1. **Bio Feedback**  
Darcy thanked Susan for drafting the bios and the committee members for their feedback. All feedback received has been sent to Susan for review. Susan mentioned staying within a consistent word count can help with font size and overall look. Craig shared it can be difficult to stay within a certain word count for some of the accomplishments of the various individuals, as there are many important items to include. The bios will be finalized by Susan and will be available on the Hall of Fame website soon.

2. **Induction Ceremony**  
Deb confirmed spring events will be postponed until further notice. Class of 2020 inductees will be notified. There was discussion on whether we would possible host two ceremonies during the 21-22 academic year for the Class of 2020 and Class of 2021 inductees. Jan mentioned that many events would be taking place in fall 2021, as of right now, including Oildorado. Kanoe added it will be a busy time but may draw a large crowd for the Hall of Fame. Craig commented if the Student Center is complete, it would be nice to host the event on campus. More detailed conversations will take place in future when more info is known on the status of COVID-19.

3. **Vacant Classified Member**  
The committee officially welcomed Jennifer Edmaiston, who will serve as one of the classified reps.

4. **Other**  
Bill provided an update on the Class of 2020 Medallion sales. The Bookstore has sold 60/100. Darcy said she will reach out to a few programs to try and promote.

5. **Fall 2020 Meeting Schedule-2nd Tuesday/month @ 8:00am, Zoom meeting**  
a. **Upcoming meetings:** Nov 10th, Dec 8th  
   Since there are no pertinent items of discussion, the committee will correspond via email, as necessary, in lieu of the November meeting. If anything arises, we can meet in December; otherwise, we may not need to meet again this semester.