

City of Bowie
Financial Advisory Committee
Regularly Scheduled Meeting March 2, 2022

EXECUTIVE SUMMARY: On March 2, 2022, the Financial Advisory Committee held its regular meeting via Microsoft Teams. Members discussed issues on the Agenda which include procedural matters related to filling key positions, and the path forward in preparing the FY23 Letter to the Council.

1. **Call to Order:** At 7:05 PM.

2. **Roll Call:**
 - a. A quorum was established with the following members in attendance:
 - i. William Olukoya
 - ii. Patricia Peterson
 - iii. Carl Robinson
 - iv. Meglan Knights

 - b. Mr. H. Byron Matthews, Director, Bowie Finance Department is the Staff Liaison to the Financial Advisory Committee, and was in attendance.

3. **Introductions:**
 - a. There were no guests in attendance.
 - b. The committee reviewed and agreed to follow the Agenda.

4. **Unfinished Business:** Minutes from the February 2, 2022 meeting to be finalized and submitted.

5. **New Business Reviewed and Discussed:**
 - a. The requirements associated with the Committee Chairperson Position. Solicited volunteers for the vacancy created when the current Chairperson retired.
Decision: Appointment of incoming candidate for Chair Postponed

 - b. The Mission of the Financial Advisory Committee. This work is detailed in the City Ordinances and the document is revisited annually by the Committee.
Decision: Byron to re-send the Ordinance which details the mission of the committee.

 - c. The Budget process and due dates. The Proposed Budget will be available to members on April 7, 2022. The FAC written response is due on April 25, 2022. The FAC presentation to Council is scheduled for May 2, 2022.

 - d. The Financial Advisory Committee(FAC) response to fiscal year 2023 Proposed Budget: Recognizing the compressed time schedule, members will immediately begin review of last year's letter for format.
Decision: Carl to forward a copy of last year's letter. William will forward a copy of

Budget topic assignments from last year.

- e. Proposal to delay the April 6 meeting to allow and accommodate the April 7, distribution and receipt of the Proposed 2023 Budget.

Decision: The April FAC meeting is postponed to April 13, 2022.

6. Committee adjourned: at 8:10 pm.

7. The next Committee meeting is planned for April 13, 2022 at 7:00 pm

The foregoing minutes were approved by the Financial Advisory Committee, on April 6, 2022

Meglan Knights

Meglan Knights

Secretary