



# Voices for International Business and Education

## Minutes

### Facility Committee Meeting

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#### **Date and Time**

Tuesday August 11, 2015 at 6:30 PM

#### **Location**

IHS Community Room

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Voices for International Business and Education [http://public.boardontrack.com/VIBE\\_1](http://public.boardontrack.com/VIBE_1)

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#### **Committee Members Present**

A. Anderson, K. Katner, L. Hughes, S. Wilson, T. McGregor

#### **Committee Members Absent**

V. Triplett

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### **I. Opening Items**

#### **A. Record Attendance and Guests**

#### **B. Call the Meeting to Order**

L. Hughes called a meeting of the Facility Committee of Voices for International Business and Education to order on Tuesday Aug 11, 2015 at 6:40 PM.

#### **C. Approve Minutes**

### **II. Facility**

**A. Facility/School Walk Thru**

A walk thru of the facility, to assess areas of project completion and areas of challenges will be scheduled prior to the next Facilities Committee Meeting. Director of Facilities, Tim McGregor, will forward the Facilities department project list, in order of priority/immediate needs, to Head of School to submit to committee members.

**B. Developing Goals Based on Strat. Plan**

The Facilities Committee Goals for the 2015-2016 SY will be: 1) To help ensure the safety and security of the facility. 2) Maintenance: To make an assessment of current facility maintenance needs to ensure long-term usability. 3) To develop and conduct a facility study to determine current and future needs.[Board Strategic Plan: Organizational Sustainability; Goal 3/Objective 2]

**III. Closing Items**

**A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:32 PM.

Respectfully Submitted,  
A. Anderson