

December 28, 2015

Coordinator Retreat - Fall Review and Winter Planning

Chair: Suran

Secretary: Tia

Attendees:

Elaine, Maia, Suran, Aurora, Tia, Jaijot, Francette

Budget: \$100 for breakfast/lunch supplies and gifts for Juan and Aleks (small gift baskets? Cost limit on basket, please.)

9:30 am: Coffee, breakfast, & post holiday check ins

10 am: Icebreaker en français

-should be more bilingue (check-ins en francais)

10:07am: Share highlights of fall reports

-Harvest Dinner went well, next one is Multicultural

-Website will be bilingual, relaunch party

-Late night luniks consistent, more oppression campaign

-Audit complete, levy received, projector

-Ordering food, working with Co-ops

10:20 am: Personal and team goal setting for Winter term + share 2 goals

Elaine

Personal goal: practice improving French, Spring solstice/Equinox dinner, Art event, improve waste management (more initiative), vermicompost, update the blog, write articles for Pro-tem

Team goal: working with Francette, Tia, Aurora, and anyone else interested art project.

Outreach and collabs with groups for multicultural night.

Francette

Personal goal: website and relaunch, media outlets. Sheet for Coordinator profiles, send a headshot.

Team goal: documents for public to use bilingual and internet friendly. Transparent and accessible.

Jaijot

Personal goal: weekly newsletter, needs to be engaged by whole team and community, like the letter student affairs puts out. Send in events to the OSA. Speaker series, professionals/specialists, facilitate discussions, sync with documentary series: oppression awareness-key themes and synchronization

Team goal: outreach goals, reminders of outreach initiatives, tabling, more input from team, community at large

Tia

Personal goal: Be more consistent with communications with groups/planning, start the planning for the oppression awareness campaign

Team goal: more collaboration with other coordinators: multicultural night with elaine, relaunch with francette, working with Aurora on training/orientation events, work on policies, finance, documents with Maia and Suran

Aurora

Personal goal: work with Jaijot for what to pick up, newsletter and bringing bilingualism to outreach. Greet with a bonjour, give the option. ENgage active members and maintain communication, member appreciation: an event, interested in working on oppression awareness, community building, art: event collaborative art project. Find concrete ways to put ideas into goals.

Team goal: smooth integration, be a part of the team, find ways to work with everyone on different initiatives, environment and outreach

Suran

Personal goal: scan financial documents, finish projector, problem with asbestos, teach the projector, more movie nights, list to sign-up for movies, see if there is an interest

Team goal: keep things light, not too serious, discuss ways of avoiding theft, they are engaged to help.

Maia

Personal goal: networking with other co-ops, kupfert and kim organic restaurant (vendors), mini salads, learn more financial terminology, balancing school and work

Team goal: more bilingual time, movie nights and one should be French, documentary series with Fair trade campus, social justice that is not highlighted enough, constitution and working on policies, improve transparency by publishing documents, active members involved in funding initiatives.

11:00 am: Themes for GMs (setting GMs and coordinator meetings)

Safe Space-discussion, art activity, Constitutional suggestions-input from community members, 90 minutes, 30 minute activity, mini update at every GM, Chairs for GM create agendas
Hiring process: February, open up about positions, contract employees
Jaijot: Shadow program, hire early and offer a period of shadowing
Social with members, new hires

Late Night Lunik

- reinforce that it is not a pub night
- executives cannot bartend their own event
- call security
- no excessive drinking
- alcohol addiction awareness in campaign (self-help support)
- ID needed
- one drink at a time
- House Rules-at the bar

11:30 am Vermacompost training

- Document on the drive

11:45 pm: Setup open/close schedule and office hours for winter term

- schedule on drive

12 pm: **BREAK**

12:15 pm: Projector+Tech training, troubleshooting tips (take thorough notes, and prepare your questions.) -- Project cost so far, movement of hours,

- facilities dealing with asbestos
- voted on approval for projector costs: voting was unanimous

12:30 pm: Finance update

Levy:

- received some time last week

Projector:

- Under the quote for projector
- Suran created spreadsheet comparing costs:
 - Currently, \$704 in labour cost, and approx \$316 worth of equipment expenses--not including projector or screen (equipment for mounting projector obtained within that budget)
 - prior quote from Communithek: \$1200 labour, and \$1369 in equipment and supplies--not including the projector, screen, or enabling any power source for the projector
 - however, scope of project expanded greatly to include installing a media rack, permanently mounted speakers, amplifier for speakers, getting power connection to projector
 - representative from Communithek made strong recommendation towards purchasing a ~\$3000 custom-made screen, however through research we realised that was unnecessary and decided to try a screen that would work well with our purposes from

- Staples, and it ended up being perfect for the situation--but cost under \$300 after price matching, and we had the possibility to return it incase problems were encountered
- considerable amount of time spent on research/consultation about parts and methods for implementation/installation
- relocated hours related to non-finance work from coordinator timesheet to contract--net result: decrease in number of hours gone over for semester maximum--still over max
- mounting, approx. 4 hours remaining, need to get quote from facilities for cutting ceiling to attach bracket to I-beam
- rationale to hire facilities: accountability

-Voted for coordinator approval: unanimous vote for approval of the contract, with a maximum of 50 hours to the contract

12:45 pm: Oppression awareness planning

- Doc series
- Open-Mic: poetry, and prose, music, themes of resistance
- Multicultural event
- GM: Safe Space +art

Jaijot: air quality, not an ideal space, not accessible, start initiative for new space
 Solutions to deal with air quality: himalayan salt lamps, plants, air purifiers
 Close up lunik for summer to actually
 Living wall

1:15 pm: Relaunch update

- Member appreciation for nominations: look at criteria list an opening in the newsletter

1:30 **LUNCH**

2:30 pm: Inclusivity training

- acknowledge the traditional owners of the land

5 pm: **BREAK**

5:15 pm: Outreach initiatives for "Frost"

- see what orientation could happen
- Launch party and showcase
- member appreciation nominations due thursday the 8th

5:30 pm Events up-date

5:45 pm: Cleaning parties

6 pm: Au revoir

Deliverables

- Tia: contact language and reconciliation for poster/promotions, send out email to individual groups, VP clubs need to share doc with clubs

- Maia: documentary series, pick documentaries and approximate time frames, pdfs for minutes
- Francette: Oppression awareness logo, pictures from the camera
- Aurora: look for air quality solutions, smart serve
- Elaine: vermicomposter sign, cleaning parties
- Suran: Work with facilities for projector, instruction sheet for projector

Relaunch

Aurora: Introduction, Lunik involved, initiatives

Francette: Introduce the website and instagram, contests, reshow video

Elaine: pamphlets for the 401, and cleaning parties

Maia: Documentary night, stand-in for elaine, food

Tia: Gm safe space

Suran: Movie sign-up list