The Andrew W. Mellon Foundation  
Scholarly Communications Program  
Proposal Cover Sheet

Please complete this sheet (or the institution’s equivalent) and attach it to the institution’s final proposal submission.

<table>
<thead>
<tr>
<th><strong>Date</strong></th>
<th>January 3, 2007</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Grantee Name</strong></td>
<td>Text Encoding Initiative Consortium</td>
</tr>
<tr>
<td><strong>Grantee Legal or Corporate Name, if different</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Internal Reference Number</strong></td>
<td>GP1.2008</td>
</tr>
<tr>
<td><strong>Title of Project</strong></td>
<td>TEI Tite: Creating a Benefit of Membership to Support Standards Development</td>
</tr>
<tr>
<td><strong>Request Amount</strong></td>
<td>$35,723.79</td>
</tr>
<tr>
<td><strong>Grant Period</strong></td>
<td>January 2008-December 2008</td>
</tr>
<tr>
<td><strong>Principal Investigator(s) and Title(s)</strong></td>
<td>Daniel O'Donnell, Chair</td>
</tr>
<tr>
<td></td>
<td>Department of English</td>
</tr>
<tr>
<td></td>
<td>Lethbridge University</td>
</tr>
<tr>
<td></td>
<td>Lethbridge, Alberta, Canada</td>
</tr>
<tr>
<td><strong>Address</strong></td>
<td>c/o Daniel Pitti, Treasurer</td>
</tr>
<tr>
<td></td>
<td>TEI Consortium</td>
</tr>
<tr>
<td></td>
<td>Institute for Advanced Technology in the Humanities</td>
</tr>
<tr>
<td></td>
<td>319 Alderman Library</td>
</tr>
<tr>
<td></td>
<td>P.O. Box 400115</td>
</tr>
<tr>
<td></td>
<td>University of Virginia</td>
</tr>
<tr>
<td></td>
<td>Charlottesville, Virginia 22904-4115</td>
</tr>
<tr>
<td><strong>Signature(s) of Principal Investigator</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Sponsored Programs Contact</strong></td>
<td>Daniel O'Donnell, Chair</td>
</tr>
<tr>
<td><strong>Address</strong></td>
<td>323 14th Street South</td>
</tr>
<tr>
<td></td>
<td>Lethbridge Alberta</td>
</tr>
<tr>
<td></td>
<td>Canada T1J 2X5</td>
</tr>
<tr>
<td><strong>Signature of Sponsored Programs Officer</strong></td>
<td></td>
</tr>
</tbody>
</table>
Background:

The Text Encoding Initiative (TEI) is a community-based effort to establish and maintain guidelines for encoding machine-readable texts for the purpose of literary and linguistic study. The history of the Initiative is documented on its web site, at http://www.tei-c.org/About/history.xml but a brief summary of that history would include the fact that it was established in 1987, that it was incorporated as a non-profit membership organization (the TEI Consortium) in 2000, and that it has issued three major and two minor revisions of its guidelines, the most recent (called P5, for the fifth public release) in October of 2007. The TEI's membership consists of library and scholarly text-encoding centers and projects worldwide, with 81 institutions from 19 countries represented. It is governed by an executive board, and the maintenance and development of the Guidelines are overseen by a technical council elected by the members: both are elected by members at an annual members meeting. The TEI Guidelines are distributed free of charge in XML, HTML, and PDF from the organization's web site, and published in print for a reasonable price. The TEI is arguably one of the most important and longest-lasting examples of humanities cyberinfrastructure in existence, and its ontology of literary and linguistic text represents the collective wisdom of hundreds of scholars. It has survived and developed across many generations of computer hardware, software, and standards, with the first three releases of the Guidelines expressed in SGML, the fourth in both SGML and XML, and the most recent in XML; it has also contributed significantly to the development of those standards (the W3C editor of the XML specification was, for many years before that appointment, the North American editor of the TEI), as well as producing a stand-alone ISO standard (Feature Structures, ISO 24610-1:2006).

For many years now, libraries have used TEI to mark up the electronic text collections that they produce out of their own holdings: for example, the Early American Fiction project at the University of Virginia (http://etext.virginia.edu/caf/) used TEI P3 to encode machine-readable versions of a substantial subset of its holdings of first editions of American fiction from 1789-1875. In projects such as these, the machine-readable texts are produced by companies that specialize in transcribing text to the computer, from page images. In spite of advances in optical character recognition technology over the years, these companies still offer a superior degree of accuracy in transcription, better than 99% correct. They achieve this by having the text transcribed twice, comparing the transcriptions for variations, and then correcting the variation that is an error. This process is called "double-keyboarding" and the vendors who provide this service are often referred to as "keyboarding vendors."

Libraries who do a lot of etext production, like those at the University of Virginia and the University of Michigan, have developed their own SGML DTDs (document-type definitions) or XML schemas for use with vendors, designed to limit the opportunities for interpretation on the part of the person doing the keyboarding, to tightly constrain tagging for more reliable machine-validation of the vendor's output, and minimize tagging in order to control cost, which is calculated by the keystroke. The library, for its part, expects to do some automated post-processing on the materials once they come...
back from the vendor, and will usually also do further manual work on the TEI header, which contains
descriptive bibliographic information and information about the production and validation of the
electronic text itself.

The keyboarding vendors' business is all about economies of scale: a significant part of the vendor's
cost is in setting up the job, establishing the desired output, and adjusting for the type of material to be
transcribed (for example, a clearly printed 20th-century text, or a 19th-century newspaper in multiple
columns, or a text with significant tabular data or illustration, each of which requires different
instructions for the person doing the keyboarding, different quality control processes, etc.). As a result,
vendors of this sort are not interested in small jobs, so smaller libraries and scholarly projects generally
don't have access to their services. Large academic research libraries with lots of text to encode, on the
other hand, can negotiate a price that is substantially cheaper, for better quality, than if they did the
work themselves.

TEI Tite:

TEI Tite is a customized TEI schema designed by the authors of this proposal, and approved by the
TEI, for use in working with keyboarding vendors. The motivation for developing this schema and
encouraging its use is threefold:

1. Since the most expensive part of a keyboarding job is setting up to produce work to a certain
   specification, adherence to a standard schema would allow small- to medium-sized libraries and
   scholarly projects to get keyboarding services at a volume discount as part of an annual
   aggregate of business directed to the vendor by the TEI.
2. Since this volume discount could easily save TEI's member libraries and projects more than the
   cost of membership, it could become a tangible benefit of belonging to the TEI and as such it
   would contribute to the long-term sustainability of this community-based standards
   organization.
3. Since field-tested vendor specs exist in a handful of large academic research libraries, and since
   these specs are derived from TEI, it makes sense to fold that experience back into the TEI as a
   specification that the TEI itself maintains and promulgates.

Exercising this benefit of membership should also produce more cost-effective digitization services for
grant-funded projects and produce results of higher quality than small projects are now able to do with
student or other in-house labor. And while Google Books and the Open Content Alliance are obviously
major features of the digitization landscape today, both of these projects depend OCR, and the
underlying text transcription produced by OCR is not good enough for applications that require
analysis of the machine-readable text or display that text (rather than a page image) for browsing. In
any case, Google Books limits the distribution of its source materials to the libraries from whose
holding they were produced, and there are many libraries and projects, nationally and internationally,
who do not participate in either of these projects.

In 2006, Perry Trolard, working under the supervision of John Unsworth, completed a draft of TEI Tite
(for both the then-current fourth edition of the TEI Guidelines and for the then-forthcoming fifth
edition), based on analysis and harmonization of the vendor specifications developed at the University
of Virginia and the University of Michigan. TEI Tite has a number of features that are of specific value
in the context of keyboarding, for example "convenience elements," which abbreviate tagging
keystrokes (from something like `<hi rend='bold'/>` to something like `<b/>`) and thus reduce costs for typographical highlighting in six cases: boldface, italics, underlines, superscript, subscript, and small-caps. In addition, TEI Tite excludes editorial or interpretive elements and attributes available in the TEI at large, such as `<sic>` to indicate editorial judgment of error in the original text: as noted above, clients rely on vendors for transcription only, so editorial or interpretive elements would be liabilities if included. TEI Tite also excludes tags that indicate interlinear insertion or deletion of material, because it is designed for print and not for manuscript material. It does provide tags that would allow the keyboader to note difficulties in transcription, however.

The TEI has a working group on TEI in Libraries, and membership of that working group represented a number of academic research libraries; they hosted some of the initial discussions out of which this project grew, and they more or less migrated over into the Digital Library Federation's Committee on TEI in Libraries that reviewed Perry Trolard's draft specification and provided advice and input into its final design. Next, it went to the technical council and the editors of the Text Encoding Initiative Consortium, and in October it was released as part of the fifth edition (P5) of the TEI Guidelines. The full documentation of TEI Tite can be found on the TEI web site, under “Guidelines – Customization – Customizations Provided by the TEI Consortium,” at http://www.tei-c.org/Guidelines/Customization/index.xml

**Turning TEI Tite into a membership benefit:**

Having developed the TEI Tite specification, what remains to be done is to negotiate a volume discount that is based on its use, and establish that discount as a benefit of membership in the TEI. In order to negotiate that discount, the TEI Consortium needs to be able to project the volume that it thinks it can provide, and to make that projection on the basis of something other than guesswork, we need to survey libraries, presses, and scholarly projects around the world to find out what pent-up demand exists, and at what price-point it might be released. John Unsworth has had some in-depth preliminary conversation with potential vendors about the prospect of such an arrangement—Value Chain, recommended by Michael Jensen (National Academies Press) and Apex, who has consistently sent someone to the TEI members meeting over the past five years). Both have expressed interest in working with us if we can estimate volume.

With the information from that survey and the follow-up calls, we will prepare an RFP, in order to get bids based on a uniform description of the work to be performed. Once we have bids, we also need to interview a smaller number of libraries, presses, and projects who have experience in working with keyboading vendors, to get a better understanding of which vendors provide quality service. We will need to visit at least a couple of vendors to have some in-depth conversations about the options for working with them (for example, handling submitted material, quality assurance, production facilities, turnaround time, etc.) and at least in a couple of instances we should visit the vendor clients to look at what they send to vendors, what they get back, and what they are able to do with it, and to talk with them in more depth about their experience. Based on bids and visits, and in consultation with Peter Kaufman (formerly VP for strategic planning at Innodata) we will select a vendor and establish terms for keyboading services. A key point in making that selection will be to balance the cost of the keyboading service itself against TEI's cost for working with the vendor: for example, it stands to reason that if TEI takes on more of the work of aggregating materials, sorting them into like jobs, submitting those jobs to the vendor, and returning materials to libraries and scholarly projects, then the cost of the vendor's services will be lower than if the vendor takes on some or all of these
responsibilities. In effect, we will need to accept the bid that balances benefit to the TEI member and benefit to the TEI itself, bearing in mind that whatever cost the TEI incurs in offering the member benefit will have to be covered by increased income from membership fees. These are decisions that require the involvement of the TEI executive, who will be represented by the Chair of the Board, Daniel O'Donnell.

Once a vendor has been selected and terms established, the remaining work will be to make the community aware of the opportunity to realize savings on keyboarding by becoming a member of the Text Encoding Initiative Consortium and adhering to the TEI Tite specification. While raising that awareness will necessarily be an ongoing effort in the TEI, we can begin by mailing information to major academic research libraries worldwide, by disseminating the information online (in appropriately targeted email lists, blogs, wikis, etc.), and by procuring a small amount of print advertising (calculated to reach certain decision-makers who might not read direct mail or email lists, etc.). We believe that there are many more than 81 institutions worldwide that could and should be members of the TEI Consortium, and our goal in the marketing component of this campaign will be to double membership in year or two immediately following the completion of the project. If we accomplish that, the proposed investment of $30,000 by the Andrew W. Mellon Foundation will produce an ongoing increase in income to the TEI on the order of $100,000 a year.

We expect the work described in this proposal to be complete within calendar year 2008. Ongoing management of the TEI Tite specification will become part of the work of the TEI Council, which also maintains the Guidelines as a whole and one other widely-used subset, TEI Lite (which is what most libraries transform their vendor-produced texts into, for long-term storage and distribution).

Project Personnel and Their Roles:

Carole Palmer, Director of the Center for Informatics Research in Science and Scholarship (in the Graduate School of Library and Information Science at the University of Illinois, Urbana-Champaign), will oversee the survey component of this project. The staff of this Center (formerly the Library Research Center) have considerable experience with designing and carrying out survey research, including some that has been funded by the Andrew W. Mellon Foundation (e.g., "The Book as Gold Standard" in 2003, supervised by former Center director Leigh Estabrook).

John Unsworth, with advice and consulting from Peter Kaufman, and in cooperation with Daniel O'Donnell, will handle vendor negotiations, once Palmer's survey is complete. Unsworth, Dean of the Graduate School of Library and Information Science at the University of Illinois, Urbana-Champaign, was responsible for incorporating the TEI Consortium in 2000, and has served as chair of its executive board and chair of its technical council. Developing TEI Tite as a tangible benefit of membership is a project that he has promoted within the TEI, and he supervised Perry Trolard's work in developing the specification. He is also co-principal investigator in the MONK project, a Mellon-funded project that applies text-mining to literary texts in digital libraries (itself an example of an application for which high-quality machine-readable texts are required).

Daniel O'Donnell is Chair of the English Department at Lethbridge University in Canada; he is also Chair of the Board of the TEI Consortium through calendar year 2009. He is also founding director of the Digital Medievalist Project (http://www.digitalmedievalist.org/). He has been an elected board member of the TEI Board since 2006, and Chair of the Board since 2007. He is also an advisory board
member at Readex. Before his academic career, he also had work experience in marketing. He will be working with Unsworth and Kaufman on negotiating with vendors, with Unsworth on shaping the nature of the membership benefit, and with Trolard on the marketing campaign.

Peter Kaufman will provide consulting on the design of, and responses to, a request for proposals from vendors of keyboarding services. Kaufman, now an independent media producer in New York, is a former vice president at Innodata-Isogen, a company that does large-scale data conversion (including keyboarding services); in recent years he has done considerable work in the cultural heritage sector, including service on the Commission on Cyberinfrastructure for Humanities and Social Sciences (organized by the American Council of Learned Societies and funded by the Andrew W. Mellon Foundation). He is also co-author of a report entitled "Good Terms: Improving Commercial-Noncommercial Partnerships for Mass Digitization" prepared for OCLC Programs and Research and published (in November/December 2007) in D-Lib Magazine.

Perry Trolard will be responsible for marketing the member benefit once negotiations with vendors have been concluded. Trolard is assistant director of the Humanities Digital Workshop at Washington University in St. Louis, and the author of the TEI Tite specification. In the course of developing that specification, Trolard—whose educational background is in Library and Information Science and in English—established relations with the digital library community as represented in library staff, in the Digital Library Federation, and in the TEI community. He will work with all of these communities, and with additional contacts provided by them, to design and carry out a campaign to bring TEI Tite to the attention of those who might benefit from it and to encourage their participation as members of the TEI Consortium.

Curricula Vitae for these four project members are attached.

Budget Notes:

A budget for this project is attached and explanations for individual items are included on the budget sheet. Five years of financial statements for TEI are also attached: the TEI Consortium's accounting and auditing is provided by KPMG, and its funds are held in an interest-bearing checking account with the Bank of America. Daniel O'Donnell (daniel.odonnell@uleth.ca) is the Principal Investigator and also Chair of the executive board of the TEI Consortium, and is listed on the cover sheet as the signing official for the TEI. TEI Funds are managed by the treasurer, Daniel Pitti, and his contact address is listed as c/o for the PI, for that reason. Funds will be deposited in an interest-bearing account, with interest re-invested in the project.
TEI Tite Project Budget:

**Survey Research**

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<th>@</th>
<th>3 months</th>
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<td>Project Manager</td>
<td>5%</td>
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<td>625.00</td>
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<td>Project Coordinator</td>
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<td>2,500.00</td>
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<tr>
<td>Data Analyst</td>
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<td>Quality assurance</td>
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<td>Support/Follow-up</td>
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(160 calls at 15 min/each; 20% of calls international, @ $0.50/minute)

**Benefits:**

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<td>Retirement</td>
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<td>Health/Life/Dental</td>
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<td>Termination</td>
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<td>Medicare</td>
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$2,359.79

**Expenses:**

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<td>Supplies &amp; Equipment</td>
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<td>Software</td>
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<td>Printing</td>
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<td>Phones</td>
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<td>Computing Services</td>
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$1,349.00

**Survey Direct Costs:**

$10,813.79

**Consulting:**

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<td>Unsworth (vendor negotiations)</td>
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<tr>
<td>O'Donnell (vendor negotiations)</td>
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<tr>
<td>Trolard (marketing)</td>
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</table>

(2 days converting survey results into estimates of volume for vendor bids; 1 day preparing RFP for vendors; 1 day evaluating bids; 1 day visiting vendors;)

(1 day preparing RFP for vendors; 1 day evaluating bids; 1 day visiting vendors; 2 days working with Trolard on marketing results of the process)

(5 days preparing direct mail campaign; 3 days preparing online campaign; 2 days vendor client visits)
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<tr>
<th>Description</th>
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<tr>
<td>Kaufman</td>
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<tr>
<td></td>
<td>2 days</td>
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<td>$16,000.00</td>
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<tr>
<td><strong>Marketing costs:</strong></td>
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<tr>
<td>2,000 postcards designed, printed &amp; mailed</td>
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<td>@ $1.00</td>
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<td>Chronicle Ad 1/5 page</td>
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<tr>
<td>two trips to visit vendor clients</td>
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<td>estimated</td>
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<tr>
<td><strong>Total Costs:</strong></td>
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<td></td>
<td>$35,723.79</td>
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</table>

(1 day consulting on preparation of vendor RFP; 1 day consulting on bids submitted)

(based on domestic and international mailing, buyerzone.com)

(same design for postcards, print ad, square banner)

(airfare $500/trip, lodging $300/trip, expenses $200/trip)
Employment:

Intelligent Television, New York. President, Chief Executive Officer, and Executive Producer, 2004-present. Established and directs all business and editorial aspects of new nonfiction production, research, and consulting enterprise based in New York and Washington. Intelligent Television produces nonfiction television and video programming in close association with libraries, museums, archives including the American Antiquarian Society, Columbia University, the Library of Congress, MIT, the University of California-Berkeley, the University of Southern California, and the University of Virginia. The company sponsors and conducts research projects on media and education in the digital age, supported by foundations and government agencies. The company provides strategic planning/consulting services to commercial enterprises and noncommercial institutions. Intelligent Television’s productions and research projects focus on making educational and cultural material more widely accessible worldwide.

Motion Picture/Broadcast/Recorded Sound Division, Library of Congress, Washington, DC. Expert consultant, 2006-present. Advises the Library on new access strategies for the world’s largest archive of moving images and recorded sound.


Center for New Media Teaching and Learning, Columbia University. Associate Director, 2006-2007. One-year appointment, funded by the Hewlett Foundation, to direct the Center’s research on the future use of video and television in higher education.

Innodata Isogen, Hackensack. Director of Strategic Initiatives, 2001-2004. Developed and directed business relationships and partnerships with libraries, museums, and archives for the world’s largest digitization service provider. Clients included Barnes & Noble, Columbia, Harvard, the University of Illinois, and the Smithsonian Institution.

TV Books, New York. President and Publisher, 1994-2001. Established and directed operations of book publishing company. Published books and e-books accompanying top-rated and award-winning network, public, and cable television programs. Negotiated publishing rights deals with television networks and independent television producers, literary agents, and authors. Supervised editorial, design, production, sales, marketing, and business affairs. Published the work of leading historians, journalists, scientists, photographers, and television writers, critics, and producers worldwide. Negotiated

**PUBWATCH Inc, New York. President and Executive Director, 1990-1994.**
Established and directed nonprofit organization to promote and coordinate Western assistance to the book industries damaged by totalitarianism in Central and Eastern Europe, the Baltic States, and the former Soviet Union. Designed, sponsored, and conducted education seminars and workshops in these countries for publishing professionals and education and culture policymakers. Professional, philanthropic, and governmental partners included the American Booksellers Association, the Association of American Publishers, the Council of Europe, the Library of Congress, the British Publishers Association, France Edition, and the Frankfurt Book Fair. Raised financing from the Soros Foundations, the Andrew W. Mellon Foundation, the Rockefeller Family & Associates, the Miriam and Ira D. Wallach Foundation, the U.S. Information Agency, the World Bank, and the British Council.

**Institute for EastWest Studies, New York. Director of Publications, 1986-1990.**

**Memberships:** American Council on Learned Societies Commission on Cyberinfrastructure in the Humanities and Social Sciences; American Historical Association; Cornell University Libraries Advisory Council; Association of Moving Image Archivists; One Laptop per Child (Video Curator); Social Science Research Council Digital Cultural Institutions Project; University of Virginia Media Studies Program Advisory Board.


**Languages:** Russian; French.

**Personal:** Married: one wife, three children.
Current Positions:

Associate Professor of English (Tenured), University of Lethbridge. July 1, 2002-.
Department Chair, Department of English, University of Lethbridge. November 1, 2005-. The Department of English has a Budget of approximately $1.4 million (CAD).
Chair and CEO, Text Encoding Initiative (http://www.tei-c.org). October 30, 2006-. The TEI has a budget of approximately $120,000 (USD).
Founding Director, Digital Medievalist Project (http://www.digitalmedievalist.org/). 2002-. The Digital Medievalist is grant funded. Its most recent grant was for approximately $28,000 (CAD).

University Education:

Degree Courses

(English Literature with minors in Medieval Latin and Celtic Studies.)

Misc. non-credit and language courses:

French. Université du Québec à Chicoutimi (Summer, 1987).

Dissertation:

Manuscript Variation in Multiple-Recension Old English Poetic Texts: The Technical Problem and Poetical Art.
A comprehensive analysis of textual variation in all Old English poetry surviving in more than one manuscript. The thesis provides a new analysis of the variation found in these poems and argues that manuscript context was a major factor in determining the extent and type of variation a given poem exhibits.

Supervisor: Fred C. Robinson, Yale University, Department of English.
Publications:

Book


Articles and Chapters


"The Doomsday Machine, or, 'If you build it, will they still come ten years from now?': What Medievalists working in digital media can do to ensure the longevity of their research.” [Column]. *Heroic Age* 7 (2004). [http://www.heroicage.org/issues/7/ecolumn.html]


“‘Pioneers! O Pioneers!’: Some Electronic Editing Do's and Don’ts from Stijn Streuvels’s *De teleurgang van den Waterhoek*” [Refereed Review Article]. *Literary and Linguistic Computing* (Forthcoming Spring, 2003).


“*Hœdre* and *Hœdre Gehogode* (Solomon and Saturn line 62b and Resignation line 63a).” *Notes and Queries* 244 (1999). 312-316.


Commercial Working Papers


Encyclopedia Entries

“Cædmon.” Sources of Anglo-Saxon Literary Culture, Volume C (Western Michigan University Press, Forthcoming).

“Cædmon.” Wikipedia. Featured article, June 2006-. This article was published on the front page of the Wikipedia on July 7, 2006. Approximately one in 10,000 articles receive feature status.

Journalism

My work on Cædmon's Hymn and for the TEI was the subject of an interview on the CBC Radio One programme “Wild Rose Country,” December 21, 2006.


Reviews


Lectures

“We are family: the economics of best practice.” TEI Members Meeting, Victoria BC. October 27, 2006.


“Reading Bede Reading Cædmon: Understanding a Critical Miracle.” Thirty-fifth International Congress on Medieval Studies (Kalamazoo). May 8, 2000. This was a thoroughly revised and abridged version of my March 1999 Departmental lecture and April 2000 lecture at Queen’s.


“The Editor Function: Form, Content, and Editorial Theory in Editing Cædmon’s Hymn.” Department of English Research Colloquium. University of Lethbridge. February 2, 2000. This was a revised version of my May 9, 1999 invited lecture at the Kalamazoo Medieval Studies Conference.


“Reading Bede Reading Cædmon: Bede’s Historia ecclesiastica as Source and Source of Interpretation for Cædmon’s Hymn.” Department of English Research Colloquium. University of Lethbridge. March 1999. A lightly revised version of this paper was delivered as an invited lecture, April 10, 2000 at Queen’s University.


General Interest and Undergraduate Lectures


Posters


Broadcasts and Dramatic Productions:

Actor in *Homo*, a Latin play produced by the medieval drama troupe, *Poculi Ludisque Societas* (Centre for Medieval Studies, University of Toronto); performed at the conference of the International Association for Neo-Latin Studies, Toronto, 1988.


Current Major Projects:

*The Visionary Cross in Anglo-Saxon England* (Provisional Title).


Funding: Proof-of-Concept completed. SSHRC $250,000 (Applied for); NEH $200,000 (USD) (applied for). University of Lethbridge Research Fund $4500 (awarded); Gettysberg College, $10,000 (USD) (awarded).

Refereeing

External Reviewer, SSHRC Research Cluster Programme (2006-).
Editor, *Digital Medievalist* (2005-)
Peer Reviewer, *Heroic Age* (2002-).
Peer Reviewer, *Digital Humanities Quarterly* (2005-).
Peer Reviewer, *Literary and Linguistic Computing* (2002-).
Peer Reviewer, nupedia.com, the Internet Encyclopedia (2001-2003)
Peer Reviewer, University of West Virginia Press (2000-).

Consulting


Current and Successful Grants, Fellowships, and Prizes:

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<th>Year</th>
<th>Description</th>
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<tr>
<td>2006</td>
<td>SSHRC SRG ($249, 500) (Applied for)</td>
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<td>2006</td>
<td>SSHRC ITST ($49,960) (4A-Status)</td>
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<td>SSHRC ITST ($27,490)</td>
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<td>2004</td>
<td>Gettysburg College ($10,000 USD). Shared award</td>
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<tr>
<td>2004</td>
<td>CRDC ($6000) (In kind)</td>
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<td>2004</td>
<td>University of Lethbridge Research Fund ($4500)</td>
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*4-A is a status that the Social Sciences and Humanities Research Council assigns to applications that are considered “recommended but not funded”—approved but unfunded due to bugetary constraints.*
2004 University of Lethbridge Travel Grant ($1000)
2003 Faculty of Arts and Science ($3000)
2003 University of Lethbridge Travel Grant ($1000)
2002 University of Lethbridge Travel Grant ($1000)
2002 University of Lethbridge Research Enhancement Award (Course Relief)
2001 SSHRC Major Projects Grant (for P.K. Page Project)
2001 SSHRC Student Research Stipend ($2900)
2001 STEP Research Assistant Funding ($3000)
2000 University of Lethbridge Travel Grant ($900)
2000 University of Lethbridge RGILS Award ($3800)
2000 SSHRC Special One Time Research Grant [student assistance] ($4500)
2000 University of Lethbridge Travel Grant ($900)
1999 SCP Research Assistant Funding ($3600)
1999 University of Lethbridge Travel Grant ($800)
1998 University of Lethbridge Travel Grant ($800)
1997-1998 Province of Alberta Research Excellence Envelope Funding ($4800)
1997-1998 University of Lethbridge Research Fund ($4500)
1997-1998 University of Lethbridge ‘Internal SHRCC’ ($4000)
1997 University of Lethbridge Travel Grant ($800)
1991-1994 Social Sciences and Humanities Research Council of Canada, Doctoral Fellowship (3 awards)
1989-1993 Yale University Fellowship
1989-1993 University of California Los Angeles, University Fellowship (declined)
1989-1991 Mellon Fellowship in the Humanities
1988-1989 St. Michael’s College, University of Toronto, C.L. Burton In-course Scholarship
1987-1988 St. Michael’s College, University of Toronto, In-course Scholarship

**Academic Employment:**

2002- Associate Professor (Tenured), Department of English, University of Lethbridge, Canada.
1997-2002 Assistant Professor (Tenure Track), Department of English, University of Lethbridge, Canada.
1994-1995 Visiting Assistant Professor, Department of English, Louisiana State University and Agricultural and Mechanical College, Baton Rouge, Louisiana, USA.
1991-1992 Teaching Fellow, Department of English, Yale University, New Haven, Connecticut, USA.

**Administrative Experience:**

**International**

Founding Director and Editor, Digital Medievalist Project [Online community of practice and peer-reviewed journal]. 2002-.
Advisory Board Member, Readex. 2006-.
Chair and CEO, Text Encoding Initiative. 2007-.
Elected Board Member, Text Encoding Initiative. 2006-.
Board Member, Digital Humanities Quarterly. 2005-.
Editorial Board Member, Heroic Age [Online peer-reviewed journal]. 2004-.
National
Canadian Chairs of English. 2006-. I am responsible for the job survey and have arranged for the production of a new website.
Social Science and Humanities Research Council (SSHRC). University Representative. 2003-2005. This was a Vice Presidential-level role at most Universities and involved over seeing a budget of $10,000/6 months. I was appointed by the University President.

University
General Faculties Council. 2001-2004. While on this committee I wrote the University’s computer use policy.
Graduate School Council. 2001-.

Faculty of Arts and Science
Chair, Committee on Research and Teaching. 2005-2006.
Grade Appeals Committee Faculty Representative. (several times).

Departmental Service
(In alphabetical order. Most of this service has been on multiple occasions).
Acting Chair.
Activities Committee (Chair).
Search Committee (Chair).
Curriculum Committee.
Department Chair.
Department Representative. Inter-Campus Retreat.
Graduate School Information Session Speaker.
Library Representative.
New Student Orientation Speaker.
Search Committee (Chair).
STP Committee.

Faculty Association
Nominating Committee. Past Chair. 2001-2002
Ad hoc Constituency Committee. 2002. Redesigned Structure for all Faculty Association Committees.
Misconvenience

Participant

Chair

Teaching Experience (*I proposed or significantly revised all courses marked by an asterisk*).

Graduate

**Louisiana State University**
Old English. 1994.

**University of Lethbridge**
M.A. Co-Director. Tania Bigthroat. 2005-
M.A. Committee Member, Laura Cappello (English). 2002-2004

Undergraduate.

**University of Lethbridge**

*Independent Projects*
English 3990: Anne Frank’s Diary and Book History. 2000 (Catherine Larsen).
English 3990: Old English. 1998. (Vicky Budarov)

*Scheduled Courses*
*English 3850 (series): Introduction to Old English. 1998.*
*English 3700 (series): Reading Practice in Old English. 2001 (*Beowulf* [two sections]).
*English 3450: Introduction to Old English. 2002, 2001, 2000. *In Fall 2000 this course had the largest enrolment in Old English in North America after the University of Toronto (38 students) according to a poll on Ansaxnet.*
*English 2810: Grammar. 2002.*
English 1900: Introduction to English Literature and Language (Formerly "World of Words"). Three sections every two years, 1997-

**York University (England)**
**Louisiana State**

**Yale University**
- Modern British Fiction. 1992 (Course Lecturer: Lawrence Rainey).
- The Age of Johnson. 1991 (Course Lecturer: Gordon Turnbull).

**Open Access Courses and Lectures:**

**Research Assistantship:**

**Professional Development**

**Languages (in order of proficiency):**
- Classical and Medieval: Old English, Old Frisian, Latin, Old Norse, Old Irish, Gothic.
- Modern: Dutch (fluent spoken and written), German, French, Modern Irish.
- Computer: SGML/XML/XSLT/XHTML (advanced), CSS (advanced), Linux (advanced), Javascript (intermediate), PHP intermediate.

**Referees:**
- Professor Peter Baker. Department of English, University of Virginia. Charlottesville, VA, 22906, USA. Tel. (804) 924-6651. Fax (804) 924-1478. E-mail: psb6m@virginia.edu.
- Professor E.G. Stanley, Pembroke College, Oxford.
- Professor Murray McGillivray. Department of English, University of Calgary, Calgary AB, T2N 1N4. Tel. (403) 220-3845. E-mail: mmcgilli@acs.ucalgary.ca.
- Professor Emeritus Fred C. Robinson (Dissertation Supervisor). Yale University. P.O. Box 3545, Yale Station, New Haven CT, USA 06520. Tel. (203) 432-2259 or (902) 836-4385. Fax (203) 432-7066. E-mail: fred.robinson@yale.edu.
- Professor Roberta Frank, Department of English, Yale University. P.O. Box 3545, Yale Station, New Haven CT, USA 06520. E-mail: roberta.frank@yale.edu.
- Professor John Woods, FRSC (Personal Reference). President Emeritus. University of Lethbridge. Lethbridge AB T1K 3M4. Tel. (403) 329-2378. Fax (403) 382-7191. E-mail: woods@uleth.ca.
Carole L. Palmer
Associate Professor

Graduate School of Library and Information Science
University of Illinois at Urbana-Champaign
501 E. Daniel Street
Champaign, IL 61820-6212

(217) 244-0653, fax: (217) 244-3302
http://alexia.lis.uiuc.edu/~palmer/
email: clpalmer@uiuc.edu

Education
University of Illinois, Graduate School of Library and Information Science, Ph.D. 1996.
Vanderbilt University, George Peabody College, M.L.S. 1986.
Southern Illinois University, Department of Psychology, B.A. 1979.

Honors
Arnold O. Beckman Research Award, University of Illinois Campus Research Board, 2002.
Centennial Scholar Award, Graduate School of Library and Information Science, University of Illinois, 2001-2002.
Berner-Nash Award for outstanding doctoral dissertation, GSLIS, University of Illinois, 1996.
HEA Title IIB Fellowship, University of Illinois, 1994 and 1991.
Hostetter Scholarship in Library and Information Science, University of Illinois, 1992.
Beta Phi Mu membership, 1986.
Information Management Fellowship, Vanderbilt University, 1985.
University Highest Honors for B.A., Southern Illinois University, 1979.

Research Interests
Information technologies for scientific and scholarly work
Interdisciplinary scholarly communication and new digital forums
Information resources and services; impact of transition to digital resources
Social and cultural studies of knowledge; domain differentiation, interaction, and integration

Funded Research Projects
Principal Investigator, Intermediation Models for Institutional Repository Development, funded by the Andrew W. Mellon Foundation, $49,000.


Principal Investigator, Electronic Journals in the Humanities: Patterns of Use and Measures of Impact. UIUC


Principal Investigator, Margaret Atwood: A Reference Guide. Canadian Studies Faculty Research Grant, Canadian Embassy, 1988.


**Publications**


the Council on Library and Information Resources.


**Selected Presentations**

Making an Impact on Science: Moving from Research to Education. Digital Archives for Science and Engineering Resources (DASER) Summit III and Tri Society Symposium, Austin, TX, 3 November 2006.

Graduate Curriculum for Biological Information Specialists: A Key to Integration of Scale in Biology. 2nd International Digital Curation Conference, 21-22 November 2006, Glasgow, Scotland. With Heidorn, P. Bryan., Wright, Dan, and Cragin, Melissa H.


Information Gathering and Collaborative Behavior of Interdisciplinary Scientists. Informatics Tools for Scientific Discovery and Collaboration. Arrowsmith Project short course, UIC Psychiatric Institute,


Information Support for Interdisciplinary Researchers. Visiting Speaker Program on Informatics, University of Illinois at Chicago, April 12, 2002.


Teaching

Graduate School of Library and Information Science, University of Illinois at U-C:

- Assistant Professor, 1996 - 2002; Associate Professor, 2002 -
  MLS courses:
  Information Transfer and Collaboration in Science
  Current Topics in Collection Development
  Use and Users of Information (on campus and distance education)
  Information Organization and Access (on campus and distance education)
  Reference Services in the Social Sciences
  Ph.D. courses:
  Design of Information Use Studies
  Knowledge Studies for Information Science
  Proseminar in Library and Information Science

- Visiting Instructor, 1995 - 1996.
  MLS Courses:
  Reference Services in the Social Sciences
  Information, Libraries, and Society

  MLS Courses:
  Reference Services in the Social Sciences
  Introduction to Information Services
  Foundations of Library and Information Science

Selected Service Activities

Editorial board, *Biomedical Discovery and Collaboration*, 2005-

Midterm review team for Social Sciences and Humanities Research Council of Canada, September 29-October 1, 2004

American Society for Information Science and Technology Annual meeting
  Technical program committee and panel chair, 2006
  Technical program committee, 2003


Graduate School of Library and Information Science, University of Illinois:

Information Technology Advisory Committee, 2005-2006
Bioinformatics Program Development Committee, 2004-2005
Dean Fifth-Year Evaluation Committee, 1999
Curriculum Committee: Spring 1998
Admissions Committee: 1995-96; Chair, Fall 2000

University Libraries, University of Illinois at Urbana-Champaign, search committees, 2002, 2005.


Academic and Professional Experience
Visiting Lecturer, Graduate School of Library and Information Science, University of Illinois at Urbana-Champaign, 1995-1996.


Professional Associations
American Society for Information Science and Technology
Association for Integrative Studies
Association for Library and Information Science Education
Perry J. Trolard
7225 West Park Avenue
Apartment 1E
Saint Louis, MO 63117
(314) 935-8806
ptrolard@wustl.edu

Education

2006: MLIS, Graduate School of Library and Information Science, University of Illinois at Urbana-Champaign
  - Joseph Rediger Librarian as Humanist Award

2004: B.A., English, Calvin College (Grand Rapids, Michigan)
  - Presidential Scholar
  - Henrietta Ten Harmsel Scholarship

2001: Centre Universitaire d’Études Françaises (Université Stendhal - Grenoble 3, France)

Experience

09/2007 - present: Assistant Director, Humanities Digital Workshop, Washington University in Saint Louis


09/2006 - 01/2007: Web Designer, University of Illinois International Political Science Research Group (u2iPERG)

08/2006 - 01/2007: Digital Projects Assistant, Slavic and East European Library, UIUC

08/2005 - 08/2006: Graduate Assistant, Instructional Technology and Design Office, GSLIS, UIUC

Service & Professional Activity

02/2007 - present: Digital Implementation Group, Washington University in Saint Louis

02/2007 - present: Metadata Committee, Olin Library, Washington University in Saint Louis

08/2006 - 01/2007: TEI Tite development

  As an independent study under John Unsworth, I developed a TEI customization for use with keyboarding vendors. There were three such customizations already in use at large US academic libraries; my task was to deduce a common subset from these to be adopted as a TEI vendor standard.

09/2005 - 12/2006: GSLIS Student Mentor Program

01/2006 - 08/2006: Graduate Employee Organization Grievance Committee

Skills

- OSes: PC, Mac OS X, and *nix (advanced skills in latter two)
- Web: advanced, standards-based XHTML & CSS, advanced Javascript
- Programming languages: Python, PHP, Bash shell
- Markup languages: TEI, XML, XSLT
- Natural languages: English (native), French (reading)

last modified: 2008-01-01 20:42 pjt
Brief Curriculum Vitae for

John M. Unsworth

Graduate School of Library and Information Science
University of Illinois, Urbana-Champaign

Contact Information

Employment:

- Dean and Professor, Graduate School of Library and Information Science (also Professor, Department of English, and Professor, Library Faculty), University of Illinois at Urbana-Champaign, 2003-present
- Associate Professor, Dept. of English, University of Virginia, 1993-2003 (tenured 1996)
- Director, Institute for Advanced Technology in the Humanities, University of Virginia, 1993-2003

Education:

- University of Virginia: Ph.D. in English, 1988
- Boston University: M.A. in English, 1982
- Amherst College: B.A. Magna Cum Laude in English, 1981

Recent and Forthcoming Publications:

- "Beyond the ACLS Report: An Interview with John Unsworth," with Kevin Guthrie. Academic Commons, December 2007 (Special Cyberinfrastructure Issue).
- A Companion to Digital Humanities, co-edited with Susan Schreibman and Ray Siemens. New York: Blackwells, 2004. A free full-text version is also available online from the ADHO web site.

Awards:

- The Richard W. Lyman Award, 2005
- Vodafone Fellow, Kings College, University College London, Spring 2005
Recent Teaching:

- **LIS 310A: Digital Humanities** (login required), Spring 2007.
- **LIS 590AB Advanced Problems in LIS, Topic: 20th Century American Bestsellers** (cross-listed as ENGL 564: Seminar in Literary Modes and Genres), Spring 2006
- **LIS 590DH-L: Digital Humanities, Spring 2005**

Editing and Curating:

- Co-editor (with Boyd Rawyard), *Library Trends*, 2006-present
- Member, Editorial Board, *Digital Humanities Quarterly*, 2006-present
- Member, Editorial Committee, *Literary and Linguistic Computing*, 2004-present
- Member, Editorial Board, *Arts and Humanities in Higher Education: an international journal of theory, research and practice*, 2001-present
- Co-founder and Editor Emeritus, Member, Editorial Board, *Postmodern Culture: an electronic journal of interdisciplinary criticism* (published by Johns Hopkins University Press): issue editor for issues 1.1, 1.3, 2.1, 2.3, 3.3, 4.2, 5.1, 5.3.
- Member, Blake Archive Advisory Board, 1998-present
- Member, Dickinson Editorial Collective Advisory Board, 1998-present
- Member, *Romantic Circles* Advisory Board, 1997-present

Recent and Upcoming Presentations:

- Speaker, EXP lecture series, co-sponsored by the Experiential Technologies Center (ETC) and the Center for Research in Engineering, Media, and Performance (REMAP), UCLA, April 11, 2008.
- Chair, Funders panel, Annual Members Meeting of the Text Encoding Initiative Consortium, University of Maryland, College Park, November 2nd.
- "University 2.0." Integration of Information Services into University Infrastructures: 7th Frankfurt Scientific Symposium, Universität Frankfurt am Main, Wed. Oct. 12.
- "Digital Humanities Centers as Cyberinfrastructure." Plenary Address, Summit meeting for directors of digital humanities centers, Maryland Institute for Technology in the Humanities, College Park, MD, April 13, 2007.
- "Learning from nora: distributed software development in the humanities," Indiana University, Bloomington, IN, March 29, 2007.
- "Sustaining the Humanities and Social Sciences: A discussion of the ACLS report on cyberinfrastructure for humanities and social sciences," EDUCAUSE Center for Applied Research
Symposium, Carefree, AZ, December 7, 2006. [optimized for Opera browser, 1024x768 projection]
- "All the King's Horses and All the King's Men Couldn't Do Text-Mining Across the Big Ten," Keynote at the University of Chicago Colloquium on Digital Humanities and Computer Science, Chicago, IL, November 5, 2006.
- Participant, ACRL Summit on Technology and Change in Academic Libraries, Chicago, IL, November 2, 2006.
- "Information Behaviors." Part of a panel on "Continuity and Change in University Scholarship," in a symposium on The Research Library in the 21st Century, held at the University of Texas at Austin, September 12, 2006.
- "Institutionalizing Humanities Computing," lecture co-sponsored by the Wilson Center for the Humanities and Arts and the Department of English, University of Georgia, February 24, 2006.

Recent Service:

- Chair, search committee for Department Head, Curriculum and Instruction, College of Education, UIUC. 2007.
- Member, CIO's Information Technology Advisory Council, UIUC. 2007.
- Chair, Provost's ad hoc review committee reporting on Campus Information Technologies and Educations Services (CITES), UIUC. 2005.
- Chair, Commission on Cyberinfrastructure for the Humanities & Social Sciences, American Council of Learned Societies, 2004-2005.
- Chair, Provost's five-year review committee reporting on the University Librarian, UIUC. 2004.
- Member, external board, Text Analysis Portal for Research. 2003-present.

Recent Grants:

- "Enhancing Knowledge Discovery for Humanities through the Software Environment for the Advancement of Scholarly Research (SEASR)," funded by the Andrew W. Mellon Foundation, $1,125,000 (2007-2009). PI, Michael Welge (NCSA); Co-PIs Loretta Auvil (NCSA) and John Unsworth. Approved.
## Financial report 2001

### BUDGET (copy from the Revised Budget)

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<td>Notes</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Claims by April 30, 2002</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Income</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UVA has not paid their $5000 membership fee for 2001, did so in February 2002.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>University of Georgia paid the membership fee to UVA in March 2001.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NEH grant at UVA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$65,982.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$19,686.69</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
TEI Consortium
Treasurer’s Report 2002

Claus Huitfeldt, 29 October 2003

Summary
In 2002, the consortium’s second year, income as well as expenses were considerably lower than budgetted. The result was negative, as budgetted. However, this negative result was bigger than budgetted, and consumed almost the entire positive result from 2001. The figures are as follows:

<table>
<thead>
<tr>
<th></th>
<th>Budget</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Income</td>
<td>403 382</td>
<td>248 837</td>
</tr>
<tr>
<td>Expenses</td>
<td>410 382</td>
<td>261 816</td>
</tr>
<tr>
<td>Result</td>
<td>-7 000</td>
<td>- 12 978</td>
</tr>
</tbody>
</table>

The result for 2001 was USD 13 244. Therefore, the result for the two years taken together is still on the positive side (i.e. USD 267).

The reduced income is due above all to lower income from membership fees and project grants.
The reduced income has been compensated by reduced spending, above all on activities (such as meetings, work groups etc.)

IRS Report 2002
The IRS report is based on cash accounting, and shows income and expenses as registered on the TEI bank account in the calendar year 2002.
Thus, this report includes income and expenses accrued in 2001 but paid/received only in 2002. as well as income and expenses for 2003 accrued in 2002.

Results 2002
This report is based on accrual accounting. The first column shows the budget for 2002 as of October the same year, the second column shows the actual results for 2002, and the last three columns shows the accrual accounting year, so as to facilitate comparison with the IRS Report.
Please note that the NEH project has been accounted for separately, and that only those parts of the NEH project expenses that have actually been paid by the Consortium show up in the results. Furthermore, expenses related to the NEH budget as well as host in-kind cash contributions have been reported as host expenses.

NEH 2001-2002
Except as indicated in notes, the NEH income and expenses comes in addition to those accounted for in the TEI Results for 2002
### INCOME STATEMENT AND BALANCE SHEET

#### Income

**Member and subscriber fees:**
- **Members**: 102 500.00
- **Subscribers**: 1 700.00
- Sub total, Members etc: 104 200.00

**Other income:**
- Host contributions (other expenses): 4 367.80
- Training sessions: 800.00
- TEI Guidelines (sale): 735.00
- Interest earned: 232.28
- Sub total, other income: 6 135.08

**Total income**: 110 335.08

#### In-kind contributions:

**Staff: In-kind contributions**
- Bergen: 29 373.00
- Oxford: 30 000.00
- Brown: 37 200.00
- UVA: 9 600.00
- Sub total, staff in-kind contributions: 106 173.00

**Other in-kind contributions from hosts**
- UVA, directly paid expenses: 400.00

**Total in-kind**
- 106 573.00

**TOTAL INCOME IN 2002, incl. in-kind contributions**
- 216 908.08

---

#### BALANCE

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Debits</th>
<th>Income</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff (in-kind)</td>
<td>106 173,00</td>
<td>In-kind contributions (staff)</td>
<td>106 173,00</td>
</tr>
<tr>
<td>In-kind expenses at hosts</td>
<td>400.00</td>
<td>Hosts contributions (other expenses)</td>
<td>4 367.80</td>
</tr>
<tr>
<td>Staff (paid by TEI)</td>
<td>32 151.65</td>
<td>Membership (inst)</td>
<td>102 500.00</td>
</tr>
<tr>
<td>Board meetings</td>
<td>17 611.28</td>
<td>Subscribers (indiv.)</td>
<td>1 700.00</td>
</tr>
<tr>
<td>Annual Conference/Members' meeting</td>
<td>19 451.29</td>
<td>Sponsors</td>
<td>0.00</td>
</tr>
<tr>
<td>Council meetings</td>
<td>5 547.69</td>
<td>Training sessions</td>
<td>800.00</td>
</tr>
<tr>
<td>Work Groups</td>
<td>7 262.45</td>
<td>NEH</td>
<td>0.00</td>
</tr>
<tr>
<td>Travel, staff</td>
<td>4 069.84</td>
<td>Interest earned</td>
<td>232.28</td>
</tr>
<tr>
<td>Training sessions</td>
<td>800.00</td>
<td>TEI Guidelines (sale)</td>
<td>735.00</td>
</tr>
<tr>
<td>Insurance</td>
<td>1 221.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounting and audit service</td>
<td>7 600.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TEI guidelines (incl. Service charges)</td>
<td>17 538.30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Representation/PR</td>
<td>1 620.37</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operational expenses</td>
<td>1 654.02</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Membership in other org.</td>
<td>1 000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bank account, net transactions for 2002</td>
<td>224 100.89</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>-7 192.81</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>216 908.08</td>
</tr>
<tr>
<td></td>
<td>216 908.08</td>
<td></td>
<td>216 908.08</td>
</tr>
</tbody>
</table>

**Bank account:**

- Beginning balance, Jan 01, 2002: 58 202.64
- Sum, transactions 2002: -7 192.81
- Per December 31, 2002: 51 009.83

---

IRS 2002

TEI_CH_2003_ss_2 kopi.xls

21-10-03 Page 1
### INCOME

#### MEMBERS AND SUBSCRIBERS
- Members: Budget 167,600 | Result 110,148 | Accounted in 2002 102,500 | Accounted in 2003 1,000 | Accounted in 2002, concerns 2001 6,648
- Subscribers: Budget 2,500 | Result 1,500 | Accounted in 2002 1,700 | Accounted in 2003 -200
  - Total: Budget 170,100 | Result 111,648

#### PROJECTS
- Hosts, directly paid expenses: Budget 0 | Result 4,368 | Accounted in 2002 4,368
- NEH project: Budget 65,982 | Result 24,482 | Accounted in 2002 24,482
- Grants from research funds: Budget 50,000 | Result 0
  - Total: Budget 115,982 | Result 28,850

#### SERVICES
- Training courses: Budget 2,000 | Result 800 | Accounted in 2002 800
- Annual Conference/Members' Meeting: Budget 3,000 | Result 0 | Accounted in 2002 0
- TEI Guidelines (per June 30, 2002): Budget 5,000 | Result 735 | Accounted in 2002 735
- Certification Program: Budget 5,000 | Result 0
  - Total: Budget 15,000 | Result 1,535

#### HOST IN KIND CONTRIBUTIONS
- Bergen: Budget 25,000 | Result 29,373 | Accounted in 2002 29,373
- Oxford: Budget 30,000 | Result 30,000 | Accounted in 2002 30,000
- Brown: Budget 37,200 | Result 37,200 | Accounted in 2002 37,200
- UVA: Budget 10,000 | Result 10,000 | Accounted in 2002 10,000
  - Total: Budget 102,200 | Result 106,573

#### MISCELLANEOUS
- Interest: Budget 100 | Result 232 | Accounted in 2002 232
  - Total: Budget 100 | Result 232

**Total:**
- Budget: 403,382
- Result: 248,838
- Accounted in 2002: 216,908
- Accounted in 2003: 25,282
- Accounted in 2002, concerns 2001: 6,648
## EXPENSES

### ACTIVITIES

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Board meetings</td>
<td>28 000</td>
<td>19 826</td>
<td>17 611</td>
<td>2 215</td>
</tr>
<tr>
<td>Council meetings</td>
<td>28 000</td>
<td>5 548</td>
<td>5 548</td>
<td>-</td>
</tr>
<tr>
<td>Work groups</td>
<td>26 000</td>
<td>5 833</td>
<td>7 262</td>
<td>-1 429</td>
</tr>
<tr>
<td>Annual Conference/Members' meeting</td>
<td>15 000</td>
<td>7 906</td>
<td>19 451</td>
<td>-12 276</td>
</tr>
<tr>
<td>Travel staff</td>
<td>10 000</td>
<td>-562</td>
<td>4 070</td>
<td>-4 875</td>
</tr>
<tr>
<td>Training courses</td>
<td>2 000</td>
<td>800</td>
<td>800</td>
<td>-</td>
</tr>
<tr>
<td>Certification Program</td>
<td>5 000</td>
<td>0</td>
<td>0</td>
<td>-</td>
</tr>
<tr>
<td>TEI Guidelines (per June 30, 2002), incl. service charges</td>
<td>22 000</td>
<td>17 538</td>
<td>17 538</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>136 000</td>
<td>56 890</td>
<td>22 410</td>
<td>-38 310</td>
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</tbody>
</table>

### PROJECTS

<table>
<thead>
<tr>
<th>Project</th>
<th>2002</th>
<th>2002 - 2001</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEH project</td>
<td>65 982</td>
<td>-</td>
</tr>
<tr>
<td>Expenses paid by hosts included in STAFF (and other expenses at hosts)</td>
<td>0</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>65 982</td>
<td>-</td>
</tr>
</tbody>
</table>

### STAFF (and other expenses at hosts)

<table>
<thead>
<tr>
<th>Location</th>
<th>2002</th>
<th>2001</th>
<th>2002 - 2001</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bergen</td>
<td>50 000</td>
<td>54 373</td>
<td>29 373</td>
</tr>
<tr>
<td>Oxford</td>
<td>74 000</td>
<td>68 090</td>
<td>38 000</td>
</tr>
<tr>
<td>Brown</td>
<td>57 200</td>
<td>65 202</td>
<td>61 352</td>
</tr>
<tr>
<td>UVA</td>
<td>10 000</td>
<td>10 000</td>
<td>10 000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>191 200</td>
<td>197 665</td>
<td>-6 465</td>
</tr>
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</table>

### MISCELLANEOUS

<table>
<thead>
<tr>
<th>Expense</th>
<th>2002</th>
<th>2001</th>
<th>2002 - 2001</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insurance</td>
<td>1 200</td>
<td>1 221</td>
<td>1 221</td>
</tr>
<tr>
<td>Accounting and audit services</td>
<td>5 000</td>
<td>4 700</td>
<td>7 600</td>
</tr>
<tr>
<td>Representation/PR</td>
<td>5 000</td>
<td>-1 319</td>
<td>1 620</td>
</tr>
<tr>
<td>Operational ex.</td>
<td>5 000</td>
<td>1 654</td>
<td>1 654</td>
</tr>
<tr>
<td>Membership in other organizations</td>
<td>1 000</td>
<td>500</td>
<td>1 000</td>
</tr>
<tr>
<td>Correction of travel, reported double in status for 2001</td>
<td>505</td>
<td>505</td>
<td>505</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>17 200</td>
<td>7 261</td>
<td>-10 939</td>
</tr>
</tbody>
</table>

### Total expenses 2002

| Total expenses 2002 | 410 382 | 261 816 | 224 101 | 76 025 | -38 310 |

## RESULT

<table>
<thead>
<tr>
<th>Year</th>
<th>Result 2002</th>
<th>Result 2001</th>
<th>Result 2001 + 2002</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total</strong></td>
<td>-7000</td>
<td>-12978</td>
<td>-50743</td>
</tr>
</tbody>
</table>

## NOTES

1. Incl $ 400 direct paid expenses.
2. Included in staff expenses at hosts
3. Staff payment: less than budget
4. In addition: direct paid expenses = $4 368.
5. In addition: 400 paid by UVA
6. Incl $ 400 direct paid expenses.

<table>
<thead>
<tr>
<th></th>
<th>Budget 2001-03</th>
<th>Spent in 2001</th>
<th>Spent in 2002</th>
<th>Remaining budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Sub Total</td>
<td>Total</td>
<td>Sub Total</td>
<td>Total</td>
</tr>
<tr>
<td><strong>Staff</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bergen</td>
<td>18 334</td>
<td></td>
<td>1 665</td>
<td>16 669</td>
</tr>
<tr>
<td>Oxford</td>
<td>19 166</td>
<td>20 000</td>
<td>10 989</td>
<td>-11 823</td>
</tr>
<tr>
<td>Brown</td>
<td>7 500</td>
<td>4 167</td>
<td>11 828</td>
<td>-8 495</td>
</tr>
<tr>
<td>UVA</td>
<td>27 500</td>
<td></td>
<td>3 125</td>
<td>24 375</td>
</tr>
<tr>
<td><strong>Sub total</strong></td>
<td>72 500</td>
<td>24 167</td>
<td>27 607</td>
<td>20 726</td>
</tr>
<tr>
<td><strong>Travel</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work group</td>
<td>34 000</td>
<td></td>
<td>6 459</td>
<td>27 541</td>
</tr>
<tr>
<td>Other</td>
<td>20 005</td>
<td></td>
<td></td>
<td>20 005</td>
</tr>
<tr>
<td><strong>Sub total</strong></td>
<td>54 005</td>
<td>0</td>
<td>6 459</td>
<td>47 546</td>
</tr>
<tr>
<td><strong>Other</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Sub total</strong></td>
<td>5 200</td>
<td>0</td>
<td>0</td>
<td>5200</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td>131 705</td>
<td>24 167</td>
<td>34 066</td>
<td>73 472</td>
</tr>
</tbody>
</table>

Note: All expenses except staff expenses for Bergen, Oxford and Brown in 2002 (totalling 24 482) have been paid directly from UVA.
Summary

In contrast to the previous budget year, in 2003, the consortium’s third year, (a) the large gap between budgeted incomes and expenses and result was resolved bringing more realism, and less ambition into our financial projections, (b) the negative result was also turned to a weak positive result resulting in an accumulated result (adding balance from 2002) amounting to $5,438 USD

<table>
<thead>
<tr>
<th>Budget Year</th>
<th>2002</th>
<th>2003</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Budget</td>
<td>Result</td>
</tr>
<tr>
<td>Income USD</td>
<td>403,382</td>
<td>248,837</td>
</tr>
<tr>
<td>Expenses USD</td>
<td>410,382</td>
<td>261,816</td>
</tr>
<tr>
<td>Results USD</td>
<td>-7,000</td>
<td>-12,978</td>
</tr>
</tbody>
</table>

Results 2003

This report is based on accrual accounting. The first column shows the budget for 2003 as of July 2003, the second column shows the actual results for 2003.

Comments

1. Membership fee income appears to be lower than expected/budgeted.
2. The discrepancy between budgeted: 73,472 USD against the 52,154 USD result for the NEH Project is due to the initial projection of 73,472 USD as income from the NEH project in the budget for 2003. However, only 52,154 USD was actually accounted for. UoB has not reimbursed UoV in connection with the NEH grant, since the grant was paid to UoV. Accordingly, UoV did not send an invoice to TEI-C for money which was paid directly to UoV. The NEH project was administered from UoV, while all hosts contributed to activities related to the grant. Additionally UoV has covered travel expenses for the ‘migration work group’ (SGML to XML). While the grant was kept outside the 2002 financial report, the 2003 accountancy reflects a new set of procedures: all host were asked to send a bill reflecting their in kind NEH contribution to TEI-C. These bills were sent further from the executive office in Bergen to UoV where all detail records are kept. Approximately 50% of the NEH grant was incorporated into the TEI-C budget for 2003, of which, again, approximately 50% was registered in our accountancy.
3. UoV has a "Staff and other expenses at hosts" budget of 25,000 USD in 2003, which was used to cover "a technical writer", but the result for 2003 was 15,000 USD here.
4. Oxford Staff expenses have been lower than budgeted 30,000 USD against 21,995 USD result.
5. The hosts have contributed significantly more than budgeted.

**IRS Report 2003**

The IRS report is based on cash accounting, and shows income and expenses as registered on the TEI bank account in the calendar year 2003. Thus, this report includes income and expenses accrued in 2002 but paid/received only in 2003, as well as income and expenses for 2004 accrued in 2003.

Bergen, Norway 2004, October 18th

Daniel Apollon

*Honorary Treasurer*
## INCOME

### MEMBERS AND SUBSCRIBERS
- **Members**
  - Budget for 2003: 110,000
  - Results for 2003: 103,750
- **Subscribers**
  - Budget for 2003: 2,000
  - Results for 2003: 1,950

### PROJECTS
- NEH project
  - Budget for 2003: 73,472
  - Results for 2003: 52,154

### SERVICES
- Training courses
  - Budget for 2003: 2,000
  - Results for 2003: 189
- Annual Conference/Members' meeting
  - Budget for 2003: 3,000
  - Results for 2003: 189
- TEI Guidelines
  - Budget for 2003: 5,000
  - Results for 2003: 7,116

### HOST-contributions
- University of Bergen - Aksis
  - Budget for 2003: 10,000
  - Results for 2003: 12,304
- Oxford University
  - Budget for 2003: 15,000
  - Results for 2003: 31,098
- Brown University
  - Budget for 2003: 10,000
  - Results for 2003: 21,000
- University of Virginia
  - Budget for 2003: 10,000
  - Results for 2003: 8,000

### MISCELLANEOUS
- Interest
  - Budget for 2003: 200
  - Results for 2003: 60

### TOTAL INCOME
- **Sub total**
  - Budget for 2003: 240,672
  - Results for 2003: 238,221

## EXPENSES

### ACTIVITIES
- Board meetings
  - Budget for 2003: 6,000
  - Results for 2003: 2,129
- Council meetings
  - Budget for 2003: 6,000
  - Results for 2003: 9,003
- Work groups (other than NEH)
  - Budget for 2003: 13,000
  - Results for 2003: 6,813
- Annual Conference/Members' meeting
  - Budget for 2003: 10,000
  - Results for 2003: 13,624
- Travel staff
  - Budget for 2003: 2,000
  - Results for 2003: 0
- Training courses
  - Budget for 2003: 2,000
  - Results for 2003: 0
- TEI Guidelines (incl. service charges)
  - Budget for 2003: 500
  - Results for 2003: 1,345

### PROJECTS
- NEH project, work group travels
  - Budget for 2003: 33,000
  - Results for 2003: 33,257
- NEH project, other expenses
  - Budget for 2003: 1,472
  - Results for 2003: 34,472

### HOST CONTRIBUTIONS
- University of Bergen - Aksis
  - Budget for 2003: 10,000
  - Results for 2003: 12,304
- Oxford University
  - Budget for 2003: 15,000
  - Results for 2003: 31,098
- Brown University
  - Budget for 2003: 10,000
  - Results for 2003: 21,000
- University of Virginia
  - Budget for 2003: 10,000
  - Results for 2003: 8,000

### STAFF and other expenses at hosts
- University of Bergen - Aksis
  - Budget for 2003: 35,000
  - Results for 2003: 28,800
- Oxford University
  - Budget for 2003: 30,000
  - Results for 2003: 21,965
- Brown University
  - Budget for 2003: 22,000
  - Results for 2003: 24,000
- University of Virginia
  - Budget for 2003: 25,000
  - Results for 2003: 15,000

### MISCELLANEOUS
- Insurance
  - Budget for 2003: 1,400
  - Results for 2003: 0
- Accounting and audit services
  - Budget for 2003: 3,500
  - Results for 2003: 2,400
- Representation/PR
  - Budget for 2003: 2,300
  - Results for 2003: 644
- Operational ex.
  - Budget for 2003: 2,000
  - Results for 2003: 1,166
- Membership in other organizations
  - Budget for 2003: 500
  - Results for 2003: 500

### TOTAL EXPENSES
- **Sub total**
  - Budget for 2003: 240,672
  - Results for 2003: 233,049

## RESULT

<table>
<thead>
<tr>
<th>Description</th>
<th>Budget 2003</th>
<th>Results for 2003</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Result 2003</strong></td>
<td>0</td>
<td>5,172</td>
</tr>
<tr>
<td><strong>Result 2002</strong></td>
<td>287</td>
<td>287</td>
</tr>
<tr>
<td><strong>Accumulated result</strong></td>
<td>0</td>
<td>5,435</td>
</tr>
</tbody>
</table>

**Notes**

1. Membership and subscription income were lower than expected.
2. The income from the NEH Project was lower than expected. The NEH grant was managed by University of Virginia, and a significant part of the expenses in 2003 was paid directly by them and did not passed by the TEI-C accounting system, a separate report on this has to be put forward.
3. The in-kind contribution from the hosts are both on the expenses side and on the income, this is done this way in the budget to make the in-kind contribution from the hosts visible.
4. The budget for the hosts was reduced in October 2003 as it was clear at the income would be lower than expected in budget from June. The hosts agreed to give more in in-kind contribution (the total ended up at $72,402, an increase of $27,404 compared to the June budget).
5. As the hosts agreed to give more in in-kind, the reimbursement for staff and other expenses at the hosts where reduced with $22,235, from $11,200 down to $8,976.5.
6. There was not paid any insurance in 2003 because the insurance was not prolonged in 2003 due to a misunderstanding. A new insurance agreement was set up in 2004.
## Accounting 2003

Period: Through 12/31/2003

### INCOME STATEMENT AND BALANCE SHEET

#### Income

**Member and subscriber fees:**
- Members: $101,950.00
- Subscribers: $1,900.00
- Sub total, Members etc: $103,850.00

**Other income:**
- Host contributions (other expenses): $189.35
- TEI Guidelines (sale): $7,716.00
- Interest earned: $59.80
- Sub total, other income: $7,965.15

**Total income:** $111,815.15

#### In-kind contributions:

**Staff: In-kind contributions**
- Bergen: $12,304.05
- Oxford: $31,098.00
- Brown: $21,000.00
- UVA: $7,400.00
- Sub total, staff in-kind contributions: $71,802.05

**Other in-kind contributions from hosts**
- Directly paid expenses: $0.00

**Total in-kind:** $71,802.05

**TOTAL INCOME IN 2003, incl. in-kind contributions:** $183,617.20

#### BALANCE

**Expenses**

<table>
<thead>
<tr>
<th>Debits</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff (in-kind)</td>
<td>$70,148.00</td>
</tr>
<tr>
<td>Staff (paid by TEI)</td>
<td>$112,758.72</td>
</tr>
<tr>
<td>Board meetings</td>
<td>$2,747.74</td>
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<td>Members meeting</td>
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<td>Council meetings</td>
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<td>Working Groups</td>
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<td>Travel, staff</td>
<td>$243.30</td>
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<tr>
<td>Training sessions</td>
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<tr>
<td>Accounting and audit service</td>
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<td>Annual Conference</td>
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<tr>
<td>Service charges: TEI guidelines</td>
<td>$1,345.00</td>
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<tr>
<td>Publishing</td>
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<tr>
<td>Representation/PR</td>
<td>$644.39</td>
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<tr>
<td>Operational expenses</td>
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<td>Membership in other org.</td>
<td>$0.00</td>
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<tr>
<td>NEH project, expenses</td>
<td>$5,257.57</td>
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**Total** $215,275.78

**Income**

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<tr>
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<td>In-kind contributions (staff)</td>
<td>$70,148.00</td>
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<tr>
<td>Hosts contributions (other expenses)</td>
<td>$0.00</td>
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<tr>
<td>University Hosts</td>
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<tr>
<td>Membership (inst.)</td>
<td>$101,950.00</td>
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<tr>
<td>Subscribers (indiv.)</td>
<td>$1,900.00</td>
</tr>
<tr>
<td>NEH project, income</td>
<td>$0.00</td>
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<tr>
<td>Interest earned</td>
<td>$59.80</td>
</tr>
<tr>
<td>TEI Guidelines (sale)</td>
<td>$7,716.00</td>
</tr>
</tbody>
</table>

**Total** $181,963.15

**Bank account, net transactions for 2003**

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<thead>
<tr>
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<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>$33,312.63</td>
<td>$-33,312.63</td>
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**Per December 31, 2003**

<table>
<thead>
<tr>
<th>Debits</th>
<th>Credits</th>
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<tbody>
<tr>
<td>$17,697.20</td>
<td>$17,697.20</td>
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</tbody>
</table>
Summary
The budget for 2004 approved by the Board in Nancy, October 2003 totaled USD 160 200 expenses against USD 160 200 incomes with an accumulated result amounting to 5 437 USD.

By September 2004 only 79 957 USD of the budgeted income was accounted for. However, the predicted result for 2004 has been adjusted to 147 526 USD (incoming member fees, and contributions from the hosts).

Expenses budgeted to 160 200 USD are predicted to be somewhat lower: 156 287 USD of which only 31 046 USD have been registered by September 2004.

The 2004 budget reflects rather faithfully original projections, avoids negative balance, but also reflects some stagnation in the recruitment activities and reduction of host activities.

In the enclosed detailed budget report the first column presents the revised budget for 2004 as put forward in February 2004. The second column presents income and expenses as of September 30, 2004, and the third column contains the Treasurer’s current projection for 2004.

It should be noted that this budget reflects the absence of NEH Grant.

Further enclosed is the Treasurer’s proposed budget for 2005, to be discussed by the Board at its meeting in Baltimore October 24, 2004.

A negative accumulated result amounting to –3 323 USD is expected for 2004 (incorporating an expected negative -8 761 USD negative result for 2004) The Treasurer suggests to attempt to cut expenses in order to avoid a negative balance. The Board should discuss which activities should undergo a budget cut. Alternatively, transfer of the negative balance to 2005 should be explicitly approved by the Board.

The 2005 budget build upon the assumption that the Consortium will be able to bring the negative trend to a halt by increasing membership incomes. Only a modest increase from 2004 projected 147 526 USD to projected 2005 151 760 USD, coupled with an equally modest reduction in expenses from projected 2004 156 287 USD to projected for 2005 145 226 USD will be necessary to absorb the accumulated negative result. The Board should assess the realism of these projections.
Further comments (2004 Status and Budget):

1. Gap between projected member fee payments 105,166 USD and budgeted 112,000 USD. The Board should discuss and assess recruitment policies on the basis of these figures.
2. Board meeting expenses have been approximately 40% than budgeted.
3. Work group expenses have been 50% lower than budgeted.

Bergen, Norway, 2004 October 18th

Daniel Apollon
Honorary Treasurer
# TEI Consortium: Status and Budget 2004

Last changes: October 16, 2004. Tone Merete Bruvik

All numbers in US Dollars

## INCOME

<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>Sub total</td>
<td>Total</td>
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<tr>
<td>Sub total</td>
<td>Total</td>
<td>Sub total</td>
<td>Total</td>
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### MEMBERS AND SUBSCRIBERS

<table>
<thead>
<tr>
<th>Members</th>
<th>110 000</th>
<th>78 766</th>
<th>103 766</th>
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<tbody>
<tr>
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<td>79 916</td>
<td>105 166</td>
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<table>
<thead>
<tr>
<th>Subscribers</th>
<th>2 000</th>
<th>1 150</th>
<th>1 400</th>
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<tbody>
<tr>
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<td>1 400</td>
<td></td>
</tr>
</tbody>
</table>

### SERVICES

- Training courses
  - Annual Conference/Members' Meeting | 3 000 | 300 |
  - TEI Guidelines | 5 000 | 2 000 |

### HOST CONTRIBUTIONS

- Bergen | 10 000 | 10 000 |
- Oxford | 15 000 | 15 000 |
- Brown | 5 000  | 5 000  |
- UVA | 10 000 | 10 000 |

### MISCELLANEOUS

- Interest | 200 | 41 | 60 |
- Sub total | 200 | 41 | 60 |

**Total income** | 160 200 | 79 957 | 147 526 |

## EXPENSES

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub total</td>
<td>Total</td>
<td>Sub total</td>
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<tr>
<td>Sub total</td>
<td>Total</td>
<td>Sub total</td>
</tr>
<tr>
<td>Sub total</td>
<td>Total</td>
<td>Sub total</td>
</tr>
</tbody>
</table>

### ACTIVITIES

- Board meetings | 10 000 | 219 | 14 400 |
- Council meetings | 10 000 | 10 026 | 10 026 |
- Work groups | 20 000 | 7 085 | 15 000 |
- Annual Conference/Members' meeting | 4 000 | 4 000 |       |
- Travel staff | 1 000  | 661 | 661 |
- Training courses | 500 | 500 |       |
- TEI Guidelines (incl. service charges) | 45 500 | 17 992 | 44 587 |

### HOST CONTRIBUTIONS

- Bergen | 10 000 | 10 000 |
- Oxford | 15 000 | 15 000 |
- Brown | 5 000  | 5 000  |
- UVA | 10 000 | 10 000 |

### STAFF (and other expenses at hosts)

- Bergen | 25 500 | 25 500 |
- Oxford | 20 500 | 20 500 |
- Brown | 20 500 | 10 559 | 20 500 |
- UVA | 0 | 0 |       |

### MISCELLANEOUS

- Insurance | 1 500 | 1 500 | 1 500 |
- Accounting and audit services | 2 500 | 2 500 |       |
- Representation/PR | 1 700 |       |       |
- Operational ex. | 2 000 | 998 | 1 200 |
- Membership in other organizations | 500 | 8 200 | 2 496 | 5 200 |

**Total expenses** | 160 200 | 31 046 | 156 287 |

## RESULT

| Result 2004 | 0 | 48 911 | -8 761 |
| Result 2003 | 5 172 | 5 172 | 5 172 |
| Result 2002 | 267 | 267 | 267 |
| Accumulated result | 5 439 | 54 349 | -3 323 |

Notes:

1. A significant number of members pay the membership fee just before the annual members’ meeting, which make the expected total of $103,766 to be a realistic estimate.
2. The income of the TEI Annual Members’ Meeting was based on a registration fee of $100 from each participants, but this was later dropped. Only non-members/subscribers have to pay.
3. We have not yet received the report from the University of Virginia Press on the number of TEI Guidelines sold in 2004, but it is expected that the figure will be lower than the budget estimate.
4. The in-kind contribution from the hosts are both on the expenses side and on the income, this is done this way in the budget to make the in-kind contribution from the hosts visible.
5. The in-kind contribution from the hosts are both on the expenses side and on the income, this is done this way in the budget to make the in-kind contribution from the hosts visible.
6. The annual Board meeting take place in connection to the Members’ Meeting and the actually costs are not known at this point. The budget for 2004 is very low, and we have to expect higher expenses here than we have in the budget.
7. Work groups: the expenses is estimated to be 50% lower than budgeted as few of the workgroups have physical meetings which TEI-C has to pay.
8. An accumulated negative result of $3,323 has to be covered in the budget for 2005.
### INCOME

<table>
<thead>
<tr>
<th></th>
<th>Predicted result for 2004 by September 30, 2004</th>
<th>Proposed budget for 2005</th>
<th>Notes</th>
</tr>
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<tr>
<td></td>
<td>Sub total</td>
<td>Total</td>
<td>Grand total</td>
</tr>
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<td><strong>MEMBERS AND SUBSCRIBERS</strong></td>
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<td></td>
</tr>
<tr>
<td>Members</td>
<td>103 766</td>
<td>110 000</td>
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<tr>
<td>Subscribers</td>
<td>1 400</td>
<td>1 400</td>
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<td></td>
<td>105 166</td>
<td>111 400</td>
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<td><strong>SERVICES</strong></td>
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<td>300</td>
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<td><strong>HOST CONTRIBUTIONS</strong></td>
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</tr>
<tr>
<td>Host 1</td>
<td>10 000</td>
<td>10 000</td>
<td></td>
</tr>
<tr>
<td>Host 2</td>
<td>15 000</td>
<td>10 000</td>
<td></td>
</tr>
<tr>
<td>Host 3</td>
<td>5 000</td>
<td>10 000</td>
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</tr>
<tr>
<td>Host 4</td>
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<td>10 000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>40 000</td>
<td>40 000</td>
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<tr>
<td><strong>MISCELLANEOUS</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Interest</td>
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<td>60</td>
<td>60</td>
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<td></td>
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<tr>
<td><strong>Total income</strong></td>
<td><strong>147 526</strong></td>
<td><strong>151 760</strong></td>
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### EXPENSES

<table>
<thead>
<tr>
<th></th>
<th>Predicted result for 2004 by September 30, 2004</th>
<th>Proposed budget for 2005</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Sub total</td>
<td>Total</td>
<td>Grand total</td>
</tr>
<tr>
<td><strong>ACTIVITIES</strong></td>
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</tr>
<tr>
<td>Board meetings</td>
<td>14 400</td>
<td>10 000</td>
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<tr>
<td>Council meetings</td>
<td>10 026</td>
<td>10 026</td>
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<tr>
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<td>Training courses</td>
<td></td>
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<tr>
<td>TEI Guidelines (incl. service charges)</td>
<td>500</td>
<td>500</td>
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<tr>
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<tr>
<td><strong>HOST CONTRIBUTIONS</strong></td>
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<tr>
<td>Host 1</td>
<td>10 000</td>
<td>10 000</td>
<td></td>
</tr>
<tr>
<td>Host 2</td>
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<td>Host 3</td>
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<tr>
<td></td>
<td>40 000</td>
<td>40 000</td>
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<tr>
<td><strong>STAFF (and other expenses at hosts)</strong></td>
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</tr>
<tr>
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<td>60 000</td>
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<td><strong>MISCELLANEOUS</strong></td>
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<tr>
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<tr>
<td>Accounting and audit services</td>
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<td>Representation/PR</td>
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<td><strong>Total expenses</strong></td>
<td><strong>156 287</strong></td>
<td><strong>145 226</strong></td>
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### RESULT

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<tr>
<td>Result 2005</td>
<td></td>
<td></td>
<td>6 534</td>
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<td>Result 2004</td>
<td>-8 761</td>
<td>-8 761</td>
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<td>Result 2002</td>
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<tr>
<td><strong>Accumulated result</strong></td>
<td>-3 323</td>
<td>3 211</td>
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</table>

**Notes:**

1: A small increase in the membership fee income should be possible if the recruitment effort is increased.
2: The in-kind contribution from the hosts are both on the expenses side and on the income, this is done this way in the budget to make the in-kind contribution from the hosts visible.
3: A new host period starts in 2005, and at the time this budget was made was is not settle who will be the four host institutions for the next four years.
## Expenses/Income Report - Fall 2005

Prepared 31 December 2005

Currency = US $

### 2005

#### EXPENSES

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<tr>
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<td>Editor: Brown</td>
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<td>Tax compliance services</td>
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| Total Expenses                      | 101,106.49 |

#### INCOME

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<tr>
<td><strong>Subtotal</strong></td>
<td>4,441.99</td>
</tr>
</tbody>
</table>

| **Total Income** | 106,553.60 |

### BALANCE 2005

<table>
<thead>
<tr>
<th></th>
<th>Income</th>
<th>Expenses</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>106,553.60</td>
<td>-101,106.49</td>
<td>5,447.11</td>
</tr>
</tbody>
</table>
2005 In-Kind Contributions

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Brown</td>
<td>16,188.43</td>
</tr>
<tr>
<td>Nancy</td>
<td>25,493.13</td>
</tr>
<tr>
<td>Oxford</td>
<td>41,684.39</td>
</tr>
<tr>
<td>Virginia</td>
<td>11,249.99</td>
</tr>
<tr>
<td></td>
<td><strong>94,615.94</strong></td>
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</table>

Bank Account

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning balance 01/01/05</td>
<td>56,443.00</td>
</tr>
<tr>
<td>Credits</td>
<td>106,553.60</td>
</tr>
<tr>
<td>Debits</td>
<td>-101,106.49</td>
</tr>
<tr>
<td>Ending balance 12/31/05</td>
<td>61,890.11</td>
</tr>
</tbody>
</table>
## Text Encoding Initiative Consortium
### 2006 Calendar Year


Currency = $

### EXPENSES 2006

<table>
<thead>
<tr>
<th>Category</th>
<th>Current</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Staff</strong></td>
<td></td>
</tr>
<tr>
<td>Account Administration</td>
<td>6,250.02</td>
</tr>
<tr>
<td>Membership Administration</td>
<td>15,508.85</td>
</tr>
<tr>
<td>Ed. Infra.: Oxford</td>
<td>5,000.00</td>
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<tr>
<td>Editor: Oxford</td>
<td>32,500.00</td>
</tr>
<tr>
<td>Editor: Brown</td>
<td>15,018.30</td>
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<tr>
<td><strong>Subtotal</strong></td>
<td><strong>74,277.17</strong></td>
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<tr>
<td><strong>Miscellaneous costs</strong></td>
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</tr>
<tr>
<td>Insurance</td>
<td>1,500.00</td>
</tr>
<tr>
<td>Tax compliance services</td>
<td>2,500.00</td>
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<tr>
<td>Bank charges</td>
<td>902.47</td>
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<tr>
<td>Attorney</td>
<td>100.00</td>
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<tr>
<td>Non-profit Registration</td>
<td>25.00</td>
</tr>
<tr>
<td>Trademark application</td>
<td>436.59</td>
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<tr>
<td><strong>Subtotal</strong></td>
<td><strong>5,464.06</strong></td>
</tr>
<tr>
<td><strong>Meetings</strong></td>
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</tr>
<tr>
<td>Board meeting</td>
<td>19,229.10</td>
</tr>
<tr>
<td>Council meeting</td>
<td>19,306.68</td>
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<tr>
<td>Work Groups</td>
<td>0.00</td>
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<tr>
<td>Members meeting</td>
<td>9,114.99</td>
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<tr>
<td><strong>Subtotal</strong></td>
<td><strong>47,650.77</strong></td>
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<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>127,392.00</strong></td>
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</tbody>
</table>

### INCOME 2006

<table>
<thead>
<tr>
<th>Category</th>
<th>Current</th>
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</thead>
<tbody>
<tr>
<td>Membership</td>
<td>93,009.07</td>
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<tr>
<td>Subscriber</td>
<td>1,100.00</td>
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<tr>
<td>Grant</td>
<td>19,330.65</td>
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<td>P4 Royalties</td>
<td>485.50</td>
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<tr>
<td>Meeting sponsor</td>
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<tr>
<td>Other (pay pal test)</td>
<td>0.29</td>
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<tr>
<td>Interest Income</td>
<td>65.59</td>
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</table>

**Total Income** 116,941.10

### BALANCE 2006

<table>
<thead>
<tr>
<th>Category</th>
<th>Current</th>
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</thead>
<tbody>
<tr>
<td><strong>IN-KIND Services</strong></td>
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</tr>
<tr>
<td>Virginia</td>
<td>10,000.00</td>
</tr>
<tr>
<td>Oxford</td>
<td>24,419.49</td>
</tr>
<tr>
<td>Brown</td>
<td>28,600.00</td>
</tr>
<tr>
<td>Nancy</td>
<td>34,056.40</td>
</tr>
<tr>
<td><strong>Total IN-KIND Services</strong></td>
<td><strong>97,075.89</strong></td>
</tr>
<tr>
<td><strong>BANK ACCOUNT</strong></td>
<td></td>
</tr>
<tr>
<td>Beginning balance 01/01/0</td>
<td>61,890</td>
</tr>
<tr>
<td>Credits</td>
<td>116,941.10</td>
</tr>
<tr>
<td>Debits</td>
<td>-127,392.00</td>
</tr>
<tr>
<td><strong>Ending balance 12/31/06</strong></td>
<td><strong>51,439.21</strong></td>
</tr>
</tbody>
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