

**By-Laws Subcommittee Meeting of the
-Finance Advisory Committee
-Building Advisory Committee**

December 16, 2020

4:00 p.m. via Zoom

Contact Frazier.pam@wgmail.org or moore.corie@wgmail.org to be invited

- I. Call meeting to order
- II. Review and approve meeting minutes
- III. Review Action Items
- IV. Review Outline Schedule
- V. Review Handbook Table of Contents
- VI. Other Items
- VII. Adjourn

BAC/FAC Subcommittee Meeting

Wednesday, 12/2/2020

Members/Attendees:

Pam Frazier, CFO/COO - Present

Joann Kite, Comptroller - Present

Sean Eickhoff, BAC - Present

Mark Arens, BAC - Absent

Nikki Lemley, FAC - Present

Cullen Kuhn, FAC – Present

1. Meeting called to order at 4:05 p.m by Pam. Pam communicated that agendas and meeting minutes would be required for the committee. Sean led meeting from there.
2. Members introduced themselves and their roles in the Building Advisory Committee (BAC) and Financial Advisory Committee (FAC).
3. Pam reached out to an attorney in regards to guidelines or by-laws and either is appropriate. Documenting the committee roles and responsibilities is the most important aspect.
4. Pam researched and found a few examples from other school districts in regards to Committee Handbooks, By-laws and guidelines. The committee decided to pursue a Handbook format and include both the BAC and FAC information in the Handbook.

Action Item: Pam to share examples with the committee.

Action Item: Sean to provide initial outline of handbook.

5. The FAC utilizes a spreadsheet to track member years/terms. BAC does not track at this time.
6. Committee member attendance and participation is important. Lack of attendance should be a reason for removal from a committee.
7. Approval of committee members should be an annual BOE agenda item in April or May of each year. Presenting a list of members, years/terms to the BOE would be helpful.
8. One of the missions should be working with community groups such as the Chamber to communicate and share appropriate information from the BAC/FAC with these groups.

Action Item: More input and thought from Nikki on where to go with this subject.

9. Board Member Committee representatives are David Addison for the FAC and Allen Todd for the BAC.

10. Handbook Timeline

- a. December – Outline
- b. January – Rough Draft to review with BAC and FAC
- c. February – Update/incorporate comments
- d. March/April – Final Draft to BOE
- e. May – BOE approval

11. Next Meeting:

Wednesday, December 16 @ 4pm

Pam will send Zoom invite.

12. Motion to adjourn by Nikki and seconded by Cullen.

13. Meeting Adjourned at 4:38 p.m.