

Coordinator meeting agenda

Attendees: Jai Jot, Elaine, Suran, Francette, Maia, Zachary

1. *Check-ins vites!* (5 mins)

Updates:

Jai Jot: Working on banner. Same price point as 4imprint.
Postcards will arrive next week!

1. Meeting times during the year - Mon, Thurs, or Fri (5 mins)

(Tia: Monday=@ Keele 11:00am-3:00pm, Thursday morning only, Friday works anytime)

Friday at 5:30 every week

If you can't attend, please send a report to the team

1. Meeting procedures and coordinator conduct (15 mins)
 - new chair and secretary set up (2 weeks and 4 weeks)

- Rotating chairs and rotating secretaries
- Chairs - take neutral position
- establish schedule
- set of guiding principles & share with membership - safe space policy & constitution
- check-ins and coordinator reports - listen first and ask questions after
- new business goes on the list (table)
- must focus on old business

Francette: 30 minute sessions at retreat about robert's rules

- yfs robert's rules cheat sheet - ask juan garido

Pick 2 consecutive chair dates and 4 secretarial dates

Chairs:

Jai Jot Aug 26, sept 11

Elaine sept 18 and 25

Francette oct 2

Maia Oct 16 & Oct 23

Suran: Oct 9 (GM)

Tia: Nov 6, Nov 13

Secretary:

Maia Aug 26, Sept 11, Sept 18, Sept 25

Suran:

Tia: Oct 2, Oct 9, Oct 16, Oct 23

Jai Jot:

Elaine:

Francette:

1. Trello and workflow management (10 mins)
Unanimous

1. #slack (10 mins)
Unanimous

** We're going to try both out at the same time and decide on what we prefer
After talking to Zachary, we should probably also develop a comms set up for active members

1. Retreat - how are your workshops progressing? Need ideas? (10 mins)
Please be at Lunik at 10 am on September 5

10 am coffee, check-ins
Workshops start at 10:30 - no exceptions
Lunch at 1:30?
Commuter brief talks: jai jot, francette, elaine, maia, suran, Tia
Dinner at 6 or 6:30

Deliverable: Maia - e-mail about cuisine preferences

Subsequent workshops will be held during Friday meetings

1. Frosh - open/close and tabling - Who can do discover glendon Sept 8th 7:45 am? (10 mins)

(Tia: Available Saturday the 5th for the retreat, Monday the 7th morning, Wednesday the 9th and Thursday the 10th morning/late afternoon, available friday the 11th as well).

Deliverable: Maia spreadsheet for Frosh - Maia will call for tshirts (done: will be ready Monday)

Discover Glendon - Elaine & Tia 7:30 set up for tabling

- Lunik to-go case - promo materials, coffee, snacks

1. Update on merchandise for frosh kits?

Deliverable: Suran will contact 4imprint about the bags - will arrive on Monday via purolator

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1. Office hours - can you plan them around deliveries or opening/closing, please? (5 mins)

- Monday afternoon – Zara's
- Monday and Thursday afternoon – Sweets
- Wednesday – Coffeecology - time tbd
- Thursday biweekly around 1 or 2 pm - Fresh City (give back empty bags because they charge for lost ones)
- Friday late morning once every 2 months – ONFC (very large orders - 2 coordinators would be a good idea)

- Zachary is willing to help with open/close

(Tia: only available time for office hours is Tuesdays 3-5 in the fall, apologies for any inconvenience, in class the other times and do not plan to work too much on friday)

1. Projector (5 mins)

(Tia: will complete proposal as soon as all values are finalized)

2nd quote Fri August 28 - Maia & Suran will be at Lunik
Budget cost has been approved before.

1. Budget update (2 mins)

Budget will be posted next week - Maia

1. Open/close schedule (5 mins)

(Tia: Tuesday and Wednesday for closing, thursday for opening if needed)

1. Painting/clean up/set up/CHAIRS? (5 mins)

(Tia: I would like to paint picnic benches, coffee table, furniture, lighting)

To-do list will be on drive. Noah and Zach are going to come in to help.

1. Establishment of a cleaning schedule (2 mins)

(Tia: Willing to devote ½ hour to cleaning during office hours)

Elaine will establish a cleaning schedule for members and coordinators

1. Vote on sign design - long or wide? (1 min)

Wider sign is being ordered.

Target duration: 1.5 hours, pas plus!