

**Society of American Archivists
Council Meeting
January 23 - 26, 2013
Chicago, Illinois**

**Discussion: FY 2013 “B List”
(Prepared by SAA Treasurer Mark Duffy)**

BACKGROUND

Each year the Council considers a “B List” as part of its review and approval of the budget. Items on the “B List” are those that 1) the Council has designated for inclusion on the proposed budget “B List”; 2) the staff believes warrant Council discussion; or 3) the Finance Committee and/or staff hoped to include in the proposed budget but removed in order to achieve a workable bottom line. “B List” items are described in the appropriate program planners, but the dollar amounts that they represent are not included in the bottom line in the planners or in any of the financial summaries. Instead, the “B List” is appended to the draft budget as a separate document. (See, for example, 0612-III-A-2-FY13Budget-BList.)

At its June 2012 meeting, the SAA Council deferred discussion of the “B List” items associated with the draft FY 2013 budget due to its concern that the projected Annual Meeting attendance numbers – and thus the budgeted net gain from the meeting – might be unrealistic. The Council agreed that it would revisit the “B List” after all Annual Meeting revenues and expenses were booked and the association had a better idea of its financial situation for FY 2013.

The Finance Committee met via conference call on November 8 to review and discuss the FY 2013 “B List” (attached) as well as a variety of other topics. We noted that a number of “B List” items are now moot:

- American Archivist Online Supplement copyediting, design, and uploading = \$ 3,384. (The current editor has not issued a call for online supplement content, and it is unlikely that such a call will be issued in sufficient time to begin production in FY13. Therefore, there is no need for this allocation.)
- Grant writer to assist in preparing Mosaic Scholarship funding proposal = \$2,000. (SAA has worked with the Association of Research Libraries Diversity Office to prepare an IMLS grant proposal for funding of Mosaic Program enhancements. Separate assistance from a grant writer was not necessary.)

- One night Council member lodging during Annual Meeting = \$2,475.
(In the absence of a Council discussion about this and in light of the history of funding this reimbursement, the staff made a decision to proceed with this expense.)
- Audiovisual (videotaping of plenaries) = \$4,700.
(The opening plenary was not videotaped; instead, Voss's enhanced slideshow was made available via YouTube. Dooley's "inaugural" address – framed as an informal interview/conversation – was videotaped using SAA's own camera and staff.)

Still to be considered are all other items on the list:

- Measure impact or ROI of archives and craft compelling message to resource allocators = \$3,000.
(The Finance Committee questions whether SAA has the capacity to complete this activity before the end of FY13. This activity should be reconsidered during the January 2013 strategic planning session.)
- Conduct benchmark survey of archives users = \$5,000.
(SAA does not have the capacity to complete this activity before the end of FY13. This activity should be reconsidered during the January 2013 strategic planning session.)
- Conduct benchmark survey of resource allocators = \$5,000.
(SAA does not have the capacity to complete this activity before the end of FY13. This activity should be evaluated during the January 2013 strategic planning session.)
- Grant writer to assist in preparing Annual Meeting virtual access proposal = \$2,000.
(This activity should be reconsidered in light of the Annual Meeting Task Force's final report – presumably to be presented in May 2013.)
- Conduct one all-member referendum (as needed) = \$2,000.
(This activity was not needed as a result of the August 2012 Membership Meeting.)

The Finance Committee recommends that the remaining items not be funded in FY13 but that any net gain realized at year end should be allocated to the Technology Fund. We will make a formal recommendation to that effect for the May 2013 Council meeting.

DISCUSSION QUESTION:

Do Council members wish to fund any items on the FY 2013 "B List" for execution during the remainder of the fiscal year?

**The Society of American Archivists
"B List" Items
Fiscal 2013 Budget**

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<u>Cost Center</u>	<u>Description</u>	<u>Amount</u>	<u>Account #</u>
Advocacy	Work with members and PR counsel to determine method(s) for measuring the impact of archives, or ROI of archives, to craft compelling message to resource allocators.	\$ 3,000.00	10-107-5200
Advocacy	Conduct benchmark survey of archives users to determine their level of awareness of the "value" of archives/archivists in their communities and at the national level.	5,000.00	10-107-5200
Advocacy	Conduct benchmark survey of resource allocators to determine their level of awareness of the "value" of archives/archivists and to understand challenges to improving awareness, increasing funding.	5,000.00	10-107-5200
American Archivist	American Archivist Online Supplement to Vol. 75 copyediting	1,000.00	10-102-5370
American Archivist	American Archivist Online Supplement to Vol. 75 design	2,500.00	10-102-5350
American Archivist	American Archivist Online Supplement to Vol. 75 uploading	384.00	10-102-5335
Governance	Grant writer to assist in preparing Annual Meeting virtual access	2,000.00	10-108-5200
Governance	Grant writer to assist in preparing Mosaic Scholarship funding proposal	2,000.00	10-108-5200
Governance	Conduct one all-member referendum as needed	2,000.00	10-108-5200
Governance	One night Council member lodging during Annual Meeting	2,475.00	10-108-5610
Annual Meeting	Audiovisual (videotaping of plenaries)	4,700.00	10-192-5360
Net Expense/(Savings)		\$ 30,059.00	