The 150 members who attended this year’s conference enjoyed a weekend of collegiality and scholarship at the Sheraton Burlington Hotel and University of Vermont Conference Center. In addition to the 40 sessions and 2 roundtable discussions, we had plenary talks that addressed the conference theme of "Borders and Crossings" in two very different, but also very intriguing ways. Kari Winter, (American Studies, SUNY at Buffalo) spoke on the topic "Bordering Freedom but Unable to Cross into the Promised Land: Africans in Early Vermont." Nicholas Saul (German, the University of Durham) brought the conference to a close with another type of border-crossing: “Morbid? Suicide, Freedom, Human Dignity and the German Romantic Yearning for Death.” Other special events included the opening-night reading and concert in the University of Vermont Recital Hall; Philip Baruth (English, University of Vermont) gave a presentation based on his novel in-progress on the Brothers Boswell and David Neiweem (Music, University of Vermont) arranged a musical program on the theme of “Crossing to the Promised Land” featuring, among others, the UVM Catamount Singers. The Catamount Singers also performed at the four-course "Eighteenth-Century Banquet” in the North Lounge of the old Billings Library at UVM that employed recipes from NEASECS member Sandra Sherman's book Fresh from the Past: Recipes and Revelations from Moll Flanders' Kitchen. Those who could not attend the banquet had the chance to sample hors d’oeuvres from this book at the Friday evening book-signing party and reception at the Sheraton.

Financial Report

By way of preface, I would like to state that my guiding principle in organizing the finances for this past year's annual meeting was that I would raise no more money nor charge any higher registration and meal fees than would be necessary to cover expenses. As conference organizer, I am happy to report that I have met this goal, thanks to the invaluable aid and advice of my Program Committee, NEASECS officers such as Charlotte Craig and John O’Neill, and – above all – Denise Zang and her very professional co-workers at the University of Vermont Conferences and Event Services.

The following points indicate the major sources of revenue as well as major expenses, as listed on the attached “Final Invoice” of March 18, 2005 provided by the University of Vermont Conferences and Events Services. For purposes of reference, I also am including the full billing for the Invoice of $7,292.90 from the Sheraton Burlington Hotel, as well as a printout of the “Registration Information” from the NEASECS 2004 Web site (http://www.uvm.edu/~neasecs/).

Start-up Money: $1,000

Prior to the establishment of a budget for fiscal year 2004-05, I received an advance of $1,000 from the NEASECS treasury to reserve the site of the Sheraton Burlington Hotel, with the understanding that this would be returned at the close of the conference. This is the “04-Nov-04 Deposit Applied”
on the Invoice from the Sheraton Burlington Hotel, which I will discuss on the “Expenses” side of my report.

Revenue: $23,847.30

I. Donations: $7,115

1) The University of Vermont: $6,115

In the fall of 2002, when I first explored the possibility of the University of Vermont hosting the 2004 NEASECS Annual Meeting, John Scanlan (the organizer of the 2003 meeting) informed me that he had been told that $5,000 would be the necessary minimum contribution from the host institution. By December of 2002, I had ascertained that I could count on this amount, beginning with $2,000 from the Department of German and Russian, $500 from Women's Studies, and $500 from Area and International Studies. This $3,000 was transferred to an account within Arts and Sciences until such time as I had established a budget number for the Conference in the 2004-05 fiscal year. A further $1,000, from the UVM Humanities Center, was used for the stationary and postage for circulating the initial "Calls for Panels" and "Calls for Papers" to NEASECS members in the winter of 2003-04; by the late spring of 2004, I essentially did all my correspondence with conference participants via e-mail, which saved a great additional amount of money. Finally, the Dean's Office of the College of Arts and Sciences contributed the remaining $1,000 promised when it came time to pay post-conference bills. In September and October of 2004 – when I had a clearer sense of revenue from conference attendance and the actual, as opposed to anticipated expenses, when setting the conference registration fee – I secured pledges of an additional $1,115 from various UVM departments and programs.

Beyond these sums of money, the Provost's Office contributed $1,500 to pay for the registration fees of UVM faculty and students attending the conference; in addition, the Global Outreach Committee contributed $440 to pay for the banquet tickets of the UVM Catamount Singers who performed at the November 4th opening-night Concert in the UVM Recital Hall and who also sang a 15-minute program at the Eighteenth-Century Banquet on Saturday evening, November 6th, in the Billings Library on the UVM campus. These contributions of $1,940, although very much appreciated, had more to do with the way UVM handled the hosting of the event for its own faculty and students; for this reason, I will bracket this amount within the accounting of funds raised, although the good will fostered by these monies could serve as an example of how future organizers might involve their colleagues and students within the Society's annual meeting and, perhaps, even encourage them to become long-term members of NEASECS.

The Total UVM contribution, therefore, was $6,115 (or: $8,055, counting "UVM-internal funding").

2) Non-UVM funding: $1,000

This amount includes $250 from the Northern New England Chapter of the American Association
of Teachers of German (AATG), via a check from its chapter President, Bettina Matthias (who also gave a talk at the conference) and $750 from Ashgate Publishing, in exchange for the opportunity to have a book display at the Sheraton Hotel on November 5-6, 2004; I used the latter money for the Reception on Thursday and for hors d'oeuvres prior to the Banquet on Saturday.

3) Total Donations: $7,115 ($9,055, counting the "internal funding" to cover UVM faculty and student registration/banquet tickets).

II. Registration Income Received (- NEASECS dues): $16,732.30

The figure of $18,397.30 listed on the “Final Invoice” of March 18, 2005 provided by the University of Vermont Conferences and Events Services is a composite figure. This includes not only the total registration fees for conference participants ($85 – $60 for graduate students – prior to 10/04/04, or $100/$75 for registrations received thereafter) and the orders for the optional lunches at the Sheraton and the “Eighteenth-Century Banquet” at UVM, but also the $1,665 from the 111 NEASECS members who elected to pay their 2004-05 annual dues via the conference registration form. For accounting purposes, this latter amount was already returned to Charlotte Craig, the NEASECS Secretary/Treasurer, at the end of 2004, along with a list of the dues-paying members; the actual registration income, therefore, is the amount listed above.

III. Donations in kind:

Nicholas Saul successfully applied for a Travel Grant from the British Academy, for which I wrote a letter of support, indicating that he would give one of the two plenary talks at the Annual Meeting. Kari Winter, our other Plenary Speaker, was scheduled to give a talk in Poultney, Vermont, on the day after our conference and graciously declined my offer of travel expenses for her trip between SUNY at Buffalo and UVM.

The UVM Department of Music donated the use of its Recital Hall for the opening-night Reading by Philip Baruth, Concert of 18th-Century Music, and ensuing Reception. As I later learned, this departmental sponsorship also rendered moot the question as to whether or not NEASECS would be obliged to pay a rental fee for this facility (which proved to be a point of contention regarding the use of the Billings Library for the Saturday-night Banquet).

Expenses: (23,208.26 - $450): 22,758.26

I expect that the majority of the items on the “Final Invoice” are self-explanatory, but I nonetheless will provide a bit of background information that may be of use to future conference organizers.

Coordination Fee: $5,410.00

This represents the amount charged by the University of Vermont Conference and Events Services for their assistance in planning/administering the conference, processing registration, and paying the
various bills. In effect, Denise Zang and her team of co-workers and student helpers handled the logistical side of the annual meeting, allowing me the possibility of focusing my attention on the actual program and all related matters. As I said to Denise on numerous occasions, she is the main reason why I didn’t go crazy in the days and weeks prior to the conference and actually was able to enjoy the annual meeting itself! In short, the fee charged was more than worth the money involved and actually cost less than the $6,000 I had budgeted when estimating conference expenses. For future organizers whose resources permit help from within their own school or department, I still would urge a “division of labor” between one person/group of people who concentrate on the conference program and another person/group who deal with money and logistical matters.

**University Dining Services – SODEXHO:** $4,759.40

This amount refers to the food served either at the reception following the Thursday, November 4th Reading/Concert at the UVM Recital Hall or else at Saturday’s Eighteenth-Century Banquet for 104 people in the Billings Library. With the exception of the $440 for the banquet tickets for the 11 UVM Catamount Singers and complimentary banquet tickets for my 7-member program committee, in appreciation of all their help and support, these expenses were paid either by the banquet tickets or by the $750 donation from Ashgate Publishing.

**Honoraria:** $2,200

The honoraria consisted of $1,000 for each of our two plenary speakers and $200 for the two non-UVM musicians who performed at the November 4th Recital.

**Facility Rental of Billings** $450 (REFUNDED)

After an extended amount of negotiation, aided by interim Dean Jane Knodell of the College of Arts and Sciences, I was able to persuade the UVM administration that it was not appropriate for the host institution to charge a rental fee for the site of the Eighteenth-Century Banquet, particularly as no such fee had been discussed at the June, 2004 meeting in which I discussed the logistics and expenses of the banquet with Denise Zang and representatives of SODEXHO. $450, therefore, has been returned to NEASECS.

**Sheraton Hotel:** $7,292.90

This amount includes all expenses incurred at the Sheraton: meals and gratuities (but no taxes); A/V charges [apart from the separate bill of $370 for Equipment Rental through UVM Media Services at a considerably lower rate than what the Sheraton would have charged]; and a total of 7 nights of lodging for our two plenary speakers at the conference rate of $87 per night (again with no taxes). It also includes a reduction of the previously-mentioned deposit of $1,000 provided by NEASECS – which explains why I was so pleased when UVM added $450 to the $639.04 already returned to the
Society in April of 2005, enabling a full reimbursement of the Start-up funds that had been provided me as conference organizer!

UVM Custodial Services: $492

This fee of $492 for help in setting up the historic Billings Library for the Eighteenth-Century Banquet was, in my opinion, entirely appropriate. Custodial Services did beautiful work!

Printing Services: $1,218.96

This amount includes both the fee charged for the graphic design of the “Borders and Crossings” Conference Program and also the printing of 250 copies of the program. By printing an on-line version of the program on the Conference website, I saved considerable amounts of postage, which then allowed a more elegant printed version of the program. This would be an area where future conference organizers could save some money, if needed.

General Liability Insurance: $575.30

This expense resulted when UVM required insurance coverage for the conference events taking place on campus (something that had not even been mentioned back in 1991, when UVM had hosted that year’s NEASECS meeting). Clearly, the times have become more litigious!

CAES Book Selling/National Book Network

At the Friday-evening reception at the Sheraton, which featured hors d’oeuvres from NEASECS member Sandra Sherman's book *Fresh from the Past: Recipes and Revelations from Moll Flanders' Kitchen*, copies of this volume were made available for a book-signing party. With Sandra’s help, we bought 30 copies of this volume at a wholesale rate and arranged the sale price to cover the $120 for hiring a representative from the University Conference and Events Services (=CAES) to process the book sales. I should mention that Denise Zang graciously processed additional sales (without charge) at the happy hour preceding the Eighteenth-Century Banquet on Saturday, which featured recipes from this cookbook. As such, the planning for this event was yet another aspect of the “break-even” philosophy applied throughout the conference.

Bus Charter: $321.75

This fee represents bus rental for not only the on-campus events on Thursday and Saturday, but also for transportation to the concert of English and Norwegian vocal music in the UVM Recital Hall on the evening of Friday, November 5, 2004 for those conference-goers who had purchased tickets to this optional event.
3-4% credit card processing charge: $415.38

Conference Organizers using online-registration should be aware that the credit-card companies will assess a processing charge. This charge either should be factored into anticipated expenses for the conference (as I did) or else built into the registration fee, regardless of whether an individual might be paying for registration by cash, check, or credit card.

While speaking of anticipated expenses: Denise Zang made the additional helpful suggestion that I draw up an estimate of conference expenses and then add 5% to this amount for unanticipated expenses. I did so, and was glad that I did, in that it provided a cushion that enabled “extras” such as the Friday-night Reception at the Sheraton and the elegant “Borders and Crossings” Program design.

Total Amount Returned to NEASECS: $23,847.30 - 22,758.26 = $1,089.04

It is with considerable satisfaction that on Friday, June 10, 2005 I can report that I have been able to return the entire amount of “Start-up Money” provided me by NEASECS, with a few dollars to spare!

Final Remarks

No doubt, there are questions that I have not addressed in my report. Certainly I am more than willing to answer these, if called upon to do so, just as I am willing to be of aid to future conference organizers. As I said at the 2004 NEASECS Business Meeting, planning a conference is a lot of work, involving help from a great number of people and resources, but also a highly rewarding experience.

Sincerely,

Dennis F. Mahoney
Professor of German
University of Vermont, and
2004 Program Committee Chair
cc: Charlotte Craig
    Beverly Lemire
    Corey Slumkoski
    Jane Knodell
    Wolfgang Mieder
    Denise Zang