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**Research Findings and Recommendations to the UNOPA Executive Board
Regarding UNOPA Foundation Fund #CD 2484—Bradley Munn Foundation Fund**

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January 3, 2007

With the intent of clearing up the questions regarding UNOPA Foundation Fund #CD 2484 (or Bradley Munn Foundation Fund) and the funding source for UNOPA's Professional Growth Committee, UNOPA records were reviewed from the current time back to, and including, the academic year 1998-1999. For the sake of brevity, the UNOPA Foundation Fund #CD 2484 (or Bradley Munn Foundation Fund) will be referred to as the "Foundation Fund" in this report.

The Professional Growth Committee is separate from the Foundation Fund. The Foundation Fund does not automatically support the Professional Growth Committee activities. As the records were reviewed, it became evident where the confusion began regarding the Professional Growth Committee being "funded" by the Foundation Fund. As of 3/31/2003, the Foundation Fund had a balance of \$6,087.73. It was recommended at that time by Pat Hust, Foundation Committee Chair, 2002-2003, "...that the Professional Growth Committee be alerted to the possibility of using Foundation Funds as they plan for next year's activities." The next year, as a one-time expenditure, money from the Foundation Fund was used in the amount of approximately \$2,000 for a one-day workshop held off campus. If a person does not know this history, then it "looks" like the Professional Growth Committee is funded by the Foundation Fund; however, this is not the case.

The purpose of the Foundation Fund is to provide Professional Development in the following areas: A) Workshops and seminars sponsored by UNOPA; B) Stipends for attendance at workshops and seminars other than those presented by UNOPA; and C) Stipends for expenses incurred for professional growth activity not reimbursed through other means. (For more detail, please refer to the Guidelines for Administration of UNOPA Fund #CD 24 84, last revised October 2002.) If the Foundation Fund continues to be the source of funding for the Professional Growth Committee, in addition to providing the above-mentioned stipends, the Foundation Fund will run out of money.

After completing this review of the UNOPA records, the following recommendations are suggested:

- 1) The explanation of the UNOPA Fund #CD 2484, dated 9/3/2002, written by Pat Hust, should remain in the Foundation Committee Chair's notebook, along with the Guidelines for Administration of UNOPA Fund #CD 2484 (last updated October 2002). In addition, any guidelines adopted at this time, or in the future, should be kept in the same notebook and passed on to the next committee chair.
- 2) The Guidelines for Administration of UNOPA Fund #CD 2484 state that the committee will: "Set a specific dollar amount of budget for each fiscal year." This should include the amount of money to be used for stipends and the amount of money the

Foundation Fund will give to the Professional Growth Committee (generally in the amount of \$250-500).

3) The Professional Growth Committee should have a budget separate from the Foundation Fund and should attempt to cover their costs of workshops by the amount charged for attending the workshop and with help from the UNOPA general budget. If necessary, the Professional Growth Committee could request financial help from the Foundation Fund.

4) As stated in the Guidelines for Administration of UNOPA Fund #CD 2484: "Any profits earned by workshops or seminars will be deposited back into this specific (Foundation) fund unless otherwise directed by the Executive Board."