

USMS CONVENTION – San Diego, CA – 2003

Committee Name: **FINANCE COMMITTEE**

Session # 2

Cmte. report #: **19B**

Minutes recorded by: Jeanne Ensign

Date/time of this meeting:

Sep 12, 2003, 1:30pm

**ACTION ITEMS
PROPOSED EXPENDITURES**

- 1. MSA to change both club and LMSC registration from \$20 to \$30.**

ACTION ITEMS

- 1. MSA to amend FOG F.2.a. to read: The lowest logical coach airfare shall be used when air travel is required to the destination.**
- 2. MSA to delete dates following additions and amendments to FOG.**
- 3. MSA to add section to FOF regarding emergency/disaster over budget policy (XII.G.).**

Committee Chair: TOM BOAK

Vice Chair: RALPH DAVIS

Number of committee members present: 17 Absent: 3 Number of other delegates at this meeting: 21

Committee members present: Tom Boak, Cathy Pennington, Ex-Officio, Joanie Campbell, Betsy Durrant, Anna Lea Roof, Jeff Moxie, Randy Crutchfield, Doug Church, EC Liaison, Barbara Thomas, Trisha Commons, Conrad Johnson, Homer Lane, Ralph Davis, Jeanne Ensign, Ex-Officio, Tom Lyndon, Lucy Johnson, Kris Wingenroth.

MINUTES

Session 2 was called to order at 1:30.

7. FOG (Continued from Session 1). Changes to FOG as discussed in Session 1 were distributed and reviewed.

MSA to delete dates following additions and amendments to FOG.

Discussion followed regarding the amount that can be reimbursed for airfare (F.2.a.). It is not expected that every airfare submitted for reimbursement will be reviewed for reasonableness, but we do have a review mechanism in place. Currently an expenditure is subject to 1) approval by the controller, 2) review by Treasurer who pays the expense. Either can initiate discussion with the other or the person requesting the reimbursement to discuss the reasonableness of the expenditure. **MSA to amend FOG F.2.a. to read: The lowest logical coach airfare shall be used when air travel is required to the destination.**

MSA accept FOG in its entirety as amended. Copy attached.

8. Budget: the committee noted budget line items for which the committee wishes to speak to the cost center head.

Discussed the practice of budgeting for contingencies: all on the committee are in agreement that if an emergency occurs we spend the money subject to FOG. **MSA to add a section to FOG regarding emergency/disaster over budget policy (XII.G.)**

MSA to change both club and LMSC registration from \$20 to \$30.

Committee review of the budget to be continued in session 3.

The meeting recessed at 3:50 and will reconvene Saturday at 9 am.

