

Spokescouncil Meeting - Date: 09-11-2025

Agenda

- Role call (5 min)
- Role assignments (5 min)
 - facilitator - Katelyn, Caroline cc'd
 - meeting notes -
 - stack/ timer - Iris <3
- Spokescouncil process
 - quick review from SP WG (e.g. how voting works, etc) (5 mins)
 - Q&A/ Feedback (**OPEN TO ALL IN ATTENDANCE** 10 mins; strict stack :))
- Admin committee updates - Report on what was done this month, challenges faced, upcoming plans/needs, and any requests for support or approval. (25 mins; 5 min each)
 - **Legal/ Liability [Vanessa/ Johnny] - fiscal sponsor, bank acct, etc**
 - **Finance** (e.g. donations received (total and by source), expenses (total and by category), surplus/ deficit, any upcoming big expenses)
 - **Fundraising**
 - **Facilities**
 - **Tech and comms**
 - **Programming and rentals**

BREAK

- Proposal voting (TBD based on number of proposals)
 - **Bathroom cleaning rotation**
 - **RC announcement chat**
 - **RC coordination chat**
 - **Non-corkboarded proposals (to discuss if quorum)**
 - **RC community calendar**
 - **Sunday trash**
 - **Rags in the sink**
- Working group announcements (10 min)
- Open discussion/ feedback/ Q&A (**OPEN TO ALL IN ATTENDANCE;** ideally 10 min)
- Action item review (5 min)
- Closing remarks/ hugs (1 min)

Meeting Minutes here:

https://docs.google.com/document/d/1uRCwmsMLSKQvtCgotdWQ33KrEA1J3_29CijDcZx7kIA/edit?usp=sharing

Attendance & Roles

- **Facilitator:** Katelyn
- **Stack:** Iris
- **Notes:** Caroline
- **Missing:** Kids Tutoring and Reading Group

Legal & Liability

- Drafting an **MOU** requiring all people with space access (keycode holders, rentals) to sign a document protecting leaseholders.
- Gym waiver system already in place; non-signers are in violation.
- Daily visitors don't sign, but standards of safety are emphasized.
- Concern raised about basement hazards (tripping).
- A **fire plan** is needed.

Finance

- ☐ **Bank account opened** (thanks to Jonny & Vanessa).
- No 5% fee (Monk Works).
- Active income: **Patreon & WithFriends**.
- October rent due; basement & gym rent contributions unresolved.
- CSA sales early November (~\$2,600).
- Working towards **transparent, regularly updated financial documents**.
- Old Woodbine MOU assumed quick fiscal sponsor.

Facilities

- QR codes in the space for reporting needs.
- Stocking menstrual products, soaps, etc.
- Trash system working well.
- Open question: how to track **monetary donations vs. donated time**.
- Goal: improve **communication flow**.

Tech & Communications

- Using WithFriends, Patreon, RiseUp email list.
- Backend form access established.
- Exploring **web hosting solidarity partner** (~\$65/year).
- Questions remain: wiki page public? branding strategy?
- Calendar updates include adding writing group.

Fundraising

- Led by **Vanessa, Shelby, Sarah.**
- Ongoing: WithFriends (\$200/month).
- Planned: Raffle at Maker's Market, Opening Party on 20th, bake sale ideas, grants in progress.

Programming & Rentals

- New forms for **programming, film screenings, rentals** created.
- Unclear if event **costs** should appear on forms.
- Currently 3–4 events/month (Woodbine carryovers).
- Accessibility of programming calendar needs review.

Proposals Passed

- Bathroom cleaning system w/ signage.
- Repurposed Admin Chat.
- Calendar on the wall (writers group).
- Trash bottom-lining by dinner crew.
- “No rags in sink” signage.

Other Discussions

- Possible General Assembly / Community Forum.
- Proposal submissions: **2 weeks before meetings.**
- Weekly meetings suggested.
- Admin committee sign to be put on the wall.
- Writing group meeting next week.
- New Tuesday basement hack nights.

☐ Action Items

Legal & Liability

- ☐
- ☐ Basement + Gym: review waivers (including Hack Manhattan examples).
- ☐
- ☐ Check if old Woodbine MOU waivers exist.
- ☐
- ☐ Vanessa: legal check-in on basement liability (tripping hazards).
- ☐
- ☐ Develop **fire plan**.
- ☐
- ☐ Collect and organize waivers by **January**.

Finance

- ☐
- ☐ Ensure **October rent** is paid.
- ☐
- ☐ Finance group: meet with Basement & Gym to clarify contributions.
- ☐
- ☐ Begin publishing transparent financial docs.

Facilities

- ☐
- ☐ Decide on a process for **tracking money donations** (not just time).
- ☐
- ☐ Keep QR code system active and updated.

Tech & Communications

- ☐
- ☐ Brainstorm alternatives beyond Signal (e.g., Matrix).
- ☐
- ☐ Decide if wiki should be public.
- ☐
- ☐ Set up **public relations team** (copy & design).
- ☐
- ☐ Form **Emergency Branding Task Force**.
- ☐
- ☐ Add **Writing Group** to shared calendar.

Fundraising

- ☐
- ☐ Collect & park fundraising ideas in one place.
- ☐
- ☐ Prepare for raffle at Maker's Market.
- ☐
- ☐ Plan Opening Party on the 20th.
- ☐
- ☐ Support Sarah with grant applications.

Programming & Rentals

- ☐
- ☐ Finalize programming, film, and rental forms.
- ☐
- ☐ Decide if costs should be shown on forms.
- ☐
- ☐ Improve accessibility of programming calendar.
- ☐
- ☐ Make flyers about hosting events.

General

- ☐
- ☐ Recruit people who like **numbers** to join finance.

☐

☐ Recruit people with **grant experience**.

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☐ Recruit new members for working groups.

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☐ Update wiki when friendly amendments are added to proposals.

☐

☐ Put up admin committee sign in the space.

