



Meeting Date	August 1, 2007	Time	10:00 – 11:30
Location	SSMC2 18246; 866-919-7299; passcode 6255248		
Meeting Title	BPR Reimbursable Work Group		
Facilitator	Lois Coleman		

Members and Invited Guests

(Y = present; N = not present)

Member Name	Organization		E-mail
Lois Coleman	Finance Office		
Cynthia Rich	Finance Office		
Mark StClair	Finance Office		
Kathy Bruchey	Finance Office		
Brenda Hernandez	NMFS		
Dawn DiFiore	NMFS		
Herbert Callands	NWS		
Debbie Hoffman	NWS		
Carmen Solis	NOS		
Bruce Jackson	NOS		
Paul Johnson	OAR		
Steve Musser	OAR		
Sharon Schroeder	OAR		
Andrea Moore	OAR		
Alicia Taylor	NESDIS		
Gerald Thomas	NMAO		
Malcolm Orr	OGC		
Thomas Santymire	Budget Office		
Candace Davis	CMFD		
Valda Ferrell-Evans	CMFD		
Sharon Glover	BIS		
Guest Name	Organization	✓	E-mail
Susan Snyder			
Debra Lucas			
Amy Yu			

Agenda:

1. Carry-over – Cindy Rich
2. Advance waivers – Mark St.Clair
3. Activating project codes – Mark St.Clair
4. Follow-up on questions/comments from training – Cindy Rich

Minutes:

1. Carry-over

Prior to the meeting, Cindy e-mailed draft carry-over procedures to RWG members. She discussed the procedures with the RWG. Most of the questions were on carry-over for RSFF projects and were related to requesting and allotting FY 2008 anticipated reimbursement amounts. Cindy will discuss the questions with FO and BEX and discuss the procedures again at the next RWG meeting.

2. Advance waivers

The RWG agreed that LO/SOs do not need to request advance waivers for mods which add funding to existing agreements. Waiver letters should include the agreement/project number, but do not need to include money. The waiver letters should be valid for the life of the agreement.

3. Activating project codes

Mark reminded the Group that LO/SOs should not approve CM004s for reimbursable projects. The Finance Office will review and approve CM004s for reimbursable projects only.

4. Follow-up questions/comments from training

The Group began to discuss the questions/comments that resulted from the training on the revised reimbursable policies and SOPs. When the Group has discussed all of the questions, the questions and answers will be posted on the CBS web page.

The next meeting will be:	TBD
----------------------------------	------------