

Deliverables for next week:

- Meghan to purchase camera
 - Meghan will design vertical banner
 - Brynn to contact company about price gun
 - Brynn to call board meeting
 - Brynn will follow up with security; closing wednesday after this coming up thursday, contact David for cameras
 - Brynn will figure out audit things; contact Jennifer
 - Brynn will get GWTC phone numbers; check time with doors at Gibson event
 - Brynn to email Chocosol about coffee
 - Brynn to go to market to buy hold-over coffee from a local brand
 - Tia will contact IT classroom about projector
 - Tia will email girl for art
 - Tia will look for volunteers for Andrea Gibson
 - Tia will order desk
 - All coordinators to report back on twitter next week
 - Michelle is going to tell Gibson rules to Courtney
 - Michelle will follow up with art
 - Connie: SOP
 - Brynn to email security for help with closing at 7:30

Co-op roundtable:

- Purchase tickets for February 16th
- Ask board for payment issues

Coffee:

- Current coffee supplier has stopped replying--still missing coffee
- Switching to Chocosol--fair trade, biodegradable
- Takes 2 weeks for wholesale orders

Meghan's Duties:

- Communications apprentice to take over social media
- Communications to move to a central strategy

Kettle:

- new kettle to be bought bc old one doesn't turn off
- added to shopping list

Pro Tem:

- Will seek article out from Pro Tem

GWTC Event:

- 80 first come first serve

- can only take pictures the first 3 songs, no flash
- space needs to be closed early, soundcheck at 5:30
- 6:30 doors open
- Meghan will help with sound
- Amrita will be handler
- Catering cancelled

Wednesday security issues:

- Same group of students in space wednesday evenings
- Brynn will ask security to hang around space around 7:30 close

Projector:

- IT classroom to be contacted for mounting projector and total budget