

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

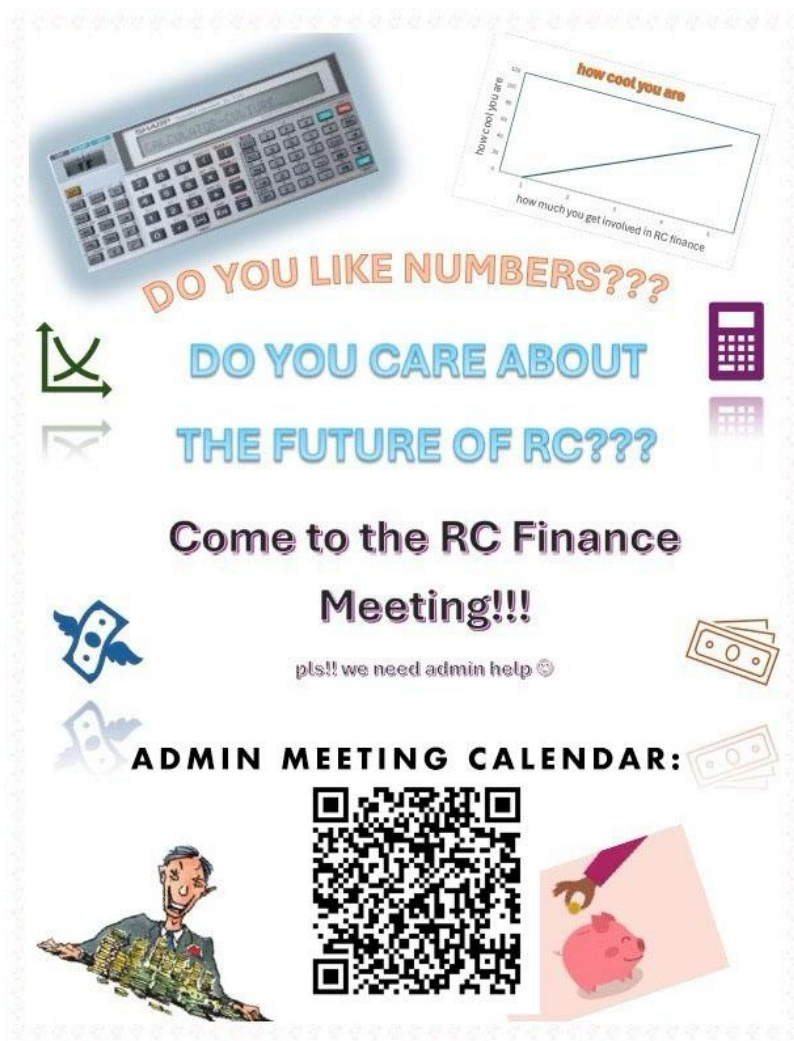
Facilities

Outside Comms

Fundraising



Finance



All-hands

