



Project Proposal / Request Form

PROPOSAL FOR YEAR(s):	2017
PROJECT PROPOSAL TITLE:	ERDBA Spring Meeting (This is a budget placeholder/backup in case no other facility is secured)
SUBMITTER NAME:	Ellen Law
SUBMITTER CLUB:	NJDBC

About this project

ACTION - (The HOW) describe how to get this done:
Rent Lake Parsippany club house and secure lunch to host the ERDBA Spring Board of Director Meeting
DESCRIPTION - (The WHAT) describe the project and scope:
Support the ERDBA fall BOD meeting
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:
Reserve and Send in completed contract with facility rental fee prior to April 15, 2017.

Operational Budget

REVENUE - estimated number of attendees, fee to charge and gross revenue to host and/or ERDBA:
No fee to approx. 40-50 attendees representing directors and supporters
EXPENSES - estimated expenses, costs:
\$300 facility rental (noon-5PM), Lunch sandwiches \$300, Coffee/munchies (provided by NJDBC)
NET BUDGET IMPACT TO ERDBA - estimated:
\$600 expense

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):
March 25, or April 1 or April 8, 2017
Other Comments:

Director name/date:	Confirmed by Exec Officer:	Approved Unanimous
Circle Vote: <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Abstain	Reason for "No" vote:	12



Project Proposal / Request Form

PROPOSAL FOR YEAR(s):	2017
PROJECT PROPOSAL TITLE:	ERDBA Fall Meeting (This is a budget placeholder/backup in case no other facility is secured)
SUBMITTER NAME:	Ellen Law
SUBMITTER CLUB:	NJDBC

About this project

ACTION - (The HOW) describe how to get this done:
Rent Lake Parsippany club house and secure lunch to host the ERDBA Fall Board of Director Meeting
DESCRIPTION - (The WHAT) describe the project and scope:
Support the ERDBA fall BOD meeting
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:
Reserve and Send in completed contract with facility rental fee prior to Nov 1, 2017.

Operational Budget

REVENUE - estimated number of attendees, fee to charge and gross revenue to host and/or ERDBA:
No fee to approx. 40-50 attendees representing directors and supporters
EXPENSES - estimated expenses, costs:
\$300 facility rental (noon-5PM), Lunch sandwiches \$250, Coffee/munchies (provided by NJDBC)
NET BUDGET IMPACT TO ERDBA - estimated:
\$550 expense

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 11, 2017
Other Comments:
Approved Kenenians

Director name/date:	Confirmed by Exec Officer:
Circle Vote: <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Abstain	Reason for "No" vote:



Project Proposal / Request Form

PROPOSAL FOR YEAR(s):	2017
PROJECT PROPOSAL TITLE:	Office 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 \$1,500 for ERDBA executive committee to use towards discretionary expenses or special activities fund during 2017.

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

Occasionally executive committee (officers) makes purchases in behalf of ERDBA in their day-to-day operations. This expense account "caps" these non-budgeted 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, expenses or supporting special activities not currently in the budget. Helps create an atmosphere of spending discipline. Provides executives flexibility to care for the day-to-day discretionary operations in behalf of the region, but also clearly caps this spending pending additional Director approval.

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 \$1,500 (one thousand five hundred dollars) during the calendar year: Jan 1, 2017 - Dec 31, 2017.

NET BUDGET IMPACT TO ERDBA - estimated:

No greater than \$1,500 for the calendar year: 2017.

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):

January 1 - December 31, 2017

Director name/date:	Confirmed by Exec Officer:
Circle Vote: <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Abstain	Reason for "No" vote:



Project Proposal / Request Form

PROPOSAL FOR YEAR(s):	2017
PROJECT PROPOSAL TITLE:	ERDBA Directors attending USDBF AGM (2/25/17)
SUBMITTER NAME:	Ellen Law
SUBMITTER CLUB:	NJDBC

About this project

ACTION - (The HOW) describe how to get this done:
Cover travel expenses for all three ERDBA Directors to attend the USDBF AGM in Montgomery, Alabama 2/25/17.
DESCRIPTION - (The WHAT) describe the project and scope:
Travel, housing, and meals for 2 nights and 2 days for 3 ERDBA directors departing from Pittsburgh, DC and Newark Airports.
BENEFIT TO ERDBA - (The WHY) list benefit(s) to ERDBA and/or Members:
Provide ERDBA directors an opportunity for a face-to-face with the USDBF BOD and officers. Easier means to conduct full day of meetings.
REQUIREMENTS - (The NEED) list support needed to initiate and complete project:
Early approval provides opportunity to secure cheaper flights.

Operational Budget

REVENUE - estimated number of attendees, fee to charge and gross revenue to host and/or ERDBA:
0
EXPENSES - estimated expenses, costs:
Capped at \$850 per Director for 2 night stay. (flights estimated at \$325-450, 2 rooms at \$150/night each, meals of \$65/person/day, \$100 car/gas, \$30 car park, \$50 baggage)
NET BUDGET IMPACT TO ERDBA - estimated:
\$2,550 (2 day), \$1905 (1 day)

Project Details / Logistics

SITE - Project Location:
na
EQUIPMENT REQUIRED:
na
DATE(s) (please try not to conflict with area member events):
Event date: 2/25/17 (travel = 2/24, return 2/26)
Other Comments:
<div style="text-align: right;"> <p>14 yes</p> <p>12 yes</p> <p>1 NO</p> <p>26 yes</p> <p>1 NO</p> <p>Approved</p> </div>

Director name/date:	Confirmed by Exec Officer:
Circle Vote: Yes No Abstain Reason for "No" vote:	Ver 10.11.15



Project Proposal / Request Form

PROPOSAL FOR YEAR(s):	2017
PROJECT PROPOSAL TITLE:	Sell ID making machine and supplies
SUBMITTER NAME:	Ellen Law
SUBMITTER CLUB:	NJDBC

About this project

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

Sell used ID Printer (Magicard Rio Pro Duo ID Card system) and supplies (ribbon and blank cards for 350 IDs). Purchased in 2015 at \$2448.

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

Sell the ID Printer and supplies purchased in 2015 at \$2448. EBAY offers currently at \$1600-1800. Purchased in 2015 to serve as an ID tool for members at AM check-in at races. These 2 year IDs were to cost each racer \$10. This process was replaced by the zero cost "peer checking" program using excel rosters with racer photos.

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

Cash in on an ERDBA asset while it still retains some value.

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

Offer to ERDBA members and/or post on EBAY for sale with \$1600 reserve.

Operational Budget

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

\$1600-1800 addition to ERDBA funds.

EXPENSES - estimated expenses, costs:

Ebay commission and shipping costs

NET BUDGET IMPACT TO ERDBA - estimated:

+\$1400-1600 with sale

Project Details / Logistics

SITE - Project Location:

Pittsburgh, PA

EQUIPMENT REQUIRED:

Ebay account

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

ASAP

Handwritten notes:
Approved
Nina will have possession & will sell on eBay
sell - 1st 16 sell 28
RJ km

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



Project Proposal / Request Form

PROPOSAL FOR YEAR(s):	2017
PROJECT PROPOSAL TITLE:	ERDBA youth scholarship
SUBMITTER NAME:	Ellen Law
SUBMITTER CLUB:	NJDBC

About this project

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

Award 3 - \$500 scholarships to Members high school youth racers attending the 2017 IDBF worlds.

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

Assign a committee to develop a process to receive and evaluate nominations and make a selection to award 3 honorees. These cash donations issued within 1 month of the IDBF worlds. Honoree must represent TEAM USA from ERDBA at the 2017 IDBF worlds.

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

Provide opportunities for the paddling youth to self fund raise through this application process.

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

Must be a member of an ERDBA club crew, be under 18 at time of the 2017 IDBF worlds, and submit their application by June 1 for review by the scholarship committee.

24 & under STUDENT
FULL TIME

Operational Budget

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

No fee collected

EXPENSES - estimated expenses, costs:

\$1500 - \$500 scholarships.

NET BUDGET IMPACT TO ERDBA - estimated:

- \$1500 - \$3000

18, 24
KATIE PECK (IDBR) APPROVED TO
CHAIR COMMITTEE TO
DEVELOP & PROCESS APPLICATIONS & SELECTION.
23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100

Project Details / Logistics

SITE - Project Location:

na

EQUIPMENT REQUIRED:

na

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

submit application by June 1

Other Comments:

Need to form a committee of 3-5 individuals to develop a nomination, selection and announcement process.

#24 youth Approved

Director name/date:

Confirmed by Exec Officer:

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

Ver 10.11.10