

General Announcements

- Quick review of voting procedures to ensure everyone's on the same page

Follow-up Items

- All items from last time have been discussed in emails or are a part of tonight's meeting
- Quick question: We made notes of those items that were moved to this week's meeting and then emailed the people in charge of each item to find out what priority they wanted to assign the carryover item. Is that OK?

Agenda Items

Title of Item	WEC Chair	Description of Item	Priority	\$	Notes
Finalize Rules& Guidelines	Couples' Resource Coordinator	Address any questions/issues/concerns/comments about Rules&Guidelines document and vote to approve or not approve it.	1		- Approved. Jeff will put it in the wiki. - The Capital Fund application will be for a bike lab, Alex will send the proposal for approval. - Event 1: Coffee Hour - Event 2: Children Friendly Activity - Medium Event: July 4 th . - Send me the details of the events so I can apply BEFORE JUNE 1ST
GSC Funding Application Due 6/1	Couples' Resource Coordinator and Secretary-Treasurer	GSC application for the summer funding period is due 6/1. Coffee Hour is traditionally funded using this, so we want to propose this as 1 of the 3 events. WEC should also discuss what other 2 events we might want to apply for, as well as what we might want to submit as a medium event (perhaps Fourth of July?), and if there are any capital fund requests (such as DVDs?).	1	\$135 for prizes and games & \$1200 for food	\$135 Approved
4th of July	Social Chair	Approval for a 3rd of July carnival/lunch. If we want to do a carnival, then I need to know today. The cheapest way to get prizes is through Oriental Trading, and orders take a few weeks to ship.	1		- We are going to check the lock. - Michael Collins with the help of volunteers will have the playroom cleaned quarterly.
Change the playroom lock	Parents' Resource Coordinator	The lock has not been changed for over 5 years now. It helps us to reset the playroom email list. Michael Collins suggests to change it on a yearly basis and start charging the \$10 annually as it was done years ago. One option is to start charging \$15 and use the extra money to pay for a deep cleaning once a month.	1		

								- Each key will cost \$10
Playroom guidelines meeting	Parents' Resource Coordinator	We are planning to have a meeting with the people who use the playroom to explain the lock change and the rules (again) We will need the lounge and \$15 for snacks. We could use the coffee that WEC has.	1	\$15	\$15 Approved			
Recycling Support	Recycling and Floor Rep Coordinator	It's necessary to encourage more people to go green and recycle. We'd like to hold a raffle for most events (coffee hour, Tea time, BBQ, etc.) held by WEC. Those who bring their own plates and utensils can enter into a raffle. Then, we'll choose the winners *quarterly* and give out the prizes, such as gift cards, useful household items, thank you dinner, etc.	1	About \$150 quarterly	\$150 Approved for the first quarter. - Will discuss after if it's successful.			
Go green--Special Coffee Hour	Recycling and Floor Rep Coordinator	We'd like to hold a special coffee hour: 1. No utensils will be provided, so people should bring their own; 2. Posters will be hung around that show what is recyclable or not, the importance of going green, and some basic tips to save energy and water in the dorm; 3. Several Reusable bags provided. 4. ***Promote the Raffle program and people can first enter it. (Of course if it is approved by WEC).	1	Normal cost of coffee hour Plus a couple of reusable bags	Yue can use reusable bags.			
Grill mitten	Partners' Community Coordinator	We need to buy new grill mittens for the BBQ. The current one is broken.	1	\$50	\$50 Approved			
Storytime materials	Parents' Resource Coordinator	We need to buy craft materials and tablecloths (permanent) for the next story time.	2	\$20	\$20 Approved			
Transferable Costco Card	Graduate Coordinators	There is a Costco card kept by the GC's, one with the Social Chairs, and a transferable card anyone on the committee can use for purchases. Right now the GC's are holding this transferable card. In the past the Sec/Tres has held onto it and kept track of who borrowed it. Would we like to keep this the same? Or would we like to keep it in the UE closet with some type of accountability system so it's location is always known?	2		- We hold the card email when you want it and we'll leave it in the WEC closet. - WEC can use the card for personal use.			
Forum troubles	Presidents	A resident wants to discuss appropriate use of the forum at tonight's town hall. We thought it would be wise to gather some ideas as a group, so we could present a couple possible (and feasible) solutions.	3		- Ask for suggestions at the Town Hall Meetings. - Write guidelines for forum. It should be friendly and constructive.			
Storage	Social Chair	A request for storage bins and shelves in the subbasement.	3	\$250	\$250 Approved			
TV Show Viewing	Couples'	We would like to host Westgate viewing parties for popular TV shows	3		Approved			

Party Series	Resource Coordinator	(such as Glee or The Simpsons) on the big screen in the basement lounge. We would serve any leftover foods that may be available, so we do not require any money.				Suggestions: - Let the grillers know what is needed. - Add chicken wings.
Spring BBQ	Social Chair	I just want to do a 5 minute debrief on the BBQ. What went well? What can be improved? Should we keep the face painters and balloon artist for the fall? What about food--do we need more or less of something?		3		
Welcome Basket	Recycling and Floor Rep Coordinator	Though it's not urgent, it's a traditional annual event in August. Since we'll be out of the country for a month in summer, we'd like to plan well ahead to save more and make good use of the budget (There are always sales for certain items from time to time). Beside, we'd like to change the combination of the lock in the S-Basement where RFRC used to keep stocks. Because we will keep a large amount of stuff there.		3	\$850 (Last year)	\$850 Approved
The lounge for Art & Craft club in June	Partners' Community Coordinator	I want to continue with the Art & Craft club meetings in June. I want to reserve the lounge every Tuesday from 8pm-10pm in June. Vote.		3		Approved
Wii and Board Game Night	Couples' Resource Coordinator	We want to have a social event with food, Wii, and board games Friday June 11th 7PM basement lounge. We request a \$100 budget for food/drinks/snacks.		3	\$100	\$100 Approved
Comment Cards	Graduate Coordinators	A comment card has recently been made to place at all events. Discuss needs to center around the following: how to implement comment cards, who will be in charge of setting cards out at events and collecting them, who reviews comments, and overall how to implement. Talk has also centered on having a comment card available online to link to in email advertising.				Comment cards will be responsibility of the event organizer.
Shed	Social Chair	The shed outside still needs to be fixed.		5		Will discuss later.