



## **Business & Finance Team Meeting Minutes**

**Date: December 17, 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 2:07 pm
- II. Approve Minutes of** – November 19, 2024 Meeting, motion made by Christina and seconded by Amber
- III. Items for Discussion**
  - Administrative Policies for the next few meetings.
  - Reviewed the FY25 Budget for the submission to the Government Finance Officers Association. Answered the budget submission questions based on the Detailed Location Criterion Guide, ensuring each response includes the corresponding budget page reference for the relevant criterion. There were a few corrections to the budget as the questions were answered.
- IV. Adjournment** – Motion made by Evelyn and seconded by Amber.  
Meeting adjourned at 3:28 pm