In attendance: Dmitri Nizovtsev, Brian Ogawa, Shirley Dinkel, Matt Arterburn, Mary Sheldon, Alex Glashauser, Azyz Sharafy, and Baili Zhang

1. Minutes of Jan. 31 were approved.

2. Hornberger’s request for funding was approved based on verification of paper acceptance.

3. Zhang reported that the 27th Student Group from Fukuoka University will arrive on Feb. 20 for a three-week cultural study tour.

4. Faculty travel requests were discussed.
   a. Proposal from the following individuals were recommended for funding:
      Raicheva: $608, Ball: $1,200, pending final acceptance of the paper
   b. Proposals from the following individuals were not recommended for funding:
      Elisha, Ray, Kwak, Juma.

5. It was suggested that a meeting be dedicated to the discussion of funding policies and filing instructions.

Respectfully submitted,

Baili Zhang