

Attendees: Maia, Tia, Suran, Elaine

- 1) Official Hours
 - 8:30AM - 8:00PM Monday to Thursday
 - 10:00AM - 4:00PM Friday
 - 7:00PM - 11:00PM Event Hours
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- 2) Square Up (credit card payment method) - tabled
- 3) Event Hours
 - case by case
 - set days/weeks for events at the beginning and end of the year
- 4) Event Usage/Google Calendar
 - add google calendar to YU Connect
 - all info -> event usage agreement, etc, available on YU Connect
 - email will be sent to security with a permit for the event
- 5) Late Night Lunik
 - Wednesday night (**voted**)
 - **Francette - Does that work for you?**
- 6) Smart Serve
 - Francette and Jai Jot - do you have your smart serve? if not, are you willing to apply for one?
 - honorarium for members that want to bartend
 - calculate what goes into \$140 fee (**deliverable - Suran**)
 - security deposits - tabled
- 7) Spearheading Anti-Oppression Week
 - contact Protem, GWTC, GLGBT, etc (**deliverable - Tia**)
- 8) Training Events (Beginning of the Year)
 - YU Connect must be trained
- 9) How-To's
 - user guide AV
 - posters for How To's (laminated) - **I've asked Michelle to take a crack this because she has photoshop - Maia**
- 10) Inventory
 - stuff in the back (**deliverable - Elaine**)

11) Umbrella Lights, Piano, Rice Cooker, Board Games (**deliverable - Suran**)

- we currently have a post about board games in the facebook group, add your favourites!

12) Process for Catering

- order everything or everything you need at cost
- **MUST PAY UP FRONT/DAY OF, NO REFUNDS FOR WHAT IS NOT USED**
- discounts for collaboration events?

13) Harvest Dinner - tabled