

AGENDA

Coordinator Meeting - September 11, 2015

Attendees:

1. Check ins (8 mins)

Could everyone do a brief reflection (250 words)

Summer at Lunik

2. Calendars: (30 mins)

- a. Confirm September/October dates - events calendar (5 mins)

September 14 - 18 Breezeway pop up lunik

September 15 - Karaoke/Open mic night GCSU

September 16 - LNL - Francette

September 17 Newsletter I content deadline

September

GM - Thursday October 1 at 10 am

- b. Review Pop Up Lunik schedule - gain commitments (5 mins)

Sign up on drive - see FB coordinator page

- c. Set agenda - first GM (10 mins)

- d. Set agenda - first Member Meeting (10 mins)

- e. **Set regular deadlines/timelines for news submissions and other communications (i.e. event promos, membership news, minutes posting, coordinator profiles, contest details, GM meetings, board meetings)**

Publication calendar creation on google calendar - when items go out

- if you have something to add to the members newsletter, gotta get it in before Thursday 5 pm
- Francette has a policy for event submissions - will create guideline by September 18 (Events meeting)
- post meeting notes on Yuconnect
- What should we do for the website? Photos and blurbs or caricatures?
- Deadline - write up for Lunik coordinators September 18 - 150 words
- all in favour
- Tone - first person

- Jai Jot - first contest details by Thursday September 17
 - Draw after the 21st
 - will revisit after first draw
- 3. Internal Communications: (20 mins)
 - a. What works for you?
 - Tia - call, text, fb, email - trying out slack
 - Elaine - loves slack - email, fb, text
 - Francette - slack is good - let's do deliverables
 - Suran - prefers call, text, fb, email
 - Maia - loves slack - prefers text and email - only call for emergency
 - Jai Jot - likes slack, doesnt love trello - likes slack pop ups
 - likes email for business - cc Lunik

Monday to Friday response time -

Elaine - 3 hours

Tia - what about night time? 2 days --- schedule text messages to send in the morning

Francette -

Maia - 4 hours, or 8 hours max

Jai Jot - business hours - for text and phone calls

- b. What enhances team unity? Tabled
- c. What promotes transparency, accessibility, archival record?
 - tabled
- d. cc Lunik email with yorku account
 - make sure you cc lunik if you are contacting from your lunik account
 - Please forward emails from your personal email if they concern lunik business

Tia: try to email from lunik account too

- e. Follow up on project management trials (i.e. Trello and Slack)

SLACK

- f. How to direct various inquiries to coordinators

Jai Jot - email, cc lunik

Tia: needs time - 48 hours

- g. Lead *and* Follow - How we maximize/optimize our efforts and skills and teach/learn together - **tabled**
- h. Business hours - unplugging

Tia 7 - 9 pm Tues and Thurs unplugged and anytime after 10 pm

Motion (Maia) - Business on slack - all in favour

Jai Jot - Business hours for everyone on drive - doc file - Maia's deliverable

Jai Jot 10 - 6 mon - fri

Francette 10 to 6

Elaine 9 - 9

Suran -

Deliverable for everyone - office hours on drive - 2 hour approximately

- i. Mail boxes
 - backroom top 6 filing cabinet drawers
4. Coordinator Identifications: (15 mins)
 - a. What's your specific "Coordinator Pitch"? (i.e. our presentation to commuters)
What's your tag line?

Deliverable - make your pitch - everyone

Deliverable: Jai Jot - will make pitch doc in drive

"I'm Jai Jot, I'm your outreach coordinator for Luniik Coop, a place created for students by students. Would you like to get involved? Join Yuconnect and email us if you have an ideas."

Easier for Jai Jot to do outreach if she knows how to talk about us.

- b. How do we represent and refer to each other and our work?
- c. Coordinators paying for food (try make it VERY apparent.)
 - Cash box for coordinators to demonstrate for paying - events cash box
 - if you need to clear the cash box, put the ziplock in suran's drawer

5. External communications

- a. 48 hour window on e-mails

Jai Jot - automated message - thank you for contacting lunik coop - we will reply to your message within 48 hours monday to fri. If have an urgent matter kindly drop by the space Mon, Tues, Thurs 8:30 - 8, 8:30 - 7 Wed, and Friday 10 - 5 (Francette - maia back up)

- b. Office hours
- c. Unplugging

6. Website update

- a. Blurbs/photos for coordinators (due next meeting)
- b. Photos of the space published on media

TECH DRAWER - camera, mics

Tia and Francette - coordinate photo taking post meeting

Jai Jot will take photos periodically

7. Votes/Reminders

1. Parking reimbursement

Lower lot 10\$ not late night lunik

Upper lot \$15

Parking for less than the full day

2. Key for Mike - getting new keys cut (2?)
3. Everyone pass maia your keys for quick record update
4. Approval process for purchases

NEW BUSINESS

- Jai Jot - take swag out of mold pit maia
- post photo of travel mug
- Reviewing slack channels
- 3 pm Monday zara's order - Suran and Tia will take care of it
- Harvest dinner `
- Budget
- AOA week
- Mentorship comms
- Board meeting
- Slack tbc