Finance Committee Meeting
Tuesday – October 13, 2026
Draft Minutes

NOTE: This meeting will be conducted Via Zoom:

Topic: October 2026 CBOC Meeting
Time: October 13, 2026 03:30 PM Eastern Time (US and Canada)

Join Zoom Meeting
https://zoom.us/j/98326334387?pwd=OEliF24ClgIH2w7QY3xBkmbwJBmJdb.1

Meeting ID: 983 2633 4387
Passcode: 3EVT49

Attendance: Lauren Connelly, Tiffany Adams, Heather Lewis, Andi Davis, Richard Riggs, Tom Clark, Brittany Burslem, Kyle Bentley

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Call to Order: 3:31 PM

1. Membership

   New members Lauren Connelly, Tiffany Adams, and Heather Lewis

2. Approval of May Minutes

   Lauren Connelly moved to approve the May minutes as presented, Heather Lewis seconded, the motion carried.

3. YTD Financial Reports – Brittany

   Brittany Burslem presented the August financial report which was approved at the 9/16/2026 meeting of the board of directors.

4. PCard Reports – Brittany

   Brittany Burslem presented the FY26 4th quarter PCard reports and FY27 1st quarter PCard reports. The committee identified purchases to spot check and all inquiries were addressed within the meeting.

5. Audit Update – Brittany

   Brittany Burslem presented the findings of the draft FY26 audit which will be presented to the board of directors at the November meeting.

6. SY26-27 CBOC Calendar
   - January 12, 2027
   - May 11, 2027

Adjourn: 3:57PM