

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
President	Meeting time change	As GC proposed, they would like to change the next WEC meeting to 7-8pm due to the activity conflict.	1		Agreed
President	Funding Board Application for Jan-Mar	Walk through last year's application and decide what events that WEC will propose in the coming Funding Board application.	1		Proposed: Spring Brunch via ARCADE; Date Night, Disney on Ice, Purim via GSC.
Graduate Coordinator	Meeting time and period	Suggestions to move meeting time and contain to one hour.	1		Time changed to 6:30 when there is no TownHall. Add column to Agenda for item time estimate.
Graduate Coordinator	Mail boxes	I need to understand again why do we need the mail boxes before purchasing.	1	\$200	Approved as before (\$175)
Graduate Coordinator	Broken Wii	What does WEC wants to do with it?	1		Verify Wii is broken. Iff so, apply to GSC capital for replacement.
Graduate Coordinator	Cochairs from community	To help officers run event there was a suggestion to allow cochairs from Westgate who will help whenever they can with no commitment. This will allow: - More community involvement - Help to officers in running more events - a path for future chairs Note: kindness and listenning to volunteers.	1		Discussed; more community participation appreciated.
Community and Sustainability Coordinator	Skin care session	We are organizing a Skin care session for residents, to go over some self care topics and Q&A session. The presentation will be led by Daniela Konstantinos, licensed aesthetician, member of the MIT community and Director of a Spa in Boston. Daniela will donate her time, the budget is for coffee/cookies and small prizes for a raffle at the end of the session. We will open 20 spots for registration. Planned for Thursday, Dec, 12.	1	60	\$60 Approved. Sample products suggested as prize.

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Secretary-Treasurer	credit card update	Instead of becoming certified as a merchant and developing a complicated web interface of our own and dealing with credit reconciliation etc. I propose that we use the MIT "AdMIT One" system. I've spent time this week going through the pros and cons of this with folks in the SAO office and the business office, and I think this is the best plan. AdMIT One has no fees other than the usual credit card fee (~4% there's no way to get around this) and we can set up different groups with different ticket prices etc. and restrict registration to only Westgate residents etc. There is a full time MIT staff member who administers this and can send daily transaction updates to the officer who is running the event etc. saying who has paid and how much and can help us deal with any bugs in the system that might come up. Additionally, we can start using this TODAY.	1	none	ITC & ST to discuss further. Training? Event setup fees? Dual registration? Payer tracking (to room #)? Events with deposits? etc.
Community and Sustainability Coordinator	Greener events	We would like to ask all officers to include messages like "Please bring your own plate/cup and help us reduce waste", in their publicity for Social Hours, Town Halls, WEC meetings, Larger events and in general, for any event held in Westgate that provides food and drinks. We can help reminding everybody about this from time to time and we can also provide a list of messages like this so you can pick the one you like or write one yourself.	2		Did not discuss.