



**Item #18-1-5
Action**

Strategic Planning Committee

December 21, 2017

Approve Board Member Travel Policy

Issue: Should SACOG adopt a formal travel policy for board members?

Recommendation: That the Strategic Planning Committee recommend that the Board adopt a formal travel policy for board members.

Discussion: SACOG board members participate in several conferences and tours each year. SACOG currently pays for 100% of the cost of the board chair's participation, and 50% of the cost of the vice chair's participation in the following conferences:

1. Metro Chamber Cap-to-Cap
2. Metro Chamber Study Mission
3. Asian Chamber D.C. trip
4. SACOG D.C. advocacy trips
5. SACOG Study Tours

SACOG also pays for a board appointee to attend the annual CALCOG Regional Forum.

Staff recommends that the board adopt a policy that continues the tradition of providing financial assistance for the board chair and vice chair to participate in these conferences and tours, in the structure described above, and that the board chair, in consultation with the CEO on budget availability, decide on additional financial assistance to board members for travel.

Criteria to be considered for board member travel assistance could include geographic diversity, community size, members' past participation in conferences, and jurisdiction's ability to pay. Payment or reimbursement for board travel would be consistent with SACOG's adopted travel policy.

Approved by:

James Corless
Chief Executive Officer

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Key Staff: Kirk Trost, Chief Operating Officer/General Counsel, (916) 340-6210
Erik Johnson, Director of Administration & Local Government Services,
(916) 340-6247