

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

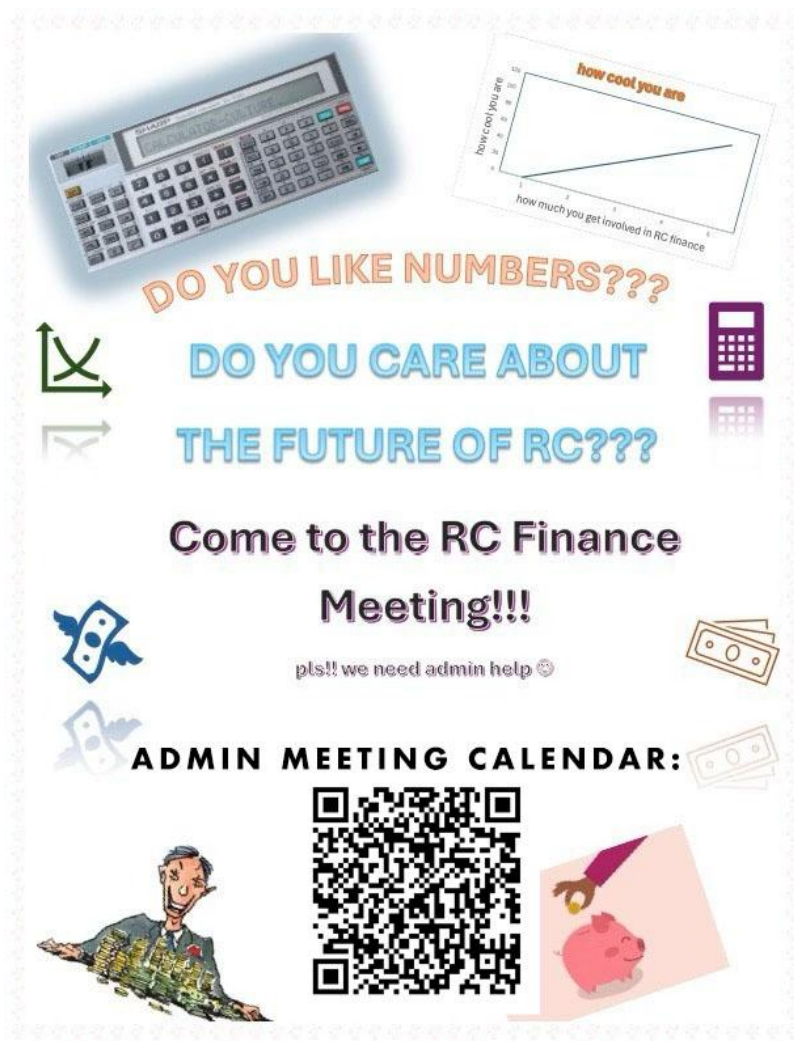
Facilities

Outside Comms

Fundraising



Finance



All-hands

