

follow up from last meeting

- tutoring didn't clean the bathroom-- quinn doesn't have signal and likely has no idea about this proposal. whatever. it's the spokes planning group's week to clean it.
- there has been no progress made on the in-person calendar. we should bug the writer's group about it ahead of the meeting on sat
- we committed to putting a sign up about who is in each admin committee

spokes planning meeting notes

- i am concerned that there is a delegate chat emerging that does not represent and is not responsive to the group
- food pantry does not have regular meetings in which to relay information like this
- i think the gym is also not having regular meetings
- more people are murmuring about the fact that there was no announcement made on the WB WF or patreon
- shea is willing to take on making the admin committee signs that explains who and what they are with contact info
- lp: this can iterate into a much larger sign that explains the entire structure of the space
- we need better announcements for the planning meetings. remind people again day-of
- what should we do about the 2-week window within which we can make proposals. it feels like too long of a window for a cutoff for proposals.
- we could shorten the time, get consensus, then have window of time for blockers
- lp suggestion: have an open question asking & collection session before a break

action items

- create explainer materials for spokes & admin committee
- create stack indicator
- hand out name tags at beginning of meeting
- bug the writer workshop group about calendar
- make the sign for the admin (https://wiki.commonswiki.org/wiki/RC_Tech_Comms/RC_Admin_Committee_Chart_Alt)
- post agenda to announcements chat
- nudge delegates to rotate in delegate chat

• draft agenda for the next meeting

- introduction w/ names & pronouns (5 min)
- spokescouncil & admin committees review (10 min)
- explain the spokes planning group & encourage participation
- admin committee updates (5 min each-- 25 min max)
- tech/comms
- finance
- fundraising & grants

- programming & rentals
- facilities
- BREAK 5min
- working group updates (5 mins each would be 45min)
- food pantry
- gym
- tutoring
- spokes planning
- sunday dinner
- tech collective
- tuesday reading group
- writing group
- yoga / meditation
- BREAK 5min
- LJ to present on work done on branding (10 min)
- discussion session (20 min)
- are delegates actually rotating? do delegates feel like they can rotate?
- are people actually able to check-in with their groups to achieve internal agreement on proposals within the 2-week timeframe?
- let's check in with each WG about what their meeting cadence is & practices have been so far ahead of spokes meetings
- open question session (10 min)

