

White Pine Annual Board Meeting
Agenda
October 1, 2025
Saginaw Valley State University, Curtiss Hall, Banquet Room A
7400 Bay Road
University Center, MI 48710

Call to order

Approval of Agenda **ACTION**

Approval of Minutes- August 27, 2025 **ACTION**

Treasurer's Report- August 2025 **ACTION**

Director's Report

Old Business

- Employee Handbook
 - 4.25 Reimbursement for Approved Business Expenses

4.25 Reimbursement for Approved Business Expenses

The Cooperative will reimburse employees for pre-approved business expenses that are reasonable, necessary, and comply with IRS guidelines. Employees must submit a written pre-approval request to the Director. Employees seeking reimbursement for approved business expenses must provide receipts for each expense.

Proposed amendment to 4.25 Reimbursement for Approved Business Expenses

The Cooperative will reimburse employees for reasonable and necessary business expenses that are pre-approved and comply with IRS guidelines. This includes mileage and meal expenses incurred during travel for Cooperative business. Mileage will be reimbursed at the current IRS Standard Mileage Rate, and meals will be reimbursed or paid by the Cooperative based on the General Services Administration (GSA) per diem rates. Alcoholic beverages are not reimbursable. Employees must submit a written pre-approval request to the Director before incurring any expenses. To receive reimbursement, employees must provide itemized receipts for all approved expenses.

New Business

- Seating of new Board members
- Slate of candidates for Officers
- Election
- Oath
- 2025-2026 Proposed Meeting Dates **ACTION**
Dec. 3, Feb. 25, Apr. 22, Jun. 24, Aug. 26, Sep. 23 (if needed)

Public comments and announcements

Next meeting date: December X, 2025, Rawson Memorial District Library, 6495 Pine Street, Cass City, MI 48726

Other Important Dates: MLA Annual Conference, October 29-31, 2025.