

Appendix, Minutes September 13, 2011 Stats for SPDF

Beginning of Fund

Quarter 4 2010 \$\$\$ available \$25,000
Awarded 2 staff members totaling \$550
Funds available \$24,450

Quarter 1 2011 \$\$\$ available \$24,450
Awarded 4 staff members totaling \$2,660
Funds available \$21,790

Quarter 2 2011 \$\$\$ available \$21,790
Awarded 10 staff members totaling \$4,526.96
Funds available \$17,263.04

New Fiscal Year

Quarter 3 2011 \$\$\$ available \$25,000
Awarded 6 staff members totaling \$4,095
Funds available \$20,905

Quarter 4 2011 \$\$\$ available \$20,905
Awarded 15 staff members /2 Ineligible/2 No's/8 modifications totaling \$7,826.64 which is down from the original amount requested of \$9,990.11
Funds available \$13,078.36

Concerns-

- Travel up to a certain amount
- Conference Fees/study materials put some verbiage in the by-laws
- Staff to be eligible must complete their probation period
- Travel/Hotel will be based on double occupancy-preferred
- Fact finding vs. development
- Need a group application form
- CPA materials/tests/licensing/travel
- Need to update the travel policy in the policy manual to be consistent
- Determine how to allot the funds quarterly.
- More clearly define the expectation of the departments
- State that proposals may be modified by the committee
- Determine if an employee can contribute personally to the expenses for the application