

**CPA Building Co. Board Meeting Minutes**  
**January 29<sup>th</sup> 2018**

**Present:** Jennifer Baker, Margaret Pitsenbarger, Cara Quinn (Ex Officio)

Acceptance of the Agenda

The agenda was accepted by consensus.

Building Company Bylaws: Review and Discussion

The Committee reviewed the current bylaws and agreed to ask the school's attorney to review those bylaws and make recommendations for needed and suggested updates.

Building Company Membership and Recruitment

The Committee reviewed current membership and confirmed Jennifer Baker as in year two of her three year term, and Margaret Pitsenbarger as in year two of her three year term. The third member position was noted as open. CPA Board Member Charley Swanson was nominated to fill the open position.

Building Company Business Practices: Review and Discussion

The Committee discussed business practices and the process for approval of financial transactions, and agreed that all financial matters involving the business company will be approved by both the Building Company Board as well as by the CPA Board of Directors.