



**Civilian Employee Recreation  
Association  
(CERA)  
Business Meeting Minutes  
14 January 2004**

**Unit Funds:**

**Requests:** Please submit requests for unit funds two weeks in advance. CERA instruction mandates this lead time in order to give the accounting office sufficient time to process required information.

**Reconciliation:** Please turn in all receipts as part of your documentation. Also provide documentation of any items given away as door prizes, raffles, etc. This is to show that someone received the prize, i.e., obtain a winner's signature. Your itemized report must be turned in within 30 days of the event or next year's draw will be jeopardized.

**Logo Apparel**

More advertisement will take place. A web site to order apparel will be started in the near future.

**Holiday Ornaments**

Ornaments were not as big a seller as last year.

**Options:** Continue selling throughout the year (Example: Christmas in July sale or an after Christmas sale, reducing the cost of the ornament by \$1.00.).

**Ornament Inventory as follows:**

**White House:** Ordered 2,000; 750 remaining  
**Capital:** Ordered 725; 270 remaining  
**WNY 2003:** Ordered 500; 200 remaining

**Event Planning**

There is a price increase for King Dominion for 2004. Paramount is willing to give us the same price as 2003 if we lock in a date immediately. Proposed dates: 5 June or 12 June.

**Spirit of Washington Cruise**

Proposed Date: 16 April. Will cost us the same as last year. We will rent the entire ship. Cost to Employee to be determined.

### **Bldg. 197**

There will be updates to the cafeteria. New food options will be provided, i.e., Mexican, Upscale Deli, etc. A Grand Opening event will take place on 10 Feb. There will be raffle(s) and give-away coupons for the event.

### **TV Screen for TownCenter**

Electrical work has been approved. System should be up and installed in approximately two weeks. Screens will hang in the center of TownCenter from support beams.

### **Massage Therapy**

There is some confusion in the times massage therapy is available. We intend to use the message board to announce the times. CERA reps need to ensure that CERA is informed whether the therapists show up or not in order that they are paid accordingly. We may need to rethink the contract and go back to once a week.

### **Next Meeting Agenda**

Need input from committee to finalize event schedule for this fiscal year. Committees should be prepared to brief their plans for discussion and approval. We need to lock in dates and begin advertising campaign.

### **Next Meeting**

The next CERA meeting will be held at 0930 on 11 February, Washington Navy Yard, Bldg. 200, 3rd Floor Conference Room.