

# Financial Advisory Board Meeting Minutes

**Date:** June 20, 2024  
**Time:** 10:00 AM – 11:30 AM  
**Location:** Main Conference Room 2A, Elm Corporate Center

## Attendees

- Jane Smith – Chairperson
- Mark Rivera – Treasurer
- Linda Chen – Member
- Omar Patel – Member
- Sophia Walker – Secretary

**Apologies:** Michael Lee

## Agenda

- Call to Order
- Approval of Minutes from Previous Meeting
- Financial Reports Review
- Budget Planning Discussion
- Investment Strategy Update
- New Business
- Adjournment

## Meeting Proceedings

Item	Discussion	Action
Call to Order	Jane Smith called the meeting to order at 10:00 AM.	None
Approval of Previous Minutes	The minutes from May 10, 2024 were reviewed and approved unanimously.	Minutes approved
Financial Reports Review	Mark Rivera presented the Q2 financial statements. Noted an increase in operational costs.	Mark to provide details on cost increases by next meeting.
Budget Planning Discussion	Draft budget for FY2025 presented. Members recommended further review of projected revenues and department allocations.	Budget subcommittee to meet on July 1 for detailed review.
Investment Strategy Update	Omar Patel updated on new investment opportunities and recent market performance.	Omar to distribute investment analysis report.
New Business	Linda Chen proposed a financial literacy workshop for staff.	Proposal to be added to next agenda for vote.
Adjournment	Meeting adjourned at 11:30 AM.	None

## Next Meeting

**Date:** July 25, 2024  
**Time:** 10:00 AM  
**Location:** Main Conference Room 2A

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Jane Smith, Chairperson

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Sophia Walker, Secretary

Minutes prepared by Sophia Walker  
Date: June 20, 2024