

In attendance:

Tia
Connie (until 5:20)
Brynn
Kritika
Caroline
Michelle

Date: Sept 5, 2014 4pm-6pm

General Structure:

- website: Meghan (promotions), Wordpress, she may need assistance setting it up
- Constitution and bylaws: Incorporated by lawyers
- Levy funding: 50-56k per year, based on credits taken at Glendon
 - Need proper audits to receive levy funding from SCLD
- Incorporated as co-operative not-for-profit
 - Lose money on food because of selling things at cost and compensating volunteers with food

- Brynn will create contact sheet on Google Drive and send to coordinators to fill out

Housekeeping:

Communication-

- FB to communicate, messaging instead of groups to ensure comments are not lost
 - Message specific people separately if necessary
- email communication from Lunik email
- lunik.cooperative@gmail.com pw: radicalness

Pay-

- Lunik gmail Google Drive
- Log hours ASAP
- Log hours from TRANSITION TIME and MEETING Sept 5 (2:45-3:30, 4-6)
- Don't invoice for volunteer duties
 - Invoice for stuff with specialized knowledge or skills
 - o Ex. Garden stuff, talking to facilities, in-depth cleaning
- Brynn will purchase new safe from Costco
- Reimbursements:
 - Purchase reimbursement form and cheque request form need to be filled out; will receive two cheques during next pay period
 - Need purchase approved by at least 2 other coordinators
 - o On FB for written record
 - Keep receipts, purchase separately from personal items

Opening and closing-

- Previously, one coordinator/volunteer to open and close 10-8, Friday earlier
- everyone upload schedules to google drive for fall semester, in staff docs folder

Meetings:

- Weekly meetings must be attended by all coordinators

Ideas:

- giant FAQ board, flippy-style
- leave computer open on Lunik website with big sign when no coordinators there
- identification for volunteers: chalkboard paint on thin sheets of wood to hang around neck to write name on

Events:

- new this year: every event using the space needs to give us their promotional material/advertising for approval
 - can use Lunik logo, won't have to take by GCSU for stamp

Summary and to-do lists:

Brynn's to-do list:

- buy safe from Costco
- create contact sheet on Google Drive for coordinators, print and post
- create sign-up sheet to open/close

Tia's to-do list:

- Doodle poll for weekly meetings
- Doodle poll for this upcoming week for volunteering

Everyone's to-do list:

- fill out contact info
- upload schedule to google drive in staff docs folder
- sign up for opening and closing
- fill out doodle for weekly meetings
- try to be at lunik as much as possible during the first week
- goal setting and visioning for next time we're all together
- read constitution and bylaws before next meeting

