

To: The Quelab Board Of Directors

From: The Space Cadets Task Force

Date: 04/11/2016

Re: Formal Proposal for the Renaming and Repurposing of the Space Cadets Task Force

The following recommendations have been agreed upon by the members of the Space Cadets Task Force and are being proposed for formal implementation by the Quelab Board of Directors.

1. We propose the organizational structure of the group be changed from a task force to a committee. We propose the group's name henceforth change from the Space Cadets Task Force to the Space Cadets Committee.
2. We propose that the Space Cadets Committee be assigned an expanded mission* with the purpose of proposing and considering all matters related to Quelab space organization, assignments, definitions, and purpose. The result of the committees' work will be proposals to the board of directors on how considered space should be used.
3. We propose that all proposals submitted to the board of directors by the Space Cadet Committee receive immediate approval or denial in the interest of timely implementation of recommended actions. The proposals submitted to the board will be individually acted on as presented without modification. If a proposal is denied an explanation will be provided by the board.
4. We propose that all area captains, the facilities manager, and the proposed rental officer be automatic members of the committee. Participation of the area captains and officers is noncompulsory, but will be recommended to assist the committee in matters related to space organization, assignments, definitions, and purpose.
5. We propose these proposals be accepted and implemented by April 30th, 2016 to allow for the formal reestablishment of the task force as a committee with the proposed expanded mission by May 1st, 2016.

Submitted by

The Space Cadets Task Force

Footnotes:

* The original mission of the task force was to look at options for expanding, or relocating Quelab. The mission then refined to focus on the feasibility of renting the Annex and looking at how the space would be utilized to make recommendations on ideal utilization configurations which would benefit Quelab.