

[Budget, Finance, and Benefits]

MINUTES

DEC 14, 2011

10:00 -11:30AM

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MEETING CALLED BY	Gustavo Carri & David Cummins
TYPE OF MEETING	Monthly
FACILITATOR	Gustavo Carri & David Cummins
NOTE TAKER	Jeanette Carson
ATTENDEES	David Cummins, Christina Gentile, Ken Linderman, Joan Kaye, Jeanette Carson, Amy Gilliland, Mike Nelson, Ali Hajjafar, Gustavo Carri, Russell Hopkins, Alicia Huffman
ABSENTES	Cody Austin, George Haritos

Agenda topics

10:00-11:30AM

INTRODUCTION TO BUDGETING

DAVID CUMMINS & AMY GILLILAND

DISCUSSION	David Cummins & Amy Gilliland provided a PowerPoint "Introduction to Budgeting" Explanation of ... 1) purpose of the budget, 2) former process of budgets in past years,	
	3) Overview of UA funds, 4) sources of revenue, 5) types of expenses, 6) and reporting. This PowerPoint can be found in the UC Budget Finance and Benefits folder within SharePoint site	
CONCLUSIONS	Meeting time ran out. Committee members will discuss PowerPoint and action items at next meeting January 17, 2012	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Established committee meetings Jan2012-May2012 to be held on the third Tuesday of each month 3:30-5:00pm Buchtel Hall McCollester Conference Room Next scheduled meeting is January 17, 2012 at 3:30pm	Gus Carri	

CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

[TIME ALLOTTED]

[AGENDA TOPIC]

[PRESENTER]

DISCUSSION		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE