



Business & Finance Team Meeting Minutes

Date: November 19, 2024

2:00 pm – 4:00 pm

Founders Room

Chair: Brandy Woods

Roll Call:

✓	Brandy Woods		Teale Betts
✓	Stacy Simpson		Tim Frizzell
✓	Christina Wright	✓	Jennifer Watkins
	Mandee Trowbridge		Evelyn Davis
	Amber Suggs	✓	Sumer Smith

Agenda Items:

- I. **Call to Order** - at 2:01 pm
- II. **Approve Minutes of** – October 15, 2024 Meeting, motion made by Stacy and seconded by Christina
- III. **Items for Discussion**
 - Administrative Policies for the next few meetings.
- IV. **Administrative Service Policies** A5200.05 Purchasing & Bidding and A5200.15 Business Enterprise for Minorities, Females, and Persons with Disabilities. Approved Policies. Motion made by Christina and seconded by Jennifer. These policies are now ready to be sent to the next Administrative Services Council.
- V. **Adjournment** – Motion made by Christina and seconded by Sumer
Meeting adjourned at 3:15 pm