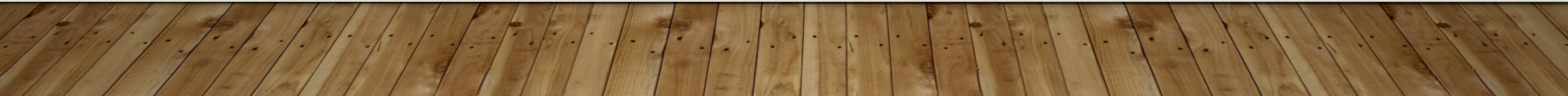


AD-HOC COMMITTEE ON FUNDING FOR APPOINTED & TRUSTED SERVANTS TO ATTEND WORKSHOPS & CONFERENCES

SUMMARY REPORT AND RECOMMENDATIONS



SCOPE OF WORK

Ad-hoc committee was formed at the January 2019 Area Quarterly in response to motions that had been brought forward regarding appointed officers attending national workshops and conferences. The committee defined our scope of as the following:

- Discuss funding service workshops/conferences for area appointed and elected trusted servants.
- Benefits/Value to Area, Cost, Equitable, etc.
- Set some criteria necessary to disseminate information back to the area.

QUESTIONS WE LOOKED AT

- Who/when has national/regional workshops/conferences?
- How long have the web and archivist been going to conferences and what have been the benefits received?
- Where should the “value of attending” choice be made?
- Determine what recommendations to make to the body?
- Look at the cause and effect of attending the workshop
- Do we need to spend money just because it's there?
- Will giving a flat amount (or cap) exclude someone who cannot make up the difference?
- How do we keep the districts/committees engaged about keeping the committee chair accountable to share and pass on the learned info?
- What is the best method of providing a report back after the workshop?

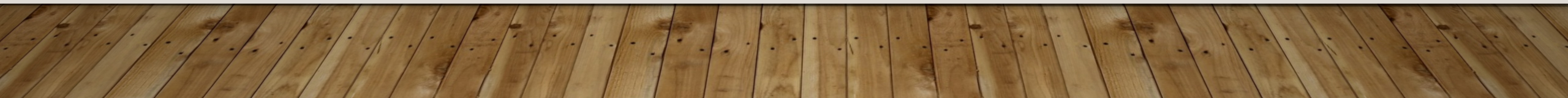
BUDGET/FINANCIAL

- We also talked about why we send money to GSO instead of spending in the area, reviewed the current budget process and determined additional financial considerations.

Additional Financial Considerations

- Recommendations do not guarantee attendance annually. As with all area expenditures, budgets are limited by contributions. If contributions are forecast to be less than expenses, the Area Committee will make decisions on what services/expenses should be reduced to ensure that the area remains self-supporting.

Additional Financial Questions

- Could “excess” funds that would have been sent to GSO be used for this funding?
 - Why would we send one person to an event when that money could be used to help many?
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BUDGET/FINANCIAL

- Excess funds sent to GSO by area 72
 - 2014 \$ 9,164.39
 - 2015 \$ 14,679.78
 - 2016 \$ 18,504.54
 - 2017 \$ 14,454.06
 - 2018 \$ 10,200.50
 - **Total \$ 67,003.27**

BUDGET/FINANCIAL

COST FOR DELEGATE TO ATTEND PRAASA

• 2014	\$ 693.50
• 2015	\$ 941.10
• 2016	\$ 511.42
• 2017	\$ 678.21
• 2018	\$ 766.78
• 2019	\$ 814.35
• Total	\$ 4,414.36
• Average	\$ 735.73

COST FOR APPOINTED SERVANTS TO ATTEND WORKSHOPS/CONFERENCES

• 2017 Total	\$ 3,290.99
• Archivist	\$ 1,185.09
• Webmaster	\$ 1,235.90
• Corrections	\$ 870.00
• 2018 Total	\$ 1,734.36
• Archivist	\$ 902.36
• Webmaster	\$ 832.00
• Average Cost	\$ 1,005.00

RESPONSES FROM OTHER AREAS ABOUT TRAVEL FOR PRASSA, WORKSHOPS & CONFERENCES

Does your Area fund send your Alt. Delegate, Chair, Alt Chair, Treasurer and Alt. Treasurer to PRAASA? If yes, which trusted served? And does the Area fund all of the travel or a portion of the travel? Does the Area send the person both years of the rotation or only one time?

- Arizona - Area 03
 - Fully funds Delegate, Alt. Delegate, and Area Chair annually.
- California Northern Coastal - Area 06
 - Fully funds Delegate, Alt. Delegate and a third officer (chosen from the hat) annually. Third person may not go if funds are tight.
- Mid. Southern California - Area 09
 - Fully fund Delegate annually. Other elected officer that attend split \$2500 equally.
- California Northern - Area 07
 - Fully funds all elected officers and partially fund appointed officers annually.
- Southern California - Area 05
 - Fully fund Delegate and Alt. Delegate annually. All other officers have budget of \$500

RESPONSES FROM OTHER AREAS ABOUT TRAVEL FOR PRASSA, WORKSHOPS & CONFERENCES

Do you send committee chairs such as treatment, corrections, web, archives etc to their national or regional conference? If yes, does the Area fund all of the travel or a portion of the travel? Does the Area send the person both years of the rotation or only one time?

- Arizona - Area 03
 - Each committee chairs has a set budget. If they plan on attending and the cost exceeds their budget a request is made by the coordinator for funding to attend. These request have not been denied.
- California Northern Coastal - Area 06
 - Archives, BTG and Web attend national workshops annually. Motions were passed to add items to our budget, but we have the committee make a housekeeping motion in advance, to ensure funds are available.
- Mid. Southern California - Area 09
 - Each of committee chairs has a discretionary budget of about \$400/year to spend how they wish.
- California Northern - Area 07
 - Fully fund chairs to Archives, BTG, and NAATW annually.
- Southern California - Area 05
 - \$125.00 budgeted for each chair for travel only to PRAASA.

RESPONSES FROM OTHER AREAS ABOUT TRAVEL FOR PRASSA, WORKSHOPS & CONFERENCES

If funding does occur for travel to PRAASA, regional forums or national conference for committees, what is the mechanism that triggers it each year? Is it something automatically budgeted for? Was it a motion that created the travel? Are there any other ways your Area is making the decision on how to select which trusted servants to send to which event? Is it a lottery? First come first serve.

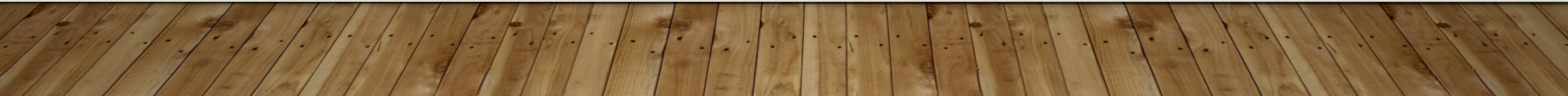
- Arizona - Area 03
 - Also funds Delegate, Alt Delegate, and Chair to Regional Forums and Delegate to International Convention. Committee chairs request funding to attend events and it's approved on a case-by-case basis.
- California Northern Coastal - Area 06
 - Budget is motion driven but PRAASA is automatic. Other workshops are done by housekeeping motions annually to ensue available funding.
- Mid. Southern California - Area 09
 - Committee Chairs indicate if their current budget is sufficient or does it need to be increased. Then the Finance Committee then creates an annual proposed budget based on these numbers and it's voted on.
- California Northern - Area 07
 - Funds traditionally based on duties that include attending events, it is discussed during the Spending Plan discussions every year.
- Southern California - Area 05
 - Yes. This is in our budget process.

RECOMMENDATIONS

- We recommend that we fully fund all the elected officers to attend PRAASA annually. This recommendation is in addition to Motion 75.2, which funds the Delegate to attend PRAASA. This recommendation would also replace motion 00.4, which provide unallocated funds for elected officers. We recommend elected officers who attend PRAASA provide detailed reports to the archives and to the area as requested.
- We recommend that we fully fund Appointed Committee Chairs to attend national workshops/conferences that have G.S.O. participation that supports their responsibilities to the area. This recommendation would replace motion 10.1 and 15.2. We recommend Appointed Committee Chairs who attend national workshops/conferences provide detailed reports to their respective committees, to the archives, and to the area as requested.
- We recommend that when any area trusted servant attends a workshop, conference, or other event funded by the area, they will provide a written report (provided to the newsletter, website, and archives) and an oral report to the body as appropriate (Committee Quarterlies, Area Quarterlies, Area Assembly, etc.).
- We recommend that the funding would be approved through the regular budgeting process which includes approval from the Area DCMs and voting Committee members at the January Business Quarterly.

We move that we fully fund all the elected officers to attend PRAASA annually. This motion is in addition to Motion 75.2, which funds the Delegate to attend PRAASA. The elected officers who attend PRAASA will provide detailed reports to the archives and to the area. The funding would be approved through the regular budgeting process which relies on available funding and approval at the January Quarterly by the body.

(To be included in background this does not include PNC and does not include striking the unallocated funds.)



We move that we fully fund Appointed Committee Chairs to attend national workshops/conferences that have G.S.O. participation and that supports their responsibilities to the area. This motion would replace motion 10.1 and 15.2. Appointed Committee Chairs that attend national workshops/conferences will provide detailed reports to their respective committees, to the archives, and to the area. The funding would be approved through the regular budgeting process which relies on available funding and approval at the January Quarterly by the body.

(To be included in background this excludes PRAASA and PNC).