

Admin Committee

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Admin Office Hours Calendar

Ridgewood Commons Admin Open Office Hours

Admin office hours meetings are held Sundays before dinner, 6-7pm, in the couch area unless stated otherwise.

Each Sunday is hosted by a different admin committee, with an all-hands meeting at the end of 8 week cycle.

These meetings serve to:

- Coordinate ongoing work within the group.
- Allow cross-committee work (meetings are open, pop-ins are encouraged).
- Be a space for people interested in admin work to come and meet existing members, get a feel for the work and group dynamics before they commit to taking on RC labor.

April	May
4/12 Programming	5/3 Outside Comms
4/19 Tech	5/10 Fundraising
4/26 Facilities	5/17 Finance
	5/24 All Hands
	5/31 Off! No meet
June	July
6/7 Programming	7/5 Off! No meet
6/14 Tech	7/12 All hands
6/21 Facilities	7/19 Finance
6/28 Outside Comms	7/26 Fundraising
August	September
8/2 Programming	9/6 Finance

8/9 Tech	9/13 All Hands
8/16 Facilities	9/20 Programming
8/23 Outside Comms	9/27 Tech
8/30 Fundraising	
October	
10/4 Facilities	
10/11 Outside Comms	
10/18 Fundraising	
10/25 Finance	

Admin Committee Descriptions

Programming - Coordinates use of space across both free RC-hosted events and rentals. Reviews programming & rental form submissions (ridgewoodcommons.nyc), develops programming based on committee goals, community interest & feedback.

Tech - Manages tech infrastructure: Site framework and deployment, collaborative tools.

Facilities - Repairs and replaces space equipment and fixtures, develops layouts and strategies for space organization, coordinates garbage/recycling/compost, coordinates consumables purchasing and storage.

Outside Comms - Collects event info and produces weekly calendar graphics, poster, and flyers. Manages instagram, bluesky., mailing-list.

Fundraising - Organizes fundraising events and grant opportunities.

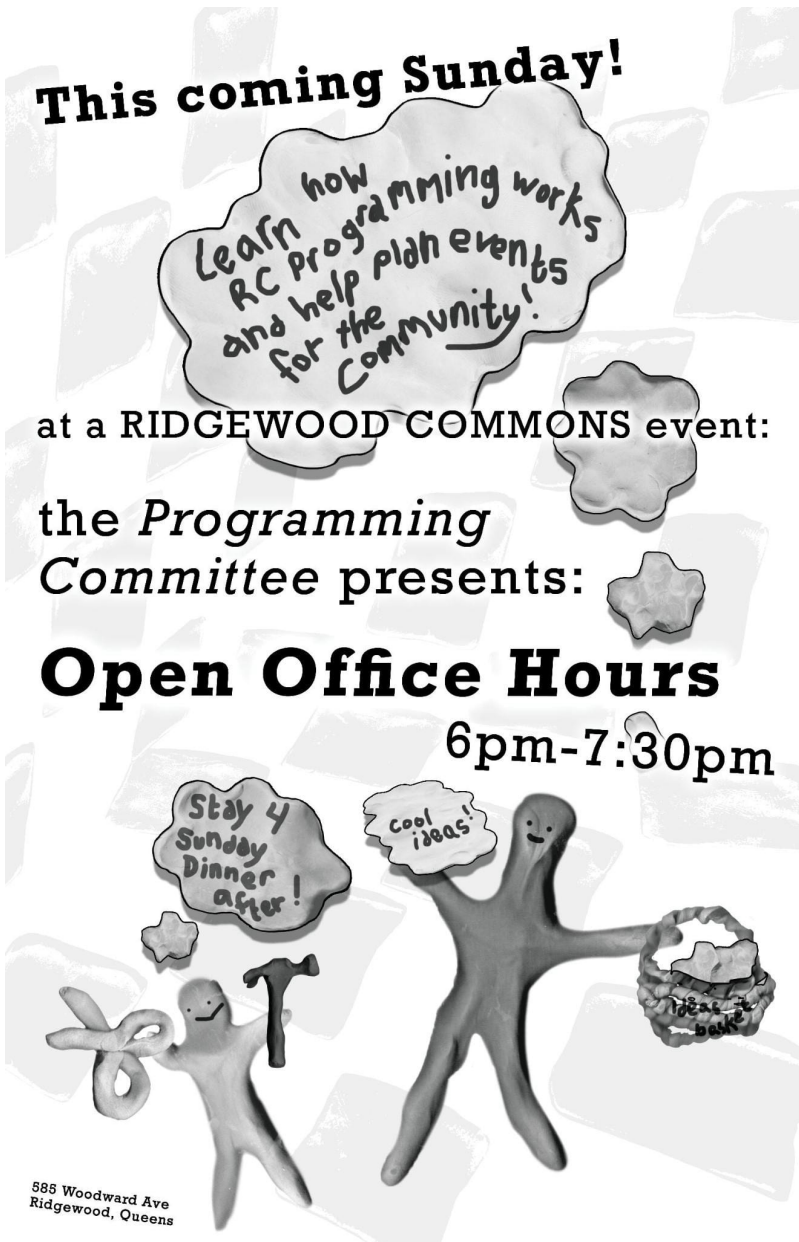
Finance - Pays bills, reimburses expenses, coordinates with fiscal sponsor and payment platforms, reports financial information.

All hands - Meeting of reps from all admin committees. All-hands are broader reviews of both suggestions and problems raised at individual committee meetings.

Notes for past meetings can be [found on this wiki](#).

Flyers for admin meeting promotion:

Programming



Tech Admin

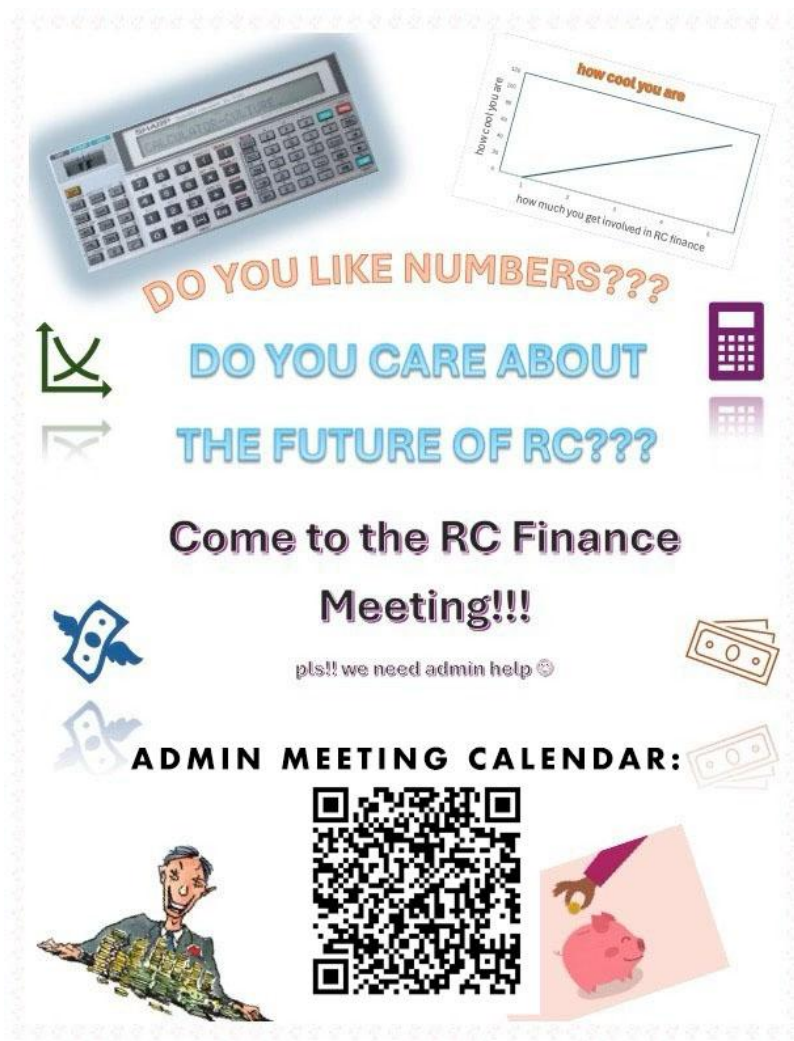
Facilities

Outside Comms

Fundraising



Finance



All-hands

Admin Committee Office Hours Notes

There's no clear place for notes or agendas for the newly created weekly Admin Committee Office Hours, so I made this.

RC Office Hours - Programming - 4/12/26

Programming (6): S, J, V, I, C, K

Outside (4): L, A, Z, A

Topics discussed:

- Booking overlaps + structure & decision making + coordination across groups
- SOPs
- Basement
- RC onboarding materials / flow
- Block party
- Open Studios

--- Booking overlaps + structure & decision making + coordination across groups

Diffuse engagement with booking requests, based on who gets to the proposal first/engagement with submitter.

Grandfathered events

If/how to prioritize across RC-emergent events vs outside proposals
+ balancing with space financial needs.

Trial 5 week run of J poli-ed sundays didn't have great experience in space, loud, other stuff still going on...

Upranking criteria have been:

- political content
- proposed by RC community

Downranking or denying criteria:

?

Overlapping events means overlapping *audiences* which could conflict in some cases. Duality of mixed events, can be synergistic, can be problematic.

-- Coordination across groups

Ideas:

Weekly "leads" - someone to take a week in the future - could help build calendar further into the future, requires more people - could also get confusing (how to record/indicate week-lead)

Per day chats:

Signal chats per day could help coordinate across a specific day, and create a point of contact if you know the day an event happens.

Centralized chat:

The spokescouncil WG chat could be repurposed.

Another chat could be made.

In any chat setup, Signal group member labels (new feature) could be very useful here, allowing people to indicate WG/AC membership

--- SOPs

<https://wiki.commonsnyc.org/books/rc-programming/page/programming-sops>

Needs review + additions for some specifics: advertising and cross-promo for sensitive programming

<https://wiki.commonsnyc.org/books/rc-programming/page/best-practices-for-screenings-and-projected-amplified-presentations>

SOPs and onboarding materials need to be agreed on/seen/read/referenced - lonely wiki pages are not sufficient:

- QR links and signage in locations (e.g. on PA, computer)
- Physical material: zines, trifold
- Actual in-person sessions

--- RC onboarding materials / flow

Dinner has been working to address: food safety zine

Could be addressed via WG/AC onboarding, or general RC onboarding

--- Block party

- got permit account
- get 50% of neighbors to sign off (physically)
- Application needs to be physically delivered to meeting
- block map: <https://wiki.commonsnyc.org/books/rc-programming/page/block-maps>

--- Open Studios

- Tutoring -> Kids crafting studio Sat/Sun led by different groups
- Food
 - 3 vendors, maybe one dropped out

RC Office Hours - Tech-Comms - 4/19/26

Committee attendance (#) - Mi, P, L

Outside attendance (#) - Mo

Resulting Next Action Items

- TODO **set up a self-signup form for emails**
 - this will ping a number of people over email who have admin access to the the account system and will manually create an account
 - needs some copy explaining the potential risks in submitting the info & encourage using burner emails
 - need people to volunteer to be the account creators
- TODO **move vikunja project management software from `projects.beta.ridgewoodcommons.nyc` to `projects.ridgewoodcommons.nyc`**
- TODO **migrate the data from the bookstack instance at `wiki.commonsnyc` to `wiki.ridgewoodcommons.nyc`**

Topics:

- "Tech" issues that are holding us back as an organization
 - Cross group coordination
 - Site/URL confusion
 - Account creation
 - Lack of movement on core "space replication" functions
- Opportunities for clarity
- Individualized pain points - What could change that would make your life easier?
- Things to put a bow (if temporary) on

"Tech" issues that are holding us back as an organization

Cross group coordination

- There's no "many to many communication" channel that isn't scoped in a way to cause people to wonder "is this the right place for this?" e.g. Spokescouncil chat is unclear.
- The entire wall has become this, but mostly in an "attention extractive" way, like "come to my thing," vs "Does anyone want to x/yz?" and there's no delimiter between RC, RC community, and outside stuff.
- Admin committees and working groups are Signal silos

Proposals gathered from various chats...

- Day-scoped chats - Signal chats for M/Tu/W/Th/F/Sa/Su
 - Gives very clear structure, tightly integrates different events
 - Probably pretty quiet.
 - Great for WGs and recurring events
 - Bad for ACs, e.g. facilities, programming, finance.
- "Grand Central Chat" - A unified chat, with members from various ACs, WGs, and otherwise.
 - Probably noisier. Member labels might let it function on mute. (Do @s override mutes?)

All of the above would benefit from using the new-ish Signal "member label" system. So Whether day-chats, or a unified

All chats still suffer from the fact that almost nobody reads group descriptions. Not sure about pinned messages, but in any case they're not visible to new members?

Site/URL confusion

wiki.commonsnyc

*.beta.ridgewoodcommonsnyc

ridgewoodcommonsnyc

Having tools broken up across domains hurts both use and utility

Account creation

Lack of an account makes tools read-only, increases confusion & sense of social capital.

Lack of movement on core "space replication" functions

- programming and rentals management
- mailing list
- finance

Opportunities for clarity

- Division of work
 - Network connectivity
 - Hosted applications
 - Semi-hosted tools
 - Site
- Group names
 - Tech Comms ->
 - Tech & Intranet
 - Tech & Coordinating
 - Tech & inside comms
 - Tech Infrastructure
 - This could mean that the site becomes a collab between Tech Infra & Outside Comms
 - RC IG coord ->
 - Comms
 - Outside Comms

What could change that would make your life easier?

These meetings are a good start for me, gives a time & place to send people. - LP

Things to put a bow (if temporary) on

- Outline vs bookstack
- Knowledge store ACLs and visibility

Raw Notes from meeting

<https://wiki.ridgewoodcommons.nyc/books/admin-committee-shared/page/rc-office-hours-tech-comms-41926>

Topics:

"Tech" issues that are holding us back as an organization

Cross group coordination

Site/URL confusion

Account creation

Lack of movement on core "space replication" functions

Opportunities for clarity

Individualized pain points - What could change that would make your life easier?

Things to put a bow (if temporary) on

Domain Name

Working group software User Testing (e.g. pantry try riseup?)

Excitement on

nyc mesh

ny mesh

visibility of invisible work - roles board

removal of Proposals label on board

meta note if not in chat, can't see chat-shared agendas

Things working well

* What's Going On? I go to <https://ridgewoodcommons.nyc>

Notes:

- We need many to many communication channel
 - seems like the giant physical wall is the channel
 - Micro has explored some wall hierarchies
 - Zulip/Mattermost+
 - consensus on signal: skepticism, willingness to experiment, try Signal solutions before bigger project of alt software solution
 -

What situations where someone can't find a channel, or there doesn't appear to be a chat.

Story: New to space: where is everybody? how do I get involved? Where do I find people interested in x/y/z

- next action item: move bookstack to wiki.ridgewoodcommons.nyc & migrate data. decide what to do about
- next action item: move vikunja off beta subdomain
-
- invite code
- self-signup (open)
- self-signup (moderated)
- form submission + manual account creation
- unlisted/obscured URL

- Against 3rd party auth (Google, etc)

- MVP for self-signup:

- form at a hidden URL that pings a small list of email addresses that have admin access and can create an account for them

- bot worries

- human worries

- vandals

- deletion

- false engagement

- pollution of user database

MVPs

/register

ACLs

- next action item: create a secret endpoint that allows users to submit a form that asks for their desired username & email, email a small number of admins who will then create the account for them. make sure to include some copy that relays the risks of submitting their info

Tech Infrastructure

RC Office Hours - Facilities-

4/26/26

Committee attendance (3) - L, R, I
Outside attendance (0)

Topics

Facilities teams?

Admin committee scope and consideration of how to possibly divide into logical parts:

- Skilled work vs day to day upkeep (e.g. plumbing/woodwork/locks vs. cleaning, garbage, organization.)
- Space use planning / Repairs / Consumables

Collaborative standards

Connecting with existing groups and asking what their standards or expectations are, re:

- scissors and tape - pantry and coworking
- what bins do we use? - pantry
- where garbage bags and cleaning supplies are - dinner, pantry
- extensions cords - coworking and programming

Basically how to create more standards and organization in cooperation with relevant groups.
How does someone communicate that we're out of supplies?

Documenting trash process

Thursday writing group, but what about other thursdays?

Basically if we assign trash duty to a group, we have to account for when that group cancels, moves dates, changes leadership or convener.

Consumables

Would be nice to have regular deliveries, but we *can* have inconsistent hours, so a missed delivery can turn into a headache.

We don't have an organization debit card.

Discussion:

- Delivering to friendly 9-5 business: bodega, nail salon
 - Could be an unwelcome burden for a business - but as a *backup* delivery option seems a good fallback.
- Giving USPS a key
 - In later conversation someone pointed out to me that USPS typically has a key to a lockbox, and even then can only access the entry way, not enter the building. ~LP

Compost

How can we have it actually picked up?

Clarifying what city services we're legally entitled to as a commercial address.

Misc

TAPE!

Coded spray bottles for different soap dilutions or disinfectants:

<https://www.mcmaster.com/1427N71/>

Smaller wringer without spending \$200+?

Roller mop vs string mop

(Addressed for now because cleaning hutch has room for big ring bucket as well as 2-section bucket, so we can have a roller mop and string mop out at the same time.

RC Office Hours - Finance - 5/17/26

Group attendance: D

Outside attendance: S, P, L

Topics

- Getting people into RC Finance Consensus Signal group
- Fiscal Sponsor, etc.
 - Account balance and access
 - W9(?) status
 - Nonprofit consultation
- Floating Expenses
- Finance AC
 - Attrition
 - Workflow development
 - Better chart workflow

RC Finance Consensus Signal group representation:

Facilities

Tech

Basement

Finance

Sunday Dinner

Pantry

Programming

Kids Crafts

Fundraising & Grants

Yearbook

Liability

Writing Workshop

Fiscal Sponsorship

3 months since last account check

Monthly would be good, to catch problems (change in platform payouts, etc) before they become big problems.

S will meet w/sponsor and bring up monthly reconciliation

W9 status: good on both platforms

P reached out to M re: a consultation on process to gain nonprofit status

Floating Expenses

Made a page for potential expenses: <https://wiki.commonsnyc.org/books/rc-finance-home/page/potential-expense-backlog>

TODO/Done (P): follow up with M re nonprofit consultation

TODO/Done (P): Monkey followup

TODO: S to shadow finance operations -

TODO: Shea monkworx meeting

Finance AC

Attrition

Since RC swap, finance has gone from 4 ppl to essentially 1.

S to shadow finance operations - potentially document current process?

Might be nice to create specifically scoped roles, eg:

- Monthly reporting
- Rent, bills, fines, reimbursement
- Reconciliation and data entry

Workflow development

Current workflow is functional, sophisticated, but possibly would be good to mimic established conventions?

L at BCF is an accountant, has been contacted by P for consult.

Chart workflow

Might be nice to have scripts which process CSV input and create standardized reporting graphics.

RC Office Hours - All-Hands - 5/31/26

Admin Committee All Hands Meeting

Sunday May 31 2026 6pm

To be sorted

- D & S made plans w/ father mike to meet the week of June 22nd
- mercado tables are here (put behind the phone booths?)
- programming SOP needs to be updated to reflect new calendar management practice

Admin Committee Cycle Roundup

5+ person meets

Programming

3+ person meets

Facilities

Finance

Tech admin

2 person meets

Fundraising

Didn't meet

Comms / Outside Comms / IG coord

Notes

lp: there is attrition across all admin groups

pcm: we need to start advertising these meetings more widely and need to pretend we have our shit together and believe this can work

l: we need to explore multiple avenues of engagement:

- calls for help on the back of the weekly flyers
- announcements at sunday dinners

sh: make asks in terms of skills needed rather than tasks

l: is anyone actually ready to delegate stuff to people?

do: I have some tasks I can delegate to people, but my long term goal is to no longer be "In charge" of finances. I am of two minds about task-based vs project-based delegations.

l: we should frame the admin work here as less "doing a job" and more "learning movement skills that would be applicable to other projects"

sh: it's good to get energetic alignment with people before bringing them into admin work, can avoid potential conflict etc

l: we never made a points of unity doc. the admin collective can have its own points of unity doc that can have a smaller scope than one for the entire space.

sh: look at this points of unity doc from <https://cooperationtulsa.org> . it is not prescriptive but gives you something to point at when people are not aligned with what we're trying to do

l: we can look at their points of unity doc, the mil mundos doc, the mayday space doc. but more broadly doing this kind of work

where should we publish these meetings?

- listed on the weekly site/flyer listing - Y

- publish full calendar in a flyer we put in the space - Y
- announce them at dinner - Y
- instagram? maybe weird to bring people in who have seen posts but haven't engaged at all yet, to come to such an insider meeting. counterargument from shannon: there are some people who need to feel like they have a job to do at the space before they can feel invested in and like they belong. some people find showing up here (like to dinner) intimidating.
 - it will require labor to onboard people who came from the internet without a lot of context
 - do admin committees have tasks that could go up on a "open task list" of labor that doesn't require a lot of context and trust to work on
 - I: what about tasking the admin groups w/ coming up with these sorts of tasks at those meetings

PROPOSAL: ask each admin group to come up with items for an "open task list" plus a high level description of their work and purpose in a way that frames it as prefigurative ties into broader movement work and isn't just "work free job"

m: the org is illegible. it's unclear where work gets done and who to talk to and how to plug in.
tr: listing these meetings as events on the flyers & website etc should help with that

How to break up with Mark The Electrician

lp wrote a very nice version that says "we're moving on but you left some stuff here do you want it?". we can also just not mention the stuff left behind and keep it since we paid money for *something*

DECISION: break up w/ mark & hire a licensed electrician. reach out to sparky.

PROPOSAL: please take notes at the admin committee meetings

TODO: better design for the flyers that announce the admin meetings

TODO: add admin meetings to weekly calendar on site and flyer

TODO: communicate the ask to individual admin groups to spend time at their next meetings on open task list / prefigurative work description of what each group does

TODO: create generic dinner announcement script that can include "if you want to plug into the comms admin group, which does so-and-so, show up at 6pm" plus other announcements

TODO: create a reusable stand for signs & a place for the signs to live

TODO: lp will email mark

TODO: vanessa to talk to sy

TODO: tell the admin committees to take notes at their meetings. would be helpful to tell them where / how.

Sunday Dinner Announcements (in volunteer guide):

Right before serving, you (or a seasoned kitchen crew member) can get on the mic and make some important announcements. These include:

- Welcome to Sunday Dinner! – explain what Sunday dinner is
- The menu for the night – what is vegan, vegetarian, gluten free, or not
- Thank you to the volunteers who helped cook (hey! that's you!)
- Dinners are donation based. Suggested donation is \$5-10, if you can pay more, please do. If you don't have funds, please do not pay, this dinner is for you.
- Cash is highly preferred, but we do have a venmo: @dinner-queen
- Funds go towards: (1) paying for this and future dinners, (2) RC overhead.
- The ledger is open to the public, so just ask if you want to see our finances.
- Please help with cleanup after. At the very least, wash your own dish.
- Next week's admin committee meeting (happens every week on sundays at 6 pm)
- Enjoy!

RC Office Hours - Programming and Rentals - 6/07/26

Attendance

Inside: 2

Sh, Sh

Outside: 3

Ch, L, Ca

Topics

- Block party updates
- What to pair C screenprinting event with?
- Storage and electrical guidance for Mercado
- Reiterate kitchen closing standards to all groups / recurring programming
- Ask C (pantry) to join programming?
- Outline scoped programming group roles to advertise to community

Todos

- ☐ Do a measured sound volume check w/neighbors (schedule or pass on contact info @v)
- ☐ Make a circuit chart to show how power should be run for events. (@L)
- ☒ Share pic of table & banner location to mercado (@L)
- ☐ Refine and share programming "role" for sharing to community announcements and flyers

Maybe Todos

☐ Make "not Ridgewood Commons trash" sign? (@L?)

Discussions

Block Party Updates

What to pair C screenprinting event with?

Storage and electrical guidance for Mercado

Tables

Left in space without reply to question of if it's ok
They were placed behind booth

Banner

Was left in space, in pantry shelving, has been placed with folding tables behind booth

Garbage

L+Mar removed Mercado trash from 585 residential garbage, moved to RC garbage bins

Electrical routing

Power was run to basement, to an extension cord. Not great, and not what was explained. Asked organizer, they didn't know how it happened.

Reiterate kitchen closing standards to all groups / recurring programming

Ask C (pantry) to join programming?

Outline scoped programming group roles to advertise to community

- End of night closing checker
 - frig temps
 - furniture reset
 - dishes
- Wellness check on equipment (facilities?)
- Advertising location list (outside comms?)
- Online promotion (outside comms?)
- In-space signage and calendar cleanup and management
 - proposals / nyc-mesh / painting wall posters

- door
- frig
- towards categorizing info in space
 - Try to start categorizing what type of info gets taped up, start thinking about how it might be categorized, and what stuff we can prune, e.g.
 - Local call to action
 - National call to action
 - Personal service advert
 - RC event advert
 - Commercial advert

RC Office Hours - Tech-Comms - 6/14/26

Attendance

Inside: 3

P, L, V

Outside: 0

Topics overview

- wiki migration
- <https://wiki.commonsnyc.org/books/rc-tech-admin/page/june-2026-state-of-the-infra>
- Self-hosting workflows
- mailing lists

Todos

☐ **WIKI**

☐ Migrate books to wiki.ridgewoodcommons.nyc (@p)

☐ Async use pads to create new hierarchy (@all -

<https://pad.disroot.org/p/zXn2eoK2Ta8ZTHOs5vw->)

☐ Move books to match agreed upon structure (unassigned)

☐ **State of RC tech 2026**

☐ Group members read over doc (<https://wiki.commonsnyc.org/books/rc-tech-admin/page/june-2026-state-of-the-infra>)

☐ Offer comments in chat or on wiki

☐ Discuss at next meet

☐ **MAILING LISTS**

☐ Post potential services (koumbit / may first) to signal chat

Discussion

Wiki Migration

Very little progress over last 9 weeks. One ad-hoc workday.

Probably good to change our structure re: shelves/books

Plan:

- Migrate books to wiki.ridgewoodcommons.nyc
- async use pads to create new hierarchy
- lp move books to match agreed upon structure

We will lose history, but that's ok.

2026 state of the infra

<https://wiki.commonsnyc.org/books/rc-tech-admin/page/june-2026-state-of-the-infra>

Actions:

- group members read over doc
- offer comments in chat or on page
- discuss at next meet

Self-hosting workflows

For various reasons: Discussion of using Ansible for initial server config, either in conjunction with coop cloud, or possibly with coolify.

Mailing Lists

Potential to use [koumbit](#) or [may first](#) \$125/annual plan for pretty namespaced mailing lists + shared hosting fringe benefits.

Tabled

Bitwarden/vaultwarden improvements

Upgrading plan or exploring options

<https://disroot.org>

RC Office Hours - Facilities- 6/21/26

Attendance

Inside: 2

L, R

Outside: 2

C, E

Topics overview

- Flooding (backflow valve)
 - <https://wiki.commonsnyc/books/rc-facilities-homepage/page/backflow-floods>
 - <https://wiki.commonsnyc/books/rc-facilities-homepage/page/list-of-licensed-plumbers>
- Consumables (again)
- <topic>

Todos

- ☐ Backflow research
 - ☐ Make script for plumber calls -
 - ☐ Call plumbers
- ☐ Todo: Call webstaurantstore.com and see if we can get a business account such that we're invoiced, to make ordering easier.

Discussion

Flooding (backflow valve)

List of licensed plumbers here: https://wiki.commonsnyc.org/wiki/List_of_licensed_plumbers

Riseup pad version here for those without wiki logins, and to make script:
<https://pad.riseup.net/p/ysLaTSmzA-DJ22ve1dbO>

Suggested we make a rough script outline to make it easier to divvy up calls..

Consumables (again)

Todo: Call webstaurant store and see if we can get a business account such that we're invoiced, to make ordering easier.

Discussion of using "roof" of bathroom to store larger orders of TP, 4x+ our normal purchase.

Discussion of building a small hutch in bathroom to store full package of TP, help clear out shower area. Convo started around a [hutch style plan](#), but the area behind toilet is narrow and 47" wide, so might be easier to run shelf along left wall (as seated on toilet), could be 12" deep, 53" max length.

RC Office Hours - Comms - 6/28/26

Attendance

Inside: 2+1

C, M, L

Outside:

Topics overview

- "First touch info"
 - Display case
 - In space signage
- Promo outlets
- Website
- Hello World posts

Todos

☐ Hello World Posts: table to brainstorm copy that would be shareable around our values/structure/governance

☐

Event Promotion: write up source doc workflow and tool (@LP) + flyer making tool

☐ Promo Outlet Wiki: Set access permissions to not need account (@LP). Communicate to ppl on how to use.

☐ Display Case: Async iteration with wireframes (@all)

☐ Draft proposal for using pantry space to host welcoming signage

Discussion

External Promotion Locations

Other physical places to promote RC events? General agreement: Let's make a wiki to collect bulletin boards around town

Display Case & Outdoor Signage

How do we want to greet people who first encounter us physically?

How to also display 1st and 3rd weekly events, special events in display case

Add another small sheet below? That's maybe confusing to have two sheets to look at

Would be nice to change big poster on a monthly basis - programming isn't ready for that

Evergreen poster with URL

LED strip around the display case w/ a solar panel battery would be great for nighttime visibility

Indoor Signage: Pantry Space

How do we want to welcome people once they walk into the space?

Walked through space, it seems like we have to take stock of important info that would be useful to have there and come up with a proposal to present to food pantry group on how we can share some of their fridge display.

Things like:

- Closing Agreement
- How to Donate
- How to Join RC
- Values/How we run/how we would like to connect to folks in our neighborhood

Also includes ideas around how info would be spatially organized:

- Divide fridges into groupings
- Rightmost frig w/pantry into
- Center frig as general welcome and info
- Left frig ? misc. fun stuff

"Hello, World" Posts: Maintaining an occasional Bluesky Presence

What if we occasionally showed up on socials to share that we exist and what we're about? Kinda like a way to let people who are looking for spaces like ours can share and disseminate to their networks?

-

LP

- 1/2 page paper flyers vs web images
- Tool could generate 2-ups for printing, and standard 4x5 for online?
- 2-ups could be either orientation
- Could strip event details from 4x5?
- Event promo outlets
- Wiki list with contextual guidance as to what for where?
- Location list as well, also useful for fundraising
- Information hierarchy in space
- More bulletin boards? Larger board with tape strips to break up space?
- Where
- Hatch gate mounted board?
- Use of outside display case
- Weekly schedule limited to 8.5x11
- Larger regular programming poster could be larger?
- Solar LED lighting strip?
- Use of door space
- Pools events
- more consistent
- +1w ahead
- Promotions as list vs forward
- Pro: self-managed or collectively moderated membership vs tech bottleneck
- Risk: people forgetting it's a list and doing an oops?
- Periodic "Hello World" post
- Post an occasional intro style post: Hello world, for those who don't know, Ridgewood Commons is....

Website

How to easily donate

Over-signage - > info hierarchy

RC Office Hours - Fundraising - 7/12/26

Attendance

Inside: <number of committee members present>
<initials>

Outside: <number of people from other groups or otherwise new to group>
<initials>

Topics overview

- <topic>
- <topic>
- <topic>
-

Todos

- ☐ <todo>
- ☐ <todo>
- ☐ <todo>

Discussion

Topic

Topic

Topic

RC Office Hours - Finance - 7/19/26

Attendance

Inside: 1
D
Outside: 2
Sh, L

Topics overview

- <topic>
- <topic>
- <topic>
-

Todos

- ☐ <todo>
- ☐ <todo>
- ☐ <todo>

Discussion

Topic

Topic

Topic

RC Office Hours - All Hands - 7/12/26

Attendance

Inside: 6

Sh, D, V, Sh, I, L

Topics overview

- Removal
- Calendar conflict
- Waivers
- Open admin announcements

Todos

- ☐ Follow up on offers/resources to create process, paid, or donated
- ☒ Waiver printing/signing process
- ☐ Admin groups to create longer blurb and/or flyer to be shared alongside weekly cal in community announcements.

Discussion

Removal

- Reporting process
 - Currently depends on individual high-trust connections / whispers
 - Improvement: Include link to feedback form in current [signage development project](#).
- Conflict / Safety process creation
 - Follow up on offers/resources to create process, paid, or donated
- Removal related followup

- Personal possessions
- Project involvement
- Door code changes
-

Calendar conflict

CSA wasn't listed on calendar. Blood-drive was booked. Conflict between two had negative effect on both.

General agreement on "No infinitely ecurring events" - events should be booked for a specific number of occurrences or date range.

Discussion of flows to make event, e.g. even "known" events like CSA restarting via form submission might help to avoid conflicts, vs events emerging from conversation and DMs

Waivers

Sh handling waiver process, including signal handle

Open admin announcements

- Already included in weekly schedule
- Delegate to comms to post to community announcements, with longer blurb or flyer.

RC Office Hours - Programming - 8/2/26

Attendance

Inside: <number of committee members present>
<initials>

Outside: <number of people from other groups or otherwise new to group>
<initials>

Topics overview

- <topic>
- <topic>
- <topic>
-

Todos

- ☐ <todo>
- ☐ <todo>
- ☐ <todo>

Discussion

Topic

Topic

Topic

RC Office Hours - Tech - 8/9/26

Attendance

Inside: <number of committee members present>
<initials>

Outside: <number of people from other groups or otherwise new to group>
<initials>

Topics overview

- <topic>
- <topic>
- <topic>
-

Todos

- ☐ <todo>
- ☐ <todo>
- ☐ <todo>

Discussion

Topic

Topic

Topic

RC Office Hours - Facilities - 8/16/26

Attendance

Inside: <number of committee members present>
<initials>

Outside: <number of people from other groups or otherwise new to group>
<initials>

Topics overview

- <topic>
- <topic>
- <topic>
-

Todos

- ☐ <todo>
- ☐ <todo>
- ☐ <todo>

Discussion

Topic

Topic

Topic

RC Office Hours - Outside Comms - 8/23/26

Attendance

Inside: <number of committee members present>
<initials>

Outside: <number of people from other groups or otherwise new to group>
<initials>

Topics overview

- Signage development review
 - [Facade display case](#)
 - [Pantry frig signage](#)
- <topic>
- <topic>
-

Todos

- ☐ <todo>
- ☐ <todo>
- ☐ <todo>

Discussion

Topic

Topic

Topic

RC Office Hours - Fundraising - 8/30/26

Attendance

Inside: <number of committee members present>
<initials>

Outside: <number of people from other groups or otherwise new to group>
<initials>

Topics overview

- <topic>
- <topic>
- <topic>
-

Todos

- ☐ <todo>
- ☐ <todo>
- ☐ <todo>

Discussion

Topic

Topic

Topic

Notes from outside meeting

RC Office Hours - Finance - 9/6/26

Attendance

Inside: <number of committee members present>
<initials>

Outside: <number of people from other groups or otherwise new to group>
<initials>

Topics overview

- <topic>
- <topic>
- <topic>
-

Todos

- ☐ <todo>
- ☐ <todo>
- ☐ <todo>

Discussion

Topic

Topic

Topic

RC Office Hours - All Hands - 9/13/26

Attendance

Inside: <number of committee members present>
<initials>

Outside: <number of people from other groups or otherwise new to group>
<initials>

Topics overview

- <topic>
- <topic>
- <topic>
-

Todos

- ☐ <todo>
- ☐ <todo>
- ☐ <todo>

Discussion

Topic

Topic

Topic

SOP: RC Patronage and Social Reach Tracking

Docs and sources

In drive: "RC Patronage & Social Tracking"

<https://pools.events> - "Memberships" tab

<https://patreon.com> - "Insights" tab, set to "tiers"

RC Patronage & Social Tracking sheets/tabs

- p tally - weekly snapshot of patreon tier subscriptions
- wf tally - weekly snapshot of withfriends tier subscriptions
- platform [] - stacked bar chart showing platform usage split
- tier tally - sum of platforms by tier, with small constants added for better charting
- tier tally ([]) - chart of tiers
- revenue tally - uses tier tally with multipliers (tier cost) to create \$ per tier listing
- revenue % by tier - breaks down tiers by % of total revenue
- socials - data for a range of social media and outreach platforms
- socials ([]) - chart of social media and outreach #s

Process

p tally - populated by manually updating counts, date is manually entered

wf tally - populated by manually updating counts

All other subscription tracking sheets are automatically populated via cell formulas

Date on all sheets aside from 'p tally' is populated via array formula referencing 'p tally' sheet

socials - manually updated by checking IG / bluesky / signal chats / logging into tally.so - socials are linked in column header for ease

Calendar table test

Ridgewood Commons Admin Open Office Hours

Admin office hours meetings are held Sundays before dinner, 6-7pm, in the couch area unless stated otherwise.

Each Sunday is hosted by a different admin committee, with an all-hands meeting at the end of 8 week cycle.

These meetings serve to:

- Coordinate ongoing work within the group.
- Allow cross-committee work (meetings are open, pop-ins are encouraged).
- Be a space for people interested in admin work to come and meet existing members, get a feel for the work and group dynamics before they commit to taking on RC labor.

Date	Group	Topics	Attendance (in+out)
2026-04-12	Programming	- Booking overlaps - Structure & decision making - SOPs - Basement - RC onboarding materials - Block party - Open Studios	6+4
2026-04-19	Tech	- User signup flow - Projects.beta migration - Cross-group communication	3+1
2026-04-26	Facilities	- Division of work/chat - Serving needs of WGs - Consumables - Trash/compost	3
2026-05-03	Outside Comms	No meeting	
2026-05-10	Fundraising	No meeting	

2026-05-17	Finance	- RC Finance Consensus chat - Fiscal Sponsor - Finance group internals	1+3
2026-05-24	All Hands	- Admin cycle roundup - Admin meeting promo - monkworx meeting - programming SOP & calendar - Breaking up with electrician - Dinner announcements	
2026-06-07	Programming	- Block party - Mercado storage / electric - kitchen closing	2+3
2026-06-14	Tech	- wiki migration - state of the infra - mailing lists	3
2026-06-21	Facilities		
2026-06-28	Outside Comms		
2026-07-12	All hands		
2026-07-19	Finance		
2026-07-26	Fundraising		
2026-08-02	Programming		
2026-09-09	Tech		
2026-08-23	Outside Comms		
2026-08-30	Fundraising		
2026-09-6	Finance		
2026-09-20	Programming		
2026-09-27	Tech		
2026-10-04	Facilities		
2026-10-11	Outside Comms		
2026-10-18	Fundraising		
2026-10-25	Finance		

Admin Committee Descriptions

Programming - Coordinates use of space across both free RC-hosted events and rentals. Reviews programming & rental form submissions (ridgewoodcommons.nyc), develops programming based on committee goals, community interest & feedback.

Tech - Manages tech infrastructure: Site framework and deployment, collaborative tools.

Facilities - Repairs and replaces space equipment and fixtures, develops layouts and strategies for space organization, coordinates garbage/recycling/compost, coordinates consumables purchasing and storage.

Outside Comms - Collects event info and produces weekly calendar graphics, poster, and flyers. Manages instagram, bluesky., mailing-list.

Fundraising - Organizes fundraising events and grant opportunities.

Finance - Pays bills, reimburses expenses, coordinates with fiscal sponsor and payment platforms, reports financial information.

All hands - Meeting of reps from all admin committees. All-hands are broader reviews of both suggestions and problems raised at individual committee meetings.

Notes for past meetings can be [found on this wiki](#).

Flyers for admin meeting promotion:

Programming

This coming Sunday!

Learn how
RC programming works
and help plan events
for the community!

at a RIDGEWOOD COMMONS event:

the *Programming
Committee* presents:

Open Office Hours

6pm-7:30pm



585 Woodward Ave
Ridgewood, Queens

Tech Admin

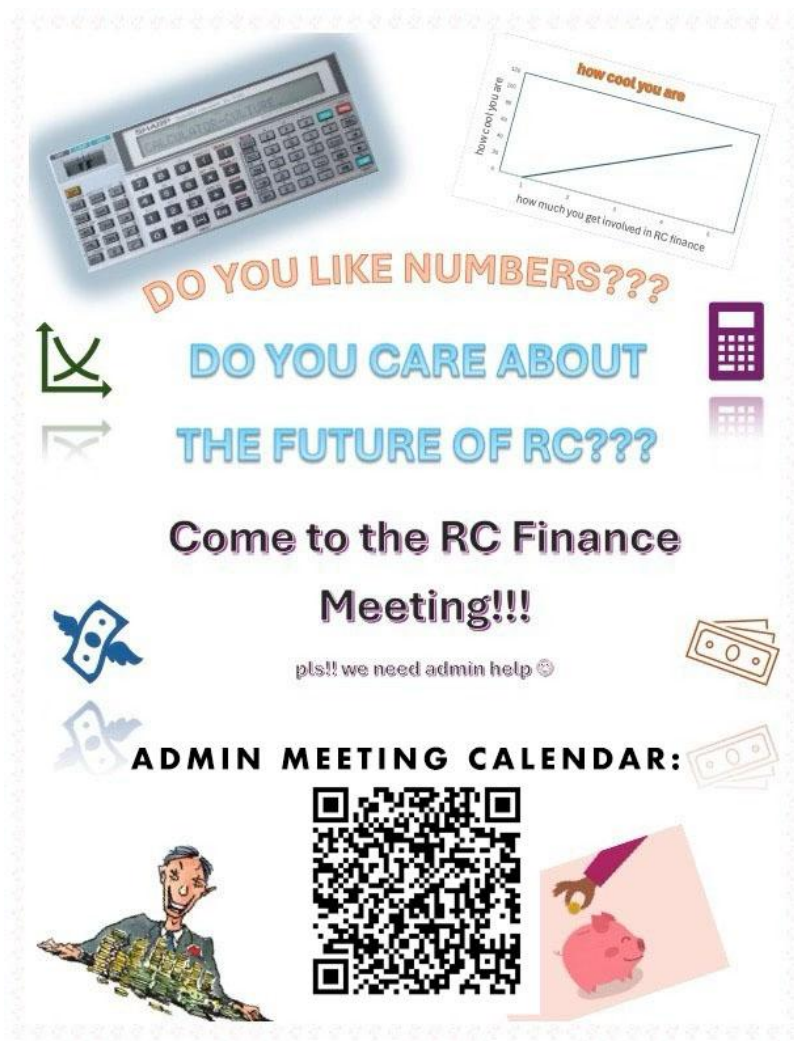
Facilities

Outside Comms

Fundraising



Finance



All-hands