



Meeting Date	11/15/2006	Time	10:00 – 11:30
Location	SSMC2 14246; 866-919-7299; passcode 6255248		
Meeting Title	BPR Reimbursable Work Group		
Facilitator	Lois Coleman		

Members and Invited Guests

(X = present; N = not present)

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

Agenda:

1. Discuss Work Plan/Assign Project Leads – Lois Coleman
2. Reimbursable Reports-- Cindy Rich

Action Items:

SSD Bi-Weekly Meeting Minutes

Date: 11/2/2006

1. Paul Johnson (OAR) will distribute a list of recommended external reimbursable training courses to RWG members before the next meeting.

MINUTES:

Lois Coleman reviewed the actions which must be taken to implement the SOPs in the LO FMCs and the milestones for completing the actions. Team leads and members were assigned.

Cindy Rich reviewed the list of new reimbursable reports and queries which are in various stages of completion. The RWG agreed that report RA506D, "Reimbursable Agreements with No Unfilled Customer Orders" Report will be tabled.

The Next Meeting will be:	Wednesday November 29, 2006, 10:00-11:30
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