



# Project Proposal / Request Form

PROPOSAL FOR YEAR(s):	2022, 2023
PROJECT PROPOSAL TITLE:	ERDBA Non Discretionary Expenses
SUBMITTER NAME:	Ellen Law
SUBMITTER CLUB:	ERDBA Officers

## About this project

**ACTION** - (The HOW) describe how to get this done:

- Expenses required to conduct Organizational operations

**DESCRIPTION** - (The WHAT) describe the project and scope:

- \$4000 - Annual USDBF membership dues
- \$1120 - Annual D&O Insurance with Jacka-Liquori Agency (3/5/22-3/5/23)
- \$204 - Annual P.O. Box rental, New Hope (12/31/21-12/31/23)
- \$400 - Annual Misc Officer expenses (flyers, supplies, postage, misc travel)
- \$44 - 8/22, 3 year renewal Namesecure.com ERDBA.net Domain name renewal (8/5/22-8/4/25)
- \$119 - 12/22, 2 year renewal Weebly 2 year starter site for Hosting ERDBA.net (12/10/22-12/9/24)
- \$0 - Conference call service

**BENEFIT TO ERDBA** - (The WHY) list benefit(s) to ERDBA and/or Members:

- Allows ERDBA to continue to provide member support during the year.

**REQUIREMENTS** - (The NEED) list support needed to initiate and complete project:

- Ensure these are renewed before expiration to ensure uninterrupted service.

## Operational Budget

**REVENUE** - estimated number of attendees, fee to charge and gross revenue to host and/or ERDBA: ZERO

**EXPENSES** - estimated expenses, costs:

**NET ANNUAL BUDGET IMPACT TO ERDBA** - \$5,887/2022, \$5,724/2023

## Project Details / Logistics

**SITE:** NA

**EQUIPMENT REQUIRED:** NONE

**DATE(s)** (please try not to conflict with area member events): NA

**Other Comments:** NONE

<b>Director name/date:</b>	<b>Confirmed by Exec Officer:</b>
<b>Circle Vote:</b> Yes No Abstain	<b>Reason for "No" vote:</b>