

**Building Advisory Committee & Financial Advisory Committee  
Handbook & By-laws Subcommittee**

**Meeting Agenda**

**Meeting Date:** May 5, 2021 @ 4pm

**Meeting Location:** Virtual/On Line via Zoom

**Contact** [Frazier.pam@wgmail.org](mailto:Frazier.pam@wgmail.org) or [moore.cori@wgmail.org](mailto:moore.cori@wgmail.org) to be invited.

- I. Call Meeting to Order
- II. Review Agenda/Modify if applicable
- III. Review and Approve Meeting Minutes for last meeting
- IV. Review Action Items
- V. Status Handbook
- VI. Status Bylaws
- VII. BOE Meeting & Docs
- VIII. Adjourn

**Building Advisory Committee & Financial Advisory Committee  
Handbook & By-laws Subcommittee**

**Meeting Minutes**

**Meeting Date: April 21, 2021**

**Meeting Location: Virtual/On Line**

**Attendees:**

**Pam Frazier, COO/CFO – Present**

**Joann Kite, Comptroller – Absent, Excused**

**Sean Eickhoff, BAC - Present**

**Mark Arens, BAC - Present**

**Nikki Lemley , FAC - Present**

**Cullen Kuhn, FAC – Present**

1. Meeting called to order at 4:00pm
2. 4/7/2021 Meeting Minutes  
Reviewed 4/7/2021 meeting minutes.  
Nikki motion to approve, Cullen second.  
Meeting Minutes approved.
3. Action Items reviewed.  
MSBA attorney review – Pam to submit, typically 2-3 days
4. The Handbook & Bylaws Timeline was reviewed.  
April 30<sup>th</sup> – all comments from BAC and FAC  
  
May 5 – Subcommittee Meeting  
  
May 7 – Documents in BOE Package  
Summary Document – Sean to Draft  
Presentation – Sean to edit previous version  
Handbook – Nikki and Mark to finalize  
BAC & FAC Bylaws  
FAC - complete  
BAC – Sean to do final proof

May 13 – BOE Meeting (Virtual Meeting)

Presentation

Sean and (FAC member of subcomm) to attend virtually.

May 19 – Subcommittee Meeting

BOE Follow up

June 10 – BOE Meeting

Approval?

5. Handbook

Handbook draft is complete. There are a couple of items to clarify.

Appendix Items needed

Cullen requested a live copy to review for coordination with Bylaws.

Minor comments received from FAC. None from BAC.

6. Bylaws

FAC Bylaws draft is complete. Cullen updating with minor comments received.

BAC Bylaws draft is complete. Sean updating as needed.

7. Student Recruitment for BAC/FAC

Student recruitment will be planned for Fall 2021 after BOE approves Handbook and Bylaws.

8. Next Meeting:

Wednesday, May 5, 2021 @ 4pm

9. Motion to adjourn and seconded.

Mark motion to adjourn, Cullen second.

10. Meeting Adjourned at 4:26 p.m.