

*Town of*  
**Star Valley Ranch**

**Finance Advisory Board  
Meeting Minutes  
February 01, 2022  
2:00 PM Meeting**

1. Call to Order, Roll Call of Board Members, Statement of Quorum  
Meeting was called to order at 2 PM by Council Liaison, Ron Denney. All members were in attendance (Rand Bitter, David Sankaran, and Ron Denney by Zoom) (Kristin Gray, Martin Muschaweck, and Ron Eldred in person at the TSVR town hall. Mayor Buyers also attended)
2. Approve Agenda (**Motion**)  
Agenda was approved by board motion
3. Select FAB Board Chairman for Recommendation to Mayor  
Selection of a Board Chairman was deferred to a later meeting to give board members an opportunity to further understand roles and expectations of the board.
4. Reporting Requirements (Report to Council) and Minutes  
The requirements for getting routine board reports to Town Council submitted by the Monday of the week before the TSR Town Council meeting, and for preparing minutes for posting on the website were explained. Kristin will forward the format of the report to the board.
5. Old Business
  - a. Board Charter Discussion  
A discussion of the board roles and expectations (charter) was held. This topic had been deferred from a FAB meeting held in July 2021 until the full board complement was appointed. Action items: 1) Dave Sankaran will initiate further work on this topic by emailing a strawman proposal to all board members to start getting their input and ideas. 2) Mayor Buyers will contact the WAM (Wyoming Association of Municipalities to find out what other towns have FABs so the board can obtain their charters, 3) Ron Denney will develop a schedule of the TSVR finance related actions, 3) Ron will include the website address of WAM in these minutes so board members can review WAM materials for management of town finances. (<https://wyomuni.org>)
  - b.
6. New Business
  - a. Revision to FAB Ordinance  
A revision to the FAB Ordinance is in order in order to remove the Treasurer as a voting member. The TSVR Treasurer position has been assigned to the Town Clerk who doesn't feel she needs to be on the board. Since the revision is required, this will give the FAB an opportunity to recommend other changes as they develop a charter.
  - b. TSVR Council Schedule to Develop and Approve 2022-2023 Budget  
The TSVR schedule to begin work on the 2022-2023 budget was briefly described.
  - c. Miscellaneous  
None
7. Establishment of Regular Board Schedule

Development of a regular board meeting schedule was deferred pending the board getting a better understanding of their charter. The next board meeting was determined to be March 1, 2022 at 2:00 PM. It will be facilitated by Zoom for those not able to attend in person.

8. **Adjournment (Motion)**

The meeting was adjourned by motion at 3:00 PM.