

Lunik Meeting: Tuesday, June 2nd, 2015 5:00PM

**Attendees:** Tia, Michelle, Connie, Maia, Francette, Elaine, Suran

1) Transportation/Vehicle Use

- Tia and Suran will discuss how gas costs will be reimbursed and if they will be using their own vehicles or a student car share system

2) Meeting Buddies

- Each coordinator will have a meeting buddy that will brief them on anything that happens during a meeting if they are absent  
- Buddies are also responsible for relaying all concerns that their partner has to the rest of the coordinators

3) Division of Responsibilities

- Incoming coordinators should specify whether their tasks are descriptive or vague and how those tasks are to be allocated i.e.) deliverables (you will be given a list of tasks and then asked to check back at the next meeting on their status)

4) Policies

- Develop a firing policy and a Facebook policy (the Facebook policy would require all coordinators to have a Facebook account for communication purposes)  
- Other miscellaneous policies e.x.) transportation

5) Retreat

- Francette has volunteered to organize a retreat for incoming coordinators in order to build team synergy so we can go into the year as a solid group (more info to come)

6) Communication

- **You** are responsible for checking your own email and to be proactive in informing yourself about any ongoing or forthcoming events and initiatives  
- Since Doodle has posed many problems in the past, we will now use a Facebook group to communicate various issues, if you have not already, please join the group here ->  
[https://www.facebook.com/groups/695454820601354/?notif\\_t=group\\_added\\_to\\_group](https://www.facebook.com/groups/695454820601354/?notif_t=group_added_to_group)  
- All important issues will still be shared through email  
- Francette will post more about Lunik on the Frosh/Recruitment pages

7) Pay

- Please do not clock in odd hours such as 4.23  
- The spreadsheet to record your hours is on the google drive, which can be found here ->  
[https://docs.google.com/spreadsheets/d/1-rHAt\\_NP\\_UWMM2GyG9jdx-BAJBF0WLnUlcAbAS8dqA/edit?usp=drive\\_web](https://docs.google.com/spreadsheets/d/1-rHAt_NP_UWMM2GyG9jdx-BAJBF0WLnUlcAbAS8dqA/edit?usp=drive_web)

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### 8) Purchases

- Guitar \$150 – from Suran – Approvals: Brynn, Michelle

- Keyboard (semi-weighted keys) \$400 approximately – Approvals: Brynn and Suran
  - Brynn wants to check L&MQ – Suran wants a cover for it
- Free standing towel rack – going to try to mount one's at Lunik first
- Rain barrell – no connection to downspout – Approvals: Brynn
- Small freezer for beside fridge – small one - \$200 – look in person – Approvals: Brynn, Michelle, Connie
- Floor polishing – how much? Contact facilities – Approvals: Brynn, Connie, Michelle, Suran
- Projector and screen – Suran will get 3 price points – Approvals: Brynn, Maia
- New speakers? The right one doesn't work
  - Brynn: try repairs – Michelle: maybe surround sound?
- Furniture: We need to give 3 people approval to make decisions about furnitur
  - Tables, couches, chairs, lamp shades
  - Brynn – is there a good supply company?
- Cushions – Approvals: Brynn (buy new ones) – let's get furniture first
- Bilingual Smoking Sign – buy one? Print one from the Ontario government website?
  - Approval: Brynn (print, laminate, mount) - Elaine and Michelle will take care of it
- Cigarette butt receptacle – stainless steel wallmount (\$65) or free standing (plastic - \$65)?
  - From globalindustrial.ca
  - Approvals: Brynn (not globalindustrial cause of garbage receptacle debacle)
- Compost system – Michelle and Elaine will look into it
- Replacement lock -for computer counter drawer – home depot \$5.47
  - Approvals: Brynn, Michelle, Suran, Connie
- Board games - \$100
  - Approvals: Brynn (\$50), Suran, Michelle, Connie
- Replacement light bulbs
  - contact facilities first
- Camera – approximately \$400 – Connie, Michelle, Suran
- Sign for garden – Michelle and Elaine on it
- Frosh kit – talk to Jai Jot – 1 free coffee ticket
- Vertical banner

#### 9) Painting Questions

- Stripes – consult Lunik community about repainting, keeping part of the stripes, or keep all of the stripes

#### **Not covered**

- Shall we paint the radiator in front of the window gold?
- Paint cost