

Status **Active** PolicyStat ID **12853152**



## Meetings Sponsored by WECC

---

### 1. Introduction

All WECC-sponsored meetings should be scheduled in the most efficient and cost-effective manner possible. The WECC Board of Directors (Board) has encouraged staff to make full use of the Salt Lake City corporate office meeting space for WECC-sponsored meetings.

#### 1.1. Purpose

The purpose of this policy is to facilitate effective and professional meetings while reducing the overall costs associated with meetings.

#### 1.2. Document Owner

The owner of this document is the Chief Financial and Administrative Officer.

The document owner is responsible for:

- Performing or directing review and revision of the policy in accordance with its review cycle, which is every two years from date of approval.
- Submitting the policy and its revisions to the Board for approval.
- Distributing the approved policy as appropriate.

#### 1.3. Scope

This policy applies to all meetings sponsored by WECC or where official WECC business will transpire.

Exceptions to this policy:

- The Annual Meeting may be held anywhere in the Western Interconnection.

## 1.4. Responsibilities

### 1. Staff Liaisons

- Ensure that committee chairs are familiar with and adhere to the policy.
- Work with the meetings department and administrative assistance team to address questions or concerns regarding implementation of the policy.

### 2. Supervisors

- Ensure that direct reports are familiar with and adhere to the policy.

### 3. Meetings Department

- Assist staff liaisons in creating, submitting, and managing meeting requests and logistics.
- Facilitate disposition of requested exceptions.
- Work with supervisors, staff liaisons, and senior management to address questions or concerns regarding policy implementation.

## 2. Policy

### 2.1. WECC Meetings

WECC-sponsored meetings<sup>1</sup> are announced and organized by WECC staff.

### 2.2. Meeting Location

#### 1. Salt Lake City Meeting Space

- Meetings should be scheduled in the Salt Lake City meeting space.
- Meetings should be scheduled as far in advance as possible and have flexibility in potential meeting dates.
- Meetings may include food and beverage service.
- Meetings will include audio-visual (A/V) services.

#### 2. Hosted Meeting Location

- Meetings require prior approval by the staff liaison managers and the Chief Financial and Administrative Officer.
- Meeting space must be within the WECC footprint.
- WECC will pay for food and beverage service, provided the expenses are reasonable.
- Additional meeting fees such as facility fees, A/V fees, and receptions are not permitted without prior approval from the Chief Financial and Administrative Officer.

#### 3. Commercial Meeting Facility

- Meetings held at a commercial meeting facility such as a hotel or convention center

require prior approval by the Chief Financial and Administrative Officer.

- Meeting space must be within the WECC footprint.
- Meetings will be held in a location and facility selected or approved by the Chief Financial and Administrative Officer to ensure cost effectiveness for WECC and meeting attendees.
- WECC will pay for food and beverage service, provided the expenses are reasonable.
- Additional meeting fees such as facility fees, A/V fees, and receptions are not permitted without prior approval from the Chief Financial and Administrative Officer.

## 2.3. Criteria for an Exception

The following criteria will be used by the Chief Financial and Administrative Officer when considering whether to grant an exception to the meeting policy location hierarchy:

- There is no available space in the Salt Lake City meeting space for the requested days.
- The number of attendees is too large for the Salt Lake City meeting space.
- Limitation of hotel rooms or significant increase in price for hotel rooms in Salt Lake City.
- There is a compelling business reason to meet in another location, e.g., more cost effective.

---

<sup>1</sup> Meetings are defined in Section 3.14 of the WECC Bylaws as approved in June 2018.