



<b>Meeting Date</b>	<b>June 11, 2008</b>	<b>Time</b>	<b>10:30 – 12:00</b>
<b>Location</b>	<b>SSMC2 Room 12246 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	N	
Mark StClair	Finance Office	Y	
Kathy Bruchey	Finance Office	Y	
Tom Bezila	Finance Office	Y	
Kathy Dillehay	Finance Office	Y	
Brenda Hernandez	NMFS	Y	
Dawn DiFiore	NMFS	N	
Herbert Callands	NWS	Y	
Debbie Hoffman	NWS	Y	
Carmen Solis	NOS	Y	
Bruce Jackson	AGO	Y	
Paul Johnson	OAR	Y	
Andrea Moore	OAR	Y	
Alicia Taylor	NESDIS	N	
Gerald Thomas	NMAO	N	
Malcolm Orr	OGC	N	
Thomas Santymire	Budget Office	Y	
Angela Chu	Budget Office	N	
Valda Ferrell-Evans	CMFD	Y	
Zoraida Vasquez	BIS	Y	
<b>FMC/Guest Name</b>	<b>Organization</b>		<b>E-mail</b>
Sheryl Reddix	NMFS	N	
Helen Brandling-Bennett	NMFS	N	
Debra Lucas	OAR	N	
Sue Synder	OAR	Y	
NiKonda Surrent	NESDIS	N	
Sue Bracey	NWS	N	
Brian Crawley	NWS	Y	
Rhonda Stewart	NWS	Y	

Amy Yu	CAO	N	
Lillian O'Dell	NWS	Y	

**Agenda:**

1. Depository for Reimbursable Agreements -- Herb Callands
2. Cost Overruns – Kathy Dillehay
3. SOPs for TWAs – Mark St. Clair

**Minutes:**

1. Depository for Reimbursable Agreements -- Herb Callands

After additional discussions it appears that the repository may be useful, given the level of effort and FTE's needed to update and maintain the Repository.

Lois asked the LO's to put together requirements for the repository and present at the next meeting, Herb Callands said he would consolidate the LO's requirements.

2. Cost Overruns – Kathy Dillehay

Kathy thanked everyone for their assistance in processing SLT's. Kathy requested everyone to review the SLT's to the RA500D Billing Report before entering into CBS.

3. SOPs for TWAs – Mark St. Clair

Cindy Rich and Mark St.Clair will report on SOP's for TWA's at the next meeting.

4. RADG107 Reimbursable Agreement Unmatched Cost Repor

A question was received from NMFS asking if LOs could get clear, concise written instructions on clearing the RADG107 Unmatched Cost Report.

Lois responded that Cindy and her staff are working on clearing a number of WIP/GL differences that are affecting the unmatched cost report and it would be best to wait until this is done. It was suggested to use the RA503D and RA504D which can be found on NOAA's website.

<b>The next meeting will be:</b>	<b>Wed., July 9, 2008 10:30 – 12:00</b>
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