

# Agenda- November 20, 2014

Deliverables (!) for upcoming week:

## Brynn

- Ask Dave about volunteer codes and follow up regarding cameras pointing outside
- Upload ETF to FB Convo for us to fill out to get on payroll
- Post for #mylunikis! make sure the posts are marked public

## Emily

- Make sure SFP is up-to-date
- Fill out ETF for payroll
- Post for #mylunikis! make sure the posts are marked public

## Tia

- Make sure SFP is up-to-date
- Fill out ETF for payroll
- Post for #mylunikis! make sure the posts are marked public
- Make the Facebook page for the general meeting

## Meghan

- Make sure SFP is up-to-date
- Fill out ETF for payroll
- Create style guide with Michelle
- Post for #mylunikis! make sure the posts are marked public
- Update website with coordinator bios
- Replace old menu with new fact board

## Michelle

- Fill out ETF for payroll
- Create style guide with Meghan
- Post for #mylunikis! make sure the posts are marked public

Michelle put browns/bars put in little basket with a price sign. Anything with icing, nanaimo, cupcakes, chocolate cake, muffins and carrot cakes, should not be placed in baskets and left in fridge. All should be placed in the fridge by the end of the day.

### YGLgig

- Decided on Nicaragua green garden building
- Lunik will support the students' fundraising and we choose the Nicaraguan blend
- Lunik to buy 5 bags of coffee-whole bean

### Tuesday Concert

- Liquor Run
  - Go on Tuesday at 3PM to buy liquor

### Community Service

- Tia contacted individual
- He's coming next week 3-6 Monday, Tuesday 3-5
- Tia had him wipe off tables, wipe off counters, sweep, organize the tea cabinet and the library and do dishes
- Any further ideas for his help can be added to Facebook conversation
  - Take fence down and put it in the back

### Security Meeting

- Brynn- went well, met with Dave Timmins who does security systems York, showed him the space and told him what we are looking for
- Alarm system \$10/month
- Security cameras would be no problem pointing inside of the space, but we would like to monitor the terrace, he will look into this
- Security alarm system should be good to go
- Front door, Radio Glendon, and two doors leading outside
- We would punch in a code, and we would have our own individual code
- Brynn to ask Dave about volunteer codes

### Payroll

- Gilles is a superstar
- Some extra workstudy positions may be open, we may be able to apply and have some of the coordinators as workstudies, and Lunik will be reimbursed some money for those positions

- To be eligible, you need to have the student financial profile completed and not already have a work study position
- Connie already a workstudy position
- Brynn to check with the budget office for approval, should find out Monday
- On payroll you will get holiday pay, 4% in lieu of benefits/vacation, fill out a new sheet for hour records, and pay would be direct deposited to your account
- Coordinators to fill ETF-Employee Transaction Form
  - Brynn needs these filled out by next pay period
  - Brynn to download form, post it in Facebook, and we will fill them out

### Style Guide

- Michelle and Meghan to create style guide over the break
- Help rebrand Lunik
  - Poll for style of Lunik, like the #mylunikis campaign
  - A mix of serif and sans serif is considered

### Waste Management

- We have heard that the recycling may be going into same bin as garbage, Tia has asked a source at York whether this is the case, it could be sorted at the garbage facility
- Lunik to lend support to the recycling program

### #myLunikis

- Michelle has started the campaign
- all the coordinators should support the campaign and do posts
- campaign to be a contest
  - coordinators to pick 3 finalists, then to have community vote
  - keep the contest open during Frost Week, Michelle to pick a date in January
  - Michelle to launch this over the weekend
- Meghan to start an Instagram account for Lunik

### End of Semester Party

- December 2, 2014
- Meghan to launch on Tuesday
- Alcoholic Cider, Mulled Wine, Dealcoholized Cider
- Ugly Sweater Party theme
- End of semester, warm, snow, holiday, hot chocolate

- Go over alcohol list

### Label Maker

- Short term- price on window with window markers
- Longer term- buy a price gun
- Meghan to get rid of menu and make a fact board instead

### Next semester

- Find out our winter schedules for meetings and closing
- End of semester report on how we were feeling about our position and the team- due before we get back from the end of the break
- Upload winter schedules to drive

### Board Meeting

- Policies for disciplinary actions
- Called a board meeting for December 15, 2014
- Looking for camera/alarm approval
- Looking for members of the hiring committee
- Let Brynn know of any agenda items

### General Meeting

- Monday, December 1, 2014 3:00 PM
- Tia to advertise to general meeting
  - make the FB event page so the link can go into the newsletter

### Tia's Event

- Roots and Shoots would like to have a Charity Gala
- December 17, 2014 7PM-11PM
- Open Lunik for spill over and catering during that time? Tia to open and close
- Tia to let Brynn know what she needs to order for catering
- Approved!

### Exam Period

- rebrand from social space to \*quiet\* study space
- opening and closing presents a challenge
- Reduced hours? 10-6
- Open Doodle poll for opening and closing, outreach to volunteers