



<b>Meeting Date</b>	<b>February 21, 2007</b>	<b>Time</b>	<b>10:00 – 11:30</b>
<b>Location</b>	<b>Conference Call; 866-919-7299; passcode 6255248</b>		
<b>Meeting Title</b>	<b>BPR Reimbursable Work Group</b>		
<b>Facilitator</b>	<b>Lois Coleman</b>		

**Members and Invited Guests**

*(Y = present; N = not present)*

<b>Member Name</b>	<b>Organization</b>		<b>E-mail</b>
Lois Coleman	Finance Office	Y	
Cynthia Rich	Finance Office	Y	
Mark StClair	Finance Office	Y	
Kathy Bruchey	Finance Office	N	
Brenda Hernandez	NMFS	N	
Dawn DiFiore	NMFS	Y	
Herbert Callands	NWS	Y	
Debbie Hoffman	NWS	Y	
Carmen Solis	NOS	Y	
Bruce Jackson	NOS	Y	
Paul Johnson	OAR	Y	
Steve Musser	OAR	Y	
Sharon Schroeder	OAR	N	
Andrea Moore	OAR	N	
Alicia Taylor	NESDIS	N	
Gerald Thomas	NMAO	N	
Malcolm Orr	OGC	Y	
Thomas Santymire	Budget Office	N	
Pam Williams	CMFD	N	
Valda Ferrell-Evans	CMFD	N	
Sharon Glover	BIS	N	
<b>Guest Name</b>	<b>Organization</b>	<b>✓</b>	<b>E-mail</b>
Tiyo Fonte			
Jackie Schreckengost			

**Agenda:**

1. Approval of Model Templates, Cover Sheet – Bruce Jackson/Malcolm Orr
2. Waivers of overheads, advances – Malcolm Orr
3. Training – Cindy Rich
4. Carryover/Allotments – Paul Johnson

## Minutes:

1. The Group agreed the cover sheet for the model template includes the correct information and approved it.
2. The Group discussed the template for a model agreement, particularly sections “III. Authorities” and “IV. Responsibilities of the Parties.” Bruce Jackson will make required changes and send the template to the Group for final approval at the next meeting.
3. Cindy Rich said that she is starting to plan the training course and would like the Group’s input on the content and the number of staff who should be trained. The Group will discuss training at subsequent meetings.
4. Malcolm Orr said that he had some comments on the draft Chapter 10, “Reimbursables.” Lois Coleman explained that the Chapter had been reformatted and would be sent out to the Group for final approval. Since the Group has discussed all of the major policies in the Chapter, there should not be any substantive comments. Paul Johnson said that the SOP subgroup reviewed the Chapter and noted that some policies were included in the Group’s discussion, but were not in the Chapter. (NOTE: Lois, Mark and Cindy reviewed the draft Chapter to ensure the policies were included. The final draft Chapter was sent to the Work Group on Thursday, Feb. 23.)
5. Paul Johnson reported that the SOPs are 70% complete. When he receives the final draft of the Chapter, he will be able to finalize the SOPs. The SOPs are about 70 pages long and will be sent to the Work Group for review and comment.
6. Paul Johnson discussed an issue that had been discussed in the Business Rules meeting. The issue is whether all carryover funds should be allotted even if an FMC anticipates carryover into the subsequent fiscal year. Before making the Group makes a recommendation, Cindy Rich will contact the Financial Reporting Division to find out if this will have an impact on the general ledger and the preparation of the financial statements.

<b>The next meeting will be:</b>	<b>Thursday March 1, 2007, 10:00-11:30</b>
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