



Business & Finance Team Meeting Minutes

Date: August 20, 2024

1:00 pm – 2:00 pm

Founders Room

Chair: Brandy Woods

Roll Call:

✓	Brandy Woods		Amber Suggs
✓	Stacy Simpson	✓	Teale Betts
✓	Christina Wright		Tim Frizzell
✓	Mandee Trowbridge		Evelyn Davis
✓	Sumer Smith		

Guest:

Agenda Items:

- I. **Call to Order** - at 1:15 pm
- II. **Approve Minutes of** – July 16, 2024 Meeting, motion made by Stacy and seconded by Teale
- III. **Items for Discussion**
 - **Update Travel Policy-made change to title to Executive Assistant to Vice President**
Approved Travel Policy A5500 Motion made by Teale and seconded by Mandee.
 - **Auxillary Service A53020** Motion made by Mandee and seconded by Stacy.
- IV. **New Business** – No New Business
- V. **Adjournment** – Motion made by Christina and seconded by Teale
Meeting adjourned at 1:41 pm