY 18 Capital budget also shows our investment in specifying, purchasing, and implementing SAA's new association management software (AMS) and Communities systems, even though there will be minimal capitalization of these assets. With the move to what is being called "cloud computing," most AMS and technology solutions are now purchased on an ongoing subscription basis, as opposed to purchasing capitalized equipment and custom software. For clarity we have shown the AMS project expenses in the Capital budget to keep it distinct from the Operating budget. The expenses for this program are neutral with respect to the FY18 Operating budget.

The Society of American Archivists
Program Planner
Fiscal 2018 Budget

Program Name: Capital Budget

Goal	Activity No.	Narrative	Account No.	Account Description	Proposed FY18 Budget Line Amount	Proposed FY18 Budget Activity Total
	1	**Specify and Purchase new AMS and Communities Platform**				**$367,000**
		- Consulting Service	1300	Equipment (Funded by Technology Fund)	$12,000	
		- Purchase of system (Licensing)	1300	Equipment (Funded by Technology Fund)	$35,000	
		- Purchase of Communities System (Annual Support)	1300	Equipment (Funded by Technology Fund)	$20,000	
		- Integration, install, and implementation	1300	Equipment (Funded by Technology Fund)	$300,000	
	2	**Replace PCs every four years, per machine**				**$6,720**
		- Replace four machines for MC (*2); PC; MB	1300	Equipment	$4,600	
		- Upgrade 9 Monitors	1300	Equipment	$1,620	
		- Additional headsets for phones	1300	Equipment	$500	
			1300	Equipment		
	3	**Upgrade wor stations for staff**				**$5,700**
		- Replace four task chairs	1300	Equipment	$2,000	
		- Upgrade Work spaces	1300	Equipment	$3,700	
	4	**Upgrade Servers**				**$3,800**
		- Server Maintenance Warranty	1300	Equipment	$800	
		- Upgrade backup server (Disaster Recovery)	1300	Equipment	$3,000	
				Total Income		
				Total Expenses		**$383,220**
				(Gain) / Loss From Operations		**$383,220**