

PROCEDURAL DECISIONS

Activities

June meetings will include guest speaker and **membership drive**; PD **picnic** will be held each September (12-12-2012)

Expenditures

Speakers' lunches will be paid for and a BPRO token will be given instead of a gift card. The BPRO token will be determined by our treasurer. (12-7-2011)

PD will fund four **memberships** annually at our June PD meeting, with one each allotted to the localities of Amherst, Bedford, Campbell, and Lynchburg, then subsequently awarded to an individual at agency discretion. (6-19-2008)

PD will customarily make a **\$25.00 donation to non-profit organizations** that allow us to use their facilities at no cost. (6-19-2008)

PD will secure and maintain a **debit card**. (6-19-2008)

Allocation of Funds for Illness and Death policy adopted. (9-24-2008)

So that PD Officers and PD-based Committee Chairs can attend State Board meetings, PD funds shall be used to pay for their **hotel rooms** when (a) overnight travel is required, meaning that the meeting is being held at a distance of three or more hours away, and (b) the cost is not covered by the state organization or local agency. (3-18-2009)

PD funds will be used to pay the \$20.00 **Conference Registration fees** for the PD President, PD-based Committee Chairs, and PD-based Executive Board Officers. (3-24-2010)

The PD will routinely donate **\$100.00 of PD funds in the name of "BPRO PD11" to a worthy cause** each December. \$50.00 of this money will be used to benefit a needy child, with the arrangements to be managed by a PD agency, and the remaining \$50.00 will be used to benefit a needy adult, with the arrangements managed by a second PD agency. Each year, the responsibilities for managing these donations will shift to two more of the remaining PD agencies, so that all five will ultimately be involved in this process. The responsible agency will designate the worthy cause to which its \$50.00 share will be given. (12-9-2009)

At each annual PD picnic, a **Certificate of Appreciation and \$20.00 gift card** will be given to one BPRO member from each of our PD's local agencies, and each local agency's recipient will be designated by their agency prior to April 1st of each year. (7-1-2010)

Fundraising/Investments

A **50/50 raffle** will be conducted at each PD11 meeting with half of what is collected going to the winner and the other half going into our Treasury to help offset expenditures. (12-10-2007)

The PD will open and maintain a \$1,000.00 **CD**. (6-19-2008)

Each PD agency has the option to conduct an **independent fundraiser** of its own choosing to raise funds for the PD's Treasury. (9-29-2010)

Website

Our PD will have an **official website** and Glenn Custer will continue to maintain it. (09-19-2007)