



Meeting Date	August 13, 2008	Time	10:30 – 12:00
Location	SSMC2 Room 18246 Conference Call 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	N	
Cynthia Rich	Finance Office	N	
Mark StClair	Finance Office	Y	
Kathy Bruchey	Finance Office	N	
Tom Bezila	Finance Office	Y	
Kathy Dillehay	Finance Office	Y	
Brenda Hernandez	NMFS	Y	
Tiyo Fonte	NMFS	Y	
Dawn DiFiore	NMFS	N	
Herbert Callands	NWS	Y	
Debbie Hoffman	NWS	N	
Carmen Solis	NOS	N	
Bruce Jackson	AGO	N	
Paul Johnson	OAR	N	
Andrea Moore	OAR	Y	
Alicia Taylor	NESDIS	Y	
Gerald Thomas	NMAO	N	
Malcolm Orr	OGC	N	
Thomas Santymire	Budget Office	N	
Angela Chu	Budget Office	N	
Valda Ferrell-Evans	CMFD	Y	
Zoraida Vasquez	BIS	N	
FMC/Guest Name	Organization		E-mail
Sheryl Reddix	NMFS	N	
Helen Brandling-Bennett	NMFS	Y	
Debra Lucas	OAR	N	
Sue Synder	OAR	Y	
Sylvia Scott	OAR	Y	
NiKonda Surrent	NESDIS	Y	
Sue Bracey	NWS	N	

Brian Crawley	NWS		
Rhonda Stewart	NWS	N	
Amy Yu	CAO	Y	
Lillian O'Dell	NWS	N	
Vernell Stultz	NMAO	Y	
Harriet Gibson	CMFD	Y	

Agenda:

1. Depository for Reimbursable Agreements -- Herb Callands
2. Cost Overruns – Kathy Dillehay
3. Project Codes – Mark St. Clair
4. FO Processing – Kathy Dillehay
5. Carry-over – Tom Bezila
6. September RWG meeting – Mark St. Clair
7. SOPs for TWAs – Cindy Rich

Minutes:

1. Repository – Herb stated that the group was satisfied with what they are now using. To build a repository would require money we may not be able to get; plus workload issues for everyone.
2. Converted projects – Mark St. Clair recommended that all converted project codes still in use should be closed out and that new projects should take their place. Mark explained that there would be other ideas presented to the RWG in order to help the system work more effectively. Herb asked Tom for a list of “offending projects.” Tom discussed several things: (1) there are approximately 300 converted projects in FC 06 and 250 in FC 07; (2) some of these converted projects are causing bad calculations and negative bills in WIP. Herb asked about older, virtually closed projects, and what would be the easiest way to close them out. Tom covered Gene Bolzan’s work to give the RRWG a sense of what was going on in terms of the system. Herb suggested correcting GL and WIP differences and not changing projects (workload issue for LOs). Tom explained the benefits of starting with new projects. Herb questioned the how and why, and suggested tabling the discussion for another meeting.
3. ORs – Mark mentioned that AOD was working on the next round of OR lists. OAR asked that UDOs be included. Mark said they would be included.
4. Carryover – Tom covered the timeline, unmatched cost disconnects across the system, new lists, and advisory to come out. Herb talked about actual vs. estimated carryover. Tom suggested that LOs get NCTEs now for more accurate auto- carryover results. Tom clarified the minor changes between this year and last year.

5. Sept RWG meeting?? – LOs did not want to meet or have a conf call in Sept due to year end workload.

The next meeting will be:	Wed., Oct. 8, 2008 10:30 – 12:00
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