Present:
- Rosemary Bowden, Secretary
- Stephanie Collins
- Lucy Cox
- Pat Elliott, Vice President/President Elect
- Diane Kaufman
- Christian Pascasio
- Jamie Wampler

Absent:
- Eric Ackermann, President

Minutes:
The meeting was called to order by Pat Elliott, President Elect, at 2:00pm on December 11, 1996. Minutes were approved for November 20 meeting.

Announcements
None.

Travel Requests
None.

Old Business
Pat thanked Stephanie for her hard work putting together the Holiday Luncheon. Discussed the good turnout as 35 people were expected and over 50 people attended. There was lots of good food and camaraderie.

Christian discussed short courses available from VT Computing Center. The list is at the web address: http://www.cc.vt.edu/cc/us/docs/courses.html

New Business
Rosemary led discussion on a thank-you party for our housekeepers. It was decided to have a Valentine Party and put most of the monies collected towards gift certificates. Rosemary and Diane will coordinate the party with LFA.
Meeting adjourned at 3:00pm. The next meeting is scheduled for Wednesday, January 8, at 2:00pm in third floor classroom.

Respectfully submitted,
Rosemary Bowden
Secretary