



**Meeting of the Budget Development Group # 2  
January 13, 2023  
Minutes**

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The following members participated: Anne Comfort, Elizabeth Fullerton, Jeff Hennessy, Nate Lesser, Gene Ouellette, Courtney Pringle Carver and Jennifer Tomes

**1. Minutes**

The December 5, 2022, minutes were approved as circulated.

**2. Terms of Reference**

C. Milner, Budget Director reviewed the terms of reference with the committee.

**3. Timeline & Process**

C. Milner, Budget Director presented the following timeline for upcoming meetings and advised that this group will have to move with some speed and may not have all of the information required to make some decisions.

He said he would be happy to answer any questions and to set up a time to go through the budget items one on one with anyone who would like to do that.

Jan 20	Review projection, set priorities
Feb 3	Budget presentations
Feb 10	Budget presentations
Feb 17	Budget presentations
Feb 24	Discussion of submissions
Mar 7	Discussion of submissions
Mar 21	BDG final report completed
Mar 31	Cabinet makes final decisions on budget
Apr 14	Draft budget finalized
Apr 30	Finance & Executive review budget
May 16	Board approves budget
May 31	Communication to University community

**4. 2022-23 BDG Report**

C. Milner, Budget Director reviewed last year's final report with the committee.

Suggestion we discuss composition of financial aid and methodology used for members to select the financial asks of each VP at a future meeting.

Respectfully submitted,  
Trudy Hicks,