

August 14, 2015

Attendees: Tia, Maia, Connie, Jai Jot, Elaine

1) Event Use Form (available on the drive) & Events cont'd

- work for meetings
- Lunik has a specific permit that can be shown to security by event holders
- small scale events okay before 7PM
- 15+ (after 7PM) or hold outside
- setup at 6PM, close at 11 and follow closing procedures (shown on form)
- define meeting space hours
- checklist of systems (deliverable: Tia)
- \$235 -> 2 coordinators, alcohol permit (for non student groups)
- student groups -> free +food (they are able to keep what they earn with tickets, we keep the alcohol earnings)
- after hour events with no coordinators -> security fee
- TABLED -> deposit amounts, liquor prices
- cocktail only for Late Night Lunik (premixed drinks) "special for the night"
- TABLED -> pub proposal
- <20 people = \$20 flat charge 20+ = \$1 per person for coffee and tea

2) Frosh

- list on drive/email from Jai Jot
- TABLED -> redecorating update
- Lunik swag (buttons, totes, and travel mugs) have been ordered
- post cards? info about Lunik

3) Retreat (Saturday, September 5th)

- DOC (for workshops)
<https://docs.google.com/document/d/1--gWYjqRE53wmQjGOY74awslvppfeo7X6-8nsirtAdA/edit>
- TABLED -> contracts (hiring, firing), blurbs for coordinators (do during retreat?)
- talk with Commuter Meeting attendees (informal introduction)

4) Website Info -> TABLED

5) Sandwich Board Outside Manor

- let people know what events are going on, what is happening
- contact Frosh leaders (deliverable: Jai Jot)