11/5 Meeting Notes

Sam: no particular agenda, we'd like to share our experiences. This isn't about tackling major problems, but just sharing info and then a little bit of brainstorming about communication.
Let's figure out how this site will function tomorrow?

Amin: let's introduce ourselves (followed by introductions)

Nick: idea to canvas flyers in the affected areas because people don't have internet

Sam: Communication between our different sectors is our main topic.

In terms of functions of the space: bringing donations in, sorting donations, kitchen, dispatch, coms,

Order of topics:
Kitchen
sorting of materials
dispatch-coms communication
communications in general:

Erek: regarding printers: let's put flyers on every single car with all the different sites we can volunteer at
Jennifer: our needs change all day so I don't know how effective that'll be. But I've been tweeting needs all day
Sam: can we put intra-site stuff first and then communication with the outer world out there?

VOLUNTEER INTAKE
I need a walkie talkie with kitchen, orientation, and coms. I want to be efficient because people walk up to me and want to know what we are running low on so I can tell people what they need.
Erek: can we set up a google doc with all the needs?
Jennifer with volunteer intake: do we have wifi outside?
Sam: no but they asked for either a walkie talkie or a runner every half hour or so to check in on their needs
Damien: in regards to orientation, it would help if orientation was in the loop of what people need because sometimes we just let people go to the kitchen because we don't know where it's needed
Sam: do we have ideas on how to do that?
Erek: does every department have its own coms runner?
Sam: how did that work today?
Alexis: I had a runner today but I was told a lot of things got lost. I was using cards today but things were lost. I think if we could get access to the google docs that'd be awesome

Sam: let's table driver-dispatch convo til later

Austin: we were trying to check in on what needs would be, so I think that a google doc would be great or a celly loop or walkie talkies because we do want to know that but we can't check with everyone

Fletcher: to eliminate as many back and forths as possible, walkie talkie would be great

Lev: centralized info is great, either with walkie talkie or a document

Robert: what's worked well is getting people to volunteer for very specific roles. We tried to get the walkie talkies in place but they weren't being used. The runners are good because the cards for dispatch-com, but we'll talk about that later

Sam: it sounds like it might make sense for each section to have walkies. For there to be check-in times. There are rules about orientation being a central send-in send-out kind of space. Inr egards for tomorrow, how do people feel about walkie talkies?

Sam: jargon-wise, upward facing 'jazz hands' indicates agreement. If you disagree, raise your hand and we'll call on you and talk about it. Lower facing 'jazz hands' indicate disagreement. Please only use this when I try to guage the temp

Austin: problem with walkie talkies is that you're busy and you miss stuff. Celly text loop might be better or a google doc.

Sam: what about dedicated check-in times?

Austin: those actually don't happen.

Lisa: I think a google doc could work if there's one runner that makes sure every leader checks in

Easton: face to face is best, if we have a dedicated runner to make sure that inter-personal communication is going on and updating a google doc that'd be awesome

Robert: sign-in system in place, perhaps if people check-in as a leader of a specific place for the day that'd be great. The kitchen also requested sending people up with a list of needs to one particular person or place that'd be awesome

Max: if people could check in and check out of the site that'd be awesome, just so we could know who's around

Erek: if we have someone in each dept whose job it was to be in the walkie that'd be useful.

Lev: I used to run a dispatch center. If we can centralize info so we know the front desk has a google doc that's up-to-date, whether enforced by a walkie or a runner that'd be good. It sounds like Ethan is a site coordinator, I think having a 'site supervisor' who knows what's going on is useful.

Austin: what I'm hearing from Lisa and Lev is that it seems like there's support from the google doc. It strikes me that we don't know if walkie or runners are better. How about we have a google doc at the front desk and you can either use a runner or a walkie talkie to get that info there? We can try different needs and compare them

Sam: does it allay your concern that the google doc is in one location?

-Easton: I think it's a good idea to have a runner to get info around

Sam: maybe it makes sense for the google doc and we can decide on that, but then we'll decide later if a walkie or a runner works best. Are people cool with a google doc?

--Erek and Lisa can set it up.

DRIVER AND DRIVER COORDINATION:
Sam: does this new model help with your concerns?
Fletcher: I think the google doc is the way to communicate between coms hubs and leads. With the kitchen, I think walkie coordination would be best. Susie from the kitchen asked if trucks are coming, to let the kitchen know in advance so they can work more efficiently. But that's something we can talk about
Lisa: in regards to driver dispatch and google docs, I think it could work but we're gonna have to talk about how communication would work out.
Sam: let's table it til the end because that's a private dispatch-comms convo

VOLUNTEER INTAKE/TRAINING
Damien: the flow was finding out who was going to go where. The second half of the day was tough to find out where to put people. It would be helpful to know which parts of our group need help
Christina: there was a point where we didn't have any organizations that needed help
Sofia: Beach 113 and the Rockaways can always use help
Sam: we've also been hearing from Beach 113 that they don't need help. I think for the latter half of the day most people were being funneled through Easton
Easton: the suggestion that people without tasks go canvas was given to most people without a specific task. Those people sort of shirked that task and didn't go. It would be better at the end of orientation meetings to check in and have people to raise their hands about what they're doing and then send them there
Damien: that is what we were doing btu we can be more firm about it
Sam: instead of hands maybe everyone has an assignment?
Robert: in addition to having roles that can be filled, if everyone had a task list that could go on in every dept that'd be useful in staffing.
Nicole: a check-in with orientation team before orientation could get people from place to place.
Elana: I like the idea of concrete roles post-orientation and I got some feedback from people about the desire for longer orientation. Perhaps certain tasks need more in-depth orientation
Nicole: we need to make sure everyone goes to orientation training.
Sam: that might be a different training discussion, they were short because we were having such volume. Is there the capacity to train the people who are coming in the roles we want them to fill as opposed to a lacksadaisical way of learn-as-you-go. Can we make concrete roles in each department? Is that burdensome?
Lev: having specific roles assigned for each dept is good to know when you need to train. So if we had a google doc giving you a title, you're more likely to train.
Jennifer: some people are only here for an hour and that's not worth in-depth training.
Sam: is there a way to log the amt of hours volunteers can stay when they come in?
Group: no
Alexis: I have been taking that info from the drivers
Easton: what's great about this system is how new people identify needs and then create new roles. If we make it too bureaucratic then we become the red cross.

Sofia: I think all these things are wonderful but we cannot create infrastructure on people being here all the time, every day. It just needs to be as simple as possible. Do it by tasks

Amin: I want to echo the last thing because it taps into the human potential and people step up and fill roles. People can contribute whatever they can and not feel bad about it. There needs to be a map about how our system is working and a list of tasks and a category about what else do we need? Efficiency is capitalism and it destroys communities. That's what's hard about helping people out without foisting our views upon them.

Sam: do we agree with the map? Yes

Erek volunteered to make it

Lev: we have simple maps downstairs and we need some info about the goods.

Amin: that is a floor plan, we are talking about the system

Erek: I have software that is devoted to that.

Elana: I want to suggest that organizational chart is one for this site and one for how this site fits into the big picture

Giulany: I've been directing a lot of people here and you're going to have a lot of folks coming here who aren't familiar with occupy. Most people who walk in here want a sense that it's organized and that can just come in here and do something. I like what you're doing and keep doing real work. Make sure it stays organized. A task board as well as a recommendation board is great

Austin: a chalkboard or two is awesome. Where the flowchart is housed that'd be awesome. Or a place where people can put post-its to evolve the system would be useful. A space for an info reservoir. It'd be cool if there was a place we can project a google doc with needs or suggestions. Also with canvasing, if one rep comes up and asks for volunteers to have a human connection between the task and the people it would be effective.

Sam: do we feel good about a central chalkboard, whiteboard or some group post thing? Who will make sure that happens tomorrow? Whoever knows where to put it can figure it out.

Erek: a google doc would work

Easton: let's move on. We also need people here to welcome volunteers and create a human connection with them. Also, as much as we want to nail the structure down, we want to make sure the structure seems OK to change according to good ideas.

Sofia: overall, I see that it's not visible here what we're doing and the effects. It's important for people to know how effective we're being. That they're little task is bigger than them.

Alexis: an easy way to do that is to make a map of where we're sending things.

Sofia: a big piece of paper with recent news would work

Erek: a failure of occupy in general—I have 2 kids and it's hard for me to be involved. Lack of daycare onsite makes it difficult. Can we implement a system of daycare?

Lev: I don't know where our stuff's going and I have no idea. So I agree with visual stuff.

Sofia: every night there are report backs from the sites. Can we write down the 10 best things that happened?

Sam: so the tasks I'm hearing—setting up a board, making these maps and printing them large

Erek: if I can have access to a printer I can do a lot of that.

Sam: daycare?

Elana: there was someone who brought 8 4-6 y/os who made sammies all day. So any child over 4 is welcome, smaller children would be great to have daycare.

Sam: who can be here at 9 am for setup?

Austin: I'm going to go get sticky flow-chart paper and stickies. Would anybody like to set up what that looks like? Lev volunteered.

Austin: Big printout of a big map would be good

Erek: we can do that

Elana: I can get big maps printed out from the Pratt Center by tomorrow afternoon.

Giulany: what about the pictures being taken? I have a projector

Lev: to get pictures taken every hour of the main intake place would be rad

Unknown lady: I can bring office supplies, as far as maps if it's not taken care of, let me know

Lev: needs communication needs to be communicated

Sofia: needs at sites are always changing

Lev: we always want to broadcast our needs for water

Mark: Michael Premo says one of the frustrations is that coms people aren't communicating with people on the ground. There will be a comms meeting at 8. Apparently we have a hub in CI that I don't know about

Amin: people need to go out to the sites. Don't get stuck here, we'll lose track of what we're doing. There are a lot of race and class stuff are being played out. SI right now we are paying a lot of attention. Photos are great because it's pariticpation

Sofia: we should print out good press

Amin: we will have press here, be sure to point out we are working with people on the ground in those communities. That we are trying to empower them.

Erek: do we have a press person?

Sam: yes, we do

Sam: also much love to the people who have been holding it down here. The flow back and forth between site and here is important and I know a lot of people have given up their seat in cars going out in order to hold down this work so I appreciate that.

Unknown: make sure to ask people before you take photos

Lisa: the notes will be up on the gdoc, the email and pw will be posted in coms hub

Elana: do we have people posting stuff and childcare?

Austin: I am posting stuff with a team

-- we don't have childcare setup