



<b>Meeting Date</b>	<b>December 10, 2008</b>	<b>Time</b>	<b>10:30 – 12:00</b>
<b>Location</b>	<b>Conference Call 866-919-7299; passcode 6255248</b>		
<b>Meeting Title</b>	<b>BPR Reimbursable Work Group</b>		
<b>Facilitator</b>	<b>Lois Coleman</b>		

**Members and Invited Guests**

*(Y = present; N = not present)*

<b>Member Name</b>	<b>Organization</b>		<b>E-mail</b>
Lois Coleman	Finance Office	Y	
Cynthia Rich	Finance Office	Y	
Mark StClair	Finance Office	Y	
Kathy Bruchey	Finance Office	Y	
Tom Bezila	Finance Office	N	
Kathy Dillehay	Finance Office	N	
Brenda Hernandez	NMFS	Y	
Dawn DiFiore	NMFS	N	
Tiyo Fonte	NMFS	N	
Herbert Callands	NWS	Y	
Debbie Hoffman	NWS	N	
Carmen Solis	NOS	N	
Bruce Jackson	AGO	N	
Paul Johnson	OAR	N	
Andrea Moore	OAR	N	
Alicia Taylor	NESDIS	Y	
Gerald Thomas	NMAO	N	
Malcolm Orr	OGC	N	
Thomas Santymire	Budget Office	N	
Angela Chu	Budget Office	N	
Valda Ferrell-Evans	CMFD	Y	
Zoraida Vasquez	BIS	Y	
<b>FMC/Guest Name</b>	<b>Organization</b>		<b>E-mail</b>
Sheryl Reddix	NMFS	N	
Helen Brandling-Bennett	NMFS	Y	
Debra Lucas	OAR	Y	
Sue Synder	OAR	Y	
NiKonda Surrent	NESDIS	Y	
Sue Bracey	NWS	N	
Brian Crawley	NWS	Y	

Rhonda Stewart	NWS	N	
Amy Yu	CAO	N	
Lillian O'Dell	NWS	N	
Vernell Stultz	NMAO	N	

**Agenda:**

1. Cost Overruns – Kathy Dillehay
2. Close-out of Projects – Kathy Dillehay
3. Update on WIP/GL Fixes – Cindy Rich

**Minutes:**

1. Cost Overruns – Mark St. Clair said the lists of cost overruns as of October, 2008, which include UDOs, were sent to the LOs on 12/2/08. The LOs cannot deobligate many of these UDOs without AGO approval. LOs should concentrate on determining which UDOs are still valid and which UDOs are not valid and should be deobligated. NOAA no longer has an automatic deobligation program.
2. Close-out of Projects – The LOs should continue to close out projects which are greater than 5 years old. If these projects cannot be closed out because of UDOs, the LOs should stop charging new costs to them.
3. Update on WIP/GL Fixes – Cindy provided a status on the effort to clean up the WIP/GL differences. The SQL fixes should be completed in Dec. 2008. Cindy asked the LOs to look at the 502/503 reports and let her know about anything unusual which may be related to the SQL fixes. Cindy's team, with the help of AOD, is still working on clearing up problems with individual projects. The goal is to complete the clean-up by the end of the fiscal year and to be able to produce good overrun reports.

<b>The next meeting will be:</b>	<b>Wed., January 14, 2009 10:30 – 12:00</b>
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