



**Society of Women Engineers  
FY18 Senate  
Motion Submission Form**

<b>Date:</b>	12/22/2017	<b>Item #:</b> S-1808	
<b>Title:</b>	Reserve Fund Document		
<b>Description:</b>	Approve revisions to the Reserve Fund Document		
<b>Motion Maker:</b>	Heather Doty	<b>Second:</b>	Dianne Beever

**DISCUSSION PRO**

A team made up of members from the Senate, Board of Directors, Board of Trustees, and the Finance Committee reviewed the Reserve Fund Document and agreed upon the recommended changes which include:

- Eliminate the Special Project Fund, making the Reserve Fund for Emergency use only
- Minimize administrative transfers between HQ and BOT accounts
- Align fiduciary responsibility (Board of Directors to have authority to approve emergency withdrawals)
- Change target value from 75% to 60-70% of General Operating Reserve based on benchmarking and risk assessment activities

The changes have been presented to the full bodies of those four groups and all questions posed have been addressed.

**DISCUSSION CON**

None.

**BUDGET IMPACT**

None.

**STAFF RECOMMENDATION**

Staff supports.