**Business & Finance Team Meeting Minutes**
**Date: August 20, 2024**
**1:00 pm – 2:00 pm**
**Founders Room**

**Chair: Brandy Woods**

**Roll Call:**

| | | | |
|---|---|---|---|
| √ | Brandy Woods | | Amber Suggs |
| √ | Stacy Simpson | √ | Teale Betts |
| √ | Christina Wright | | Tim Frizzell |
| √ | Mandee Trowbridge | | Evelyn Davis |
| √ | Sumer Smith | | |

**Guest:**

**Agenda Items:**

I. **Call to Order** - at 1:15 pm

II. **Approve Minutes of** – July 16, 2024 Meeting, motion made by Stacy and seconded by Teale

III. **Items for Discussion**

- **Update Travel Policy-made change to title to Executive Assistant to Vice President**
  Approved Travel Policy A5500 Motion made by Teale and seconded by Mandee.

- Auxillary Service A53020 Motion made by Mandee and seconded by Stacy.

IV. **New Business** – No New Business

V. **Adjournment** – Motion made by Christina and seconded by Teale
Meeting adjourned at 1:41 pm