

Coordinator Meeting: November 6 2014

Chair: Michelle Kearns

Secretary: Brynn Leger

Present: Constance Passas, Meghan Merkley, Tia McNiel, Emily Pascoe, Michelle Kearns, Brynn Leger

1. Pay
  - decide to wait until next pay period because of co-curricular days = Nov. 20
2. Bilingualism
  - need more French messaging
  - can use Franglais
  - in social media posts (Meghan) and volunteer email updates (Tia)
3. Autoshare
  - Michelle is a member, needs to review - useful?
  - \$10/hr for car, \$20/yr for membership
  - pick-up location at Yonge & Lawrence
  - Michelle will look at what company is in lower lot here or renew with Autoshare
4. Clean-up Schedule
  - agree to weekly cleanup, rotating schedule, partners
  - this week: Brynn & Emily
  - next week: Michelle & Connie
  - 3rd week: Meghan & Tia
  - Brynn will make checklist for cleanup
5. Fall Campus Day
  - Brynn will be in space 10-2 on Sun Nov 9 for prospective students
  - make simple signs to direct people to tea and coffee
  - Meghan will post online
  - Michelle will bring Brynn t-shirt
6. GWTC Event
  - Connie, Tia and Brynn met with GWTC today
  - Budget of \$6060 without alcohol, \$6381 with alcohol (but may be able to get \$400 covered by another group)
  - asking us for \$3000
  - we agree and offer to contribute extra to make it a licenced event
  - tasting dinner with caterers scheduled for Thursday November 27 at 7:30 in Lunik after our meeting
7. GLGBT\* Event
  - this past Tuesday, went well
  - Tia will make invoice for GLGBT: \$140 flat rate for liquor and \$22.77 for brownies (6.60/box of brownies x 3 boxes x 15% tax)
8. Soundboard
  - Connie has friend that works at Long & McQuade, will contact

- goal to have new sound system for Dec. 2nd
9. Advertising Campaign Ideas
- Emily: memes
  - Meghan: pictures of coordinators not fitting Lunik stereotypes - stress we offer alternatives but we also eat meat, etc.
  - Tia: update website with bios and pics of coordinators
    - Upload a picture to drive, create bio and include name, major, how got involved, goals for the year, role at Lunik, fun fact, etc.
  - Connie: throw party, Dec. 2
  - Michelle: more photos on social media, e.g./ new products
10. Volunteer Issues
- ideas for more involvement, identification of volunteers
  - create Information Kiosk with sign-up sheet at table, volunteers sign in and out and are stationed at table
  - if moving around, wear apron
  - FAQ board - will make over break
11. Deliverables
- Tia: create invoice for GLGBT\*, compare/update invoice forms, update Event Usage Agreement, bring in chalk
  - Meghan: look into camera prices, post about Fall Campus Day
  - Michelle: look into projector/screen, research/renew Autoshare membership
  - Connie: get liquor permits for Nov 25 and Dec 2, soundboard research with Long & McQuade friend
  - Brynn: email Security, contact Noah, make checklist for cleanup, Fall Campus Day, send Meghan list of Board Members, talk to Kritika about silk screens
  - Meghan/Michelle/Brynn: thrift store shopping for party on Tues Nov 11, 3 pm
  - ALL: upload pics/bios to Staff Docs folder, then let Meghan know ASAP