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DDA SUBJECT FILE COPY

DDA 87-0775//
13 April 1987

MEMORANDUM FOR THE RECORD

SUBJECT: CEAF Board Meeting, 5 February 1987

25X1
25X1
1. The Central Employees Activities Fund (CEAF) Board met on 5 February 1987, as the meeting scheduled for 22 January was postponed due to snow. All members of the Board were present as well as OF Advisor, [REDACTED] OGC Advisor, [REDACTED] was not in attendance. The agenda for the meeting is attached.

2. The following items are keyed to the attached agenda:

a. Minutes of Last Meeting - Approved as noted.

b. Review Recent Events:

25X1
o [REDACTED]

o EEO Meeting - Expenditure reviewed.

o CT Course - Expenditure reviewed.

25X1
o POV Claim from [REDACTED] - Request was initially approved but then rescinded as POV should come out of official travel funds. The cost of the coffee and donuts associated with the CT program for that date was approved.

c. Near-Term Activities:

o OS Report on Emergency Fund Use for CY-86 - It was noted that no expenditures were made from this fund during 1986. OS wanted to know if they should publicize the existence of the fund. The Board agreed that it was not necessary. Jim will advise OS. The next report will be forwarded in six months.

DDA MEMORANDUM
FILE: [REDACTED]

25X1

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SUBJECT: CEAF Board Meeting, 5 February 1987

- 25X1 ○ CY-86 Financial Statement - [] EAA Bookkeeper, did statement which is being routed for signatures. Statement should be available at next Board meeting.

- 25X1 ○ Updated Declaration of Trust - [] advised that he had not had a chance to get the Trust updated. He informed the Board that he was queried about the CEAF being audited and solicited the Board's approval. The Board agreed.

d. Ideas for CEAF Support:

- 25X1 ○ OMS Physical Fitness Program - [] of OMS
25X1 advised that she did not feel it was prudent for CEAF to
25X1 purchase equipment for the Exercise Room [] in view
25X1 of the fact that they are moving []
25X1 indicated that Agency funds were not available for the
25X1 equipment. The Board agreed to review the proposal after
25X1 OD&E moves []
- 25X1 ○ OP Educational Aid Fund & PSAS - [] advised that he is
25X1 still waiting for the proposal from OP on the EAF and PSAS.
25X1 Jim will call OP to get the proposal before the next Board
25X1 meeting.
- 25X1 ○ DS&T 25th Anniversary - [] advised that projected
25X1 participants for the Anniversary will be 500 people with a
25X1 projected cost of \$2,000-\$2,800. He felt it was a worthwhile
25X1 cause and the Board agreed. The Board will fund up to \$3,000
25X1 for the Anniversary. DS&T should send the EDR bill to the
25X1 CEAF Chairman for approval not to exceed the \$3,000.
- 25X1 ○ New Ideas? - Nothing suggested.

e. Other?

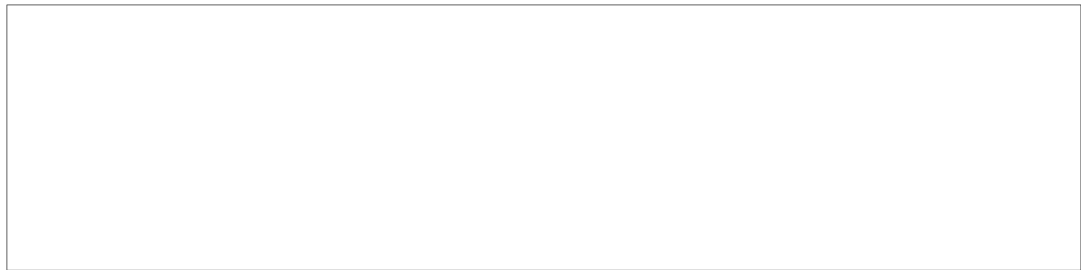
- 25X1 ○ New Requests:

[]

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SUBJECT: CEAF Board Meeting, 5 February 1987

25X1



25X1

Proposal from [redacted] for \$30.55 for coffee and donuts for CT Spouse Course - Approved by Board.

25X1

25X1

Proposal from [redacted] for Sponsorship of Recreational Activity - [redacted] will call Cindy to obtain the cost of three drink containers. Will address at next meeting.

25X1

[redacted] proposed that the one-time purchase of Holiday decorations be paid to each Office at a fixed amount. Much discussion was held and it was decided that with the amount of offices the cost was too prohibitive.

o Miscellaneous:

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25X1

25X1

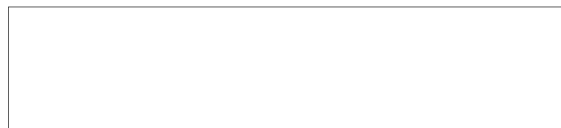
25X1

25X1

[redacted] advised the Board that he will be changing positions next week. His replacement will be [redacted]. [redacted] has worked on CEAF matters in the past. [redacted] requested OF to prepare a memo appointing [redacted] replacement on the Board.

3. The next meeting of the Board is scheduled for 24 April 1987 from 0900-1200 in Room 7D32 Headquarters.

25X1



Secretary to EXA/DDA

APPROVED:

25X1

25X1

[redacted]
[redacted] EXA/DDA (Chairman)

4/14/87
Date

Distribution:

Original - CEAF File w/refs

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- 1 - DDA Subject w/refs
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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

C/DI/MPSS/SSC

EXTENSION

NO.

ZF42 HQS

DATE

15 December 1986

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1.

~~Exec Secretary, EAF~~

2.

Chairman, EAF

17 DEC 1986

12/19

JM

3.

CAA Account
GF 44 HQ

4.

~~C/DI/MPSS/SSC ZF42 HQS~~

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15.

15 December 1986

MEMORANDUM FOR: Chairman, Employee Activity Fund Board

VIA: Chief, Mananagement, Planning and Services Staff

FROM:
Chief, Support Services Center, ODDI/MPSS

SUBJECT: Funding of a Special Event

1. Following a seminar on Minority Awareness, the Director of Equal Employment Opportunity was asked to meet with the Associate Deputy Director for Intelligence, DI Office Directors and other selected DI officers to discuss certain minority issues. The conversation focused on ways to more effectively recruit minorities and ideas on how the work environment could be structured so that minorities would have more opportunities for progression. The meeting began at 5:00 pm and concluded around 7:00 pm.

2. The Executive Dining Room was asked to serve coffee and doughnuts. As only CIA employees were present, it would not be proper to charge appropriated funds for this expense. Nor did it seem appropriate to ask each attendee to contribute toward the \$27.00 cost. However, as the conversation helped form programs in recruitment and career progression that will or do directly benefit a segment of CIA present and future employees, it would seem appropriate for the Employee Activity Fund to cover this expense.

3. It is requested that the Employee Activity Fund cover this expense of \$27.00.

APPROVED:

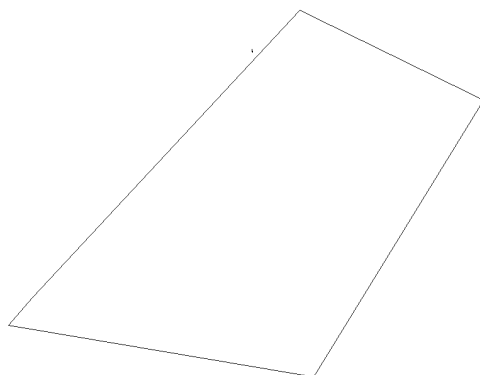
Chairman, EAF

12/15/86
Date


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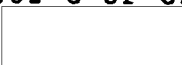
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2 October 1986

STAT
MEMORANDUM FOR: Chairperson
Central Employee Activity Fund Board
STAT
FROM: 
Chief, Training Branch, Career Trainee
Division, OTE
SUBJECT: Certification Processing - Career Trainee
Spouse Course

STAT
1. Attached for certification processing are receipts for donuts and supplies associated with providing coffee and donuts to the Career Trainee Development Course on 2 October 1986

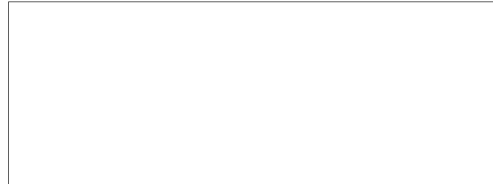
STAT
STAT
2. Reimbursement should be made to 
Career Trainee Division, 202 C of C. If you have any questions please contact our office 

25X1

Attachment 

I hereby certify that I have spent \$32.26 for supplies and donuts in support of a Career Trainee Development Course. Attached are receipts for the purchases.

STAT



APPROVED:

STAT



Chairman, Central
Employee Activity Fund

1/8/87
Date

STAT

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MEMORANDUM FOR: Board of Directors
Central Employee Activity Fund

FROM: Chief, Budget and Finance
Office of Security

SUBJECT: Central Employee Activities Fund Audit


REFERENCE: MEMORANDUM OF AGREEMENT DD/A 84-0105

1. This memorandum constitutes the semi-annual report (for the period 1 July - 30 December 1986) on the fund of \$1,000.00 maintained in the Office of Security's, Security Duty Office. The funds have been made available by the Central Employee Activity Fund to make personal loans to employees in emergencies.

2. The attached memorandum from the Chief, Security Duty Office states that there were no transactions during the period in question and that the fund contained \$1,000.00.

3. On 5 January 1987, I counted the fund and verified that it contained \$1,000.00.

25X1



Attachment



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ADMINISTRATIVE - INTERNAL USE ONLY

9 January 1967

STAT
MEMORANDUM FOR:

[REDACTED]
DS&T Representative to the Central Employee Activities Fund Board

STAT
FROM:

[REDACTED]
Director of Management and Planning, DS&T

SUBJECT:

25th Anniversary Reception Funding

1. During February, the Directorate of Science and Technology (DS&T) will celebrate its 25th Anniversary. On 19 February 1967, anniversary ceremonies will be held in the Headquarters Auditorium. Due to the limited seating capacity of the auditorium not all current DS&T employees will be able to participate in these special ceremonies. This limitation also precludes inviting the many former DS&T employees now located in other Agency elements, and to the many other Agency employees with whom we share a close working relationship. It seems to me that a reception, in the South Cafeteria, following the auditorium ceremonies would be an appropriate way to include these individuals in our celebration activities. As employees from all agency components would be invited, I wonder if the cost of this reception would qualify for Agency sponsorship and, if so, to what extent?

2. I would appreciate your raising this matter with the Central Employee Activities Fund Board and advising me of their answer.

STAT
[REDACTED]

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30 January 1987

MEMORANDUM FOR: Chairperson
Central Employee Activity Fund Board

FROM: [REDACTED]
Chief, Training Branch, Career Trainee
Division, OTE

SUBJECT: Certification Processing - Career Trainee
Spouse Course

1. Attached for certification processing are receipts for donuts and supplies associated with providing coffee and donuts to the Career Trainee Development Course on 30 January 1987

2. Reimbursement should be made to [REDACTED] Career Trainee Division, 202 C of C. If you have any questions please contact our office [REDACTED]

Attachment

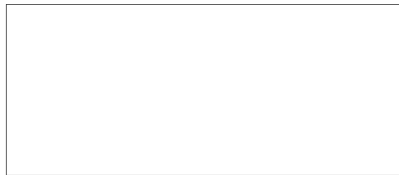
Concur: [REDACTED]

2/2/87

EXA/ODR

I hereby certify that I have spent \$ 30.55 for supplies and donuts in support of a Career Trainee Development Course. Attached are receipts for the purchases.

STAT



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