

In attendance: Brynn, Meghan, Emily, Connie, Michelle

1. Office/Cleaning Hours

Each coordinator can pick one hour in the space  
Record that hour in the opening and closing document  
Clean up the space during that hour as well

2. Hiring

Start applications at the beginning of February, close by reading week  
Add some sort of secretarial function to one of the positions  
Connie, Michelle, and Brynn want to be involved in the hiring process  
Need a hiring committee: Joanna, Duncan, Jessica, David, Brynn

3. GTA Co-op Roundtable

March 7, full day, \$40/person before feb. 16  
Need at least two people to go  
Coordinators can check calendars and figure it out for next week

4. Vertical banner + other supplies

Design one for Lunik and include logo and location  
Brynn - ask Zaras about where to buy a price gun/something to indicate expiration  
date  
Meghan - check in with Future Shop about camera

5. Art show

Michelle will create power for a Lunik art show, post in a week or so  
Supported by the Glendon Gallery

6. Symposium Event

We have the liquor permit and a mixer  
Brynn and/or Meghan need to buy an aux cord and adapter  
Multiple bartenders are available (Brynn, Michelle, Meghan)  
Symposium people will handle equipment for karaoke event

7. Training sessions

Remind people about training sessions next week (Monday 12:00-12:40, 12:40-1:20 and Tuesday 2:00-2:45, 2:40-3:20)

Meghan - tweet and advertise

8. Orders

ONFC order coming in tomorrow

9. Safe space

Think about organizing a week for anti-oppression awareness and safe space policy  
A mandatory session for coordinators and some volunteers if they would like to join us  
Contact GWTC, GLBT, Lion's den, GCSU  
Approach Juan and Kate (Michelle)  
Figure out possible dates next week

10. GWTC Event (permit) - Feb. 3

Reminder for Connie to get the permit  
Bartenders: Connie and Michelle

11. Meeting time

Meet Thursday January 29th at 6:00  
After that, biweekly meetings  
Trial until reading week

12. Monday closing

At 3:00, Brynn will put away money  
Tia - call go safe to close Mondays (but not for this Monday because of the catering)

Also Catering on Monday (Connie and Brynn will be there)  
Fill out surveys if you haven't