

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

Meeting Agenda

Meeting Date: March 17, 2021 @ 4pm

Meeting Location: Virtual/On Line via Zoom

Contact Frazier.pam@wgmail.org or moore.cori@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 Draft of Handbook
- VI. Review Draft of Bylaws
- VII. New Business
- VIII. Adjourn

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

Meeting Minutes

Meeting Date: March 3, 2021

Meeting Location: Virtual/On Line

Attendees:

Pam Frazier, COO/CFO - Present

Joann Kite, Comptroller - Present

Sean Eickhoff, BAC - Present

Mark Arens, BAC - Present

Nikki Lemley, FAC - Present

Cullen Kuhn, FAC – Present

1. Meeting called to order at 4:05pm
2. Meeting minutes reviewed and approved. Motion to approve by Cullen, second by Joann. Minutes approved by vote.
3. Action Items reviewed.

Pam reported progress on action items. Will continue to follow up on open issues.

4. The Handbook & Bylaws Timeline was reviewed.
 - March - Finalize edits by mid March
 - March - Issue to BAC and FAC
 - March 30 – FAC follow up meeting ***needs scheduled***
 - April - Comments back from BAC and FAC
 - April - Review and incorporate comments.
 - May – Present to BOE

BOE Process will likely be multiple steps.

Agenda Item

Deliver to BOE in premeeting package.

Presentation to the BOE.

Second review meeting by BOE.

Approval by BOE.

5. Handbook

The team reviewed the draft handbook and comments provided by the team to date.

Action Item: Pam will research the following items as it relates to the Handbook and Bylaws.

Missouri Sunshine Law

This is correct reference we need to include.

Board Policies

Research in progress. All policies located in one location on WGSD website.

State of Missouri Policies

Research in progress.

Public Comment on Agenda at meetings

Required to submit name and topic prior to meeting. Regular time period set aside for public comment on board business. Time limits per speaker to 3 minutes. Board does not respond to public comment during minutes.

Action Item: Mark and Nikki to have conf call to review and finalize Handbook.

6. Bylaws

The team reviewed the draft bylaws prepared and presented by Cullen.

Action Item: Sean to review bylaws and have call with Cullen.

7. Next Meeting:

Wednesday, March 31, 2021 @ 4pm

8. Motion to adjourn by Mark and seconded by Cullen.

9. Meeting Adjourned at 5:00 p.m.