In Attendance
Kody Peralta, Pavel Krivopustov, Terry Hill, Timothy Elmer, Maria Raza, Tim Rhoades, Thuan Tran, Urooj Qureshi

Minutes
- Discuss accidental cycle 1 due date change
  - Need to honor incorrect date
  - Timothy Elmer motions to approve movement of cycle 1 due date to January 18\textsuperscript{th}, seconded by Pavel Krivopustov, approved 4/5, one abstains

- Urooj Qureshi motions to approve purchase of a STF-branded table cloth for no more than $350, seconded by Pavel Krivopustov, approved unanimously

- Discussion of workshop contents

- IT promo photoshoot
  - Thuan Tran, Maria Raza modeling

- Proposal review
  - Hearing for IT Circulating Equipment to illustrate line items, current check-out volume
  - Hearing for AEDs to specify installation locations, maintenance concerns, longevity

Action Needed
- Kody needs to send Timothy information for table cloth