

**ANNUAL REPORT OF THE BUSINESS MANAGER  
FOR JOURNAL OF AGRICULTURAL EDUCATION (Vol. 46) 2005**

**Submitted by  
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Business Manager  
May, 2006**

**Activities conducted in 2005:**

1. Coordinated with Tim Murphy, AAAE Treasurer to maintain a computerized database (MS Access) of the 2005 AAAE Members and journal subscribers (non-members).
2. Collected subscription fees from non-member subscribers and forwarded checks received to Tim Murphy, AAAE Treasurer.
3. Corresponded with subscription services regarding rates, missing issues, and replacement issues.
4. Coordinated with Greg Miller, AAAE Editor, to make ready each issue of Volume 46 of the Journal of Agricultural Education.
5. Coordinated with Mike Swan, Chair Editing-Managing Board; Greg Miller, AAAE Editor; and Vickie Marriot at IMS, to make revisions for the cover of Volume 46 of the Journal of Agricultural Education.
6. Arranged for printing and mailing of four issues of Volume 46 of the Journal of Agricultural Education with Instructional Materials Service at Texas A&M University. I worked with Vickie Marriot at IMS.
7. Corresponded with members and subscribers requesting issues of the Journal of Agricultural Education that had not been received or were missing. Mailed missing issues. Mailed complimentary issues to authors when sufficient copies were available.
8. Mailed a copy of the Journal of Agricultural Education each quarter to Sandra Kerka, Associate Director/Editor, ERIC Clearinghouse on Adult, Career, and Vocational Education for inclusion into the ERIC system even though ERIC was undergoing a reorganization; to Debra Seleska, ProQuest Periodicals, for periodical index; and to ISI for possible inclusion in their index. These issues are complimentary through AAAE. ERIC did not index the issues for 2005. I have contacted them and requested that they resume indexing of the JAE. They are behind in their business and promised to review the request as soon as they can. They may or may not decide to index JAE.
9. Approximately 475 issues of Vol. 46 were printed. Back issues are available at a cost of \$10.00 each, including postage.
10. A total of 436 issues of Vol. 46, No. 4 were mailed to members, subscribers, and indexing services. There was an increase in the number of member subscriptions from 342 in 2004 to 352 in 2005. Non-member subscriptions declined from 91 in 2004 to 82 in 2005.
11. It is recommended that non-member subscriptions remain the same for Volume 48 (2007). The present rate is \$120 for non-members (domestic) and \$150 for non-members (international).
12. It is recommended that 2007-2009 Editorial Review Board members for the three regions (two persons per region) be identified by December, 2006.
13. It is recommended that the first issue of the year be prepared and mailed by mid-February (instead of March) because of the number of subscribers who think that their issue has been lost in the mail.
14. IMS bid for printing and distributing Volume 47 (2006) was approved by email vote. The total is: \$19,575. Therefore the budget request for Volume 47 (2006) is \$19,575.



## SUBSCRIPTION REPORT FOR VOL. 46, 2005

### Journal Mailing List (Vol. 46) 2005

Members (active, retired, student)	352
Non-Members	82
<u>Indexing services</u>	<u>3</u>
Total	437

73 – 2005 Subscriptions @ \$120.00 Domestic Subscription Income for 2005	<b>\$ 8,760.00</b>
9 – 2005 Subscriptions @ \$150.00 International Subscription Income for 2005	<b><u>\$ 1,350.00</u></b>
	<b>\$ 10,110.00</b>

**PUBLICATION AND OPERATING EXPENSES**  
**JOURNAL OF AGRICULTURAL EDUCATION**

**VOLUME 46, 2005**

**EXPENSES**

<b>Printing/Binding</b>	<b>V 46 No 1 Spring</b>	<b>V 46 No 2 Summer</b>	<b>V 46 No 3 Fall</b>	<b>V 46 No 4 Winter</b>
Copies Printed	475	475	475	475
Number of Pages (x cover)	89	95	118	98
Print cover blanks, design, layout, edit (qty. 2000)				\$ 950.00
Sub-total Printing Expenses	\$ 3,315.50	\$ 3,325.00	\$ 4,054.00	\$ 3,424.50
<b>Total Printing Expenses</b>				<b>\$ 15,069.00</b>
<b>Mailing/Postage/Correspondence</b>				
United States Sub.	\$ 260.06	\$ 203.95	\$ 241.52	\$ 212.37
International Sub.	\$ 27.45	\$ 23.60	\$ 64.65	\$ 61.85
Mail-out labor	\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00
Replace/Comp/Correspond.				\$ 320.05
Sub-total Postage	\$ 332.51	\$ 272.55	\$ 351.17	\$ 639.27
<b>Total Postage and Correspondence Expenses</b>				<b>\$ 1,595.50</b>
<b>Total Printing and Postage Expenses for Vol. 46</b>				<b>\$ 16,664.50</b>

**INCOME**

**Income from Non-Member Subscriptions** **\$10,110.00**

**COST TO AAAE MEMBERSHIP**

**Net Cost to AAAE Membership in 2005 (\$16,664 - \$10,110) =** **\$6,554.50**

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**2006 Bid for Volume 47, 2006 - Approved by email vote:**

**Instructional Materials Service - Texas A&M University**

The following is the bid for the Journal of Agricultural Education for the year 2006, Volume 47, Nos. 1,2,3, and 4. Four issues are published each year. The number of pages in each issue will vary. Each issue needs to have at least 80 pages or else the journal is too thin to put information on the spine. Then number of journals printed will be 450 copies for each issue.

Paper – Text

- 60# Bright White, 8½X11

Paper – Cover

- 80#, 23X48 (cut in house to fit each issue), Type – Cougar Natural Opaque
- Cover blanks will be designed and printed for the entire yearly volume. There will be no edits made to the covers due to printing them at one time or additional costs will incur.
- Covers will be printed as needed with Table of Contents for each volume.

Perfebinding

- Each issue needs to have a minimum of 80 pages or the journal will be printed without information on the spine.

**Projected Expenses**

**Cover Design**

Volume 47 Layout, Design, and Negatives 180.00

**Printing and Binding Expense**

Volume 46, Nos. 1 through 4

Average – 100 pages per issue @ .085¢/page (impression)

X Average of 450 books per issue 15,300.00

Cover Masters

2,000 Generic Covers @ 45¢/cover 900.00\*\*

Cover for Each Issue

450 covers @ .40¢/copy x 4 copies 720.00

Perfebinding

Approx. 450 copies/issue @ .60¢/copy X 4 issues 1,080.00

**Mailing**

Handling of Mailout

4 issues @ \$50.00 each mailout 200.00

Library Rate Postage

4 issues (charged as billed) 800.00\*

International Postage

Estimate 15 copies per issue (charged as billed) 320.00\*

Postage to send Wade Miller remaining copies of journals

4 issues (charged as billed) 75.00\*

*\*These price quotes are estimates. A price in the current rates has altered the projected expense. Additional price changes could equally affect the total billing.*

*\*\*One-time charge that will be itemized on the first issue only.*

Estimated Bid for Volume 47, Nos. 1, 2, 3, & 4. \$ 19,575.00

**Average cost per copy \$ 10.88**

