Business & Finance Team Meeting Minutes
DATE: December 5, 2022
TIME/LOCATION: 1:00 pm/Zoom

Roll Call:

√	Brandy Woods			Chris Clark
√	Tim Cornwell			Amber Suggs
	Christina Wright		√	Jennifer Herren
	Michelle Williams		√	Stacy Simpson
√	Stephanie Bigham		√	Tim Frizzell
√	Brett Whitnel		√	Karen McGoy
√	Kelly Jennings			

√ indicates attendance, leaving blank indicates absent

I. Call to Order

Brandy called the meeting to order at 1:08 p.m.
A quorum was present.

II. Approve Minutes of November 7th meeting

Brandy made a motion to approve the November 7, 2022 minutes with a second by Stacy. All members voted in favor and the motion carried.

III. Updated Travel Procedure

The travel procedure was updated based on the Executive Council's feedback. Brandy reviewed the changes made. The updated travel forms and a listing of High-Cost Localities have been posted to the Business Portal.

Stephanie made a motion to send the updated procedure to the President. Tim Frizzell seconded the motion. All voted in favor and the motion carried.

IV. Procurement Policy

The procurement policy was shared with the team. General discussion on the difference between policies and procedures.

Tim Frizzell made a motion to send the procurement policy to Executive Council with a second from Stephanie. All members voted in favor and the motion carried.

V. **Adjournment.**

Kelly made a motion to adjourn the meeting at 1:36 p.m. with a second from Stephanie. All members voted in favor and the motion carried.

The next meeting will be held January 9, 2023, at 1pm in the Founders Room and via Zoom.