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**WORKING CAPITAL FUND BOARD**  
**Minutes of the Meeting**  
**May 18, 2005**

**1. Introduction**

The Board Chair, Howard Borgstrom called the meeting to order.

**2. Approval of Minutes March 1, 2005 Meeting**

The Board adopted the minutes of the March 1 meeting without comment.

**3. Fund Manager Second Quarter Report for FY 2005**

Howard presented an overview of the Second Quarter Report for FY 2005. The fund operated with net earnings of -\$0.2 million or -0.4% on \$48.5 million in earnings. He reported that all businesses are operating well and pricing policies in effect for FY 2005 are expected to fulfill the earnings needs of the businesses. The Board accepted the report as submitted.

Some Board members raised the question of using fund citations for building services and whether they were double billed by the building occupancy business line. Specifically cited were locks, and carpet, along with other alterations. The Board Secretary determined that routine door locks are covered in the Fund business, however, specialized security locks require the use of non-WCF expertise and it is necessary for the program to cite their own funds to the individual contractors who provide this service. Carpet is not part of the WCF and it is necessary for the program to cite its own funds to the individual contractors who provide this service. Other alterations have resulted in disputes concerning who approves the alteration in the past, and for that reason, it is necessary to ask the program financial office to approve the request for the alteration. If funds are cited, they are not used because the business uses WCF assets to provide these services and charges programs through the WCF. If any program thinks it has been charged twice, they should call Louis D'Angelo to ensure that this does not happen.

**4. Governance Working Group**

Howard presented the new Board Charter with a side by side explanation of changes from the original Charter. The Board approved the revised charter and indicated that the revised charter and membership in the next Board should go forward to Deputy Secretary Clay Sells. The membership of the new Board should include every current member with the exception of Legacy Management which has indicated it will decline.

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## **5. E Travel**

Michael Fraser addressed the Board as a preview to the phased implementation of E Travel. Whereas the investment used CMIP funding of the Office of CIO, operations will be paid for through the use of the travel card as an added fee to the ticket charge. Savings associated with on-line booking will be lost if the traveler uses a travel agent to book the travel.

## **6. Information Technology Advisory Group Report**

Harry Hixon presented the business case for network and phone modernization and briefed the Board on the next steps. There will be a meeting with the Technical Advisory Committee on June 2 to present the business case. Following that meeting Harry will meet individually with customers to discuss their views. If the preparation is deemed adequate Harry plans to meet with the Board in July to gain approval to go forward with a recommendation.

Board members asked Harry to present a complete analysis of the impacts to their programs with specific cost impacts versus current pricing policy, including new hand sets and special security requirements specific to DOE. They also asked that he arrange another hq-wide meeting for questions and answers and bring a federal manager whose office has been transitioned to VOIP so they can question that person as well.

## **7. PMCDP**

Walter Howes addressed the Board on progress made by the PMCDP Working Group. Based on discussions from their meeting, the group decided to maintain the current method of billing for PMCDP based on actual projects and number of project managers. Walter also gave a progress report on the program itself citing 72 certified project managers and an increasing number and frequency of course offerings. The fund manager will bill the second half bill using the current methodology.

## **8. FY 2007 Budget Process**

Although the budget estimates was presented to program customers April 28, there are some indications that the estimate for STARS is \$1 million too low.

## **9. Web Survey**

Bob Emond presented the results of the fund manager's survey of users of the WCF web page. Generally customers are satisfied with the web page and think the information is important to the performance of their duties. The fund manager will continue to support the web page in its current configuration.

## **10. The Board adjourned**

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**Representing the Board**

EI Steve Durbin  
Chair Howard Borgstrom  
SSA Lesley Gasperow  
EH Kevin Kelly  
EE Tom Heavey

GC Susan Beard  
RW Dick Levan  
PI Jon Mathis  
PML Jack Dodd

FE Anita Bedrosian  
NE Randy Scott  
SC Vicki Barden  
CIO Harry Hixon

**ATTENDEES:**

Judy Saylor – IM  
Penny Gardner – IM  
Walter Kennedy – IM  
John Bullock – IM  
Laura Brown – PA/CI  
Lang Soo Hoo - NE

**ME**  
Amos Street  
Barbara McNeal  
Bob Emond  
Michael Slie  
Jeff Rubenstein  
Mary Anderson  
Tony Nellums

**ME**

Louis D'Angelo  
Steve Young  
Willie Mae Ingram  
Jerry Odegard  
Michel Fraser  
Walter Howes  
Wanda Chambers