

To: Engineering Society Members
From: Danielle Sheahan, Tea Room Head Manager 2009 – 2010
Subject: Weekly Summer Report
Date: May 26, 2009

Major activities for week of May 19 – 22:

- Created summer plan
- Collected final strategic plan, budget, and summer plan documents from 4 assistant managers
- Cleaned the Tea Room office (still in recovery from mass dust inhalation)
- Corresponded with Bruce Griffiths and Dean Woodhouse regarding Tea Room staff social plan
- Finalized budget with Business Manager
- Attended Dean's Reception on behalf of Tea Room and mingled with Alumni
- Met with Gerry Plunkett, PPS Manager, to discuss upcoming Tea Room renovations
- Started reading *The Natural Step for Business: Wealth, Ecology and the Evolutionary Corporation* by Brian Nattrass and Mary Altomare
- Met with Environmental Manager and vermi-expert Nathan to discuss Tea Room's current composting systems

Anticipated major activities for upcoming week of May 25 – 29:

- Meet with Assistant Managers as needed to edit and complete strategic plan and budget components
- Finalize and submit strategic plan and budget for May 29
- Ensure that Marketing Manager has begun process of ordering staff and manager uniforms
- Begin looking at different flooring and lighting options for renovations
 - o Home depot, other coffee shops, online, Canadian tire, auctions
- Meet with David Lay to discuss turning off more power in Tea Room over summer to cut down on energy consumption
- Clean fridge in ILC storage space
- Continue reading *The Natural Step*