

MEETING MINUTES December 2016

Present:

Monika, Radu, Flavius, Matt, Cipi, Yuriy, Alixandru, Iacob, Francis, Patrice, Flavius, Roger, Luci

Robert vacation December 17- January 5

1. Door lock

- pls remember to lock the door at the end of the day

2. Shipping receiving

- there've been instances where we were charged for goods that were not in their packages

- Yuriy will be checking that packing slips match delivered goods from now on

- Make sure to tag the boxes you receive

(For example you get a box of hinges for "highway 99" you write "highway 99" on the box

3. Drawers

- don't send drawers under sinks until after plumbing installation is complete

4. Forklift

Cipi's forklift certificate expired at the end of this month. We'll need to renew it in the new year.

5. Christmas Party

Monika needs some volunteers to help with delivery to venue and set up. Let her know if you are available to help. Also Please remember that if you RSVP'd YES you need to come . Seats are limited and we are paying – even for NO shows.

Flavius please call the tire shop to get new winter tires for the van, it's beginning to get icy out there

