

Date: 13 November 2017

Budget Subcommittee Meeting Minutes

Members Present: W. Hodges, T. Cooper, P. Fitzsimmons, K. Prentakis

Others Present: K. Lyons, S. Givens, K. Trull

W. Hodges called the meeting to order at 7:04 pm.

1. Reviewed minutes from 2 October 2017 meeting. T. Cooper moved to accept, and it was seconded by P. Fitzsimmons. The motion passed unanimously.
2. Discussed management letter and audit of student activity funds by auditors. Also discussed history of booster organizations, fees, scholarships, and trips. A handbook will be developed to help everyone understand how things should best be handled.
3. Developed schedule for department budget review discussions. These meetings will be held in the Osgood Presentation Room. Dates and times are:
 - 20 November 6pm
 - 28 November 6pm
 - 30 November 5pm
 - tbd
4. T. Cooper moved to adjourn the meeting; seconded by P. Fitzsimmons. Passed unanimously. Meeting adjourned at 8:20pm.