



Project Proposal / Request Form

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PROPOSAL FOR YEAR(s):	2016
PROJECT PROPOSAL TITLE:	ERDBA Fall Meeting
SUBMITTER NAME:	Ellen Law
SUBMITTER CLUB:	NJDBC

About this project

ACTION - (The HOW) describe how to get this done:
Secure a facility to host the ERDBA Fall Board of Director Meeting

DESCRIPTION - (The WHAT) describe the project and scope:
Rental of Lake Parsippany Club house (NJDBC member rate of \$300 11AM-5PM), 701 Lake Shore Drive, Parsippany, NJ.

BENEFIT TO ERDBA - (The WHY) list benefit(s) to ERDBA and/or Members:
Provide a meeting location

REQUIREMENTS - (The NEED) list support needed to initiate and complete project:
Send in completed contract with facility rental fee prior to Nov 12, 2016.

Operational Budget

REVENUE - estimated number of attendees, fee to charge and gross revenue to host and/or ERDBA:
No fee to approx. 20-40 attendees representing directors and supporters

EXPENSES - estimated expenses, costs:
\$300 facility rental (noon-5PM), Lunch sandwiches \$150, Coffee/munchies (provided by NJDBC)

NET BUDGET IMPACT TO ERDBA - estimated:
\$450 expense

Actual \$300 facility msto refreshments

$$\begin{array}{r} 300 \\ + 84.79 \\ \hline 384.79 \\ + 152.1 \\ \hline 536.89 \\ - 450.00 \\ \hline 86.89 \end{array}$$
= under budget

Project Details / Logistics

SITE - Project Location:
701 Lake Shore Drive, Parsippany, NJ

EQUIPMENT REQUIRED:
speaker phone capability required to handle call-ins

DATE(s) (please try not to conflict with area member events):
Nov 12, 2016

Other Comments:

Approved unanimously
EL EM NM
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Director name/date: _____ Confirmed by Exec Officer: _____

Circle Vote: Yes No Abstain Reason for "No" vote: _____



Project Proposal / Request Form

PROPOSAL FOR YEAR(S):	2016
PROJECT PROPOSAL TITLE:	Officer Expense Account
SUBMITTER NAME:	Ellen Law
SUBMITTER CLUB:	NJDBC

About this project

ACTION – (The HOW) describe how to get this done:
 Approve an expense account up to \$500 for ERDBA officers to use up to 12/31/2016 if needed.

DESCRIPTION – (The WHAT) describe the project and scope:
 Occasionally officers need to make purchases in behalf of ERDBA in their day-to-day operations. This expense account "caps" officer spending. Additional funds require director approval through another request form.

BENEFIT TO ERDBA - (The WHY) list benefit(s) to ERDBA and/or Members:
 Saves officers from having to submit director requests for smaller purchases. Helps create an atmosphere of spending discipline. Since April 2, 2016, ERDBA shut down all spending because 80% of our 2016 revenues were spent. Creating an executive expense account provides executives some flexibility to care for the day-to-day discretionary operations of the region, but also clearly caps this spending pending additional Director approval. Although I do not expect to have any expenditure for the final quarter of 2016, requesting access to funds if needed.

REQUIREMENTS – (The NEED) list support needed to initiate and complete project:
 none

Operational Budget

REVENUE – estimated number of attendees, fee to charge and gross revenue to host and/or ERDBA:
 none

EXPENSES – estimated expenses, costs:
 No greater than \$500 for 4th quarter 2016

NET BUDGET IMPACT TO ERDBA - estimated:
 No greater than \$500 for 4th quarter 2016

Project Details / Logistics

SITE – Project Location:
 None

EQUIPMENT REQUIRED:
 Access to this expense account requires approval from majority of ERDBA officers and only paid when presented with receipts.

DATE(S) (please try not to conflict with area member events):
 Nov 12-Dec 31, 2016

At this time, ERDBA officers do not expect or plan any purchases for Quarter 4 of 2016.

Director name/s: _____	Confirmed by Exec Officer: <i>[Signature]</i>
Circle Vote: <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Abstain Reason for "No" vote: _____	Ver 10.11.15

