

♥Ridgewood Commons (RC) Explainer♥

Last updated: XXXXXX

 [Introduction and purpose](#)

 [Principles for working together](#)

  [RC governance structure: The two-wheel model](#)  

 [Current Admin Committee info](#)

[Facilities](#)

[Finance](#)

[Fundraising](#)

[Programming and rentals](#)

[Comms](#)

[Tech](#)

 [Current working group info](#)

[Basement](#)

[Coworking](#)

[CSA](#)

[Food pantry](#)

[Gym](#)

[Kids tutoring](#)

[Reading group](#)

[Sunday dinner](#)

[Writing workshop](#)

[Yoga & Meditation](#)

[Research Group](#)

 [RC communications overview](#)

♥ [RC conflict support](#)

[ANNEX](#)

 [Additional FAQ](#)

 [Spokescouncil Overview](#)

[Summary: Spokes meeting and proposal timeline](#)



Introduction and purpose

We find ourselves amid a long emergency of social crises and climate collapse, as a destabilized state aims to further divide us. We recognize that no one is coming to save us, and that our collective survival will depend on taking our destiny into our own hands.

In founding Ridgewood Commons (RC), we are building a hub that will help us transcend mere survival and cultivate care, autonomy, and connectedness in Ridgewood, Queens. We are building on the legacy and intention of past movement spaces in the area while adapting to the changing composition of the community.

This document explains how we govern ourselves – our principles, structures, and processes. Like the RC itself, it is a living document that can change and evolve.

For more information, visit the RC wiki!

 [AAADDDDDD wiki links for more info, notes, templates, etc.](#)

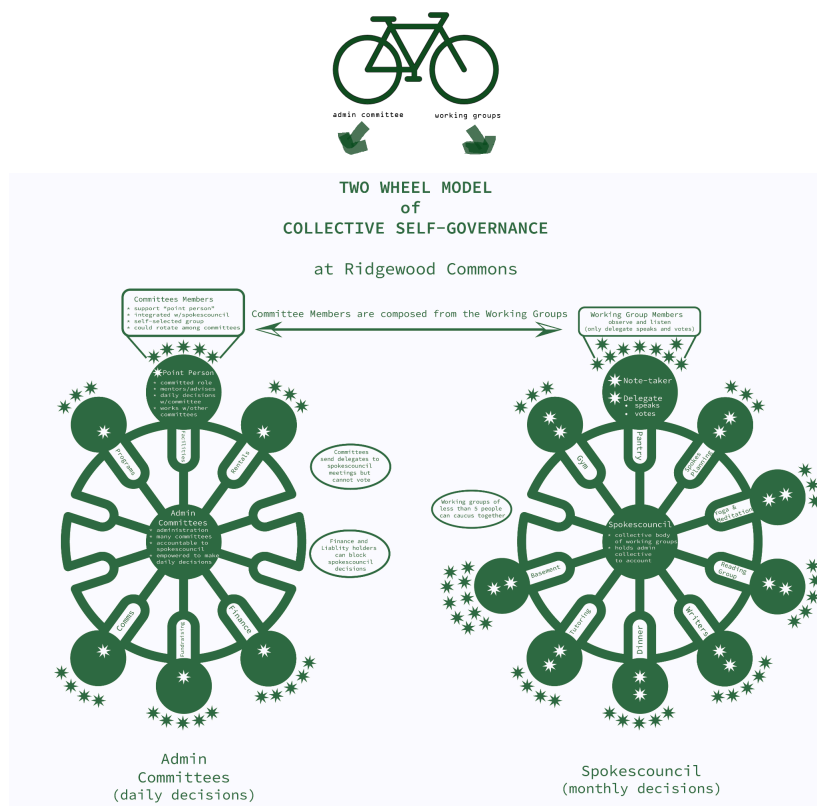


Principles for working together

Our *Points of (Ridgewood Comm)Unity* guide us:

- Commitment to anti-authoritarian, anti-capitalist, anti-fascist politics – authority and resources are collectively held
- Commitment to autonomy and decentralisation – working groups self-govern; everyone can shape RC.
- Commitment to mutual aid and collective resource sharing – programming goals of collective care, redistribution, and solidarity.
- Commitment to “Invitationality” – ensuring the space and culture is open and welcoming to a broad range of participants without sacrificing collective safety or political efficacy. Commitment to developing internal accountability practices that balance care and responsibility.
- Commitment to accountability with care – Responsibility + support, not punishment.
- Commitment to learning from History – Acknowledging past exclusions, committing to do better.

RC governance structure: The two-wheel model



Front Wheel = Working Groups (WG) -

- Autonomous projects (e.g., Gym, Pantry, Sunday dinner) that self-form as long as 5¹ people are involved and a charter is ratified by the Spokescouncil.
- WGs steer RC, setting direction and holding accountability
- WGs are coordinated through the Spokescouncil (which is all of us!).
- WGs can submit proposals for review at Spokescouncil meetings and are expected to send a delegate to vote on proposals and a note-taker to help in shareback from each spokescouncil meeting

Back Wheel = Admin Committees (AC)

- Handle daily operations and management of the physical space
- The admin committees are coordinated through the Admin Collective
- Each committee has a point person accountable to reporting updates to Spokescouncil at meetings
- The AC is not a decision-making body beyond the scope of their charters; Therefore, AC point people do not vote on proposals brought to the spokescouncil

In addition to the two wheels (admin collective and working groups) lease holders handle and speak for liability and legal issues. These individuals have veto power on the basis of liability/ legality that is separate from collective decision-making. **The scope of lease holder power is defined in XXXX.**

¹Groups under 5 people are advised to caucus with other WGs

Current working group info

Working groups are described (alphabetically) below, as well as how to join!

WG	Description + how to join	Point-person
Basement	The Technical Collective fka Basement is a group focused on learning, skill-sharing, and hands-on work around technology and autonomy at Ridgewood Commons. They run workshops, maintain shared tools, and steward the basement workspace for things like making, repair, digital security, and alternatives to big tech, with a strong focus on safety, accessibility, and care for shared equipment. Charter: https://wiki.commonsnyc.org/books/group-charters/page/technical-collective-fka-basement 👉 HOW TO JOIN ?????	Paul
Coworking	Coworking at Ridgewood Commons is a shared, daytime way to use the space to work, study, write, or take calls alongside others. It's a community practice—not a service—so everyone who coworkers helps take care of the space by cleaning up, communicating in the group chat, and being mindful of other activities happening at the Commons. NO CHARTER TO DATE Explainer: https://docs.google.com/document/d/12Qz2tKkTnXmllqS-SYhpi9OVnifGfOY8JqWMf1wa8Ls/edit?usp=sharing 👉 HOW TO JOIN Complete this form online or come to open coworking (Tuesdays) to get set up. Membership requires a monthly payment	Katelyn

WG	Description + how to join	Point-person
CSA	👉 HOW TO JOIN Sign up seasonally at https://www.ridgewoodfarmshare.nyc/	Natalie
Food pantry	The RC Food Pantry is a mutual aid food pantry at Ridgewood Commons, providing free groceries to neighbors in Ridgewood twice a week. Volunteers pick up, sort, and distribute donated food, manage storage and food safety, and help make sure distributions are fair, accessible, and consistent—especially for elders and people with disabilities. Charter: https://wiki.commonsnyc.org/books/group-charters/page/food-pantry-charter 👉 HOW TO JOIN - You can join the Food Pantry by showing up. Come to a sorting session on Sunday or Tuesday night, or help out during distribution on Monday or Wednesday mornings. - There's also a general Food Pantry Signal chat you can join—once you're there, you can ask for access to the drivers chat or other role-specific coordination as needed.	?
Gym	 Common Strength is a donation-based strength training gym inside Ridgewood Commons. Members collectively take care of the space, share responsibility for cleaning and maintenance, host open gym hours for the broader community, and make decisions together about how the gym operates. Open collective: https://opencollective.com/commonstrength Instagram: https://www.instagram.com/common.strength Charter: https://wiki.commonsnyc.org/books/group-charters/page/food-pantry-charter	Aven

WG	Description + how to join	Point-person
	ters/page/gym-charter 👉 HOW TO JOIN 1. Send a message to the Gym Working Group by email (CommonStrength@proton.me) or on Instagram (@common.strength) 2. Attend the next available coaching or intro session to get oriented to the space and how the gym operates. Please do not use the gym until you've attended an intro session.	
Kids tutoring	READgewood Tutoring offers free tutoring for kids in the Ridgewood community at Ridgewood Commons. Volunteers support students with reading, math, science, and life skills in a safe, welcoming environment, and take care of the space during and after each session. 👉 HOW TO JOIN ???	Quinn
Reading group	Closed?	
Sunday dinner	The Sunday Dinner Working Group cooks and serves a donation-based community dinner at Ridgewood Commons every Sunday. Volunteers prepare healthy meals, take care of the kitchen and shared space, and help create a sweet environment for neighbors and the wider Ridgewood community. Instagram https://www.instagram.com/ridgewoodcomms_dinnerz/ Charter https://wiki.commonsnyc.org/books/group-charters/page/sunday-dinners-charter 👉 HOW TO JOIN Show up Sunday at 5:30 to cook or 7:30 to eat! Ask to join the signal group chat to get involved	

WG	Description + how to join	Point-person
Writing workshop	👉 HOW TO JOIN	
Yoga & Meditation	👉 HOW TO JOIN Show up Monday nights at 7pm!	Arie
Research Group	Closed? 👉 HOW TO JOIN	

⚓ Current Admin Committee info

To join an admin committee, contact the point person listed below. If you are new to the space or dont know the point person, email ridgewoodcommonsny@gmail.com

Committee	Description/ link to charter	Point person
Comms	The Communications Committee shares what's happening at Ridgewood Commons with the wider world. They manage external communications like Instagram helping keep the public informed, invite people into events, and present the Commons in a clear, values-aligned way. Charter: NO CHARTER TO DATE	Kohlman
Facilities	The Facilities Committee takes care of the physical space at Ridgewood Commons so it stays safe, clean, and functional. They coordinate repairs, maintenance, cleaning, and improvements, make sure work is approved and funded properly, and welcome anyone who wants to help learn and support the upkeep of the space. Charter: https://wiki.commonsnyc.org/books/group-charters/page/ridgewood-commons-facilities-charter	Iris
Finance	The Finance Committee helps take care of Ridgewood Commons' money so the space can stay open, healthy, and aligned with its values. They track income and expenses, make sure spending is responsible and transparent, and keep the broader group informed about the Commons' financial situation. Charter: https://wiki.commonsnyc.org/books/group-charters/page/finance-committee-charter	Dora
Fundraising & Grants	The Fundraising & Grants Committee brings in money to help keep Ridgewood Commons running and improving. They apply for grants and organize fundraisers, coordinate with other groups that raise funds, and make sure all fundraising represents the Commons' values and works smoothly with how the space operates. Charter: https://wiki.commonsnyc.org/books/group-charters/page/fundraising-grants-committee	Shelby
Programming & Rentals	The Programming & Rentals Committee organizes events and manages rentals at Ridgewood Commons. They curate community programming, coordinate coworking and rentals, and make sure everything aligns with the Commons' values, accessibility goals, and legal responsibilities. Charter: https://wiki.commonsnyc.org/books/group-charters/page/programming-rentals-committee-charter	Vanessa
Tech	The Tech Admin Committee stewards Ridgewood Commons' digital infrastructure and shared technical systems, managing access to tools and accounts while prioritizing usability, security, and reliability. It supports working groups by identifying technical needs, sharing organizational knowledge, and piloting tools or	Paul

	practices before bringing recommendations to the Spokescouncil. Charter: https://wiki.commonsnyc.org/books/group-charters/page/comms-tech-admin-charter	
--	---	--

RC communications overview

For **general questions** (see FAQ in annex) or email = ridgewoodcommonsnyc@gmail.com

For **rentals, events, or programming**, complete this form **or email:** ridgewoodcommonsnyc-events@gmail.com

To **submit a flyer or other social media posting request**, email: ridgewoodcommonsnyc-ig@gmail.com

Website = ridgewoodcommons.nyc

Instagram = [@ridgewoodcommons](https://www.instagram.com/ridgewoodcommons)

Signal =
Most communication in and around this space is through signal. Please join our RC wide community announcements chat.

Other relevant groups may be:

- Spokescouncil announcements
- Working groups chats (see contacts above)
- Others
 - Ridgewood communized
 - Ridgewood communized housing
 - ?

RC conflict support

Who to go to resolve conflict (borrow from gym)

ANNEX

! ? Additional FAQ

Spokescouncil Overview

What is a spokescouncil?

Proposals

How to write and submit a proposal

Spokescouncil meetings

Meeting dates

Meeting flow

How to participate

Voting

See timeline table below....

How can I participate or provide feedback?

Write a proposal with your WG

Become a delegate or note-taker

Join in the planning WG

Share feedback through XXXXXX

Attend General Assemblies bi-annually



Process for review and evolution

- Bi yearly review of governance structure through general assembly followed by update of processes and documentation
- Log added here of big changes over time

Summary: Spokes meeting and proposal timeline

Week	Working groups (WG)/ Admin Committees (AC) To-Do list	Spokescouncil Planning WG To-Do list
Week 1 Post-meeting shareback	*Delegates/ point-person and note-takers share notes + action items with their WG/AC members * WG/AC members incorporate any friendly amendments (FAs) to their proposals * WG/AC members start implementing relevant proposals/ action items * WG/AC members flag any conflicts/ needs/ ideas for proposals to other members; start drafts * Determine delegate and note taker for the next meeting	*Send full meeting notes and action items/ friendly amendment short list to the Spokescouncil Announcements Signal chat (and post to Wiki)
Week 2 Submit proposals <i>All proposals are due 2 weeks before the next Spokes council meeting - check the RC calendar for deadlines!</i>	*Finalize any new proposal drafts and/or previous proposals with FAs incorporated → post to Wiki & on the proposal board in RC → !!! Send a note to the Spokescouncil signal chat when proposals are posted for community review !!	*Send a reminder for proposal deadline to Spokescouncil Announcements Signal chat *After deadline, send the list of proposals to the Spokescouncil Announcements Signal
Week 3 Determine group positions	*Determine group positions (pass, friendly amendments, or block) on existing proposals. This may be through an in-person meeting, asynchronous, or by whatever method works for the WG/AC *Ensure all action items and friendly amendments relevant to the WG/AC have been addressed *Ensure the next delegate and note-taker are selected and included in Singal chats for updates *Admin committees should co-write updates to be shared at the next meeting	*Send reminder to WG/AC to review proposals and determine collective positions; secure delegate and note-taker
Week 4 Spokescouncil meeting week <i>Meetings will alternate Tuesdays and Saturdays 6-8PM- See RC calendar for dates</i>	*Final assurance that delegates are aware of the group's proposal positions, any announcements, etc. *At a minimum, the delegate and note-taker attend the spokescouncil meeting to provide updates, vote !, and provide feedback to the WG/AC	*Hold spokescouncil planning working group on Tuesday 5:30-7:30 to finalize agenda, determine proposal positions, and make any process/ documentation updates *Send final reminder for meeting date including agenda

