



Reimbursement for Paperless Meeting Devices Policy

Governance Section: Finance

Revision Date: 3/28/2024

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Purpose

1. To provide a reimbursement to Member Agencies for the expense of purchasing and providing a portable, digital device that eliminates the need for hardcopy meeting materials.
2. To reduce meeting costs.
3. To conserve resources.

Authority

1. Interlocal Agreement, Section 3 (“all things necessary and proper”),
2. Bylaws, Section 5, Member Representatives,
3. Bylaws, Article VII, Meetings.

Policy Statement

1. The Pool provides each Member Agency up to \$1,000 to offset the cost of purchasing a device to be owned by the Member Agency and used at WSTIP meetings. The Pool shall not provide this reimbursement more often than every three years.
2. The reimbursement is for the Member Agency with payment being remitted to the Agency.
3. The Executive Director will establish minimum device requirements, such as minimum screen size and battery life, for the portable internet connectible device. Device requirements will be communicated in the Paperless Meeting Device Reimbursement Form as maintained by the Executive Director.

Amendment

This policy may be amended by the Executive Committee.

Policy History

Shortened purpose statement in March 2024.

Passed by the Executive Committee March 28, 2024.

Attest:

Approved as to form:

Shonda Shipman, President

Monique Liard, Secretary

Richard L. Hughes, General Counsel