



**Team Meeting Minutes**  
**DATE: 2/15/2022**  
**TIME/LOCATION: 1:00 Zoom**  
**Administrative Services Leadership Team**

**Roll Call:**

	Names		Names
✓	Virginia Severs		
✓	Karen McGoy		
✓	Chris Clark		
✓	Dwayne Fehrenbacher		
✓	Stacy Simpson		
✓	Russ Stoup		
X	Brandy Woods		
X	Christina Wright		

*✓ indicates attendance, leaving blank indicates absent*

**I. Call to Order**

\_\_\_\_\_ **Chris Clark** \_\_\_\_\_, Chair called the meeting to order at \_\_\_1:00\_\_\_\_\_ A quorum is **present** (or not).

**II. Approval of Minutes of \_\_\_\_\_NA\_\_\_\_\_**

**III. Additions to the Agenda**

**IV. Items for Discussion**

a. Elect Chair

Russ Stoup elected Chair Don motioned, Karen seconded

All members voted in favor and the motion carried.

b. Discussed committee charge and agenda items for the next meeting.

**V. New Business**

Briefly discussed new budget process. Members are to submit items for the next agenda.



## **Adjournment**

Don motioned, Karen seconded to end meeting at 1:13  
All members voted in favor and the motion carried.

The next meeting will be

**3/15/2022 at 1:00 over Zoom**