

Budget Committee Minutes

April 17, 2012

Present:

Stevenson Kotton	Va Savu	Don Hess	Gary Abbott
Boni Sanchez	Edward Trickey	Frank Cannon	Ruth Abbott
Diane Myazoe	Mike Sutton	Janet Hess	Bob Willson
Biuma Samson	William Reiher		

1. Minutes from March 22, 2012 approved with changes.
2. Travel Policy review
 1. Changes in wording:
 - a. Section 6b – strike the phrase: with price comparison attached to the TA
 - b. Section 8 – add “-d” to “reimburse”
 - c. Section 11 – change 30 days to 15 days
 - d. Section 12 – change to read “balances due will be paid within 15 days”
 - e. Section 12.2 – add “-s” to “account payable”
 - f. Section 16 – language needs to be added on people purchasing their own ticket and getting reimbursed; also language needs to be added that says a department will not be penalized for delays in the Business Office purchasing tickets (see Feb 13, 2012 minutes for wording)
 2. Stevenson will resubmit the Travel Policy via email for Budget Committee members to review and vote on.
3. FY13 Budget Program
 1. Edgardo demonstrated the Budget reporting program – to be installed with a manual soon. Edgardo will also provide login details.
 2. Suggestions from the committee
 - a. Linking initiatives with CMI’s strategic initiatives
 - b. Mapping focus areas with CMI’s ILOs
 3. Budget managers are to have submitted their budget by May 14th.
4. Stevenson is requested to distribute the Arrak budget to Don Hess, Ruth Abbott, Josh Farr, and Gary Abbott.
5. Next meeting: Monday, May 14, 11 a.m. – this will meeting will last several hours.