

Finance Teleconference Meeting  
November 28, 2016

Members present: Kimlyn Lambert, Oshana Watkins, Mark Steele, Helen Pase. Staff present: Freida Moore, Debbie Hippler  
Absent: Ping Miller, Rene Cummins

The meeting was called to order at 10:04am by chair, Kimlyn Lambert

The October P&E (the most recent report) was reviewed and approved.

The heating/cooling situation of the SILC office was discussed.

The travel reimbursement process was discussed due to an unexpected reimbursement request. Policy for reimbursement outside of conference and quarterly meeting attendance will be established in conjunction with the Executive committee. These policies will be presented at the next Finance meeting.

The payment of vacation overage hours for Debbie was discussed. Oshana moved that payment be made of all hours over 80, Helen Pase second, all approved.

No other business was discussed. The next meeting will be held by teleconference on Monday, December 19 at 2:00pm.

The meeting adjourned at 10:29am

*Respectfully submitted by Debbie Hippler*