General Announcements

• None

Follow-up Items

• Discuss and decide on the document Danielle presented last week and created for future WEC events
  • Jeff: Just medium to large events. Cost $500 or higher per event.
  • Yue: We should have the wiki with the forms organized.
  • Megan: We need a formal protocol.
  • Agreements:
    1. Outside of WEC NEED to fill a form.
    2. WEC: We need forms for medium to large events. (Cost starting at $350).
    3. Should be available for the residents.
    4. Send the form when sending an item for the agenda.
    5. We should revisit after a couple of months to see if the form is working.
    6. Megan will send the more detail form that she uses to get funding. (recurring event).
    7. Alex & Michael will set a folder to put the forms in. It will limit access using MIT certificates.

Agenda Items

<table>
<thead>
<tr>
<th>WEC Chair</th>
<th>Title of Item</th>
<th>Description of item</th>
<th>Priority</th>
<th>$$</th>
<th>Item Type</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Partners' Community Coordinators</td>
<td>Icelandic Holiday Cookies</td>
<td>Kids cut out and decorate their own cookies. Registration will be required. We can have up to 40 kids for this event. Date: Sat. Nov. 27 at 11am (Thanksgiving weekend like last year)</td>
<td>1</td>
<td>60</td>
<td>Vote/Decision</td>
<td>$60 Approved</td>
</tr>
<tr>
<td>Graduate Coordinators</td>
<td>Baby-Sitting Night</td>
<td>We want to hire 4-5 sitters from MIT Baby-sitters (do WEC childcare) and FamilyNet (if needed) for a baby-sitting night on Dec. 11 from 6:30-9:30. We will allow 20 children and charge $7/child.</td>
<td>1</td>
<td>130</td>
<td>Vote/Decision</td>
<td>$130 Approved</td>
</tr>
<tr>
<td>Parents' Resource Coordinators</td>
<td>Westgate Kids’ Drawing Contest</td>
<td>We would like to organize a freestyle painting contest for Westgate kids where the theme is “Your favorite place at Westgate”. We would like to exhibit the drawings during the holiday party. We ask $60 from WEC to give small prizes to all the kids that participate.</td>
<td>1</td>
<td>60</td>
<td>Vote/Decision</td>
<td>$60 Approved</td>
</tr>
<tr>
<td>Social Chair</td>
<td>International Holiday</td>
<td>Quick FYI that we will be sending out a sign-up sheet for this on Dec 4. Feel free to email us questions and comments.</td>
<td>2</td>
<td></td>
<td>Discussion</td>
<td>We HAVE to sign up.</td>
</tr>
</tbody>
</table>
End Thoughts

- Any suggestions/recommendations for our next meeting?