



Minutes
Resilient Navigation & Timing Foundation
Board of Directors

September 16, 2015

I. Convening

The meeting was held at 6:00pm at Clyde's, Tysons Corner. Mr. Dana Goward, Mr. Martin Faga, Mr. Lawrence Kiern Mr. Chuck Schue and Mr. Ed Sayadian attended. Mr. John O'Sullivan from Harris attended as a guest.

II. Approval of the minutes from prior meetings

The minutes from the previous board meeting (Aug 18th) were reviewed and approved.

III. Regular Business: Detailed information on the foundation's recent activities and finances was provided in advance of the meeting. The board discussed these written reports.

IV. New Business

- a) The board voted (Mr. Goward abstaining from the discussion and vote) to reimburse the Executive Director for local travel and miscellaneous expenses in the amount of \$237.35, funds permitting.
- c) The board approved the foundation travel policy edited at the last meeting (attached hereto).
- d) Discussion – various other issues of general interest were discussed.

V. Adjournment

The meeting was adjourned at 7:00pm.

L. I Kiern, Secretary

Resilient Navigation & Timing Foundation

Travel Policies

The following policies apply to payments or reimbursements for travel in support of foundation business by volunteers or employees. Exceptions may be granted by the board of directors, but must be documented in the official minutes of a board meeting.

General Policies and Guidelines:

- Persons traveling on foundation business shall bear in mind the organization's status as a charity with limited income and actively seek economical methods of accomplishing the organization's business.
- In most cases, travelers should select non-refundable air fare and hotel rates so as to take advantage of the lower costs.
- Reimbursements for actual expenses are often lower than standard per diem rates. The foundation encourages travelers to consider filing claims on this basis.
- Payments for travel expenses will generally follow the standards established for employees of the US government by the General Services Administration, State Department, and in the Joint Travel Regulations.

Notwithstanding the above general policies and guidelines:

- Air travel over 5 hours may be reimbursed at a "premium economy" rate, so long as that rate is not more than 15% above the base rate.
- Air travel with legs of 10 hours or longer that involve a sleep cycle may be reimbursed at the business class rate (advance consultation with the board outlining the status of the organization's funds and cost of the travel should occur whenever possible).
- Accommodations at an event venue may be selected if they do not exceed the published federal government reimbursable rate by more than 15%.
- The board of directors may make exceptions to any of these provisions on a case by case basis as they see appropriate.

A handwritten signature in blue ink, appearing to read "L. I. Kiern", is written over a horizontal line.

16 September 2015

L. I. Kiern, Secretary