

September 8, 2005

**To:** LCOG Executive Committee  
**From:** George Kloeppe  
**Subject:** Business Expense, Civic Involvement

In June when the Committee considered my biennial Performance Review, we discussed the value of “civic involvement” by the Executive Director. I noted that, while I have substantial spending authority for agency-related purchases, the organization has not addressed the question of civic activities such as Rotary and City Club as appropriate objects of “business expense.” In June, there was agreement by the Committee (1) that the Executive Director’s participation in these two organizations was appropriate and valuable from an agency perspective; and (2) that the meal costs, not membership dues nor contributions, associated with such participation should be considered a business expense.

The issue was not resolved at that point, but I was asked to prepare a statement that could be approved at the Committee’s September meeting. I would suggest that, if it remains the Committee’s intent to establish this point, a dated signature verifying the Committee’s understanding is all that would be required for the file.

**Clarification of Definition of Business Expense—Civic Involvement**

Agreed by the LCOG Executive Committee that, in recognition of the relevance and value to the organization of its Executive Director’s participation and direct involvement in local civic organizations, the meal costs associated with the Executive Director’s participation in Rotary and the City Club of Eugene are to be considered legitimate LCOG business expenses and may be paid or reimbursed by LCOG.

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Chair, LCOG Board  
of Directors

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Date