



Project Proposal / Request Form

PROPOSAL FOR YEAR(s):	2020
PROJECT PROPOSAL TITLE:	Spring ERDBA AGM - April 4, 2020
SUBMITTER NAME:	Ellen Law
SUBMITTER CLUB:	ERDBA Officers

About this project

ACTION - (The HOW) describe how to get this done: <ul style="list-style-type: none">Funding ERDBA 2020 Spring AGM
DESCRIPTION - (The WHAT) describe the project and scope: <ul style="list-style-type: none">Each year ERDBA officers, Directors and membership need this opportunity to meet and get updates on regional activities and projects. Funding provides reimbursements for facility rental costs, lunch refreshments for attendees and travel for officers.
BENEFIT TO ERDBA - (The WHY) list benefit(s) to ERDBA and/or Members: <ul style="list-style-type: none">Ensures AGMs are funded to allow face-to-face meetings
REQUIREMENTS - (The NEED) list support needed to initiate and complete project: <ul style="list-style-type: none">Member support to provide host sites.

Operational Budget

REVENUE - estimated number of attendees, fee to charge and gross revenue to host and/or ERDBA: NONE
EXPENSES - estimated expenses, costs: \$700 funding for one meeting: includes mileage/tolls for officers, copies, meeting foods
NET ANNUAL BUDGET IMPACT TO ERDBA - estimated: - \$700

Project Details / Logistics

SITE - Project Location: Crescent Boat House, 5 Kelly Drive, Philadelphia, PA 11AM-1PM
EQUIPMENT REQUIRED: <ul style="list-style-type: none">Room for 20-230 attendees, power and phone/wifi/cell access, ERDBA Conference Phone system, Personal Projector
DATE(s) (please try not to conflict with area member events): Saturday, April 4, 2020
Other Comments: <ul style="list-style-type: none">Historic Philadelphia Boat House Row is home to many USA Olympian rowers and home to USA Dragon boating! Ist international team practiced here and won Silver in Hong Kong!

Director name/date:	Confirmed by Exec Officer:
Circle Vote: Yes No Abstain Reason for "No" vote:	Ver 10.23.18