

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

**Meeting Agenda**

**Meeting Date: January 20, 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 and approve meeting minutes
- III. Review Action Items
- IV. Review Outline Schedule
- V. Review Handbook Table of Contents – Assign writers for each section
- VI. Other Items
- VII. Adjourn

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

**Meeting Minutes**

**Meeting Date: December 16, 2020**

**Meeting Location: Virtual/On Line**

**Attendees:**

**Pam Frazier, CFO/COO - 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.
3. Sean presented the proposed timeline for the development of the Handbook & Bylaws. The team agreed the timeline was acceptable at this time. Adjustments may be needed as the effort progresses.
4. Sean presented the Handbook Outline. Discussion led the team to decide an overall Handbook with Committee By-laws for each of the BAC and FAC as part of the Handbook would be the best approach. The By-laws for both BAC and FAC should align where possible.
5. Cullen presented Board Policy (BCE) information in regards to Board Assigned Committees. At this time on the BAC and FAC will be covered by the Handbook and By-laws.
6. Joann suggested that we utilize Google Docs to create the documents to allow the team to work together on the same document.  
  
Action Item: Joann to create a Google Doc and share with the team.
7. Next Meeting:  
  
Wednesday, January 6, 2021 @ 4pm  
  
Pam will send Zoom invite.
8. Motion to adjourn by Nikki and seconded by Cullen.
9. Meeting Adjourned at 4:58 p.m.