



Welcome to the Centre for Social Innovation - Spadina

The Centre for Social Innovation hosts a vibrant community of change-makers and we're happy to have you as part of this dynamic environment. Below are some important details that will help to get you comfortably settled in and familiar with day to day office practices, tips, tricks, and guidelines. Please see any of our staff with questions.

Fobs and Keys

Camila will assign you a security fob and give you a key to the main door when you sign your lease. Fobs take about 48 hours to activate. You are responsible for making copies of your office keys for your staff. You'll need your fob to access the building, elevator, and office area anytime outside of regular building hours (weekdays 8am to 6pm). Your fob is always needed to access the green roof.

Wireless Access

CSI is pleased to offer wireless internet access through out the space. In order to get connected, simply open your browser – your computer should automatically seek out the open Wireless Toronto, social innovation networks.

Printer / Copier

We have black and white (Suite 120) and colour (Suite 400) printers for your use. You will receive a printer driver tutorial from Camila for MAC and PC. They are code-operated copiers, scanner and printers, all in one. The tutorial will guide you through installing the printer driver so that you can print from the machine. Copies/prints are 5 cents for b/w and 20 cents for colour.

Codes – Alarm, Printer & Long Distance

Camila will issue a unique code that should be used for the security system, tracking copier/printer use and long distance call use. **Please do not share this number!**

Securing the Space

We are all responsible for the security of our shared workspace. If you are the first in on weekdays, you will need to deactivate the alarm upon entering the workspace. If you arrive and the lights are off in the workspace, and you hear the alert buzz when you open the door with your fob (red light will be lit on the keypad) – simply enter your 4 digit code (no pound, no star). Do the same thing and press “0” to confirm when you reactivate it upon exiting the workspace. Refer the instruction by the alarm.

If you are here late, please look around when you are heading out. If you are the last out, please arm the security system/alarm (enter your 4-digit code and press “0” to confirm) and turn out the lights of the office area. The main door next to the elevators should also be locked and the lights of the reception area turned off.

Innovators Update

Our monthly ‘Innovators Update’ reaches over 7000 people and features your news and events. To promote your work on this list, send your materials to Jessica at Jessica@socialinnovation.ca for inclusion in the next e-

Phones – Making a Call

CSI provides VoIP telephones and telephone lines at a cost of \$50/month. We also provide a voice message box only service at \$15/month. The Community Animator (CA) can activate your phone and provide you with a users guide to set up voice mail and auto-attendant. If you don't have your own handset, you can make a long distance call from the phone booths. To make a call, dial 9 to get a line, dial the number as usual, then enter your 4 digit LD code once you hear the tone.

In an Emergency

If there is a building emergency (security, flooding, fire, etc.) during work hours please alert the Community Animator. If the emergency occurs after hours, please call # 647 668 5511

Booking Meeting Spaces

To book a meeting room or check availability please go to the 4th floor reception where the books for scheduling meetings are kept. Speak to the CA for instructions on booking. When making a booking, please write in pencil, include the organization that is making the booking, the number of people and whether coffee/tea will be needed.

Fax Numbers

1st Floor Fax # 416-979-3939
4th Floor Fax # 416-644-0116
No need to dial 9

Kitchen and Coffee

The common reception and kitchen is our collective responsibility to keep clean and tidy. We encourage you to clean up after yourself and to also find one other kitchen task that you can make your own (e.g., wiping the counter tops) to contribute to the community.

Please label your lunch and clear the fridges regularly of your belongings or you risk having them disposed of.

Please help yourself to coffee! Milk, cream is kept in the small refrigerator under the counter. Tea, sugar, and coffee grounds can be found in the drawers below the coffee maker. Hot water for tea comes directly from the red lever on the coffee maker If you empty the coffee pot; please make the next one (unless it's quite late in the day).

See the Coffee Policy on providing coffee for guests and meetings.

Billing and Invoicing

All invoicing – rent, long distance phone calls, photocopy charges, etc. are managed by our bookkeeper - Deepthi Thiruchelvam (deepthi@socialinnovation.ca). Her office is in suite 418.

newsletter.

Mail Delivery

The mail is delivered daily. We do our best to get it into your mail slot as soon as possible, but this isn't always possible. If you are looking for something urgently, feel free to dig through the mail pile at the reception.

Internal List serve

Our internal mailing lists are the primary form of communication that we use at CSI. We share job postings, announcements from CSI and general information that we think would be of interest to each other. Please use this carefully and only send things that you would not mind finding in your inbox – we all need to be aware of inbox overload. To send a message, send to

1st floor tenants: tenants1@lists.socialinnovation.ca
Suite 160 tenants: tenants160@lists.socialinnovation.ca
4th floor tenants: tenants4@lists.socialinnovation.ca
All CSI members: allmembers@socialinnovation.ca

If your message gets held for approval, please note that they will be approved within a day. A clear and concise subject line will help increase readership. To add any of your staff's email addresses to the listserve, please email camila@socialinnovation.ca

Web site and Promoting You

You can create personal and organizational profile, find other members, and post news, jobs and events on our website- <http://community.socialinnovation.ca>.

Please email eli@socialinnovation.ca and he will send you the instructions to create profile.

Members Orientation Session

Attendance at one of our monthly Orientation Sessions is mandatory for all new members. These sessions introduce you to the CSI community, history and programs, along with simple rules of operation so that everyone is on the same page. An email will be sent to let you know when the next session will be held. The next meeting will also be posted on the announcement board.

Business Cards and Sig Files

Just a reminder that your business cards, signature file and anywhere else that you would place your address should include @ Centre for Social Innovation and your Suite #. This ensures that your mail is delivered to the right place, that people can find you, and helps to promote the CSI community.

How to Make Coffee

1. Empty the used filter with grounds into the red compost bin on the counter.
2. Place a new paper filter in the basket. These are kept on top of the machine or in the bottom drawer below the coffee machine.
3. Fill plastic scoop to its lower ridge and drop coffee grains into the filter. Shake coffee grounds in the filter before replacing basket in machine.
4. Open the lid of the coffee carafe and remove the central 'straw' or pump.
5. Place carafe under the basket with lid open so coffee can pour in
6. Make sure both the red and green lights are on
7. Push the black 'start' button ONLY ONCE
8. Do your best to remember to put straw back in and to close the carafe when brewing is complete – coffee cools if it is left open.

Programming

CSI hosts a variety of programming and is always keen to hear your ideas for the community – anything is possible when you have the space to host it! Here are some current activities:

- Salad Club on Tue & Thur @12:30pm on the 4th fl.
- Monthly Lunch and Learn sessions
- Farmers Market once a month
- Farm fresh organic eggs / chickens (occasional)
- Social events and speed geeks – quarterly

Please contact Annahid or Getnet with any community animation programming ideas.

Please contact Eli Malinsky with any social innovation programming ideas.

Staff Contacts

To reach CSI staff person, please call CSI's main number: 416-979-3939 and press pound to dial by name.

Tonya Surman, Executive Director

Eli Malinsky, Director of Programs and Partnerships

Karine Jaouich, Director of Operations

Annahid Dashtgard, Director of Community Animation

Jessica Hazen, Director of Stakeholder Relations

Camila Bonifaz, Leasing Coordinator

Getnet Ejigu, Lead Community Animator, CSI Spadina

Colleen Diamond, Lead Community Animator, CSI Annex

Deepthi Thiruchelvam, Bookkeeper

Shona Fulcher, Community Animator, CSI Spadina

Mike Brcic, Project Wildfire

Grace Yogaretnam, Executive Assistant