



7. Upcoming meetings – The next committee meeting is scheduled for Dec. 21<sup>st</sup>, 2021. No opposition to a Dec. 21<sup>st</sup> meeting. Andrea Papageorge asked for a roster list of the committee members. Kristopher Stenger walked through Microsoft Teams as a way for committee member to access committee rosters and committee files. Kristopher Stenger provided a brief overview of the proposal tracking sheets that we will be using.
8. Adjournment – Having no further business to discuss, Andrea Papageorge motioned for adjournment. The motion for adjournment was seconded by Ric Johnson. The meeting adjourned at 2:23pm EST.