

SIGCHI Financial Report

Jean Scholtz, Vice Chair of Finance

As the Vice Chair of Finance, one of my responsibilities is to write an article each year to inform the membership of the state of the finances of SIGCHI. Rather than simply presenting the numbers, I'd like to briefly explain what the operating expenses of SIGCHI are and how these expenses are funded.

Overview of Budget Categories

To help in understanding what SIGCHI spends money on, I'll give you a quick overview of the organization. SIGCHI is mostly run by volunteers. The three areas where volunteers are heavily used are: the SIGCHI Executive Committee, which consists of elected and appointed members who oversee all of the activities of SIGCHI; the Conference Management Committee, headed by an elected executive committee member, who oversees the conferences sponsored by SIGCHI; and of course, the CHI conference volunteers. We have an ACM liaison, our program director, who works with both the Executive Committee and the Conference Management Committee. In recent years, we've also hired a conference manager to handle conference logistics, a conference process advisor to train and work with conference volunteers, and a web site development company to update our web site. We took these steps to preserve the quality of our conferences and web presence given increasingly limited volunteer time.

Much of the operation of SIGCHI is done remotely – via e-mail and conference calls. However, some face to face meetings are necessary. Travel and meeting costs makeup a portion of the SIGCHI operating expenses.

ACM provides the salary, office space, and office support for our program director. ACM also manages the distribution of our publications and manages our daily finances – paying bills and producing financial reports. SIGCHI gives ACM a certain allocation to cover this support.

The SIGCHI budget consists of three basic categories: membership, conferences, and publications. The Executive Committee has a policy that each category has to pay for itself. The amount of funds available for the Executive Committee operations is not to exceed the income from membership dues. The income from the conferences supported by SIGCHI supports the operations of the Conference Management Committee. The cost of producing the SIGCHI Bulletin and the CHI Plus package is not to exceed income from subscriptions. In addition, SIGCHI is required to maintain a certain fund balance in order to support an unanticipated conference loss. Because of our very successful CHI conferences, our fund balance currently exceeds this required amount. This has allowed us in the past to fund special projects, such as an International Task Force, the distribution of Student Kits, and the start of a new Tutorials-to-go program.

FY 98 Report

The final report for FY 98 for the categories just described and the projected FY 99 numbers follow.

FY'98 Discussion

This past year, we again had very successful conferences were able to continue to build up our fund balance. Our

Table 1: FY 98 Results and FY 99 Projection

| | FY 98 | FY 99 |
|--------------------------|---------|---------|
| SIGCHI operations | | |
| Income | 167,648 | 162,000 |
| Expenses | 189,918 | 135,000 |
| Publications | | |
| Income | 95,215 | 113,000 |
| Expenses | 94,814 | 119,000 |
| Conferences | | |
| Income | 167,735 | 165,000 |
| Expenses | 147,994 | 122,000 |
| Special Projects | | |
| Expenses | 13,278 | 124,300 |
| Fund balance | | |
| Excess | 589,680 | 230,000 |

operations expenses exceeded our income. One reason for this was that our membership dues income was less than projected. We hope that we are addressing this both by looking at cost cutting measures as well as ways to attract and retain our membership. Spending in the area of special projects was much less than we had budgeted for. This is not necessarily good – the implications are that many of the projects proposed by the Executive Committee were not fully carried out. Efforts are underway to increase

opportunities for volunteerism within SIGCHI. We are hoping to attract more volunteers in the future and thereby being able to successfully complete more special projects.

FY'99 Discussion

FY'99 has just started and the first figures have not been calculated yet. However, many of the special projects undertaken by the current Executive Committee are underway so it looks as if more money will be spent in the coming year on special projects. These

include a project to update and improve our web presence. We should still be left with an overage for a fund balance at the end of FY 99.

Planning for FY 2000

At the time of the article, we're planning the budget for FY 2000. A line item in this budget will be the costs associated with our transition to a society. These costs will be covered by the fund balance excess. In addition, the Executive Committee is researching issues regarding publications and lev-

els of ACM support that will be necessary as we move towards society status. Other issues that need consideration include the conference reviewer database and a SIGCHI membership directory. FY 2000 should be an exciting year for SIGCHI as well as a demanding one. There will be many issues to resolve as we transition to a society. We are fortunate to be in an excellent financial position to support these activities.