

SIG ANNUAL ACTIVITIES REPORT  
and SIG-OF-THE-YEAR CRITERIA AND CHECKLIST

Please use this form and checklist to file your SIG Activities Report and to apply for SIG-of-the-Year. SIGs wishing to be considered for SIG of the Year and/or requesting funds rollover must submit this form by August 15th; all other SIGs must submit by September 15th.

Submit this form online: [http://www.softconf.com/asist2/SIG\\_of\\_the\\_Year/submit.html](http://www.softconf.com/asist2/SIG_of_the_Year/submit.html)

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SIG NAME (and acronym): Arts & Humanities (AH)

REPORT SUBMITTED BY (name): Sarah Buchanan (office) Chair

ACTIVITY PERIOD: August 1, 2010 to July 31, 2011

CURRENT OFFICERS:

Chair (required): Sarah Buchanan

Other Officers: \_\_\_\_\_

Do you wish to be considered for SIG of the Year?  Yes  No

1. Did your SIG hold a planning meeting at the last annual meeting?  Yes  No

Two elected officers (Chair and Treasurer) met and discussed the next election process, on Tues., Oct. 26, 2010.

2. Who represented your SIG at the SIG Cabinet meeting at the last ASIS&T annual meeting?

Name Sarah Buchanan Office Treasurer

The Treasurer received SIG AH's packet at SIG Cabinet on Oct. 24, 2010.

3. Please list the names of new leaders in your SIG who may be interested in getting involved in other areas of ASIS&T:

Current members; future members at SIG Rush 2011

4. Describe any efforts your SIG made especially designed to recruit new members or retain members (e.g., welcome letters, calls or visits, etc.).

The SIG continued its communications through our listserv and through this, developed a panel proposal that was presented at ASIST 2010 in Pittsburgh.

5. What programs, including those presented at ASIST Annual, did your SIG sponsor or cosponsor during the activity period? (e.g, continuing education programs, regional meetings, promotional activities for your SIG or ASIS&T, career guidance, ongoing services, etc.). Please list the name of the program, speakers involved, date and location, estimated attendance, revenue and expenses, a brief description of each program, and other participating organizations or ASIS&T units, if applicable.

SIG AH sponsored, organized, and moderated a panel presentation at ASIST 2010 in Pittsburgh on Tuesday, October 26, 2010 at 4:00 p.m. The panel was titled "Integrating Informatics in Humanities Activities and Research" and featured three panelists, all members of the SIG: Dr. Stephen Paling, Sarah Buchanan, and Dr. Catherine Larkin.

In February 2010, Sarah Buchanan and ASIST Webmaster Jan Hatzakos communicated and succeeded in placing a link to SIG AH's website on the main listing at *asist.org*. See "Contact Information" box at <http://www.asist.org/SIG/ah.html>

6. Describe the publications your SIG produced during the activity period (e.g., newsletters, technical publications, pathfinders, joint publications, etc.). Briefly describe those publications here, indicate the publication frequency and intended audience, and enclose a copy of each publication (or provide the URL) with this report.

n/a

7. Describe your SIG's participation in other noteworthy activities during the period (e.g., participation in a public effort, such as, legislative hearing, standards committee, representation at meetings of other organizations, etc.).

Nothing to report beyond.

8. Please include any other comments you would like to make about your SIG's activities during the period.

Although this occurred prior to the current reporting period, an off-cycle election was held from April 30-May 6, 2010. It was announced by then Chair Paling on the SIG AH listserv and votes were counted by KT Vaughan. The results were thus: Chair: Steve Paling, Vice Chair: Scott Simon, Treasurer: Sarah Buchanan, Communications Officer: Joan Beaudoin.

At the 2010 SIG Cabinet Meeting, Treasurer Sarah Buchanan received the SIG AH Financial Report. After conferring with the Chair, on Nov. 30, 2010 she requested 2011 funds for refreshments for a SIG AH planning meeting at AM 2011 in New Orleans.

Following the 2010 Annual Meeting and during the reporting period, an election was held from April 29-May 6, 2011. It was announced by outgoing Chair Paling on the SIG AH listserv who counted the votes. Sarah Buchanan was elected Chair.

In May-June 2011, Joan Beaudoin and Jan Hatzakos facilitated access for Sarah Buchanan to update the SIG AH website (pages first designed by Dr. Beaudoin in Dec. 2008), and the pages will be updated prior to ASIST 2011 in New Orleans.

Do you want to roll over 100% of your SIG's fund balance?  Yes  No

If yes, you must provide justification for why your SIG needs the funds below, and include a copy of your SIG's most recent financial report for the year. Requests will be reviewed by the SIG Steering Committee, and the SIG Chair will be notified of the decision before Sept. 30th.

Justification for maintaining 100% of SIG AH fund balance:

SIG AH would like to roll over 100% of the SIG's fund balance to the next fiscal year, and with this we would be able to coordinate a planned event with SIG VIS and hold programs. Members have expressed their support for new activities this year. At the 2011 AM, the incoming chairs of SIG VIS (Joan Beaudoin) and of SIG AH (Sarah Buchanan) plan to hold an event for members of both SIGs. Both SIGs are engaged in similar research activities related to visual images and digital resources, and SIG AH's funds would support this collaboration. SIG AH membership has held consistent, with an increase in the past year: 82 (Aug. 2009), 71 (Aug. 2010), 76 (Aug. 2011). The SIG AH Chair plans on promoting SIG AH at Sunday's Welcome Reception/SIG Rush. (These activities may be 'firsts' for our SIG, though SIG AH has fostered our research area within ASIST for over 30 years). Our membership is actively looking forward to continued programs.

**American Society for Information Science and Technology  
Special Interest Group Financial Report - AH  
FY2010 SIG Budget**

	Aug-09 Member Count	as of 9/30/10 2010 Actual	Yr-to-Date 2009 Actual	Yr-to-Date 2008 Actual	Yr-to-Date 2007 Actual
Beginning Fund Balance		473	498	486	489
<b>REVENUE</b>					
Dues					
Individuals	74	148	174	202	186
Institutions	158	316	334	366	360
	<u>232</u>				
Other					
Total Revenue		<u>464</u>	<u>508</u>	<u>568</u>	<u>546</u>
<b>EXPENSES</b>					
Annual Meeting- Hospitality - AM SIG RUSH AM Sig Planning Meeting		65	61	58	62
Total Expenses		<u>65</u>	<u>61</u>	<u>58</u>	<u>62</u>
Net Income (Loss)		<u>399</u>	<u>447</u>	<u>510</u>	<u>484</u>
Ending Fund Balance		<u>872</u>	<u>945</u>	<u>996</u>	<u>973</u>

Update 9/13/2011:

SIG Cabinet does not rollover funds, since 2010. The 2011-12 dedicated budget (Oct. 1, 2011 – Sept. 30, 2012) is determined by the 2011 Annual Meeting and includes 2011 AM events. The SIG's 2012 yearly budget requests are due by Dec. 1, 2011.