

**Minutes for the
6:30 PM, 1/24/25 Special Meeting of the
Board of Finance Communication Subcommittee**

Approved MEETING MINUTES

BoF Subcommittee Members Present: Todd Gelston and Willam Barney

Staff Present: None

Guests Present: None

AGENDA

1/24/25 BoF Communications Subcommittee Special Meeting
6:30 PM at the MOBC, Meeting Room #3

1. Call to Order
2. Approval of the Minutes for the August 14, 2024 Special Meeting
3. Review these subjects of interest for BoF Communication Articles:
 - a. Update and/or re-publish previously published terminology articles of Financial Terms
 - b. DRAFT the Citizen's Guide for this year's Budget Development Process
 - c. DRAFT an Article explaining the Budget Development Process
 - d. Discuss the planned Capitalization versus Operating Expenditures Budget Article
 - e. Other subjects of interest
4. If appropriate, discuss the publishing costs and arrangements for the articles.
5. Scheduling for the next meeting
6. Adjournment

DISCUSSION

Meeting called to order at 6:35 PM in Meeting Room 3.

The first Agenda item was the approval of the Minutes for the 8/14/24 Special Meeting. William Barney moved that the Meeting Minutes be approved. Todd Gelston seconded. Todd Gelston approved. William Barney abstained because he did not attend the meeting. The only other attendee was Rebecca Whatley, who since the 8/14/24 meeting, has left the Board of Finance. There were no additions or corrections. The motion passed with Todd Gelston's approval.

The next item was a review of various subjects of interest for BoF Communication Articles:

- a. After some discussion it was decided by consensus to submit for republishing the previously published articles of Financial Terms. The target date for re-publishing the first article was 2/13/25.
- b. After discussion, it was agreed to continue with the Finance Director's DRAFT of the Citizen's Guide for this year's Budget Development Process.
- c. After discussion about writing a DRAFT of an article explaining this year's Budget Development Process, it was suggested that the Workshop Dates be added to the article. Todd Gelston volunteered to write a first DRAFT of this article.

- d. Discussion was conducted on the importance of understanding the difference between a Capital Budget and a Operating Budget. And the difference between Capital Expenses and Operating Expenses. William Barney volunteered to write a DRAFT article explaining the difference between Capital Budgets and Operating Budgets which includes the revenues and expenses.

The meeting ended with this discussion. There was no scheduling for the next meeting.

The meeting as adjourned at 7:26 PM.