Business & Finance Team Meeting Minutes
DATE: April 3, 2023
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 1:02 p.m.
A quorum was present.

II. Approve Minutes of December 5th meeting

Karen made a motion to approve the March 6, 2023 minutes with a second by Tim C. All members voted in favor and the motion carried.

III. FY23 GFOA Budget-Distinguished Budget Presentation Award

The college received the GFOA Budget-Distinguished Budget award from the Government Finance Officers Association. This was the first time the college received this award. The GFOA also provided feedback on items to work on before submitting it again.

IV. FY24 Budget Process

VP access to the budget ended on 3/31, and now Chris has the budget. He is going line by line to review. Next year he would like budget officers to paste their CQI goals into the justification section of the budget so he doesn't have to go into Weave to view and compare to budget requests.

Dwayne is scheduling the Colleague Position Budgeting software demonstration.

V. Review Strategic Plan Initiatives

Chris provided an update on the following strategic plan initiatives:

- 5-year financial projections – Brad McCormick is working on and will present to committee
- Capital Projects – preliminary meeting has been held with Gordian, the architects have been approved, and the Capital Projects Plan is going to be updated.

VI. Audit

There were no bids on the audit. It has now been readvertised and Tina has been calling area audit firms requesting they submit a bid.

VII. Adjournment

Stacy made a motion to adjourn the meeting at 1:19 p.m. with a second from Brett. All members voted in favor and the motion carried.

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