

RESOLUTION NO. 2014-14

**A RESOLUTION BY THE MASON TRANSIT AUTHORITY BOARD
ADOPTING A POLICY FOR COFFEE AND LIGHT REFRESHMENTS**

WHEREAS, to establish guidelines to authorize serving coffee and light refreshments per RCW 43.03.050(3) and (4) at special situations or occasions as approved in advance.

WHEREAS, coffee encompasses any non-alcoholic beverage and light refreshments is an edible item that may be served between meals such as doughnuts, fruit or cheeses.

WHEREAS, the purpose is not intended for use with normal daily business activities.

NOW THEREFORE BE IT HEREBY RESOLVED, by the Mason Transit Authority Board that the Policy for Coffee and Light Refreshments which is attached hereto as Exhibit A and incorporated herein be established and adopted.

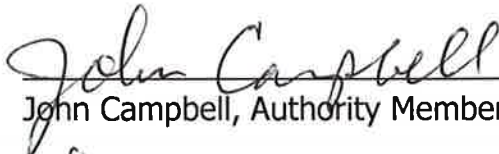
Dated this 15th day of July, 2014.



Mike Olsen, Chair



Deborah Petersen, Vice-Chair



John Campbell, Authority Member



Mike Felton, Authority Member



Terri Jeffreys, Authority Member

Rick Johnson, Authority Member



Randy Neatherlin, Authority Member


Tim Sheldon, Authority Member



Cheryl Williams, Authority Member

APPROVED AS TO CONTENT: 

Brad Patterson, General Manager

APPROVED AS TO FORM: 

Robert W. Johnson, Legal Counsel

ATTEST: 

Jeri A. Wood, Clerk of the Board

DATE: 7/15/14



Title:	Coffee and Light Refreshments Policy
Number:	403
Effective:	August 1, 2014
Cancel:	N/A
Prepared by:	Danette Brannin, Finance/IT Manager
Approved by:	Authority Board Resolution No. 2014-14

POL-403 COFFEE AND LIGHT REFRESHMENTS

This policy applies to all Mason Transit Authority (MTA) employees, Mason Transit Authority Board and Mason Transit Advisory Board.

1.0 Purpose

The purpose of this policy is to establish guidelines to authorize serving coffee and light refreshments. This authority is not intended for use with the normal daily business activities of Mason Transit Authority, but rather for special situations or occasions as approved in advance by the General Manager or designee.

2.0 Definitions

Coffee And Light Refreshments - Coffee encompasses any non-alcoholic beverage, such as tea, soft drinks, juice, or milk. Light refreshment is an edible item that may be served between meals, for example, doughnuts, sweet rolls, and pieces of fruit or cheese.

Regular Workplace - The location where employee or state official normally performs his/her work (excludes meeting and conference rooms).

3.0 Allowable Events

Per RCW 43.03.050(3) and (4), coffee and light refreshments may be served at a meeting outside the regular workplace where:

- The person responsible for the meeting receives prior approval for the serving of coffee and light refreshments as documented properly by a completed Request for Approval - Light Refreshment/Meeting Meals form; and
- The purpose of the meeting is to conduct MTA business; and
- The coffee and light refreshments are an integral part of the meeting or training session; and
- A receipt is obtained for the actual costs of the coffee and/or light refreshments.

This policy is for special situations and occasions as well as legally authorized official public meetings, including executive sessions. It also includes employee recognition events outlined in MTA's Employee Recognition Program when appropriate.



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MTA is not required to provide coffee and/or light refreshments at meetings.

4.0 Hosting Activities/Team Meetings

Mason Transit Authority shall not fund “hosting” activities that are intended either to lobby a legislator or a governmental official or are to be a social rather than a governmental business event.

Coffee and light refreshments for team meetings, welcoming new staff or other employee activities outside of the Employee Recognition Program would not normally be provided using MTA funds.

5.0 Responsibilities

The person responsible for the meeting must fill out a Light Refreshment/Meeting Meal form and obtain proper approval prior to meeting. To receive reimbursement for the purchase of coffee and light refreshments:

- A receipt must be obtained for the actual costs of the coffee and/or light refreshments.
- The purpose of the meeting must be noted on the receipt or purchase log.
- All other policies and procedures for purchasing on behalf of MTA must be followed. For example, if using a MTA credit card, a purchase log must be completed.



Request for Approval – Light Refreshments and Meeting Meals

Instructions: Fill out form and obtain approval from General Manager or designee prior to meeting or training. Submit to Finance after meeting or training with receipt and agenda and sign-in sheet, if applicable.

Type of Activity To Be Held:	
<input type="checkbox"/> Meeting <input type="checkbox"/> Training <input type="checkbox"/> Board Meeting <input type="checkbox"/> Other:	
Date(s) and Time(s) of the Activity:	
Purpose, Objective and/or Accomplishments of the Activity in support of MTA: (Please give complete description)	
Name and Title of Person Responsible for the Activity:	
Name: _____	Title: _____
Location of Activity:	
Name of Facility: _____	Address: _____
Estimated Number Attending: _____	
Estimated Cost: _____	
Team and Account Code to be Charged: _____	
Signature and Date of Requestor:	
_____	Date: _____
Approval:	
Name: _____	Date: _____
Signature: _____	Position: _____