

*Mary Delaney, President
City of Gardner*

*Co-Treasurers:
David Gelineau, City of Beverly
Sarah Stanton, City of Salem*

*Thomas Watkins, Vice President
Town of Andover*

*Co-Secretaries:
Whitney Haskell, City of Salem
Sandra Marquis, Alternatives*

AGENDA

Friday, May 15, 2015
Devens Common Center, Devens
Hosted by: MAPPO Officers

Business Meeting Agenda

- 1) Welcome – *Mary Delaney*
- 2) Introduction of New Members and Guests
- 3) Secretary Report and Approval of Minutes – *Whitney Haskell/Sandra Marquis*
- 4) Co-Treasurer Report – *Dave Gelineau/Sarah Stanton*
- 5) Committee Reports:
 - a. Legislative Affairs – *Dan Doucette and Mike Gauthier*
 - b. Website Committee – *Tom Watkins*
 - c. Speaker Committee – *Angela Allen*
 - d. EO533 Working Group/OSD – *Mary Delaney*
 - e. MUNIS Users Working Group – *Dave Geanakakis*
 - f. MAPPO Outreach Committee – *Sarah Stanton*
- 6) Announcements:
 - a. Our last meeting of this year will be a lunch cruise out of Beauport Princess Cruiselines in Gloucester MA on June 17th. Speaker will be Pamela Bloomfield of the Clarus Group.
- 7) Old Business:
 - a. On April 29th MAPPO will had a booth and a hospitality room at the MassBuys conference.
- 8) New Business and Member's Agenda Items:
 - a. New venues being sought for MAPPO meetings in 2015-2017, please contact Tom Watkins if you have a venue that might be suitable (must accommodate 70 people).
 - b. Members are being asked to approve a new policy for reimbursement which may be found on the reverse side of the agenda.

Purpose

MAPPO recognizes that travel or expenses may be incurred from time to time to conduct business and further the mission of the organization. This Policy is to ensure that adequate controls are in place and expenditures are appropriate. MAPPO shall reimburse only reasonable and necessary expenses. When incurring business expenses, MAPPO expects discretion and good business judgment with respect to those expenses. Travel shall directly benefit MAPPO or the MAPPO Membership.

Expense Report

Expenses will not be reimbursed unless the individual requesting reimbursement submits a written Expense Report using the approved form to the Treasurer within thirty days of the purchase. Report shall include written receipts showing the vendor name, description of the item(s), date, and total expenses. A credit card receipt or statement may be used to document the vendor and date of an expense, provided other required details of the expenditure are fully documented.

Transportation

Travelers shall be compensated for use of their personal vehicle when used for MAPPO business and mileage will be reimbursed at the currently approved IRS rate per mile. Public transportation, parking and toll expenses incurred by those traveling on MAPPO business will be reimbursed. The costs of parking tickets, fines, valet service, etc., are the responsibility of the individual and shall not be reimbursed.

Business Meetings

Reasonable expenses incurred for business meetings will be reimbursed only if the expenditures are approved in advance by the President of MAPPO (or the Executive Board should the traveler be the MAPPO President). Detailed documentation for any such expense must be provided, including a complete description of the business purpose for the activity including the specific business matter discussed.

Expenses related to scheduled MAPPO monthly meetings and Annual Conference

MAPPO Officers may be reimbursed for lodging and/or travel expenses related to meetings and conferences only when the jurisdiction for which the Officer is employed does not reimburse said lodging and/or travel expenses.

For meetings, lodging expenses are eligible for reimbursement when:

- Meeting location is beyond 60 miles of the Officer's place of employment
- Lodging is for the night preceding the scheduled meeting

For Annual Conference, lodging expenses are eligible for reimbursement when:

- Lodging is for the night(s) preceding conference date(s)

Travel reimbursement is limited to:

- Mileage at the approved IRS rate per mile, to and from the scheduled meeting/conference
- Public transportation, parking and tolls, to and from the scheduled meeting/conference

Conference Committee members may also be reimbursed under this section of the policy, under the same guidelines and limitation, with prior approval of the President.

Non-reimbursable Expenditures

MAPPO maintains a strict policy that expenses in any category that could be perceived as inappropriate or excessive will not be reimbursed. Expenses that are not reimbursable include, but are not limited to:

- Out of State travel
- Meals, alcohol or bar costs not related to a meeting of MAPPO Members
- Membership dues with any other club or organization
- Participation in or attendance at recreational events
- Clothing purchases
- Business conferences and entertainment which are not approved by the MAPPO President (or the Executive Board should the traveler be the MAPPO President)
- Expenses for spouses, friends, or relatives
- Expenses for which the individual's city/town/agency reimburses the individual. MAPPO reimbursements shall be the secondary source to the individual whenever possible.