

2016 FOG Draft Summary of Policy Changes

Listed below are policy changes to the current version of FOG. Some changes are made in the interest of making the process more efficient, as it has evolved or as it should be; one is a notable departure from previous policy – providing meal reimbursements at the annual meeting for national level volunteers. Most changes are to Section V, Reimbursements and Disbursements. Changes considered to be housekeeping are not included in this list, e.g. changing “Executive Director” to “CEO”. The changes are listed in the order they appear in FOG.

1. Lists of items charged to a budget line item are provided to Budget Control Heads two times per year. After change, lists are provided to Budget Control Heads only if items charged are greater than \$2,000. Previously the list was provided regardless of dollar amount. (Section IV.A.2.)
2. CEO travel reimbursement approval: After change, the CEO will remit to the Treasurer. Previously it could be remitted to the President or Treasurer. (Section V.A.4.)
3. Travel for Volunteers (Section V.A.5.):
 - a. In the absence of the Budget Control Head, their Vice President, the Treasurer or the CEO can approve the reimbursement. Previously it was the President, not the Treasurer;
 - b. Providing authorization for non-budgeted travel: Added the Treasurer in addition to the President or designee; and
 - c. Approving expense reimbursement for non-budgeted travel that received prior authorization: deleted the President and added the Treasurer.
4. Reimbursement for meals at the annual meeting for national level volunteers required to attend: a flat fee of \$115 for Board members and \$90 for Chairs of Standing, Board and Ad Hoc Committees and Zone Chairs (or designees). Previously they did not receive reimbursement. (Section V.B.1.a.iii.) (Related changes to V.B.1.a.i and V.B.4.)
5. Correction: Reimbursement for annual meeting registration fees for Liaisons and Special Appointments. This line was omitted in the 2014 re-write. (Section V.B.1.a.iv.)
6. Increased the maximum amount of meals the CEO or staff can be reimbursed for business dealings from \$50 to \$75 per guest per social event. (Section V.B.8.)
7. Pre-approve the preparation of checks or payments by direct bank debits: added the Treasurer. Previously only the CEO could do this. (Section V.C.2.)
8. Added an Operating Reserve Ratio of a minimum of six (6) months of average operating costs in cash or cash equivalents. Deleted the requirement to have \$120,000 in an insurance reserve and \$150,000 general reserve either in cash or cash equivalents. Added an Opportunity Reserve. (Section IX.A.) (Contingent on approval of the USMS Reserve Funds Policy).
9. Pre-approve exceptions to the travel restrictions for key employees: deleted the Secretary and added the Treasurer. (Section XII.G.)