

**Bayshore Gardens Park & Recreation District  
Policy & Procedures Committee Meeting Minutes  
Tuesday; November 01, 2022, at 7:00 P.M.**

Meeting was called to order at 7:00 PM by Policy & Procedure Committee Chair Melanie Woodruff.

**In Attendance:** Committee Members - Melanie Woodruff (Committee Chair), Sharon Denson and Marie Young

Quorum established.

**Agenda Items Discussed**

- We continue to work on the Procedural Guide for Projects. The actual title of checklist will be Bidding/Procurement Checklist (1008PCL) Melanie will present this to the Trustees so that they may review the checklist.
- Worked on and revised Annual Budget Hearing Procedure. Discussed Committee to be formed Changed some wording. Working on firming up official order and rules for the Budget Hearing night. We will be waiting for input from the trustees.

Meeting adjourned at 8:10 PM