

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

WEC Chair	Title of Item	Description of item	Priority	\$\$	Item Type	Notes
Partners' Community Coordinators	Icelandic Holiday Cookies	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)	1	60	Vote/Decision	\$60 Approved
Graduate Coordinators	Baby-Sitting Night	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.	1	130	Vote/Decision	\$130 Approved
Parents' Resource Coordinators	Westgate Kids' Drawing Contest	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.	1	60	Vote/Decision	\$60 Approved
Social Chair	International Holiday	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.	2		Discussion	We HAVE to sign up.

End Thoughts

- Any suggestions/recommendations for our next meeting?