

**To: Engineering Society Members**  
**From: Danielle Sheahan, Tea Room Head Manager 2009 – 2010**  
**Subject: Weekly Summer Report**  
**Date: June 1, 2009**

**Major activities for week of May 25 – 29:**

- Met with Assistant Managers as needed to edit and complete strategic plan and budget components
- Found a website designer and drafted a contract to be signed
- Proofread and edited 1<sup>st</sup> staff newsletter to be submitted this week
- Finalized and submitted strategic plan and budget to Engineering Society
- Met with marketing manager and organized ordering of uniforms and promotional items
- Visited local hardware and flooring stores in Kingston to begin making flooring options
- Met with David Lay and got more power turned off in the Tea Room for the summer (to conserve energy)
- Cleaned fridge in ILC storage space
  - o Gross<sup>infinity</sup>
- Continued reading *The Natural Step*

**Anticipated major activities for upcoming week of June 1 – 5:**

- Research flooring auctions around Kingston to attend and purchase flooring; attend either this week or next
- Get website designer to sign contract
- Send preliminary web design templates to designer with draft of desired layout
- Begin looking at Sales data and compiling into legible format
- Send out 1<sup>st</sup> staff newsletter
- Finish reading “Natural Step” and pass along to other managers