

Timestamp	WEC Chair	Title of Item	Description of item	Rank the priority of this item	If your item requires money from the budget, please write down the amount you are requesting.	Item Type
10/30/2012 12:52:49	Secretary-Treasurer	Excercise class	Step class given by Kristen, resident of westgate low rise. soon to be certified. \$60 per class, 10 lessons. 20 participants. each participant will pay \$15 Wec will participate \$300. (need to make sure how many steps we have)	1	\$300	Approved
10/30/2012 16:08:37	Graduate Coordinators	S&P New Moms Group	The Spouses & Partners New Mom's group is outgrowing their current meeting space. They would like to know if they could move their weekly meetings to the Westgate Lounge and ask WEC to waive all reservation fees. They meet Fridays from 1-3pm. In the past 6 months the lounge has only been reserved during that time once.	1		Approved
10/30/2012 16:09:20	Graduate Coordinators	Previous Year Resident Survey Results	We would like to present all applicable information from the 2011-2012 Resident Survey with WEC.	1		Presented
	Secretary-Treasurer	Kids bikes in playground	In order to repair two more bikes in the playground I need to purchase tubes tiers and rim tape. I will also buy one spare tube for future faults.	2	~\$55	Approved
10/30/2012 16:17:20	Graduate Coordinators	Gardening Floating Responsibility	We have taken on the Community Garden and Individual Garden Plots (a floating WEC responsibility) for the past 2 years. We would like to pass on this responsibility to someone else on WEC for next spring & summer. We are working with the current resident volunteers over each garden to finish up loose ends from this year's growing season. We'd like to know who from WEC will take care of the Gardens next year so we can keep them informed. **Note: The WEC person taking this on should be someone who will be on WEC for the next year.**	2		RFRC took on themselves the responsibility
10/31/2012 10:39:59	Secretary-Treasurer	Empoyes and contractors	I have sent an email regarding this but will be happy to answer questions (or take them and find an answer). If we hire a professional for several meetings on a timely basis (e. g. gym instructor for a weekly evening class), this provider can not be hired as a contractor. In cases like this we need to make the provider an MIT employe. There is an employe agreement form under http://studentlife.mit.edu/sao/finance/forms we need to fill, and the provider will need to see the human resource office in fifth floor of the student center to complete the process. In cases when we do hire a professional for a single occasion, from now on, we will need to provide his/her invoice with the RFP. This invoice can easily crated using one of the invoice templates of Microsoft word (File => New => Invoice => Service Invoice, and choose one). Please make sure you bring me the invoice with the RFP form just like you do with the receipts of all other RFPs.	3		Discussion

Timestamp	WEC Chair	Title of Item	Description of item	Rank the priority of this item	If your item requires money from the budget, please write down the amount you are requesting.	Item Type
10/31/2012 10:52:23	Social Chair	Apartment Layout Database	<p>We would like to initiate an "Apartment Layout Survey" in Westagte, essentially asking residents how they lay out the furniture in their apartment.</p> <p>This can serve as a guideline for newcomers (and also existing residents who want a change) for arranging their furniture. This is possible in Westagte since all the apartments are similar...</p>	4		Not discussed