November 14, 2023

Attendance: Ron Stanley, chair; Becky Doyle

The meeting was called to order at 4:00 pm. Discussion included:

**Need for new monitor**

Selected monitor was out of stock at Staples. Ron will check with Sue to see if the monitor is available.

**Progress on finding attorney**

Alan Doyle has identified a possible attorney and will forward information to Becky.

**New business**

Becky has received a reminder e-mail from Cablecast about annual hardware and software service contracts. Information has to go to Unique Scientific as they generate the invoices and we purchase through them. Becky will send the invoice to Mike and copy Ron as the expenditure needs to be approved by Ron prior to purchase.

Alan Doyle suggested producing a slideshow to highlight proposed budget information.

Next Meeting: December 12, 2023 at 4:00 pm.

Meeting Adjourned: 4:24 pm.

Minutes approved by:

Ron Stanley, Chair Becky Doyle